

Annual General Meeting



Monday, 25 March 2024

7.00pm - Mater Dei School, Camden NSW

Chairperson – Karen Witherspoon P&F President 2023

Minutes – Laurie Cuthbert P&F Secretary 2023

Agenda Items

| Item | Description | Person | Time / Action |
|---|--|--------|---------------|
| 1 | <p>Welcome, introductions & apologies:</p> <p>Welcome: Prayer (Jennifer Foldes)</p> <p>Apologies: Mel Pascoe, Marion Abalos, Maree Buda, Lauren Golden</p> <p>Attendance: Jennifer Foldes (Principal), Toni Sillis (Deputy Principal), Karen Witherspoon, Laurie Cuthbert, Karen Arthur</p> | KW | 5 minutes |
| 2 Reports – President, Secretary & Treasurer | | | |
| | <p>2023 President – Karen Witherspoon (KW)</p> <p>2023 was a massive year for the P&F committee hosting many successful events for students and their families. I would like to take this opportunity to acknowledge several key stakeholders for their time, support and dedication during 2023.</p> <ul style="list-style-type: none"> • Laurie Cuthbert - our P&F secretary and outside stall holder coordinator for the Country Fair. Despite some personal challenges and starting a new full-time job with the electoral commission in a year that saw our first referendum in many years Laurie worked late into the night after work ensuring everything was on track and we had our largest contingent of outside stall holders ever. Your communication, gathering of required paperwork and no fuss attitude was invaluable. And of course, your attendance at meetings, taking minutes and baking delicious cupcakes was very much appreciated. Thank you, Laurie. • Marion Abalos our P&F Treasurer and Canteen coordinator which operated on selected Fridays throughout the year for students. Always a popular day of the week and only possible with the help of our amazing canteen crew – Heather, Robyn, Michelle, Maree, Jill, Kylie, Zena, Peta, Rebecca, Greg (Santa). • Mel Pascoe – Over the last 2 years Mel has taken the P&F Country Fair to a whole new level. Your many hours of dedication and hard work ensured post COVID we have had 2 of the most successful Country Fair's ever. In 2023 for the first time ever we had a profit of more than \$30,000. This was all despite escalating costs and many challenges. Thank you, Mel. <p>To all our families who supported us by donating to mufti days, volunteering either before or on the day we say thank you.</p> <p>Our Mother's Day and Father's Day stalls are always very popular with the students and well supported by families. Thank you, Maree, for</p> | KW | 10 minutes |

| | | | |
|--|---|---------------------|--|
| | <p>coordinating and ensuring a great selection of gifts for students to select from. Thank you to our volunteers who assisted – Jill, Zena, Rebecca, Marion and Vickie.</p> <p>Getting volunteers is becoming increasingly challenging due to many factors but we were still able to make things work for the students which is why we do what we do.</p> <p>In 2023 the P&F also hosted some new initiatives</p> <ul style="list-style-type: none"> • Easter Raffle – We had fabulous donations and support through online ticket sales from many families and we will once again do this in 2024. • Second Hand Uniform Stall – We hosted several days selling good quality uniforms at greatly reduced prices to help families. Thank you, Robyn and Michelle, for helping with the huge task initially of sorting and organising. We hope to continue this service in 2024. <p>Jenny – Thank you for your support of the P&F and please pass on our thanks to all the staff for all their efforts in 2023 ensuring no student missed out. In particular the time many staff members gave up on Country Fair day was amazing and a testament to what our great community is all about. We hope they enjoyed their thank you morning tea supplied at the end of 2023 as a small token of our appreciation for what they do.</p> <p>A special mention to Rebecca who did an amazing job as our 2023 P&F contact person this made things much easier for the executive team, Marcos, Carmen, Skye and Natalie for all their behind the scenes work and the team from Development – Sarah, Alison and Brad as well as Mel and Emma who assist with our audit.</p> <p>On a personal note, 2023 was a year of many mixed emotions with Jack being in his final and 14th year at Mater Dei. A place he has loved and grown into the most extraordinary young man as a direct result of the all the support he has received both within the classroom and beyond. From his amazing team of teachers and TA's over the years, to his therapists (speech, OT and physio) since Kindergarten, Mrs Hanrahan – Leader of Sports, the leadership team who believed in him and encouraged him to push himself and for all the amazing experiences and opportunities he has had and grasped with open arms.</p> <p>Watching him thrive in the role of school captain something he had dreamt about since Year 7 – throwing himself wholeheartedly into anything and everything, watching him struggle, persevere and realise his running dreams in 2023 (thanks to Mrs H) and then some. Finally, being the recipient of the Peace Prize for us as parents was very overwhelming but a testament to his enthusiasm and dedication to Mater Dei over many, many years.</p> <p>David and I will be forever grateful we found Mater Dei. Jack and Adam are in the best school, with amazing staff and families.</p> <p>We wish the class of 2023 all the success and happiness for the future, and we know firsthand that they have been given the best start possible.</p> <p>2023 Secretary – Laurie Cuthbert (LC)</p> <p>No correspondence</p> <p>2023 Treasurer – Marion Abalos (MA)</p> <p>Nil report provided. Report requested.</p> | <p>LC</p> <p>MA</p> | |
|--|---|---------------------|--|

| | | | | | | | | | | | | | |
|---|---|---------------------|-------------------|-----------------------------|-----------|---------------------------------------|------------|---------------------|---------|---------|-------------|--|--|
| | <p>P&F Bank Accounts Update Motion – Karen Witherspoon (P&F President)</p> <ul style="list-style-type: none"> Marion Abalos to be removed as a signatory from the P&F Society Cheque Account - BSB 062516, Account Number 1019 1664 as outgoing 2023 treasurer and no longer being a Mater Dei parent or carer as her children have graduated. <p>Motion Approved – Laurie Cuthbert Seconded – Karen Arthur</p> <p>Action – Karen Witherspoon to visit the Commonwealth Bank to have the P&F Bank Account updated and have Marion Abalos removed as a signatory.</p> <p>P&F Bank Account</p> <table border="0"> <tr> <td>Opening balance</td> <td>\$132466.73</td> </tr> <tr> <td>Mother’s Day Stall Expenses</td> <td>\$1439.92</td> </tr> <tr> <td>DoE Taxi Oct-Jan to be paid to school</td> <td>\$69795.09</td> </tr> <tr> <td>AGM Supper Expenses</td> <td>\$65.68</td> </tr> <tr> <td>Balance</td> <td>\$61,166.04</td> </tr> </table> | Opening balance | \$132466.73 | Mother’s Day Stall Expenses | \$1439.92 | DoE Taxi Oct-Jan to be paid to school | \$69795.09 | AGM Supper Expenses | \$65.68 | Balance | \$61,166.04 | | |
| Opening balance | \$132466.73 | | | | | | | | | | | | |
| Mother’s Day Stall Expenses | \$1439.92 | | | | | | | | | | | | |
| DoE Taxi Oct-Jan to be paid to school | \$69795.09 | | | | | | | | | | | | |
| AGM Supper Expenses | \$65.68 | | | | | | | | | | | | |
| Balance | \$61,166.04 | | | | | | | | | | | | |
| 3 Reports from sub-committees (Country Fair & Canteen) | | | | | | | | | | | | | |
| | <p>2023 Canteen - Marion Abalos</p> <p>Nil report provided. Report requested.</p> <p>2023 Country Fair – Mel Pascoe</p> <p>Nil report provided.</p> | <p>MA</p> <p>MP</p> | <p>10 minutes</p> | | | | | | | | | | |
| 4 Election of members of the P&F Executive for 2024 | | | | | | | | | | | | | |
| | <p>Due to the small numbers in attendance at the Annual General Meeting a decision was made by Jennifer Foldes (Principal) to postpone the election of the 2024 P&F Executive and have the below parents act in interim positions until the next general meeting.</p> <p>Executive Positions</p> <p>2024 President - Karen Witherspoon - Interim</p> <p>2024 Secretary - Karen Arthur -Interim</p> <p>2024 Treasurer - Laurie Cuthbert - Interim</p> <p>P&F Sub Committee Positions / Coordinators</p> <p>2024 Canteen Coordinator Tabled until next meeting.</p> <p>2024 Country Fair Coordinator Tabled until next meeting.</p> | <p>JF</p> | <p>15 minutes</p> | | | | | | | | | | |

| | | | |
|---|--|----------------------|------------|
| | 2024 Mother's Day / Father's Day Stall Coordinator Tabled until next meeting. | | |
| 5 Principal Report from Jennifer Foldes (JF) | | | |
| | <p>Staffing</p> <ul style="list-style-type: none"> Toni Sillis our new Deputy Principal – Toni joins us with a wealth of experience from across multiple dioceses. Katherine Power – Classroom Teacher 9/10 Polding. Ally Cane has resigned. Peta Howley has not returned in 2024. <p>Events</p> <ul style="list-style-type: none"> Enrolment Open Day / Evening – New format this year which was well received. PAN will be continuing in 2024. Some changes to End of Year activities – Dates have been communicated with families. Year 6 pool and picnic day replaces Principal morning tea. Swimming carnival and water fun day coming up and always a great day. Selected students will be representing Mater Dei in primary and secondary cross country and will be joining in with another local Catholic School for the trials. Minifit for all students K-12 has been a great success on Tuesday's. Opening Mass and anointment of Ms Foldes as Mater Dei Principal. Stations of The Cross – Staff and students have been preparing for this and it will be prerecorded to show on the day with Year 11 & 12 students having a special role on the day. | JF | 15 minutes |
| 6. Deputy Principal Report from Toni Sillis (TS) | | | |
| | <p>NAPLAN</p> <ul style="list-style-type: none"> We had several students in Years 3, 5, 7 & 9 sit NAPLAN in 2024 | TS | |
| 7 General Business | | | |
| | <ul style="list-style-type: none"> Easter Raffle was a great success with a profit after expenses of \$1505.67. Mother's Day Stall update – Items have been ordered. Volunteers to sort and organise on Friday 12th April. Item options will be the same for all students in all classes. Second Hand Uniforms. Donation week will be Week 10 (Monday to Wednesday). Sale day Thursday 11th April – 1:30pm to 2:30pm and Thursday 2nd May – 9:30am to 10:30am. Canteen – Canteen Day will take place on the last day of term Friday the 12th of April. Menus and information to be distributed to families. Karen W to organise to get the information to school. A call for volunteers to follow. | KW KW KW KW | |
| Next Meeting: Monday 6th May 2024 | | | |
| 7.00pm – Mater Dei School, Camden NSW | | | |