

P&F AGM Minutes
Monday, 5 March 2018
7.00pm Mater Dei School Camden

Chairperson – Karen Witherspoon (KW) – P&F President 2017

Minutes – Shonagh Bennett (SB) - P&F Secretary 2017

Agenda Items

Meeting Opened :

Item	Description	Person	Time / Action
1.0	<p>Welcome, introductions & apologies Welcome: Prayer – Sr Jeanie</p> <p>Apologies: Nil Attendance: See separate attendance register</p>	KW	5 minutes

Reports – President, Secretary & Treasurer

2.1	<p>2017 President – Karen Witherspoon (KW)</p> <p><u>2017 P&F Executive</u></p> <p>Thanks to Jo and Shonagh for being on the P&F Executive in 2017.</p> <p><u>Country Fair</u></p> <p>Thank you to all who assisted with the 2017 Country Fair, which was an outstanding success.</p> <p>Special thanks to Caroline Bambagiotti for Coordinating the 2017 Country Fair.</p> <p>Thank you to Jill Gooden for Co-ordinating the Stall Holders.</p> <p>Special mention to Byron Phillips who Co-ordinated the Entertainment in the lead up to the Country Fair and travelled down from Moree for the weekend of the Fair. Byron will now step down from co-ordinating entertainment due to personal reasons.</p> <p>Thank you to Steven, Nathan, Toby and Kevin, the muscle behind the Fair.</p> <p>Kylie Montgomery for running the BBQ.</p> <p>Tony, Helen, Carmen, Luisa, Sister Jeanie and Sister Mary, Anne Lauder and Anne H, Paul Prout and Pamela Templeton for donations and assistance on the day, Sharon’s Photography, the Labib family for raffle donation, Caroline’s friends who own local businesses, Sharon Slender and Michael who does so much for us and the Macarthur Rose Society.</p> <p>Finally thank you to all of the parents, families, friends and Sisters of the Good Samaritan for their assistance both in the lead up to and on the day of the Fair and to the businesses who support the Country Fair.</p>	KW	5 minutes
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<p>2.2</p> <p>2.3</p>	<p><u>New Parents Orientation</u></p> <p>In Term 4 we welcomed the new parents joining our community in 2018. Finally thank you to everyone who comes along to the P&F month after month for your participation and support.</p> <p>It has been an honour to be P&F President.</p> <p>Separate report available upon request.</p> <p>2017 Secretary – Shonagh Bennett (SB)</p> <p>Nil correspondence received since last meeting.</p> <p>No report submitted.</p> <p>2017 Treasurer – Jo Perrin (JP)</p> <p>The P&F Accounts have been handed to Anne Lauder to be audited by the Auditors who audit the School Accounts.</p> <p>Profit and Loss statement for 2017 were tabled at the meeting and copies were distributed to those in attendance.</p> <p>The balance of the P&F accounts, as at 31 December 2017, was a profit of \$33,758.38.</p> <p>Treasurer’s report was tabled. Final balance of accounts is as shown on the Profit and Loss report tabled.</p> <p>Reports available upon request.</p> <p>Following the tabling of reports, discussion was held about how much money would be donated to the school from the profits from 2017 Country Fair.</p> <p><u>It was agreed that \$23,000 would be donated to the school from the P&F accounts for the purpose of assisting to fund the re-fit of the Canteen - \$10,124.00 and to purchase new Classroom furniture - \$7,276.00 and part cost of the carpet in the hospitality dining area - \$5,600.00.</u></p> <p>A cheque for \$23,000 was written, signed by the President and Treasurer of the P&F and handed to Tony Fitzgerald. The official presentation of the cheque will be made at a school event during the year, such as the Celebration of Learning Day or G Day. A note will also be put in the next School Newsletter advising that \$23,000 has been committed to the school by the P&F and will be formally presented later in the year at a school event.</p>	<p>SB</p> <p>JP</p>	
<p>Reports from sub-committees (Canteen & County Fair)</p>			

<p>3.1</p> <p>3.2</p>	<p>2017 Canteen</p> <p>No report submitted.</p> <p>P&F Treasurer handed out the Canteen Profit & Loss statement for 2017 to those in attendance. This report is available upon request.</p> <p>Canteen only run in Term 2 & 3 in 2017. It didn't run in Term 4 due to renovations required to satisfy council requirements.</p> <p>The current plan is to have the Canteen up and running again in Term 2 this year.</p> <p>2017 Country Fair – Caroline Bambagiotti (CB)</p> <p>No report submitted.</p>	<p>CB</p>	<p>20 minutes</p>
<p>Election of P&F Executive for 2018</p>			
<p>4.1</p>	<p>Tony Fitzgerald (TF) Mater Dei Principal, facilitated the election of the P&F Executive and Sub Committee positions for 2018.</p> <p>2017 P&F Position Holders stood down and nominations were called for, for the following positions:-</p> <p><u>President</u></p> <p>Caroline Bambagiotti nominated Karen Witherspoon and this nomination was seconded by Jill Gooden. Karen Witherspoon accepted the nominations.</p> <p>There was no other nomination.</p> <p>Karen Witherspoon was elected to P&F President 2018 unopposed.</p> <p><u>Secretary</u></p> <p>Jo Perrin nominated Shonagh Bennett and this nomination was seconded by Caroline Bambagiotti. Shonagh Bennett accepted the nomination.</p> <p>There was no other nominations.</p> <p>Shonagh Bennett was elected to P&F Secretary 2018 unopposed.</p> <p><u>Treasurer</u></p> <p>Caroline Bambagiotti nominated Jo Perrin and this nomination was seconded by Karen Witherspoon. Jo Perrin accepted the nomination.</p> <p>There were no other nominations.</p> <p>Jo Perrin was elected to P&F Treasurer 2018 unopposed.</p> <p><u>Canteen Co-ordinator</u></p>	<p>TF</p>	<p>10 minutes</p>

	<p>Caroline Bambagiotti volunteered herself for the position and Karen Witherspoon seconded the nomination.</p> <p>Caroline said she would accept the nomination, if she could do the role with the assistance of Karen Witherspoon, Jill Gooden and Jo Perrin.</p> <p>There was no other nominations.</p> <p>Caroline Bambagiotti was elected to Canteen Co-ordinator 2018 unopposed.</p> <p><u>Country Fair Co-ordinator</u></p> <p>Jo Perrin nominated Caroline Bambagiotti for the position and Tracey Patterson seconded the nomination.</p> <p>Caroline said she would accept the nomination.</p> <p>There were no other nominations.</p> <p>Caroline Bambagiotti was elected to Country Fair Co-ordinator 2018 unopposed.</p>		
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Principal's / CEO Report			
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5.1	<p>It has been a good start to year at school, the best start since TF has been at Mater Dei.</p> <p>Eryn Lonergan and Bree Jimenez went to Florida in January to attend the Conference for the Council of Exceptional Children Division on Autism and Developmental Delay, at which they presented. After the conference, they visited a number of schools that Bree had organised visits with. This was an invaluable experience for both of them and one which they will feedback to / share with the Mater Dei staff.</p> <p>The Community Pathways (post school) Program began at the start of the school term with 6 young adults in the program and will probably be increasing to 9 young adults soon. All current program attendees are former Mater Dei students and all working on individualised goals. Assessments were completed over the Christmas holidays to determine their goals and then individualised planning was done towards their goals. The young adults are currently working on communication, organisation and self determination. 3 of the young adults currently have work placements in their field of interest, which was organised through the program and 1 other is currently attending TAFE, with another hoping to start TAFE soon. The Plan is to expand the staff of the program soon and a Goal Facilitator, who is a qualified Recreational Therapist, who previously worked at Royal Rehab, has just been employed. She will work with the young adults to assist them to achieve their goals through Recreational Therapies. A Feedback session with parents and participants is being held tomorrow night. The Program is currently operating between the hours of 9.00pm to 4.00pm and will probably run 44 to 48 weeks per year. The official launch will be held in a few weeks and is by invitation only. Tennille, Program Director, will present to the Mater Dei Board at the May Board meeting, on the progress of the Program.</p>	<p>TF</p> <p>JP</p>	<p>10 mins</p>
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	<p>The Mater Dei Open Day was held on 24 February and was really well attended and went well. Over 50 people attended and the focus was on enrolments.</p> <p>The School Canteen is almost ready to open again. The Council found a problem the other day with an exhaust fan which is currently being fixed. This should be finalised in the next few weeks. Food Safety Supervisor training must be completed by as many Canteen volunteers as possible, with at least one person who has completed the training working in the Canteen at all times when it is open. Once volunteers receive their certificates, they can be laminated and displayed in the Canteen.</p> <p>Pamela Templeton be running an NDIS Information night on Monday, 26 March. This will be open to all Mater Dei families. There are still a number of children at Mater Dei who do not currently have an NDIS Plan.</p> <p>Opening School Mass and the Golf Day are both being held this week.</p>		
General Business			
6.1	<p><u>Companion Card</u></p> <p>Karen Witherspoon asked if the school will be running a session for families to apply for the Companion Card this year.</p> <p>Sam Giles advised that there was a session last year, so the school would not be running another Companion Card session until next year.</p> <p><u>School Banking</u></p> <p>Tracey Patterson asked if School Banking would be running this year?</p> <p>Sam Giles advised that this is not something that the school arranges but rather, needs a parent to volunteer their time to co-ordinate. It also depends on participation numbers.</p> <p>Action : Jo Perrin to contact Sally Foweraker, the former Co-ordinator, to find out what is required.</p> <p><u>P&F Meeting Dates for 2018</u></p> <p>Sam Giles asked for the remaining P&F Meeting dates for 2018. Karen Witherspoon advised the following:-</p> <p>9 April 7 May 4 June 6 August 3 September 5 November 3 December</p> <p>There will be no P&F Meeting in July.</p>	All	

Country Fair Succulents

Jo Perrin advised that Mary Rudd is interested in obtaining interesting containers to plant succulents in and gravel, so that she can sell them at the Country Fair.

P&F Room

Jo Perrin asked Tony Fitzgerald to ask Michael to remove the very large weed that is currently growing from outside to inside of the P&F room

Meeting Closed : 8.30pm

Next Meeting : Monday, 9 April 2018