Minutes
BRIGIDINE RANDWICK PARENTS AND FRIENDS ASSOCIATION

Annual General Meeting
Monday 18th November 2013 (Meeting room – Administration Building)

Opening
The meeting opened at 7.05pm with a prayer by the Principal.

Attendance
Allison Roberts (President Yr 8/12); Michelle Hilton (Vice President Yr 10); Cathy Soden (Treasurer Yr 9) Susan Glassick (Secretary Yr 9); Kim Dobra (Class Representative Coordinator Y9); Kate Edmondson (Principal); Anthony Morgan (vice-principal) Sheridan Horne (Yr 9); Elizabeth Davis (Yr 9); Lisa Campbell (Yr 7); Mike Levendi (Yr 7).

Apologies
Ikuko Lucantonio (Yr 8); Liz Cummins

Minutes
The minutes of the AGM 2013 were confirmed by Michelle Hilton and seconded by Cathy Soden.

Matters arising
TAS Night –clocks.
It will not be possible to show the clocks at the TAS night as they are not ready to be displayed at the time of the event.

P and F email and distribution lists have been created with emails provided to the P and F at last years successful Meet and Greet event. The email address for the P and F is pnf.01328@sydstu.catholic.edu.au

The staff are keen to offer a ski trip in 2014

The outstanding $60 at the time of the financial report last year was received

There appears to be a demand for Recycled Uniforms, volunteers needed to man the stall during the parent teacher interviews

Correspondence
Mr Rawlings requested that the Parent and Friends advise the school community that there are many emails bouncing back to the school – in particular from Optus accounts. Anyone who is not receiving the newsletters from the school, and would like to, please go to the Sign Up on the Website and accurately type in your current email address. Do not re-register if you are receiving emails successfully.

President’s Report
See attached report.
Treasurer's Report

The treasurer advised the committee that the financial reports are required to be based on a financial year, and tabled the attached financial report that was accepted by Michelle Hilton.

Art Show
It was noted the Art Show balances were more this year that last year, this was a result of the P and F fully funding the event. The funds from the drink stall was donated to the art department and left over drinks were used as gifts to thank people for their contribution to the event.

Cat walk
The cat walk payments have been completed.

Audit
An audit was successfully completed.

Music Practice Room
It was reported that the sound proofing material in the music practice room is disintegrating and it was accepted to provide opportunity for donations for the tea and coffee at the music events and this money be given to the music department.

Founder's Day
Plans for Founder's Day are underway. It was agreed the girls enjoy the Founder's Day at the school and it was suggested that a wheel-in coffee cart could be an additional facility on the day.

Future Projects for P and F funds
It was agreed to save funds to be used toward the improvements of the Main Quad

Principal's Report

Curriculum
The Australian Curriculum English, Maths, Science and History for years 7 and 9 are ready for 2014, and years 8 and 10 will be implemented in 2015.

There are possible LOTE (Language Other Than English) changes for years 7 and 8 with the possibility of more hours to be allocated on the timetable. Recent loss of the French classes in the school has lead to 5 girls studying French at the Open High School. There is potential in the future for an Asian language to be offered.

New classes are to be introduced in Term 1 for Year 7 students to provide one single and one double period to learn the fundamental skills of learning - memorising, summarising and active learning.

Building
The improvements to the entrance have received approval and will start soon, and 2014 will see the refurbishment of the Kilbride classrooms, the main quad and painting of the school exterior.

The Design and Technology Department have covered chairs in the library.
Staffing
New Assistant Principle will be commencing soon and Mr Morgan will resume his position as the Curriculum Coordinator.

Three retirements this year: Mr McFadden, Mr Burg and Mr Jones

Enrollments for 2014
There are 144 girls enrolled for 2014, it is anticipated that in 2016 there will be opportunity to enrol 168 students.

AGM ELECTIONS for Executive Positions
The meeting was handed over to the Principal to call for nominations for the Executive positions and the following people were subsequently elected to the following positions:

- President – Allison Roberts
  (nominated by M. Hilton; seconded by S. Glassick)
- Vice President – Michelle Hilton
  (nominated by A. Roberts; seconded by C. Soden)
- Secretary – Susan Glassick
  (nominated by C. Soden; seconded by A. Roberts)
- Treasurer – Cathy Soden
  (nominated by M. Hilton; seconded by A. Roberts)
- Fundraising Co-ordinator – Elizabeth Cummings
  (nominated by A. Roberts; seconded by M. Hilton)
- Class Representatives Co-ordinator – Kim Dobra
  (nominated by A. Roberts; seconded by C. Soden)

Business without notice
Support of P and F President of Marcellin
It was agreed to provide $100 donation to support the recently bereaved family of the P and F president of Marcellin College.

Year 10 Social
Thirty parents are organising the year 10 social and developing processes to address any pre and post party events and access to alcohol.

Italian Trip
A trip to Italy for students of Italian is in the early stages of planning; the interest in the trip and cost is being examined.

Coordinators of Events for 2014
TAS night - Cathy and Liz
Founder’s day – Kim
Musicals – Sheri
Meet and Greet – Michelle and Alison
Recycled clothing – 16th and 17th December - 8.30 to 3.30 - Allison
Meeting closure
Meeting closed 9pm

Dates for Next Year’s Events and Meetings
Dates for next year’s events and meetings will be confirmed by the President.
“Sharing the Load” has to have been the theme for 2013. It was indeed a year of great joys, immense sorrows and a time to reflect on the gratitude for our circle of family, friends and acquaintances who share the celebrations and the heartaches with us.

As an Executive Team and with an ever growing band of willing helpers, the structure of sharing out activities has again been very successful for this year. Our P&F ‘support’ events were:

<table>
<thead>
<tr>
<th>The Meet and Greet</th>
<th>Open Day</th>
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</thead>
<tbody>
<tr>
<td>TAS show</td>
<td>Founders Day</td>
</tr>
<tr>
<td>Musical</td>
<td>Visual Art Exhibition</td>
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</tbody>
</table>

All incredibly successful, and smooth running, with helpers reporting back that they would happily help again next time – the best type of feedback of all.

The P&F can’t exist without the individuals who are willing to step up to help out, so I would like to thank our wonderful executive team: Michelle, Sue, Cathy, Kim and Liz. Ladies your efforts and enthusiasm over the past 12 months have been outstanding. The extended ‘team’ made life so much easier with their ‘can do’ spirit, I dare not list names in fear of missing someone but if you helped with any event over 2013, your efforts and support are truly appreciated.

I have enjoyed the opportunity of chairing the executive team of the P&F and I look forward to continued friendships and associations with the parents and friends of Brigidine College.

Thank you

Allison Roberts
### Treasurers report

**AGM**  
**November 18 2013**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BANK STATEMENT BALANCE AS OF 30 SEPT 2013</strong></td>
<td>10,972-81</td>
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<tr>
<td><strong>MONEYS RECEIVED:</strong></td>
<td></td>
</tr>
<tr>
<td>Art Show 28/8/13</td>
<td>816-00</td>
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<tr>
<td>Received from Raffle Sales &amp; Drinks</td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td>816-00</td>
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<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
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<tr>
<td>Food, Soft Drinks &amp; Water</td>
<td>603-00</td>
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<tr>
<td>Flowers</td>
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<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>723-00</td>
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<tr>
<td><strong>PROFIT</strong></td>
<td>93-00</td>
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