

Parents Association Executive Committee Meeting – Minutes



**MAZENOD
COLLEGE**

Meeting Details			
Meeting Date	30 July 2024	Meeting Location	Mazenod College Board Room
Meeting Opened	4.30pm	Opening Prayer	Daniela
Attendees			
College Representatives	Simon Harvey, Principal Beau Hemley, Acting Deputy Principal (Administration)		
Parents Association Executive	Daniela Tonon, President Christie van der Beeke, Vice President Dan Watson, Treasurer		
Apologies:	Sarah Adams, Secretary		

1. Shade Sail Project – Next steps following College Board Meeting (10/06/2024)

- *Context:* At the PA meeting held on 23 April 2024, the PA resolved to contribute approx. 50% of the estimated costs (as at that date), capped to the sum of \$125K - subject to College Board approval of the Project. The Board did not approve the inclusion of the Project costs on the 2024/2025 FY Budget. **ACTION:** Dan to make provision in the PA Accounts.
- *Current funds available in PA Account:* Approximately \$200K once grant funds have been cleared.
- *Next steps:* Following discussion, it was resolved that the PA would 'set aside' the sum of \$125K – subject to Board approval to include the Project costs (to be updated in due course) in the 2025/2026 FY Budget. If such approval is not obtained from the Board by 31 December 2024, the PA will 'release' those funds and the matter will be re-visited at the first meeting in Term 1, 2025.

2. PA funds acquitted – Since last PA meeting (23/04/2024):

- \$9,900.00 – Mazenod College Hockey Club (Note: Thank you letter from Neil Connan, Club President – published in College newsletter on 21/06/2024)
- \$8,237.00 (exc. GST) – Moodie Outdoor Products – It was noted that tables have been installed and are being utilised by students. The expenditure of these funds was consistent with prior discussions of the PA – no circular resolution required. **ACTION:** Daniela and Beau to follow up bats/balls with Moodie.

3. PA Grant Applications considered:

<i>Description</i>	<i>Decision</i>
11/06/2024 - Vicky Pulford, Head of Learning Area - Digital Technologies/Academic Extension:	<u>Approved</u> – \$6,215.00.00 (inc. GST)

<i>Description</i>	<i>Decision</i>
STEM Robots for STEM Squad TOTAL: \$6,215.00 (inc. GST)	
14/06/2024 (received 17/06/2024) - Paula Rafferty, Merchandise Coordinator and Publicity Officer, Mazenod Junior Football Club: Item 1: Media Wall \$638.00 (inc. GST) and Item 2: Stretcher \$550.00 (inc. GST) TOTAL: \$1,188.00 (inc, GST)	<u>Approved (in part)</u> – Item 2 only: \$550.00 (inc. GST)
18/06/2024 (received 19/06/2024) - Angela Urbani, College Nurse: Outdoor Wheelchair and Stainless Steel Trolley + shipping TOTAL: \$1,483.34 (inc. GST)	<u>Approved</u> – \$1,483.34 (inc. GST)

ACTION: Daniela to advise grant applicants.

4. Possible PA contribution to MOB Community House (for boarding families)

Simon explained that, whilst a lovely gesture from the PA, donations to MOB Community House fall outside scope of PA funds.

In future, the MOB Community House may submit an application for specific items required.

5. Current status of various initiatives raised at July 2023 Student Leadership

Workshop – please *attached* list from Christie Van der Beeke, Vice President (as at 30/05/2024)

Simon confirmed that several items are being progressed (eg. EFT in the Canteen).

ACTION: Simon to update list/table and to provide to Christie.

ACTION: Christie to contact Michael Anderson to arrange follow up meeting with Student Leaders. Lunch costs to be reimbursed by PA.

6. PAC lighting – Confirm whether this request is being actioned as a maintenance item

ACTION: Simon to follow up with Eric and to report to Executive Committee.

If required, grant application to be submitted for PA approval ahead of next PA Meeting.

7. Upgrades to Gym Kitchen (current status) and possible proposal to undertake cosmetic upgrades to the Gym to improve ambiance/aesthetics for all key College events (assemblies, masses etc...)

Kitchen upgrades are underway. Request for funds not yet submitted to the PA for approval.

Proposal to undertake cosmetic upgrades to Gym to be developed. Paint (colour) to improve ambience/aesthetics and acoustic paneling (that can be moved to new Gym in future) is recommended.

Simon has arranged a 'walk through' to identify necessary upgrades has been arranged for October 2024.

ACTION: Daniela to provide to Simon information collected to date regarding cosmetic upgrades and acoustic paneling.

8. 2025 Fees and Charges – Itemisation of annual P&F levy (PA fee) – to be finalised ahead of AGM

Simon has recommended that the PA Levy/Fee be itemised in 2025 Fees and Charges.

PA Levy to be considered at AGM – likely to remain fixed at \$100 per family.

9. Other Business

- Following discussion regarding key focus of PA (fund-raising), streamlining of meetings (Executive Committee only v full PA Meeting) and decision-making processes, it was resolved that the PA's Terms of Reference (**ToR**) should be reviewed and updated in 2025.

ACTION: Daniela to follow up Sioban Allen regarding CSPWA's review of ToR.

- Fr Michael Twigg OMI commenced as the new College Rector on Friday 26 July 2023. The Executive Committee looks forward to meeting him in due course.

- **Next PA Meeting Wednesday 14 August 2024**

- Simon Harvey – apology
- Beau Hemley to attend

- **Call for Nominations for 2024/2025 PA Executive Committee**

- Daniela confirmed her intention to nominate for President role for another term.
- Christie advised that she will step down from VP (as her son graduates from the College this year).
- Dan to confirm whether he will nominate for Treasurer (or other) role.

- **AGM & PA Meeting Tuesday 10 September 2024**

The meeting closed at 5.45pm.