Meeting commenced with a Prayer: 7:00pm

Introduction of Committee and Staff:

Attendees

Parents and Friends: Angela Cassidy (President), Caterina Thompson (Vice President), Toni McGinnis (Treasurer), Joanne Brooks (Secretary), Melissa Dance, Briar Ayliffe, Wendy Nielsen, Bec Sward, Lucy Gayler, Katrina Cooper, Wendy Palmer and Jane Steele

Staff: Elaine Doran, Brendan Gill, Carol Reynolds and Jacqui Freeman

Apologies

Joe Sandric, Debbie Wills, Veronica Palmer, Danielle Milic, and Caroline Jager

Confirmation of Previous Minutes

- 13th November 2013 Meeting Minutes confirmed as True and Accurate.
  
  Moved by: Melissa Dance  Seconded by: Caterina Thompson

Treasurer’s Report

Account Balances

<table>
<thead>
<tr>
<th>Account</th>
<th>As at 4th December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Account</td>
<td>$18,079.11</td>
</tr>
<tr>
<td>Fair Account</td>
<td>$32,485.02</td>
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</tbody>
</table>

- Minor decrease in the General Account balance from $18,503 in November to $18,079 in December due to donation to charity of $500.
- Fair Account Balance still to be finalised due to discrepancy over a deposit on fair day. Toni advised that $15,500 each would be transferred to the P&F General Fund and to the Parish Fund with an additional payment of the balance to be made early next year once finalised. No objections were raised.
- Toni provided a summary of the Funds raised through P&F Activities and Items/Activities Funded for the 2013 year.

Principal’s and Directors Reports

Principals Report – Elaine Doran

- Expressed appreciation to the P&F for the enormous work they have undertaken during 2013.
- Provided update on Capital works at Kingston Campus.
- Requested financial support with the development of improved playground facilities, to be further discussed later in the meeting.
- Advised of Staff News.
- Thanked all volunteers involved with school events and social occasions who helped foster a spirit of community and cooperation within the College that was so prevalent throughout St Aloysius this year.
- Advised of Term Dates for next year.
- Please See Appendix B (located at end of minutes) for the detailed report.
Joint Director’s Report–Brendan Gill

• Brendan advised that Joe thought the P&F had done an “Awesome” job this year
• Discussed the numerous activities which were conducted during the month with special mention made of the success of the Grade 6 Canberra Trip which resulted in a wonderful experience for all students involved
• Noted that students on the Kingston Campus were extremely tired at the moment due to school swimming and also that the Kingston student leadership for next year would be elected at the end of this month.
• Advised that a large number of excursions and activities were planned in the coming weeks across all grades.
• Advised that the trial of having the Grade 10’s spend the day assisting with a younger student class was successful and will continue next year.
• Please See Appendix C (located at end of minutes) for the detailed report.

Pastoral Report

• Elaine provided an informal update on Leanne’s behalf including apologies from Leanne for the non provision of a formal report.
• Thanked all families for attending the College/Parish Mass and BBQ afterwards.
• Thanked families for preparing their children so well for First Reconciliation and advised these students will receive the Sacrament of Confirmation on 1st June 2014 and First Eucharist on the 28th/29th June 2014.
• Reminder Afternoon Tea for Volunteers on next Wednesday at 2pm in SCC.
• Carols by Twilight has been advertised in the Parish and a few RSVPs have already been received.
• Leanne will travel to Melbourne Tomorrow to attend the Australian Catholic Youth Festival.
• Reminder that gifts and hamper items are being collected for the Vinnie’s Giving Tree.
• Advised that a notice will be distributed next week for all children who wish to be involved with the Christmas Eve Parish Nativity Play.

Business Arising from Previous Minutes

7.1 Grade 10 Plaques

• Elaine advised that the Plaques are on the way and will be located on the exterior walk way along the back of the library as previously discussed.
• It was suggested that a small presentation could be made at the Welcome BBQ.

Action: Angela and Elaine to further discuss the possibility of a presentation at the Welcome BBQ.

7.2 Playground Redevelopment (Netball Area and Sandpit Cover in Main Playground)

• A landscape designer has been employed to review the school play areas and it has been noted that our current set up lacks “flow” and does not necessarily align to student movement. As the sandpit may be relocated as part of this revised Playground redevelopment plan further discussion on this issue will be deferred until the new plan is finalised.
• Nicole White lodged an application for funds to assist with redevelopment of the current Netball courts which will benefit all 480 students at the Kingston Campus. In order to avoid surface cracking the courts require a concrete layer to be applied over the existing courts and then a rebound layer to be laid on top. The resurfacing includes one and a half courts, the main court will include markings for netball, basketball and tennis with reversible goal posts for netball and basketball, the half court will have a new rebound wall and markings for half court basketball and dodge ball with two basketball back boards.
• While the school has allocated a substantial amount towards the project, a shortfall of $15,000 exists that needs to be funded before the project can proceed. It is hoped that the project can commence over the 2013/2014 summer holiday period and therefore minimise disruption to the school population as much as possible. This timeline has made it necessary for the submission to be outside our normal funding submission times.
• Carol advised that the new courts would greatly assist Teachers for Morning sport etc as currently the few nice flat safe areas that are available like the hall always fill up very quickly.
• Angela put forward the motion that the P&F approve the use of the 2013 Fair Proceeds of up to $15,000 to be used towards the resurfacing and construction of new equipment for the new Netball Court Area.
7.3 Update on P&F Notice Board
• Angela advised that the P&F Noticeboard will be repaired and put up outside the Canteen by the First Day of School in 2014.

   Action: Organise repair and setting up of Notice Board-Angela

7.4 Update on Carol by Twilight
• Briar and Wendy advised that at this stage fifty six families have accepted.
• Plans progressing well with some minor issues being experienced involving sound problems, but they expect them to be resolved by the day.
• They have received many offers of assistance from Huntingfield but would like a few children from the Kingston Campus, possibly one from each grade, to do a reading.
• Marla has advised that due to the late notice the Choir will be unable to perform this year, but is happy to consider next year if advance notice is given.
• Current expectation is for Betta B to make a surprise appearance.
• Candles have been received and will be sold at the office during the week as 1 for $2 or 3 for $5 and will be available on the night.

7.5 Welcome BBQ
• Angela advised the BBQ will always be held at Huntingfield and will run very similar to this year with only a few slight changes due to lessons learnt from this year e.g. people do not need to RSVP if they are not attending.
• The proposed date of the 21 February 2014 was approved by Elaine.
• It was agreed that Life Be In It was very popular last year with the Children and would be rebooked.
• Elaine asked if the P&F would be organising the 2014 Welcome Morning Tea which Angela confirmed. It will be held in the Sisters of Charity Centre at Kingston and in the Library at Huntingfield. It was agreed that Angela will prepare an Invitation flyer and Elaine will organise distribution of the flyer via the end of year reports envelope.

   Action: Book Life Be In It for 21 February 2014. – Angela

   Action: Organise and Distribute Invitation Flyer to Welcome BBQ – Angela and Elaine

7.6 Uniform Review
• Over the past year several parents have raised various issues at P&F meetings and with Committee Members concerning the uniform and given that it is coming up to 5 years since the uniform was first introduced it was discussed if it was time for a uniform review to be done.
• Elaine advised that any requests for changes to the uniform or for an official review have to be made in writing to the Board and they make the final decision upon which we all must abide.
• It was discussed that rather than the P&F making a generalised written request to the board about the uniform it would be more informative for the board if the parents who had specific issues with the uniform could directly write to the board with their suggestions. Therefore if a parent has an issue with the uniform the P&F strongly encourages you to write to the board directly with your concerns.
• Angela put forward the motion that the P&F send a letter to the Board asking to Review the Uniform.

   Objections: All

   Motion Approved: None – Denied.

8.1 Brave Hearts Program
• Elaine requested $1,800 in funding from the P&F to support the program for 2014 which will include all students from Kinder to Grade 4.
• Feedback from parents when the program was run in 2012 was extremely positive.
• It was noted that the school will not proceed with the program without P&F funding and that if the School continues to run this program every 2 years they will be requesting funds from the P&F on an ongoing 2 yearly basis to fund it.
• Angela put forward the motion that the P&F fund the Brave Hearts Program for 2014.

   Objections: None

   Motion Approved: All – to the value of $1,800
• Angela put forward the motion the P&F fund the Brave Hearts Program on a 2 yearly basis.
  • Objections: All          Motion Approved: None – Denied, funding to be requested each year.

**Correspondence In/Out**

• Flyer requesting volunteers for P&F Executive Committee and Event Co-ordinators and helpers

**Grade Representative Items**

• No Grade Rep items were raised this month.

**General Business**

• Katrina advised that feedback from her son on the Grade 6 Canberra was extremely positive and that it was an amazing experience. Elaine advised that the students had received compliments on both their uniform and their behaviour at the airport and on the plane.
• Angela advised that the Dollar Stall at the Fair had received a couple of books as a Free Gift and it was agreed that Angela would wrap the books for donation to the Vinnies Giving Tree.
• Suggested that the Noticeboard or the facebook site could be used as a sale site for second hand uniform sale items. Angela to consider.
• Toni raised the issue of the Aboriginal art on display in the blue carpet area and its safety both on an ongoing basis and over the holiday period, with Elaine advising that the current spot was only temporary and that this issue was currently being considered.

Next Meeting 5th March 2014 - 7pm
Meeting concluded: 8.22pm

**Minutes**

**Prepared by:** Joanne Brooks
<table>
<thead>
<tr>
<th>Date Raised</th>
<th>Issue</th>
<th>Action</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>Grade 10 Plaque</td>
<td>Plaques to arrive for 2012 class by end Sept, and 2013 plaque to be organised in Term 4. Update at Nov Meeting</td>
<td>Elaine Doran</td>
<td>March 13 Meeting</td>
<td>Elaine advised Plaques are on the Way with possible small presentation at Welcome BBQ.</td>
</tr>
<tr>
<td>March 2013</td>
<td>Welcome BBQ</td>
<td>Review list of improvement ideas- Add to Dec 13 Agenda</td>
<td>Joanne Brooks</td>
<td>Dec 2013 Meeting</td>
<td>Completed by Angela. Book Life Be In it for 21 Feb 2014</td>
</tr>
<tr>
<td>March 2013</td>
<td>Basketball/Netball Hoop – Kingston</td>
<td>To be reviewed once the 1.5M Development Fund List is prioritised to ensure new area includes Multipurpose Basketball/Netball Hoop or an appropriate substitute.</td>
<td>Nicole White</td>
<td>Dec 2013</td>
<td>Completed. New submission submitted and approved.</td>
</tr>
<tr>
<td>March 2013</td>
<td>Business Calendar 2014</td>
<td>Find Co-ordinator for 2014</td>
<td>Angela Cassidy</td>
<td>Apr 2014 Meeting</td>
<td>N/A. Deferred to 2014 for 2015 Calendar</td>
</tr>
<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Details and volunteer request to be reported in next P&amp;F Newsletter</td>
<td>Angela Cassidy</td>
<td>On Hold until the Van becomes Available</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Volunteer Details forwarded to Edna</td>
<td>Angela</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Discuss possibility of organising groups by Grade Rep</td>
<td>Angela/E Elaine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Discuss possibility of Secondary School being involved in Preparation</td>
<td>Joe/E Elaine</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Invite Edna/Leanne to next meeting to discuss Training requirements</td>
<td>Angela Cassidy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2013</td>
<td>Sandpit Cover in Main Playground</td>
<td>Provide Sandpit Cover Solution and associated Costing.</td>
<td>Brendan</td>
<td>December 2013 Meeting</td>
<td>Deferred until design of new playground completed.</td>
</tr>
<tr>
<td>June 2013</td>
<td>Review Dunking Machine</td>
<td>Review Dunking Machine hire practices and discuss the rules regarding ongoing Maintenance requirements.</td>
<td>Angela Cassidy</td>
<td>March 2014 Meeting</td>
<td>Angela organise Repair and reassessment by Peter Hayes. Discuss future operation at March 14 Meeting</td>
</tr>
<tr>
<td>June 2013</td>
<td>P&amp;F Noticeboard</td>
<td>Organise repair of old P&amp;F noticeboard and provide further update.</td>
<td>Brendan</td>
<td>March 2014 Meeting</td>
<td>Angela advised intention is to have it repaired and installed by Feb 13</td>
</tr>
<tr>
<td>Sept 2013</td>
<td>Producing a School Calender with one class per grade.</td>
<td>Review as fund raising option for 2015</td>
<td>Angela</td>
<td>March 2014 Meeting</td>
<td></td>
</tr>
<tr>
<td>Sept 2013</td>
<td>Krispy Kreme Donut Drive</td>
<td>Review as fund raising option for 2014</td>
<td>Angela</td>
<td>March 2014 Meeting</td>
<td></td>
</tr>
<tr>
<td>Sept 2013</td>
<td>Carols by Twilight</td>
<td>Organise and provide update</td>
<td>Briar &amp; Wendy</td>
<td>Dec Meeting 13</td>
<td></td>
</tr>
<tr>
<td>Nov 2013</td>
<td>Monthly Coffee Club</td>
<td>Discuss starting a Monthly Coffee Club at Huntingfield Campus from March.</td>
<td>Joe Sandric. &amp; Angela</td>
<td>March 2014</td>
<td></td>
</tr>
</tbody>
</table>
This report affords me the opportunity to express my appreciation to the P&F Association for the enormous work you have undertaken during 2013.

Individually and collectively the members of the P&F have been the most capable, motivated and enthusiastic group of parents with whom I have had the pleasure to work this year. Led so amazingly by the energetic, generous and warm hearted President, Angela Cassidy, the P&F has achieved such incredible social outcomes for the families of the College, as well as raising huge amounts of money to assist with resourcing both campuses. No doubt, in one of the AGM reports will be a list of those accomplishments.

The staff and I are very grateful for your support in many ways, not just financially. Testament to this support is the volunteer work so many parents do for teachers, particularly in classrooms and on excursions. We appreciate the new resources that have been purchased to assist in our teaching and learning programs at both campuses.

This year has been a particularly busy year, with many Masses, liturgies, events and sporting carnivals as well as the busyness of the teaching and learning curriculum. The P&F’s support of all that we do at both campuses is very much appreciated.

The College Board has a nominated Committee that has been working with the Catholic Education Office and an architect to prioritise capital works that need to be accomplished at the Kingston Campus to modernise the existing classrooms, the administration block and the student amenities. The Committee will also be upgrading the netball/tennis court because it is very quickly becoming a WHS issue with the uneven surface and cracks that are appearing in the asphalt. It is expected that work on the court will soon commence.

The Committee is in the final stages of developing a master plan with the architect for the Kingston Campus, so that work on upgrading and modernising the buildings and grounds should commence during 2014. Here we seek your financial support especially in the development of outdoor play spaces, asking that the P&F commit funds to achieve a better playground for the students, one that is adventurous, has quiet spaces and has an extended hard stand area for ball games.
STAFF NEWS
At the end of each school year, there are staff members who change their career journeys and forge new paths. This year, we have farewell or say adieu to:

**Huntingfield Campus**
- Mr Mike Ingham Retiring
- Mrs Camille Newton 12 months leave
- Mrs Kim Schade A further 12 months leave
- Mrs Sharlene Duggan Returning to St James Catholic College
- Ms Robyn McNicol Completing her replacement contract
- Mrs Lisa Norris Taking up a position at RHH

**Kingston Campus**
- Mrs Deb Williams 12 months as Acting Assistant Principal at St Cuthbert’s Catholic School
- Mrs Janelle Milne 12 months transfer to John Paul II Catholic School
- Ms Deb Reid A further 12 months leave
- Mrs Kylie Quinn Resigning to complete Master of Teaching degree
- Mrs Melanie Cook Resigning to move interstate
- Miss Frances Cole Completing her replacement contract
- Mrs Anne McWatters Completing her replacement contract

Staffing allocations have yet to be finalised. These will be announced on Friday 13th December.

Finally, I would like to express my thanks to the P&F Executive Committee for their strong, cooperative presence in the College. Angela, Caterina, Joanne, Melissa, Toni and the many parents who have volunteered to take on events and social occasions for the P&F. The Welcome BBQ, the Boot Scootin’ Bonanza, the Fair, the Mothers’ and Fathers’ Day Stalls ... ... and many more have fostered a spirit of community and cooperation within the College. You have also provided avenues for parent information sharing via your Facebook Page, your parent contact network, your wonderful P& F newsletters and colourful flyers.

In all that you have done this year, you have promoted the principles of Catholic education, fostered close links with staff and the Parish and have worked closely with Joe, Brendan and myself to achieve the goals that you set for the P&F in 2013. You have achieved all of this with style and spirit.
2014 TERM DATES

Term 1 Thursday 6\textsuperscript{th} February – Thursday 17\textsuperscript{th} April

\textit{EASTER in 2014 is in the school holidays – Good Friday is 18\textsuperscript{th} April}
\textit{and Easter Sunday is 20\textsuperscript{th} April.}

\textit{ANZAC Day, 25\textsuperscript{th} April, is also in the school holidays.}

Term 2 Monday 5\textsuperscript{th} May – Friday 4\textsuperscript{th} July

Term 3 Monday 21\textsuperscript{st} July – Friday 26\textsuperscript{th} September

Term 4 Monday 13\textsuperscript{th} October – Thursday 18\textsuperscript{th} December

NB: Teachers commence on Monday 3\textsuperscript{rd} February and finish the year on Friday 19\textsuperscript{th} December.

Elaine Doran

PRINCIPAL
JOINT Director’s Report  
St Aloysius Catholic College –  
One College, Two Campuses.

Board Report December, 2013

Week 4.3A
- Joe + Year 10 Student Leaders meeting with students who are helping with the Fair during the week.
- Duke of Ed Camp #1 on Thursday and Friday.
- ALL SAINTS DAY on Friday.
- THE FAIR on Sunday!!!
- Simultaneous Sing
- Kingston Development Meeting 8.15am KC
- Patterns & Algebra PD - Damien, Hui, Carol, Polly & Andrea attended
- Assembly - hosted by Prep O

Week 4.4B
- Year 3 to 6 Athletics Carnival at the Domain on Monday.
- Moderation for HC staff...

<table>
<thead>
<tr>
<th>Mon 4th November</th>
<th>Tues 5th November</th>
<th>Weds 6th November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts/Technology</td>
<td>Maths 5 - 10</td>
<td>Science 5 - 10</td>
</tr>
<tr>
<td></td>
<td>English 5 - 10</td>
<td>Hist./Geo. 5 - 10</td>
</tr>
</tbody>
</table>

- Questacon Science Circus was in on Tuesday for all Grade 7 to 10 students.
- All students and Staff in the Gym for the announcement of the 2014 Student Leaders...
  College Captains = William Cooper and Lauren Hay  
  Academic Leaders = Joe Brady and Emma Donovan  
  Faith and Mission Leaders = Alexander Ruut and Tessa Brinsmead  
  Arts and Culture Leaders = Daniel Frichard and Ellie Lada  
  Sports Leaders = Thomas Cornish and Harley Glenn  
  Environment and Sustainability Leaders = Leyton Stewart and Anna Pride  
  Aloysius House Leaders = Gio Bayabos and Alice Kelly  
  Fides House Leaders = Leighton Knowles and Rachael Mathers  
  Aikenhead House Leaders = Morgan Lewis and Bryn Freeman  
  Charity House Leaders = William Coad and Asha Lyons  
- Huon + Channel Athletics on Wednesday.
- Joe, Donna + x6 Year 5 and 6 students off to the KC for a talk to the Year 4s and their families about the transition to the HC on Thursday morning.
- Year 5/6 Choir off to the KC for their Music Extravaganza #2 on Thursday.
- Duke of Ed Camp #2 on Thursday and Friday.
- Musical Extravaganza Part Two
- KC Grade 4 Transition talk - 9am

Week 4.5A
- Joe + De + Dylan @ Kingston RSL for Remembrance Day Ceremony
- Assembly in Gym for Remembrance Day Ceremony
- Joe, Simon, Georgie, Brendan and Elaine at CEO for Service Agreement
- “Sock it to Poverty” Assembly – in the Gym.
- STCPSSA Athletics – attached are Nicole’s details for this
- Study Day for Grade 10s
Kinder Orientation 2014 Part 1
Remembrance Day - KC Liturgy 12.30pm
Arthur Conlan (Aboriginal Artist) visiting Grade 2s and Grade 4s

Week 4.6B
Kinder Orientation 2014 Part 1
Remembrance Day - KC Liturgy 12.30pm
Arthur Conlan (Aboriginal Artist) visiting Grade 2s and Grade 4s

Week 4.7A
Prep- Grade Two Swimming
Transition Meeting One
Grade Six Camp to Canberra
GYC Orientation Day for Grade Tens
SRC process for Grade Three students
First Reconciliation
Grade Tens to Kingston

Week 4.8B
Prep- Grade Two Swimming
Transition Meeting One
College Final Liturgy – Grade Ten Graduation
Grade Nine Camp
Australian Catholic Youth Festival
Grade Six Mass at the Cathedral
Student Leader Handover

Upcoming
Grade One & Three Buddy Excursion to Botanical Gardens
Parish Volunteer Day
Kinder Nativities and Kingston Campus Nativity
Advent Reconciliation Services at both campuses
Grade 2T and Kinder M excursion to Dru Point
Reports and class lists issued to parents
Orientation Day
Wakakirri Performance – all of Kingston Campus to Huntingfield
Infant Athletics Carnival
End of year assemblies
Choir visit to Hawthorn Village
Talent Show Final at KC
Grade Five, Six, Seven and Nine end of year excursions