Meeting commenced with a Prayer: 7:00pm

<table>
<thead>
<tr>
<th>Introduction of Committee and Staff: Attendees</th>
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<tbody>
<tr>
<td><strong>Parents and Friends:</strong> Angela Cassidy(President), Deb Wills(Vice President), Joanne Brooks(Secretary), Toni McGinniss(Treasurer), Melissa Dance, Caterina Thompson, Bec Sward, Jayne Duffy, Wendy Palmer, Katrina Cooper, Caroline Jager, Cate Harding</td>
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<tr>
<td><strong>Staff:</strong> Elaine Doran, Brendan Gill, Joe Sandric, Sari Karakoc, Julia Wilson, Sarah Godwin, Lee Wolfe</td>
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<tr>
<td><strong>Special Guests:</strong> Welcomed Edna Pennicott the President of Kingborough Helping Hands and Lee Wolfe. Angela presented a $500 cheque to Edna as per the motion passed at the November P&amp;F meeting.</td>
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<table>
<thead>
<tr>
<th>Apologies</th>
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<tbody>
<tr>
<td>Caroline Jager, Cate Harding</td>
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<table>
<thead>
<tr>
<th>Confirmation of Previous Minutes</th>
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<tbody>
<tr>
<td>• The 20th November 2014 Meeting Minutes were confirmed as True and Accurate.</td>
</tr>
<tr>
<td><strong>Moved by:</strong> Jayne Duffy <strong>Seconded by:</strong> Brendan Gill</td>
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<thead>
<tr>
<th>Presidents Report</th>
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<tr>
<td>• Angela passed on her heartfelt thanks to the many who have supported her personally and the P&amp;F committee.</td>
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<tr>
<td>• Advised she has learnt many interesting skills and valuable experiences along the way and is grateful for the experience and appreciates everything she has learned, and has loved spending time with the KC and the HC students and having the opportunity to work with teaching staff, parents and parishioners.</td>
</tr>
<tr>
<td>• Advised that there are so many wonderful supporters of the P&amp;F that we all need to acknowledge and thank that the list is unending. Quoted Mother Teresa ‘I can do things you cannot, you can do things I cannot, but together we can do great things’. And she believes that together with the committee, coordinators, teaching staff, students and parishioners and with the support of the parents we have done great things, not just by raising funds but by coming together as a College Community and we need to ensure the P&amp;F stays alive and focussed as we move forward to the future and grow with the College. Angela gave thanks to each and everyone who has assisted the P&amp;F and wishes the P&amp;F all the very best for the future.</td>
</tr>
<tr>
<td>• Thanked Elaine, Joe and Brendan for their continual support of the P&amp;F and their direct support of her role as President, and also those who have been of great support in her role during the last two years, Mel Dance, Toni McGinniss, Deb Wills, Joanne Brooks, Bec Sward, Lesa Radcliffe, Tanya Griggs, Caterina Thompson and Anne Cooper.</td>
</tr>
<tr>
<td>• Advised that it is important for the P&amp;F to refresh its committee with new faces and with fresh ideas to reenergise the P&amp;F and to make it even better. She wished all those who take on these roles in 2015 all the very best at helping to make this College a better place for our children.</td>
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Treasurer’s Report

Account Balances

- General Account as at 3rd December 2014 $30,135.49
- Fair Account as at 3rd December 2014 $251.47

- Increase in the General Account balance from $14,752 in November to $30,135 in December mainly due to the money raised from the St Aloysius College and Parish Fair which was partially offset by the Round 2 Funding Submissions.
- Elaine recommended inserting the P&F Funding List into the P&F Newsletter and on the Website, and also advised that the Andrew Chin Workshop was booked for the 27th October.

Principal’s Report – Elaine Doran

- Provided update on Capital works. The redevelopment of the Kingston Campus Grades 1-4 classrooms has commenced and are due to be completed ready for the 2015 school year. The administration block will be redeveloped during Term 1, 2015. The Kindergarten- Prep playground is being upgraded during the Christmas holidays to incorporate spaces to inspire imaginative play. The redeveloped Kingston Campus courts have been completed and are being utilised. The application for the proposed Huntingfield Campus development is still to be approved.
- Advised of staff news.
- Provided update on significant events that have occurred since the last meeting including First Reconciliation, Swimming Program for Prep-Grade 2, School Camps, Grade 10 Exams, Thanksgiving Liturgy, Awards Presentation and Graduation of our Grade 10 Students and advised of important events coming up for the rest of the Term.
- Please See Appendix B (located at end of minutes) for the detailed report.

Business Arising from Previous Minutes

8.1 Car Parking

- Brendan advised that he met with Father Chris and Peter Hayes (Workplace Health and Safety Compliance Officer) yesterday and they went through the recommendations that Peter Hayes and the School have agreed upon with Father Chris, with Father Chris confirming he was happy with the approach taken. Next step is for the proposal to be submitted to the Parish Finance and Maintenance Committee, but no problems are envisaged as it is to be funded mainly by the school.
- The recommendations include asking the council to erect a do not turn left sign as you exit the car park, drop off zone, formulating clear guidelines and education of the parents, staff supervision of the car park etc.
- Debbie advised that when exiting the Huntingfield car park it is difficult to see the cars coming from Tarremah School due to bushes, hedges etc. Elaine and Joe advised they will review the situation.

8.2 Tasmanian Catholic Schools Parents Council

- Elaine advised the School will fund the $4 per Student Payment from the Student Levies paid by the Parents.
- All at the meeting agreed that it would be advantageous for a St Aloysius parent to represent the School on the Council and therefore we will be adding the position to the Volunteers required part of the AGM Agenda following this meeting. Following approval by the P&F, the volunteer’s application will need to be endorsed by the Principal and the School Board.

8.3 Update on Capital Works

Update provided as part of the Principals and Directors Report.

8.4 P&F Dates for 2015
Angela proposed the following dates for discussion for P&F Activities in 2015. To be revised by the new Committee elected at the December 2014 AGM.

**Proposed P&F Dates for 2015**

**February**
- Thursday 5th February 2015 – Welcome Meeting, Te Aotearoa & Huntingfield Campus
- Friday 6th February 2015 – Welcome BBQ, Huntingfield (times TBC)

**March**
- Friday 6th March 2015 – Easter Raffle Distributed to Families
- Wednesday 11th March 2015 – P&F Meeting 7pm – Handing Submissions
- Thursday 12th March 2015 – Kingaroy Sausage Sizzle
- Tuesday 31st March 2015 – Easter Raffle Draw

**April**
- Holidays, Easter Break – Friday (Good Friday) 3rd April 2015 to Sunday 19th April 2015
- Wednesday 22nd April 2015 – P&F Meeting 7pm – Handing Submissions
- Thursday 23rd April 2015 – Distribution of Entertainment Books
- Wednesday 30th April 2015 – Fair Meeting

**May**
- Wednesday 6th May 2015 – Mother’s Day Stall, Huntingfield
- Thursday 7th May 2015 – Mother’s Day Stall, Kingaroy
- Sunday 10th May 2015 – Mother’s Day
- Wednesday 13th May 2015 – P&F Meeting 7pm
- Wednesday 20th May 2015 – Fair Meeting
- Friday 22nd May 2015 – Save the Date Flyer for Mid-Year Function

**June**
- Monday 15th June 2015 – Long Weekend
- Wednesday 17th June 2015 – P&F Meeting 7pm
- Monday 22nd June 2015 – Letter for Support for Fair Distributions
- Wednesday 24th June 2015 – Fair Meeting
- Monday 28th June 2015 – Date for Mid-Year Function Flyer

**July**
- Wednesday 29th July 2015 – Fair Meeting

**August**
- Wednesday 12th August 2015 – P&F Meeting 7pm – Pending Submissions
- Wednesday 18th August 2015 – Huntingfield Sausage Sizzle
- Thursday 13th August 2015 – Kingaroy Sausage Sizzle
- Saturday 19th or 22nd August 2015 – Mid-Year Function

**September**
- Wednesday 2nd September 2015 – Father’s Day, Stall, Huntingfield
- Thursday 3rd September 2015 – Father’s Day, Stall, Kingaroy
- Sunday 6th September 2015 – Father’s Day
- Wednesday 9th September 2015 – P&F Meeting 7pm
- Friday 11th September 2015 – Grandparents and Special Persons Day
- Wednesday 16th September 2015 – Fair Meeting
- Holidays 20th September 2015 – 12th October 2015

**October**
- Wednesday 14th October 2015 – P&F Meeting 7pm
- Wednesday 21st October 2015 – Tumblina Day – Free Dress, Kingaroy & Huntingfield
- Tuesday 27th October 2015 – Hubert Show Day
- Friday 30th October 2015 – Student Free Day
- Wednesday 4th November 2015 – Fair Meeting

**November**
- Wednesday 4th November 2015 – Fair Meeting
- Friday 7th November 2015 – Setting up for Fair Day
- Saturday 8th November 2015 – Setting up for Fair Day
- SUNDAY 9th NOVEMBER 2015 – COLLEGE & PARISH FAIR
- Wednesday 11th November 2015 – P&F Meeting 7pm
- Wednesday 18th November 2015 – Fair Meeting

**December**
- Wednesday 2nd December 2015 – P&F Meeting/AGM – 7pm
- Friday 4th December 2015 – Carols by Twilight – Kingaroy
- Holidays Saturday 12th December 2015 – 2nd February 2016

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**9.1 Kingborough Helping Hands (KHH)**

The P&F donated $500 in 2012, 2013 and again in 2014 to the KHH.

Edna advised that it was gratefully received and assisted with the KHH van and feeding the homeless.

Edna provided a presentation about the background of KHH and the service they provide to the community. Edna established KHH many years ago and each Thursday evening takes the Van out to distribute food, soup and hot
drinks to those in need. They also distribute grocery hampers at other times to those in need, in 2014, KHH delivered 175 hampers filled with groceries valued at $75 each.

KHH would appreciate any donations of non perishable food and other goods which can be dropped off to the Kingborough Council Chambers, Kingston Community Health Centre in John Street, Senator Catryna Bilyk’s office in Kingston Plaza, Will Hodgman’s office and the Bendigo Bank in Channel Court. They are also seeking assistance with their Van on Thursday nights, where you would be rostered on once every 10 weeks. If you are able to assist please contact Edna directly on 0449 110 895 or at kingboroughhelpinghands@gmail.com.

Edna thanked the P&F for all that we do and wished the P&F a lovely Christmas and to keep KHH in mind if anyone receives any unwanted Christmas gifts.

9.2 Carols by Twilight

Carols by Twilight will be cancelled this year due to the Executive committee and previous co-ordinators being over committed at the end of year.

Correspondence In/Out

External
• Letter to Parish Pastoral Council recommending a change for future Fairs to be held at Huntingfield Campus on the second Sunday in November from 11.30 to 2.30.
• Fundraising Flyers from Interseat and Unisite – Seating and outside School Furniture
• APC Review

Internal
• Letter from Huntingfield Campus Students – Cara, Iris, Ellie, Holly, Tamsyn, Jess and Tahlia apologising for not assisting at the coffee stall on Fair day after committing to assist on the day.
• Alison Brereton passed on her thank you for a wonderful fair day which had a lovely atmosphere and commented on the perfect location of Huntingfield for the fair. Her family enjoyed the easy pram access around the stalls resulting from a flat location and the larger classroom sizes, also particularly liked the introduction this year of the roving drink sellers.

Grade Representative Items

None

General Business

Deb thanked Angela on behalf of the P&F for her wonderful leadership during the past two years and for her tireless enthusiasm and passion for helping to make this College a better place for our children.

Next Meeting 11th March 2015 – 7pm
Meeting concluded: 8.00pm

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 2014</td>
<td>Welcome BBQ</td>
<td>Review list of improvement ideas- Add to Dec 15 Agenda</td>
<td>P&amp;F Secretary</td>
<td>Dec 2015 Meeting</td>
<td>Joe to discuss with Anne and Linda the extent of the student’s involvement with the Coffee Club.</td>
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<tr>
<td>Nov 2013</td>
<td>Monthly Coffee Club</td>
<td>Starting a Monthly Coffee Club at Huntingfield Campus from March.</td>
<td>Joe Sandric. &amp; Vice President</td>
<td>Deferred to March 2015</td>
<td></td>
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<td></td>
<td>Producing a School Calender with one class per grade.</td>
<td>Review as fund raising option for 2016</td>
<td>President</td>
<td>March 2015 Meeting</td>
<td></td>
</tr>
<tr>
<td>Mar 2013</td>
<td>Krispy Kreme Donut Drive</td>
<td>Review as fund raising option for 2015</td>
<td>President</td>
<td>March 2015 Meeting</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Business Calendar 2016</td>
<td>Find Co-ordinator for 2016</td>
<td>President</td>
<td>March 2015 Meeting</td>
<td>N/A. Deferred to 2015 for 2016 Calender</td>
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</table>
CAPITAL WORKS … …

Capital works at the Kingston Campus have commenced. Grades 1 - 4 classrooms are due to be completed ready for the 2015 school year. The administration block will be redeveloped during Term 1, 2015. The staffroom, administration, Music and Library are currently in the Sisters of Charity Centre and will remain there until works have been completed.

The Kindergarten – Prep playground is also being upgraded during the Christmas holidays to incorporate spaces to inspire imaginative play.

The tennis/netball court has been extended to one and half courts to allow several classes to use the space at the one time for PE and other physical activities. The College’s P&F Association has contributed $15,000 towards the new courts. Fr Chris will bless the new courts on Thursday, 4th December.

The proposed capital works at the Huntingfield Campus are awaiting approval from the Australian Government Minister for Education for the construction of facilities to incorporate technology, visual arts and manual arts for Grades 5 – 10 students.

STAFF NEWS … …

We have several new members of staff who will commence in 2015 and some staff leaving the College for different career journeys.

Teaching staff who are leaving … …

- Mrs Kim Schade, Mrs Deb Williams, Mrs Janine Milne and Ms Debbie Reid, who have been on leave, are going to pursue different roles.
- Mrs Jenny Noble and Mrs Linda Bonnitcha have been appointed to teaching roles at other schools.
- Mrs Gabrielle Fisher is moving to Victoria with her husband and family.
- Mr Ben Morgan will be on teacher exchange at St Paul’s Catholic School, Bridgewater, for 12 months.
- Miss Lauren Davey, Mr Casey Moore, Mrs Sharni Nichols, Mr Dion Hughes and Miss Sally Emmerton have completed their contracts at the College.

New teaching staff … …

Dr Jill Britton, Ms Angie Broadby, Mrs Natasha Harris, Miss Jessica Kelly, Mr David Noble, Mrs Angela Revell, Mrs Jenine Santalucia, Mrs Stevee Savill and Mr James Wright.

New teacher assistants … …

Mrs Tabatha Middleton and Mrs Jayne Pregnell.

Mrs Beverly Benavides and Mrs Carmel Sills will be on maternity leave for most of next year.
SIGNIFICANT EVENTS THAT HAVE OCCURRED SINCE THE PREVIOUS P&F MEETING … …

• Several Grade 3 students have made their First Reconciliation.
• The annual two-week swimming program for Prep – Grade 2 children.
• Camps for Duke of Edinburgh students and for Grade 9 students have occurred. Grade 6 will soon be going to Canberra and Grade 8 students are about to go on their camp.
• The Grade 10 students, prior to finishing their schooling at the College, had exams for three days. On Friday 28th November, Fr Chris celebrated Mass for the Grade 10 students and their teachers. After the Mass, the Grade 10 student leaders led their final assembly. The staff then hosted morning tea for the students.
• On Tuesday, 2nd December, we held our Thanksgiving Liturgy, Awards Presentation and Graduation of our Grade 10 students at 12.30pm in the Huntingfield Campus gymnasium. Prep – Grade 10 students, staff and families were invited. At the ceremony, many awards were presented to Grade 4, 9 and 10 students, including the Kingston-Channel Parish Award. The awards presented were: the Emeritus Archbishop Adrian Doyle Award; the Kingston-Channel Parish Award; the Joylan Scholarships, from the endowment of the late Joyce Strong; the Sisters of Charity Award; the Principal’s Award; the Kingborough Council Citizenship Award, the Rotary Club of Kinston Outstanding Achievement Award; the Arts Award; the Sports Award; the Making a Difference Award; Care for Others Award; the Guilford Young College Bursary; the Scientific Endeavour Award; the Care for Others Award and the Middle School Scholarships.

THE LAST THREE WEEKS OF THE 2014 SCHOOL YEAR:–
We have a busy time ahead of us before the school year ends …

• The Grade 6 students will be attending Mass at St Mary’s Cathedral on Thursday 4th December. This is an annual Mass that the Archbishop celebrates with Grade 6 students from all southern Catholic schools and colleges.
• Grade 6 classes and their teachers will be going to Canberra on 9th December and returning on 12th December.
• Grade 8 classes will be on camp from 9th – 11th December.
• The Kindergarten students will present their Nativity Prayer Services in the Church: Kinder R on 9th December at 9.30am; Kinder J on 11th December at 9.30am and Kinder H on 12th December at 2.00pm.
• The Prep – Grade 4 Nativity Prayer Service will be on Tuesday 16th December at 2.00pm in the Church.
• A number of excursions for the Kinder to Grade 4 classes have been scheduled.
• Grade 6 End of Year Reports posted home on 11th December
• End of Year Reports issued, except for Grade 6 & 10, will be issued on 12th December.
• Grade 10 End of Year Reports posted home on 16th December.
• The Prep – Grade 10 Orientation Day is on 15th December.
• The Kingston Campus will hold its final assembly on 17th December.
• The Huntingfield Campus will hold its final assembly on 18th December.
• The students finish on 18th December and the staff finish on 19th December.

THANK YOU … …
On behalf of the staff, I thank the P&F most sincerely for the incredible work you have accomplished this year. Your energy, enthusiasm and effectiveness are gratefully acknowledged. I make special mention of Angela Cassidy, Debbie Wills, Joanne Brooks and Toni McGinniss, who have led the P&F so admirably this year. Although they are stepping down from the Executive Committee, I hope that they will remain staunch members of the P&F, so that their remarkable energy, enthusiasm and effectiveness continue for the good of the students at the College. The College has benefitted enormously from the many fundraising and social events that you have held this year. THANK YOU! I wish all P&F members a very happy and holy Christmas and a most enjoyable holiday break.

Elaine Doran

3rd December 2014.