

Mercy Catholic College

Parents and Friends Association

Meeting Minutes 17th February, 2016

Meeting opened: 19:05

Attendees: Phillipa S (Yr. 8 & 12), Robyn S (Yr. 11), Catherine W (Yr. 8), Jaya K (Yr. 7), Kieran G (Yr. 8), Carmel D (Yr. 9 & 11), Meredith C (Yr. 9), Liz K, Suzanne K, Gemma M.

1. **Welcome and introduction from President and brief introduction from attendees.** Introduction from new Director of Student Wellbeing (Gemma McDermott)
2. **Meeting opening prayer**
3. **Apologies :** Trish DP
4. **Nominations for P&F positions** – Phillipa appointed President, Robyn appointed Treasurer & Meredith appointed Secretary.
5. **Confirmation of Minutes of Previous Meeting:** Proposed: Cath, Seconded Suzanne
- 6.
7. **Business arising**
8. **Financial** – Bank statements to be forwarded to Robyn
9. **Treasurer's Report**
 - a. Analyse bank balance – question of negative bank balance from audit of last year. There is still one payment outstanding from 2015 – due to the Library renovations
 - b. Documents for Audit have been prepared by past Treasurer Annaliza and forwarded to Suzanne
10. **Wellbeing**
11. **Principal's Report : Opportunity provided to Gemma to expand on initial introduction**
12. **Welcome Gemma (Director of Student Wellbeing)** This is an extension of the pastoral care - a whole school approach to support emotional and academic wellbeing. This role will work with the year coordinators to look at the overarching pastoral care structures, considering the suitability of programs like mindfulness, Mind matters, overseeing learning support plans for students with mental health needs, programs / information nights for parents etc.
13.
 - a. Student enrolments 2016 – Yr. 7 (125), Yr. 8 (108? 105), Yr. 9 (99), Year 10 (83), Yr. 11 (105) & Yr. 12 (83). Due to growth in student numbers, Year 7 has 5 streams
 - b. 2017 interviews almost completed, with 167 applications and 125 places available. This Year Group will also have 5 classes.

- c. Present numbers are 600, and the year beginning 2017 may go to 650 with a further 50 possible. This number would be capped at 700 students to maintain the community at the College ? and due to property size?
- d. HSC Results - Year 12 students achieving excellent results. Mercy College once again was listed in the top 100 schools in NSW. The College was ranked 70 in the State, meaning we are in the 10% of high schools. This is an incredible achievement when there are over 690 high schools in the State. 20% of our students received ATARS of over 90, with another 20% being over 80. This means that 40% of our graduates received an ATAR of 80 or above.
- e. Academic Assembly - was held to which students who received an Australian Tertiary Admission Rank (ATAR) of 90 or above were invited, as well as two students for their Design & Technology (who ranked 8th & 9th in the state). An ATAR is given to students by Universities to determine which course they are admitted to. 20% of our student's received an ATAR above 90.
- f. Building Fund – Plans in place for construction of new 3 or 4 level building located behind the Coolock block. Plans are to have this building completed by 2018.

14. President's Report

- a. **Welcome to Gemma M.** Confirmation that students adore the vertical tutor system, particularly the older girls.
- b. **HSC** Thanks to Suzanne and Staff for commitment to students demonstrated in excellent HSC results.
- c. **Year Group Parent Coordinators and Contact Lists:** Received Year 7 file from Past President. Not all Year 7 families replied, so opportunity readvertised in College Newsletter this Friday.
 - i. Year Group Parent Coordinator Offers received to date:
 - 1. Year 7 Fiona H
 - 2. Year 8 Deborah B (with Catherine W)
 - 3. Year 9 Vacant
 - 4. Year 10 Vacant
 - 5. Year 11 Vacant
 - 6. Year 12 Phillipa S
- d. Mercy Open Day – Sunday 6th March, 2016. We have received 11 offers from volunteers, and ideally 25 would be great. Requested more specific instructions from Liz K on what volunteers are to do on the day. Suzanne indicated many parents approach her on the day and offer to stay and help. Initial roster to be distributed next week. Phillipa will review stock in P&F cupboard and order as required. Will also review notes from 2015 re tasks.
- e. Mercy Cocktail Party - Friday 11th March 2016. RSVPs 25 to date. Will mentioned again in Newsletter. Deposit has been paid. Food and Drink selections and final numbers to be confirmed.

- f. Mothers' and Fathers' Day Functions : Coffee van ordered, deposit to be paid shortly, will seek volunteers closer to the events.
- g. Year 7 Welcome Function: Will seek volunteers from Year 10 Year Group parents closer to the event.
- h. Year 12 Graduation: Will seek volunteers from Year 11 Year Group parents closer to the event.
- i. Banking: Requested permission from Suzanne to remove access for past P&F Executives and provide access for Phillipa and Robyn. CDF (Catholic Development Fund) Template from P&F handover notes to be forwarded to new Bursar Mrs Sandra Bourke. Confirmed that Suzanne will still provide one of the required signatures for all cheques. To consider more use of direct payments rather than cheques. CDF system allows two individual users to authorise payments before payment is made. Enquiry to be made with CDF.
- j. Request to establish standard form for 'Reimbursement of P&F Expenses'. Suzanne suggested obtaining / editing a copy of the form by College Staff.
- k. The School Bag App – sharing of documents. Phillipa to investigate further and raise at next meeting. Suzanne suggested ideally all new application should work with Google Apps as the College is using Google Drive/Docs etc. At present, parents can only access school notes/correspondence on-line, via their daughter's Google Drive.

General Business

College Web Site : Phillipa suggested that some versions of the P&F Past Minutes were not as labelled on web site. Liz K will review and correct if required.

P&F Meetings: Only two listed on College Web Site: General Meeting 09/08/2016 and AGM 19/10/2016.

Liz K confirmed Term 2 Meeting Date was 01/06/2016 and will add to web site.

Term 3 meeting date changed to a Wednesday, now 10/08/2016.

Confirmed Draft P&F Meeting minutes will be distributed to all attendees for review, then uploaded to College web site by Liz K. Upon confirmation of Minutes at next meeting, the Final version will replace the Draft version.

Meeting close: 19:45

Next meeting: 1st June, 2016