

**Meeting opened:** 7.30 pm.

**Attendance:**

Stuart Frank, Linda Rowe, Clare Cahill, Catherine Fitzgerald, Sharyn Quirk, Sue Homman, Sarah Hipsley, Sarah Olofinsky, Jo Reid, Ellie Weeden, Nick Poutney, Cecilia Lee, Eve, Lyndsay.

**Apologies:** Nicole Bruin

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**Prayer and welcome with acknowledgement of country**

Catherine welcomed the group with the prayer and acknowledgement of country.

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**Acceptance of Minutes**

The minutes from the P&F Annual General Meeting on 16th May 2024 were accepted.

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**Reports**

**President's Report**

Clare went through the President's report. Clare highlighted key upcoming events on the P&F Calendar:

**Term 2**

- Mother's Day Breakfast raffle raised \$4160, down 17% on 2024, but we had a much shorter timeframe to raise funds. Note that we did not see the Stella Seniors selling this year, if this can be taken back to.
- P&F Trivia Night – 13<sup>th</sup> June 2025. Tickets are sold out – at cost, or just below. Not many prizes have been donated, which will impact the raffle, and there is currently nothing available for the silent auction. Looking at other ways to fundraise, though this is not our biggest fundraiser.

**Term 3**

- Father's Day Breakfast (raffle) – 5<sup>th</sup> September.
- Stella Ladies Long Lunch – Booked at Teddy Larkins again for 19<sup>th</sup> September.

**Term 4**

- Luna Park – Date was previously for 23<sup>rd</sup> August but because there is a lot going on at the school in August, It was agreed the event would be moved to Term 4. Date TBC.
- End of Year Drinks – Yet to be planned.
- 2026 planning

Clare also suggested that the P&F commence raising funds for the 'Raise Roof Appeal' with a target of raising \$7,500. However, ideally, the P&F would like to raise \$10,000. This was agreed by the P&F and seconded by Ellie Weeden.

Eve said that St Augustine's raise money by having a raffle prize for parents whereby the winner received \$10,000 off their annual school fees. Sarah Hipsley said that she is happy to work on that with someone from the P&F if supported.

### **Financial Report**

This was presented at the previous P&F meeting in April 2025.

### **Principals Update**

Sharyn Quirk gave her Principal's Update. A copy of which is attached to these minutes.

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### **P&F Guidelines**

Clare proposed some minor changes to the P&F Guidelines. The P&F agreed to these changes. A copy of which is attached to these minutes.

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### **Election**

**All roles were open for election and the results were as follows:**

Role	Successful Candidate
President	Clare stood down from her role as President. The role will remain empty until we find the right candidate.
Vice President	Linda Rowe
Treasurer	Cecilia Lee
Secretary	Catherine Fitzgerald
Marketing & Communications Officer	Catherine Fitzgerald
Event Manager	Stuart Frank

Graphic Designer	Clare Cahill
Fundraising Coordinator	Jo Reid

A description of the new roles created are as follows:

### **1. Marketing & Communications Officer**

The Marketing & Communications Officer develops and executes communication strategies to promote P & F activities and events. This role involves managing social media, WhatsApp channels, newsletters, and school platforms, ensuring accurate and timely messaging to parents, carers, and stakeholders. They collaborate with other committee members to maintain consistent branding and effectively promote fundraising initiatives and school community events.

### **2. Event Manager**

The Event Manager oversees the planning, coordination, and execution of P&F events throughout the year. This role involves managing logistics, securing venues, coordinating volunteers, and liaising with suppliers to ensure the success of P&F events. The Event Manager collaborates closely with other committee members to deliver fun, engaging, and well-organised events that strengthen the school community and advance fundraising goals. Additionally, this role is responsible for the rollout of all P&F events via the selected event platform. Primarily, this role looks after Stella Sunset Social, Open Night BBQ, Year 7 Mixer, Trivia Night, Luna Park, and Ladies Long Lunch. Note that we don't run the Stella Fellas events, but we do assist in setting up the event ticketing platform and marketing.

### **3. Fundraising Coordinator**

The Fundraising Coordinator is responsible for organising and managing fundraising activities, with a focus on securing prize donations for key events such as Mother's Day, Father's Day, and Trivia Night. This role involves setting up platforms for ticket sales, organising auctions and silent auctions, and collaborating with the Marketing & Communications Officer to effectively promote these initiatives. The Fundraising Coordinator ensures that all fundraising efforts are well organized, meet financial goals, and encourage strong community participation.

This description highlights the specific duties related to events and prize donations!

### **4. Graphic Designer**

The Graphic Designer is responsible for creating visually appealing designs supporting P & F's marketing and event materials. This includes designing promotional graphics for social media, WhatsApp, newsletters, and events. The Graphic Designer works closely with the Marketing & Communications Officer to ensure consistent branding across all platforms and helps bring creative ideas to life for events such as Mother's Day, Father's Day, and Trivia Night. They are crucial in making P & F events and campaigns visually engaging and professional.

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**Any Other Business**

Sharyn, Sue and Sarah, on behalf of the school, wanted to thank Clare for her amazing work as P&F President and how she has shaped the P&F for future parents. Clare leaves behind her a legacy and a very grateful school community.

Nicole Bruin was also thanked for her work as Treasurer of the P&F.

## Principal's Report – P&F Meeting

June 2025

### Community & Culture

It's been a busy and vibrant few weeks at Stella, with many moments that highlight the strength of our community and the heart of our College.

- We recently welcomed our local Parish Priests — Fr Chima, Fr Marek, and Fr Sam — along with seminarian Alfred, to a special luncheon. Their continued presence and involvement at the College help nurture our students' spiritual lives. In the coming weeks, Fr Sam will be leading Reconciliation services, celebrating Recess Mass, and spending time in classrooms and the playground.
- Our College Chapel has been beautifully restored and re-established as a sacred space for prayer and reflection. It's now a peaceful and inviting place where students and staff can take time out for spiritual nourishment.
- The Mother's Day Breakfast was a truly joyful celebration, with over 600 guests joining us — a wonderful expression of our community spirit.
- Our New Parents' Dinner on 22 May provided an opportunity to personally welcome families whose daughters will begin in 2025. It was lovely to meet these families and share the warmth and values of Stella life.
- Several of our senior students participated in St Augustine's production of Clue — a fantastic collaboration that builds confidence and connection across our local Catholic school network.
- On the international front, our College is being represented at the NSW International Education Roadshow in China, part of our ongoing commitment to a culturally diverse and globally engaged student body.
- We also celebrated Stella Day, one of the most loved and meaningful events in our College calendar.

Stella Day is a time to honour Mary, the mother of Christ, and to give heartfelt

thanks to our incredible Founders, the Sisters of the Good Samaritan, whose legacy of faith, compassion, and service continues to shine through everything we do.

We kicked off the day with a joyful and uplifting Mass, before launching into a full day of celebration! From laughter-filled activities to moments that strengthen our connection as a community, every part of the day was designed to remind us of the power of unity, joy, and purpose.

This year's theme — "Decades" — brought colour, creativity, and so much fun to the campus. With leg warmers, flares, scrunchies, and shoulder pads out in full force, students and staff alike embraced the spirit of the day.

Stella Day isn't just an event — it's a vibrant reminder of who we are, where we've come from, and the amazing things we can achieve when we come together as one.

## Learning & Wellbeing

- This term we hosted three Student Learning Conferences across Years 7–11. These sessions continue to be highly valued by families and staff alike, offering a chance for students to reflect on their learning and set meaningful goals.
- Students across all year levels have recently completed a range of assessments, and teachers are now providing feedback to support growth and reflection. This is a key part of the learning cycle, helping students to identify their strengths and areas for improvement as they move forward.
- Our Careers Discovery Morning was another highlight. We welcomed 29 mentors — including parents and alumni — who shared their career journeys and insights with students. Thank you to all involved! Your generosity makes a real difference.
- Year 10 students are currently in the midst of selecting their Stage 6 subjects. The process is well-supported with information sessions, one-on-one conversations, and guidance from leaders and subject coordinators. It's a

crucial time and we're focused on helping each student make informed, confident decisions.

- Our co-curricular programs in sport, dance, drama, and music remain very popular. It's encouraging to see so many students engaging with enthusiasm — these opportunities play an essential role in their wellbeing and development.

## Sustainability & Stewardship

- The Creative Arts Building is nearing completion and remains on schedule, thanks to the effective collaboration between our project partners. We're looking forward to opening this beautiful space very soon!
- Over 1,000 community members participated in the naming process, and we are delighted to announce the chosen name: Polding — a tribute that honours our Good Samaritan heritage.
- We are pleased to share that the Official Opening Mass and Blessing of Polding will take place early in Term 3, on 29 July. We are honoured that Bishop Anthony will preside over this special occasion.

The blessing of a new building is a sacred moment in the life of a Catholic school — one that acknowledges God's presence in the everyday work of learning, creating, and belonging. We will be joined by invited dignitaries, alumni, and friends of the College to mark this significant milestone in our story.