



P&F AGM

Thursday 16 May, 2024 – 7.30pm

Library

Clare Cahill, President declared the meeting open at 7.33pm

1. Clare Cahill delivered the Acknowledgement of Country and Prayer

2. Record of attendance and apologies

Apologies:

- Linda Rowe
- Gayle Connor
- Catherine Fitzgerald

Attendees:

In Person:

- Clare Cahill
- Nicole Bruin
- Sue Homann
- Sarah Hipsley
- Marie Hayes

Online Attendees:

- Elizabeth Carnegie
- Nick Poutney
- Elle Weeden
- Michal Brenchley
- Regan Vanderwert-Walsh
- Paul Blackstone

3. Minutes of the 2023 AGM (not available)

4. Reports

Principal's Update – Elizabeth Carnegie

Mrs Carnegie reported a positive start to the 2024 academic year.

A number of events had been held during the week including:

- Anzac Day Assembly
- Sod Turning Ceremony and Blessing of the Creative Arts Centre
- Stella Maris College AGM

Mrs Carnegie reported that at the AGM, the Board and Company Members were extremely complimentary of Stella's operations, especially the school's HSC outcomes (among the 10 top Catholic schools in NSW). They also commended the staff and students.

Mrs Carnegie confirmed that this would be her final AGM as Principal as she is retiring at the end of the year. She assured the meeting that she would continue her involvement with Stella, a school extremely close to her heart, at future alumni events.

President's Report – Clare Cahill

Since taking over the presidency post, COVID-19, with the help of the P&F executive and the wider P&F body, we have built a foundation for the future and established an ongoing cadence of events and communications to support rebuilding the school community.

Some of the highlights over the last year include, but not limited to:

- Building the first P&F guidelines
- Establishing communication guidelines
- Building communications calendar by term and for the year
- Building an event programme by term for the year
- Establishing a WhatsApp channel for dads and male carers to encourage them to get involved.
- Establishing a cadence of communication via the WhatsApp channels
- Bringing in an event playbook for planning
- Regular cadence for exec team meetings
- Questioned the parent body to understand what they wanted to see – used this input to plan 2024.
- Bringing in *Raffletix* to manage fundraising raffles.

Upon establishing the operating framework for the P&F as an executive team, we focused on trialling different events to help establish and rebuild the school community. Over the school year 2023, we held or supported over ten events, some of which worked and some harder to fill.

Some of the highlights were:

- The *Term Two Trivia Night*, which sold out in 48 hours.
- Rallying to hold the *Matilda Semi-Final* at the school, which is a collaborative effort.
- Establishing *Stella Fellas* and running four events driven by Nick Poutney
- And the *End-Of-Year Red & Black Event*

While all the events help build community, we did establish that we needed to reduce the number for 2024. The *Mother-Daughter Luna Park* trip, the *Manly Gin Mum & Carer* afternoon, and the *Red & Black Night* took a lot of effort to sell tickets.

Considering that, we regrouped as an executive and agreed to up to two events per term in 2024. As of the end of term 1, this approach is working, with the welcome back to school event and supporting the year 7 mixer both doing exceptionally well.

Another thing to note is that over the Mother's Day Raffle and Trivia Night on the Father's Day Raffle, we raised substantial funds to support the local community and subsidise P&F events, keeping ticket prices low. Since the start of 2023, we have raised \$13,285 via raffles and a further \$2075 via auctions (total \$15,360). More details can be found in the budget readout.

Finally, I would like to acknowledge the partnership with Sue Homann and the community team; this has been invaluable. I want to thank Elizabeth Carnegie for her ongoing support as we have rebuilt the P&F function. I would also like to acknowledge the enthusiasm of our exceptional WhatsApp year-level channel managers and P&F parent and carer volunteers; we cannot do what we do without them. I want to acknowledge the work done by Nick Poutney, who has been a driving force behind the establishment of Stella Fellas, which we identified as a gap early on. Lastly, I wanted to thank the *P&F executive team* for their guidance and support over the last 12-plus months: *Linda Rowe, Nicole Bruin, Catherine Fitzgerald, and Gayle Connor*.

Presentation of Financial Reports

Nicole Bruin reported a healthy position for the P&F with \$8,500 in the P&F Account.

5. P&F Guidelines Amendments

No recommendations for amendments were received.

6. Elections

Clare discussed moving to a Parent Engagement Group (PEG) model over the current P&F model. The PEG model does not include the election of an Executive from its membership and focuses on supporting authentic family engagement to strengthen the partnership between the home and school. Clare suggested this model may be a better fit as it was less daunting to time-poor parents and their capacity to volunteer.

Action: Clare and Stella to research the PEG model and, where possible, talk to other schools that have implemented this model to present a recommendation.

7. General Business

Mother's Day

Clare reported that the raffle raised \$5040 through the donation of 36 prizes.

It was proposed to split funding in the following way:

- \$2520 to be donated to the Northern Beaches Women's Shelter
- \$2000 to be gifted to the College Musical
- \$520 retained by the P&F

Proposed: Clare Cahill

Seconded: Nicole Bruin

A question was received from the floor regarding the cancelled Mother's Day event and why the College didn't host the event at an off-site venue. Sue Homann responded that everything was considered but there are no nearby venues that could host 800 people within budget and given time constraints. Sue reported that the College was looking at the calendar to determine a date to recreate an event for Year 12 mothers/daughters.

Mrs Carnegie reported that the Board and Company Members understood the need for an indoor facility as a means to foster 'community'. Mrs Carnegie stressed this as a priority need.

Trivia Night

This will be held at Manly Leagues Club. Clare reported that the aim was to keep the ticket price below \$60/person, and two catering proposals had been presented to her.

Action: Clare to present the budget for the event to the Executive.

Luna Park

Clare reported that Luna Park had revised its quote due to Luna Park by Night during Vivid to include an increase of \$20/ticket and this was not feasible for families.

Action: Clare to research a new date late in Term 3/early Term 2 and present to Executive

Dad and Daughter Breakfast

Given the Father's Day Breakfast is scheduled for September, it was decided to place this event on hold.

- There was a general discussion around events and the involvement of parent volunteers. A model whereby year-group committees were responsible for the organisation of events was discussed.
- Sarah Hipsley spoke to Stella's efforts to reconnect with alumni parents and the broader alumni community through events.
- Mrs Carnegie congratulated Clare for her tireless work over the last 12 months in presiding over a re-invigorated P&F.

The meeting closed at 8.30pm.