



# MANDURAH CATHOLIC COLLEGE

UNDER THE PATRONAGE OF THE HOLY FAMILY

## PARENTS & FRIENDS Annual Community Meeting MINUTES

Meeting held in the Library, Mandurah Catholic College  
**Monday, 27 November 2023 at 6.00pm**

### 1.0 ATTENDANCE REGISTER

Debbie Day, Neil Dixon, Troy Francesconi, Nicole Ingram, Lorraine Kingham, Alan Luks, Brett Neucom, Chris Pinnock, Jo Pustkuchen, Mark Utley, Stephen Williams

### 2.0 APOLOGIES

Tanya Eastwell, Rikki Kohn, Alicia McCulloch

### 3.0 COMMENCEMENT OF ADVISORY COUNCIL ACM AGENDA

#### 3.1 Previous Minutes

3.1.1 Business Arising from 2022 ACM Minutes

3.1.2 Acceptance of 2022 ACM Minutes

**MOVED : Mark Utley**

**SECONDED : Chris Pinnock**

**That the Minutes of the 2022 Annual Community Meeting be accepted as a true copy.**

### 4.0 CORRESPONDENCE

4.1 Correspondence In – Nil

4.2 Correspondence Out – Nil

### 5.0 PRESIDENT'S REPORT

We kicked off a fantastic year with our supersized welcome sundowner, complete with rides, food, and unforgettable camel experiences! This was a delightful start to a Covid-free, uninterrupted 2023. As always, our dedicated committee and faithful volunteers worked tirelessly to organise our much-loved fundraising events, keeping the community spirit high.

This year, we've been able to contribute funds to several projects. These include the Learning Support Development Coffee Machine, Lego Robotics for the Primary School, a special guest appearance by Justin Coulson, and the upgrade of the Early Learning Years Playground.

Seeing these projects come to life truly embodies the spirit of our committee. We're immensely grateful for the ongoing support from the College and the community. We're also excited about the proposed expenditure for 2024, which will bring further enhancements to our wonderful campus.

Lastly, I'd like to extend my heartfelt thanks to my committee for their tireless efforts. Each of us has our roles and responsibilities, and together, we make a fantastic team.

Wishing you all a safe and happy break. We can't wait to see you all next year.

6.0

TREASURER REPORT

<b>INCOME 2023</b>		
<b>Opening Balance (01/01/2023)</b>		<b>\$111,024.43</b>
2023 Levies	\$ 64,800.00	
Easter Raffle	\$ 4,811.40	
Mothers' Day	\$ 3,300.00	
Quiz Night	\$ 9,880.12	
Fathers' Day	\$ 2,968.00	
Entertainment Book	\$ 46.00	
<b>Total Income</b>	<b>\$ 85,805.52</b>	
	<b>TOTAL</b>	<b>\$196,829.95</b>

<b>EXPENDITURE 2023</b>			
<b>OPENING BALANCE</b>			<b>\$196,829.95</b>
Seek Truth	\$1,000.00	Easter Raffle	\$152.65
Art Exhibition Award	\$100.00	Mothers' Day Stall	\$2,793.13
Guest Speakers	\$6,291.40	Fathers' Day Stall	\$1,411.85
Behaviour Tonics	\$3,257.35	Quiz Night	\$6,156.46
CSPWA Registration	\$6,566.40	P&F Sundry Items	\$322.23
Holy Family Sundowner	\$15,561.01		
Principal's Bursary	\$2,000.00		
Storage	\$1,700.00		
Wishlist Items		<b>TOTAL EXPENDITURE</b>	<b>\$130,572.60</b>
– Switch Controls	\$1,240.91		
– Primary Lego	\$8,319.25		
– Nature Playground Contribution	\$70,000.00		
– Coffee Project	\$3,700.00		



<b>2024 BUDGET PROPOSAL</b>	
<b>PROPOSED INCOME</b>	
Levies (1180 families \$55/family) Based on College proposed budget	<b>\$64,900.00</b>
Fundraising (Easter raffle, other activities)	<b>\$6,000.00</b>
<b>TOTAL</b>	<b>\$70,900.00</b>



## PROPOSED EXPENDITURE

<b>OPENING BALANCE</b>		<b>\$137,157.31</b>
Seek Truth	\$1,000	
Art Exhibition Award	\$100	
Guest Speakers (bi-annual budget \$10k)	\$5,000	
Behavior Tonics	\$4,000	
CSPWA Registration	\$7,000	
Holy family Sundowner	\$8,000	
Primary Playground	\$85,000	<b>Total</b>
Wish List Lego	\$11,000	<b>\$128,100</b>
Incidentals (potential projects)	\$4,000	
Storage Unit	\$2,000	
P&F Sundry & Meetings	\$1,000	



## PROJECTED BUDGET 2024

	INCOME	EXPENSE	TOTAL
<b>2024 OPENING BALANCE</b>			<b>\$66,257.31</b>
Proposed Income	\$70,900		
Proposed Expenses		\$128,100	
		<b>CLOSING BALANCE</b>	<b>\$9,057.31</b>



**Parents & Friends Levy** - The recommendation is no increase to levies in 2024.

**Auditors** - Parents & Friends fall under the banner of a Mandurah Catholic College committee. Audits are included in the College audit conducted by Deloitte's.

### 6.1 Endorsement of the 2024 Budget

**MOVED : Brett Neucom**

**SECONDED : Alan Luks**

**That the 2024 Budget be accepted.**

### 7.0 2023 COMMITTEE MEMBERS

#### 7.1 Current Status of Members

With the inception of the Terms of Reference in 2022, all Committee Members have a 2 year term.

#### **Parents' & Friends Committee Members for 2023 (2023 – 2024)**

Ms Rikki Kohn	End of 1 <sup>st</sup> Year of 1 <sup>st</sup> 2 Year Term
Mrs Debbie Day	End of 1 <sup>st</sup> Year of 1 <sup>st</sup> 2 Year Term
Mrs Alicia McCulloch	End of 1 <sup>st</sup> Year of 1 <sup>st</sup> 2 Year Term
Mrs Donna de Mello	Resigned September 2023

7.2 **Membership Criteria**

5.2 *The P&F Committee should be comprised of four to six persons (relevant to the needs/context of the school community) plus the Principal or their delegate.*

5.11 *P&F Committee members should be independent and avoid conflicts of interest. Therefore, a person, or a spouse of a person, employed by the school is discouraged from being nominated to the P&F Committee. When this is not possible, permission from the Executive Director is required.*

7.3 **Nominations**

Nomination for President	- Rikki Kohn
Nomination for Vice President	- Debbie Day
Nomination for Treasurer	- Stephen Williams
Nomination for Secretary	- Alicia McCulloch

7.4 **Acceptance of 2024 Committee Members**

President	- Rikki Kohn (unopposed)
Vice President	- Debbie Day (unopposed)
Treasurer	- Stephen Williams (unopposed)
Secretary	- Alicia McCulloch (unopposed)

**MOVED : Troy Francesconi**

**SECONDED : Mark Utley**

**That the Parent' & Friends Committee Members for 2024 be accepted.**

**8.0 GENERAL BUSINESS**

Nil.

**9.0 CLOSE OF BUSINESS**

The meeting was declared closed at 6.08pm