BISHOP DRUITT COLLEGE PARENTS & FRIENDS ASSOCIATION INC.
MINUTES

Date and Time: Monday 17 October, 2016
5.30 pm – 6.30 pm

Location: ROC Centre

Attendees:
- Alan Ball - Principal
- Karin Lisle - Assistant Principal – Primary
- Claire Simmonds – P&F President
- Susan Robertson – P&F Vice-President
- Nicki Kerr – P&F Secretary
- Russ Holland - Director of Marketing, Events and Publications

Rachael Roberts
Ben Hodgson – P&F Treasurer
Lauren Hodgson
Candice Robertson
Shane Oxley – Business Manager

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Summary of key discussion points</th>
<th>Actions arising</th>
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<tbody>
<tr>
<td>Welcome</td>
<td>Meeting opened by Claire Simmonds at 5.35pm</td>
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<td>Opening prayer</td>
<td>Alan Ball</td>
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<td>Apologies</td>
<td>Carmel Spry - Assistant Principal – Secondary</td>
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<tr>
<td>Minutes of previous meeting</td>
<td>Minutes passed by Claire Simmonds, seconded by Susan Robertson</td>
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<td>Business arising from previous minutes</td>
<td><strong>AGM:</strong> Will be postponed, as there are not enough P&amp;F members present to get a quorum. The constitution requires 10 members to be present.</td>
<td>Remaining Cookbooks are to be given to Year 12 2017 as leaving gifts.</td>
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<td><strong>Movie fundraiser:</strong> To be held over for future planning meetings.</td>
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<td><strong>Cookbooks:</strong> There are 84 cookbooks left, after handing them out to Year 12 this year.</td>
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<td>Shane Oxley noted that there was approx. $6000 on the accounts for these so they will need to be written off to nil on the accounts as they have been given away.</td>
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<td>Principal’s report (including Head of Primary, Head of Secondary reports and Business Manager)</td>
<td>Alan Ball - Principal</td>
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| **Week 10, 4 new teachers were trained in MSL – three from primary and one from secondary.** | Very successful Eye Festival held at the end of Term 3, circus theme.  
Valedictory Dinner for Year 12’s at the Novotel, Robyn Ashley was the guest speaker on behalf of the parents.  
Year 12 Retreat went well.  
Valedictory Assembly was held on the final Thursday of term. It went well although there was concern raised re: the music on entry and exiting the assembly and this will be rectified in future.  
Year 11 have just returned from camp – run in tutor groups.  
Year 6 play last week was a wonderful event with the production put together from classwork done by the students.  
Ben and Amy Dal Pozzo have joined the staff this term.  
Sandra Smith will take on strings role at school – previously Head of Strings at a K-12 Steiner school in Christchurch, taught Suzuki method.  
BDC Golf Day was a success last weekend with 94 players. More sponsors signed up than in the past. Alan won an iPad in the raffle and donated it back to be re-drawn.  
Shane Oxley noted that they will approach sponsors now for next year. |
| **Week 10, Term 3 Eye Week and House Shout went off well and the Twilight Fete on the Thursday evening was a huge success. $5,500 was raised, it was fully staff driven and brought the community into the school with large numbers of families in attendance.** | Karin Lisle (Assistant Principal – Primary)  
**Year 6 Play was a huge success. They now have an outdoor experience coming up in Bonville.**  
**Year 2 and Year 4 start swimming this week.**  
**Kindergarten orientation starts this week and goes on for the next 4 Wednesdays.**  
**Have a Responsible Pet Day and Shoelace Day – shoe shop coming up.**  
**Transition program set up for Year 2 to Year 3, plus Year 6 to Year 7.**  
**Heads of faculty from secondary are going into the Year 6 classes so see maths and English competencies.**  
**Meet New Teacher Day is set for 24 November.** |

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<th>Karin Lisle (Assistant Principal – Primary)</th>
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**President’s report**  
Claire Simmonds

**Golf Day:**  
- Claire passed a motion of thanks for the supporters and volunteers of the Golf Day, especially school staff Russ Holland, Shane Oxley and Susan Nealon and the Bonville Golf Resort for making it such a success. Susan Robertson seconded the motion.  
- Discussion held around ideas to make use of the opportunities the Golf Day presents. Russ Holland indicated that there are ideas on how to market the day and look at the expectations people have.  
- Similar events such as Ladies’ Day with a 9-hole Ambrose day were also discussed. The consensus was that a Ladies’ Day to be held at either the Coffs or Sawtell Golf Course could offer another great opportunity for an event. This could involve a completely different sponsorship pool.  
- This would suit an afternoon / evening during daylight savings. Planning would need to ensure that any potential event would not impact on current events in the area of the same nature (i.e. Rescue Helicopter fund raising event).  
- Funds raised by the Golf Day - $10,056 in profits; $17,594 income, $1,605 raised from raffles and activities on the day, $8590 in golf charges, $552 ticket expenses.  
- Russ Holland indicated that in the future the school would like to see more support coming from the P&F for this event.  
- Communication to the P&F members needs to be improved so people know how they can help.

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<th><strong>Vice President’s report</strong></th>
<th><strong>Electronic notice board:</strong></th>
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<td>Susan Robertson</td>
<td>• Query re: progress on options for installing an electronic notice board at the school’s front gate.</td>
<td>Russ Holland to bring the catalogue of electronic notice boards to the next meeting.</td>
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| **Correspondence Secretary** | N/A |  |

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<th><strong>Treasurer’s report</strong></th>
<th><strong>Father’s Day stall:</strong></th>
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<td>Ben Hodgson</td>
<td>• $2250 was made from Father’s Day stall.</td>
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<th><strong>Bank mortgage commission:</strong></th>
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<td>• $988 has come in as income. Russ Holland discussed this at a recent meeting with Westpac to look at re-instating this agreement. Westpac are keen to discuss this further with the P&amp;F.</td>
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### General business

#### P&F Facebook account
- Claire has been notified that this account will be closed due to inaction.
- Russ Holland suggested that maybe as part of his role he can re-post some of the school posts onto the P&F Facebook page. Candice Robertson also invited to consider becoming page administrator.
- Suggestion that maybe students who are planning on moving into marketing and communications careers may be able to support the P&F with this communication tools. This would need an overseeing staff member.
- There are examples of this in other areas of the school but it would need a lot more discussion.

#### Xmas Drinks:
- Last year’s Christmas function was a success. Susan invited to arrange this year’s event.
- Similar to last year, Fiasco’s restaurant on Thursday 24 November at 6.30pm.

#### Other Dates:
- Christmas Carols – 30 November.
- 2 Dec Year 6 Dinner.
- New AGM date set for the 21 Nov at 5.30pm unless otherwise advised.

#### P&F Communication/ Planning:
- Discussions were held around how to encourage and promote potential new P&F members and executives to the AGM and the P&F in general.
- Russ Holland suggested that a P&F planning session be held, separate to the P&F meeting, to drive ideas for re-invigorating and building the profile and image of the P&F in the school.
- P&F dates for 2017 will be set at the November meeting.

### Meeting Closed:
Meeting closed at 6.53 pm by Claire Simmonds.
Next meeting to be held on Monday 21 November at 5.30pm in the Roger Oates Centre.