



MOSMAN PREP PARENTS AND FRIENDS ASSOCIATION

Annual General Meeting
Wednesday 28 October 2020 at 8:30am via ZOOM

Attendees:

Peter Grimes, Headmaster
Elizabeth Fifield, Treasurer P&F
Alice McDonough, P&F Secretary
Charmaine Dagleish, P&F committee
Laekin Rose, P&F committee
Simone Steinthal, P&F committee
Jacqui Cavaglia, Class parent
Lisa Ward, Class parent
Anna Donnan, Class parent
Michelle Charnock, Class parent
Alison Pritchard, Class parent

1. Welcome and Apologies

- Elizabeth Fifield welcomed Mr Grimes, the P&F Committee, class parents and school representatives to the AGM.

2. Summary of Events 2020

- Elizabeth Fifield thanked the committee and class representatives for all their efforts throughout the year, particularly as 2020 was an unprecedented year due to COVID.
- Throughout 2020 the P&F was focused on maintaining school community connections as much as the circumstances and health restrictions allowed.
- The Term 1 Welcome Cocktail Party hosted by year 3 was very successful, however all other events usually organized by the P&F (Mothers Day stall, Fathers Day Stall, Mothers Day afternoon tea, Grandparents and Special Friends morning tea / book fair, Senior Primary Father's Day breakfast, Family Fun Day, Teachers Thank you lunch) were unable to be held due to COVID.
- The P&F organized and supported a series of virtual online challenges to keep the school community connected. The 'Term of Challenges' included (1) Cutest Pet (2) Lego Creations and (3) Iconic Mosman.
- The P&F organized a coffee tab for the Teachers and Staff working at school during home learning in term 1 and 2.
- The P&F also organized a Teachers and Staff thank you morning tea, in place of the usual annual lunch, due to COVID restrictions.
- The P&F organized an end of year Gingerbread House fundraiser.
- Mr Grimes acknowledged and thanked the P&F committee for their efforts and commitment in supporting the school throughout the challenges of COVID. In particular Mr Grimes thanked the P&F for the support the P&F has been able to contribute towards new readers for the school.



- Mr Grimes emphasized that the school was focused on providing as many opportunities for the boys, as the circumstances allow.
- Mr Grimes outlined many positive school improvements this year including a Mosman Prep Northern Beaches Coach service, basketball fencing, additional security measures, kindy classroom improvements, sick bay facilities and equipment. In addition Mr Grimes noted the success of the virtual seminar sessions held recently for the parent community.
- The school was also able to organize virtual online events in place of usual events including a virtual book fair and virtual grandparents / special friends performance. The feedback from the school community was very positive.
- Mr Grimes acknowledged the dedication, commitment and professionalism of the staff this year.

3. Financial Update from Elizabeth Fifield

- The P&F raised funds from the Canteen and Uniform shop, however due to COVID restrictions, the P&F was unable to raise funds from many of its usual annual events. This resulted in a reduction in overall funds raised by the P&F in 2020.
- At year-end 2020 P&F anticipates having funds available to contribute to the school for new readers.
- It was suggested that additional fundraising events be considered for the upcoming year 2021, if the circumstances permit.

4. Canteen Update from Simone Steinthal

- The Canteen has been working well, despite operating without volunteer help. The Canteen staff and managers have operated the canteen very efficiently despite the challenges of COVID. Menu changes, including seasonal specials and the ability to purchase birthday treats have been positive. Staff purchasing from canteen has also been very positive.
- The school community has acknowledged the importance of the canteen in providing an important service to the boys and their families, which has been particularly valuable to families this year.
- The P&F committee acknowledged the significant contribution Simone Steinthal has made to the effective operation of the canteen. It was noted that Laekin Rose will take on the role of Canteen co-ordinator next year.

5. Uniform Shop Update from Elizabeth Fifield

- The uniform shop has operated well this year, particularly given the change to Cowan and Lewis as school uniform supplier. On line ordering has been working very well. Jerilee Abbott has managed the Uniform Shop so that parents are able to purchase items and maintain COVID physical distancing requirements.
- The P&F committee acknowledged the significant contribution Jerilee Abbott has made this year.



6. Class Parent Updates

- It was noted that the current 2020 classes are in the process of confirming volunteer class parents for 2021.

7. Acknowledge Committee for 2020 and changes for 2021

- Simone Steinthal to step down from the P&F.
- Alice McDonough to step down from the P&F and Secretary role.
- Propose Simone Lander to join the P&F and propose for Secretary.
- The other members of the P&F will remain, being Elizabeth Fifield, Charmaine Dagleish and Laekin Rose.
- The changes to the committee for 2021 were all endorsed unopposed.

8. Changes to P&F Bank Signatories

- See Appendix 1.

9. Changes to class bank account Signatories

- It was resolved that class bank accounts be opened for the incoming Early Entry classes. See Appendix 2.
- Changes to the class bank account signatories were also noted. See Appendix 2.

10. Plans for 2021

- Elizabeth Fifield discussed plans for 2021. See Appendix 3.
- It was noted that although it is uncertain whether the usual calendar of events will be held in 2021, the P&F will plan to hold the events whilst trying to maintain as much flexibility as possible to deal with event restrictions.
- It was noted that dates for all events should be reviewed, confirmed and noted in the school calendar. See Appendix 3.
- The P&F are seeking someone to fill role of an Events touch point. Detailed information about previous events has been documented by Charmaine Dagleish and the Events role would involve passing on relevant event information to the co-ordinating class group as required.
- The P&F are also seeking someone to fill role of P&F communicator.

11. Closing

Mr Grimes acknowledged and thanked the committee for their commitment and engagement this year. The P&F efforts are greatly appreciated by the school community.



Appendix 1: P&F Bank Account Signatories 2021

Elizabeth Fifield (nee Norwood) remains on the account.

Add Simone Lander on the account.

Appendix 2: Proposed Changes to Class Bank Account Signatories in 2021.

Bendigo Banking Accounts for 2021 for Mosman Prep School:

Outgoing Year 6 – 151201555 (Mosman Prep Class of 2014)

Close account. Remove Sarah Ann Forman and Simone Antoinette Short.

Incoming Year 6 – Account no: 151292208 (Mosman Prep Class of 2021)

Alexander André de la Porte and George Walker remain on the account.

Incoming Year 5 – Account no: 156711673 (Mosman Prep Kindy 2016)

Deborah Kemp and Lisa Reilly remain on the account.

Incoming Year 4 – Account no: 159 295 658

Ying Qu and Campbell Greer Webster remain on the account.

Incoming Year 3 – Account no: 159514629 (Mosman Prep Class of 2024)

Elizabeth Fifield (nee Norwood) and Gina Andrews-Zucker remain on the account.

Incoming Year 2 – has as account with CBA.

Simone Lander to remain on the account. Alice McDonough to be removed as signatory.

Incoming Year 1 - Andrew Alan Mayes and Marisha Adele Steinberg to remain on account the account.

Incoming Kindergarten – Lisa Mary Ward and Ashleigh Claire Connellan to remain on account.

Incoming Early Entry – account to be opened.

Signed:

Elizabeth Norwood, Treasurer, Mosman Prep Parents & Friends Association

Alice McDonough, Secretary, Mosman Prep Parents & Friends Association



Appendix 3: Calendar of P&F Events for 2021

Responsible Year Group	P&F Event	Date (TBC)
Kindergarten	Mother's Day stall	[Fri 7 th May 2021]
	Father's Day stall	[Fri 3 rd Sep 2021]
	New parents' information morning- provide and serve morning tea	[TBC]
Year 1	Junior Primary Mother's Day afternoon tea	[Fri 7 th May 2021]
Year 2	Grandparents and Special Friends' Day – provide morning tea and assist with book fair	[TBC]
Year 3	Co-ordinate and host welcome cocktail party	Sat 20 th Feb
Year 4	Senior Primary Father's Day breakfast	[Fri 3 rd Sep 2021]
Year 5	Co-ordinate Family Fun Day activities	[TBC]
Year 6	Teachers' thank you lunch	[Fri 26 th Nov 2021]
P&F and All	P&F meeting	[Wed 12 th May 2021]
	P&F AGM	[Wed 27 th Oct 2021]
	New class parent meeting	[Wed 10 th Nov 2021]