



MOSMAN PREP PARENTS AND FRIENDS ASSOCIATION

Annual General Meeting
Wednesday 30 October 2019 at 8:30am

Attendees:

Amanda Munro, Co-President P&F
Elizabeth Fifield, Co-President P&F
Wally Graham, Treasurer P&F
Peter Grimes, Headmaster
Nicole Sullivan, Personal Assistant to the Headmaster
Charmaine Dalgeish, P&F committee
Laekin Rose, P&F committee
Sheryl Maynard-Fallon, Class parent
Lucy Hennessy, Class parent
Jacqui Cavaglia, Class parent
Alice McDonough, Class parent

1. Welcome and Apologies

- Elizabeth Fifield welcomed Mr Grimes, the P&F Committee, class parents and school representatives to the AGM.
- Apologies: Simone Steinthal and Susannah Belli.

2. Summary from Mr Grimes

- Mr Grimes has had a productive and busy start to Mosman Prep. He has enjoyed many school events, life around the school grounds and getting to know the staff, boys and families. He has felt the rich community spirit at Mosman Prep, the fantastic involvement of parents and staff strongly invested in the boys and life at Mosman Prep.
- Mr Grimes noted the excellent opportunities available to the boys at Mosman Prep, particularly the individual care, high staff student ratio and teaching resources available to support each boy's individual learning journey.
- Mr Grimes noted the importance of the teachers' relationships with the boys building connections, trust and influencing the boys learning journey.
- Mr Grimes has ideas on how to build on the school events and activities. Areas noted included, the creative arts/music and drama showcase, Social Action/Good Chap Programs as well as parental empowerment/support programs, assisting parents on relevant parenting issues.
- Mr Grimes has just received the results of the feedback survey and has provided the results to the school Board. The results will be shared with parents in due course.
- A new video has been produced about the school and its values, which will be added to the school website soon.



3. Summary of Events 2019

Elizabeth Fifield thanked the committee and class representative for all their efforts throughout the year. Elizabeth highlighted the numerous events held in 2019:

- In Term 1, Year 3 co-ordinated and hosted the school welcome cocktail party.
- In Term 2, Kindergarten arranged the Mother's Day gift stall and Year 1 arranged the Junior Primary Mother's Day afternoon tea. The P&F arranged a farewell cocktail party for Mr Garry Brown and a farewell lunch for Mrs Deborah Curry.
- Term 3 was particularly busy. Kindergarten arranged the Father's Day gift stall, Year 4 arranged the Senior Primary Father's Day breakfast, Year 2 arranged the Grandparents and Special Friends' Day morning tea and book fair, Year 5 arranged the Family Fun Barn Dance and P&F arranged the Art / Drama/ Music Evening.
- In Term 4, Kindergarten assisted with the New parents' information morning tea and year 6 will host the upcoming Teachers' thank you lunch in November. The P&F will also hold a new class parent meeting in November to prepare for the upcoming year.
- In addition to the above events, the class parents from each year group arranged various additional events throughout the year including, back to school/end of term playdates, parents' dinners, family activities and coffee mornings. It was noted that there is no set formula, and that class parents should feel free to consider arranging what they feel is appropriate for their year groups.
- The success of the Art/Drama/Music show was noted. Positive feedback from parents on the boys artwork merchandise available to purchase.
- It was noted there were insufficient Father's Day gift contributions this year creating difficulties for the year group co-ordinating this event. Next year, it was suggested that class communicators send frequent reminders to parents leading up to the event.

4. Financial Update from Wally Graham

- At year-end 2019 P&F anticipates having circa \$50,000 to be contributed to the school.
- P&F raised funds from Mother's and Father's Day stalls, Father's Day breakfast, Art Show, Canteen and Uniform shop.
- Canteen profit for 2019 was circa \$10,000. Canteen working well. Staffing / volunteer shifts, managing supplies/ordering, all working well. Canteen profit to be reinvested in new canteen equipment and dishwasher repairs. Canteen projected to breakeven or slight profit next year.
- Simone Steinthal has played an important role in coordinating parent volunteer resourcing/rostering with the canteen staff and class parent rosterers. Simone has proactively ensured the canteen is adequately staffed and operating efficiently. Simone will continue this in 2020.



- Uniform shop profit for 2019 was circa \$10,000. Uniform shop projected to make circa \$5,000 profit next year.
- Wally has significantly improved the operation of the Uniform shop. Cowan and Lewis are now the school uniform supplier. All new uniform items are ordered through and supplied by Cowan and Lewis. Sample sizes of the uniform items will be available in the Uniform shop, and parents will be able to order uniforms, with delivery twice a week to school. The uniform shop will continue to sell second hand items.
- Preference to retain \$20,000-\$30,000 working capital bank balance.
- It was suggested that additional fundraising events be considered for the upcoming year 2020.
- Wally Graham will step down as Treasurer role and Elizabeth Fifield will take on Treasurer role.
- Mr Grimes thanked Wally for her significant efforts, particularly in relation to the uniform shop and the excellent outcome she has achieved for the school.

5. Acknowledge Committee for 2019 and changes for 2020

- Susannah Belli, Wally Graham and Amanda Munro to step down from the P&F.
- Elizabeth Fifield to step down from the role of President and proposed for Treasurer. No replacement President proposed. P&F to operate with a committee structure and will meet more frequently in 2020.
- Propose Alice McDonough to join the P&F and proposed for Secretary.
- The other members of the P&F will remain, being Charmaine Dalgeish, Laekin Rose and Simone Steinthal.
- Jacqui Foord is stepping down from managing father son camps. The committee discussed the need for someone to take on this role in 2020.
- The changes to the committee for 2020 were all endorsed unopposed.

6. Changes to P&F Bank Signatories

- See Appendix 1.

7. Changes to class bank account Signatories

- See Appendix 2

8. Plans for 2020

- Elizabeth Fifield discussed plans for 2020. See Appendix 3.
- It was noted that Term 3 2019 was particularly busy. It was decided to move the 2020 Family Fun Day event earlier in the year to Term 2. Holding a bigger fundraising event in 2020, with a separate committee was discussed. As an alternative, incorporating additional fundraising activities into existing events was also discussed. Ideas included, Dad's wine night, parent cellar wine auction, Family Barn Dance incorporating fundraising/silent auction. The committee



agreed that the purpose of the fundraising should be determined (for example enhancing the playground) to create a clear vision to center the fundraising efforts. The increased involvement of fathers volunteering will continue to be encouraged in 2020.

- To assist class parents, Charmaine Dalgeish is compiling a document detailing relevant information for each P&F event, based on experience from prior events and knowledge gained.
- For class parent roles, it was noted that ideally each year group should have (1) communicator, (2) event co-ordinator, (3) treasurer, (4) volunteering rosterer.

9. 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: Changes to P&F Bank Account Signatories 2020

Remove Wallis Graham from the account.

Add Deborah Anne Kemp.

Elizabeth Fifield (nee Norwood) remains on the account.

Appendix 2: Proposed Changes to Class Bank Account Signatories in 2020.

Bendigo Banking Accounts for 2017 for Mosman Prep School:

Outgoing Year 6 – account no: 147928386 (Mosman Prep Class of 2019)

Close Account. Remove Elizabeth Norwood and Selina Annette Ivanovski.

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

Sarah Ann Forman and Simone Antoinette Short remain on the account.

Incoming Year 5 – Account no: 151292208 (Mosman Prep Class of 2021) Alexander André de la Porte and George Walker remain on the account.

Incoming Year 4 – Account no: 156711673 (Mosman Prep Kindy 2016)

Deborah Kemp and Lisa Reilly remain on the account.

Incoming Year 3 – Account no: 159 295 658

Ying Qu and Elizabeth Rees remain on the account.

Incoming Year 2 – Account no: 159514629 (Mosman Prep Class of 2024)

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

Incoming Year 1 – has as account with CBA. Changes do not need to be minuted.

Incoming Kindergarten – account to be opened. Andrew Alan Mayes and Marisha Adele Steinberg to be added to the account.

Signed:

Elizabeth Norwood, Treasurer, Mosman Prep Parents & Friends Association

Alice McDonough, Secretary, Mosman Prep Parents & Friends Association



Appendix 3: Events for 2020

Year Group	Event	Date (to be finalised)
Kindergarten	Mother's Day stall	Fri 8 th May
	Father's Day stall	Fri 4 th Sep
	New parents' information morning- provide and serve morning tea	Tue 27 th Oct
Year 1	Junior Primary Mother's Day afternoon tea	Fri 8 th May
Year 2	Grandparents and Special Friends' Day – provide morning tea and assist with book fair	Thu 20 th Aug
Year 3	Co-ordinate and host welcome cocktail party	Sat 15 th Feb
Year 4	Senior Primary Father's Day breakfast	Fri 4 th Sep
Year 5	Co-ordinate Family Fun Day activities	TBD. Propose move to term 2
Year 6	Teachers' thank you lunch	Fri 20 th Nov
P&F and All	P&F meeting	Wed 13 th May,
	P&F AGM	Wed 28 th Oct
	New class parent meeting	Wed 4 th Nov