Minutes of Mt St Michael’s P&F Association
AGM 2016

The meeting opened at 6.02pm

1. Opening prayer – Gratitude and prayer by Ms Terrey

2. Previous minutes from AGM 2015 agreed:
   Motion: Narelle Rowan
   2nd: Mary Brown

3. No business arising from the 2015 AGM minutes

4. Presidents report appendix 1

5. Principals report appendix 2

6. Treasurers report appendix 3 (statements and auditors report)

Full year summary showing income (November-November) $30,844.16 with expenses at $34,305.03
Indepedent audit completed for the last 2 years. Suggested ending the financial year 30 days before end of financial year. This to be completed in February at a special Exec meeting.
Alison suggested with a balance of $18,324.44 that some of the money be donated towards the school.

Decision made to donate $12,000 to the school which will allow for a float to be retained for early 2017 expenses.

- $5,000 will go to the scholarship (part of the Mother’s Lunch).
- $7,000 to go into a specific project that all students will benefit from.
  Motion: Alison Terrey
  2nd: Narelle Rowan

7. Board Chair report appendix 4

8. Correspondence

9. Declare all positions to be open:
   a. General Committee Members nominated
   b. Diana Dryer to nominated continue as President motion: Mary Brown
      2nd: all present
c. Damien Negus to nominated continue as Treasurer
   motion: Diana Dryer
   2nd: Narelle Rowan

d. Gillian Morgan to nominated continue as Secretary
   motion: Alison Terrey
   2nd: Narelle Rowan

e. Vice President – nomination received from Katherine Innes
   motion: Gillian Morgan
   2nd: Anne O’Keefe

Narelle Rowan and Elise Dumjovic will organise the Mother’s Luncheon in 2017
Thank you to Anne O’Keefe for all her work on the FaceBook page. Anne to continue in 2017

10. Close of Meeting at 6.50pm

**Next meeting: Annual General Committee Meeting will be held in the Seminar Room, Sophia Centre, 6th November at 6pm.**
APPENDIX 1

2016 was another extremely busy year for the Mt St Michael’s P & F Association and I would like to extend sincere thanks to all parents and care-givers that were able to be involved in the activities of the P & F committee. I took over the role of President this year from Mary Brown, but was most fortunate that she stayed on as Vice President to guide myself and the new Secretary Gillian Morgan along. I would also like to acknowledge the diligence of both Gillian & Damian in their roles as Secretary and Treasurer.

Our activities for the year began with our Welcome Morning Tea for our new Year 7 Parents and was organised and catered by our Year 11 and 12 parents. Further to this we welcomed our Year 7 parents in February with a drinks and paella evening on the Grandly veranda.

In March we worked with the College Foundation to run the Mother/Daughter High Tea, which is a hugely popular yearly event. As always, our Dad’s Army was a hl-light and we all appreciated the time the dads took off work to attend and wait on us all.

In May we ran the food and beverage stalls at our Annual Open Day and our mums cooked delicious things for our Cake Stall, which was ever popular and sold out very quickly. The P&F Association really comes into its own at these events, showing prospective parents that it really is a lot of fun to get involved, in any way, no matter how big or small.

In August the MSM Mother’s Lunch was a huge success, this time being held at a new venue – The Rydges at South Bank. Fabulous prizes were donated and I wish to acknowledge the enormous effort made by Elise Dumjovic and Narelle Rowan (Year 11 Parents) to ensure the day was spectacular.

Our last function for 2016 was the Arts Festival which took on an even more special meaning with the showcasing of the new Arts Precinct. The P&F assisted with the organization of the food & drink stalls and the evening was a huge success with everyone who came enjoying a marvelous evening.

Alison Terrey’s decision to retire at the end of 2016 came as sad news to all, and the social events of the year took on an even more special meaning, as we realised a special chapter of our history was coming to an end. Miss Terrey has been a staunch supporter of the P & F Association, and her calm manner and words of wisdom have always been a welcome contribution. We wish her love and best wishes as she steps into a new beginning.

So Parents & Friends thank you one and all for your contributions for the year and we hope to see as many of you as possible again in 2017.
APPENDIX 2

Once again we have celebrated many wonderful achievements and accomplishments in 2016. These are a few of my highlights:

**Mission:**

Liturgy, prayer, celebration and ritual play defining parts in the spirit and culture of the College. We endeavor to make every whole school celebration meaningful and sacred. Not all can be listed here.

- Mary Aikenhead Day—the departure of the Sisters of Charity from the Ashgrove Convent brought to an end a significant era for the College. Our Mary Aikenhead Day celebrations were particularly significant. We honoured their story and their contribution in a special assembly and the Mary Aikenhead Day Eucharist.
- Grantully received another led light art work to match the 90th Anniversary windows. Saint Cecilia, the patron Saint of church music has been placed in an upper window on the eastern side of Grantully capturing the morning light. She is beautiful. Both the doors and this piece is a gift from a past parent, Frank Carbon.
- Immersion Tour to Alice Springs. This inaugural tour visiting indigenous communities in Alice Springs was organized through Catholic Missions Australia. Thirteen Year 11 students joined the Deputy Principal Mission, Stephen Campion and the Curriculum Leader, Religious Education, Elizabeth Foxover on this very significant and even life changing experience.
- Mary Aikenhead Ministries Conference held at Mt St Michael's in June enabled delegates to come to the College.

Our Mission and Liturgy Captains presented an excellent report at their final assembly. They were wonderful role models for our faith and mission.

**College Achievements – Learning:**

The multiple functions held this term, MSM Celebrates, MusicFest, Co-curricular Assembly. Dance and Drama evenings have captured a vast array of student achievements in every dimension of learning. At MSM Celebrates on Thursday 3 November the reports from the Middle School and Senior School representatives presented a comprehensive summary of student achievements. The numbers of students in every year level achieving awards for Academic Excellence and Academic Achievement was inspiring.

I particularly note the following:

- Excellence in learning is evident throughout the year, particularly in the performance of students in the National and State competitions which include English, Mathematics, Science, the Humanities, Technology and the Arts. Students in Year 12 are currently receiving academic scholarships to universities eg Bond.
- NAPLAN results are well above State and National mean scores in each dimension for both Year 7 and Year 9. The comparisons between state results and MSM results continue to show a level of excellence in learning across the College particularly with the high proportion of students in the upper bands.
• Excellence in Mathematics as to be a highlight evident in a variety of student success in external state and National competitions. Mathematics, Maths team challenge and the ICAS Maths Competitions with a large number of students receiving high distinctions and distinctions.

• Excellence in Visual Art – the number of students achieving State and National awards is quite extraordinary with student work selected for exhibitions.

• Future Problem Solving, A team of Year 9 students and a Year 11 student Clare Ryan attended the National titles in Melbourne and performed with distinction.

• Excellence in music at the Catholic Colleges Music Festival. The number of ensembles continues to grow and the recent MusicFest 2 was indicative of the growth in music across the College over many years.

• Runners up Swimming and Athletics, and winners of the percentage trophy in Athletics continuing and extraordinary level of excellence in Athletics over eleven years.

• Excellence in Aerobics at the State and National Titles Many students achieved individual success being selected for representation in State teams competing at National Titles in both swimming and athletics, hockey and netball.

Staff Professional Learning

The launch of the Mt St Michael’s Pedagogical Framework in January has been integral to our Professional Learning program this year as we have continued grow the collaborative learning culture at the College aligning professional learning with the National Standards. The newly developed role, Director of Professional Learning has provided significant focus and direction for teacher professional learning. The outcomes in our student learning is very evident.

Education Facilities

Arts Precinct
This is a fine contemporary learning facility that really came into its own with our Arts Festival in September.

The renovation of A block an old demountable building into contemporary middle school classrooms for middle school students has also been a wonderful improvement to our learning facilities.

Master Plan 2016 – 2025
Work commenced with m3 Architecture at the end of 2015. The plan was presented to the College at MSM Celebrates. It is an exciting 10-year plan with a 25-year vision which will transform the aesthetics of the campus and inform the continuous improvement of the College learning facilities.

Community Building

Thank you to all involved with the P&F in 2016, particularly those stepping into the important roles on the Committee. You have continued the important work of the Parents and Friends, providing a welcoming environment for all new families building community across all year levels at the College.

We particularly thank the outgoing Vice President, Mary Brown for her leadership and commitment to the College through the P&F over many years.

The structure that we have developed to welcome new parents and support College events is working very well. Particular highlights include Father/Daughter Breakfast, the Mother/Daughter High Tea, and the Mothers Luncheon in August and College events of Open Day and the Arts Festival.

College Magazine

The Mt St Michael’s College 2016 College Magazine will arrive shortly with the first copies to be presented to the graduates of 2016 at the Graduation Ceremony. The magazine is a highlight in itself with its comprehensive coverage of our excellent and holistic education. The front and back covers are particularly beautiful capturing ceremony on Mary Aikenhead Day and the lead light artwork of St Cecilia.

Thank You

I would like to sincerely thank Dianna Dryer for her leadership this year and for her vote of thanks to the College staff at MSM Celebrates.

I would like thank all parents involved in the College for your support of the College and your daughters, the generous donation of your time and many talents to make the events in the College such a wonderful success.

Yours sincerely,

Alison Terrey
Principal
## APPENDIX 3

**MSM Parents & Friends**  
**Treasurer's Report**  
**as at 7th November 2016**

### Closing balance brought forward from last meeting (as at 30th September 2016)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSF P&amp;F Account General</td>
<td>$2,046.87</td>
</tr>
<tr>
<td>MSF Treasurer's Account</td>
<td>$965.00</td>
</tr>
<tr>
<td>MSF P&amp;F Daily Account</td>
<td>$5,073.64</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$12,085.51</strong></td>
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### Expenses since last meeting

<table>
<thead>
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<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>28-Oct-16</td>
<td>Diana Dryer</td>
<td>Gift from P&amp;F and Forty Platters</td>
<td>$257.99</td>
</tr>
<tr>
<td>28-Oct-16</td>
<td>Mary Brown</td>
<td>Drinks, Arts Night</td>
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<td>Chris Pentrell</td>
<td>Cake (baking)</td>
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<td><strong>Total</strong></td>
<td><strong>$1,393.86</strong></td>
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### Income since last meeting

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<tr>
<td>12-Sep-16</td>
<td>Tsuru Sushi Cafe</td>
<td>Donation, Arts Night</td>
<td>$200.00</td>
</tr>
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<td>31-Oct-16</td>
<td>Try Booking</td>
<td>Cash (baking from Arts Night)</td>
<td>$155.55</td>
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<td><strong>Total</strong></td>
<td><strong>$355.55</strong></td>
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To the Members
The Association of the Parents and Friends of Mt St Michael’s College

INDEPENDENT AUDITORS REPORT

I have audited the financial report of The Association of the Parents and Friends of Mt St Michael’s College for the year ended 31 October 2014. The Association is responsible for the preparation and presentations of the financial report and information contained therein, and have determined that the basis of accounting used is appropriate to the needs of the members.

The audit has been conducted in accordance with Australian Auditing Standards. The procedures include examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. Those procedures have been undertaken to form the opinion as to whether in all material aspects, the financial report is presented fairly in accordance with the basis of accounting described in the financial statements and other mandatory professional reporting requirements.

In my opinion the financial reports fairly present in accordance with applicable accounting standards the financial position of the ASSOCIATION OF PARENTS & FRIENDS of Mt ST MICHAEL’S COLLEGE and the results of its operations and its cash flow for the year ended 31 October 2014.

Brendan Dwyer
7 October 2016

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Brendan Dwyer
12 October 2016
APPENDIX 4

Mt St Michael’s College Board

Board Chair Report to the
Annual General Meeting of the P&F

Monday 7 November 2016

On behalf of the Mt St Michael’s College Board I present the following report to the 2016 P&F Annual General Meeting. The College Board has met on eight occasions during 2016 to not only fulfil its governance and compliance requirements but also discuss, share ideas and progress a number of issues affecting the College. The Board has a strategic role in the College, with the day to day management in the hands of its Chief Executive Officer, Alison Torney.

BOARD MEMBERSHIP

The Board members in 2016 were: Kate Whelan (Deputy Chair), Sr Suzette Clark, Kathy Mac Dermott, Clare Webster, Jane Slatery, Tim Peterson and Tom Hari Davies, and myself.

At the end of the year the Board will farewell Jane Slatery. Jane has served two terms as a Board member including Board Chair in 2014 & 2015. Jane has made an invaluable contribution through her experience and knowledge and as an important member of the Governance Committee.

In 2015 the Board welcomed Clare Webster, who many of you may know through her association with the P&F. Clare has taken on the role as Chair of the Foundation Committee.

In September, the Trustees of Mary Aikenhead Ministries approved a further 3 year term for Tim Peterson and myself.

Board members bring expertise and experience to the College in the areas of accounting, law, education, marketing and communications, management, governance and formation.

GOVERNANCE AND STRUCTURE

Mt St Michael’s College is a public company limited by guarantee and has one member (shareholders), Mary Aikenhead Education Ltd (MAE). Under MAE are the four independent girls colleges that continue in the tradition and charism of the Sisters of Charity and form the education ministry of Mary Aikenhead Ministries (MAM). They are:

1. St Theresa’s College, Regents Park, NSW
2. St Columba’s College, Essendon, Vic.
4. Mt St Michael’s College, Ashgrove, QLD

The Board is supported by four Committees: Facilities, Finance, Foundation and Governance. These committees draw on a wealth of experience within the College community and draw on expertise as needed.

Each Committee developed its own set of goals for 2016:

Facilities Committee
- Maintain working brief and provide input and advice as required for discussions at the internal college and external consultant 50 Year Master Plan meetings.
- Deliver specific, practical outcomes after the conclusion of the aforementioned meetings for implementation over the next three to five years in collaboration with the Principal, Business Manager and Finance Committee.
- Provide oversight on MAE’s assets and ensure their timely resolution, specifically in matters relating to future economics.

Finance Committee
- Engage with core lenders to outline MAE’s 10 Year Master Plan to ensure sufficient funding for future college requirements.
- Work with CDO to progress an external R&F Assessment program.
- Further streamline financial reporting particularly focusing on historical and forecast cash and cash flow.

Foundation Committee
- Continue to foster the interests of the College community by strengthening the quality of our events and the relationships between the foundation, the alumni and the P&F.
- Strengthen fundraising as a priority for the foundation in supporting the College to: (a) continually improve facilities and (b) develop a self-sustaining scholarship fund.
- Continue exploring fundraising opportunities beyond the current parent body to include for example, biopacx and Alumni Volunteers.

Governance Committee
- Review/Assess Board policies; Environment Policy, No Policy and Mandate and Mandate Compliance Policy.
- In collaboration with College Board Directors oversee the announcement and communication of Alison Torney’s retirement, organise the end of year formal event, and complete the Huffard protocols for the recruitment and appointment of a new principal to commence in 2017.

2016 Goals and Achievements:

- The main challenge for the Board in 2016 was the successful recruitment for Alison Torney’s replacement. The Board appointed a Selection Panel to undertake the recruitment process in consultation with a recruitment firm, Trisk Boards. The Panel was responsible for working, developing and making recommendations to the Board in the following areas:
  - Preparing an ED from recruiters and recommending the preferred firm
  - Developing an selection descriptors, marketing prospectus, advertising campaign
  - Communication and recommending short list
  - Short listing first and second interview, reference checking
  - Nomination of preferred candidate

The Board is delighted that our second life (Shawn) has commenced as part-time commencing in January 2017 (fulfilled by a new phase of WAM under Shawn’s guidance).

- The Finance Committee has worked very closely with the College principal team to develop the Business Plan which provides a framework for a 5 year plan and 20 year vision for the College to support strategic priorities.

- Under the guidance of the Governance Committee, all committees’ terms of reference were reviewed and updated to ensure integrity and relevancy.

- The Finance Committee has drawn up a five-year timeline and has continued to work closely with Scott Cottis, Business Manager, in ensuring the College are on track to achieve their five-year plan.

- The College is in a sound financial position and well placed to fund the future facilities identified in the Business Plan.

On behalf of the Board, I wish to acknowledge Board Chair 2015-16, Douglas MU. Over this period of time, Alison has been the bedrock of support of Douglas and through her leadership, faith, dedication and enthusiasm, has developed MU into an outstanding institution that is recognised as the provider of excellence in girls’ schools. We wish Alison all the best in her retirement and thank her for the time and energy that she has devoted.

As an appendix to another busy year I wish you all a wonderful Christmas that brings you closer to family and friends.

Thank you,

David Newton

Chair
Mt St Michael’s College Board