

OXLEY COLLEGE Parents & Friends AGM Minutes – Tuesday 26 November 2020

Meeting conducted via ZOOM & opened: 4pm

In Attendance: Emma Calver, Megan Moore, Sooz Heinrich, Jenny Ethell, Sandra Talman, Lynda Smith, Jennifer Finlayson, Felicity Sewell, Justine McKinlay, Sally Byrne, Eva Loiterton, Kristy Curr, Caroline Mellish, Bec Biddle, Katherine Halcrow, Bec Morse, Oliver Sheer, Brett Law, G Dennington, Ange Sanchez, Tree's new phone, Kelley, Shona O'Brien, Leyla Bena, Harriet Goodall, Kirrily Zupp.

Apologies: Sandra Mineeff, Ann Marie Greenop, Shelly Davis-Rice, Sam Spring, Amanda Bradnow

Previous AGM Minutes sighted & passed –

Forwarded: Megan Moore

Seconded: Justine McKinlay & Sooz Heinrich

1. Year Rep Report – Sooz Heinrich

Term One, very successful with most grades being able to have some form of social gathering. Unfortunately, after Term One, no social gatherings possible due to COVID restrictions.

This was Sooz's 3rd & final year as Parent Rep & she put forward two ideas that have worked well & could be continued.

a) Definitely plan a cuppa in the first month of the school year starting.

b) Plan the whole year's social events in Term One & check dates with Emma. Year 9 did this & it would have worked well if there hadn't been COVID restrictions.

Sooz loved being Parent Rep Co-ordinator as she felt very connected to the Oxley community. She was sincerely thanked by Megan for her wonderful effort throughout her term.

Message received from Adrianna re: canteen.

Thanks Sooz,

"As the year comes to an end we have really missed having all the smiling faces and helpful hands in the canteen for the majority of this year. I was so grateful when we were able to ask for help with orientation recently just how many people turned up to assist packing the boxes. The general conversation every single time was how happy they were to be able to be back onsite and helping out.

So, Thank you!!

Canteen has certainly seen a huge increase in online orders. Pre Covid we would process between 120-200 orders every day. We now are preparing between 300 on a quiet day to 430 most Fridays! HUGE!!!

We have 2 items that we really need to purchase for canteen and I was wondering if the P&F has the funds to consider assisting with this. These items are to help prepare the huge increase in volume and also general wear and tear of existing equipment.

Commercial Sandwich Press \$600-\$1100

Commercial food processor – like a kitchen food processor only commercial. (\$1500-2k)

Thank you for this consideration.

We look forward to welcoming volunteers back into the canteen in 2021. Wishing you all a Very Merry Christmas and restful New Year.

Motion forwarded by Megan & passed by those in attendance for Adrianna to purchase a new food processor & sandwich press to the total of \$3,100.

2. Treasurer's Report – Sandra Talman

Very quiet year with very little fundraising being able to be done due to COVID.

Please see end of minutes for Sandra's full report.

3. President's Report – Megan Moore

Please see end of minutes for Megan's report.

4. Head of College's Report – Jenny Ethell

- Thank you to this year's committee. Especially for what was done for Year 12 & for 'World Teachers' Day' morning tea.
- First half of the year completely focussed on dealing with COVID & an increased interest in Oxley & new enrolments. This also led to rethinking priorities & doing some forward thinking for 2021 & beyond.
- Future planning for 2021 involves developing a greater parent register highlighting their skills, gifts & talents. This information will be utilised in mentoring & career building programs.
- The Master Plan looking at parking, buildings & landscaping has been signed off for the year.
- This year's Wishlist will be carried over to 2021. High on the list is a portable BBQ, luggage/cooking trailer for Outback & the possibility of the P&F funding air conditioning throughout the school.
- Unexpected things have happened due to COVID. Including – utilising ELVO Lawn in different ways. For example: assemblies, Year 12 & 6 Graduations ceremonies.
- Tribute & thank you to Bec Biddle (P&F President 2017- 19), (P&F Vice President 2020). During Bec's term as president she was responsible for many 'friendraising' events including – Oxley's 35th, Birthday celebration, Eve On The Green, Christmas in July & Pin Oak markets.

Thank you also to Sandra Mineeff for her ever never fading smile & all she did for the Junior School.

Election of Office Bearers – Executive Committee 2021

Returning Officer: Jenny Ethell

President:

Any nominations? Megan Moore

Nominated by: Sooz Heinrich

Seconded: Lynda Smith

Declared: Megan Moore

Vice President K-6:

Any Nominations? Eva Loiterton

Nominated by: Megan Moore

Seconded: Bec Biddle
Declared: Eva Loiterton

Vice President 7-12:

Any nominations? Sooz Heinrich
Nominated by: Lynda Smith
Seconded by: Ange Sanchez
Declared: Sooz Heinrich

Secretary:

Any nominations? Lynda Smith
Nominated by: Sooz Heinrich
Seconded: Megan Moore
Declared: Lynda Smith

Treasurer:

Any nominations? Sandra Talman
Nominated by: Megan Moore
Seconded: Lynda Smith
Declared: Sandra Talman

Parent Rep Senior School Co-ordinator:

Any nominations? Ann Marie Greenop
Nominated by: Sooz Heinrich
Seconded: Bec Biddle
Declared: Ann Marie Greenop

Parent Rep Junior School Co-ordinator:

Any nominations? Rebecca Morse
Nominated by: Eva Loiterton
Seconded:
Declared: Rebecca Morse

Assistant Treasurer: Justine McKinlay

Meeting Closed: 4.35pm

Oxley College P&F
Treasurer Report – 2020
20 November 2020

Due to COVID-19, the P&F were not able to hold any fundraising events and therefore we did not make a profit in 2020.

The exception being the sale of Candles for the pipe band which has raised **\$ 4,562.34** since Dec 2019 (amount includes sales from Pin Oak Fair late last year).

With the profit generated in 2019, we were able to make a \$20,000 distribution to the College on 10th February 2020. We also made a \$938.90 donation to the “Doing it for Famers” charity.

Our current cash position is \$ 25,754.15.

Expenses for the year were as follows:

- Pin Oak expenses (relates to 2019) \$3,857.82
- Year 12 gifts \$1,785.18
- Equestrian day trophies \$836.66 which can be used in future years
- Dummer family bereavement gift \$130

With thanks,

Sandra Talman

Oxley College P&F Association					
Profit & Loss Statement					
1 January 2020 - 20 November 2020					
				<u>2020</u>	<u>2019</u>
Income					
Trading Profit				\$3,245.15	\$38,092.40
BDCU Grant		\$400.00			
Cake Stalls		\$705.15			
Candle Sales		\$2,140.00			
Interest received				\$102.77	\$126.41
				<u>\$3,347.92</u>	<u>\$38,218.81</u>
<u>Expenses</u>					
Bank Fees and charges				9.75 *	\$15.00
Distribution - Botswana					\$3,000.00
Distribution - Nepal					\$3,000.00
Distribution - Fiji					\$3,000.00
Distribution - Oxley				\$20,000.00	\$29,000.00
Distribution - Farmers				\$938.90	
Microwaves - Canteen					\$1,075.80
Pin Oak Expenses (2019)				\$3,857.82	
Equestrian Day 2020 (cancelled)				\$836.66	
Year 12 Gifts				\$1,785.18	
Bereavement Gift				\$130.00	
Total Expenses				<u>\$27,558.31</u>	<u>\$39,090.80</u>
Net Profit (Loss)				<u>-\$24,210.39</u>	<u>-\$871.99</u>
*relates to closure of St G acct					

P &F President Report

As I said in my speech at Orientation Day, 2020 has been incredibly busy for Oxley College staff and students and yet the P&F has effectively had the year off!

NSW Health restrictions on gatherings and COVID guidelines have impeded any social activities that the P&F and year reps would normally plan.

Fortunately, most year groups were able to have an initial 'get together' before restrictions came into place in term 1. Some year groups have been able to catch up this term in smaller numbers and it was pleasing to see that the Yr 12 students and parents were able to have a celebration of the end of their schooling. Similarly, the Yr 6 students and parents have plans to mark the end of primary school and we wish them the best for their celebrations.

As a parent body we were thinking throughout the year of ways we could offer support to the school community. Feeling for our Yr 12 students as they worked through a very challenging year, we decided to offer them some 'treats' and surprises to let them know that the whole school community was thinking of them. We provided food for Yr 12 supper club for the last few weeks that this ran. In the last week of school, we organised Oxley themed cupcakes to be delivered, we provided each student with a backpack, drink bottle and visor for their sports day and had some lolly bags and other party favours given to them. Thank you to the parents who helped assemble all these bits and pieces. I received several emails and comments from parents that were very appreciative of our efforts.

That's all I have to report for P&F happenings this year. I really hope that next year we can continue to run our Hungry Ox BBQ at school sport, hold cake stalls and host some whole school events. The parent community of Oxley is such a collaborative and supportive group, I have missed being involved with school events this year.

To the Year reps, thank you for volunteering to take on this role for your year group. I do hope you will continue in these positions next year. Some of you have already offered to do this, however you will all receive correspondence in the next week asking if you would like to continue as a Year rep and hopefully have a busier time in 2021 facilitating year group functions.

Thank you to Emma Calver who is always available and willing to help and to Jenny and the Oxley College staff for guiding us through this eventful year. Your regular, informative emails to the community have been very much appreciated.

In closing I would like to thank P&F members who are leaving this year. To Sandra Mineef, thank you for your work as the Junior School Parent rep coordinator. Your enthusiasm and commitment to the role has been greatly appreciated. We will miss seeing your welcoming smile at school.

I'd like to say a really big thank you to Bec Biddle who is also leaving the College this year. Bec you've been so dedicated to the P&F in your roles as President and Vice President and incredibly supportive to all of us. Thank you for your great contribution to Oxley, it's been an absolute pleasure working with you. Please also pass on our thanks to Sam who has been equally as loyal to the Oxley College P&F.

Wishing you all a safe holiday season and hopefully (fingers crossed) we get to see more of each other next year.