

**OXLEY COLLEGE P&F MEETING**  
**Minutes - Tuesday 6th August 2024**

**Attendance:** Kristy Curr, Bec Morse, Scott Bedingfield, Amberley Guilly, Claudia Johnson, Amelia Goff, Claire Talbot, Sally Kean, Annabel Robertson, Emma Bragg, Belinda Burton, Kate Moore, Anneliese Arnott, Stuart Staunton, Joanne Officer, Emma Robertson, Jennifer Ram, Edwina Carter, Megan Moore, Tristan Bevan, Felicity Cadwallader, Jo Appel

1. **Welcome:** Kristy Curr called the meeting to order at 5:38pm.
2. **Apologies:** Sooz Heinrich, Ann Marie Greenop, Karen Reynolds.
3. **Correspondence**
  - Bank statements for previous periods were received.
4. **Previous Minutes**
  - The previous minutes were reviewed and approved.  
**Forwarded:** Sally Kean  
**Seconded:** Annabel Robertson
5. **Head of College Report – Scott Bedingfield**
  - Welcomed Tristan Bevan, Head of Senior School, to P&F
  - Very strong sales for Matilda, the Junior School production
  - Recommend watching the Term 3 welcome video
  - MMG survey results received:
    - Heard that there was a feeling that the College, with so many other initiatives underway, has forgotten about some of the core aspects of what we do. Scott assured us that they are focused on academic rigor and teaching kids remains central to what the College does
    - Scott, the Executive & Board are working through results and looking deeply at the strategy for the next 4 – 5 years, including Vision, Mission about why we exist. Will be inviting parents to participate in defining where we head next.
  - Very proud of the work being done in the Centre for Ethics. 480 people attended the Leigh Sales presentation, including around 50 people who were visiting the College for the first time. The event offered members of the community a strong introduction to Oxley.
  - Met with class representatives earlier today and remain open to hearing ways the College can improve.
  - The investigation into the potential malicious attempt to access private information on the Oxley servers some weeks ago is complete. Thanks to the fast action of the IT team, we were able to prevent any data leakage. While it was inconvenient for a brief period, the safety and security of private information remains a priority.
  - Questions / feedback from attendees:
    - Wondering whether it would be possible to implement WhatsApp “chat rules” and a reminder to show kindness, courage and wisdom.

- Scott reiterated that WhatsApp groups are not school-managed chats and encouraged parent reps to encourage group members to model those behaviours.
- Megan mentioned that there were guidelines established when the chats were first implemented and that these could be re-shared.
- Parent reps to send out a reminder about group guidelines and note that these are parent-driven not school managed.
- It was also recommended that group moderators remove parents that have left the school from WhatsApp groups.
- In previous years, there was a prior practice of connecting parent reps with new community members before the beginning of the school year. This may have been missed in some year groups. It would be good to ensure that this is done consistently, assuming the new parents agree to share their contact information, to ensure that all new families feel supported and welcomed.
- There was a question about the staff positions being advertised.
  - Some open positions are due to growth in cohorts and subject selection.
  - The Head of Design and Tech has resigned due to a change in direction.
  - A Junior teacher has resigned to move to a High School math position.
  - In 2025, there will be an additional Year 2 class so all Junior year groups will have two classes.
  - The quality of candidates is excellent but, due to our location, it takes time for them to see through their current responsibilities and relocate.

## **6. Parent Rep Coordinators Report**

### **Junior School - Sally Kean**

- Highlights –
  - Still a good range of activities throughout the Junior School, from parent drinks to family activities.
  - After the last P&F, reps put a call for Junior School parents to volunteer for canteen duty but response rates were reasonably low
  - Cake stall coming up on Friday, with one more planned for Term 4. Year 6 will likely run one more fundraiser for their end of year celebration.

### **Senior School – Megan Moore on behalf of Ann Marie Greenop**

- Highlights -
  - AM was unfortunately unable to attend her last P&F after being involved for 12 years of having students at the College. Has very fond memories of P&F events and activities.
  - Senior School events continue to be well-attended.

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## **7. Canteen –**

- Annie wanted to thank everyone for supporting the canteen and is always looking for new volunteers.

- Parents are welcome to email the canteen with student's dietary requirements, if there are any concerns.

#### 8. Treasurers Report – Annaliese Arnot

- Bank account sitting around \$63,000
- After final Pin Oak invoices came through, the net profit was around \$7,000
- Athletics Carnival made \$1,500 in the sausage sizzle, which is a very strong result
- Working through ongoing issues with Square not releasing funds for a big ticket item at the Pin Oak Art Fair

#### 9. General Business –

- **Fundraising – Amberley Gully**

- There was a lengthy discussion about whether the P&F should run a Hungry Ox this weekend and the differences between a P&F fundraiser and the school's ISA food commitments. The Hungry Ox needs 8 games to be viable as a fundraiser, and the school will advise if we should call for volunteers asap. It was noted that the families of Cricket 1sts and 2nds provide all food for home games on a roster.
- There are a range of College events that require P&F support, including Welcome Drinks, Mother's Day, Father's Day, Grandparent's Day, Year 6 Celebration, Equestrian Day (co-produced with P&F) and Orientation Day.
- P&F events / activities include Hungry Ox, Trivia Night, Cake Stalls, Equestrian Day (co-produced with college), Year group functions, and World Teachers' Day.
- There are also a bunch of unusual events that can be discussed on a case-by-case basis, e.g. Pin Oak Fair.
- In 2024, all Trivia Night fundraising will go to Hoskins Hall. 2025 TBD.
- Goal for Trivia Night: \$10,000
- There are new items on the Oxley wish list (not for 2024 necessarily):
  - Hoskins Hall items (still waiting for specific pricing)
  - Library-managed set of laptops (25)
  - Library-managed set of ipads (25)
  - High jump mats
  - Catering equipment
  - Science equipment
- Given the substantial funds in the P&F account and in support of the new phone policies, Kristy Curr put forward a motion to use P&F funds to purchase a set of iPads and protective covers, with expenditure up to \$25,000 but preferably less
  - **Forwarded:** Edwina Carter
  - **Seconded:** Megan Moore

- **Events –**

- Father's Day – 29 August
  - Need volunteers for preparation on the afternoon of the 28<sup>th</sup>, then on the morning and clean up.

- Expecting about 300. Will create a SignUp.
- Trivia Night – 14 September
  - Still looking for a Quiz Master. Will buy a quiz, so just need someone to run it. Will look more broadly within the community.
  - Have secured good prizes and will need help selling raffle tickets on the night.
  - Discussed running a bar to raise funds.
- Equestrian Day – 22 September
  - Need volunteers for the canteen on the day, and to contribute baked goods.
  - Service Learning students are welcome.
- Year 12 graduation
  - In previous years, the P&F has spent \$10 / student, With the size of this cohort, the cost would be \$960 for Year 12.
  - A motion was forwarded to confirm \$10 / student going forward for the Year 12 graduation.
    - **Forwarded:** Megan Moore
    - **Seconded:** Belinda Burton
- Year 6 celebration
  - In previous years, the P&F has contributed \$500 towards the Year 6 celebration. If the same funding principles were applied to Year 6 as Year 12 and with the size of this cohort, the cost would be \$560 for Year 6.
  - A motion was forwarded to confirm \$10 / student going forward for the Year 6 celebration.
    - **Forwarded:** Emma Bragg
    - **Seconded:** Kate Moore
- More transparency requested on itemised accounts for Year 6 special activities (line items relate to the Year 6 jersey and Jamberoo, not the celebration).
- **Other business**
  - P&F constitution is under review and updates will be brought forward to the P&F for approval.
    - Question as to whether the P&F should have a representative on the Board.
  - Several P&F Exec team members have their youngest student in Year 12 and will be vacating their positions. Before the AGM, looking for nominations for a President, Senior VP ad Senior Class Rep Coordinator.
  - Looking for ideas for fundraising events in 2025, and building traditions for the College. Please email Kristy or Sooz with any thoughts.
  - Second hand uniform and book sale proposed for the end of the year. Emma Bragg volunteered to give it some thought.

**The AGM is scheduled for 19 November, 5:30pm.**

**MEETING CLOSED 7:15 pm**