

**OXLEY COLLEGE P&F MEETING**  
**Minutes - Tuesday 29th October 2024**

**Attendance:** Sooz Heinrich, Kristy Curr, Sally Kean, Bec Morse, Amberley Guilly, Claudia Johnson, Jeremy Goff, Kate Moore, Megan Moore, Felicity Cadwallader, Teresa Fisher, Karen Bailey, Tim Bailey

**Virtual:** Kirrily Zupp, Karen Reynolds

*Note: comments in italics added after the meeting by virtual participants who were unable to participate in the discussion.*

1. **Welcome:** Sooz Heinrich called the meeting to order at 5:36pm.
2. **Apologies:** Anneliese Arnott.
3. **Special Discussion - Walking School Bus Program - Andrew Forbes & Jeremy Goff**
  - As a healthcare practitioner, Andrew sees a lot of people with musculoskeletal issues and has a strong interest in public health. A lot of evidence to show that Australian kids don't get enough exercise.
  - The concept is to pilot an active transport option through a 'walking bus' route. This initiative involves at least one responsible adult, possibly accompanied by Year 10+ students as part of a social responsibility opportunity, following a pre-determined path that includes designated stops.
  - This aligns with Oxley values, may reduce traffic congestion, and a successful pilot may help support other transport strategies proposed to local government.
  - School to send out a call for expressions of interest to families in Burradoo. Interested parents will be invited to meet and discuss logistics, e.g. tracking technology, working with children checks (*if needed*), safety, route, rostering, schedule, legal responsibility.
4. **Correspondence**
  - Bank statements for previous periods were received.
  - Invoice from the school
5. **Previous Minutes**
  - The previous minutes were reviewed and approved.  
**Forwarded:** Kristy Curr  
**Seconded:** Sally Kean
6. **Parent Rep Coordinators Report**
  - Term 3 was quiet due to the focus on the community Trivia Night.

**Junior School - Sally Kean**

  - Lots of family days coming up before the end of the year.

### **Senior School – Sooz Heinrich on behalf of Ann Marie Greenop**

- Year 12 drinks are progressing well

### **7. Canteen –**

- No updates.

### **8. Treasurers Report – Annaliese Arnot via Sooz Heinrich**

- Refer to the enclosed report.
- Equestrian Day raised over \$2000 for the school. Despite the weather, the cake stall and car boot sale went very well. The parent and student volunteers did an amazing job.
  - The P&F discussed the advantages of the benefits of purchasing a bain-marie to facilitate pre-cooking and maintain food warmth during future events.
- Trivia Night earned just over \$16,000. The organising committee did an amazing job with special mention of the great lighting.
- Junior School cake stalls are generating an average revenue of \$250 to \$350. The next stall is scheduled for November 15th. The Treasurer has requested advance notice of upcoming events to allow for better planning and coordination.
- Annaliese has advised that she will be resigning at the AGM. Expressions of interest are welcome.

### **9. Fundraising / P&F Events – Sooz Heinrich**

- In 2025, plan to separate college, foundation and P&F events.
- P& Events to include:
  - Special Event for Mothers
  - Trivia Night – would like to keep it around the same time in September, as it was in between sporting seasons
  - Equestrian Day.
- Opening Night of Mamma Mia is 26 November, 2024.
  - P&F will be offering mezze boxes as a fundraising initiative.
  - *As tickets are now sold out, we will need to determine an alternate method of selling these boxes (rather than at the same time as tickets).*
  - We are seeking volunteers to assist with the preparation, setup, and serving of these boxes. Additionally, there will be lolly bags available.
  - Our goal is to create a welcoming atmosphere with tables, chairs, and music set up outside before the event.
  - A SignUpGenius will be circulated once specific volunteer needs are determined. The venue has a maximum capacity of 190 attendees per night.
- Planning Uniform & Textbook car boot sale on 6 December. Cars selling goods will be on Junior Driveway or otherwise at tables in the PCC, between 10 – 2pm. Cash only. Small fee for the sale via Trybooking.

### **10. College Events – Claudia Johnson**

- Junior Orientation on 12 November – looking for ~5 volunteers.
- Year 7 Orientation 13 November – looking for ~5 volunteers to prepare bags and ~5 volunteers to prepare and serve afternoon tea.

## **11. Other Business –**

- **AGM on 19 November:**
  - Before the meeting, the P&F is looking for an auditor; would be grateful to hear from volunteers or nominees.
  - There will be some movement in the executive roles.
  - The P&F Constitution is also under review. From 2025, in addition to the Executive roles, there will be 5 support roles for people on committees.
  - We are hoping for a good turnout. Afterwards, the College will be hosting a thank you event for the P&F.
- iPad purchase:
  - At the last meeting, the P&F approved the purchase of iPads to support classroom needs, as an alternative to students using their own iPhones.
  - The IT team has conducted thorough research, and the College will gather feedback from teachers to determine whether iPads, iPhones, content creation tools, or a combination thereof, would best meet the school's requirements.
  - With funds already approved, the P&F advised the school to proceed with the purchase once a decision is made.
- Plasrefrine plastics recycling plant:
  - Oxley is just 4.16km away from the proposed site.
  - The final decision will be made by an independent planning commission and a public hearing underway.
  - The board has approved and the school supports writing a submission. Other schools in the district are also commenting.
  - *Parents can respond to a survey supporting or objecting to the development here: <https://www.ipcn.nsw.gov.au/make-a-submission-forms/moss-vale-plastics-recycling-facility>*

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

**MEETING CLOSED 6:35 pm**

## Profit and Loss

Oxley College P&F

For the period 23 November 2023 to 24 November 2024

<b>Account</b>	<b>23 Nov 2023-24 Nov 2024</b>
<b>Trading Income</b>	
Athletics Day	2,592.75
BBQ - GD Champs	548.55
Cake Stall Revenue	2,755.20
Equestrian Raffle and Car Boot Sale	2,286.44
Equestrian Day	6,886.49
Hungry Ox Revenue	1,355.60
Interest Income	638.20
Trivia Night	17,190.13
Trybookings - Kindergarten Function	765.00
<b>Total Trading Income</b>	<b>35,018.36</b>
<b>Gross Profit</b>	<b>35,018.36</b>
<b>Other Income</b>	
Yr 6 Farewell	3,450.00
<b>Total Other Income</b>	<b>3,450.00</b>
<b>Operating Expenses</b>	
Athletics Day Expense	776.11
Equestrian Day Expenses	6,727.85
Hungry Ox Expense	1,000.18
Transfer to Oxley College Foundation - Proceeds 40th Birthday Auction	21,622.00
Transfer to Oxley College Foundation - Proceeds Trivia Night 2023	8,000.00
Pin Oak Infrastructure/General Expense	5,134.00
Trivia Night Expense	200.00
Xero	540.00
Yr 12 Study Lunch	873.00
Yr 6 Graduation	3,121.77
<b>Total Operating Expenses</b>	<b>47,994.91</b>
<b>Net Profit</b>	<b>(9,526.55)</b>