Meeting date: Wednesday 23 July 2014
Meeting time: 6.30 pm
Meeting location: GOA Boardroom

MINUTES OF MEETING

Opening prayer

St. Ignatius' Prayer for Generosity
Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Attendance
- Marty Price, Tracey Maynard, Ellen Geldard, Jody Peacock, Brian Forbes, Kerrie Payne

Apologies
- Glenn McConville

Confirmation of minutes from previous meeting
- Motion moved by Ellen Geldard that the minutes of the meeting held on 11 June 2014 be confirmed and held on record, seconded by Tracey Maynard.

Business arising from previous minutes
- Cyber safety session for parents – what arrangements do we need to make? Time has changed to 7pm, Brian to confirm. No arrangements to be made by P&F.
- Honour boards – are we still working towards this project? It's been left to Glenn to investigate further. Raise at next meeting with Glenn.
- Request for financial assistance from Billie Willis – further information provided by Billie. Motion moved by Jody to donate $55.00, seconded by Ellen. Cheque drawn and given to Ellen to post.

Incoming correspondence
- Request for financial support from Barry & Wendy Moore
- Request for financial assistance from Roxanne Cantemassa
- Invitation to Catholic Education Week mass
Business arising from incoming correspondence

- Request for financial assistance from Barry & Wendy Moore – motion moved by Tracey to donate $210.00, seconded by Ellen. Cheque drawn and given to Ellen to post.
- Request for financial assistance from Roxanne Cantemassa – motion moved by Ellen to donate $270.00, seconded by Marty. Cheque drawn and given to Ellen to pass on to Roxanne’s host family. Roxanne is an exchange student from Belgium here with the World Exchange Program for this term.
- Catholic Education Week Mass – Ellen & Marty attending.

Outgoing correspondence

- Note to Billie Willis requesting further information re request for financial assistance

Treasurer’s report

- Report attached

Head of School report

- Report attached

Open space master plan

- Traverse wall has been ordered and is expected by the end of week 3.
- Shade sail and lighting bar for raised seating (formerly known as the performance deck) have been ordered.
- Once those two projects are complete that should be the end of stage 1.

General business

- Next meeting 13 August 2014 at 6.30 pm

Meeting closed 7.10 pm
Meeting date: Wednesday 23 July 2014
Meeting time: 6.30 pm
Meeting location: GOA Boardroom

MEETING AGENDA

Opening prayer

St. Ignatius’ Prayer for Generosity
Lord, teach me to be generous, teach me to serve you as you deserve, to give and not to count the cost, to fight and not to heed the wounds, to toil and not to seek for rest, to labour and not to seek reward, except that of knowing that I do your will. Amen

Opening of meeting and welcome by President

Apologies

Business arising from previous minutes
- Cyber safety session for parents on 26 August at 6pm – what arrangements do we need to make? Catering, child care, etc?
- Honour boards
- Request for financial assistance from Billie Willis – more information obtained.

Incoming correspondence
- Request for financial assistance from Barry & Wendy Moore for Garrett
- Request for financial assistance from Roxanne Cantemassa

Treasurer's report and accounts for payment

Principal/Head of School report

General business
## WIDE BAY TEAM – Triathlon

<table>
<thead>
<tr>
<th>Instruction to:</th>
<th>STUDENT'S NAME</th>
<th>Home Phone No.:</th>
<th>Day Time Phone No.:</th>
<th>Contact Mobile No.:</th>
<th>Post Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) PARENT / STUDENT</td>
<td>[Daniel Williams]</td>
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<tr>
<td>Please complete and return to:</td>
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</tr>
<tr>
<td>JUSTIN LANE (team manager)</td>
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<table>
<thead>
<tr>
<th>Post to:</th>
<th>WIDE BAY SCHOOL SPORT</th>
<th>PO BOX 142</th>
<th>MARYBOROUGH Q 4650</th>
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</thead>
</table>

**Due by:**

**FRIDAY 24TH JANUARY 2014**

**STANDARD TEAM LEVY** (GST Inc)

(inc c'ship levy, officials expenses, admin expenses & travel costs)

| [A] | $196.00 |

**COMPULSORY TEAM PHOTOGRAPH** (Includes GST)

| [B] | $14.00 |

**plus** (FULL) **COMPULSORY UNIFORM** $91.00 (Boys & Girls)

(as listed below – delete if not required) Prices include GST

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>Size</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Swimming Cap (Silicone)</td>
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</tr>
<tr>
<td>Dress Shirt</td>
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<tr>
<td>Boys Tri-Singlet</td>
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<tr>
<td>WB Girls Lycra Crop Top</td>
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<tr>
<td>WB Drink Bottle</td>
<td>$6.00</td>
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**COMPULSORY UNIFORM SUB-TOTAL**

| [C] | $ |

**OPTIONAL(EXTRA) APPAREL**

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<th>Size</th>
<th>Qty.</th>
<th>Cost</th>
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</thead>
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**EMBROIDERY** - Regional Bags/Spray Jackets

ONLY (Circle item to be embroidered and print name you want embroidered below (eg: John Smith or JOHNNO))

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Cost</th>
</tr>
</thead>
</table>

$15 per item

**OPTIONAL APPAREL SUB-TOTAL (Includes GST)**

| [D] | $ |

**COMBINED TOTALS**

(A + B + C + D)

| [E] | $ |

**TOTAL PAYMENT**

$210

**Payment by Card / Cheque / Money Order** (Cheques made payable to Wide Bay School Sport)

Please charge my

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Mastercard</th>
<th>Visa</th>
<th>(American Express not accepted)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

Name Stated on Card: ___________________________ Expiry Date: ____________

Signature: ____________________________________ Amount: ____________________

**OFFICE USE ONLY:**

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Receipt No.</th>
<th>Date</th>
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<th>Dispatch</th>
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</thead>
<tbody>
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</table>

**PAID BY DIRECT DEBIT**

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<th>WFPAL BANK</th>
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**PAID** 10th January 2014

**RECEIPT**

$210

**$210**
Dear Ellen

Thank you to the P & F for all the support given to us for Kirk, now it is the younger brother's turn.....

Please find attached Request for Financial Support for a Student Gaining Representative Honours, Apparel Order / Levy Payment Form and email detailing accommodation costs which we shared 1/2 of with another family.

Any support the P & F can provide will be greatly appreciated.

Kind regards

Barry & Wendy Moore
Request For Financial Support For A Student Gaining Representative Honours

Student name: Garrett Moore
Parent name: Barry & Wendy Moore
Address: 24 Paul Dr PT VERNON Qld 4655
Email / phone: more5@internode.on.net / 0408 744897

Details of event/competition including date and location:

Wide Bay Primary School Sport State Hockey Championships 2014 held at State Hockey Centre, Colmslie (Thurs 19 June - Sunday 22nd June, 2014)

Details of compulsory expenses incurred as a result of student participation (please attach copy of levy notice or provide details below of all compulsory expenses including entry fees, uniform costs, etc):

| Team Levy | $282 |
| Uniform Items | $171 ($95 optional extra) |
|  | $453 |

Details of any additional expenses incurred (such as travel and accommodation expenses):

| Hervey Bay / Bne / Hervey Bay | $100 |
| Accommodation 18/6/14 - 21/6/14 | $290 |
|  | $390 |

\[ \text{Total: } 210.75 \]

Dated: 27/6/14  Signed: 

[Signature]

P & F use only
Application presented at meeting on
Amount of assistance to be provided
Cheque forwarded to parent on

Parents & Friends Association
P O Box 1630
Hervey Bay Q 4655
www.xavier.qld.edu.au (for contact information)
**APPAREL ORDER / LEVY PAYMENT FORM**

**WIDE BAY SCHOOL SPORT BOARD**  
PO Box 142  
Maryborough Q 4650  
Phone: (07) 4121 1657; Fax: (07) 4121 1658  
(Instructions on reverse side)

---

**WIDE BAY TEAM - 12yrs Boys Hockey**

**STUDENT'S NAME:** GARRETT MOORE  
Home Phone No: 1111111111  
School: Y.C.C.  
Day Time Phone No: 2222222222  
Contact Mobile No: 3333333333  
Home Address (Postal):  
Email Address: MORE.S@INTERNET.COM.NET  
Post Code: 4655

**STANDARD TEAM LEVY**  
(GST Free)  
(incl c'ship levy, officials expenses, admin expenses & travel costs)  

**COMPULSORY TEAM PHOTOGRAPH**  
(Includes GST)  

**plus (FULL) COMPULSORY UNIFORM $128.00**  
(as listed below - delete if not required) Prices include GST

<table>
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<th>Item</th>
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<tr>
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<td>WB Sports Hat/Cap</td>
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<td>Football Socks</td>
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<tr>
<td>WB Dress Shirt</td>
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<tr>
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<td>Water Bottle</td>
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**COMPULSORY UNIFORM SUB-TOTAL**  

**OPTIONAL (EXTRA)**

**APPLIANCE**

<table>
<thead>
<tr>
<th>Item</th>
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<th>Cost</th>
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</thead>
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<tr>
<td>SPRAY JACKET</td>
<td>XS</td>
<td>1</td>
<td>100</td>
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</table>

**EMBROIDERY - Regional Bags/Spray Jackets**  
ONLY (Circle item to be embroidered and print name you want embroidered below (eg. John Smith or JOHNNI))  

GAZZA  

**OPTIONAL APPAREL SUB-TOTAL (Includes GST)**  

**TOTAL**

---

**OFFICE USE ONLY:**  
Invoice No:  
Receipt No:  
Processed by:  
Date:  
Date:  
Dispatch:
Subject: Confirmation
From: "Kangaroo Point Holiday Apts" <mail@kangaroopoint.com>
Date: 17/05/2014 4:59 PM
To: "" <more5@internode.on.net>

May 17, 2014
Barry MOORE

Dear Barry MOORE

Thank you for booking with Kangaroo Point Holiday Apartments. We acknowledge receipt of your deposit of $150.00 and we are pleased to confirm your booking details are as follows:
Booking Name: Barry MOORE Number of Guests: 5
Apartment type: 4 STAR 2 Bedroom
Booked to Arrive after 2pm on: Wednesday June 18, 2014
Booked to Depart by 10am on: Sunday June 22, 2014

Your accommodation charges total $580.00 and after deducting the Deposit $150.00 the balance due on arrival (Cash, Credit Card or Eftpos) is $430.00. Personal, Company or Bank Cheques cannot be accepted on arrival. When checking in, we require a copy of your current Drivers Licence or Passport and a $300 hold on a Credit Card or $300 Cash Holding Deposit.

IF CHECKING IN AFTER HOURS ALL ACCOMMODATION MUST BE PAID PRIOR TO CHECK IN.

All Linen and Towelling is supplied, but a Daily room or Towel service is not included. If a Room Service or Daily Towels are required during your stay, please see our friendly Reception staff regarding costs. 8 night stays or longer will be serviced middle of stay. If Weekly service falls on the weekend, it will be done on either the Friday or Monday. Our complex has on-site undercover parking provided free of charge for one car per apartment.

Continental Breakfast Baskets are available from Reception @ $15.50 Per Person.

We draw your attention to our Cancellation Policy below, please read them carefully. PLEASE INFORM US OF YOUR ARRIVAL TIME.

We look forward to welcoming you to Kangaroo Point Holiday Apartments and hope that you will have a most enjoyable stay with us.

Sincerely

The Reservations Team
KANGAROO POINT HOLIDAY APARTMENTS
819 Main Street, Kangaroo Point 4169
PH - (07) 3391-6855 during office hours - 0410-137-219 after hours

Reception Hours: Weekdays 7am - 7pm, Saturdays 8am - 5pm and Sundays 8am - 5pm, Public Holidays 9am - 5pm & Closed Christmas Day and Good Friday.
Dear Parent/s,

Thank you for your patience in waiting for this newsletter. There are still many details/costs to be finalised; however, I could not hold off any longer.

As you are aware, the College Bands, Senior Choir and String Ensemble tour to Brisbane to participate in the Queensland Catholic Colleges Music Festival is fast approaching. This year I would like to extend this event to include a performance at the Brisbane Exhibition and a short tour of the Gold Coast. We have been invited to base ourselves at St Francis Xavier Primary School – Runaway Bay and perform at Primary and Secondary Schools in the area with a free day at Movieworld.

We intend to depart from Hervey Bay on Wednesday, August 13 and arrive home on Sunday, August 17 travelling with Wide Bay Transit. The accommodation during the tour of the Gold Coast will be at St Francis Xavier Primary School and once again at Marist College Ashgrove whilst at the Music Festival.

The objective of this newsletter is to obtain numbers to aid in the further preparation and planning of the excursion. The cost this year will be approximately $270.00, which includes transport, accommodation, most meals and entry fees to the Ekka, Movieworld and the Music Festival. The final cost will be confirmed when the total numbers are finalised.

Participation in the Music Festival has provided students with an excellent opportunity to perform with their peers from around the State and to receive valuable feedback on their performance. The extended tour also gives the students the opportunity to visit other Catholic schools from differing regions to further enhance the bands experience in performance.

Please return the tear - off slip below no later than this Friday, July 18, 2014.

Musically yours,

Paul Damms
Instrumental Music Co-ordinator

Glenn McConville
Head of Secondary

Tear-off Slip

BAND TOUR 2014

Please return to Xavier Catholic College NO LATER THAN Friday, July 18, 2014.

Students' Name: ......................................................... Ensemble: ..................................

My child will/will not be attending the Music Tour 2014.

..............................................................
Parent/guardian
The Principal and Community of Xavier Catholic College cordially invites

Mr Marty Price & P & F Exec.

to our

2014 Catholic Education Week

Mass

GOA Performance and Activity Centre
1 Wide Bay Drive, Eli Waters

Wednesday, 30 July, 2014

Commencing at 9.30am

Following Mass, we welcome you to join with staff, parents and other invited guests for light refreshments at ‘Frankies’, our Hospitality Restaurant.

We look forward to having you join with us to celebrate!

RSVP: Marion Hadfield
Thursday 17th July – 07 4197 1177
mhadfield@bne.catholic.edu.au
Treasurer's Report

Month Ending June 30th 2014

Opening Balance was $57,388.16.

We wrote one cheque to Cardno for their work on the Senior's Performance Deck in the amount of $1,320.00.

We paid our regular $5,789 and $833 payments for the Usage of Space loan & the Canteen Expansion Loan.

We received $7,462.18 from Xavier Catholic College with $6,916.25 for levies, $440.93 for Banking Commission & $105 in cookbook sales. We also received $835.79 in bank interest.

Our closing balance was $57,744.13.
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<tr>
<th>Type</th>
<th>Date</th>
<th>Num</th>
<th>Name</th>
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<td>Total Deposits and Credits</td>
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## Xavier Catholic College Parents & Friends Association
### Reconciliation Detail
#### P & F Assn Offset Account, Period Ending 30/06/2014

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<tr>
<th>Type</th>
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<th>Name</th>
<th>Clr</th>
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<tr>
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<tr>
<td>Total Deposits and Credits</td>
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<td>1,320.00</td>
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<tr>
<td>Total Cleared Transactions</td>
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<td><strong>Ending Balance</strong></td>
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Debits this Statement  | 7,942.00

B C E O
P & F ASSN. XAVIER COLLEGE
PO BOX 1630
HERVEY BAY QLD 4655

Should you have any queries please ring 07 3336 9289 during normal office hours.
### THE ARCHDIOCESAN DEVELOPMENT FUND

194 CHARLOTTE STREET
BRISBANE 4000

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**Transaction BEGIN** Date: 01 JUN 2014  
**Transaction END** Date: 30 JUN 2014  
**DATE JOINED** 06 DEC 02  
**DEPT** 4  
**BR/AG** 1

CLIENT No. 51604  
**B C E O P & F ASSN. XAVIER COLLEGE**  
**B C E O**

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Credits this Statement  
Debits this Statement

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**B C E O**  
**P & F ASSN. XAVIER COLLEGE**  
PO BOX 1630  
HERVEY BAY QLD 4655

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Should you have any queries  
please ring 07 3316 9289  
during normal office hours.
Xavier Catholic College
1 Wide Bay Drive
ELI WATERS QLD 4655
ABN: 49 991 006 857-132
CROS No:
Phone: 07 4197 1177
Fax: 07 4197 1170
Email: psherveybay@bne.catholic.edu.au

Xavier Catholic College P & F
PO Box 1630
Hervey Bay QLD 4655

Date 5/06/2014
Page No. 1
Bank Branch No. 064-786
Bank Account No. 516040100
Reference VR004894
Document No VP016827

EFT Remittance Advice

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No Withholding tax has been deducted from this payment. Total $7,462.18
P & F  23/7/14

- Holiday success  Rugby League, Netball, Debating, East Timor
- Enrolment interviews
- Catholic Education Week
- Raised Seating
- Parish working bee picnic
- Rectors meeting at Xavier
YEARLY ACTION PLAN REPORTING
Following our last Board Meeting I have had a relook at our Action Plan reporting process. We have deleted all actions and stopped at the strategy level. The software developer has now provided the opportunity to store ongoing achievements or progress in the achievement section. This will allow us to print a monthly achievement/progress report from the reporting function of the package. This reporting package is currently being trialled and hopefully will be available before the end of this term.

JESUIT PRINCIPALS AND RECTORS MEETINGS
On the 17 and 18 August Xavier will be hosting the Principal and Rectors Meeting for Term 3. At this meeting there will be the Principals and Rectors from the four Jesuit owned schools and five Jesuit partner schools. The four Jesuit schools: Xavier, Melbourne; St Ignatius, Riverview; St Aloysius, Milson’s Point; and St Ignatius Athelstone, South Australia will be sending a Principal and Rector, while the Jesuit partner schools; St Ignatius, Geelong; Loyola, Watsonia; Loyola, Mt Druitt and John XXIII, Perth will be represented by their Principals.

MIDDLE LEADERSHIP
From 2015 the current PAR (Positions of Added Responsibility) Middle Management structure will be replaced by a Middle Leadership structure. While this new leadership structure is cost neutral, it provides additional release and additional salary to role holders. As a result, the number of role holders needs to decrease. A Consultative Committee has met a number of times and provided a number of possible models to staff for discussion. Prior to a model being approved, we also need to do considerable work on individual role descriptions. It is hoped that a new model will be announced prior to the end of this term.

ENROLMENTS 2015
Despite the half cohort of Prep entering Year 8 next year, we anticipate a small increase in total enrolments. However, the half cohort will most probably result in a reduction from five streams to four streams for Year 8 next year – maybe 3?? This year will be very competitive for enrolments with HBSHS, USHS, FCEA, St James and Riverside all competing for a student population of only 50% of all other levels!!!! While we have maintained over 90% in our year 7 cohort, Star of the Sea is much less and we have had significant leakage to Urangan. While four streams will not have a huge impact on total enrolments, it will result in ongoing issues with timetabling with the small four stream group going through to Year 12. This would be averted if we were able to get to 120 enrolments for Year 8 which will provide five streams of 24 students. While this would certainly be an ongoing advantage through to Year 12 with timetabling, we don’t want a situation where we accept students who are only going to cause us issues.

SEPTEMBER SPORT AND CULTURAL ACTIVITIES
Over the holiday break a number of Xavier students and staff involved in a variety of activities. Two of our Year 12 students – Emily Jackson and Jess Louth - visited Timor Leste as part of the Ignatian Immersion program. Students from around Australia travelled to Timor as part of an immersion experience to work with locals, assist in local villages and spend time with some of their young children. Both Jess and Emily will speak to students back here at school to share their experiences. Reports back from the supervisor have been glowing for our girls!
A team of keen and talented netballers and rugby league players travelled to the Gold Coast to represent Xavier in the QISSN netball and Confraternity Rugby League carnivals. Both were up against tough opposition and our netballers secured victories and also went down in a couple of very close matches (defeated in two games by only one point each) to finish the carnival in the best position ever. Our boy’s league team were decimated by injuries and illness but despite this reached the grand final of their division. Unfortunately we were defeated in the final but the courage shown by the team was commented on by many in the crowd. On a high note, Xavier was awarded the QLD Referees Fair Play Award (awarded to only one team out of 44 teams!), which is one of the more prestigious awards offered at Confraternity. It signifies the positive spirit in which the Xavier boys played their football and their exemplary attitude towards referees and officials in their matches.

Not to be outdone, a team of debaters travelled to Melbourne to compete in a Jesuit debating carnival. This Australia wide competition is held each year against some very big Jesuit schools. Xavier not only held their own against tough and seasoned performers but we finished a very credible 5th! From all the students competing, Conor McMahon was awarded the Spirit of Ignatius Medal. It is awarded to the student that most embodied the overall spirit of the carnival both demonstrating skill in debating but also working behind the scenes to bring “the Magis” (more) to the carnival.

**LAPTOP PROGRAM**  Congratulations to all students involved in these activities and we would like to make special mention and a note of thanks to all the coaches, staff and parents who have trained or organised the teams – Ms Duffield & Mrs Sullivan (netball); Mr McQuaid, Mr Jones and Ms Hogan and parents Edwina and Mark Irving (football) and Mr Wright (debating). We literally could not offer our students these co-curricular experiences without the dedication of our wonderful staff.

Our aim is to extend our laptop program to years 7&8. Under the proposal Students will receive a device in year 7 and another in Year 10. There will be a 3 year service warranty as opposed to our current 4 years. Students will also be supported with wireless for a second optional device.

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KERRY E. SWANN
PRINCIPAL