Meeting date: Wednesday 14 May 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, Glenn McConville, Brian Forbes, Cheryl McKay-Brown

Apologies

• Kerrie Payne

Confirmation of minutes from previous meeting

• Motion moved by Ellen Geldard that the minutes of meeting held on 2 April 2014 be confirmed and held on record, seconded by Tracey Maynard.

Business arising from previous minutes

• Any progress with arranging a parent cyber safety session – sessions booked with ACMA for August 2014. Parent session 26 August 2014 at 6pm in Campion Theatre. Session to run for approximately 90 mins. P & F to provide refreshments.

Incoming correspondence

• Request for financial assistance from Confraternity Cup & QISSN teams
• Letter from MedEntry
• Invoice from CLM for audit
• Email from Core Architecture re outstanding account
• Request for financial assistance from music program
Business arising from incoming correspondence

- Request for financial assistance from Confraternity Cup & QISSN teams – motion moved by Jody to donate $2,400.00 to cover nomination fees for both teams, seconded by Brian, cheque drawn.
- Letter from MedEntry – handed to Glenn
- Invoice from CLM – motion moved by Tracey to pay, seconded by Ellen, cheque drawn
- Email from Core Architecture – there is a further invoice for $440 to be paid, motion moved by Glenn, seconded by Marty, cheque drawn. The other invoices listed as outstanding have been paid, Tracey confirmed cheque has been presented.
- Request for financial assistance from music program for annual tour – motion moved by Brian to donate $50.00 per student, seconded by Jody, cheque drawn for $3,500.

Outgoing correspondence

- Letter to Darren Baldwin enclosing cheque for Todd
- Letter to Darren & Vicki Hauser enclosing cheque for Matthew
- Signed audit reports returned to CLM

Treasurer's report

- Report attached
- Budget will be tight over the next few years due to the repayments for the open space loan. Motion moved by Ellen to request that the finance committee looks at increasing the P & F levy to assist, seconded by Marty. Glenn and Brian to take motion to finance committee at next meeting.

Head of School report

- Report attached

General business

- Meeting minutes to be placed on portal – parent has complained minutes are not available. Ellen to email minutes to Marion each month to be added to website.
- Banking revenue – banking officer has enquired as to what the funds are being used for. She is unhappy that the funds are being allocated to the open space master plan instead of to a specific project.
- P & F contacts are incorrect on website, need to be amended. Ellen to email Marion.
- Parent complaint re lack of parent consultation for open space master plan loan.
- Next meeting 11 June 2014, starting at 5pm to accommodate combined Pastoral Board meeting at 6pm.

Open space master plan

- Traverse wall is looking positive thanks to some budgeting changes. Glenn has been in touch with builder to finalise plan and timing. Will need to organise soft fall surrounding.

Meeting closed 7.30 pm

Minutes confirmed at meeting held on 11 June 2014. ECoLdLo
Meeting date: Wednesday 14 May 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
- Any progress with arranging a parent cyber safety session?

Incoming correspondence
- Request for financial assistance for Confraternity Cup & QISSN teams
- Letter from MedEntry
- Invoice from CLM for audit

Treasurer's report and accounts for payment

Principal/Head of School report

General business
Dear Xavier P & F Executive,

Xavier College has this year nominated teams to travel away to contest both the Confraternity Shield Rugby League Carnival and the QISSN Netball Carnival. Both carnivals celebrate the proud traditions of sport in catholic education, reflected in these competitions where an atmosphere of sportsmanship, respect, and fellowship prevails. The Xavier rugby league squad consists of 20 players and the netball squad comprises 10.

In 2014, The Confraternity carnival is being hosted by Aquinas College at Townsville, while the QISSN tournament is being hosted by Assisi Catholic College, also on the Gold Coast. As with any excursion of this nature, there are significant costs incurred by parents of those students selected to attend (approx $700pp). Some of the major costs involved in attending these carnivals in 2014 include:

- Accommodation/meals $400 per player
- Transport $2400 both teams
- Nomination fees $2400 both teams
- Playing Kit $130 per player

To help support our players and parents, we wish to apply for funding from the college’s Parents and Friends Association. We believe that the offsetting of one or more of the costs listed above would enhance the college spirit among those students and staff giving up their own personal time to represent Xavier College at these carnivals, not to mention the lessening of the financial load for parents of Xavier. At this time we would also like to acknowledge the enormous support received in previous years form the Xavier P & F.

We trust that you will give kind consideration to our application, and should you require any more details please do not hesitate to either of the team officials below.

Yours Faithfully,

Tony McQuaid
Confraternity Coach

Stacey Sullivan
QISSN Manager
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<th>Description</th>
<th>Amount</th>
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<tr>
<td>The following auditing procedures were conducted in accordance with our</td>
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<tr>
<td>appointment as external auditors of your Association:</td>
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<tr>
<td>- Attendance to the audit of your Association's records and financial</td>
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<tr>
<td>statements in accordance with Australian Auditing Standards for the period</td>
<td></td>
</tr>
<tr>
<td>ended 31 December 2013.</td>
<td></td>
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<tr>
<td>To our advices generally.</td>
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<tr>
<td>Total</td>
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<tr>
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<td>(400.00)</td>
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<tr>
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<td>Goods and Services Tax</td>
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Terms: Payment within 7 days of date of invoice. Interest then accrues at 10% p.a.

Amount Due: $880.00
Ellen Geldard

From: Tracey Maynard <tracey.maynard01@bigpond.com>
Sent: Wednesday, 14 May 2014 12:55 PM
To: Glenn McConville
Subject: Re: Outstanding Cardno Invoices
Attachments: img-513101215-0001.pdf

The P & F wrote a cheque for $1,320.00 on the 12/03/2014 for the Seniors Performance Deck but not the $165.00 for the year 7 Classrooms (I don’t believe this part of the statement is for the P & F).

See you tonight.

Tracey

From: Glenn McConville
Sent: Tuesday, May 13, 2014 2:34 PM
To: Tracey Maynard (tracey.maynard01@bigpond.com)
Subject: FW: Outstanding Cardno Invoices

Hi Tracey
Can have a look at this invoice.
I thought the P & F had already paid this?
Will talk to you tomorrow night
Thanks
Glenn

Sent: Tuesday, 13 May 2014 12:06 PM
To: Julie Westbrook; Brian Forbes; Glenn McConville
Cc: Evan Shaw (Hervey Bay)
Subject: Outstanding Cardno Invoices

Julie/Brian/Glenn,
Attached find a statement from Cardno showing outstanding invoices for structural engineering services, that I have forwarded previously, for your attention. If you need me to send the original invoices again please let me know.
Regards
Jeremy

CORE ARCHITECTURE
Brisbane: Sunshine Coast: Hervey Bay
www.corearch.com.au
32 Watson St, PO Box 467
Palba Qld 4655
tel 07 4128 4466
fax 07 4128 3384

Jeremy Baker
5 Built Environment Architectural Studies
Senior Architectural Technician
jcb@corearch.com.au

For any code of Practice for the Construction Industry Accreditation 1029679,799 1 7079911, 7001 Quality Assured Designer in CORE Architecture. The contents of this email may be confidential. Any unauthorised use of the contents is expressly prohibited. If you have received this transmission in error it would be greatly appreciated if you could please delete it and advise the sender by return email.
**Project:** 132380  
**Number:**  
**Invoice ID:** 132380F02  
**Issue Date:** 28-Feb-14

**Project:** Xavier College - Senior Performance Deck  
**Invoiced to:** Xavier Catholic College P&F  
**Address:** PO Box 1630 Hervey Bay Qld 4655  
**ABN:**  
**Attention:** Brian Forbes

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Current services to date: $400.00  
Add services previously 100% invoiced: $1,200.00  
Total fees to date: $1,600.00  
Less previously invoiced: $1,200.00  
Fees now due: $400.00  
GST (10%): $40.00  
Payment now due: $440.00

---

Date due: 28-Mar-14  
This payment claim is being made under the Building and Construction Industry Payment Act 2004

*Detach with payment*
13th May, 2014

To the Parents and Friends Association,

As part of the Xavier Catholic College Music Program in 2014, the senior College music ensembles will be embarking on a tour from August 13 to 17. This year, the Music Tour will commence with a performance at the Brisbane Exhibition whilst en-route to The Gold Coast. Here we will base ourselves for 2 days performing concerts for students at St Francis Xavier Catholic Primary School and Marymount College. From the Gold Coast we will travel back to Brisbane to participate in the annual Queensland Catholic Colleges Music Festival, hosted by Villanova College. The 2014 Music Tour group is similar in size to that of last year with a strong contingent of approximately 70.

The Music Tour is the culmination of a semester of extremely hard work providing students with wonderful performance opportunities and gives them the chance to share their talents with others in the community. Additionally, our participation in the QCMF provides an opportunity for ensembles to be critiqued by industry professionals and this is an invaluable learning experience for staff and students alike. This Festival is also a celebration of the fantastic music education that students in Catholic Schools in Queensland are receiving and it is exciting that Xavier can again be part of this state-wide event.

Being a highlight of the music year and an invaluable learning experience we would like all students involved in the ensembles to have the opportunity to attend; however, such a tour is expensive and can be a financial burden for families. At this stage, the tour will cost $340 per student.

I am extremely grateful for the amazing financial support, provided by the Parents and Friends Association in previous years. It is my hope that you will once again consider assisting this year.

Sincerely,

Paul Damms
Music Teacher and Instrumental Music Coordinator
8 April 2014

Mr D Baldwin
108 Gilston Road
WONDUNNA Q 4655

Dear Darren,

Thank you for your email of 21 March 2014.

Enclosed is cheque in the sum of $300.00 to assist with the fees associated with Todd’s participation in the upcoming Triathlon National Championships.

On behalf of the P & F Association, I wish Todd the very best of luck.

Yours faithfully

ELLEN GELDARD
Secretary
Dear Darren & Vicki,

Thank you for your email of 17 March 2014.

*Enclosed* is cheque in the sum of $300.00 to assist with the fees associated with Matthew's participation in the upcoming Triathlon National Championships.

On behalf of the P & F Association, I wish Matthew the very best of luck.

Yours faithfully

ELLEN GELDARD
Secretary

---

**ARCHDIOCESAN DEVELOPMENT FUND**
COMMONWEALTH BANK OF AUSTRALIA
240 QUEEN STREET BRISBANE QLD.

**PAY** Darren & Vicki Hauser
**THE SUM OF** Three hundred dollars and zero cents
**NOT ACCEPTABLE**

---

DATE 02/04/2014

$ 300

XAVIER CATHOLIC COLLEGE
P & F ASSOCIATION

1
The opening balance for the Parents & Friends Association was $162,367.43.

INCOME

We received $12,274.57 from Xavier Catholic College for the collection of fees and $30 in cookbook sales.

OUTGOINGS

We made one payment toward the Canteen Expansion loan in the amount of $833.00 and one payment for the Usage of Space plan loan in the amount was $5,789.00.

We wrote a cheque in the amount of $300 payable to Darren & Vick Hauser for the sporting achievements of Matthew Hauser. We wrote a cheque for $300 payable to Darren Baldwin for the sporting achievements of Todd Baldwin. A cheque in the amount of $100,000 was drawn and made payable to Xavier Catholic College for our contribution to the implementation of the Usage of Space Plan.

There are no outstanding cheques.

We have an invoice to pay for the audit fees from CLM Accounting in the amount of $880.00

The closing balance of the P&F General account as at 31/04/2014 was $67,372.02.

I, Tracey Maynard move the treasurer's report be accepted.

Seconded________________________________________
**BRI**
THE ARCHDIOCESAN DEVELOPMENT FUND
194 CHARLOTTE STREET
BRISBANE 4000

Transaction BEGIN Date 01 APR 2014
Transaction END Date 30 APR 2014

**CLIENT No.** 51604  B C E O  P & F ASSN. XAVIER COLLEGE
51604860.1 - P & F Association
B C E O

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Creds this Statement 100,647.98
Debits this Statement 100,647.98

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.
BRI  THE ARCHDIOCESAN DEVELOPMENT FUND  Printed at 12:46pm, 14 MAY 2014

194 CHARLOTTE STREET
BRISBANE 4000

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

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

5160481 - ON-CALL COMPOUND
B C E O

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Credits this Statement  12,274.57
Debits this Statement  107,269.96

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.
• ANZAC day March - very good numbers from Xavier despite the short week

• Xavier Day

• Easter celebrations

• Yr 6-11 camps: all reports have been positive

• Mothers day liturgy

• FD Cross country – very good results (number of 1st, 2nd, 3rd results in seniors) lots of Xavier athletes now selected to represent Wide Bay in Gayndah at end of May

• NAPLAN currently being completed

• Reporting SRS

• Year 7 to Secondary

• Sign/Communication

• New open space areas being well used

• Enrolments now open

• Staffing

• Julie on leave – replaced by Karen

• Sue returns – Dianna student reception

• Dirum Mission Week next week supporting Jesuit Refugee Services & Jesuit Social Services – a range of education and fundraising activities across P-12