

Agenda – Special General P & F meeting St Joseph's Primary School Merewether



Date:	17 November 2025	Time:	6pm
Purpose:	St Joseph's Primary School Special General Meeting – Term 4, week 6		
Venue:	St Joseph's Staff room		
Attendees:			
Apologies:			

Item No.	Agenda Item	Time	Led by
1.	Acknowledgment of Country (P&F President) <i>We acknowledge the Traditional Custodians of the land on which we are meeting today, the Awabakal People, who long before us, lived, loved and nurtured their children on this land.</i> <i>We would like to pay our respects to Elders past, present and emerging, for they hold the memories, the traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples in our community.</i>	2 mins	Renee Mantle
2.	Prayer (P&F Vice President)	2 mins	Elise Grist
3.	Welcome and meeting purpose	1 min	Renee Mantle
4.	Explanation of transition from P&F to Family and Community Engagement Forum (FACE)	1 min	Alexandra Smith
5.	Attendance and apologies	1 min	Renee Mantle
6.	Declaration of conflicts of interest	1 min	Renee Mantle
7.	Reports: - Principal's report - President's report - Treasurer's report	20 mins	- Karen McGinlay - Renee Mantle - Claire Collins
8.	Presentation of the financial statement of accounts	5 mins	Claire Collins
9.	Motions Motion 1 – Expenditure of remaining funds That the \$[insert amount], being the remaining funds of the St Joseph's Merewether Parents and Friends Association, be expended on the following: - Payment of outstanding expenses and liabilities: [insert details] - The purchase of items to enhance the library redevelopment to the value of (\$xxx) including: <Insert specifics>	5 mins	Renee Mantle



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	d. The remaining \$xx will be held as a float to enable future parent-lead events to run at the school including but not limited to the mother's and father's day breakfasts and school discos. e. Motion 2 – Final audit That a final audit of the St Joseph's Merewether Parents and Friends Association accounts be undertaken within 28 days. The outgoing P&F President or Principal will arrange the audit. f. Motion 3 – Transfer of funds That any remaining funds in St Joseph's Parents and Friends Association bank accounts, following audit, be transferred to the St Joseph's Merewether account with the Catholic Community Fund, to be used by the School for educational purposes or the operation of the School. g. Motion 4 – Transfer of records That all physical and digital records of the St Joseph's Merewether Parents and Friends Association be transferred to the Principal of St Joseph's Merewether h. Motion 5 – Transfer of assets That all assets held by the St Joseph's Merewether Parents and Friends Association be transferred to St Joseph's Merewether as arranged with the Principal, for the purposes of the School but may be used to benefit community-building activities." i. Motion 6 – Dissolution and establishment of FACE Forum That the St Joseph's Merewether Parents and Friends Association be dissolved, and the Principal establish a Family and Community Engagement (FACE) Forum.		
10.	General business		
11.	Conclusion and thanks		
12.	Meeting closed		

