



**Wellesley College Parents' Association  
Meeting Minutes  
16 October 2017**

**Wellesley College Staff Room, Days Bay at 7:30pm**

Association members attending	Jo Healey, Angelique Sparnaay, Rochelle Parks, Michelle Newington, Katy Lethbridge, Rachel Wilson, Glenda Startup, Phillipa Bossley & Brendan Pittman
Parents	
Apologies	Alan Blundell, Chloe Bridgeman, Louise Croxford,

### Welcome

Jo opened the meeting with a welcome to all. It was noted that attendance was light however as the bulk of the meeting focus was towards the Easter Gala this could assist in the progression of Gala objectives.

### Chairpersons Report

Jo provided an overview of the last Gala committee meeting of 3 October 2017 and confirmed additions to the master project document since that date.

### Treasurer's Report

Rochelle presented the latest PA income statements for the period 1<sup>st</sup> January 2017 to 30 September 2017. (refer attached appendices #01)

The primary points of interest were the;

- Contribution to Wellesley College – artwork purchase
- Income and expenditure for the Wellesley at the basin
- Income and expenditure for Junior School Disco

## **Principals Report**

Brendan presented his report outlining the short duration (8 week) final term. The primary points of interest were;

- The focus by staff in relation to culminating all of 2017's individual, class and school achievements in the end of year assessments.
- A reminder given to the boys on behavior expectation with a reinforcement of this provided to the whole school by Steve Girvan at opening assembly.
- Confirmation that teachers will be provided further information via their Friday emails to parents outlining further information on parent teacher interviews and the flexible booking process.
- Further information will be forthcoming in relation to the two presentation days, at the conclusion of the term.
- Brendan outlined his acknowledgement and thanks for the 75 parent responses tabled at the recent Board Meeting regarding the playground development. This project is now moving to an initial "Drawing Phase" which will be followed by a subsequent "Survey Phase".

## **General Business**

Entertainment books – Angelique updated the PA with the latest purchases and confirmed that two purchasers received two books as a result of a miscommunication by the providers. These books are in the process of being recovered and returned to the school.

- In furtherance to the previous confirmation at the 11 September meeting, the PA will only offer digital purchases next year. Parents can order directly if they would like a book which will be linked to our schools fundraising.

## **Middle School Disco – Friday 27<sup>th</sup> October 6:30 – 8:30 pm**

- Angelique & Michelle gave an update of the progress of the planning so far. This is well in hand. At this stage only 34 attendees have confirmed however this is not indicative of final numbers as there is always a late uptake closer to the event.
- There will be a further marketing push over the coming week.
- General discussions confirmed the fancy dress prize giving thresholds as 1<sup>st</sup> \$40, 2<sup>nd</sup> \$30 and 3<sup>rd</sup> \$20. JB HiFi vouchers were agreed.

## Constitution

- Katy confirmed all in hand for this to be available at next year's AGM, pending sign off by the Office for Incorporated Societies.

## Fund Raising

Confirmation that all fundraising activities at present are focused on the Easter Gala 11 March 2018.

## Wellesley Easter Gala 11 March 2018

Jo presented her comprehensive briefing document on the activities either mooted or confirmed for next year's Gala. This was tabled and all facets of the event were discussed.

This event is being managed by the PA with detailed actions and activities being collated and tracked separately; however, the following major themes were discussed.

## Marketing

- Angelique presents four posters for consideration as the foundation to the marketing campaign.
- Discussions culminated in a draft poster format being agreed with aspects of three of the four being combined. The agreed theme of Easter themed, Wellesley identifiable with a simple clear narrative.

## Sponsorship

- The sponsorship framework was agreed, with a two-tier approach being adopted. These tiers are Principle Partners and Great Supporters.
- There was general discussion around the contribution threshold with a tentative agreement still requiring confirmation.

## Project Managers

- There was further discussion and confirmation of activity streams and project leads which will be updated to the master document.

## **Gala events, entertainment, stalls, activities, logistics, health, safety and security**

All of the above were discussed and agreed actions are to be updated into the briefing document.

- PA Committee Members and Gala Committee are to attend the next Gala Committee meeting tentatively set for 8 November 2017.

Meeting closed: 9:10 pm.