

**2025 St Mary's Catholic School AGM**  
**Wednesday 26<sup>th</sup> November 2025, 6:00pm**  
**St Mary's Catholic School Library**

**Attendees-** Barbara Marsh, Gemma Hester, Brodie Potter, Sharon Nield, Therese Lloyd, Emma Robertson, Fleur Mead, Fiona Cailles, Scott Tweedie, Jane Wheeler, Leeana Francis, Benedicta Ambedov, Kieran Power, Monique Power, Margaret Evans, Melanie Elks, Amy O'Hanlon, Zoe Anderson, Janine Henderson, Lizzie Twigg, Hayley Cook, Deb Corp, Charles Caldwell, Michael Patrick, Amy Dyer

**Apologies-** Lisa Chapman, Jessica Thomas

### **Minutes**

- 1. AGM Opening – Michael Patrick- Opened 6:02pm**
- 2. Prayer & Acknowledgement of Country**

#### **Loving God,**

We gather today as a school community, united in faith and purpose.  
Thank You for the gift of our students, staff, families, and all who support our mission.  
Bless this meeting with wisdom, respect, and collaboration,  
so that every decision we make reflects Your love and serves the good of our school.

Guide us to be people of integrity, compassion, and hope.  
May our words build unity, and our actions inspire growth.  
We entrust our plans and dreams to You,  
confident that with Your grace, all things are possible.

We ask this through Christ our Lord. **Amen.**

*We acknowledge the Kaniyang people as the Traditional Custodians of the land on which we meet today. We pay our deepest respects to their Elders, past, present, and emerging, and recognize their enduring connection to Country, culture, and community.*

*We also honor the Kaniyang people's profound understanding of the seasons, including their knowledge of Djeran which shapes their stewardship of this land. This season reminds us of the importance of harmony with the natural world and the timeless wisdom embedded in their traditions.*

- 3. Acceptance of 2024 AGM Minutes-** Therese Llyod, Seconded – Fleur Mead
- 4. Business arising from Minutes –** No business arising
- 5. School Advisory Council Chair Report – Therese Llyod**

Good evening everyone, and thank you for joining us as we come together to celebrate the end of another year at St Mary's Boyup Brook.

As Chair of the School Advisory, I want to begin by expressing my sincere appreciation to our entire school community — our dedicated staff, our families, and of course, our wonderful students. This year has been full of activity, learning, growth, and plenty of moments that remind us why our small school has such a big heart.

A special part of this year has been welcoming our new Principal, Mr Michael Patrick. Michael, thank you for the leadership, steadiness, and genuine care you've shown throughout 2025. You stepped into your role with calm confidence, and you've already made a meaningful impact on our school culture and direction. We've appreciated your clarity, your consistency, and your commitment to supporting staff and families. We're very grateful to have you leading St Mary's.

I'd would like to sincerely thank Mrs Viv Marwick, who stepped in as Interim Principal in Term One. We appreciated your willingness to guide the school through that transition period. We were immensely grateful.

**It has been a quieter year for the School Advisory Board**, largely due to a period of transition as we welcomed new leadership and supported the changeover of principals. Much of our work has taken place in the background, partnering closely with Mr Patrick on new advertising strategies to strengthen our school's profile, as well as helping to guide the implementation of the new Three-Year-Old Program.

To our staff — thank you for giving so much of yourselves every day. Your dedication to our students is what keeps this school thriving. Whether it's in the classroom, the playground, the front office, or behind the scenes, your work matters, and it doesn't go unnoticed.

I'd also like to give a special and heartfelt acknowledgment to our Parents & Friends Committee. Their dedication, generosity and tireless support underpin so much of what we are able to offer our students and community. The whole school community is deeply grateful for the countless hours you all volunteer and the spirit of partnership you bring to our school. Your work truly strengthens our community and makes a meaningful difference throughout the year.

To our families — thank you for your support, your patience, and your trust. A strong school community relies on genuine partnership, and St Mary's is fortunate to have families who show up, pitch in, and care deeply about the experience of every child.

To our students — you bring the energy, joy, and purpose to everything we do. Watching you grow, learn, and support one another is a privilege. You are the reason all of us are here, and we are so proud of the you all represent our school.

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As we wrap up 2025, the Advisory council remains focused on ensuring our school stays well-resourced, well-supported, and future-ready. We look forward

to continuing our work with Michael and the whole team in 2026 — strengthening communication, planning wisely, and keeping the wellbeing of our children at the centre of every decision.

A special acknowledgement to Fleur Mead for your dual role as Treasurer and Secretary—your organisation, reliability and willingness to take on so both roles in 2025 has again been invaluable.

To Tammy Barnes, Janine Henderson, Kieran Power, and Josh Marinoni—thank you for your continued commitment, thoughtful input and steady support. It is a privilege to work alongside each of you.

Thank you again to everyone who has contributed to St Mary's Boyup Brook this year. I hope your holidays are restful, joy-filled, and spent with the people who matter most.

## **6. SAC Treasurers Report – Fleur Mead**

### **Treasurer – Mrs Fleur Mead**

Firstly, on behalf of the School Advisory Council, I would like to acknowledge and thank Michael and Zoe on the management and preparation of the school finances for the 2025 year, managing an annual income of just over 1.7 million. This involves vigorous auditing processes as well as managing and implementing budgets for the following year and it is your due diligence to our school's finances that we end the year once again in a solid financial position.

It is currently anticipated that the school will again complete the year within budget and no overdraft facilities will be required to cover January 2026 salaries and expenses. For a school of our size and with continuing costs rising each year this is an incredible result.

### **Budget for 2026**

For 2026, the budgeted income and therefore operating expenditure will be around \$1.976 million with budgeted expenditure of approximately \$1.964 million. Thanks to Michael for his work in ensuring a manageable budget for the coming year.

### **Savings Status**

Our three savings accounts have had small increases this year from bank interest received.

The balances for these accounts as of 25/11/25 are:

Deferred Maintenance Account - \$79,279  
Vehicle Replacement Account - \$47,013  
IT Replacement Account - \$53,658

### **Tuition Fees for 2025**

While 2026 will see a continuance of the CEWA low school fee initiative as per this year, which offers all families quality education at significantly reduced fees, there has been a slight increase across the board. However, as an ongoing part of this initiative, we can also confirm that St Mary's will once again cover the costs of student books lists with our school doing a bulk order for these supplies, which is another significant savings for families.

I can confirm the fee structure for 2026 will include the same family discounts as in the past:

- One Child** – \$350.00
- Second Child** – \$280.00
- Three Children** – \$210.00
- Four Children** – Fourth child free
- Kindy Fees** – \$150.00

The Building Levy will also be discounted to \$105 per family and there will be no additional charges for amenities. As part of the low school initiative there will be no Health Care Card/Pension Card discount as the fees reflect the exact same charge that was applied with this discount.

We are very excited for the introduction of the 3 Year Old Kindy program in 2026. The fees for this will be \$25 per day billed per Term. There are no extra subsidies for this program.

### **Low Interest Loan Repayments**

In February of 2023 we started the payback of our Low Interest Loan of \$396,000 for the Capital Development Project from the Old Classroom redevelopment and ECE refurbishment. The term of this loan is 15 years and continues to be budgeted for in our annual expenditure.

### **Conclusion**

In conclusion we look forward to starting 2026 in a strong financial position and will continue to work towards maintaining it for future years to ensure the continued growth and stability of St Mary's.

## **7. Parents and Friends Presidents Report & P&F Treasurers Report – Emma Robertson & Monique Power**

Reflecting on the last year, I feel fortunate to have been given the opportunity to continue the wonderful work of my predecessors, Lisa Chapman and Therese Lloyd, in the role of P&F President. It has been a rewarding experience and I am grateful to Lisa and Therese for their guidance. This year we welcomed a new executive team; Vice Present Brodie Potter, Secretary Monique Power, Treasurer Hayley Graham (term 1) and Kim Marinoni (term 2,3 and 4). A heart felt thankyou for embracing your roles with graciousness and for the time, energy and commitment you have given.

Over the past year, the P&F has been able to support our school in many ways; fundraising, organising school events, funding excursions and advocating for important issues that affect our students and families. The event highlights for me this year were the Welcome back to school evening with it's yummy dinner and fun lawn games and the Mothers day stall. To the individuals who make these events possible, thankyou.

In 2025 the P & F had a total income of \$15,228.96. We continued with the tradition of catering as the main fundraising for our school. Across the 4 catering events; Lighthouse Girl Saga, Anzac day, funeral and Sandarkan, we raised \$10,951. \$1,445.77 was from country music camping and remaining was from smaller events such as the mothers day stall, voting day bake sale, school disco, keepsake plates and interschools swimming carnival.

Total expenses for 2025 was \$16,064.77. \$3,606.56 went to finishing off the new garden area which included the new bench seat, \$3,761.99 to Reading Eggs subscription, \$1,898.18 a new oven for the canteen, \$1,181.82 class room supplies donation, \$1,106.39 catering expenses, \$1,023 welcome back BBQ dinner, \$713 ute muster float, \$663 Kodja Place excursion bus, \$600 year 5/6 camp. The remaining was swimming lesson school bus, show entries, affiliation fee, P & F equipment, mothers day stall and keepsake plates.

Our current balance is \$24, 324.87 putting us in a strong position heading into 2026. We are planning to make 2026 a big year, with the completion of the canteen renovation, a new bus shelter and starting planning for some play ground upgrades. To fund these projects we will doing a normal catering events as well as a Fiesta themed auction night.

Thank you to our dedicated teachers and assistants. You all go above and beyond to support our children. We are truly grateful for the effort and extra time devoted to come early in the mornings, stay back late after an already long week, to help and support our students and P & F events. A special thank you to Zoe Anderson and Michael Patrick for your unwavering support of the P&F.

There's a saying, "One of the greatest gifts you can give is your time," and this couldn't be truer especially with our busy and occasionally, conflicting schedules. I'd like to say a heartfelt thank you to all our families who have given so generously of your time, energy and talents to help throughout the past year. We've grown friendships, shown care and compassion to each other, and continued to build our wonderful St. Mary's community.

I hope you all have a peaceful and enjoyable summer break and look forward to seeing everyone back next year.

## **8. 2025 Principals Report – Michael Patrick**

Good evening, ladies and gentlemen, members of the School Advisory Committee, representatives of the Parent and Friends Association, staff, families, and friends of St Mary's Catholic School. Thank you for joining us tonight as we gather for our Annual General Meeting and reflect on the year that has been.

As the 2025 school year draws to a close, we find ourselves at a natural point of pause—a moment to look back on what we have achieved, to acknowledge the challenges we have faced, and to celebrate the many successes that have shaped this year. It is also a time to look forward with hope and anticipation for what lies ahead in 2026.

Before I speak about the year in detail, I must begin by acknowledging someone whose contribution has been truly exceptional—Mrs. Vivienne Marwick. Vivienne stepped into the principalship during Term 1 and continued to provide guidance and support throughout the year. Her wisdom, experience, and generosity of spirit ensured that my transition was seamless. Vivienne, your dedication to St Mary's and your willingness to walk alongside me during this period have been invaluable. On behalf of the entire school community, thank you.

I also extend my heartfelt thanks to the St Mary's and Boyup Brook community. From the very first day, you have welcomed me with warmth and kindness. This is a community that values connection, collaboration, and care—and those values have been evident in every interaction. It has been a busy eight months—sometimes I think my calendar has more color coding than a rainbow—but it has been exciting to see positive changes taking shape and to feel the momentum of progress.

### **Celebrating Our Staff and Students**

One of the greatest strengths of St Mary's is our staff. They are the heart of this school—dedicated professionals who consistently go above and beyond to ensure that every child is nurtured, challenged, and supported. The opportunities our students enjoy do not happen by chance; they are the result of countless hours of planning, preparation, and commitment. From risk assessments to extra duties, from early mornings to late evenings, our staff demonstrate a level of dedication that is truly inspiring. If there were an Olympic event for commitment to education, our team would bring home the gold every time. To each and every member of staff—thank you. Your work matters, and it makes a difference every single day.

Our students have also had a remarkable year. They have excelled academically, embraced sporting challenges, and participated enthusiastically in a wide range of activities. From the Interschool Swimming Carnival and Sports Carnival to the Science Competition, from excursions to Kodja Place to the STEM Fair, our students have engaged with opportunities that broaden their horizons and deepen their learning. These experiences are not just enjoyable—they are formative. They help our young people develop resilience, curiosity, and confidence. And seeing their enthusiasm reminds us why we do what we do.

### **Acknowledging Our Parent and Friends Association**

Of course, none of this would be possible without the tireless efforts of our Parent and Friends Association. Led by the exceptional Emma Robertson, the P&F have been nothing short of phenomenal this year. Their fundraising initiatives and community events have provided resources and opportunities that enrich the lives of our students. From completing the outdoor learning and garden space outside the library to funding buses for excursions, from providing Reading Egg subscriptions for every student to creating delicious book-themed meals for Book Week—their creativity and commitment know no bounds. Emma and the entire P&F team, thank you. Your contribution is not just financial; it is cultural. You help create the sense of community that makes St Mary's so special.

## Enhancing Our School Identity

This year has also seen a significant rejuvenation of our school's identity. We have refreshed our advertising, signage, and social media presence, creating a professional and streamlined look that reflects the quality of our school. We have launched a new website, developed updated enrolment packs and parent handbooks, and captured stunning new photographs to showcase our community. These efforts have already increased engagement and interest, and we are hopeful that this will translate into future enrolments. A special word of thanks to the dads who installed our new signage in the pouring rain—you deserve a medal, or at least a very large umbrella!

## School Advisory Committee

I also want to acknowledge the invaluable contribution of our School Advisory Committee. Under the leadership of President Therese Lloyd and Treasurer Fleur Mead, along with members Kieran Power, Janine Henderson, Tammie Barnes, and Josh Marinoni, the SAC has provided wisdom, guidance, and support throughout the year. Their role in ensuring the sustainability and strategic direction of the school cannot be overstated. Thank you for your time, your expertise, and your commitment to St Mary's.

## Looking Ahead to 2026

As we look to the future, there is much to be excited about. Staffing for next year will see some changes, and I am delighted to share our team for 2026:

- Principal: Michael Patrick
- Administrative Officer: Zoe Anderson
- 3YO Kindy: Hayley Cook
- K/PP: Jane Wheeler
- Year 1 & 2: Margaret Evans & Hayley Cook
- Year 3 & 4: Sharon Nield & Scott Tweedie
- Year 5 & 6: Barbara Marsh
- Support: Gemma Hester
- Languages (Auslan): Fiona Cailles
- Art: Melanie Elks
- STEM & Sport: Scott Tweedie
- Education Assistants: Deb Corp, Leearna Francis, Hayley Cook & Jessica Thomas

One of the most exciting developments is the introduction of our 3-Year-Old Kindy program, which will run each Monday. This program will allow families to experience the St Mary's environment and community feel early on. Led by Hayley Cook, a qualified early years educator, the program will be engaging, age-appropriate, and—because we like a bit of fun—the students will be known as the “Kindy Kids,” complete with a lamb emblem. The program will cost \$25 per child and will not attract subsidies, but we will review its success at the end of 2026.

We are also planning to expand opportunities for all students, including music, with a new room in the library (builder permitting!). Grounds upgrades will continue, with the play fort getting a fresh coat of paint over the holidays, and improvements to the bus shelter, library cupboards, and canteen scheduled for the Christmas break.

Financially, 2026 will be tight but manageable. After an initial budget reduction, we have secured additional funding to maintain current support levels and increase FTE for the Kindy program, EA support, and admin days. We have also introduced CDFPay for canteen and uniform purchases, which has been a game-changer—families love the convenience, and we have seen improved cash flow. Next year, families will even be able to use the app for school fees and set up their own payment plans.

### **Farewell to Our Graduates**

Before I conclude, I want to congratulate our graduating students: Braxton O'Hanlon, Brentley Cailles, Michael Lisser, and Oliver Thompson. They have been outstanding ambassadors for St Mary's, representing us with pride and enthusiasm at every event. As they move on to high school, know that you carry with you the values and spirit of this community. To your families—thank you for everything you have contributed over the years. We will miss you, but we hope you will always feel welcome here.

### **Closing Reflection**

As I reflect on this year, I am reminded of the words of St Mary MacKillop: *"Never see a need without doing something about it."* This has been a year of seeing needs and responding with courage, creativity, and compassion. It has been a year of growth—not just for our students, but for our community. And as we look to 2026, I am confident that we will continue to build on this foundation, guided by our shared commitment to faith, learning, and service.

Thank you to everyone who has made my first eight months at St Mary's so memorable. This is a remarkable community, and I feel privileged to be part of it. I look forward to working with you all as we continue to make St Mary's a place where every child can thrive.

May you have a safe and joyful Christmas, and may the new year bring peace, hope, and many blessings.

Thank you.

**Michael Patrick**

### **9. Election/Nominations for Vacant Positions**

3 Nominations have been received for 3 positions- All elected to the SAC for 2026- Darren Chapman, Sharon Nield & Amy Dyer

### **10. Close of 2025 AGM – Light refreshments & Food provided – AGM Closed 6:28pm**