



Mater Dei P&F
Agenda 4.4.11

Venue: Mater Dei
Time: 7.00 pm for a 7.15 pm start
Meeting to finish by 8.50pm

<i>Item</i>	<i>Description</i>	<i>Person Responsible</i>	<i>Time</i>
1	Welcome, introductions and apologies	Garry Saunders	2 minutes
2	Acceptance of previous minutes & business arising - review actions	Trish Hedges	3 minutes
3	REPORTS		
3.1	Reports - President, Treasurer, Secretary	GS/TH/ Di Beers	5 minutes
3.2	Country Fair Co-ordinators Report	DB	5 minutes
3.3	Principal's Report	Tony Fitzgerald	10 minutes
3.4	Social Calender	GS	3 minutes
4	ADMIN MATTERS		
4.1	Format of P&F Meetings - time-keeping, agenda, minutes, tabling of motions, voting & other practice issues	Lead by TH	10 minutes
4.2	Circulation of P&F Constitution - for discussion at next meeting	TH	2 minutes
4.3	P&F Link on school web-site	Lead by TH	5 minutes
4.4	Discussion regarding possible guest speakers for 2011	Lead by GS	5 minutes
5	GUEST SPEAKER		
	Presentation of Future Directions draft document and feedback/comment from P&F	TF	40 minutes
6	GENERAL BUSINESS	Lead by GS	5 minutes
7	NEXT MEETING	TH to confirm	