



**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>
<b>1</b>	<b>Welcome, introductions and apologies</b>	Garry Saunders	2 minutes
<b>2</b>	<b>Acceptance of previous minutes &amp; business arising - review actions</b>	Trish Hedges	3 minutes
<b>3</b>	<b>REPORTS</b>		
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
<b>4</b>	<b>ADMIN MATTERS</b>		
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
<b>5</b>	<b>GUEST SPEAKER</b>		
	Presentation of Future Directions draft document and feedback/comment from P&F	TF	40 minutes
<b>6</b>	<b>GENERAL BUSINESS</b>	Lead by GS	5 minutes
<b>7</b>	<b>NEXT MEETING</b>	TH to confirm	