What’s happening over the next few weeks?

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<td>P&amp;F welcome to Year 7 Parents/Carers</td>
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**College Sport**

Week 2 saw the first week of Tuesday College Sport kick off. We were blessed with glorious weather and although some students got a little lost to begin with, everyone was accounted for and it was great to see all students get involved and challenge themselves in a new environment. We are very lucky to have such a wide variety of activities for the students to participate in, with one of our newest Sport Providers, F45, being described as “the most fun I have ever had at Sport”. Our Taekwondo instructor, Mani, was very impressed with Mr Lo Cascio’s participation, and our Year 11 students got served by some Year 7’s in Dodgeball.

This year’s theme for Tuesday sport is **“Turn Up Tuesdays” (T.U.T)** - we want students to not just ‘show up’, but to really **turn up**, get involved and give it their best. Every week we will be publishing the names of MVPs (Most Valuable Participants) for different sports, as nominated by their teachers. These students will also accumulate points for their respective House Groups.

Congratulations to the following students who were nominated as MVPs for Week 1;

- Chelsea Cooper (7C, Zumba)
- Troy Seniuk (7D AFL)
- Hannah Elborough (8A, Cricket)
- Jenna Sarkis (9A, Bodywar)
- Hunter Constantine (9B, Skating)
- Liberty Chiswick (10A, Crossfit)
- Bailey Mendonca (10B, HYPE)
- Reece Meredith & Michaela Navratil (11A, F45)
- Manish Nath & Alex Zappia (11B, Tennis)

**MISA Sport**

MISA trials took place during the first week of Sport. It was great to see so many students compete for a spot to represent the College in the MISA competition. Thank you and congratulations to all students who gave it a go. We wish our MISA teams all the best as they prepare for their first game against Mount Carmel Catholic College next week.

Yours in Sport,
Mrs Pereira (T.U.T)

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**WORKING BEE**

Saturday 21 February
7am to 11:30am
Jobs include: window cleaning, some mowing/edging, oiling door hinges and weeding.
A separate flyer to follow.

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**Tuesday Sport and PDHPE Practical Lessons**

Students are reminded that they must have all necessary equipment for Tuesday Sport and PDHPE Practical lessons, including a College hat and water bottle. Replacement hats will no longer be available for students to hire. If your son/daughter does not have their hat with them the normal classroom procedures will be followed for not having the correct equipment, and they will be provided with sunscreen to apply.

Please notify the College if your child has any allergies to sunscreen.

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**P&F Welcome to Year 7 Parents Evening Soiree**

Tuesday 17 February
at the College
(Flyer attached)

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**SWIMMING CARNIVAL**

Wednesday 25 February
Camden War Memorial Pool
Permission notes to be returned by Monday 16 February.

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**P&F AGM**

Tuesday 24 February
@ the College
See attached.
NEW UNIFORM SHOP & NEW TRADING HOURS

NEW LOCATION
From Tuesday 17th February the uniform shop will be located at Shop 5 / 6 Porrende Street, Narellan (located at the back of Bunnings).

LAST TRADING DAY AT CAMPBELTOWN
The last day of trading at the Campbelltown shop will be this Thursday 12th February. Please note that the trading hours on that day is from 9:00am to 1:00pm.

NEW THURSDAY TRADING HOURS
The Thursday trading hours will be changed to 2:00pm to 6:00pm. The new trading hours will be subjected to review.

CONTACT DETAILS
Mrs Maureen Thorpe
TEL: 4620 9688 / EMAIL: stbenedict@ranier.com.au
ONLINE ORDER/APPOINTMENT: www.ranier.com.au (School password stb2570)

REGULAR TRADING DAYS DURING SCHOOL TERM
Tuesday 9.00am – 1:00pm & Thursday 2:00pm – 6:00pm
(1st & 3rd Saturday of the month - 9.00am – 1.00pm)

Payment: Cash / Eftpos / Visa / MasterCard (A 1.5% credit card surcharge will apply)
Working Bee
Saturday
21 February
7:00am - 11:30am

Jobs to be done:
cleaning interior windows
some mowing and edging
oiling door hinges
weeding

What to bring:
gloves
buckets
squeegees/window cleaners
small spades
weeding tools

BBQ breakfast supplied. (Egg and bacon rolls.)

Can you please indicate below the numbers attending the Working Bee for catering purposes. Looking forward to seeing you there.

................................................................. ................................................................. ................................................................. .................................................................
I will be attending the Working Bee on Saturday 21 Feb □
I can assist with cooking the BBQ breakfast □

Name (Please Print): .............................................. Number attending: ........
On behalf of the St Benedict’s Parents & Friends Association (P&F),
I would like to welcome all our Year 7 2015 parents and extend an
invitation for you to join us on

Tuesday 17 February
from
6:00pm—7:30pm
at the College

This Welcome Evening will provide an opportunity for you to meet the staff and other parents and to visit the facilities. We look forward to your attendance.

Live music by “The Trio”

Light refreshments will be provided.

Could you please indicate on the return slip below the number attending for catering purposes by Friday 13 February.

Danny Rodriguez
P&F President

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Welcome to Year 7 2015 Parents Soiree

Please return to your child’s Pastoral Class by Tuesday 13 February or phone or email the office with your numbers.

Name (please print): ........................................................................................................

Number of adults attending: ........................................... Number of children: ......................
All parents/carers are invited to the
St Benedict’s P&F
Annual General Meeting
to be held on
Tuesday 24 February
at the College
commencing at 7:00pm

The following positions will be declared vacant and nominations and voting, where necessary, will follow:

PRESIDENT
Role
The president is the leader but not the ‘boss’. The key task of the president is to ensure that the needs and wishes of the parent body are given a voice and that good relationships are established with the principal and teachers. The president is a guide for and example to all parents.

Duties and Responsibilities
A President leads the P&F Association by:
• Plan and chair meetings in consultation with the secretary and principal;
• Ensure meetings run according to the agenda and the constitution
• Ensure fair discussion - give all an opportunity to speak
• Ensure activities are sanctioned by principal
• Work with the treasurer to ensure financial accountability
• Ensure decisions are carried out – follow up
• Encouraging parents to get involved
• helping parents feel welcomed at the school
• Some things to be aware of as president
• Tune in to parents’ comments
• Respond to comments
• Meet as many parents as possible – welcome them individually to meetings
• Manage attempts to dominate the meetings
• Avoid one on one issues at meetings
• Stop ‘personal issues’ if these arise at meetings
• Avoid ambushes particularly of the principal
• Give full support to P&F functions

SECRETARY
Role
The Secretary is very important to the efficient operation of any organization. A secretary needs enthusiasm, initiative and an ability to work with the President. The Secretary’s main functions are:
• Communication and correspondence
• Maintaining effective records
• Ensuring meetings are effectively organised and minuted

Duties and Responsibilities
• Prepare the agenda in consultation with the president and principal
• Notify members of meetings (date, time, venue)
• Keep good records
• Receive and manage the correspondence
• Obtain reports from sub-committees
• Write up the minutes
• Understand the constitution
• Guide and advise the president.
• There is more!
• After the meeting, minutes should be written up promptly and actions taken on any decisions
• Write letters in accordance with the instructions of the meeting or the President;
• Prepare minutes for school newsletter;
• Confirm attendance of Executive and other appropriate people;
• Clear the mail regularly and keep the President informed on all issues;
• Ensure a close communication and cooperation between the parent Association, office staff, school staff and parents;
• Maintain a collaborative approach at all times
• Give full support to P&F organised functions

TREASURER
Role
The Treasurer accounts for and reports on the finances of the P&F. The Treasurer needs to be a person of trust and responsibility.

Duties and Responsibilities
• Must keep accurate financial records of all receipts and expenditure;
• Must issue receipts for all money received;
• Pay all accounts as authorized;
• Bank all money regularly;
• Present a monthly financial report – keep the P&F informed
• Arrange for an audited financial report for the Annual General Meeting;
• Arrange for the monthly Bank Statement and reconcile deposits and cheque books with the statements.
• Give full support to P&F organised functions

DIOCESAN COUNCIL DELEGATES
Role
To represent the P&F of your school at the diocesan council.

Duties
• Attend your school P&F association meetings
• Attend Diocesan cluster and/or diocesan council meetings
• Ensure correspondence from diocesan council is read and dealt with appropriately
• Report to the P&F about diocesan council meetings
• Take issues to diocesan council meetings
• Give full support to P&F organised functions

SUB-COMMITTEES
Sub-committee can save time and ease the workload of the regular P&F meetings by dealing with particular projects and reporting back to the P&F meeting. Sub-committees must be set up by the decision of a P&F meeting and their task should be clearly defined in writing as part of the minutes of that meeting.

• Meet with your sub-committee colleagues and focus on the task
• Be prepared to report to P&F meetings;
• Attend meetings regularly;
• Send apologies if unable to attend;
• Be cooperative at all times;
• Responsibility for what has been agreed should be shared by all group members.
• Attend to business of particular sub-committee to obtain outcome
• Ensure Terms of Reference for committee is adhered to
• Give full support to P&F organised functions
• Give full written reports to the Principal each quarter on the state of affairs