

Meeting 1: Agenda

Date & Time:	Tuesday 1 March 2016 - 12.00pm to 4.00pm			
Venue:	Training Room, Catholic Schools Office, 841 Hunter Street, Newcastle West 2302			
Participants	Chair: Gerard Mowbray (GM) Members: Ray Bowen (RB), Rachael Connor (RC), Anita Howarth (AH), Tony Kelly (TK), Father Kevin Kiem (KK), Boyd McCallum (BM), Monique Malone (MM), David Palmer (DP), Carmel Tapley (CT), Craig Wattam (CW), Geoff Whitnall (GW) Recorder: Rita Campbell			
In Attendance:				
Apologies:	Nick Diemar (ND), David Hutton (DH), Paul Murray (PM)			
Distribution:	Ray Collins, Bishop Bill, Joanne Trotter, Helen Bourne, Fr Kevin Corrigan			
Roles:	Chair: Gerard Mowbray, Reflection: Gerard Mowbray, Recorder: Rita Campbell			
TIME	WHAT	WHO	PROCESS &/or EXPECTED OUTCOME	EST. TIME
12.00	1. Welcome, Prayer & Apologies	GM	Opening reflection & preview of agenda	15 mins
12.15	2. Introduction of Committee Members	GM & All	Overview of the committee structure and introduction of committee members. Questions and observations. <i>Each member will be asked to introduce themselves & their particular background relevant to this Committee. An opportunity for questions & observations regarding the development of the school will be provided.</i>	45 mins
1.00	3. Terms of Reference	GM	PIC – Medowie Secondary School Terms of Reference and context	15 mins
1.15	LUNCH			
1.45	4. Draft Planning Outline & Milestone Dates	GM/GW	2016 – 2020 Planning overview and summary of milestone events: <ul style="list-style-type: none"> • Construction • Appointment of an architect • CBGA submission process 	20 mins
2.05	5. Education Brief	CW GM	Outline of forming the education brief for Chisholm Secondary School Outline of forming the education brief for Medowie Secondary School process and timeframe	20 mins
2.25	6. Architect Selection Process	GM & GW	Overview of the Architect competition and selection process	20 mins

2.45	7. School Name & Foundation Story/ Charism	GM & CW	Discussion of school name and foundation story/ charism process	15 mins
3.00	8. Secondary School Parish Centre	GM & KK	Relationship between the school and parish and the school as a centre of worship	20 mins
3.20	9. Engagement of Educational Expert	GM	Information regarding the engagement of an external education expert advisor	10 mins
3.30	10. Prayer Leaders	GM	Call for volunteers to lead the reflection/prayer at future meetings (Term 2, 3 & 4)	5 mins
3.35	11. Meeting Summary, 2016 Meeting Dates & Evaluation	GM	Review key points & consider meeting effectiveness. Summary of scheduled 2016 meeting dates	5 mins