

Meeting 3: Agenda

Date & Time:	Tuesday 23 August 2016 Site Meeting: 12.00pm to 1.00 pm Meeting: 1.00pm - 4.00pm (A light lunch will be available during the meeting)			
Venue:	Site Meeting, School Site – complete address (map attached) Pacific Dunes, Greenhouse - Medowie , complete address (map attached)			
Participants	Chair: Gerard Mowbray (GM) Members: Ray Bowen (RB), Rachael Connor (RC), Anita Howarth (AH), Tony Kelly (TK), Monique Malone (MM), Nick Diemar (ND), David Palmer (DP), Carmel Tapley (CT), Craig Wattam (CW), Geoff Whitnall (GW) Recorder: Rita Campbell (RC)			
In Attendance:				
Apologies:	Father Kevin Kiem (KK), Paul Murray (PM)			
Distribution:	Ray Collins, Bishop Bill, Joanne Trotter, Helen Bourne, Fr Kevin Corrigan, Sr Libbey Byrne			
Roles:	Chair: Gerard Mowbray, Reflection: Craig Wattam, Recorder: Rita Campbell			
12.00	MEDOWIE SECONDARY SCHOOL – SITE VISIT			60 MINS
1.00	LUNCH- PACIFIC DUNES, GREENHOUSE - MEDOWIE			15 MINS
TIME	WHAT	WHO	PROCESS & /or EXPECTED OUTCOME	EST. TIME
1.15	1. Welcome, Prayer & Apologies & Declaration of Conflict of Interest Disclosure	GM & CW	Opening reflection, declaration of attendees' Conflict of Interest and preview of agenda.	5 mins
1.20	2. Minutes previous meeting, business arising /actions	GM	Review of record of last meeting #2 – 24/05/16, business arising/ action items.	5 mins
1.25	3. Site Visit Reflections & Evaluation of Progress	GM	Opportunity to comment, feedback, questions and observations regarding the site visit and development of the school and process to date.	30 mins
1.55	4. Architect Competition & Architect Presentation Day Process, Brief & Selection	GW	Outline of the Architect Competition and Architect Presentation Day process, brief and selection including an explanation of relevant matrix and evaluation documentation.	60 mins
2.55	5. STEM Presentation	CT	Presentation on subject specialisation in STEM.	30 mins
3.25	6. Planning Outline - Draft Program & Milestone Dates	GW	Update on the planning, program and key milestone dates.	5 mins
3.30	7. Education Brief	GM	Update on the progress and timeframe of the Education Brief for Medowie Secondary School	10 mins
3.40	8. School Name & Media Announcement	GM	Details regarding the school name selection and official media announcement.	15 mins
3.55	9. Meeting Summary & Evaluation	GM	Review key points & consider meeting effectiveness.	5 mins