

Meeting 2: Agenda

Date & Time:	Tuesday 24 May 2016 - 12.00pm to 4.00pm (A light lunch and afternoon tea will be available during the meeting)
Venue:	Toohy Room , Catholic Schools Office, 841 Hunter Street, Newcastle West 2302
Participants	Chair: Gerard Mowbray (GM) Members: Ray Bowen (RB), Boyd McCallum (BM), Rachael Connor (RC), Anita Howarth (AH), Tony Kelly (TK), Father Kevin Kiem (KK), Monique Malone (MM), Paul Murray (PM), Nick Diemar (ND), David Palmer (DP), Craig Wattam (CW) Recorder: Rita Campbell
In Attendance:	David Hutton (DH)
Apologies:	Carmel Tapley (CT), Geoff Whitnall (GW)
Distribution:	Ray Collins, Bishop Bill, Joanne Trotter, Helen Bourne, Fr Kevin Corrigan, Sr Libbey Byrne
Roles:	Chair: Gerard Mowbray, Reflection: Anita Howarth, Recorder: Rita Campbell

TIME	WHAT	WHO	PROCESS &/or EXPECTED OUTCOME	EST. TIME
12.00	1. Welcome, Prayer & Apologies Minutes previous meeting, business arising /actions	GM & AH	Opening reflection, welcome and introduction of committee members, preview of agenda. Review of record of last meeting #1 – 01/03/16, business arising/ action items	15 mins
12.15	2. Contemporary Learning Spaces	CW	Presentation of Contemporary Design & Learning Spaces	60 mins
1.15	LUNCH			
1.35	3. Creating a Catholic Learning Community	DH	Macro view of the wisdom, experience and learnings as Executive Director, Brisbane Catholic Education into creating a Catholic Learning Community	60 mins
2.35	4. Planning Outline - Draft Program & Milestone Dates	GM	Planning, program and milestone outline	10 mins
2.45	5. Architectural Competition Process	GM	Outline the process for selecting architects for the design competition for the Medowie Secondary School	20 mins
3.05	SHORT BREAK			
3.15	6. Education Brief	GM & CW	Update on the progress and timeframe of the Education Brief for Medowie Secondary School	10 mins
3.25	7. Parent/ Community Communication	GM	Implementation and plan for parent and community engagement	10 mins
3.35	8. Enrolment Expressions of Interest	GM	Strategy for enrolment expressions of interest	10 mins
3.45	9. Presentation Day	GM & CW	Attendance invitation and details for the Architect Presentation Day – 14 October 2016	10 mins
3.55	10. Meeting Summary & Evaluation	GM	Review key points & consider meeting effectiveness.	5 mins