



St Brigid's College Parent Forum

## SBC PF - Meeting Minutes

<b>Meeting Date</b>	Wednesday July 26 <sup>th</sup> , 2017
<b>Meeting Venue</b>	Staff Room
<b>Meeting Time</b>	06.30 pm – 08.00 pm
<b>Type of Meeting</b>	General Meeting
<b>Attendees - Committee Members</b>	<ul style="list-style-type: none"> <li>• Dave Thomasson ( President )</li> <li>• Wendy Stafford ( Treasurer )</li> <li>• Garry Miller ( Vice President )</li> <li>• Jo Whittington ( Committee Member )</li> <li>• Andrew Harris ( Committee Member )</li> <li>• Jenny Raymond ( Committee Member )</li> <li>• Paula Smith ( Committee Member )</li> <li>• Paula Galvin ( Committee Member )</li> <li>• Paul Kettle ( Secretary )</li> </ul>
<b>Attendees – Staff</b>	<ul style="list-style-type: none"> <li>• Fiona Hepi</li> <li>• Amelia Toffoli</li> <li>• Nikki Nayler</li> <li>• Debbie Ohara</li> </ul>
<b>Attendees – Parents / Guardians</b>	<ul style="list-style-type: none"> <li>• Mandy Wallace</li> <li>• Tracey Gall</li> <li>• Siobhan Allen</li> <li>• Rachael Thomasson</li> <li>• Natasha Watts</li> <li>• Melissa Ridolfo</li> <li>• Paula Galvin</li> <li>• Antoinette Calnon</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Daniela Tonon</li> </ul>



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## ***Discussion Points***

### **Agenda Item 1 - Meeting opened at 6.30m.**

Dave gave a welcome to all ... round table done to introduce everyone.

**Agenda Item 2 - Opening prayer ... Tracy Gall.** Thankfully Tracy was back to resume her role as Speaker of the Prayer !

### **Amended Agenda Item – Review of SBCPF Mission, Purpose & Meeting Etiquette ... Dave Thomasson.**

Refer document below.

Lots of debate on what the SBCPF should and shouldn't get involved in. Went through Etiquette Document. Question asked how we "encourage invitations" on the Advisory Council ("AC"). To be on the Advisory Council, you need to be invited by the Principal. The SBCPF President is a member of the Advisory Council. Important parent perspective is heard at all levels, including the Advisory Council ... need to review the wording for Paragraph 4. Foster the relationship with the Parish and the Parish Priest. Amelia gave an overview of the current AC and each of its members and a background on each. PF Meeting minutes are shared with the AC ... Paula S to send through her thoughts around wording ... agree on concept, may need to look at the wording. Clarification of Operational Issues ... College Item, not a PF Function. Items tabled, but not discussed in detail in AOB ... again wording needs to be changed to allow for this. Add the operational point in the purpose (main point). When an item is raised in AOB and this can't be answered or the right person not present, then it is to be tabled and addressed at the next meeting. The exception to this being items of a College Operational Matter that fall outside the scope of the SBCPF.



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### **Agenda Item 3 – Review of Previous Minutes ... Paul Kettle.**

1. **Protective Behaviours Payment Duplicate** ... confirmed, refunded, item now closed.
2. **Combining Protective Behaviours with Mazenod** ... carried forward.
3. **Claim Reimbursement** ... completed, item now closed. Big acknowledgement and thanks to Stephen Vivier in the College IT Department, does an amazing job for us. Asked Amelia to pass on our thanks to him personally.
4. **PF Sign on Fence** ... Lesmurdie Saints Junior Football Club waiting on Template on sign so that this can be put to the SLT for approval.
5. **Raffle for School Fees** ... as this item has not been supported by the SLT in its current form, will not proceed, item now closed.

### **Agenda Item 4 – Financial Report ... Wendy Stafford.**

*Refer financial summary at the end of this report ...*



## St Brigid's College Parent Forum

### **Agenda Item 5 - SBC PF Grant Applications:**

1. **Workshop – Girl Power & Good Guys.** Gives them skills to deal with real life conflict amongst peers ... develop a common language between parents / teachers / students. Empowering kids to stand up for themselves. Cost \$ 33 ... PF to pay \$ 23, Parent to pay \$ 10 ( to ensure attendees show up ). Looking for 130 Attendees ( max grant \$ 3 K ). Looking to hold in term 3 ( 07/09 or 08/09 or 12/09 & 13/09 – weekdays – 6 – 8 pm ). Looking for Parent / Child and Teachers ... previous experience suggests 130 is the max. They provide a booklet that can be distributed to all classes ... College will follow up with different activities. Big focus to ensure that the common language is used within the College ... **Grant Approved ... \$ 3 K** ... Amelia said that anything we can do to help parents is very important.
2. **Mobile Mass Kit** ... when there are retreats ... we don't have a portable mass kit and must assemble and reassemble existing kit into a box. Father wanted to make sure that the kit is well protected and easily portable. Has been approved by Father and the SLT ... will be kept in the RE Office ( will need to book it out like the first aid kit ). College not able to fund this as there was no money in the RE Budget ... Question regarding Insurance ... given that it will be taken off-site ( Debbie will speak with Neil ) ... **Grant Approved up to \$ 1,000** ( Cost + Insurance ). Engraving for Chalice ( can come out of the \$ 1,000.00 ).
3. **Bungee / Trampoline / obstacles for School Fair.** Fair idea for the 2 x Pre-Primary Classes. Aim to get more people attend the fair. Very hard to get people to help Volunteer, so this idea was thought to be a good one as there was not much work required. Would be set up on the College Oval to help encourage more people to attend the Fair ... \$ 510 to be contributed by Parents of the 2 PP Classes ( In lieu of Volunteering ) ( \$ 10 each ) ... Grant for the balance ... we are going to charge \$ 5.00 per person, get wrist bands so it's easy to work out who has paid. Re minder to all, Fair is not a money-making venture, more about a sense of community. Annamaria has confirmed that Insurance will cover this event. Healthy debate around the question of whether the SBCPF should pay for this and would it set a precedent for the future. Question asked if anyone had thought about seeking Sponsorship, hard given that someone would need to Volunteer to take this on. This Grant will help to engage with the wider community ... kids are going to love this. Vote taken 7 For, 6 Against ... **GRANT Approved \$ 850.**



## St Brigid's College Parent Forum

### **Agenda Item 6 – SBC PF 2018 Events:**

Item carried over till next meeting to allow for more pre-work to be done to present to the next SBC PF Meeting.

### **Agenda Item 7 – Sub-Committees:**

Report from Andrew Harris, Sub-Committee Chair.

- PF MNO was held Saturday 20 May at Kalamunda Club.
- Fourth year event held.
- Intent and format is fun night out for SBC Mum's. Achieved this year with mixture of decorations, Bollywood theme and props, prizes, games, karaoke.
- Meal provided by Kalamunda Club (to give Nico a rest). Drinks available over the bar.
- Ticket price increased this year to \$30 and covered meal and drinks.
- Attendance was 61 (down from around 90 last year).
- Treasurer report indicated cost to PF of \$1609. Budget cost to PF was \$1700. (Total cost \$3217, total sales \$1608).
- Considerable debate in lead up to the event about ongoing format of the MNO.
- Apart from core group who have organized held previous events, minimal response for broader assistance from SBC fathers.



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### **Agenda Item 8 – AOB:**

1. **Junior School Disco ...** date has now been changed to 25/08/2017. Will be the same format at previous years. Cost SBCPF \$ 600 - gold coin donation ( \$ 3 ) ... same cost this year. Offer lollies and more water. Reminder, we don't need to make money ... suggestion donation of \$\$ for a charity ... making people pay will help ensure people turn up. Could the High School Girls assist ( Services Action for Middle School ... no longer hours ) ? Tammy has all the help she needs to run this. Bank thanks to Tammy for doing this again ... does a wonderful job for all.
2. **Photos - Grant Application 7 of 2017 ( Language )** ... due to lateness, carried over till next meeting.
3. **Protective Behaviours Workshop Feedback** ... due to lateness, carried over till next meeting.
4. **Dads Big Breakfast** ... 220 Tickets ( 2 sessions this year ) ...
5. **College Fair / Art Show** – most stalls filled art exhibitions closed, over 80 artists have entered this year – great result. Year 11's have a Father Daughter Dinner, nothing to do with the Dads BB.
6. **Sculptures by the Trees** . Wendy has a small committee ( could still use other volunteers, so if anyone is interested, please let the PF Secretary know ASAP ). Design Poster as a Competition for the Students ( like the SBCPF Logo ). Date yet to be finalised, but looking at the 1<sup>st</sup> weekend in Term 2 ( 2018 ).
7. **Middle School Communication** ... excellent communication from Middle School ... well done to Middle School. Amelia advised that if there are ever any issues over communication ( not responded to / responded to in a timely manner ), then they should be redirected to the Head of the relevant School ( Junior / Middle / Senior ) or Amelia directly.
8. **Garry Miller ( SBCPF Vice President )** ... will be stepping down as VP at the end of the Year ... big thanks on behalf of everyone for all the great work Garry has done over the years.

**Meeting Closed at 08.11 pm**



## St Brigid's College Parent Forum

<b>Action Items ...</b>	<b>Assigned to ...</b>
1. PAK to share Meeting Etiquette Document with all and request feedback on content and in particular, wording. Feedback to be provided back the SBC PF Secretary.	All ...
2. Discuss with Mazenod the idea of combining Protective Behaviours workshop.	Fiona Hepi
3. SBCPF Executive Committee to develop a list of events for 2018 to present to the next meeting for discussion and agreement.	SBCPF Executive Committee
4. Add 2 AOB Items for PAK onto the agenda for the next meeting.	PAK
5. Pass on the SBCPF thanks and appreciation to Stephen Vivier	Amelia
6. Calling for additional volunteers for the Sculptures by the Trees Sub-Committee	All



St Brigid's College Parent Forum

Financial Summary

**ST BRIGID'S COLLEGE PARENT FORUM 26.7.17**

Summary Financial Position

2-6-17 - 20/7/17

<b>Opening Balance P &amp; F clearing account</b>	<b>85,243.03</b>
<b>Income</b>	
School Banking Commission	265.94
Refund of Protective Behaviour Workshops	1,730.00
P & F Subscriptions - students new	663
P & F Subscriptions - students exit	-408
<b>Total Income</b>	<b>2,250.94</b>
<b>Expenses</b>	
N Brutti - Mum's Night Out	- 485.73
R Thom- Mum's Night Out	- 46.42
D Thomasson - Mum's Night Out	- 306.26
N Watts - Junior Swim Carnival	- 67.73
Plaque - Mercy Heritage Cottage	- 265.00
Junior School Social - Bop till you Drop (DJ)	- 436.36
<b>Grants</b>	
Junior School Garden	(1000.00)
Junior School Oval Fencing	(13465.00)
2 Phase Power Equipment	(7000.00)
<b>Total Expenses</b>	<b>- 23,072.50</b>
<b>Net Income</b>	<b>- 20,821.56</b>
<b>Float Cash held at School</b>	<b>500.00</b>
<b>Closing Balance P &amp; F clearing account</b>	<b>64,421.47</b>





## St Brigid's College Parent Forum

### 2017 PF Meeting Dates

<u>Parent Forum Meeting Dates - 2017</u>		
<b>Term 1</b>	<b>Wednesday, 1 February 2017</b>	<b>Friday, 7 April 2017</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 8 February 2017
	PF Meeting 2 ( Week 6 )	Wednesday, 8 March 2017
<b>Term 2</b>	<b>Wednesday, 26 April 2017</b>	<b>Friday, 30 June 2017</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 3 May 2017
	PF Meeting 2 ( Week 7 ) - 9 am	Wednesday, 7 June 2017
<b>Term 3</b>	<b>Tuesday, 18 July 2017</b>	<b>Friday, 22 September 2017</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 26 July 2017
	PF Meeting 2 ( Week 7 )	Wednesday, 30 August 2017
<b>Term 4</b>	<b>Tuesday, 10 October 2017</b>	<b>Friday, 8 December 2017</b>
	PF Meeting 1 ( Week 2 )	Wednesday, 18 October 2017
	PF Meeting 2 ( Week 6 ) - Includes AGM	Wednesday, 15 November 2017



St Brigid's College Parent Forum

**SBC PF Mission, Purpose & Meeting Etiquette.**



ST. BRIGID'S COLLEGE  
PARENT FORUM

St. Brigid's College Parent Forum  
Mission, Purpose & Meeting Etiquette



## St Brigid's College Parent Forum



## ST. BRIGID'S COLLEGE PARENT FORUM

### Our Mission:

The Parent Forum represents and builds the parent community of St Brigid's College and supports St Brigid's College in the education of our children.

### Our Purpose ( Objectives From Our Constitution ):

1. work within the spirit and letter of the Constitution;
2. strive to build tangible and lasting relationships between parents, Lesmurdie Parish and the College, so that the students may experience a sense of Christian community;
3. recognise and respect the authority of the Principal as leader of the College Community and work closely with the College authorities to achieve common goals and the College vision;
4. encourage invitations for representation on the College Advisory Council, the Lesmurdie Parish Council and as advisory / governing bodies for the College and Parish respectively;
5. plan, organise and promote social, sporting, cultural and educational activities for interaction of parents, students, staff and the Parish;
6. encourage parental participation in College programs to enjoy the exciting experience of their children's formal Schooling Years;
7. act as a forum for ideas and discussion on any relevant issue that will benefit the education of the children;
8. liaise with the Lesmurdie Parish and other parties to organise guest speakers for the Parent Forum members on current and suggested educational programs, faith development and other matters of interest;
9. work to provide in-kind or financial resources that the Parent Forum deems necessary for the children, or, for professional assistance to the teachers, in consultation with the Principal and Mercy Education Limited.



## St Brigid's College Parent Forum



## ST. BRIGID'S COLLEGE PARENT FORUM

### College Disputes and Complaints Policy:

A complaint or dispute relates to any circumstance pertaining to the **education or well-being of a student** that a parent considers to be unjust or unfair, or thinks should be brought to the attention of the senior staff of the College. The PF actively supports the Disputes and Complaints Policy and provides confidential support and guidance to parents through this process as required ([link](#) below to College Policy ).

[SBC Dispute & Complaints Resolution Link](#)

### Meeting Agendas and Behaviours:

We ask for agenda items so that we can ensure the item is aligned to our purpose, ensure there are no surprises for the College Senior Leadership Team and ensure that College attendees can be considered based on agreed agenda items.

'Any Other Business' should not be used to raise new concerns that could have been raised as agenda items. Items raised in Any Other Business that fall into this category will not be debated and will be considered for inclusion at the next PF meeting (subject to normal inclusion criteria).

The Parent Forum does not have the desire or capacity to interfere with College operational matters and should recognise and respect the authority of the College Senior Leadership Team regarding such matters.

In line with our Mission and Constitution Objectives, as a PF we should work in a supportive partnership with the College and behave in accordance with this partnership. The Committee should role model these behaviours. Only one conversation should be held at any one time in order to respect the contribution of all attendees, assist the Secretary in the taking of minutes / actions and ensure all conversations are heard by all meeting attendees. Contributors should be shown respect and be allowed to complete their contribution.

St. Brigid's College Parent Forum - Mission, Purpose & Meeting Etiquette ([July 2017](#) )