



Meeting Minutes

Meeting Date	Wednesday July 27 th , 2016
Meeting Venue	Staff Room
Meeting Time	18:30 – 20.00
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none">• Dave Thomasson (President)• Garry Millar (Vice President)• Lisa Rowe (Treasurer)• Andrew Harris (Committee Member)• Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none">• Wendy Stafford• Janine Walsh• Annamaria Cream• Amelia Toffoli• Nicola Lee
Attendees – Parents / Guardians	<ul style="list-style-type: none">• Antonina Lazzara• Daniela Tonon• Jenny Raymond• Jo Whittington• Kylie Whitehead• Leeann Hawkins• Natasha Watts• Rosie Clarke• Sharlene Willock• Tracy Gall• Leanne Geddes• Saxon Gee• Julie Peacock• P. J. Singh



Apologies	<ul style="list-style-type: none">• Neil Grime (Staff)• Fiona Hepi (Staff)• Paula Smith (Parent)• Tamara Brutti (Parent)• Gillian Rowe (Parent)• Sue McDougall (Parent)• Shauna Alban (Parent)• Paula Galvin (Committee Member)
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Discussion Points

Agenda Item 1 - Meeting opened at 6.30 pm ...

Welcome to everyone from Dave ... introductions around the table. Everyone reminded to update name and email on attendance register so minutes can be sent out. Great to see lots of new faces.

Agenda Item 2 - Opening prayer ... Tracey Gall

Agenda Item 3 - Review of Previous Minutes Action Items ... Paul Kettle

1. **School wish list for PF Review** – completed.
2. **Parking Signs** – completed (School makes Policy, not PF, has been referred to Karen).
3. **PFFWA** - Withdrawn – refer agenda Item 4.
4. **Uniforms** – Annamarie advised that there will be a Uniform Committee formed. This will include PE Staff, Uniform Shop Staff, Parents (of Boys / Girls / Junior / Senior – so there is a good cross section represented). They are to meet with Sandy (Uniform Shop) and Erin (Sports Teacher), once this initial meeting has been held, they will send out a call for Volunteers to be on the Committee. Amelia advised that the phase out period for the old uniforms is no 2 – 3 years. They are also planning an end of year (after Year 12 Graduate) Car Boot Sale – no responsibility will be held by the school re wrong books being purchased etc – completely up to the Parents, the School will just facilitate.
5. **Junior School Playground** – 95 % of the work has now been completed. Big thanks to Neil and his Maintenance Team – have done a great job. Amelia would also like to thank all those that attended the working bee – would not be where we are today without their assistance.

Agenda Item 4 - Financial Report ... Lisa Rowe

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



Agenda Item 5 – PFFWA Membership Discussion (Russell Thom)

Russell has just recently joined the PFFWA Council. He is very impressed with everything they do given they are such a tiny organisation. They are made up of very dedicated and hardworking staff. They are there to represent the Parent Forums, who represent the Parents. They are an advocate at both the State and Federal level. They are a very active organisation that represent some 160 + Schools and approximately 80,000 Parents. In addition to be a parent at SBC, Siobhan Allen is also the Executive Officer of PFFWA. They have direct access to WA Government Ministers. 1 Council member has been there for over 25 years. They also keep staff, Previous Executive Officer now works on special projects. Rural Members (Broome, Karratha, Albany & Carnarvon). They are currently working on an On Line Training Programme for PF's as well as a one stop on line shop for Parents that involves kids outside of school (Project Hippo). Fees that Schools pay do not cover the cost to run ... they also get grants from Lottery West and are always looking for ways to raise funds. Any ideas are always welcome. Feedback provided by a parent was that 2 schools who had stopped being a member recently re-joined due to their respective PF's turning over ... the PFFWA support for both these schools has been fantastic. They were also able to help " settle things down " in another school. The PFFWA firmly believe in Co-Responsibility ... the haves helping the have nots. Needs to be improved communication between PFFWA and SBC PF. SBC PF needs to be more proactive in engaging the services of PFFWA. PFFWA are currently working on a Marketing and Communication Strategy. Our affiliation certificate has now been framed (where it will hang has yet to be decided). Siobhan has requested that we " like " them on face book.

Agenda Item 6 – Protective Behaviours (Saxon Gee)

Protective Behaviours WA (Inc) is a not-for-profit community organisation providing education, training and resources since 1992. The programme originally started as an anti-victimisation program in the US in the 1980's. The programme came to WA through the WA Police. It aims to work with Parents / Teachers / Children and anyone who works with Kids. We have moved on from the old " Stranger Danger " Programme – 95 % of incidents the people involved are known to the child. The School is fully supportive of this programme (re-affirmed by Amelia at the meeting). The first round of Teacher Training is to be provided 22/08/2016. This is a Life Skills Programme and is designed to " empower kids ". It is recommended that the School Purchase Resource Kits (refer website - <http://www.protectivebehaviourswa.org.au/>). The full list of services that they offer can be found at their website – does include Children's Group Workshops. They believe it is better for the Teachers to be engaged and provide the Training directly to the Students. Challenge for the School to incorporate into the existing curriculum. The protective behaviours program is endorsed by The Department of Education and currently embedded in the public school curriculum under health. This is going to be a mandatory requirement for all schools and is fully supported by the Catholic Education Office. It falls under the Child Protection Policy. Kids are taught with games and books in a non-threatening way. 4 Key Words – Public / Private / Safe / Unsafe. This is not a one off ... it is designed to be an ongoing programme. There will also be a



Cyber Safety workshop for teenagers - Andrea Musulin provided training to the SBC house mothers on the 1 July 2016 - for further information on the The Safeguarding Project

http://www.perthcatholic.org.au/Organisations_and_Services-Safeguarding.htm

Aim to have all Staff and Teachers put through the Programme. The School recognises the importance of this and the need to get on board now. Issue is that this has not been budgeted for in the current Financial Year.

There was an overwhelming view to support this programme, both financially and with parents attending the Parent Workshop. A figure of \$ 5 K was put forward by the school ... there were no specific details as to exactly what this \$ 5 K would cover. Agreed that there needs to be some further information provided in order for the PF to formally approve this Grant:

- What does the total Programme look like ...
- What does the total Programme cost ...
- What is the School looking for the PF to do ... is this just to assist with this year as there is no budget, will there be a budget for next year ...

PAK will send an email to the School requesting further details so that this information can be circulated prior to the next meeting – decision made at that meeting.

In addition to being a Parent, Saxon is also the Executive Officer for Protective Behaviours WA (Inc).

Agenda Item 7 – Nature Scape Playground (Antonina Lazzara)

A special thanks to Antonina for all the work she has done.

Antonina has agreed to take on this important project – she has been a Senior Development Manager in the past and has built a number of playgrounds and parks. First part of the Project is to obtain Park Concepts and Costings – she has engaged with 3 consultants who have advised a price of between \$ 4,920 and \$ 18,615. It has been agreed with Neil that we will go with the \$ 4,920 option. Nature Play Solutions have had a lot of experience and designed about 30 School Play Grounds. The hope is to start construction in December this year – there is around 600 – 700 square meters. To assist with Costs, she will be looking for Donations Oct / Nov for things like tyres and wood. Neil will get Maintenance Staff to do the work. This will not be just a place for Junior School Students, all staff and visitors will be able to make use of the Grounds. **Approved \$ 4,920 Grant ...**



Agenda Item 8 – AOB ...

1. **Christmas Carols** - Garry Millar advised that Debbie will be away for the December 8 Christmas Carol, so we will need a volunteer/s to cook the BBQ.
2. **School Pavers** - Jo Whittington advised order has now been placed (big Woou Hoo from the room). 124 Pavers, total cost \$ 2.3 K, \$\$ received \$ 7.5 K. Question re if there is a cost from the Maintenance Department to install. Order will take 4 weeks once productions starts, which we are hoping was this week, if not, next week.
3. **School Banking** - Jenny Raymond - big round of applause for Jenny and the work she has done to get this started – very big success. Will be 8.30 am to 9.00 am every Wednesday (Learning Plaza Room 2). Looking to rollout to the PK's ... on a Thursday. Whilst Senior Students don't get the reward, looking to roll out to them, PF will still get a cut of the deposits. Also looking at Year 11 & 12 Handling Money Courses ... will be discussed with School Youth Worker.
4. **Bush Dance** – Wendy (on behalf of Tamara Brutti). Slow tickets sales, only 75 sold to date, we were hoping for 240 +. Emails / Posters / Face Book Website have all been used to publicise. At 150, we will still have a loss of around \$ 600. Agreed by all to push ahead regardless of the numbers. Promote as a “ Family Event “ and not just for the Junior School Students. Nicola will continue to push – Parent Reps / Assembly / Students etc. Comment that we should sent out invite to the Church / Wider Community / Mazenod. Suggestion around having some fund raisers on the night ... issue is people to run and the short time frame to organise. If anyone is interested, please speak with Tamara.

Meeting Closed at 20.00 ...



Action Item ...	Assigned to ...
1. Protective Behaviours	PAK to send email to SLT requesting further information.
2. Uniforms	Annamaria to call for Volunteers to join the Uniform Committee once meeting held with Uniform Shop & Erin Rolfe.
3. Christmas Carols	Gary ... Looking for a Volunteer to cook BBQ



Financial Summary

ST BRIGID'S COLLEGE PARENT FORUM					
Summary Financial Position		From 31.05.16 to 22.7.16			
			\$		
Opening Balance P & F clearing account			60,806		
Add Income since last meeting					
P & F Subs - students enrol / exit	18				
IGA Loyalty program	161				
Total Income			178		
Less Expenses / grants & commitments					
Parents & Friends Affiliation fee	4,367				
Small grant - PE Dept. Go Pro	1,000			Approved meeting 1/6/16	
Scitech Discovery balance of venue hire	1,227				
Liquor Barons Lesmurdie (previous period \$140)					
- Purchase of drinks for PF meetings & events by G. Millar (VP)	234				
Compass Group - Catering PF meeting 1.6.16	88				
Signature engraving - pewter single paver	2,096				
Mums Night Out costs	992				
Total Expenses			10,004		
Closing Balance P & F clearing account			50,981		
Approved Commitments					
Mucky duck bush band balance to be paid 13/8/16	950				
Dance costumes (Mark Sills)	5,000			Approved meeting 1/6/16	
Approved Small Grants					
Therapy Aids - Students with Learning Differences	1,000			Approved meeting 1/6/16	
Total Commitments			6,950		
Total funds available for allocation			44,031		
Pending Grants and Capital					
Unallocated small grants			16,000		
Closing Balance			28,031		