



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday August 30 th , 2017
Meeting Venue	Staff Room
Meeting Time	06.30 pm – 08.00 pm
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Wendy Stafford (Treasurer) • Andrew Harris (Committee Member) • Jenny Raymond (Committee Member) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Amelia Toffoli • Karen Stearne
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Mandy Wallace • Tracey Gall • Rachael Thomasson • Natasha Watts
Apologies	<ul style="list-style-type: none"> • Garry Miller (Vice President) • Jo Whittington (Committee Member) • Paula Smith (Committee Member) • Paula Galvin (Committee Member) • Melissa Ridolfo • Annamaria Cream (Staff) • Shauna Alban



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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.

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

1. Share meeting etiquette document with all ... **completed.**
2. Discuss Protective Behaviours being done with Mazonod – Fiona Hepi. **Item carried over.**
3. List of 2018 Events ... **completed.**
4. AOB items ... **completed.**
5. SBCPF Thanks to Stephen ... **completed.**
6. Volunteers for Sculptures by the Trees ... **completed.**

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

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



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Agenda Item 5 - SBC PF Grant Applications:

- **Yarn Club.** Presented by Amelia, fully supported by all in attendance. Suggested that we ask people to donate any extra yarn / items to the Club. **Grant Approved ... \$ 200.**

Agenda Item 6 (a) – Event / Risk Management Compliance:

As a College, we need to meet the Parent Company Standards they set. Policy has been online for about 6 months, but not really promoted, something that the College will need to do to ensure that we have got this out there to all. Amelia stated clearly, the College values and welcomes community led events. They want outside parties to use the College facilities. They must address and assess the risk of their activities and how they can mitigate and manage that risk. Outside people using the College Facilities need to review events that have been held to look at how things could have been done better. They also need to demonstrate that they have done the risk assessment (legislative requirement).

College has a Risk Assessment / Safety Checklist that must be completed prior to the event (refer attached). Teaching Staff are aware of this process ... this is the first year in for the College Fair. The Co-Ordinating Team for the Fair will need to complete for the entire fair (not individual stall holders). That said, they will need to be aware of the requirements.

So for SBC PF Functions ... the form must be completed and returned to the College - Karen Stearne (who can be used as a resource for questions / guidance). PF meetings could be done once per annum. When there is a critical incident at school, need to report to the minister for education. Annamarie needs to let the Parent Reps know about the requirements – especially around bringing in outside parties (eg. Bungy Jumping). Importance of OHS Induction ... if you have not been inducted, you will not be able to Volunteer. This is about compliance ... once you have done the induction, you are covered. Teachers can give an induction to Parent Volunteers. Only a new process ... that has just come in. Working with Children website ... parents of kids at the College do not require one (except if you are going on a camp) ... other relatives require them. Amelia / Karen will organise a general communication out to the wider college community.



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Agenda Item 6 (b) – SBC PF 2018 Events (thanks to Wendy Stafford for the below):

TERM 1

- **PF Welcome** - Same or similar format to this year. Suggested date Sunday 25th February 2018 from 4 - 7pm. Approval to be sort from SLT. Ask Tammy Brutti if she keen to organise again.
- **JS Swimming Carnival - Coffee/Cake Stall** - Natasha Watts happy to do again for Junior School. Would like to ask for donations for cakes for parents. Date to be confirmed.
- **MS & SS Swimming Carnival** - Amelia suggested that it would be nice do something for the teachers and those parents who do help out at the carnival. PF to organise some type of refreshments. Date to be confirmed and contact to be made with Head of PE - Erin Rolfe?

TERM 2

- **Sculptures by the Trees** - Date confirmed - Friday 4 May 2018 from 4pm - 7pm.
- **Mum's Night Out** - Suggested date Saturday 19th May 2018. Suggestions received re: change of format and now a survey will be set up and sent out to see what the ladies would like. Andrew Harris to organise (with Dave's help with Survey Monkey).

TERM 3

- **Junior School Disco** - Suggested date Friday 24th August 2018.
- **JS & SS Sports Carnival** - Would be nice for the PF to provide some refreshments for these events too, similar to Swimming Carnivals. Dates to be confirmed.
- **Year 10 Personal Project Evening and New Parent Information Evenings** - It was suggested by Amelia that the PF provides some support for these events by providing some refreshments. Dates to be confirmed.
- **Father's Day Event** - Idea well received with a few different ideas, ie. Build a BBQ workshop and an overnight camp.

TERM 4

- **Teacher's Morning Tea** - Even though the actual date is in OCT in Term 3 we will continue to provide refreshments for staff on one of their PD Days - to liaise with Amelia with regards to best date.



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Agenda Item 7 – School Banking:

Jenny unable to continue with banking in Term 4 ... has one person that may take on roll, but needs help (1 – 1.5 hours per week). 8.15 – 8.45 am on a Wednesday. Jenny does all the data entry and banks the money. At other schools, the coordinator does this. Jenny also orders all the rewards. Data entry only takes about 30 minutes. PAK to email Kate to send out to JS ... Jenny will send PAK a quick summary ... big thanks for Jenny for organising and running (PF presented Jenny with some Flowers as a way to say thanks).

Agenda Item 8 – School Disco:

Refer attached report from Tammy.

Agenda Item 8 – AOB:

1. Refer below for Photos of items purchased using PF Grants.

Meeting Closed at 08.11 pm



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Action Items ...	Assigned to ...
1. Email Cherie Hess re suggesting sending out an email to the College calling for donations of yarn / equipment to the Yarn Club.	PAK.
2. College to send out a Communication to all re Risk Assessment / Safety Checklist + Working With Children registration & Volunteer Inductions	Karen Stearne
3. Check with Tammy Brutti if she is willing to run with PF Welcome in 2018	Wendy Stafford
4. Contact Erin Rolfe re providing refreshments to Teachers and Volunteers at the JS & SS Sports Carnival.	Wendy Stafford
5. Survey Mums re MNO options in 2018	Andrew Harris (help from Dave)
6. Email PAK details of the School Banking Co-Ordinator requirements. PAK to then email out to all Junior School Parents / Guardians to call for Volunteers.	Jenny Raymond / PAK.



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Financial Summary

21/7/17 to 25/8/17

Opening Balance P & F clearing account	64,421.47
Income	
P & F Subscriptions - students new	99.45
P & F Subscriptions - students exit	(555.90)
Total Income	(456.45)
Expenses	
Replacement Brick Paver - Hutchison	(36.50)
Grants	
Workshop Girl Power/Good Guys	(3,000.00)
Travel Mass Kit - Religion	(1,000.00)
Bungee Jump for School Fair	(850.00)
Total Expenses	(4,886.50)
Total Income - Total Expenses	(5,342.95)
Float Cash held at School	500.00
Closing Balance P & F clearing account	59,078.52

2017 PF Meeting Dates



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Parent Forum Meeting Dates - 2017

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



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Photos – Grant Application 6 of 2017 (Garden):

Dear Parent Forum,

Thank you for your generosity and your support to the Junior School Veggie Garden.

On the Holidays we went to Bunnings and got flowers, vegetables, soil and lots more.

Now we are back in school we have planted all the seedlings and have mixed new soil into the old soil.

Our future plans are that when the plants are ready we will sell them so we can get new ones. We will also be putting in the climbing roses.

Thank you again
From The Garden Girls



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Before



After





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Photos – Grant Application 7 of 2017 (Language):

Parent Forum 2017 Grant Creating a multi-lingual learning space

On behalf of Marie Keleher, Cherie Hess and the languages team, thank you to the members of the Parent Forum for the languages grant 2017. Please see photos and quotes below:

“The multi-lingual learning space is comfortable and helps me learn more in a relaxing environment”, Kate Doyle, Year 10.4 Japanese

“The multi-lingual learning space is a different environment than sitting at your desk and it makes learning more fun because it’s like being at home”, Hayley Wallace, Year 10.4 Japanese

Top - Year 9 French

Students designing a French Department Store Plan

Bottom – Year 10 Japanese

Students designing their Dream Japanese Home in small groups.



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Photos – Grant Application 12 of 2017 (Music):



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