



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 4 th August 2021
Meeting Venue	Staff Room
Meeting Time	630- 815pm
Type of Meeting	General Meeting
Attendees - Committee Members	Tracy Gall, , Amanda Wallace, Peta Kennedy Deirdre Allison
Attendees – Staff	Carmen Cox Adrian Martino Anne Tan Janine Walsh, Neil Grime Adrian Martino Annamaria Cream
Attendees – Parents / Guardians	Rachael Urbani
Apologies	Fiona Hepi Daniela Tonon Sarah Ring Francis Kennedy Janine Price



St Brigid's College Parent Forum

Discussion Points

Agenda Item 1 - Meeting opened at 630pm

All were welcomed by Tracy Gall (President)

Previous Minutes -

1. Quiz Night committee to organise a Save the Date broadcast to the community - Completed
2. Quiz Night committee to start to organise the night and provide update to the meeting – Completed.

Agenda Item 4 – Financial Report ... Mandy Wallace.

Report given by Treasurer and questions were answered.

Financials reported that there are still funds from 2020 for the finish of the College Projects. All projects are nearly finished except the nature park which Anne Tan has the lead and is working on it.

Current grant money to spend in 2021 \$27,072.71

Agenda Item 5 – Grant Applications: -

1 grant was presented to the Parent Forum

1. 6 of 2021 SchoolTV (\$3950.00) SchoolTV has been designed to inform and empower parents, as well as schools with independent, fact-based information around some of the big issues relating to modern – day parenting. During an annual subscription, SchoolTV supplies 10 editions per calendar year for schools to distribute to their parent community. These editions are presented under the school's branding and viewed as coming from the school's counsellor, pastoral care provider or representative.

APPROVED



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Agenda Items

1. Parent Forum Quiz Night –

Robust discussions around the date, theme, food, entertainment, and prizes. All open actions have been given an owner to follow through and ticket sales will be open by the 6th August. Regular meetings with the subcommittee have been organised and information will be sent out to parents on a timely basis. All money raised will go to Mercyworks, which is our schools' term 3 charity.

2. Parent Forum Constitution –

Peta and Tracy will be working with CSPWA to renew our constitution. Our deadline is by the AGM meeting in November 2021.

3. Future PF Meetings – Zoom

– It was discussed with these uncertain times that we will investigate running one meeting on Zoom in case of any lockdowns. We also felt that it may be a way of getting more parents involved and allow those who cannot get to our meetings, a chance to attend. Peta will have this action.

AOB

Canteen – It was raised at the meeting some slight disappointment about some of the changes since the new catering company has taken over. Carmen took the lead in the discussion and provided a clear solution to any parents that have both positive and negative comments, speak to the catering ladies at the canteen. Both staff have had many years of working in our canteen and are open to all discussions about what the children need and what works. These ladies are the link to the managers of the new catering company.

Fruit – Carmen again thanked the Parent Forum for their ongoing support of providing fruit baskets to all carnivals.

Carnival/ School Activity Days – It was noted that the Canteen was very busy on days that we have parents onsite for activities that they are watching their children. It was asked if should provide the canteen staff a list of these days so they can be prepared with extra staff during the rush periods.

Meeting Closed at 7.25pm



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Action Items ...	Assigned to ...
1. Parent Forum Constitution to be reviewed and consulted with CSPWA	Tracy Gall and Peta Kennedy
2. Quiz night subcommittee to provide updates on the evening.	Peta Kennedy
3. Parent Forum Zoom meetings.	Peta Kennedy
4. College to provide Canteen with a school calendar highlighting the dates that they will need possible extra staff to cope with the rush periods, due to extra adults on the grounds.	College.