



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 16 th November 2022
Meeting Venue	Staff Room St Brigid's College
Meeting Time	6.55pm
Type of Meeting	General Meeting
Attendees - Committee Members	Tracy Gall Mandy Wallace Peta Kennedy
Attendees – Staff	Veronica Parker Janine Walsh Neil Grime Fiona Hepi Anne Tan
Attendees – Parents / Guardians	Tanya Fitzgerald Caterina Dwyer Carley Cranswick Jarrod Ramsey Lesley Herbert Sue McQuade Lizzie Thewell Luke Ford
Apologies	Anna Coghlan Adrian Martino Sarah Rice



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Discussion Points

Agenda Item 1 - Meeting opened at 6,55pm

All were welcomed by Tracy Gall (President)
Acknowledgement of Country
Opening Prayer

Previous Minutes -

**Investigate the use of how to put money onto the canteen card remotely for parents.
Response from Neil Grime –**

16/11

Neil is still working with the caterers as the system is not working and has ensured the committee and parents that they need to find a solution.

24/8 – Neil reported that this is very close to be finished and Veronica is also looking at the pricing as a parent raised that our canteen costs are higher than other schools in the Hills. – Veronica Parker looking at this.

Neil said parents can call up and put money on their child's card.

Waiting for the Café manager to upload their menu so parents can also order and pay online. TBC still

The Café is now set up to accept payment over the phone or in person.

Families should be able to log onto the MSA website to check balances or be able to enquire at the café (or over the phone).

Neil Grimes kindly came and gave us an update. Due to COVID and an IT upgrade the system is still not up and running. Neil is following this up and will provide us with an update at the next meeting. This will carry over in the action list.

Parent Forum activity dates – dates have been finalized by the school and published

School pants for 2023

Pants were presented to the committee and parents as the final product and have been ordered. These will be available to all girls a choice to wear them throughout the year. They can only wear the design that was chosen and have got small details on them (piping and school emblem) to ensure we have consistency.

The boys uniform in Primary School will be looked at next.



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

Financial Report

This was presented at the meeting showing the financial breakdown.

Current grant money to spend in 2022 **\$50,400.08**

Agenda Item 5 – Grant Applications: -

Grant 4 of 2022 – Nature Playground Phase 3

\$23,600 plus GST - APPROVED

Phase 2 to have an extension to promote balance and core muscles and can be used from Kindy – Year 6. This will start in January 2023.

Grant 5 of 2022 – Table Tennis Tables for school use

\$1900.00 APPROVED

2 x table tennis tables plus bats and balls.

These will be brought out by the teachers when extra play equipment is needed during breaks.

Grant 6 of 2022 – Carpet Squares for Primary Students to sit on

\$3500.00 APPROVED

Fresh carpet squares for all students to sit on during break times.

Grant 7 of 2022 – ACC Singlets

\$3000.00 APPROVED



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Looking at new designs and gathering other quotes from businesses

Planning to gain another grant in 2023 for replacement of singlets in Junior School

Grant 8 of 2022 – Catering for Sports Events

\$3500.00 APPROVED

Grant 9 of 2022 – Boarding Supplies

\$10,000 APPROVED

2023 will have an automatic approval of \$15,000 to purchase for all boarders to have new fun equipment to make their new environment feel more positive.

Other Business

Disco Night

- Parent Reps 2023 to look at engaging in this event
- Veronica happy for the event to run and report back to Parent Forum for support.
- Lesley Herbert to lead this event and work with Veronica on next steps.
- Carley and Tanya also have expressed interest in running this event for the junior school.

School Fair 2023

- Veronica has reported that this event will not run in 2023 but will be looking at expanding Mercy Day to replace it that year.

Mothers and Fathers Day

- Parents have asked if these events can be reviewed, and Veronica will look at these functions.

Consent to Go

- Parents raised the concern on how secure their Medicare is on the school system. Veronica acknowledged this and is looking into this action.



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Meeting Closed at

No further items were raised. **Meeting was closed at 8.27pm.**

Action Items ...	Assigned to ...
1. Investigate the use of how to put money onto the card remotely for parents to top up the card	Neil Grime
2. School Disco	Update from sub committee
3. Consent to Go security	Veronica Parker
4.	
5.	