



St Brigid's College Parent Forum

SBC PF - Meeting Minutes

Meeting Date	Wednesday, October 17 th , 2018
Meeting Venue	Staff Room
Meeting Time	6.30 pm – 8.00 pm
Type of Meeting	General Meeting
Attendees - Committee Members	<ul style="list-style-type: none"> • Dave Thomasson (President) • Rachael Thomasson (Committee Member) • Andrew Harris (Committee Member) • Tracy Gall (Vice President) • Paul Kettle (Secretary)
Attendees – Staff	<ul style="list-style-type: none"> • Annamaria Cream • Margherita Almond
Attendees – Parents / Guardians	<ul style="list-style-type: none"> • Peta Kennedy • Shauna Alban • Siobhan Allen • Amanda Pattison • Kylie Whitehead
Apologies	<ul style="list-style-type: none"> • Jo Whittington (Committee Member) • Mandy Wallace (Treasurer)



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Discussion Points

Agenda Item 1 - Meeting opened at 6.30m.

Welcome to all by Dave ... and round table introductions.

Agenda Item 2 - Opening prayer ... Tracy Gall.

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

1. **Banners** ... Tracy has spoken with 2 companies, as there will be new artwork (new PF logo), will be an extra cost of \$ 80 + GST. Each banner will cost \$ 240 + GST (2 m tall and 860 m wide) – similar to existing one. Tracy will discuss issue of wind blowing them over and see what can be done eg. holes to allow wind to go through. **Action for Tracy to put in a Grant Application at the next meeting for 3.**
2. **Funds Returned** ... Discussions with Lillian continue re the return of the \$ 1,100. **Carried over until next meeting.**
3. **School Girls playing at PF Welcome Event** ... speak with Catherine Ward re paperwork Issues. **Item closed and will be picked up next year if still an issue.**
4. **Grant Application** ... present to Teachers at next PD on how to apply for a grant. **Item closed PAK will communicate via email.**
5. **2nd Hand Ball Dress FB Page** ... Annamaria to deal with once Year 12 and end of year functions have been held. **Carried over until next meeting.**
6. **Warm & Fuzzies for World Teachers Day** ... Nicola has agreed to organise, Rachael will touch base with Nicola this week. **Carried over until next meeting.**
7. **College Budget** ... Dave will touch base with Fiona re clarification and confirmation of email from Neil. **Carried over until next meeting.**
8. **Status of Nature Play** ... refer email update from Neil below. Item now closed and will be picked up by the PF in 2019.



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Hi David

During 2016, the Parent Forum with the assistance of Mrs Antonina Lazzara approved funding for appropriate nature play plans to be prepared for the SBCL campus by Nature Play Solutions.

These plans were for nature play to be developed around the main College Campus for both Junior and Middle/Senior students.

The final plans were received DEC 2016 – copies attached.

The cost of these plans was \$6,100 (ex GST)

The nature play concept in the Junior School quadrangle – outdoor kitchen / sandpit and meeting place - were installed by the College over the DEC 2016 / JAN 2017 period.

No further action was taken in relation to the rest of these prepared plans as nature play adjacent to the early years Lesmurdie House redevelopment took priority.

With the postponement in APR 2018 of the early years Lesmurdie House redevelopment project there has been no further action on nature play. At this stage in 2018, no further action on the installation of nature play on the College campus is expected.

This position will hopefully be revisited during 2019 as a result of the advised change in administration at the College.

Regards

Neil Grime

Business Manager

Telephone: +61 8 9290 4203

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

Refer Annexure # 1 for Financial Summary ...

We still have a lot of funds to spend – remembering that the aim is always to spend in the year the funds received so that the people who contribute get the benefit of their contribution. Action Item for PAK to send another communication out to everyone (including teachers), remind them how easy the process is and that have some volunteers willing and able to assist with applications.



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Agenda Item 5 – Grant Applications:

1. **Grant Application # 22** – Grandparents Day Catering. Event will be held on November 9th. Last year they were inundated with 500 + grandparents after only 325 replied. The Community Relations budget is looking very lean as we approach the end of the year. As we are anticipating similar number to last year (500) looking for PF to cater for the morning tea. Agreed that this was a fantastic Community Event.

Grant Approved \$ 3,000.00.

2. **Grant Application # 23** – World of Careers (biBliotech). A special acknowledgment and thanks to Grace Allen for helping with this Grant Application. Aim for the College to encourage Students (K – Yr 6) to have conversations about work, careers and finance. Want this to be spontaneous and informal. Margherita's students will help develop kits for each profession that students have identified (will contain costumes & books). The idea will be that teachers would be able to borrow for a week at a time. Was suggested that it was worth approaching emergency services to see if they could donate clothing etc. If there is anyone available to help with the purchasing, please contact Margherita.

Grant approved \$ 3,200.00 for 2 sets of costume sizes.



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Agenda Item 6 – Any Other Business (AOB)

1. **Child Safe Framework** ... CEWA (Catholic Education WA) will release the Child Safe Framework into schools (link - <https://www.cewa.edu.au/our-schools/key-initiatives/child-safe-framework/>). This is following on from Royal Commission. Recognises the importance of providing a safe environment for learning. This will be launched in February 2019. It will be an all-inclusive approach ... everyone involved.

Staff have already held several sessions this year, they looked at the impact of child abuse on children. Big focus about online safety. Parents being kept informed as to what will happen in class. Will allow the parents to be more actively involved and give them the opportunity to not take part as they may wish to cover off with them or believe that they are not ready.

Continuing with what is already happening in the Junior School. Lots of Catholic Schools are using different programmes ... CEWA are trying to combine into one framework. Important that parents attend information sessions. This will be a mandated programme and each School will be held accountable for rolling this out and will be required to report on progress.

Important that we are all on the same page and use common language as a child may speak to different people. There will be an induction process for new staff ... University Courses cover a lot of this very well. Contractors have to complete a contractor's pack. Relief staff must go through the same process as permanent full-time staff for hiring. Some questions remain in terms of relief staff and those that are away, how do they catch up ?

Discussion around whether a male or female can present to male and female students. Will students be separated by sex when presenting ... males in one room and females in another. The more parents involved the better it will be for children. They want the programme to be very specific ... so there is no grey area. The College will do more cyber bullying programmes next year.

2. **Review of Approval for SBC PF Grant Application # 20 of 2018** ... Grant Application was put to the vote on the basis of the College contributing \$ 5 K and PF \$ 7 K. College will not be contributing. In the spirit of open and honest communication, PF wanted to make sure we are still ok to support the \$ 7 K component of the Grant – voted unanimously to approve. \$ 5 K portion can be submitted as a separate Grant should the items still be required.



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3. **School Banking Requirements for 2019 School Year** ... we have had year 11 girls helping with School Banking, has been working out well (there has been an issue with some tuning up). Whilst this is a great help, we really another parent helper as we will losing volunteers this year. We need 3 additional helpers (only Kylie and Mandy for next year) ... no response from call out by Kate Paterson. Time commitment is minimal, only 1 hour per term ...
4. **2019 SBC PF Levy** ... currently \$ 102 per family, per year. Budget will get harder next year. College Fees don't just look at CPI to increase fees, a multitude of factors that are taken into account. As always, Neil will present the 2019 College Fees at the AGM. All agreed to increase SBC PF Levy to \$ 105 for the 2019 Year – David to advise Neil.
5. **2019 SBC PF Office Bearers** ... 2019 will be a change of the guard, as per the Constitution, Dave will be stepping down as 5 Years as President. Rachael, Jo and Andrew have also advised that they will be stepping down at the end of the year. PAK will send out Role Descriptions with minutes, along with details of how people can nominate for rolls on the Committee.
6. **World Teachers Day** ... next Friday, thanks to some wonderful Volunteers, no more help is needed.

Meeting Closed at 8.00 pm



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Action Items ...	Assigned to ...
1. Submit Grant Application at next PF Meeting for 3 Banners.	Tracy Gall
2. Co-Ordinate with Lillian Collins to get \$ 1,137 (Grant Application 18 of 2017) returned as this was not used.	Mandy Wallace
3. Annamaria to set up Face Book Page for 2 nd hand Ball Dresses.	Annamaria Cream
4. Speak with Nicola re “ Warm and Fuzzies “ from Junior School Student’s to their teachers.	Rachael Thomasson
5. Speak with SLT re clarification and confirmation of email from Neil Grime and revert to the PF.	Dave Thomasson
6. Send another reminder out to all re funds being available for Grants – only 1 meeting left this year.	Paul Kettle
7. Advise Neil Grime that the SBC PF Levy for 2019 will be increased from \$ 102 to \$ 105 per family.	Dave Thomasson
8. Send out Role Descriptions with minutes, along with details of how people can nominate for rolls on the Committee.	Paul Kettle



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Annexure # 1

SBC PARENT FORUM FINANCIAL REPORT
Summary Financial Position

29 August 2018 to 16 October 2018

Opening Balance P & F clearing account	78,321.92
Income	
P & F Subscriptions - students new	84.15
CBA - School banking commission	176.00
Total Income	260.15
Expenses	
P & F Subscriptions - students exit	209.10
Rest & Recharge Room (Loretta Dayman) #18 / 2018	1,235.14
John Coutis Presentation (Fiona Hepi) #8 / 2018	3,500.00
Parent & Friends Federation of WA Affiliation Fee	3,840.18
R Thomasson - Dad'd Big Breakfast reimbursement	476.70
Bush School Application #17 / 2018	477.00
Total Expenses	9738.12
Grants	
Approved - Pending Payment	
Purchase of Sports Equipment (Remi Fernando) #6 / 2018	1,000.00
Purchase of Sports Jumpers (Chris Bolton) #7 / 2018	3,481.00
Yr10 UWA Sports Science Excursion (Liam Merigan) #10 / 2018 *BAL	430.00
Purchase of Flutes (Catherine Wade) #11 / 2018	2,000.00
<i>Bush School Application #17 / 2018</i>	<i>2,094.32</i>
<i>Rest & Recharge Room (Loretta Dayman) #18 / 2018</i>	<i>338.86</i>
2 x Lego Robotics Kits (James Stevens) #19 / 2018	3,475.95
Early Learning Room Flexible Seating (M Verjans) #20 / 2018	7,323.74
Total Grants	20,143.87
Total Expenses + Grants	29,881.99
Float Cash held at School	500.00
Closing Balance Available Funds	48,700.08
Closing Balance P & F clearing account	68,843.95



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2018 PF Meeting Dates

<u>Parent Forum Meeting Dates - 2018</u>		
Term 1	Wednesday, 31 January 2018	Friday, 13 April 2018
	PF Meeting 1 (Week 2)	Wednesday, 7 February 2018
	PF Meeting 2 (Week 6)	Wednesday, 7 March 2018
Term 2	Monday, 30 April 2018	Friday, 29 June 2018
	PF Meeting 1 (Week 2)	Wednesday, 9 May 2018
	PF Meeting 2 (Week 7) - 9 am	Wednesday, 6 June 2018
Term 3	Monday, 16 July 2018	Friday, 21 September 2018
	PF Meeting 1 (Week 3)	Wednesday, 1 August 2018
	PF Meeting 2 (Week 7)	Wednesday, 29 August 2018
Term 4	Monday, 8 October 2018	Thursday, 13 December 2018
	PF Meeting 1 (Week 2)	Wednesday, 17 October 2018
	PF Meeting 2 (Week 6) - Includes AGM	Wednesday, 14 November 2018