



St Brigid's College Parent Forum

**SBC PF – Meeting Minutes**

<b>Meeting Date</b>	Wednesday 11 <sup>th</sup> October 2023
<b>Meeting Venue</b>	College Community Room and TEAMS
<b>Meeting Time</b>	630pm
<b>Type of Meeting</b>	General Meeting
<b>Attendees - Committee Members</b>	Tracy Gall Mandy Wallace Peta Kennedy Anna Coghlan Jo Markovic
<b>Attendees – Staff</b>	Anne Tan Yvonne Bleach Veronica Parker Chantal Boutler Cathy Santarelli Adrian Martino
<b>Attendees – Parents / Guardians</b>	Lesley Herbert
<b>Apologies</b>	



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## *Discussion Points*

### **Agenda Item 1 - Meeting opened at 6.3)pm**

All were welcomed by Peta Kennedy  
Acknowledgement of Country  
Opening Prayer

### **Principals Report -**

Veronica kindly brought the College Strategic Plans (2021-2026) to the meeting, and everyone left with a copy.

Areas that Veronica highlighted to the forum were.

1. Communication with Families has increased with news going out through the newsletter, socials and seesaw.
2. Marketing – our Marketing Manager Yvonne Bleach has just finished a marketing strategy for the College and will be reviewed by the SLT.
3. Mercy Day Feast Day – huge success and enjoyed by the college community. Currently getting feedback from students, teachers, and parents on what was successful and what could they improve on.
4. ICT – roll out to all classrooms (apple TV and wireless capability)
5. Last summer holidays saw an update of classrooms in the junior school being refurbished and this summer will see some of the senior classrooms also improved.
6. Safety of wellbeing of students is always a priority.
7. Uniform – bathers are having a slight change to them whilst they plan out new bathers. New sports tops are being reviewed and a uniform subcommittee will be formed to discuss options.
8. Capital planning has started with a subcommittee formed to discuss works around the campus.
9. Mazenod sync up is happening very regularly with both campus staff and plans to do more learning together is being discussed.
10. Upgrades to 2 boarding houses will happen over the summer break.
11. Staffing – restructure of a new management Senior Leadership Team to commence in 2024.



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### **Previous Minutes -**

1. PF Constitution to be reviewed before the AGM (VP)
2. Principals Report to be included in Parent Forum slide pack. (VP)
3. Review all PF dates for 2024 for SLT to discuss. (PK)

All actions closed.

### **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 2023 **\$ 8927.49**

1. Sports departments will need to arrange a grant for 2024 as their funds are low for catering.
2. Marketing can raise a new grant in 2024 to purchase more his vis vests.
3. Boarding grant 1 of 2023 will be extended into 2024 to purchase more items for the boarding school. Veronica will speak to the new Boarding School manager Luke Ford about getting ideas for spending the money.

### **Agenda Item 5 – Grant Applications: -**

No grants were reviewed or approved.

#### **Other Business**

1. Constitution changes
  - Voted to move from the current Constitution to CEWA Terms of Reference
  - Formally giving 28days notice that there will be a change in the constitution.
  - Draft Terms of Reference will be circulated to the College community for any feedback or discussion. Any feedback that needs further discussions will be directed to Veronica Parker (Principal) or Siobhan Allen at CEWA. (Executive Director, Catholic School Parents Western Australia)
  - <https://sbcl.wa.edu.au/parent-forum/> - link to read the Terms of Reference.
2. AGM –
  - discussed the process of the next AGM will be on the 15<sup>th</sup> November 2023



## St Brigid's College Parent Forum

- Nominations for roles must be to the PF Secretary by the 7<sup>th</sup> November [pf.secretary@stbrigids.wa.edu.au](mailto:pf.secretary@stbrigids.wa.edu.au)
- notice in writing of that nomination, signed by:
  - the nominator; and
  - the nominee, to signify a willingness to stand for election.
- 2024 ROLES
  - President;
  - Vice-President;
  - Secretary;
  - Treasurer; and
  - up to eight other members of the Parent Forum

### 3. 2024 dates –

- Welcome Picnic - Sunday 25<sup>th</sup> February (need to change to a Friday or Saturday night if going ahead with the Movie Night)
- Junior School Disco – Friday 22<sup>nd</sup> March
- Parent Quiz Night – 26<sup>th</sup> July
- World Teachers Day – 27<sup>th</sup> October

### 4. Friendship -

- Ideas for planning 2024 to make it the year of Parent Friendship
- Subcommittee to help run events to bring parents together with grants from the Parent Forum

Ideas could be :

- ice-creams on a Friday afternoon near Lesmurdie House and let the kids play whilst parents talk
- Coffee van at Junior School Assembly so parents could drop their children at class and meet for a coffee and chat before the assembly.
- Bringing back Year Reps for Senior School to help increase the communication between parents.
- Gin/Wine and Sip Painting nights to parents to mix.
- Bring in specialist speakers to talk on topics such as financial planning, parenting, College IT understanding (Sequa, computers)
- Support year 11 and 12 parents with a guest speaker on how to set yourself up before you leave school (tax file number, super documents, bank documents, cv, interview techniques)
- Start a parent book club
- Get teachers in to talk about specialist subjects.
- Start up Dad and Daughters breakfasts from year 7 with a guest speaker, highlighting on the importance of great dads.



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- Veronica commented that there is a new room called the Brigid Watson Room (old Principals office) that could be a great room for parents to meet.

5. Term 4 Charity is Vinnies Hampers.

### **Meeting Closed at**

No further items were raised. **Meeting was closed at 7.40pm**

<b>Action Items ...</b>	<b>Assigned to ...</b>
1. Notify Luke Ford regarding boarding school grant	Veronica Parker
2. Email Mandy Wallace regarding grant 11 (lights)	Peta Kennedy
3. Email parents that were interested in hosting a movie night in 2024.	Peta Kennedy