



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 7 th June 2023
Meeting Venue	College Community Room and TEAMS
Meeting Time	6.30pm
Type of Meeting	General Meeting
Attendees - Committee Members	Tracy Gall Mandy Wallace Peta Kennedy Jo Markovic Anna Coghlan
Attendees – Staff	Veronica Parker Janine Walsh Neil Grime Fiona Hepi Anne Tan Adrian Martino Yvonne Bleach
Attendees – Parents / Guardians	Lauren Scott Tanya Fitzgerald Dee Allison Lesley Herbert Josh Stokes Carley Cranswick Olga Karamysgeva
Apologies	



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Discussion Points

Agenda Item 1 - Meeting opened at 6.30pm

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.

Closed action

Emails sent out to school community with instructions.

Trans Perth portal fixed

Committee thanked Neil for all his work on this action and getting this up and running for the school community.

Hi-Vis Vests for the Parent Forum

Yvonne will send grant proposal

Pink colour with a cost on Parent Forum logo on them

Yvonne has closed this action

Parking signs for Junior School pick up parking

Email from School was sent out with instructions on how to get the parking cards from the school.

School has closed this action

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 \$ **45,498.01**



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Agenda Item 5 – Grant Applications: -

Grant 3 of 2023 – \$5000.00

NAIDOC funding – APPROVED

Grant 4 of 2023 - \$1000.00

Air Hockey Table for Library – APPROVED

Grant 5 of 2023 - \$550.00

6 x Chess Sets – Library - APPROVED

Other Business

- **Junior School Disco update (email from Carley Cranswick and the Year 3 team)**

Disco Successes

- really positive turnout of 300+ students. All the kids were really excited and had lots of fun
- entertainment and face painting was a hit
- lots of parents hung around in the younger years and were able to socialize it was a great community building event
- lots of parent volunteers
- Mrs Marcella was great help with taking pictures of the kids and setting up the video screens
- collection process of picking up kids when seated down worked well
- Wandju room was a great size and could be decorated well
- live streaming to the screens in the Wandju room was a hit and another means to keep the kids engaged.
- Woolworths we're very supportive of the event

Key learnings:

- communication regarding bringing water bottles and that the sausage sizzles were to be consumed before (or after) disco needs to be more clear. There was confusion about this in last time slot with many children asking where their sausage sizzle was throughout the disco and being thirsty because they did not bring a water bottle
- maybe look to include an all in one ticket price ie disco entry, sausage sizzle and juice box for \$5/\$10 to keep things simple, then organizers know everyone gets one. And then



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include additional options for parents to also order a sausage sizzle for themselves and younger siblings

- tea and coffee station was well used and appreciated on the cool evening
- more high vis vests were needed for all the volunteers
- Try booking setup should be reviewed so that a list of attendees for each year group/class can be produced. This would help the sign in procedure which was a bit chaotic because the list of names was by the parent who booked the tickets rather than by child name in the class. The lists were also per time slot rather than Year Group. Should have a designated person to sign in each year group and a larger table area set up to do the signing in
- incorporate a chill out zone for kids finding it too noisy or overwhelming. It was great the teachers had organised noise reducing headphone for kids who needed it
- potentially the student only chill out zone could be in the area between the office and Wandju Rooms, and we could use the sliding doors as entrance the entrance. students can then chill for a while if needed and access toilets more easily. can look to set up parent waiting area maybe near the entry and exit doors and maybe they leave one door clear so parents can look through and see the fun the kids are having
- look to change age groups to be PK-PP, 1-3, 4-6
- Parents might need to be invited to stay for the first time slot
- slightly more lighting and disco lights would have been great
- need to get the Year Group song requests back earlier so they can be added to a playlist at least a week before. Look to get the entertainer to announce... this song was a special request from year 3 green etc
- should investigate the school purchasing some outdoor heaters (prepare a grant) for use at such events

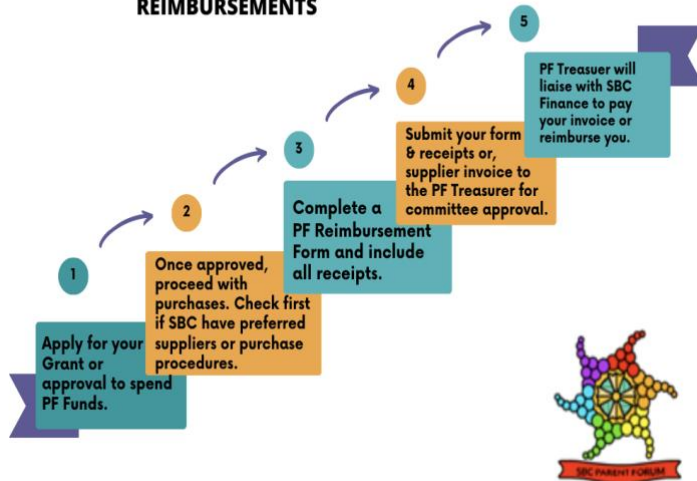
Reimbursement and Grant process

Mandy Wallace (Treasurer) gave us a high level talk on the process for applying for grants at the school and also getting expenses approved.



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ST BRIGID'S COLLEGE PARENT FORUM GRANT EXPENSES AND INDIVIDUAL REIMBURSEMENTS



<https://sbcl.wa.edu.au/parent-forum/>

This is the link for the Parent Forum site and show the process for applying for a grant, the minutes and the committee members that can help out.

Meeting Closed at

No further items were raised. **Meeting was closed at 7.48pm**

Action Items ...	Assigned to ...
1. Grant for Hi Vis jackets for Parent Forum event	Yvonne Bleach



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2. Yvonne to look at hi vis vests for the Parent Forum	Yvonne Bleach
3. Playground equipment – Junior School	Year 3 parents and Veronica Parker
4. Have one meeting at the School Library	Peta Kennedy and Veronica Parker
5.	