



St Brigid's College Parent Forum

SBC PF – Meeting Minutes

Meeting Date	Wednesday 19 th February 2024
Meeting Venue	College Community Room and TEAMS
Meeting Time	630pm
Type of Meeting	General Meeting
Attendees - Committee Members	Tracy Gall Mandy Wallace Peta Kennedy Anna Coghlan (Teams) Jo Markovic
Attendees – Staff	Veronica Parker Fiona Hepi Adrian Martino Yvonne Bleach Anne Tan (Teams)
Attendees – Parents / Guardians	Dee Allison Nick Fielding Olga Karamysheve Jennifer Moody Melissa Ford (Teams) Melissa and Josh Stokes (teams)
Apologies	



St Brigid's College Parent Forum

Discussion Points

Agenda Item 1 - Meeting opened at 6.35pm

All were welcomed by Peta Kennedy
 Acknowledgement of Country
 Opening Prayer

Agenda Item - Agenda



St Brigid's College Parent Forum

Parent Forum Meeting Agenda

Monday 19th February 2024

6:30pm – 8.00pm in the upstairs College Community Room

Microsoft Teams Meeting

[Click here to join the meeting](#)

Meeting ID: 447 609 261 214

Passcode: 8aLd5b

Item	Item Name	Time	Who
1	Welcome and Round Table Introductions of Committee	6.30pm	Tracy Gall
2	Opening Prayer	6.40pm	Jo Markovic
3	Acknowledgement of Country	6.45pm	Tracy Gall
4	Review of Previous Minutes	7.00pm	Peta Kennedy
5	Financial Report	7.10pm	Mandy Wallace
6	Grant Applications: No grants received.		
7	Other Business: 1. Welcome Picnic 2. AOB	720pm	Peta Kennedy

Principals Report – Veronica Parker

- Veronica gave us a snap shot of the College to date
- 183 new students joined the college
- Circle of Mercy is the focus of the year
- Explained the new College staff structure and the new roles for the parents
- Minor Capital work that has been completed onsite
 - Renovated all the Heritage rooms with new paint and carpets
 - Renovated 1 boarding house
 - The next boarding house will be renovated when Mazenod boarders leave at the end of the year.



St Brigid's College Parent Forum

- Technology update
 - All Apple TVs uploaded in each room
 - Teachers were given last year to trial the technology ready for the roll out this year.
 - Year 1,4,7,10 started the new lease program.
- Uniform update
 - Veronica is focusing this year on bathers, tracksuits, sport shirts.
 - Uniform committee will look at some new samples that will be coming in and discuss further.
 - Plan to roll out at the end of 2024
 - Bathers – looking at getting the bathers to be double lined and the cut on the leg to be lowerd.
 - Period bathers will come later, but Veronica is aware that this is an option that the girls would like.
 - Also uniform committee will be looking at jammers and surf shirts options that the girls can wear.
 - School bathers must be worn for competitive swimming.
 - Veronica is also looking at a heavier fabric for the tracksuits. Sandy is sourcing some samples.
- Veronica also brought our attention to our schools Parent Code of Conduct – Providing Respectful Relationships in a Mercy School community.
- This can be found on the College website or <https://sbcl.wa.edu.au/wp-content/uploads/2023/01/MEL-Code-of-Conduct-Parents-Revised-12-JUN-2020.pdf>
- Veronica also discussed with us in detail below the “Student Safety comes FIRST”

Student Safety comes FIRST



- Other topics that were discussed were that students will need to revert back to their smart riders for buying food at the canteen, rather than using their phone.
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Agenda Item 3 – Review of Previous Minutes – Peta Kennedy

No actions carried over from 2023



St Brigid's College Parent Forum

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 2024 **\$ 75, 806.86**

SBC PARENT FORUM FINANCIAL REPORT

Summary Financial Position

11 November 2023 - 14 February 2024

Opening Balance P & F clearing account	28,660.20
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Income

P & F Subscriptions - Students New and adjustments	67,882.50
Entertainment Book Commission	34.55

Total Income	67,917.05
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Expenses

P & F Subscriptions	28.88
Donation - Mercy Works	1,000.00
Name Badge - J Markovic	20.00
Reimburse T Gall - Term 4 Hampers	133.72

1,182.60

Grants Paid

Boarding Expenditure (PF) #1 / 2023 (APPROVED \$15,000 - Revised Down \$10,000)	215.45
Light Up SBC (C Cranswick) Grant #11 / 2023 (APPROVED \$4,100)	1,462.50
Mercy Day (VP) Grant #8 / 2023 (APPROVED \$5,000)	592.07

2,270.02

Total Expenses + Grants Paid	3,452.62
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Approved - Pending Payment (Remaining Balance)

PE Depart Catering (PE Dept) #8 / 2022 (APPROVED \$3,500)	213.43
Boarding Expenditure (PF) #9 / 2022 (APPROVED \$10,000)	1,512.52
Boarding Expenditure (PF) #1 / 2023 (APPROVED \$15,000 - Revised Down \$10,000)	8,254.32
Tartan Rugs for Sisters (PK) Grant #10 / 2023 (APPROVED \$1,350)	450.00
Light Up SBC (C Cranswick) Grant #11 / 2023 (APPROVED \$4,100)	2,637.50
Senior School Mural (V Parker) Grand #12 / 2023 (APPROVED \$7,500)	2,500.00
Yr 6 Year Books (K Mackay) Grant #14 / 2023 (APPROVED \$1,750)	1,750.00

Total Grants Pending Payment	17,317.77
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Total Expenses + Grants + Grants Pending	20,770.39
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Closing Balance Available Funds	75,806.86
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Agenda Item 6– Grant Applications

No Grants presented



St Brigid's College Parent Forum

Agenda Item 7 – AOB

- Welcome Picnic – Last minute details were discussed for the picnic on the 25th Feb.
- Parent Friendship – Discussion on how to make 2024 the year of Parent Friendship. Siobhan Allen (Chair – School Advisory Board and Executive Director CSPWA) to attend our next meeting (30th April) and inspire us on ideas.

No further items were raised. Meeting was closed at 7.30pm

Action Items ...	Assigned to ...
1. SLT team to discuss for term 4 the approved swimming attire until all the new clothing has been approved. (eg jammers, surf shirt). This will then be communicated out to parents before they buy new uniform.	SLT team
2. Update technology to have the TEAMS running with both sound and video for people needing to dial in.	Veronica Parker
3. Get PF logos on the tartan rugs to close out action	Yvonne Bleach
4. All school dates to be sent to OSHC so they are aware of the term dates and pupil free days.	Veronica Parker.
5. Further discussion on parent reps for both Junior and Senior School and forming a list to keep these people updated on news	Veronica Parker.
6. Invite school leaders to next meeting (30 th April)	Veronica Parker.