



St Brigid's College Parent Forum

## SBC PF – Meeting Minutes

<b>Meeting Date</b>	Wednesday 30 <sup>th</sup> April 2024
<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 (Teams) Jo Markovic
<b>Attendees – Staff</b>	Fiona Hepi Adrian Martino Anne Tan Catherine Brunt Chantal Boutler
<b>Attendees – Parents / Guardians</b>	Siobhan Allen  Samatha Mammone Lauren Scott Lesley Herbert Orla Eabun Leli Adams Carley Cranswick Bibbi Balla Terry Woodard Lydia Living Tanya Fitzgerald Sarah Kampen Catherine Brink  TEAMS Veronica Parker Anna Coghlan Kira Harvey Fiona Ball Kate Beasley Charlene Hutchinson Amber Pelliciotti Amy Ardizzone
<b>Apologies</b>	Jayde Mott Yvonne Bleach



St Brigid's College Parent Forum

# Discussion Points

**Agenda Item 1 - Meeting opened at 6.28pm**

All were welcomed by Tracy Gall  
 Acknowledgement of Country  
 Opening Prayer

**Agenda Item - Agenda**



St Brigid's College Parent Forum

**Parent Forum Meeting Agenda**

Tuesday 30<sup>th</sup> April 2024

6.30pm – 8.00pm in the upstairs College Community Room

**Microsoft Teams**

[Join the meeting now](#)

Meeting ID: 468 794 982 700

Passcode: cMKaZ9

Item	Item Name	Time	Who
1	Welcome and Round Table Introductions of Committee Acknowledgement of Country	6.30pm	Tracy Gall
2	Acknowledgement of Country	6.35pm	Peta Kennedy
3	Opening Prayer	6.40pm	Peta Kennedy
5.	Guest Speaker – Friend Raising 2024	6.45pm	Siobhan Allen
4	Principals Report	7.00pm	Veronica Parker
6.	Junior School Parent Rep grants	7.10pm	Veronica Parker
4	Review of Previous Minutes	7.20pm	Peta Kennedy
5	Financial Report	7.25pm	Mandy Wallace
6	<b>Grant Applications:</b> Grant 1 of 2023 – Gardening Equipment Grant 2 of 2023 - Donation of Project Compassion Grant 3 of 2023 – Junior School Parent Reps Grant 4 of 2023 - Naidoc Grant 5 of 2023 – Decodable books for Kindy -Year 6 Grant 6 of 2023 – Mercy Day 2024 Grant 7 of 2023 - Junior School Disco Grant 8 of 2023 - PF Quiz Night	Approved Approved Approved  Approved Approved	Gisella Masella /Peta Kennedy Peta Kennedy Peta Kennedy Fiona Hepi Anne Tan/ Christina Padua Yvonne Bleach Peta Kennedy Peta Kennedy
7	<b>Other Business:</b> 1. Minute Taking Process 2. School Fees query		Lesley Herbert Lesley Herbert



## St Brigid's College Parent Forum

### **Agenda Item 4 - Guest Speaker – Friend Raising 2024 -**

- Veronica introduced Siobhan Allen (Executive Director) from Catholic Schools Parents Western Australia (CSPWA)
- Siobhan also is our school advisory Chairperson and a past St Brigid's parent, who participated with the schools Parent Forum.
- Siobhan gave a wonderful talk about the importance of our Parent Forum group and encouraged the parents present tonight, to be an advocate of St Brigid's College, both at school and in the community.
- By being involved you are showing your children that you value, respect and enjoy their school. This helps them feel part of their school community and enjoy their schooling days.
- Spoke to the parent reps present about getting new parents involved in events, which in these days is so rare.
- St Brigid's College has been affiliated with CSPWA for over 10 years.

### **Agenda Item 5 - Principals Report – Veronica Parker**

Veronica gave us a snapshot of the College to date with staffing updates.

Term 1 achievements:

- We commenced the Laptop / iPad rollout program – Year 1, 4, 7 and 10
- Students in Year 7 participated in NAPLAN online testing using their MacBooks for the first time
- Staff in our Primary School have access to an iPad and a MacBook to support student learning
- Rollout of Initial Lit for students in Pre-Kindy to Year 2
- Additional classes in Math and English – year 7 and 8 to support differentiation and tiered intervention
- We accepted our first cohort of international students / We have forged a relationship with Study Perth
- We have a waitlist for enrolment into Year 7
- Library Services – our new after school program (Year 6 – 12)
- The number of Clubs and Groups that have been established in both primary and secondary to support our students has increased
- The installation of our 'Values' murals in the quadrangle
- We have four Boarding Houses up and operational
- Teresa House (1 of our 4 Boarding houses) has been renovated
- Heritage Rooms have all been upgraded
- We sank a bore!
- Lesmurdie House is operational, and we have accepted guests for overnight stays



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- The introduction of structural changes to our leadership – the appointment of a Deputy Principal Teaching & Learning, a Director of Academics, Dean of Students PK – Year 2, Dean of Students – Years 3 to 6, Dean of Students – Years 11 and 12
- Grandparents Day will be for Primary Only
- Brazilian Homestay during the holiday was very well supported – thank you
- Commencing 5 Day kindergarten in 2025
- Walk to School day 10 May & also Mother's Day celebrations \$5 via trybooking
- Uniform Expectations and changes for Term 2, 2025
- Kalamunda Show
- ANZAC day

Veronica also added that they are also looking at trialling a 3 and 5 day Pre Kindy program.

No questions were raised.

### **Agenda Item 6 – Junior School Reps Grant process**

- Grant Number 3 of 2024 was presented as an approved Grant.
- Ideas were given to the parent reps on how to spend the \$250 per class in Junior School.

*(These Ideas were brainstormed in last years Parent Forum 11<sup>th</sup> October 2023)*

- 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.
- 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.



## St Brigid's College Parent Forum

### **Agenda Item 7 – Review of Previous Minutes – Peta Kennedy**

Action Items ...	Assigned to ...
1. 30/4 - Samples are still getting sourced  19/2 - SLT team to discuss for term 4 the <u>approved swimming</u> 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. 30/4 -Look at getting the camera fixed so that it moves according to who is speaking. Impossible to follow conversation when multiple people are talking.  19/2 - Update technology to have the TEAMS running with both sound and video for people needing to dial in.	Veronica Parker
3. 30/4 - still open 19/2 - Get PF logos on the tartan rugs to close out action	Yvonne Bleach
4. 30/4 - School has sent out survey to parents to gain more information about this service.  19/2 - All school dates to be sent to OSHC so they are aware of the term dates and pupil free days.	Veronica Parker.
5. 30/4 - Veronica will invite them to the next meeting as this agenda was too full.  19/2 - Invite school leaders to next meeting (30 <sup>th</sup> April)	Veronica Parker.

### **Agenda Item 8 – Financial Report ... Mandy Wallace.**

#### **Financial Report**

This was presented at the meeting showing the financial breakdown.

Current grant money to spend in 2024 **\$ 59,090.08**



## St Brigid's College Parent Forum

### SBC PARENT FORUM FINANCIAL REPORT

#### Summary Financial Position

15 February 2024 - 23 April 2024

<b>Opening Balance P &amp; F clearing account</b>	<b>93,124.63</b>
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#### Income

P & F Subscriptions - Students New and adjustments	315.00
Light Up SBC (C Cranswick) Grant #11 / 2023 ** ORDER CANCELLED **	1,462.50

<b>Total Income</b>	<b>1,777.50</b>
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#### Expenses

P & F Subscriptions	736.12
Provision for Doubtful Debts 10%	6,725.00
Provision for Funds - Not Yet Received	3,363.00
Bickley Valley Fresh - Fruit - Swimming Carnival	100.00
CPSWA 2024 Membership	3,116.10
P Kennedy - AGM Platter - Reimbursement	129.99
Donation to Caritas - Term 1 Beneficiary	500.00

**14,670.21**

#### Grants Paid

Boarding Expenditure (PF) #1 / 2023 (APPROVED \$15,000 - Revised Down \$10,000)	2,735.45
Senior School Mural (V Parker) Grand #12 / 2023 (APPROVED \$7,500)	2,500.00
Ciborium - Linen (A Martino) Grant #15 / 2023 (APPROVED \$1,225)	126.82
PE Depart Catering (PE Dept) #16 / 2023 (APPROVED \$4,000)	939.16

**6,301.43**

<b>Total Expenses + Grants Paid</b>	<b>20,971.64</b>
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#### Approved - Pending Payment (Remaining Balance)

Boarding Expenditure (PF) #9 / 2022 (APPROVED \$10,000)	1,512.52
Boarding Expenditure (PF) #1 / 2023 (APPROVED \$15,000 - Revised Down \$10,000)	5,518.87
Tartan Rugs for Sisters (PK) Grant #10 / 2023 (APPROVED \$1,350)	450.00
Yr 6 Year Books (K Mackay) Grant #14 / 2023 (APPROVED \$1,750)	1,750.00
Ciborium & Silk Flowers (A Martino) Grant #15 / 2023 (APPROVED \$1,225)	1,098.18
PE Depart Catering (PE Dept) #16 / 2023 (APPROVED \$4,000)	3,060.84
ACC Singlets (PE Dept) #17 / 2023 (APPROVED \$1,450)	1,450.00

<b>Total Grants Pending Payment</b>	<b>14,840.41</b>
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<b>Total Expenses + Grants + Grants Pending</b>	<b>35,812.05</b>
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<b>Closing Balance Available Funds</b>	<b>59,090.08</b>
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## St Brigid's College Parent Forum

### **Agenda Item 8– Grant Applications**

- Grant 1 of 2023 – Gardening Equipment  
Approved \$440
- Grant 2 of 2023 - Donation of Project Compassion  
Approved \$500
- Grant 3 of 2023 – Junior School Parent Reps – 14 classes  
Approved \$3500 (\$250 per class)
- Grant 4 of 2023 - Naidoc  
Approved \$5000.00
- Grant 5 of 2023 – Decodable books for Kindy -Year 6  
Approved \$3000.00
- Grant 6 of 2023 – Mercy Day 2024  
Approved \$5000.00 (To be used on large purchases/ rental of physical items used on the day)
- Grant 7 of 2023 - Junior School Disco  
Approved \$3500.00  
Any extra funds that are needed, must be approved in writing by Veronica before purchasing or hiring.
- Grant 8 of 2023 - PF Quiz Night  
Approved \$6500.00  
Any extra funds that are needed, must be approved in writing by Veronica before purchasing or hiring.

### **Agenda Item 9 – AOB**

#### **Minute Taking Process**

- Level of detail include
  - Attendees present and apologies noted
  - Actions captured
  - Financial figure to date
  - Grants approved or not with dollar figures
  - General information

#### **Going forward**

- Will include the Presidents and Principals presentation report along with the minutes.



## St Brigid's College Parent Forum

- This are archived after each meeting at:
  - <https://sbcl.wa.edu.au/parent-forum>

### School Fees query 2024

- High level discussion on what the fees cover (eg graduation, camps, excursions)
- Any further comments regarding the fees are to be sent to Principal or Business Manager.

### Save the Date

- Term 3 Junior School Event – Movie Night
- No date organised yet
- Possible future grant
- Term 4 Sundowner – Parents Event
- 29<sup>th</sup> November
- Vault Restaurant

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

Action Items ...	Assigned to ...
1. 30/4 - Samples are still getting sourced  19/2 - 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. 30/4 -Look at getting the camera fixed so that it moves according to who is speaking. Impossible to follow conversation when multiple people are talking.  19/2 - Update technology to have the TEAMS running with both sound and video for people needing to dial in.	Veronica Parker
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### St Brigid's College Parent Forum

<p>4. 30/4 - School has sent out survey to parents to gain more information about this service.</p> <p>19/2 - All school dates to be sent to OSHC so they are aware of the term dates and pupil free days.</p>	<p>Veronica Parker.</p>
<p>5. 30/4 - Veronica will invite them to the next meeting as this agenda was too full.</p> <p>19/2 - Invite school leaders to next meeting (30<sup>th</sup> April)</p>	<p>Veronica Parker.</p>
<p>6. 30/4 – Carly Cranswick to send contacts to Fiona Hepi for NAIDOC week.</p>	<p>Carly Cranswick</p>
<p>7. 30/4 – SLT team to come up with a clear description on the Parent Forum Grant Process.</p>	<p>Chantal Boutler/ Veronica Parker / Peta Kennedy</p>
<p>8. 30/4 - Veronica will invite them to the next meeting as this agenda was too full.</p> <p>19/2 - Invite school leaders to next meeting (30<sup>th</sup> April)</p>	<p>Veronica Parker.</p>
<p>9. 30/4 – Add Parents Sundowner in the school's calendar. Carly to work with Yvonne on information</p>	<p>Yvonne Bleach / Carly Cranswick</p>