ST. BRIGID'S COLLEGE

We gather here today on Whadjuk Noongar boodjar. We are on Mundy country; he was an Elder that was a key figure for the Whadjuk people at the time of white settlement.

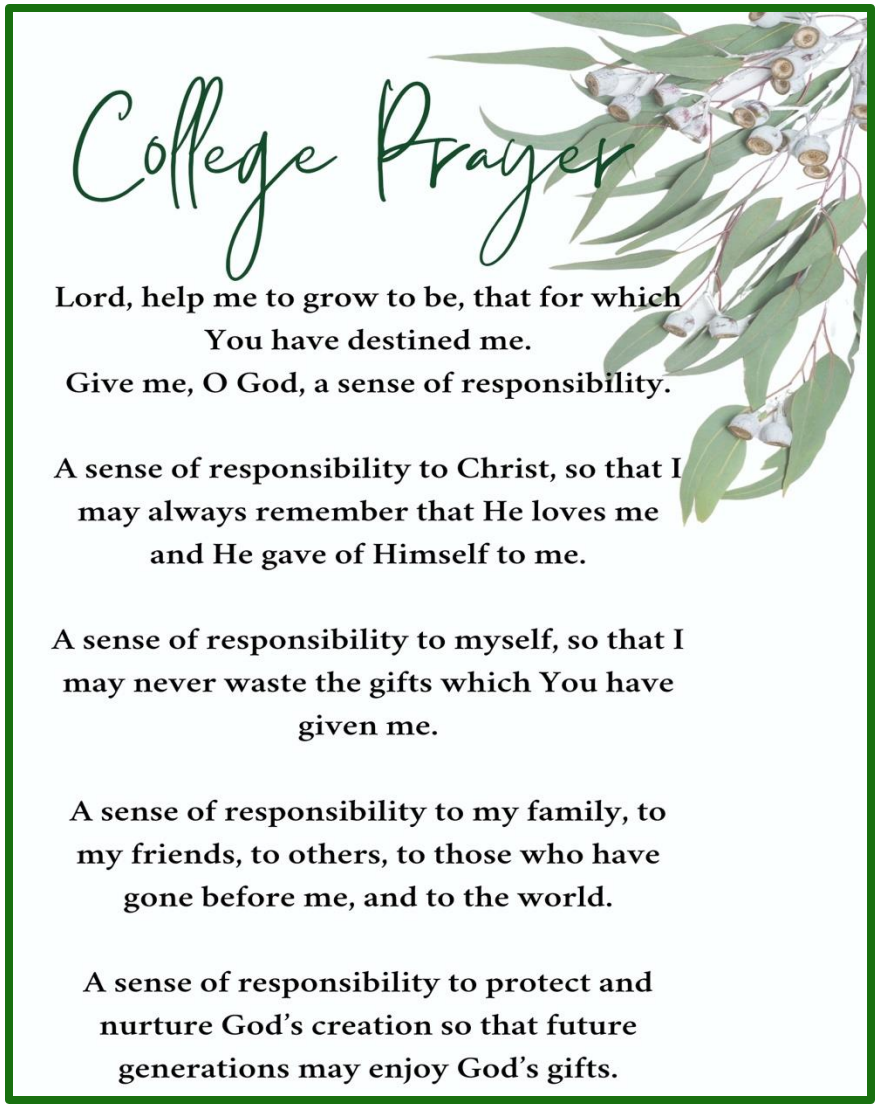
We pay our respects to Mundy and other Elders past and present and emerging.
We are specifically in Karla – munda = Fire – bush.

It is currently Djeran season which sees a break in the really hot weather. It is the season that we experience the time of cooler weather, the first rains, and the onset of the southwest winds.

ST.BRIGID'S
COLLEGE

Parent Forum Meeting

College Prayer – VP - Anna Coghlan



SBC PARENT FORUM

ST. BRIGID'S COLLEGE

Parent Forum Meeting
Agenda – Wednesday 26th February 2025

St Brigid's College Parent Forum

Parent Forum Meeting Agenda

Wednesday 9th April 2025

630pm – 8.00pm in the upstairs College Community Room

Microsoft Teams Meeting

Join the meeting now

Meeting ID: 449 053 041 93

Passcode: R5Ae7Yr3

Item	*Item Name*	*Time*	*Who*
1	Acknowledgement of Country	6.30pm	Peta Kennedy
2	Opening Prayer	6.35pm	Anna Coghlan
3	Welcome and Round Table Introductions	6.40pm	Anna Coghlan
4	Principals Report	6.45pm	Veronica Parker
5	Review of Previous Minutes	7.00pm	Peta Kennedy
6	Financial Report	7.10pm	Mandy Wallace
7	**Grant Applications:** No grants		
7	**Other Business:** **PF Events – upcoming** 1. Quiz Night – 13th June 2. Parent Forum Friendship Grants -ongoing **PF Events - completed** 3. Junior School Disco **4. AOB**	 7.20pm 7.30pm 7.40pm	 Jo Markovic /Peta Kennedy Anna Coghlan Catherine Blunt, Christine Padua Peta Kennedy

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ST. BRIGID'S COLLEGE

Parent Forum Meeting

PF President- Jo Markovic

Parent Forum's mantra for 2025 is 'Walking Together'

At the heart of every decision that is made, of every discussion that we have – we need to remember we are representing the whole school community, and we need to consider the best outcomes for our children.

All of them. We are walking this together.

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ST. BRIGID'S COLLEGE

Parent Forum Meeting

PF President- Jo Markovic

Terms of Reference info:

All parents of enrolled students at the school are considered general members. There is no need to nominate or be voted in.

There are then the office bearer positions, these are the PF Committee Members. These 4 positions are responsible for the financial component, the running of meetings and ensuring the TOR are upheld. Roles are President, Vice President, Treasurer and Secretary .

What we are <u>not</u> here for:

- School level decision-making (staffing/curriculum/resourcing)
- Governance (policy development/financial planning)
- Operational matters (timetabling)

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Parent Forum Meeting

PF President- Jo Markovic

The PF is either in charge from end to end or supports alongside the school for the following social events.

1.	**Junior School**	Disco	Support school
2.	**College Community**	Quiz night	PF Event run
3.	**All College Staff**	World Teacher Day	Support school
4.	**Year 12**	Final Day	Support school
5.	**Boarding School**	Bring a Buddy to Boarding	Support school
6.	**College Community**	Christmas Carols Movie Night	Support school
7.	**Senior School**	Year 10 Disco	Support school

We are here to promote the school's vision for the year. This is usually heard through the Principal's opening address to everyone and is reflected in the lapel pin/badge that everyone wears.

For 2025 it is Care for our Common Home

This year we are introducing a new protocol:
The grant must align in some way with the College vision for that year.

Parent Forum Meeting

Principals Report – Mrs Veronica Parker

ST. BRIGID'S COLLEGE

Veronica Parker
Principal

Phone: (+61 8) 9290 4200 *(ext: 259)*
Web: sbcl.wa.edu.au
Email:Parker.Veronica@stbrigids.wa.edu.au
200 Lesmurdie Road, Lesmurdie, WA 6076

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ST. BRIGID'S COLLEGE

Parent Forum Meeting

Financial Report –PF Treasurer Mandy Wallace

SBC PARENT FORUM FINANCIAL REPORT

Summary Financial Position

25 February 2025 - 8 April 2025

Opening Balance P & F clearing account	**88,248.91**
Income	
P & F Subscriptions - Students New and adjustments	175.88
Entertainment Book Commission	25.45
Junior School Disco - Income (TryBooking & Cash)	2,554.13
Total Income	**2,755.46**
Expenses	
P & F Subsciptions	186.38
5 x Fruit Boxes - College Swimming Carnivals	250.00
Provision for Doubtful Debts 10% ***	-
Provision for Funds - Not Yet Received 5% ***	-
	436.38
Grants Paid	
PE Depart Catering (PE Dept) #16 / 2023 *(APPROVED $4,000)*	379.23
Junior Gardening Equipment (G Masella) Grant #2 / 2025 *(APPROVED $4,000)*	2,340.00
Junior School Disco (PF) # 5 / 2025 *(APPROVED $3,500)*	1,286.36
Quiz Night (PF) # 6 / 2025 *(APPROVED $6,500)*	855.00
	4,860.59
Total Expenses + Grants Paid	**5,296.97**

Approved - Pending Payment (Remaining Balance)

PE Depart Catering (PE Dept) #16 / 2023 *(APPROVED $4,000)* TO BE CLOSED	1,169.63
Donation - Project Compassion (PF) # 2 / 2024 *(APPROVED $500)*	500.00
Parent Rep Friendraising (PF) #3 / 2024 *(APPROVED $3.500)* TO BE CLOSED	1,184.50
Naidoc Week (F Hepi) #4 / 2024 (APPROVED $5,000)	5,000.00
Mercy Week (V Parker) #6 / 2024 *(APPROVED $5,000)* TO BE CLOSED	670.73
Books for Dyslexia (L Herbert) #9 / 2024 *(APPROVED $650)*	650.00
Year 6 - Year Books (S Pammenter) #11 / 2024 *(APPROVED $970)*	970.00
World Teacher's Day (PF) #13 / 2024 *(APRROVED $900)*	432.50
Artist in Residence (V Parker) Grant #19 / 2024 *(APRROVED $4000)* ***	475.45
Year 12 Initiatives (V Parker)	1,500.00
PE Interschool Junior Singlets (B Openshaw) Grant # 1 / 2025 *(APPROVED $1,000)*	1,000.00
Junior Gardening Equipment (G Masella) Grant #2 / 2025 *(APPROVED $4,000)*	2,660.00
Donation - Project Compassion (PF) # 4 / 2025 *(APPROVED $500)*	500.00
Junior School Disco (PF) # 5 / 2025 *(APPROVED $3,500)*	2,213.64
Quiz Night (PF) # 6 / 2025 *(APPROVED $6,500)*	5,645.00
Total Grants Pending Payment	**24,571.45**
Total Expenses + Grants + Grants Pending	**29,868.42**
Closing Balance Available Funds	**61,135.95**

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ST. BRIGID'S COLLEGE

Parent Forum Meeting

Meeting Actions – PF Secretary Peta Kennedy

Action Number	Date	Action	Owner	Open/Closed	Date closed
001/2025	26-Feb-25	Fiona to discuss the idea of a Secondary school function supported by the Parent Forum	Fiona Help	Open	
002/2025	26-Feb-25	Review POC for Parent Forum events	Jo Markovic	Open	
003/3035	26-Feb-25	Photos of all new Junior and Senior School winter, summer and sport uniforms	Yvonne Bleach	Open	
004/2025	26-Feb-25	Review of ideas to revamp the Parent Information Night and encourage more families to attend the first meeting of the College year.	Veronica Parker	Open	
005/2025	26-Feb-25	Look at Grant 11/2024 - Books and see status	Catherine Brunt / Mandy Wallace	Open	
006/2025	26-Feb-25	Review all 2024 grants and close out funds.	Mandy Wallace	Open	
007/2025	26-Feb-25	Organise vouchers for lunch and drink at cafe for volunteers	Chantal Boulter	Open	
008/2025	26-Feb-25	Discussion on a new breakfast program for the College's sport groups, clubs and departments that request this service.	Chantal Boulter	Open	

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GRANTS

Parent Forum Meeting

- No Grants to be presented.

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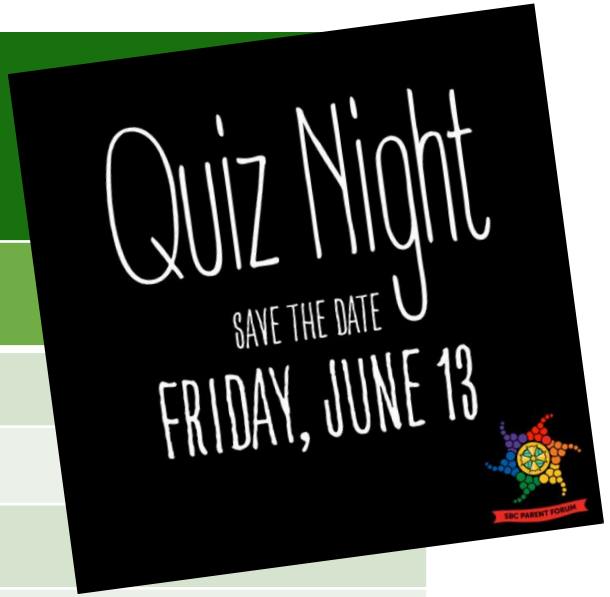
Parent Forum Meeting

PF Events - Quiz Night



Event 2	Quiz Night
Date of Event	Friday 13th June 2025
Location	TBC
Theme	TBC
POC	Jo Markovic/ Peta Kennedy
Summary of event	Quiz night for the extended College Community to enjoy a fun night out.
Budget Allocated	$6500
Cost to Date	$855
Current Status	Booked – Decorator, Quiz company Working on - Ticketing, prizes and ticket sales
Support needed	Marketing department have the “Save the Date” and email to be sent out before and during the holidays.
Date to Advertise event	Before the end of term 1 – Save the Date Term 2 week 1-2 will announce all the quiz details
AOB	

SBC PARENT FORUM

BRIGID'S COLLEGE

Parent Forum Meeting

Review on Junior School Disco – *Positive Feedback - What went well*

- The addition of the lawn area for families to sit before or after the disco was fantastic. Lots of families utilised this area and because parents had a place to sit, they stayed, and this reduced the carpark congestion of the previous year.
- The decorations were wonderful and were suitable for all ages.
- The PK-PP children were engaged the whole time. The smaller number of parents in the room worked well.
- The large number of volunteers and parents willing to assist. (*What a great community we have here)*
- The ukelele players added a nice touch especially for the theme
- Carpark management and closing off the area closest to the venue was a great idea to reduce traffic
- Back drops – families and children love to have photos together; this is a nice way to arrive and say goodbye to loved ones.
- Children's work on display showed a great sense of community and made the room more inviting.
- Teachers on microphones giving students directions at the end of each session was very much appreciated
- Gender neutral theme was great – maximum involvement
- Gift giving was amazing – handing out these so children who would have come without costume or theme specific clothing felt included.
- Lighting was great
- Departing from the quiet room was awesome, worked really well.

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ST. BRIGID'S COLLEGE

Parent Forum Meeting

Review on Junior School Disco – *Future Improvements*

- **Venue**
  - Need to add a first aid for outdoors
  - Need to either review the time of the year of the event as the room get hots. Is there air conditioner sufficient for that room as it needs more airflow.
  - Relocate the location for bbqs – volunteers were cooking in the sun for a couple of hours
  - Provide access to a water station both inside and out due to the heat. Provide extra bottle waters with the ability to put a child's name on if they do not bring their own..
  - Seating – chairs for older parents and possibly a few tables outside
  - Having areas that are out of bounds clearly defined and designated as children were running through the gardens
  - Music for outside – doesn't have to be a live performance
- **Helpers**
  - Appoint x2 head of DISCO planning so volunteers know who to turn to if one person cannot be located
  - Improve on providing clear communication and roles to volunteers in a run sheet of the night. A debrief of roles prior would avoid confusion and provide clarity.
  - Student helpers – Are parent helpers able to have their children attend in a voluntary position. Could vests be made for student helpers so they have a sense of belonging and responsibility as they act as role models to younger students and their families?

SBC PARENT FORUM

ST.BRIGID'S COLLEGE

Parent Forum Meeting

Review on Junior School Disco - *Future Improvements*

- Planning
  - Establish a planning timeline prior to organising the event, with a checklist of items to be actioned and responsibilities that are shared with a team of planners.
  - Shared risk assessment with all parent volunteers, a more collaborative approach – can more than one person sign off on the risk assessment?
  - Shared discussion about school expectations for example, what are the boundaries or school desires (the do's and don'ts)
  - Communication between all stakeholders was lacking
  - Reminding parents to keep an eye on children outside
- Students
  - Process for children without tickets to ensure they can enter without any hurdles or feelings of disappointment
  - Procedure for early departure (signing out) and ensuring parents are aware of the process before the night.
  - Collection of children was rather haphazard – didn't seem to be enough volunteers (FAO was instructing parents to come in when it probably should have been an organiser)
  - The last session (older students) were not engaged. Is it worth considering an alternative activity for the older students Eg Bowling/roller-skating
  - Games/activities outside while kids are waiting rather than running around

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Parent Forum Meeting

Parent Friendraising

Year	Parent	Event	Date
Pre Kindy	Cat Truscott (Brown)		
Kindy	Jessica Collins and Leah Riley		
Pre Primary	Bella West and Caitlin Burgess		
Year 1 Gold	Amanda Fentiman		
Year 1 Green	Jessica Collins		
Year 2 Gold	Katie Horton and Tiffany Gourlay		
Year 2 Green	Sonja Allibone, Norina Allibone and Alex Kalugins		
Year 3 Green	Vicki Goodall		
Year 3 / 4 Gold	Sarah Kampen	Friday afternoon playdate with Possible coffee van with icrecream and hot chips for early dinner	**TBC**
Year 4 Green	Kirsty Pulsinelli		
Year 5 Gold	Carly Cranswick		
Year 5 Green	Lesley Herbert		
Year 6 Gold	Katy Bick		
Year 6 Green	Olivia Barbarich, Kate Ouwendyk		

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ST. BRIGID'S COLLEGE

Parent Forum Meeting
AOB

- Next meeting dates –
  - Checking in on the below dates as there has been a request to possibly change them.
  - 7th May
  - 4th June

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Thank you for joining us...

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