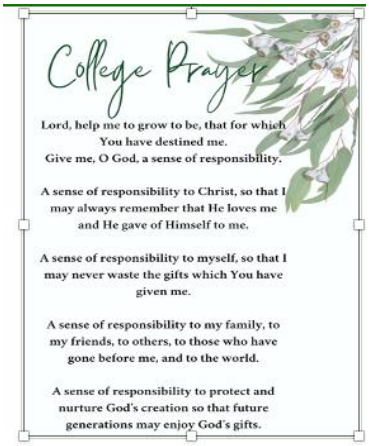
St Brigid's College
Parent Forum
Meeting Minutes

Meeting Date	Wednesday 16 September 2026
Meeting Venue	College Community Room and TEAMS
Meeting Time	6.30pm
Type of Meeting	General Meeting
Attendees - Committee Members	Jo Markovic – President; Anna Coghlan – Vice President; Peta Kennedy – Secretary; Mandy Wallace – Treasurer
Attendees – Staff	Veronica Parker – Principal; Christine Padula Catherine Brunt
Attendees – Parents / Guardians	Amy Carraghua Kirsty Robertson Sarah Kampen
Apologies	

Discussion Points

Meeting Opened at: 630pm

Agenda Item 1 – Opening Prayer
Anna Coghlan - Vice President



Anna Coghlan led the opening prayer, focusing on responsibility to God, self, family, community and creation.

Agenda Item 2 - Acknowledgement of Country
Jo Markovic – President

Acknowledged the Whadjuk Noongar people of the Noongar Nation as the traditional custodians of the land and waters on which the College stands.

Agenda Item 3 – Welcome and Round Table Introductions
Jo Markovic - President

- Meeting welcomed attendees in the room and online, including Amy and Christy.
- The presentation reaffirmed the Parent Forum's 2026 mantra, "We welcome, we care", and its role in connecting families with the College and supporting participation.
- The slides outlined support for seven College events and clarified that staffing, curriculum, governance and timetabling are outside the Parent Forum's remit..

Agenda Item 4– Principals Report
Mrs Veronica Parker – Principal

Updates

Parent Forum support for the early years playground was acknowledged. The improved bike track and access to bike storage have made a practical difference.

The College musical was well supported by staff and families. A future musical is anticipated in 2028.

Bush playgroup sessions at the Cottage were positively received; staff are considering development of the program next year.

Book Week and related events were successful. Timing of next year's activities will be reviewed to reduce competing events and improve parent participation.

Two Head of Primary appointments were confirmed following a recruitment process; individual names require confirmation.

Staffing is relatively stable. A science teacher will finish at year end ahead of maternity leave, and Lewis Thomas has accepted a basketball leadership position elsewhere.

Student leadership arrangements are being reviewed, including distributed roles, streamlining Year 12 positions, delaying Year 7 leadership appointments until Term 4 and building House identity.

The College is considering more regular Primary home-group time and connections between Primary and Secondary students.

Planning of the 2027 College calendar, including boarding arrangements, is underway. Parent Forum dates were requested as early as possible.

Agenda Item 5– Review of Previous Minutes
Peta Kennedy Secretary

Previous meeting actions were reviewed.

Legacy grant allocation items (including World Teachers' Day, Junior School Disco and Duke of Edinburgh books) had been discussed with College staff; the related action was reported as closed, although accounting reallocation remains in progress.

Year 12 farewell and Common Room support details had been passed to Yvonne for Veronica Parker; Peta agreed to resend details directly to Veronica.

Bus shelter options were discussed. A shelter near the College pickup area had been costed at approximately $67,000 and is under operational consideration. A shelter on the public road would require local-government discussion.

Anna had issued a call to year representatives to organise Term 4 activities.
Year 6 yearbook photo submissions remained low (nine families); a further reminder and decision on whether to proceed are needed.

Another request had been made for volunteers for the upcoming College event.

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Agenda Item 6– Financial Report
Mandy Wallace – Treasurer

Available Parent Forum Funds: $50273.15

Opening balance at 14 September 2026: $66,603.60

Income:

$700 footy tipping.

Expenses:

$150 fruit for the Years 3–6 carnival;
$300 footy tipping prizes;
$309.09 reimbursement for a year 1 event
$616.36 reimbursement for a year 7 event

Closing available funds after pending grants clear: $50,273.15

Agenda Item 7 – Grant Applications
Peta Kennedy Secretary

Grant 11 of 2026

Additional outdoor seating benches – Years 1–3

Requested by: Christine Padua

Amount requested: $3,300 for five additional three-metre aluminium benches (approximately $600 each).

Summary: Seven benches are needed across Year 1 (three), Year 2 (two) and Year 3 (two). Two have already been purchased. The five requested benches would provide outdoor seating near classrooms and could also be used for College activities.

Discussion: Supplier quotes were obtained, with Felton discussed as an option. Members considered colour choices, safe placement under verandas and the additional charge for coloured finishes.

Decision: Approved by vote, subject to confirming the additional cost for coloured finishes.

Amount approved: Base request $3,300; any additional colour cost TBC.

Actions: Christine to confirm colour options and additional cost with Veronica, then provide the final figure to Peta and Mandy so the grant tracker and accounts allocation can be updated. Due: TBC.

Other grant: Veronica Parker indicated she would hold over a late grant due to an error. No second grant was considered or approved.

Any Other Business - AOB
Peta Kennedy Secretary

Parent rep friendraising and events

Year representatives were encouraged to organise Term 4 gatherings. A date of 16 October was mentioned for an event; event name and details TBC.

The Parent Forum provided fruit for the College sports carnivals; positive feedback was received. A reusable fruit basket was suggested for future events.

Year 6 yearbook

Only nine families had submitted photographs. Year representatives were considering a further poll and a reminder through College communication channels, with submissions needed by the end of the holidays to allow production time.

Year 12 end-of-year activities

The College and parent representatives will confirm the last-day arrangements, including an afternoon tea and possible Parent Forum support for wellbeing gifts and Common Room supplies.

Facilities / bus shelters

A College-front pickup shelter remains under operational review. Public-road shelter requests may involve the relevant local council. No funding commitment was made.

Uniform options

A parent question was raised about girls wearing the boys' shorts and shirt as part of the summer uniform. Veronica indicated flexibility for students to wear the boys' option; clarification and possible broader communication were discussed.

Decisions: No additional formal decisions recorded.

Actions :

Action Number	Date Opened	Action	Owner	Open/Closed	Date closed
014-26	16/9/2026	Confirm final bench colours, surcharge and purchase total; advise Secretary/Treasurer for grant tracker.	Christine	Open	
015-26	16/9/2026	Confirm final bench colours, surcharge and purchase total; advise Secretary/Treasurer for grant tracker.	Mandy Wallace	Open	
016-26	16-Sep-26	Share a further Year 6 yearbook photo reminder/link; confirm whether the yearbook proceeds.	Anna	Open	

Meeting Dates

Next meetings

Wednesday **28 October 2026**

Wednesday **18 November 2026** – Annual Community Meeting.

Meeting Closed at: TBC (closing time was not stated).