

# St Bernadette's Primary School, Dundas Valley Parents and Friends Association (P&F)

04 November 2019

## Minutes

Lisa Gerrard  
Anthony Kensell  
Alexis Bonita  
Nancy Assad

Adeline Surjo  
Katherine Cicala  
Marina Lin  
Souzan Nakhoul

Corinne Brooker  
Richard Bruce  
Kate Appleyard  
Simone Farago

### **Apologies:**

Cathy Nagy, Jenny Lampard, Brenda Gaynor, Alison Dellas

1. The meeting was opened at 6:43pm by Nancy Assad.

### **2. Business arising from the minutes**

The minutes from the previous meeting were accepted by Alexis Bonita and seconded by Souzan Nakhoul. Nancy welcomes everyone to the meeting and thanks everyone for coming.

- An update on the electronic sign. All decisions have been made including location. There is a hold up with the Catholic Education Office. The sign will be located on the opposite side of the driveway in front of the church hedges.
- Soft Plastic red cycle bin. Lisa advises that the cost of recycling bins is not worth it for our school, and that if there were to be recycling bins, someone would have to sort through it. There is a bin allocated on the bottom playground for plastic bottles.

### **3. Treasurers Report**

- Adeline advises that we have not yet received the parent levy. Lisa explains that Hala and herself had attended a budget meeting and they have been advised that transferring the levy to the P&F is double handling. If the parent levy is collected by the school, it cannot be transferred over. This is not something new, we have just been doing things differently, which creates a financial nightmare for the auditors. Lisa then gives the committee the options of continuing the levy by collecting it themselves or removing the levy altogether which would mean extra fundraising.
- Nancy questions how would we collect the money? It would become more of an opt in rather than an opt out. Nancy makes it clear that she would like to be able to give parents and children more than just resources.
- Lisa then mentions that all monies in the P&F account need to be transferred to the school at the end of each financial year. Again this is not new, things have been done differently and she is unsure how we have gotten away with it for so long. Adeline then asks how we start a financial year with no funds in the account to outlay any expenses? Lisa recommends planning in advance.
- Nancy asks that if we transfer all the funds to the school, how will we save for a playground which we have promised and been transparent about from day 1? Is it possible that an agreement be created between the committee and Lisa to say we have put \$10,000 aside for the playground? Lisa said it may be possible and that she would meet with the committee to discuss further.
- Lisa has mentioned that local council has grants available and to look into this. Nancy has advised she has begun writing a letter to Geoff Lee our local MP.
- There is \$19,191.08 in the account as of November 04<sup>th</sup>.
- Cathy Nagy has sent her apologies and has provided us with the CBA report.

#### **4. Leadership Team Reports.**

##### **Numeracy:**

- Anthony advises that they are still continuing with mathematical reasoning.
- Their teacher educator Nadine has been at the school fortnightly in and around the classrooms and this has been very valuable for both teachers and students.
- We have received our prizes from the Earn & Learn program. We received some trundle wheels, 3D objects, teaching clocks etc.

##### **PDHPE:**

- Anthony reports that the children have been doing dance fever this term and the children are loving it. Says that the dance fever instructor Blake, has been absolutely fantastic.
- Dance fever performances have been confirmed for the Christmas picnic evening on December 06<sup>th</sup>.
- Swimming carnival will take place in week 6 at a new venue this year, Granville pools.

##### **Literacy:**

- Simone advises teacher educator has worked with both infants and primary in tracking students reading.

##### **PBS4L:**

- Simone reports that they are still working with the token system for their colour houses.
- They have been focusing on consistent and expected behaviour and language.

##### **Religion:**

- Corrinne reports that it has been and will continue to be a busy term in religion with this term being our mission term.
- There are new alter services, and confirmation has taken place.
- Lisa and Corinne attended a forum for the new R.E curriculum. They will work with the teacher educator and make decisions on how to implement the new curriculum for next year.
- Year 2 have begun their reconciliation lessons.
- Next month is mission month. On November 19<sup>th</sup> the children will be busking. It's not just about raising money but also raising awareness. The children will have the opportunity to write letters to the students at St Francis Xavier Catholic school in the Northern Territory.
- Year 2 has volunteered to perform carols at Tebbut Lodge. Date TBC.
- We will be supporting the Manning foundation again for their Christmas party and Hampers.
- The year 6 graduation mass will be held on Friday 13<sup>th</sup> December.

##### **Principals Report:**

- Lisa reports that Kindy 2020 transition is going well.
- Our technology is surviving. The projector in the hall has died and needs to be replaced. A laser projector has been ordered and will hopefully be installed soon.
- Lisa provides feedback on school photos and working with a new company. She noted that they were amazing and easy to work with and she is aware of the cost difference from the past years. The class photos were all taken outside. They were at the school all day and took their time in producing great photos. The kindy and buddy photo is gorgeous and was taken on the tree house. Corinne also expresses great quality as she has also worked with them before.

## **5. Activities since last meeting.**

- Bunnings sausage sizzle- Adeline and Alexis report that it was a successful day. P&F confirmed that this will be done once a year. Feedback was that in future we can sell raffle tickets on the day of bbq and that a few more volunteers are needed for the lunch time rush.
- Fathers Day Stall- Katherine and Alexis talk about the feedback from the stall. It was clarified that all things were followed as per the guidelines from the past. They had also consulted with Margaret Flitcroft who had run the stall for many years before departing the school. There was feedback that some of the items were overpriced, Katherine clarified that with the help of another mum a spreadsheet was created to ensure that items were priced fairly and on par with previous years and that the margins were kept as minimal as possible. Advised that they tried to ensure that it was not a repetition of gifts from previous years and tried to create a different variety especially for the older kids who have been purchasing for many years. Katherine mentions the guidelines do need to be updated- Lisa agrees all guidelines need to be updated. Alexis mentions that they took on board feedback from the mother's day stall, and ensured that each class had 2 of every gift, and that is why there are so many left overs that can be used for next year. Nancy asks Richard what he thought of his gifts, and he mentions he was impressed. Other than that, it was successful and there were a great mix of volunteers.
- Fathers Day Breakfast- Nancy thanks Jenny and her helpers for organizing. What did we learn? That a token system needs to be put in place for next year. There were some people who did not eat, some people who came back 5 times. In order to minimize wastage, a token system should be put in place. There was 3kgs of onion, 5kgs of sausages and 4kgs of bacon that had gone to waste.
- Colour Fun Run- Alexis reports that the day was a huge success. The tabloid and family lunch picnic tied in great with the day and made for a great community event. The children had an absolute fantastic time. Alexis confirms the total raised was \$11,245 in which \$7162 was online and \$4083 in cash. The online component really gave the fundraiser a boost as it helped reach out to family and friends around the world. There were donations made from Canada, New Zealand and many more. Alexis reports that 40% of the profit is paid to the company to cover the cost of their platform, online platform fees and resources that were used for the day and 10% GST was also paid. The prizes were an incentive provided by the company and this was designed to help motivate fundraising rather than create competition. The trophy was for the highest fundraising student. This was an acknowledgement for the student who raised the highest funds and was an incentive from the host company. After consultation with Lisa and Anthony, they encouraged for this to be presented at assembly as children should be recognized for their efforts. Other families who contributed significant amounts are going to be acknowledged in the upcoming newsletter. This is not to undermine anybody's efforts, but rather express thanks and gratitude for their outstanding efforts. Alexis reiterates that this is the first time our school had held an event like this. For next time we have learnt and taken on board feedback, we will explore other companies and options when doing this again. All in all it was a great community event.
- Teacher Appreciation Day- Teachers were happy with lunch provided. Thanked the P&F for hosting and for their gift.

## **6. Canteen**

- Lindas lunches is still going steady.

## **7. Class Contacts**

- Lisa confirms that contact numbers will be created into a booklet and available to everyone. Some people may not wish to have those details published, and if the class rep would like to create their own then that's up to each contact to create with their class parents.
- The class contact duty and responsibility guidelines are being updated for 2020.

## **8. Working Bee**

- Barry is doing a great job keeping the grounds clean and fixing things. He comes from a construction background and he is very consistent. Lisa mentions the new blackboard under the stairway.

## 9. Upcoming Activities

- Rice Meal Deal- The response has been great. Over 100 orders have been received for Monday 11<sup>th</sup> November.
- Disco- Year 3 is organizing this. Nancy mentioned that it has been a bit difficult, and that Year 3 has taken the reigns. Souzi has asked who wrote the note, Alexis clarified it was Year 3. The note should not have been double sided as they had to cut through the information. Katherine mentioned she was unaware that year 3 could write the note and thought that was done by the P&F as that's what guidelines were last year when her class organized it. A skool bag notification will be sent out the day prior to the disco as a reminder. Adeline reminds all receipts and bank details are to be given to her for reimbursement.
- Snack Day- On the term calendar it says snack day will be on Monday 02<sup>nd</sup> December. This has been moved to Tuesday 03<sup>rd</sup> December. Nancy mentions a selection of snacks will be offered on the day such as jelly, frozen chocolate dipped bananas and many more.
- End of the year Christmas picnic. Nancy confirms that the P&F will provide a free sausage sizzle, as well as water and cordial as a thank you to the community for their contributions throughout the year. Performances will be done by the children as well as carols. The BBQ will work on a token system to ensure catering is correct. Each person must present their token, and there will only be 1 token per parent. Lisa reminds us that there is to be no alcohol on the premises.
- Santa will arrive and have a gift for each child, and siblings will receive a candy cane. Lisa is to confirm start times.

## 10. Other matters

- A feedback form was submitted by Claire Scott following up a topic brought up last year. A no homework policy. Lisa apologises for not following this up as it has been a busy year. Lisa clarifies this is to be discussed and reviewed with staff at the end of the year during the staff development days. They will collectively look at K-6. Lisa doesn't believe that homework should be done for homework sake. Nancy asks what about when the children get to high school? Lisa then mentions that is why it needs to be discussed with staff and if our policy changes then parents will be the first to know. Adeline mentions that homework can be beneficial for parents too as it helps track the progress of their child. Lisa will look into offering forums for parents information, but needs to ensure that it is worthwhile.
- Also submitted by Claire Scott, "Don't need too many fundraisers when we have a levy". This has previously been discussed, and the P&F have clarified that nothing extra has been done apart from the 2 elections which don't happen every year, and the Bunnings sausage sizzle. As per usual, this year we have held mothers day and fathers day stalls, 1 major fundraiser, and 2 canteen days each term which has been the same in the past. Katherine mentions the extra fundraisers haven't been digging out of the pockets of the parents but rather the wider community.
- A submission was made by Marketa Billingsley in regards to making the bathrooms brighter. Lisa clarifies that this is costly and we have a lot of costs to look into such as the library refitting which is approximately \$24,000. Nancy suggests we look at the kind of lighting in the bathrooms and see if we can make it some what brighter. Katherine mentions that it might be more about décor and having artwork or inspirational quotes on the doors and walls. Nancy confirms that we will have to look into what is available.
- A submission was also made in regards to the school signs out the front of our school not being bright enough. Lisa mentions that this needs to be raised with council. Katherine suggests that it might just be the change over to reflective signs.
- Nancy mentions that there has been a pamphlet created in regards to the P&F. There are a lot of critical points of information that are useful for all. This has been handed out to Kindergarten 2020 and will be distributed to the rest of the school in the new school year. Nancy thanks Alexis and Adeline for all the hard work and efforts into creating such an informative pamphlet.
- Alexis mentions other feedback forms were submitted and that all those issues were addressed in previous discussions of this meeting. Alexis thanks other parents who submitted forms which were all to share positive feedback.

**Meeting closed at 8:05pm**