

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

17th February, 2020

Minutes

-Lisa Gerrard	-Adeline Surjo	-Brenda Gaynor	-Corinne Brooker	-Annie Zhang
-Anthony Kensell	-Katherine Cicala	-Anne Marie - Fajloun	-Jackie Willard	-Shubra Peru
-Alexis Bonita	-Marina Lin	-Nick Lim	-Simone Farago	-Lopitta Fares
-Nancy Assad	-Souzan Nakhoul	-Lenny Maryana	-Cathy Nagy	-Ishani Wijennge
-Carolyn Torres	-Richard Bruce		-Alison Dellas	

Apologies:

Claire Scott, Lisa Hewitt, Viv Elias, Chantelle Boyle

The meeting was opened at 6:31pm with prayer led by Corinne Brooker.

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.

- Parent Levy. Nancy explains that at the last meeting this was left open. Lisa confirms that the school have now removed the parent levy. This was because Hala and herself attended a budget meeting last year and were advised that the parent levy could not be collected on behalf of the P&F together with school fees because it is double income. Cathy asks if this was the case for the whole diocese? Lisa confirms it is, and that it was new to her and clarified by the auditors. Cathy asks if the \$102 has been removed from this years fee and Lisa confirms this is the case as it would not be fair to the community that the Parent levy be collected for the incorrect purposes. Adeline clarifies that the 2019 levy was not transferred into the P&F account, however Lisa has provided a breakdown in Week 2 newsletter on how the levy was spent.
- P&F Funds. At the last meeting, it was mentioned by Lisa that the funds would need to be reset and rolled over at the end of each financial year. Adeline mentions that the P&F committee recently met with the PRC and the PRC who have confirmed that the funds do not need to be transferred at the end of each financial year. Lisa confirms she spoke with Andrew from PRC herself and apologises for her misunderstanding, and she had built clarity with Andrew around this. Nick asks for clarification on this, and Lisa mentions that it is only at the dissolution of the P&F will this ever need to

happen. Lisa has asked for a proposed budget that will need to be approved by Father, herself and the committee.

- Playground. Nancy speaks about the plans for the playground. She mentions that the P & F have been transparent about this project we have been and since the beginning of last year and we have gotten 3 quotes. Nancy explains she wanted to formalise this topic and put it to a vote. Cathy asks how much we are talking? Nancy clarifies anywhere between \$10k-\$17k. Carolyn asks whether the current playground is not working for the children? Nancy explains that the current equipment is old and worn, and is actually designed as gym equipment for activities such as push ups, situps etc. It's no longer stimulating the children and is a hazard. Cathy questions if we really need a playground as the children can play bulrush, tag, handball etc. Nancy presents 2 out of 3 quotes and passes them around the table. Nancy explained that the existing playground does not need to be completely removed, it can just be added to and modified. Alison mentions that the new playground needs to cater to a broad audience. Cathy asks Lisa her views. Lisa speaks about the school having accumulating expenses. Jackie mentions she has been seeing playgrounds being removed from schools rather than being put in.
- Richard says he understands everyone considering the safety of the children, but what happened to monkey bars, swings, slides etc. Let the children explore and be wild. Not too wild but wild. Children do not aim to hurt themselves. Jackie mentions from a WHS stand point, there needs to be the right ratio of adults to children. Cathy mentions that the children don't need a playground, and can be taken to the park up the road after school. Katherine asks what areas are accessible to the children at break time. Lisa explains children have access to upstairs in the undercroft, the COLA, and pretty much everywhere else except the prayer garden as it is more hidden. The oval works on a roster system for each class so that the children are able to play fairly. Katherine speaks about her kids specifically, do not do well sitting at a desk all day and that sports isn't particularly for them, so they do need an equipment of some sort to help burn their energy in between class time. Cathy suggests using sport equipment such as bean bags, tunnels, balls etc at lunch time. Alexis mentions that not all children are sports inclined and need more than just sporting equipment. Richard then says its all perception, and we are all sitting around as adults, not children, and we need to think about the what the children would want. Annie adds to the discussion and explains that there was an incident on the current playground last year with a kindy student who broke their arm playing on the current playground. She mentions that after the incident, the younger children have since become scared to play on it. Annie also mentions that her child gets upset seeing other school playgrounds as they have amazing playground facilities and we don't have much. Adeline says that when the bigger kids are playing basketball or soccer or handball etc the smaller kids can be hesitant to play

in the same space, and therefore have the tendency to be “confined” to the playground. Brenda suggest an exclusive area for just the infants, and Lisa explains that providing extra supervision for that could be an issue. Richard asks how good the current soft fall in the playground area is, and Nancy confirms the soft fall will need to be tested. Lisa explains that if the soft fall is to be replaced, it all must be done at the same time for sign off, and that strict instructions must be followed to be compliant. Adeline mentions that the contractors advised that if we keep equipment to a certain height, it technically doesn’t require soft fall. Lisa confirms that it is up to 600mm.

- Katherine asks if the P&F have enough for everything, and Nancy confirms it’s from all of last years fundraising. Katherine clarifies if this is money raised from election days etc where it was advertised to the greater public that we were raising funds for a playground and school resources. Nancy confirms it is. Katherine then asks is this to be voted by everyone in the school, and Lisa mentions that it will need approval from capital works and Father. All are in agreeance that a vote be sent to school community and be brought to the next meeting.
- No homework policy. Lisa confirms we do not have a no homework policy, but a new policy which will be discussed at parent info evening.
- School signs. Lisa had rang council and these were replaced in the same week. All signs on Evans roads are now reflective school signs.
- Electronic sign. Lisa has not heard anything further, but all paperwork have been signed. It seems like all schools are on a wait. Katherine asks will the existing sign be used in the interim, Lisa confirms it won’t be.
- Bathrooms. Lisa mentions that it’s difficult because the bathrooms are underground. But the windows in the girls bathroom are on their way out, and she is in the process of getting quotes. She has also asked Barry to check that we have the brightest lighting possible.
- Nancy asks if there is anybody who would like to run the Mothers day and Fathers day stalls. Shubra and Annie raised their hands. Katherine and Alexis share some of the details and responsibilities involved, and Alexis will send them guidelines and more information to see if it is something they are interested in. Alexis mentions the ordering will need to be done as soon as possible after the meeting.

Treasurers Report

- Adeline reports the expenses and income since the last meeting. Adeline discusses the disco and presents that it was an overall success, but states that guidelines definitely needs to be updated and communications could have been better. Cathy asks what about the guidelines need to be updated. Alexis clarifies the budget and expenditure need to be updated as the number of students change each year and so does the cost of things and also to include information on expenses, takings and money raised based on previous years. Alexis also mentions that clearer and more specific guidelines such as detailed instructions on purchasing are needed so that we don’t over purchase by a crazy amount. Adeline adds especially as we have RSVP, the

purchases should be according to RSVP numbers plus some spares rather than the total number of students in the school.

- Brenda asks about how much creative control the disco committee and Alexis mentions that the theme need to be approved by Lisa. Lisa mentions that Father won't approve Halloween themes (which is around that time of the year) and magic. Brenda noted that she brought up the idea of Harry Potter theme and got turned down, and now understands why.
- Alexis mentions that this year, the P&F has decided to give each class the opportunity to organise a snack day. So all year groups except for Kindy, Year 3 & 6 will have an allocated snack day per term, as Kindy has St Pats, Year 3 Disco and Year 6 Graduation. This is to encourage the parents to be involved. Alexis says that there will of course be guidelines to help with the planning and the P&F will support these class days.
- Alison asks if the class snack days are limited to volunteers within the class only. Alexis clarifies that the class contact is encouraged to ask that the year group in charge volunteers, but also understands that a lot of parents work or have small children and cannot volunteer. Therefore, volunteer slips will still be still sent home to the rest of the parent community.
- Bunnings BBQ will be done again this year. Adeline clarifies with Lisa whether she has heard back from them, Lisa confirms she has not yet. This is to be held at Bunnings Rydalmore in May sometime.
- Adeline presents a proposed budget expenditure for P&F activities and expenses for 2020. Lisa asks about the proposed budget and whether or not it includes school expense. Adeline says we need to know what the school needs so we can include this in the budget as we can't budget what we don't know. Alison questions where teacher appreciation day, thank you gifts and readers are on the budget. Adeline confirms, as the budget had not been formally outlined before, at this stage the expenses are for known yearly P&F activities only. Teachers appreciation day and thank you gifts are going ahead as normal, but the specifics and therefore the budget are yet to be decided. For readers, Nancy explains that she has no problem helping with readers or books as literacy is important, but would like to confirm if the increase of resources fee to the new \$405 per child that is on the school website can cover this.
- Lisa is unaware of that figure and it being on the website and suggests she will look into this. Lisa explains that she will see the breakdown of the resource fee and clarify this. Nancy asks if technology is included in the resource fee and Lisa explains it is not as they now have a leasing agreement for technology. Annie asks what the resource fee was last year, Adeline confirms it was around \$138. Nancy requests a thorough breakdown of the resource fee in which Lisa is happy to provide once she finds out. Katherine asks when we will receive our invoices, Lisa says sometime in the next week most probably. Richard asks if we can have a special meeting prior to the next general meeting to approve the budget. Lisa confirms she is meeting with Father on Friday, and once budget is clarified with executive committee, Father and herself, we can then see if a meeting shall be called.

Cathy mentions if it's not in the budget, then in it can't happen. Adeline mentions that any new budget can be added and voted upon in the next meeting. Adeline asks if we can approve pikelet day as it is an upcoming event. Cathy asks if \$170 is the usual spend, and Adeline confirmed she based it on the receipts from 2019/18/17 and it is the average spend. All are in agreeance to approve this expense.

School banking

- Cathy reports that school banking did well for 2019. The total commission for 2019 is \$704. There have been 9 new accounts that have opened this year. Cathy confirms that there will be a banking visit sometime soon at assembly.

Leadership Team Reports

- **Literacy.** Simone advises that they worked with teachers educator on the staff development days last year and will continue to work with the educator throughout the year. They are learning and working on tracking student reading and writing data.
- **Religion.** Corinne mentions the teachers had a spiritual formation day on the last 2 days of term 4 last year in which they learnt prayer. This is being implemented in the classroom. We recently had our first mass of the year in which the SRC were commissioned. We had our first social justice event for the year to help raise money for Catholic Care to help with the bushfire crisis and children were able to wear mufti. The draft for the new R.E curriculum has arrived and stage 2 and 3 will be trialling a learning cycle in term 3. Corinne is asking if anybody in the community could assist with sewing and embroidery. They are looking to purchase about 40 graduation stoles for year 6. They come in at approx. \$16 each for one colour with printed (not embroidered) logo. Adeline offers to see if it is cheaper overseas. The stoles are to be reused each year.
- **Maths.** Anthony speaks about STEM technology. We have 3 different types of tech. The school has a B BOT which is a button push robot and can be coded by Bluetooth and this can be used from infants to primary. Children prepare algorithms and solve problems. It is programmed from ipad to robot. We also have ozzo bot which is tiny but packed with features. Uses multi coloured codes and follows markers. We have microbits that can connect to various components like LED panels, children can measure things like velocity direction, temperature. This can be done with language or drag and drop testing/coding. There is enough of each for 1 on 1 learning in each classroom. Jackie confirms that she used the B BOT in year one classroom and they loved it. Adeline clarifies if they have been purchased and paid for, and Anthony confirms that they have been and are at the school. Anthony also says there will be an extended staff meeting to inform staff.

Activities since the last meeting

- **Rice Meal Deal-** Adeline reports this was a successful canteen day with over 100 orders. The fried rice had tiny bits of mushrooms. One child came back at the end of lunch saying she was allergic they didn't want to eat it. The parent then contacted the school advising it was an allergy. We were not aware of this allergy, and when offered to swap for sushi she said she had given the fried rice to her friend. Lisa confirms this is not okay, and that any child who is allergic or even mildly allergic to something the school must know. Alexis mentions the allergy list in the canteen has not been updated, Lisa confirms that they are waiting on actions plans and this will be updated. Katherine mentions Lenny had a suggestion in regards to allergies. Lenny explains maybe on canteen days the kids with allergies could wear a sticker, as it is hard to serve at the canteen and recognise the children with allergies. Lisa and leadership team agree that this is a good idea and they will look into making this available.
- **Snack Day.** Left overs from the disco were managed to be sold. Everything was able to be sold.
- **Ice cream day.** Kids love ice cream day. No issues.
- **Christmas Picnic.** Disappointing it couldn't go ahead due to weather, but that's ok.

Canteen – Linda's Lunches

- Alison passes on a message for Claire who couldn't make it, Claire asked if it was possible with Linda's Lunches to have an account to transfer to and have cashless. Alexis mentions she can speak to Linda and see if something like this is available or possible.

Class Contacts

- Alexis mentions that we don't know all of them yet as parent info night needs to happen but can confirm Katherine Cicala Class rep for Year 2 and 5, and Alison Dellas class rep for Year 1.
- Katherine asks about parent info night and if it will be all of infants together. Lisa confirms that it is and that it's something new they are trying as it seems more valuable to do as a collective. Lisa explains it will consist of a 20 minute slide show, and afterwards break off into class groups. Lisa is welcoming feedback as this is new.

Working bee and gardening

- Lisa informs us that Barry has been unwell with Pneumonia and is only just recovering. While Barry was away, we had Ian come and do some of the gardening for some TLC. He is the groundsman at Kenthurst. Barry is now back.

Upcoming activities

- **Pikelet Day.** Hosted by year 5 and will be held on the 25th February. Note to be sent home by Alexis.
- **Term 1 Meal Deal.** Confirmed it will be dominoes pizza. Note will come out closer to the day.
- **St Patricks Day.** Alexis confirms this will be organised with the kindy class rep once the role is filled.
- **Term 2 Snack Day.** This will be hosted by year 1. Alexis confirms she will send guidelines to Alison.
- **Mothers Day Stall.** Organiser/s are yet to come forward. Guidelines will be sent to those who are interested.
- **Krispy Kreme Drive.** There are plans to have this fundraiser later in Term 2. Cathy asks what this entails. Adeline explains that it's just an order and distribute system, and a profit comes back to the school. This is still being researched.
- **Bunnings.** After the success of the last Bunnings fundraiser, its been decided to do this annually. Looking into the month of May for this.

New Items submitted for discussion

- Better utilisation of vegetable/herb garden and fruit trees – submitted by Kelly Edwards. Richard speaks on behalf of Kelly and says it would be a great learning experience for the kids. It would help them understand the food does not just come from the fridge. Lisa mentions there was a gardening club last year led by Miss Steph. Not sure if it will be the same this year, but can put it out there to the staff. Richard understands that it is a big job, but would be beneficial for the children. Carolyn asks if after school care could maybe tap in. Lisa says she can look into this.
- Are there any plans to host a maths and/or technology info evening for parents this year?- submitted by Katherine Cicala. Lisa confirms there will be. It could be more like tabloid stations. Lisa needs to invite the staff to participate and gain expressions of interest to see how many people would attend.
- Are there any extracurricular activities being offered this year? I.e sports, chess, maths Olympics, gardening, talent show, debating etc. – submitted by Katherine Cicala. Jackie mentions that the SRC had their first meeting that day and discussed what activities they will be doing this year. She outlines that the SRC are responsible for things like St Bernadette's got talent and chess club. Katherine states that it would be nice to have more notice and information of these things for the parents. Cathy and Lisa says it's in the newsletter. Katherine says there are not times, dates and processes listed in the newsletter about them. Adeline mentions it would be good for parents to know the details and steps/process of what is happening so they can explain to their kids if the kids are interested. Alison mentions that her daughter is in the SRC and said they wanted to do a trial of things such as art club etc. Try something different each term to see what works. Anthony speaks about the

SRC running things and teaching them responsibility. Mentions that the chess club wasn't a huge hit but it was good. Lisa mentions there is a suggestion box for the students that the SRC and staff read through. Alison mentions that the SRC suggestion box is done so that they can include everyone.

- What is the status of the technology plan? Are we moving to BYOD?- Submitted by Katherine Cicala. Lisa confirms we now have a technology plan. We are one of the schools trialling it, it is a pilot leasing program which was approved last year. Lisa confirms we have ordered 20 ipads for the infants, new mac books for the staff- their old ones will be rolled over into classrooms, and a bunch of Lenovo touch pads. Lisa expressed her disappointment in the chromebooks. The leasing plan is \$1600/month over 3 years, and then units need to be replaced after 3 year period. Lisa speaks about the issues that come with BYOD such as storing issues etc. Lisa says that we had to sunset \$130,000 in technology. Lisa confirms technology is sorted for now.
- Nancy asks if there are any other matters to discuss.
- Meeting is closed at 8:17pm.