



St John's Parents & Friends Association

QUARTERLY MEETING – TERM 2, 2017

Tuesday 23 May 7.00pm

Committee Reports

Committee Name:	Board Report
Name of person completing report:	Meghan B
Financial Info (if applicable)	N/A
Items of note since last report:	<p>The St John's School Advisory Council has met twice since our last report - on March 28th, where we joined by members of the P&F Executive, and again last week, on the 16th May.</p> <p>These meetings have given us an opportunity to further discuss ways that the Advisory Council, in collaboration with the P&F and the wider community, can support the school and parish communities. Following on from our meeting with Fr Tiziano in Term 1 we have been looking at how we can directly support the implementation of certain aspects of Parish Pastoral Plan.</p> <p>Many great ideas came from our combined meeting with members of the P&F team and we are pleased to report that many of these are in place within the community:</p> <ul style="list-style-type: none"> • Supporting the Sacramental Programs • Supporting Parish social events such as the International Food night; we're running the BBQ on Saturday night, May 27th, and we hope to see you there! • Focus Groups to gather thoughts, ideas and feelings from the school community <p>We are also continuing the discussion around updating the current Homework Policy. Stay tuned for the upcoming survey to gather your thoughts and experiences around this issue.</p> <p>Have you seen the Parents Page on the school weebly? This is a great page to visit for resources and information and gives you an easy way to contact us if you would like to share your thoughts or offer suggestions.</p> <p>Here's the link - http://stjohnsnarraweena.weebly.com/parent.html - it's a good one to bookmark!</p> <p>As always, everything the Advisory Council does is with a view to sustaining our school and parish as a community of Strength and Gentleness.</p>



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Committee Name:	Class Parent Coordinator Report
Name of person completing report:	Gen F
Financial Info (if applicable)	Refer report below
Items of note since last report:	<p><u>Recruitment of Class Parents:</u></p> <ul style="list-style-type: none"> The Kindy class parent positions have been filled, leaving three positions vacant within other class years. They are: 4SC (one position to be filled) 5/6L (one position to be filled) 5/6BF (one position to be filled) There were no new families joining St Johns this term and no need to notify any class parents about sending welcoming cards. Did a price check with Manly Freezers about purchasing perishable items for school social/fundraising events (e.g. bulk buying of sausages/bacon/eggs). Arrangements have been made to order these items through Manly Freezers and charging the P&F for the cost. This arrangement alleviates the need for class parents to be out of pocket & negates the need for reimbursements via the school office. <p>Summaries of our Social/Fundraising Events since our last meeting:</p> <p><i>BUSH DANCE – 11 MARCH (Year 3 hosted)</i> <u>Class Parents: Amelia C, Nicole G, Blazenska H, Deborah M and Natasha P</u> Overall, the Bush Dance was a very successful event! The feedback was extremely positive and we were blessed with fabulous weather. The event was held on the 11th March. This was a good date in terms of allowing enough us time to organize the Bush Dance. The downside was that Year 3 was given this responsibility and it clashed with the Y3 Reconciliation workshops. It was estimated that there were approx. 450 – 500 people on the night. We had enough food and drinks for everyone and plenty of merchandise for kids to buy on the night. The band kept everyone entertained and we had no major issues on the night. Even though this was not a fundraising event, after expenses ended up with a profit for the night – which was a great result (refer to Treasurer's report for financial details) We used TryBooking to get parents to RSVP and to request how many sausages they wanted on the night. The office organized this in conjunction with Natalie (AP) who was an enormous help with getting everything set up and extracted from TryBooking. From that we knew that 125 families or 474 people had RSVP'd and they requested 505 sausages. This helped with catering for the event.</p>

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On the night we had just enough volunteers to cover all areas. It would have been nice to have a few more to share some of the shifts around but once again there were a few Y3 parents who were more than happy to work extra shifts to ensure the success of the event. Big thanks to those parents!

We enlisted the help of ex-St John's students to help with the Photo Booth on the night. On the day, we also nominated parent to act as MC as needed throughout the night.

The Bush Dance was a huge success. We were lucky to have such great weather, a great team organizing the event and wonderful volunteers on the night. Refer to Treasurer's report for financial details.

Colour Run - CROSS COUNTRY – 29 APRIL (YEAR 4 HOSTED)

Class Parents: Kerry M, Lisa R, Justine S, Danielle S, Cass T

Due to muddy conditions at the park the run took place at school on the 5th April 2017. As a community event it was a great success in the school. Kids really got into the swing of dressing up, really giving the run a go and cheering each other on. They could watch from many vantage points. There were plenty of year 4 and other parents to help.

Big thank you to the Year 4 class parents who helped with flyers and promoting the event, organising prizes, preparing envelopes and collating results at the end.

There was a return rate of envelopes per class ranging between 50% and 75%, with a mixture of payment by QKR and cash. Refer to the Treasurer's report for financials.

First prize (\$200 Criniti's voucher) was awarded to the family who raised the most money. Thank you to Raff M for organising this prize.

Domino's DY donated a Pizza Lunch and Jo S donated Zoo Passes, which were given away in a lucky draw. All children who returned a sponsorship envelope were entered into the draw – the winner was announced last week at assembly.

The lucky draw prizes were intended to give everyone who participated in the event a chance to win a prize regardless of the sponsorship amount collected.

Despite numerous reminders – newsletter and Mr Bateman, collecting the sponsorship envelopes after the holidays meant a bit of momentum was lost. Suggestion for next year, start advertising earlier, and give out envelopes 2-3 weeks prior to the event, and ask for the sponsorship envelopes to be returned on the day of the event / before the end of term depending on scheduling for next year.

It was great that younger kids did a run as well and were able to watch the older runners, and having a specific fundraising target in mind may have helped boost excitement about fundraising i.e. new playground equipment.

Qkr! did make it easier because there was less money to count, and it was easier to collate the total amount a family donated. However not all envelopes were returned (for the lucky door prize) and the Qkr! payments needed to be reconciled so that was a bit extra work for the office staff and volunteers. Given that this was the first year Qkr! was used need to "fine tune" processes around payment / reconciliation for next year.

Overall this year's Cross Country event was a great success with a new theme "Colour Run", great atmosphere and revenue up from last year which will significantly help in purchasing new playground equipment for our school children.

Whilst a general thank you was in the newsletter it would be great if thank you letters /

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certificates could be sent to the businesses that donated prizes / vouchers.

MOTHER'S DAY BREAKFAST – 12 MAY (YEAR 1 HOSTED)

Class Parents: Anna A, Karen B, Wendy J, Caroline M

Following on from last year's hugely successful afternoon tea/ liturgy there was some feedback from mums unable to make the afternoon times due to work/ life commitments. As a group we discussed starting a new tradition of alternating the event from an afternoon tea to a breakfast so people going forward will know what event will take place and schedule accordingly. This year we decided to host a breakfast.

We wanted to create a broad menu of food options to cater for a wide range of tastes.

Nick from Silver Pantry created the delicious muffins, Karen G (Hamlet Pies) donated prime quality bacon to ensure our bacon and egg rolls were of high quality. We organised Adrian from Roaming Café to be onsite selling coffee and hot chocolate.

QKR was utilised as an ordering tool for food and raffle ticket sales. Our aim was to create a cashless system with detailed reporting to make the ticketing quick and easy (which it was). Another advantage of using QKR was to increase the number of families registered to use the service. We did have a paper based ordering form sent home to all families ensuring everyone was given the opportunity to purchase.

There was a small amount of food ordered the morning of the breakfast but majority was pre-purchased before our Tuesday 9th May deadline.

Raffle prizes were organised through our generous Year 1 (and Kinder) families, some were products of their business or cash donations, which were put towards the hampers we created.

Year 1 parents were very willing to help the class parents in the lead up to, and on the day of the event. We are very lucky to have such wonderful parents in our grade.

As with the Bush Dance, the Mothers Day event was not a fundraising event but did make a profit for the school. Refer to the Treasurer's report for financials.

UPCOMING SCHOOL EVENTS

Grandparents day – 4 August (all school hosting)

Based on previous year's attendance this is shaping up to be a busy event. Last year we were short on volunteers, so we will be looking to recruit more helpers this year, especially at serving time.



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Committee Name:	Uniform Shop / Clothing Pool
Name of person completing report:	Eva S
Financial Info (if applicable)	Refer Treasurer Report
Items of note since last report:	N/A
Follow up from previously raised items:	N/A
Issues/Challenges	<ul style="list-style-type: none"> • Newsletter notices to include uniform shop availability with opening times (at least once a month) • Reminder to donate ONLY clean items that need no repair

Committee Name:	School Banking Committee
Name of person completing report:	Belinda B
Financial Info (if applicable)	<p>We have activated 11 new accounts in the first quarter.</p> <p>Refer to the Treasurer's report for financials.</p>
Items of note since last report:	
Follow up from previously raised items:	
Upcoming Events:	<p>Date/s:</p> <p>Location:</p> <p>Purpose:</p>
Goals Set & / or Goals Achieved:	
Issues/Challenges	<p>The courier is still coming very early i.e. around 9.30am. Ideally we need till 10.00am to ensure we process all deposits properly.</p> <p>On Tuesday 28th February, the school banking money was incorrectly banked into the school account by the new banking courier. CBA notified us that the deposit had not been received into the school banking account. We investigated and the money was reimbursed back to the correct account by the school on 27th March 2017.</p>



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Committee Name:	CSP (Catholic School Parents)
Name of person completing report:	Rony R
Upcoming Events:	<p>FUTURE READY CONFERENCE – Manly 9th & 10th September 2017</p> <p>Broken Bay Catholic School Parents are proudly hosting the Council Of Catholic School Parents NSW / ACT Conference. The conference will assist parents & school communities to explore the implications of a changing future and the impact for learning communities.</p> <p>http://www.brokenbayparentcouncil.com/2017-parent-conference.html</p> <p>Parent Engagement Seminar Thursday 15 June 6.30pm, Catholic Schools Office, Pennant Hills The CSP are excited to be hosting Canadian Dr Debbie Pushor for a MasterClass open to all members of our education community.</p> <p>http://www.brokenbayparentcouncil.com/dr-debbie-pushor---june.html</p>
Goals Set & / or Goals Achieved:	<p>The CSP goal this year, as always, is to further build learning and wellbeing partnerships within our school and our wider diocesan communities to engage ALL families in their children's learning and well being.</p>
Issues/Challenges	<p>The main challenge for the CSP continues to be how best to engage parents with the resources that the CSP makes available to parents to assist in their engagement in the schooling of their child(ren).</p> <p>We encourage parents to provide feedback on how they believe we can make resources available to them</p> <p>For information on free parent seminars, online resources and up-to-date information on education today:</p> <p>www.brokenbayparentcouncil.com</p> <p>Twitter @BrokerBayDPC</p>