



P&F MEETING – TERM 3, 2017

Tuesday 15th August 2017

Minutes and Committee Reports

1	Welcome	President Belinda H opened meeting @ 7:05pm with a lovely prayer celebrating the Assumption of Mary
2	Apologies	None
3	Matters arising from previous minutes	<i>Motion:</i> Accept minutes from previous meeting Tuesday 23 rd May 2017 Accepted by Gen F and seconded by Caroline M
4	Principal's Report	<p>Refer to the attached report for full details</p> <ul style="list-style-type: none"> • Thanked the staff and community of St John's for their support of the children during such a difficult time. Also the CSO staff for their assistance and the very kind gesture by NPS staff for offering their support to the St John's staff • Members of the Parish and volunteers will be having a "cook up" in the parish hall kitchen on Thursday for all families in need of assistance. Donations of food and \$\$ welcome. Belinda B happy to take donations and pass onto the parish • Fr Reinaldo Vassoler is our new Parish Administrator. Father Reinaldo is supported by Fathers Francisco and Fr Norberto in running the Parish. They are supportive of the school and would love to build on the relationship between the Parish and the school. Building project on hold at the moment until Fr. has had a chance to familiarise himself fully with the project / costings etc. CSO liaising with Fr. and contractors • The interactive playground plans are finalised and school has an appointment with the landscape architect to get advise on drainage issues and so that this project can be progressed as soon as possible • School funding has been a major topic of interest since May. The Director of Schools has advised all families of the increases for 2018, and will continue to champion the cause for Broken Bay Catholic schools to ensure that all Catholic families have a choice of a low-cost non-government education for their children. Parents are encouraged to be engaged via the Council of Catholic School Parents (CCSP). Our school representative is Rony R • We are in the process of preparing to administer the school readiness test (SRT) for the new online NAPLAN assessments. The transition to NAPLAN online commences from 2018. (<i>A short video form ACARA was shown</i>). Concerns were raised about children being able to access other sites whilst online – parents were advised that devices will be "locked down" during the testing. During W9 the current year 3 & 5 will have an opportunity to test the new system. All feedback will be given to ACARA. • Focus on Social and Emotional Learning (SEL) continues, with each child in the school assessed – strengths and needs identified for each class. For example the children in year 5 being able to recognise their emotions – not just name them, but identify how their body might feel, and how to regulate those feelings. Teachers using modelling in the classrooms about how they are feeling. Kindy are focussing on voice tone. Year 4 on reflection. • Busy time for the school this term, including public speaking, Grandparents and Special Friends Day, our Athletics Carnival and student reporting and three way interviews, and this morning the Feast of the Assumption. • This term we introduced 'Parent Breakfasts' - informal, great opportunity to chat to other parents. So far we've had groups from years 2 – 7. Kindy & Year 1 parents are invited to meet on 4th Sept. • Next week we welcome our Kindergarten 2018 families to St John's • Issues with Church driveway – new bollards have been installed to stop people driving into the church driveway between 8am – 8:45am (school drop off). The bollards will be removed each morning @ 8:50am to allow parishioners to park for 9am Mass.
5	Executive & Committee Reports:	Committee Reports were tabled and provided to the attendees.
	<ul style="list-style-type: none"> • President 	<p>P&F team re-introduced to the meeting attendees</p> <p>Belinda thanked the following people for their support during Term 3</p>

	<ul style="list-style-type: none"> • Mark Bateman & St John's Staff for the support and compassion shown to Finn's family and the St John's students & community during such a difficult time. Also thank you to all the parents and CSO staff that assisted on the day of Finn's service. • St John's community for their continued support and prayers for the Marker family • Gen F, Class Parents & Years 5&6 for Grandparents Day • Zuzana B for getting the Playgroup up and running again • All volunteers who helped at the Athletics Carnival • Trivia Night Committee & everyone who has supported the Trivia Night fundraiser • Banking Helpers • Canteen Volunteers • Uniform Shop helpers 																
• Class Parent Co-Ordinator	Provided by Gen F. Refer to the report included in committee report attachment.																
• St John's Advisory Council	Provided by Meghan B. Refer to report included in committee report attachment.																
• Treasurers Report	Provided by Russell S. Refer to separate treasurer's report School Banking Commission paid during the school term, i.e. \$5 new account, % of deposits made during the Term																
• Canteen Co-Ordinator	<p>Maria provided an update of the Canteen since T2 meeting</p> <ul style="list-style-type: none"> • Main focus being a back-up plan for closures, but also to understand <ul style="list-style-type: none"> ○ What is parent's motivation for volunteering? ○ What has changed? ○ Why are volunteers no longer available? ○ Have parent's commitments changed since the beginning of the year? ○ Has the change in processes (Qkr!), new menu items had a negative impact? • End of T2 decision made to close on TUESDAYS • Looking at option of in the event that 1 rostered volunteer unavailable instead of closing for full day just process lunch orders – no recess or over the counter purchases • Common trends – when the canteen is busy / what time volunteers need to arrive / leave, what tasks takes minimal time / what is time consuming • Challenging getting new volunteers & retaining existing volunteers / keeping people motivated and interested in the workings of the canteen • Maria visited NPS canteen – great set up, brand new commercial kitchen, operates 5 days a week, also offers breakfast. On average 50% of all children use canteen every day • Propose a Canteen Usage Survey in T3 – children will be asked to complete as a homework task • With the introduction of Qkr! canteen committee better able to analyse the data / financials for the current year and forecast for 2018 <ul style="list-style-type: none"> ○ Average utilisation for 2017 – 57 students daily ○ Average utilisation for 2016 – 49 students daily ○ Wednesday generally the most popular day due to Sushi orders 																
• Clothing Pool Co-Ordinator	Eva S. Refer to the report included in committee report attachment. New sports shirts not great quality – very thin material. Feedback will be given to Lowes.																
• Broken Bay Parent Council	Provided by Rony R. Refer to the report included in committee report attachment.																
• School Banking	Provided by Belinda B. Refer to the report included in committee report attachment.																
6 Guest Speaker	Fr Reinaldo Vassoler – sends his apologies as they have had a busy day with the Feast of the Assumption but they are very much looking forward to continue to build the relationship between the Parish and school.																
7 General Business	<table border="1"> <thead> <tr> <th>Follow up Items</th> <th>Raised</th> <th>Owner</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><u>2017 Major function - Trivia Night – 19th August - THIS SATURDAY!</u> Qkr! closes tomorrow – if people haven't paid they need to pay by tomorrow. Raffle tickets on sale before and after school</td> <td>T1 2017</td> <td>P&F</td> <td>ongoing</td> </tr> <tr> <td><u>Playgroup – Zuzana Bryant- Every 2nd Tuesday 9am – 11am</u></td> <td>T2</td> <td>P&F</td> <td>Completed</td> </tr> <tr> <td><u>Cookbook sales - Anyone have fresh ideas?</u> What about packaging up (with quality olive oil or tea towels and sell as</td> <td>T4 2015</td> <td>All</td> <td>ongoing</td> </tr> </tbody> </table>	Follow up Items	Raised	Owner	Status	<u>2017 Major function - Trivia Night – 19th August - THIS SATURDAY!</u> Qkr! closes tomorrow – if people haven't paid they need to pay by tomorrow. Raffle tickets on sale before and after school	T1 2017	P&F	ongoing	<u>Playgroup – Zuzana Bryant- Every 2nd Tuesday 9am – 11am</u>	T2	P&F	Completed	<u>Cookbook sales - Anyone have fresh ideas?</u> What about packaging up (with quality olive oil or tea towels and sell as	T4 2015	All	ongoing
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		<p>Xmas hampers? Is there an opportunity to sell to Corporates? Advertise at Kindy 2018 picnic</p>																					
		<p><u>Canteen matters:</u> Refer to Committee Reports for full update OPEN – Monday, Wednesday, and Friday. CLOSED Tuesdays. Need more Volunteers. QKR orders must be submitted by 8:30am</p>	T1 2017	Canteen committee	ongoing																		
		<p><u>Grandparent's Day</u> – 4th August Thank you to Gen F & Years 5 & 6. Full report included in class parent report. Suggestion for next year – ask for RSVP to ensure that everyone gets afternoon tea as some families missed out this year</p>	T3 2017	P&F	completed																		
		<p><u>Giving Back to the Community</u> - Joint Project with SJ Advisory Council – Students to visit Palm Grove Nursing Home weekly on a rotational basis. Mr Frazer commencing in T3 taking the choir to visit / sign – 3 groups of 20 children</p>	T2 2017	P&F	ongoing																		
		<p><u>Playground</u> - update</p>	2016	M. Bateman	ongoing																		
		<p>New Items</p>	Raised	Owner	Status																		
		<p>Warringah Parish – Introducing Fr. Renaldo & Fr. Frank</p>	T3 2017	P&F	new																		
		<p>Class Parent Coordinator needed for 2018 Gen F stepping down after 3 years in the role. Looking for someone to replace Gen for 2018. Please contact the P&F if you are interested or know someone that would be interested</p>	T3 2017	P&F	new																		
		<p>Future Ready Conference - St Paul's Catholic College, Manly on 8, 9 & 10 September, 2017. Flyers given to attendees – information also available on school website / class weebly. School will be offering a \$\$ discount for families that are interested in attending. Please contact the P&F for more information</p>	T3	P&F	new																		
		<p>On behalf of P&F / school community – show of appreciation for staff for their continued care and support for the children of St John's during such a difficult time. Flowers sent to staff Coffee vouchers from Bella Dolce Looking into 3 min massages (office angels) for T3</p>	T3	P&F & SJ Advisory Council	new																		
		<p>Upcoming Events - 2017</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Organiser</th> <th>When</th> </tr> </thead> <tbody> <tr> <td><i>Trivia Night</i></td> <td><i>All</i></td> <td><i>Saturday 19th August</i></td> </tr> <tr> <td><i>Book Week</i></td> <td><i>All</i></td> <td><i>Wednesday 23rd August</i></td> </tr> <tr> <td><i>Father's Day (social event)</i></td> <td><i>Year 2</i></td> <td><i>Friday 1st September 7am</i></td> </tr> <tr> <td><i>World Teacher's Day</i></td> <td><i>P&F Exec</i></td> <td><i>October</i></td> </tr> <tr> <td><i>Disco (fundraiser)</i></td> <td><i>Kindy</i></td> <td><i>15th October</i></td> </tr> </tbody> </table>	Event	Organiser	When	<i>Trivia Night</i>	<i>All</i>	<i>Saturday 19th August</i>	<i>Book Week</i>	<i>All</i>	<i>Wednesday 23rd August</i>	<i>Father's Day (social event)</i>	<i>Year 2</i>	<i>Friday 1st September 7am</i>	<i>World Teacher's Day</i>	<i>P&F Exec</i>	<i>October</i>	<i>Disco (fundraiser)</i>	<i>Kindy</i>	<i>15th October</i>			
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8	Date of next meeting	AGM - Tuesday 7 th November 2017 – 7pm																					
9	End of Meeting	Meeting closed 8:25pm																					

St John's Parents & Friends Association

QUARTERLY MEETING – TERM 3, 2017

Tuesday 15th 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 June 13th, and again last week, on August 8th. For our meeting last week we were joined by Father Reinaldo who is the new Parish Administrator for Warringah Parish. It was a lovely opportunity to meet with Fr Reinaldo, to hear a bit about him personally and to learn more about the Scalabrinian Order of priests. We had great discussions around how the parish and school can work together to build and sustain a positive relationship with Fr Reinaldo working as part of a team of priests including Fr Norberto and recently welcoming Fr Francis. We also spoke with Fr Reinaldo about working together with the school community and the Parish to implement some further safety procedures for morning drop off at Waratah Pde and were updated on what is happening with the building project including the car park, Hall modifications and the playground.</p> <p>We are also continuing discussions to update the current Homework Policy. After analysis of the survey information received last term, we are moving to developing a draft policy informed by the staff and results from the survey.</p> <p>Looking to the future, we also began discussions about the sustainability of Advisory Council and the makeup of the 2018 Advisory Council. We are interested in hearing from any members of the St John's community who would like to join the Advisory Council. If this is something you are interested in please make contact with Mark Bateman or myself to discuss this.</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. 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>

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>Summaries of our Social/Fundraising Events since our last meeting:</p> <p><u>GRANDPARENTS DAY – FRIDAY, 4 AUGUST</u></p> <p>This year’s grandparents day was a great success, partly due to the glorious weather and our Class Parent volunteers who gave up their time to set up, served and clean up afterwards. A special mention should be made to our Year 6 boys who helped out greatly with selling the “Share” cookbooks (9 in total sold) and also packing up the chairs and tables after the event. We had enough food and there was no wastage and the recycling of rubbish in the appropriate bins was successful.</p> <p>Suggestions for next year is purchasing a larger hot water furnace (16 litres) to cater for big events like grandparents day. We had four tea/coffee workstations, we could have done with an extra station to cater for the large number of people lining up for coffee and tea (however the power outlets outside the hall may not cope).</p> <p><u>CUPCAKE DAY (RAISING MONEY FOR YEAR 6 END OF YEAR PRESENT FOR THE SCHOOL) –</u> Report compiled by Koto Thompson, Year 6 Class Parent</p> <p>The cupcake day was extremely successful \$688.00. The children bought in an abundance of cupcakes! We even gave away prizes for the best decorated! Every child paid \$2 for mufti and a cupcake. The children brought them in to the hall in the morning. We had four mums separate them onto trays from the parish room. Then the mums took trays to the classrooms - where the children chose a cupcake each from the tray and put it on their desk for later. The trays came back and we continued to fill them up and deliver them to the classrooms. Originally the year 6 kids wanted to deliver them but they were at sports lessons and couldn’t be back in time. The year 6 kids sold them at recess and lunch for 50c each.</p> <p>UPCOMING SOCIAL EVENTS BEFORE TERM 4 P&F MEETING:</p> <p><u>SCHOOL TRIVIA NIGHT – 19TH AUGUST</u></p> <p>The trivia committee members are finishing the final touches for the event; the team has been working hard to make it an enjoyable night for people attending and a successful fundraiser for the school.</p> <p><u>FATHERS DAY BREAKFAST – 1ST SEPTEMBER (Year 2 Hosting)</u></p> <p>Year 2 Class Parents organising this event currently. Google forms have been sent out to year 2 class parents for helpers.</p> <p><u>SCHOOL DISCO – 13TH OCTOBER (Kindy hosting)</u></p> <p>Kindy Class Parents are currently organising this event.</p>

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 2 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:	Courier issues have settled down. We usually have everything ready with plenty of time.
Upcoming Events:	<p>Date/s:</p> <p>Location:</p> <p>Purpose:</p>
Goals Set & / or Goals Achieved:	
Issues/Challenges	

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>
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 @BrokenBayDPC</p>