

## St. John's P&F Association ~ T2 Meeting Agenda

24 MAY 2023, 7pm, School library

Zoom link via COMPASS



**1 WELCOME PRAYER**

All

**2 INTRODUCTION**

Amelia C

**3 APOLOGIES**

Jo W

Shirley M

Simone M

Jess W

**4 PRINCIPAL'S REPORT**

- Teachers are working on reports
- As a result of the new K-2 syllabus, the format of reports is different, therefore information / explanation will be communicated to parents
- Confirmation program has begun, big thanks to Christine Dunk for the coordination.
- Family masses are going great, attendance and connection has been fantastic
- K-2 Curriculum is proving to be more difficult than expected from an implementation phase. Directive from Prue Carr to slow down the roll out which is a relief.
- Parent engagement session this week.

### Spelling update

- Continued exploration around spelling, K-2 implementation on track.
- Working to upskill parents so language used at home is familiar and the same as the classroom

### Purchase of new reading resources

- Thanks to the P&F for support and funds for new readers - by week 9 they will be barcoded and input in to the school system.
- Looking for help from parents to contact a few afternoons a week.
- Readers will be ready for Term 3.

### LifeSkillsGo wellbeing initiative

- Check in on kids mental wellbeing via digital dashboard each morning (older children checking in multiple times a day)
- Super helpful for teachers to gauge student interests and willingness to learn. And exploring the How, Why and Where these feelings are expressed.
- Data is shared with teachers, any issues are flagged and addressed with parents.
- Years 5 & 6 are journaling.
- Goal is to connect platform to compass. Wellbeing included within usual compass markets.
- CEO (Nikki) of life skill coming in

## Draft Parent Code

- Parent engagement committee, Mark meeting with the priests tomorrow night to discuss.
- Goal of the Parent code is to identifying the foundations for positive partnerships with parents as well as boundaries.
- Useful for current and future parents of St. Johns.
- Acknowledgement of Mother's Day, Open Day, Gala Day, Movie Night all being great ways to build our SJAN community

## COMMITTEE REPORTS

### 5 Class parent coordinator

- Thanks to Year 3 for a successful Bush Dance
- Mother's Day Report (details at end of the minutes) - Year 1 feedback and valuable timeline. Proposal to revisit coordination next year so Mum's can enjoy the morning. How do we get the Dad's involved more.
- Appetite for the Colour Run with Australia School and Club fundraiser (they take 30% of money raised as commission). Event would be held at Bev Job. There needs to be some due diligence done around the feasibility, timing, best approach to fundraising and how it can work for St. Johns.
- All money raised (via school events and the P&F) needs to be spent in the year it is raised.
- Grandparents Day 27th July
- Parent Social Night in August. Bogan Bingo, they put on event, SJAN as the venue. Opportunity for fundraising, fancy Dress, fun, etc. Something new and different.

Natalie F

### 6 Treasurer

- Budget
  - See finance report for more detailed figures
  - Amazing fundraising job by everyone and hats off to Amelia for the organization of all events this year.
  - Biggest contribution is second hand uniform shop.
  - Bush Dance cover charge was a good decision in order to make profit on the event.
- Grants
  - How can we take advantage of the Council and State Govt GRANTS - we need to apply for the grants and be aware of them.
  - We can/should tap into P&F resources to help and support with grant submission and research.
  - Are there any parents who can write these grants, who have expertise and time to do them?
- New Treasurer update
  - Bianca's last meeting as treasurer, Brett Doolan will be taking over as the new treasurer (Children in year 3 & 6)

Bianca C

**7 Uniform Shop coordinator**

- New school bags and hats
  - Bag issues – communication via compass to return broken bags and have them replaced.
  - As a result of the multiple issues, decision has been made to change providers to Pickles in Brookvale for both school bags and hats.
  - Bags are smaller in profile, a little more expensive but way more durable.
- Volunteer Request
  - More volunteers required in Uniform Shop.
  - Call will be put out on compass. Only 30 mins Friday morning / Afternoon.

**8 Catholic Schools Parent Representative** Simone M

**9 Canteen Coordinator** Shirley M

- Progress so far
- Roster news
- New items on menu to be discussed and signed off

**10 UPCOMING P&F EVENTS T2 and beyond** Amelia

**11 OTHER BUSINESS**

**12 DATE OF NEXT MEETING** 16th August 2023

**13 MEETING CLOSE – 7:55pm**

### Committee Reports

<b>Committee Name:</b>	<b>Class Parent Coordinator Report</b>
<b>Name of person completing report:</b>	<b>Natalie Fitzpatrick</b>
<b>Financial Info (if applicable)</b>	
<b>Items of note since last report:</b>	<p>Bushdance report attached. Profit of \$3,300 made.</p> <p>Movie night - will discuss at meeting          Mother's day report attached - will confirm profit at the meeting.</p> <p>For discussion: I think we need to revisit how the Mother's Day event is run next year. Organise a coffee/cart catering well in advance, not worry about the raffle as once again all of the mums had to do the work to get this off the ground. If it is a big fundraising event for the P&amp;F perhaps there is a school disco or another event we can add to the schedule to replace it.</p> <p>Whatever we decide to do, we need to ensure more dad's are involved so that the mum's can enjoy the event. I know some of the year 1 mums limited their time in the classroom to get back and help with serving, organising etc.</p>
<b>Upcoming Events:</b>	<p>Grandparents day: Friday 27 July (year 5 &amp; 6 responsible)</p> <p>Parents social night: August (TBC)</p> <p>Fathers day event: September (year 2 responsible)</p> <p>Christmas concert or similar: November/December</p>

<b>Committee Name:</b>	<b>Uniform Shop</b>
<b>Name of person completing report:</b>	<b>Jo Woolford</b>
<b>Financial Info (if applicable)</b>	Refer to Treasurer Report
<b>Items of note since last report:</b>	<p>Since the last P&amp;F meeting, we have obtained sample school bags, library bags and hats from Pickles. Pickles only need 2-3 weeks in order time (as opposed to Battalion which is usually taking 4-5 weeks) and can be either collected from Brookvale or shipped to the school for us to hand out.</p> <p>Battalion replaced 20 broken bags, but we still have several bags that are broken. We have asked all parents to check their bags for any faults and will then put in an order to get these replaced at the end of Term 2.</p> <p>Any new bags purchased from Term 3 onwards will be from our new supplier, Pickles. The price will be higher for the 3 items:</p>

	<ul style="list-style-type: none"> <li>• School bag - \$55.00 (we currently charge \$45)</li> <li>• Library bag - \$22 (we currently charge \$15)</li> <li>• Hat - \$20 (same price)</li> </ul> <p>We have been assured from Battalion that any continuing issues will still get a replacement, but they are confident that the new shipment will not have any issues.</p>
<b>Follow up from previously raised items:</b>	
<b>Issues/Challenges</b>	<p>We will continue to monitor the bags from Battalion and keep replacing any faulty bags.</p> <p>There is a demand for boys ties to be available on elastic. Are there any crafty mums who would be able to make these as Lowes has stopped selling them?</p>

<b>Committee Name:</b>	<b>Canteen</b>
<b>Name of person completing report:</b>	<b>Shirley Rellis</b>
<b>Financial Info (if applicable)</b>	Refer to Treasurer Report
<b>Items of note since last report:</b>	<p>Canteen is running well.</p> <p>The volunteer roster is working extremely well , I would hope we can continue with the roster going forward. Big thank you to Nat for liaising with myself and the class parent.</p> <p>Thank you to all the class parents for organising their weeks .</p>
<b>Follow up from previously raised items:</b>	<p>Any suggestions / ideas for canteen very much welcomed . I am hoping to organise a couple of special food days early term 3.</p>
<b>Issues/Challenges</b>	

<b>Committee Name:</b>	<b>Broken Bay Diocese Parent</b>
<b>Name of person completing report:</b>	<b>Simone Magas</b>
<b>Financial Info (if applicable)</b>	
<b>Items of note since last report:</b>	
<b>Follow up from previously raised items:</b>	
<b>Issues/Challenges</b>	

## Principle and Event Reports

### PRINCIPAL'S REPORT – TERM 2, 2023

We have reached the mid-point of Term 2 and, as announced in our Strength and Gentleness Publication we are gearing up for mid-year reports and three-way interviews. This is a time to check on student progress and to celebrate the work your child has done to this point of the year. I strongly encourage parents and carers to book a time with their child's teacher to discuss progress.

Children in Year 3 and above who have been Baptised have begun their Confirmation preparation with the Parish. Miss Dunk has been supporting the Parish with the program ensuring that all is ready for the sessions being run each weekend. Our children in Year 4 and above made their first Reconciliation during the first term. Parish family masses have been very well attended this year; Appreciation done to our families who are supporting this special connection with our Parish.

Our teachers and staff are working hard for your children. The introduction of the new syllabuses in English and Maths to Kindergarten to Year 2 is underway. Years 3-6 syllabuses in these areas will be implemented in 2024. The NSW Education Standards Authority (NESA) has slowed the pace of the introduction of further new syllabuses to full renewal by 2027. We are grateful for this rethink by the State government which reduces the pressure on teachers in this important area.

In the teaching and learning area, our focus continues the learning in Spelling, and we will be holding our first parent engagement session this Friday morning which will showcase the work your children and our teachers have been doing in this area. I've invited our super coach, Mrs Thom, to present to you on progress in this area for 2023.

In addition to our focus on Spelling, we asked the P&F to support us in updating our reading resources in new decodable readers and readers for Years 2-6. We have completed our first purchase because of funds raised by the P&F so far this year. We have set a target of \$10 000 for this cause and are very grateful for the support that we have had from our parents so far this year.

During Term 1, St John's took part in a trial of a student wellbeing resource. Life Skills Go invites students to complete a confidential check in on their readiness for learning. The program provides instant individual feedback to the teacher about a child's state of readiness. It can then provide links to programs and activities which help the children move to a more ready learning state. These could include meditation, movement, inspirational videos or in opportunity to talk confidentially with their teacher. Teachers are reporting positively on the insights they are receiving about the children's thinking and what they can do to support them.

Catholic Schools Broken Bay is currently reviewing the way in which engagement with parent communities is occurring in the diocese. A first step is to articulate the foundations for respectful and effective relationships between parents and the school more clearly. A Catholic School Broken Bay Parent Code has been drafted and will go a meeting of priests and principals tomorrow for before going to the community. I would like to be able to bring the document for comment to our next meeting.

There's lots to celebrate since our last meeting. Kindergarten enrolments and interviews are open for 2024 and we have had strong interest. We will hold our second Open Day 1 June and look forward to welcoming our visitors and guests. Our Mother's Day breakfast and Movie Night were both well supported and very successful. My thanks to our P&F for their organisation of these events and for the way they brought our community together.

Best wishes until our Term 3 meeting.

Mark Bateman – Principal

## Movie Night 2023 REPORT - COOL RUNNINGS

5 MAY 2023, St John's playground

Organizing team - Amelia Chandler, Bel Haroutonian, Natalie Fitzpatrick, Michelle Scalise, Jess Webb, Sally Olsen, Jo Woolford

St John's P&F booked an outdoor movie for 2020, but due to Covid, lockdowns and weather it took 3 years to host it! Screened COOL RUNNINGS a "flashback" movie as few new releases and kids have seen everything on streaming at home!

BIG SCREEN HIRE EVENTS honored the booking and wavered the outstanding fee (\$1,400) as they'd held our deposit payment for 3 years. Great news for us as we could definitely make a profit from the event! (Scott Lee, 0412 687 033 - Manager)

Free entry was decided on as not a new release and all council movie events are free. Got buy in on attendance with food sales being locked in and paid before hand. Perfect evening, cold but no rain.

Approx 120 RSVPs. BYO picnic blankets/camp chairs etc. Prepay food or BYO picnic.

Lots of staff attended to help out, thank you for your dedication and good cheer on a Friday night!

### Promotion

- Social media tiles on insta and facebook
- Updates weekly in the What's Happening
- Compass reminders
- Class parent network asked to share tiles and information

### Catering

- ChaChus Indian - offered catering at good price, we added small % for profit. Delivered to us and stored in canteen pie warmer until collected.
- Hotdogs served from canteen. Cooked and served by P&F.
- Candy Bar set up selling ice creams etc
- FairyFloss machine borrowed from Forest High.
- 68 lolly bags made up. Not all sold, surplus donated to Mr Batemans lolly jar.

### Prices

- QKR! For pre-purchased food and merchandise items. Cash and Qkr! sales taken on night.
- Hot Dogs + cheese \$5
- Icy Bites \$1
- Juice boxes / drinks \$2
- Lolly bags \$3
- Fairy Floss \$5
- Popcorn \$3
- Ice cream sandwiches \$4

### Tasks

- Letter drop to neighbours done.
- SignUp sent to whole school seeking parents help.
- Risk Assessment and walk carried out by Mark Bateman, Christine Dunk, Bel Haroutonian, Amelia Chandler.

## Feedback

- Coupons issued for food pickups made queues shorter.
- Hotdogs were easy and quick to assemble and serve.
- Really well received event. Quite easy to run and lots of good reports from attendees

## **Bushdance 2023 REPORT 10 MARCH 2023,**

6 to 9 PM

St John's playground

Organizing team Year 4 - Amelia Chandler, Bel Haroutonian, Brooke Williams, Vanessa Anastasio, Natalie Fitzpatrick

- Our first bushdance in a long time!
- Welcome to new families and the 2023 school year.
- Fundraiser for new decodable readers for K-6.
- Number of attendees Duck on the Pond played (no beer required this year, just bottled water and dinner for band)
- Small prizes given to band to award/gift the kids. Used surplus lollies from lollybags and previous years merchandise (bendy cowboy figures).

## Promotion

- Social media tiles on insta and facebook
- Updates weekly in the What's Happening
- Compass reminders
- E-sign on Alfred Street Flyer in school bags week prior
- Social media thanks to Narraweena Fruit Market

## Catering

- We prepared 110+ pulled pork rolls, 220+ sausages. Factored in extra 20% for sales on the night and we had no remainders on the night.
- Pork was cooked ahead of time in slow cookers at home and brought in on night. Easy and affordable.

## Prices

- QKR! For pre-purchased food and merchandise items. Cash taken on night for counter sales.
- Pulled Pork rolls \$8
- Sausage bread roll \$4
- Icey Bites \$1 Juice boxes / drinks \$2.50
- Lolly bags \$3
- Cowboy hats \$8 (Amazon.com purchased 48 - not all sold, remainder available for future event) Bandanas \$5 (Amazon.com purchased 48 - not all sold, remainder available for future event)
- Raffle tickets \$ 7/5/3 (Devitts Meat tray - paid \$60 value. Narraweena Fruit Market fresh food box - value \$50 donated by business) - tickets were sold prior and on the night.

## Tasks

- Roped off play equipment
- Letter drop to neighbours done
- SignUp sent to Y4 parents for help
- Whole school request sent for lolly donations for lolly bags, good response extras purchased. Leftover bags sold and donated to Caritas lenten appeal (at Mater Maria).


## Feedback

- Queues for food were slow. Striking prepaid orders off and getting multiple items took too long especially with complex orders. Tokens better for multiple/large orders OR more helpers/serving areas.
- \$15 family admission payment accepted well and assisted to success of event.



- A bit too long? Kids drifted off to ball games and the band played a mix of music after 8pm. Consider 6-8pm next time.
- More supervision of kids required, roaming supervision too.
- Rubbish emptying through event needed.
- Thanks to the y4 parents who rolled up their sleeves - great camaraderie on the stall, in the canteen and around the bbq: a great team!

## Year 1 Mother's Day Breakfast & Raffle

Timing	Job	Notes
3 months ahead (start of term 1)	Book a coffee van for the morning of breakfast.	We looked into this but found there are requirements to sell 100 cups of coffee. They were all booked months in advance. Other thing to consider is the queues.
8 weeks ahead or even before	Look into and source gifts for selling through Qkr! e.g., Tote bag	These may need to be ordered online and delivered so more lead time is helpful.
4 weeks before	Organise raffle – look for prizes and donations from local shops and businesses. We charged \$5 per ticket	Depending on amounts these can be added to the hampers created as prizes. Sponsors should be thanked on social media use logos.
4 weeks before	Organise catering through Corner 99 across the road. See what is available and create list for qkr.	We were given these at cost price and then marked them up to the price they charge in the café to make slight profit on the sales.
3 weeks before	Ask other year 1 parents through group chats/ compass to donate gifts to be made into 4 large hampers	Cellophane, ribbon, baskets/boxes needed but only purchase when you see how much has been donated to get the right size boxes.
3 weeks before	Create graphic "tile" for advertising the open classrooms, breakfast and raffle on social media streams.	
2/3 weeks before	Create Compass note to families encouraging them to buy food and raffle tickets and gifts.	<p>Our note as Example: Mother's Day Celebration</p> <p>Our Mother's Day celebration will be held on.... Breakfast will be served from 8am. Food available to pre-order on Qkr! Open classrooms begin at 8am where guests can visit the classrooms and mums can collect a special gift made by their children. Raffle will be drawn at 8:40am on the blue soft fall. Liturgy begins after the raffle. Don't forget to buy your Mother's Day raffle tickets to be in with a chance to win one of our lovely prizes/hampers. Tickets available through Qkr! Looking forward to celebrating all the mums in our wonderful community.</p>

2/3 weeks before	Call out to year 1 parents to help with the event, food set up & Pack down.	Ask specifically for Dad's to get involved so the mums can get to the open classrooms and get the gifts their kids have made rather than serving. Set up from 7:15am-8am Food servers 8am-8:40am Raffle ticket seller 8am-8:40am Pack down (after liturgy) about 9am-9:15am
2/3 weeks before	Arrange some table cloths/ decorations for tables on the day. Large labels needed for the food orders Do a check with P & F on plates, napkins, knives, spoons, cups if doing tea and coffee from canteen and other supplies. Officeworks run might be needed.	We used pink table cloths and some sequin runners, vase of flowers etc.
4 days before event	Food orders close Send reminder for raffle tickets	Lists of food orders will be compiled by office.
1 Day before	Assemble hampers with donations Raffle tickets need to be written out per compass purchases.	This takes longer than anticipated so a few people to do this would be good.
Event Day	Set up from 7:15am-8am Tables from shed (behind goals on oval). Set up in front of the canteen under the shade cloth.  Food served 8am-8:40am    Raffle ticket seller 8am-8:40am \$5 per ticket.   Pack down (after liturgy) about 9am-9:15am	We used 3 tables for food, 1 for gifts, 1 for people adding jam and cream to scones.  We placed muffins on plates and had large labels so people could help themselves to their order with a bit of direction. We ran tea and coffee from the canteen and not a lot of people took this option. Possibly tell people to grab a coffee on the way in instead in compass notes - Depends on coffee van decision.  Raffle tickets set up under clock with the prizes can be sold for cash for those people who have not pre-purchase.  Put tables back in the shed and return supplies to hall to P & F cupboard.