

MINUTES

James Sheahan Catholic High School P & F Meeting No. 2 / 2018

Date: 14 March 2018

Meeting commenced: 6.10 pm

Minutes by: Mary Taylor

Chaired by: Tom Capell

	<p>Present/Apologies Present: Peter Meers, Peter Mackie, Neal Livermore, Tom Capell, Elizabeth McRae, Kelly Porter, Kerrie Ford, Cathy Mileto, Michael Tilston, Angela Thornhill, Mary Taylor Apologies: Mellissa Livermore, Kelly Carberry, Stew Vidler</p>
1.1	<p>Acceptance of previous minutes Moved – Peter Mackie Seconded – Neal Livermore</p>
1.2	<p>Incoming/outgoing correspondence 7.2.18 – Email re UMAT MedEntry preparation 12.3.18 – Email from Ms Austin re Sri Lanka team & trivia night 14.3.18 – Email from Ian Greenham (OCC) re Anson St pedestrian crossing</p>
1.2a	<p>Business arising from the correspondence</p>
1.3	<p>President’s Report</p> <ul style="list-style-type: none"> • Philosophy needs to be developed around how the P&F allocate funds raised by the P&F. Otherwise, everyone doing a good job.
1.4	<p>Principal’s Report</p> <ul style="list-style-type: none"> • Business manager interviews unsuccessful – hopefully find someone by term 2 • Andrew Kent is still on a consultancy basis with approval of CEDB, but it still working at his job in Canberra • Belinda Smith is doing a lot of extra work, and doing a sterling job • Staff news, Winston West and his wife Jenna had a baby named Hugo. • A new teacher named Tom Fennell in place of Kieron Hogan, while she is on maternity leave. • Maddy Moylan also on maternity leave, and Maria Pastoors has commenced as her replacement. • Athletics Carnival on in two weeks, 28 March. • The ground needs more work, CYMS working with the school to repair a patch towards the Hall side, where the grass hasn’t come through as hoped. • Japanese visit, four teachers, two from Ushuku high school and two from Toyo High School plus 21 students, 11 from Ushuku and 10 from Toyo. • Our students learning about Japanese culture, and Japanese • Learning Enhancement Centre – an amazing resource, lots of natural light, sunny, Mr Kirkwood (who is the Learning Enhancement Coordinator) is very excited. • Good for suspended students to use the area too for internal suspensions. • Mr Kirkwood is running a range of learning intervention programmes, tier three smaller, more intensive learning.

<p>1.4</p>	<p>Principal's Report (cont'd)</p> <ul style="list-style-type: none"> • Accelerated reader and numeracy programmes. • High expectations of students who are there. • Tarmac opening was very successful, wonderful resource, great for the school. • Brand launch – cancelled as of Monday – have had lots of publicity, buses, newspapers. • Mission statement, place of belonging, focused on ensuring our school is somewhere everyone can belong. For all students, not just those at the top. • New strategic plan being developed, consultation with parents, from the beginning. • School appraisal – CEDB looking at all aspects of the school, feedback from parents, appraising the school and seeing how it can be improved. Need to do this to comply with NESA. • Week 2 of term 2, will be led by Vince Connor, who contact the P&F to talk about interviewing parents. • Parent, student and staff surveying. • School website – being reviewed. Needs to be simplified. Make it more contemporary. Being done in-house by Scott Preston. • Lea Waters – Visible Wellbeing, to present at a meeting on Tuesday March 27th. • HSC analysis – continuous improvement, how to improve in all subjects. From year 7 to year 12. Early embedding of skills eg essay writing, so year 11 and 12 is better for students. • Year 6 to 7 orientation days next week. • Technology expo in June – community service – offered some of our facilities to run a technology expo, Orange Rotary Daybreak, strong educational arm. • Bike track, tunnel has now been put under the railway. School working with Council re security.
<p>1.5</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • \$20,807.62 balance. • \$348.22 spent on Family BBQ in March. • Treasurer's spreadsheet attached.
<p>1.6</p>	<p>Student Reports –</p> <ul style="list-style-type: none"> • Michael Tilson discussed school reports • School system (Sentral) is to be changed to a system called Compass, supported by Catholic Schools NSW, so JS will transition away from Sentral, which changes marking of rolls, discipline responses, student reports etc. • Some problems with the new system, there is discussion around this • Good opportunity to revisit student reports. • Ask what parents and students want from reports. • Discussed teacher comments, as well as tick boxes. • Currently teacher comments can take each teacher up to around 20 hours to complete for all their students. • Possible option: include areas of success (teacher chooses approx. 4 to 5 from approx. 40 options) and goals for improvement (teacher chooses approx. 3 or 4 from certain options again). • Could also have a table of 'Habits', with bar graphs to show how students are faring • Positive change for teachers – individual comments can still be passed on to parents via email, meetings and/or at parent/teachers/student evenings

1.7	<p>Traffic Concerns</p> <ul style="list-style-type: none"> • The school has discussed the crossing issue further with the bus lines, and also Mr Roger Heath, of Heath Consulting Engineers, Mark and Andrew met with him in October. • The latest update is that, as per the email received on 14 March 2018 from Mr Ian Greenham, Technical Services Director at Orange City Council, Mr Meers & P&F reps will be meeting with Mr Greenham on Tuesday 20 March to discuss the matter.
1.8	<p>Wellbeing</p> <ul style="list-style-type: none"> • Paul Dillon talk – Emma Bylsma (Wellbeing KWS) is happy to share the parent info evening on 22 October, so we to follow up with Mr Paul Dillon. We have Paul booked to speak to students and staff on Tuesday 23 October. • Visible wellbeing – Dr Lea Waters (email sent to P&C committee on 2 November). Lea Waters is coming to speak to Principals and VPs, plus wellbeing coordinators on Tuesday 27 March. To be funded by CEDB. • Emma Bylsma from KWS is also interested in coming along to the Lea Waters talk on Tuesday 27 March. Need to check with Mr Vince Connor of the CEDB that this is ok. <ul style="list-style-type: none"> ○ Additionally ○ NB: CEDB has booked 5 June for Dr Justin Coulson to deliver another talk to parents at James Sheahan. ○ Jo McRae talk – has been advertised by Mr Shore by email to year 11s and 12s, and mentioned to the year 12s at a year meeting. There is a sign on note – Mr Shore will notify the P&F of the result. • Year 7 parent welcome morning tea 2019 – to be discussed at the next P&F meeting.
1.9	<p>Trivia Night</p> <ul style="list-style-type: none"> • Date: Friday 25 May. • Rugby/soccer UK tour, Netball NZ tour, and cattle team. • Hall is booked. • Winston West to MC. • Next subcommittee meeting Monday 19 March at 6.30pm
1.10	<p>Change Constitution from P&C to P&F</p> <ul style="list-style-type: none"> • Name change approved at previous meeting from P&C to P&F, we need general approval at this meeting to alter the Constitution to reflect this. • Unanimous vote by all eligible present at the meeting that the Constitution be altered to reflect the name change.

1.11	<p>Teacher Support Grants & Student Support Grants</p> <ul style="list-style-type: none"> • Invitations to be sent to the Principal by the end of March, with a due date of Friday 11 May, and a date for notification of success (or otherwise) of Friday 15 June. • Motion put for no limit for teacher grants • Moved Tom Capell, seconded Cathy Mileto • Funds for teacher grants to be allocated by the P&F after usual review process • Application by school captains for a grant: Teaching/coding how to work robot hardware is needed. Application is for \$300 to join a coding website (10 memberships). • STEM is a priority for the school, educational website would be useful, a lot of coding is best learned through self-teaching. • Seeding the STEM club to run that. • The membership provides for 10 memberships. • Moved Mary Taylor, seconded Neal Livermore
1.12	<p>P&C Project list:</p> <ul style="list-style-type: none"> • Voluntary Contribution amount for 2017 was approximately \$27,000. We won't get any more income until August to December 2018. Current balance around \$20,000. • Furniture for sitting – paved area outside hospo area. • Seating around oval? • Student leader applications – one received at this current meeting • Suggestion – ask if we can have meetings in new spaces, such as Learning Enhancement Centre and getting Phil to talk • Teacher grants • Project list to be discussed at the next meeting
1.13	<p>Any other business</p> <ul style="list-style-type: none"> •
	<p>Date & time for next meeting 6pm Wednesday 16 May at Kellys Hotel Meeting closed 8.05 pm</p>

ACTION PLAN**James Sheahan Catholic High School P & C****14 March 2018**

Month	Item	Action	Whom	Complete By
Mar	1.7	Meet with Mr Greenham, OCC, to discuss pedestrian crossing on Tuesday 20 May	Tom Neal Mary	20 May
Mar	1.10	Return to P&F <ul style="list-style-type: none"> • Change Constitution to reflect name change from P&C to P&F 	Mary	Complete
Mar	1.11	<ul style="list-style-type: none"> • Teacher support grants – email grant application to Peter ASAP & ask him to circulate and promote to teachers • Notify student leaders of the success of their application 	Mary Mary	ASAP Complete
Mar	1.8	<ul style="list-style-type: none"> • Email Trivia Night interested groups re second Subcommittee meeting on Monday 19 March 	Mary	Complete
		Remaining from previous meetings:		
2016		<ul style="list-style-type: none"> • Review of school iPads – update • Mark to request Laura Tilston to put some information in the newsletter re review being undertaken. First step is gathering information from teachers about what the issues from a classroom point of view are, then a student/parent survey will be conducted 		
July 17	5.11	<ul style="list-style-type: none"> • Small grant applications – talk to Andrew Kent, CYMS (rugby league & cricket) re seating around oval 		
Oct 17	7.11	<ul style="list-style-type: none"> • Small tree for triangle in car park 		

James Sheahan P and F Association - Financial Transactions

Opening Balance		Date	1/01/2018		\$20,728.88		Income					Expenditure				Nett Balance
Date	Sponsorship	Trivia Night	Movie Ticket Sales	Parent Contributions	Bank Interest		Total Income	Teacher Grants	Family BBQ	Trivia Night	Teacher Thankyou Morning Tea			Total Expenditure	Nett Balance	
22/01/2018				\$627.32			\$627.32							\$0.00	\$21,356.20	
31/01/2018					\$5.33		\$5.33							\$0.00	\$21,361.53	
27/02/2018							\$0.00				\$210.00			\$210.00	\$21,151.53	
28/02/2018					\$4.91		\$4.91							\$0.00	\$21,156.44	
6/03/2018							\$0.00		\$93.45					\$93.45	\$21,062.99	
7/03/2018							\$0.00		\$255.37					\$255.37	\$20,807.62	
Totals	\$0.00	\$0.00	\$0.00	\$627.32	\$10.24	\$0.00	\$637.56	\$0.00	\$348.82	\$0.00	\$210.00	\$0.00	\$0.00	\$558.82		