

MINUTES

James Sheahan Catholic High School P & F Meeting No. 4 / 2018

Date: 13 June 2018

Meeting commenced: 6 pm

Minutes by: Mary Taylor

Chaired by: Tom Capell

	<p>Present/Apologies Present: Peter Meers, Elizabeth McRae, Peter Mackie, Tom Capell, Mellissa Livermore, Lisa Harris, Kerrie Ford, Dave Wickham, Cathy Mileto, Kelly Porter, Neal Livermore, Angela Thornhill, Kelly Carberry, Wendy Burgheim, Mary Taylor Apologies: Amanda Mooney, Shawn Dwyer, Stew Vidler</p>
1.1	<p>Acceptance of previous minutes Moved – Tom Capell Seconded – Mellissa Livermore</p>
1.2	<p>Incoming/outgoing correspondence 28.5.18 Email from Michelle Whiteley thanking P&F for trivia night 31.5.18 Email from Peta Kingham CEDB re Pastoral Care policy 1.6.18 Email from Catherine Gaudry re Pastoral Care policy 6.6.18 Email from Emma Bylsma (KWS) re Brent Saunders parent evening on 26.6.18 from 6 to 8pm in DPA at KWS 6.6.18 Email from Michelle Whiteley thanking P&F for Justin Coulson nibbles & wine 8.6.18 Emails between Sarah McMahon of BodyMatters & P&F 11.6.18 Emails re Anson St crossing – Minister for Roads office 12.6.18 Email from P&F to Vince Connor & Vicky Hagney of CEDB re Pastoral Care policy 12.6.18 Email from Liz Sarks re Art Display Boards 13.6.18 Email from CEDB Vince Connor re Pastoral Care policy</p>
1.3	<p>President’s Report</p> <ul style="list-style-type: none"> • On message, on target. • Hope everyone enjoyed the trivia night – heard they did.
1.4	<p>Principal</p> <ul style="list-style-type: none"> • Today is support staff day – celebrate non teaching staff (Libby, Cathy & Wendy present at this meeting – all non teaching staff). • Death of Michael Powell (previous maths teacher at Sheahan). Very well liked in the school. Ongoing battle with diabetes. Funeral on Monday at 10am at St Josephs. Some teachers, students (school captains) and some music to be provided by Sheahan. • Pastoral Care policy – we have behavior and attendance policies. • To be put together as a student wellbeing policy. Should draw in elements from other policies. • P&F to have input into Student Wellbeing policy which is to be drafted by Michelle Whiteley. • Look strategically at area of positive education. • Redesign of the school website to make it more contemporary. Changes in CEDB, our IT team will be working on it. • More visuals, less words.

<p>1.4</p>	<p>Principal (cont'd)</p> <ul style="list-style-type: none"> • Technology expo – held at the school next Friday 22 & Saturday 23 June. • Send to P&F distribution list. • Encourage people to go - \$10 entry. • Peter will decide how to advertise to parents, whether in school newsletter. • It will be advertised in Orange. • New business manager, Amanda Mooney, at a CEDB Finance conference in Mudgee. • Bike track opened yesterday. Opens wetlands. Between main part of school and ag farm. Facilities for HSIE study etc. Council has put up fencing and electronic gates. Gate opened automatically at certain periods in the morning and the afternoon, otherwise need an opener. • Thank you to the P&F for the trivia night. Great spirit, comments from parents and participants. • Family mass celebrated on Friday by Father Greg and Father Bellamy. • Comments made about how lovely the students at Sheahan are. Also by Justin Coulson (recent speaker at the school). • Relieving roles, Michael Tilston for two weeks and Michelle Whiteley for one week going on leave. Amber Calleja will relieve, and Jen Wickham will assist. Dom Maley will step up into Mrs Calleja's role, and Bill Rollo will act as Year 7 coordinator for Dom Maley. • Strategic development – school review. P&F will be asked for input when the document is in its draft form. Four areas: <ul style="list-style-type: none"> • Catholic school – Catholic life, learning & teaching, leadership for school improvement and strategic resourcing. • Good news stories, lovely email from another mother whose child was getting a blood test, and student Bonnie Breen (year 12) comforted her. • Support grant applications – Phil Kirkwood – therapeutic sensory tools. Very supportive of this application. • Dom Maley – fitness VET course, more opportunities for non ATAR courses. Popular course. Supportive of this application also. • Kilty Mason – STEM requests for First Lego League competition and Grok Learning competitions. Has a lot of merit, fits in with national drive towards science & technology. • Compass – Catholic education NSW – so the school has to move to Compass. We have to iron out issues as we identify them. School is using a mix of Compass and Sentral, will have to do that until Compass is further developed.
<p>1.5</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Balance of \$35,350.56 with a further \$1000 pending. • \$16,035.85 of the balance is profit from the trivia night – to be divided amongst helping groups. • Forward planning- remaining approximately \$20,000 • To be addressed under Rite Journey (parent evening funding request) and teacher grant applications. • List of P&F account Financial Transactions appended to these Minutes.
<p>1.6</p>	<p>Wellbeing –</p> <p>1. Dave Wickham gave a talk about Youth Mental Health & Wellbeing conference in Melbourne on 24 and 25 May, with the support of Wendy Burgheim (school psychologist). Mission Australia Youth Survey – 24,000 students 15 to 19 year olds in 2017.</p>

1.6

Wellbeing (cont'd):

The Mission Australia Youth survey showed that mental health is their biggest concern-33.7% Alcohol & drugs is second at 32%

Year 9, 10, 11 and 12.

52% of year 12 students report clinical levels of anxiety (6 months)

28% of students feel worthless by year 11 and 12.

Science of the brain:

The growth of the frontal cortex is experience dependent.

Intelligence is NOT genetic.

The first thousand days are most important.

Daniel Wallace Dunedin uni – stressed the importance of the first thousand days.

Some male brains do not reach maturity in their frontal cortex until 32 years of age, and women around 24. Average is 26 years old.

Limbic brain – feeling; cortical brain is about thinking.

The brain scan of a 16 year old is the same as a 3 year old – the frontal cortex shuts down.

They are in a limbic phase and see the world in an emotional way.

Ask a 15 years old what they were thinking – answer ‘I don’t know’, instead ask ‘when you did that, what were you feeling?’.

Frontal cortex not developed or is shut down, therefore they are operating on feelings and need to be taught.

The Finland model of education was frequently referred to as a way to develop emotional intelligence: Empathy, social awareness & interaction – this is starting in primary schools in Australia.

To change the culture of teachers and students takes time, and effort, and a consistent approach.

If students are anxious, depressed or even angry, they don’t receive information efficiently. The brain is captivate by the emotion and turns attention to it.

The working memory is flooded.

Dan Siegal:

Teens turn towards their peers, and away from their parents. It’s because their peers are what they’ll depend on when they leave home. Downside: parents may be sad, and teens will depend on people who may not have universal love for them. And because membership of a peer group can feel a matter of life & death (millions of years of evolution), then if there’s a party going on, and they say ‘I NEED to go to this party’, they actually do NEED it. At least you can start to understand this as a parent. I NEED these shoes – parents can understand. Very strong feelings.

Teens can sacrifice morality for membership, for their own values. Peer pressure.

Upside: when teens develop social skills during their teen years, then their adulthood is better. Happiness or longevity, medical or mental health – supportive relationships are number 1. Adults need to honour this, and allow kids to develop and to have experiences (within reason).

Relevance for schools: systemic approach throughout the school.

Every speaker spoke about the need for a systemic approach to wellbeing.

Includes teachers and parents – consequences and behaviour management.

Wellbeing (cont'd):**Effective classroom management – based on:**

Modelling and showing respect to students and providing 'student voice'
 Teachers acting as student mentors and advocates
 An engaging curriculum with a focus on student strengths
 An understanding of brain development and neuroscience
 Classroom dialogue based on 'participatory democracy'
 Taking a personal interest in students
 Being authentic and building integrity
 Expectations and limit setting delivered through 'fair process'
 Acknowledgment that positive relationships are a professional responsibility.

How do we do this?

Martin Seligman (positive psychologist)**PERMA**

Positive emotions – feeling good
 Engagement – being completely absorbed in activities
 Relationships – being authentically connected to others
 Meaning – purposeful existence
 Achievement – a sense of accomplishment and success

At Sheahan: to do this we need to bring this together under a system to have a clear focus. At the moment Sheahan has many programs but needs to be more proactive and deal with behaviours with a clear pathway.

Instead of dealing with surface issues, we need to look at the subsurface reasons why students are acting and/or feeling in a certain way.

We need to be actively working with different age groups and stages.

2. Rite Journey & year 9 survey results:

Dave Wickham is also the Rite Journey Coordinator. Dave then went on to talk about the results of a survey which was done at the beginning of year 9 this year, which can be used as a baseline for the Rite Journey and whether it is having an effect. Surveyed 168 out of 175 students. The survey can then be repeated at the end of year 9 or the beginning of year 10 for comparison of results.

Four classes each of girls and boys. Talking about who they are, then moving on to relationships. Set challenges, get out of comfort zone, build resilience. Can talk about certain issues – for girls at the moment, relationships. Executive talking about what to do, then discussions with students.

Used a tool called youth radar, from Shore school.

Body image, peer and family relationships, how they feel about themselves academically and sporting wise.

Questions such as:

People at my school care about me.
 In this school I feel safe – overwhelmingly positive.
 I get bullied at this school – only one student.

Bullying can be too blunt a term, girl groups hierarchy and pecking order.
 There's nastiness and social conflict, but not necessarily bullying behaviour.
 Restore the situation – what's the dynamic and can it be fixed? How do I fix it? Where is the power? Can I make it a healthier relationship?

Used the data, spoke to some parents and students about bullying issues.

<p>1.6</p>	<p>Wellbeing (cont'd):</p> <p>2. Rite Journey & year 9 survey results (con'td): Main issue was self-esteem, didn't feel so free to be themselves. Social relationships, self esteem focus, body image. So this leads to discussion in classrooms, Rite Journey, school psychologist and counsellor.</p> <p>3. Rite Journey – Andrew Lines parent information evening 2 August: Andrew Lines will be at the school on 2 August talking to teachers, and he has offered to do a parent talk, based on the Rite Journey Parent ebook – 5 keys to creating a responsible, respectful adult. To include all parents, not just year 9 parents.</p> <p>The talk would be on 2 August 2018 and would cost \$1,250. Connections with parents, staff and students – similar knowledge base. Build the connections. The P&F usually funds such parent talks at other schools the Rite Journey is in place.</p> <p>Talk by Andrew Lines to parents on 2 August voted in favour by all present.</p> <p>4. Possible speaker for 2019:</p> <p>Sarah McMahon of BodyMatters in Sydney (recommended by Justin Coulson).</p> <p>Sarah McMahon said in her email to the P&F: “I am so delighted to hear how proactive you are as a school, undertaking surveys and being committed to following through on this. I would love to hear more about the issues you have identified within your school community to ensure that my presentation addresses these appropriately”.</p> <p>She would speak to girls and boys separately about body image as she says they have similar but different issues, and they deal with them differently. Each talk would be approximately \$500, so the cost would be \$3,500 plus travel and accommodation, so approximately \$4,500 to \$5,000 in total.</p> <p>Discussed with Peter Meers, Dave Wickham and Wendy Burgheim, agreed it would be best to forward information about Sarah McMahon (BodyMatters) to Dave and Wendy and they can assess.</p> <p>5. Headspace offer to hold a P&F meeting at Headspace To be discussed at next P&F meeting on 8 August.</p>
<p>1.7</p>	<p>P&F Sub-Committees</p> <p>Suggestion that we set up a catering sub-committee, with Kerrie Ford at the helm. We have a number of functions that we provide catering for each year, and more in the pipeline, so it's long overdue that we have a sub-committee to manage such events. Functions projected for 2019:</p> <ul style="list-style-type: none"> • Year 7 welcome cuppa (first day of school) • Family BBQ (approx week 5 term 1) • the first parent teacher evenings (two nights in May each year) • any speakers eg: we had Justin Coulson in June 2018, Paul Dillon in October 2018 • teacher thank you morning tea in December. <p>Discussion about Kerrie potentially making products for some P&F functions, she would invoice the P&F at her wholesale rate. Improved quality. Agreed that Kerrie can do this, with agreement of P&F Committee for each function – some functions might require some home made items, some not – P&F Committee to decide prior to the function.</p> <p>That Kerrie Ford be head of the P&F Catering Sub-Committee Moved: Mary Taylor Seconded: Tom Capell</p>

<p>1.8</p>	<p>Trivia Night</p> <ul style="list-style-type: none"> • Tabled all minutes from Trivia night plus trivia reflection statement • Tabled trivia reconciliation (appended to this document) • Tables sold: 50 - \$8,230 (\$240 movie ticket prizes & \$650 float subtracted) – banked \$7,340 • Frame effects: \$3,725 (\$1,695 profit) • Garden arch: \$300 • Auction items: \$2,600 • Gold coins, raffle etc: \$3,450.85 • Total gross profit: \$18,065.85 • Subtract expenses: \$2,030 Frame Effects • Total net profit: \$16,035.85 <p>• As per P&F arrangement for the Trivia night, the profit is to be divided between Rugby/soccer (35 students), netball (27 students), SRC (14 students) and Cattle Team (14 students). These teams all did an enormous amount of work before, during and at the end of the trivia night and it ran so well, and had so many attendees largely because of the work of these groups.</p> <ul style="list-style-type: none"> • Total number of students: 90 <ul style="list-style-type: none"> • Agreed to split funds as per 35/90 for rugby/soccer, 27/90 netball, and 14/90 each for SRC & Cattle team ie: \$178.17 per student so • \$6,235.95 rugby/soccer • \$4,810.59 netball • \$2,494.38 SRC • \$2,494.38 Cattle team <ul style="list-style-type: none"> • Moved: Kelly Carberry • Seconded: Neal Livermore
<p>1.9</p>	<p>Teacher Support Grants</p> <ul style="list-style-type: none"> • Four applications, P&F Committee approved one already (Dave Wickham) as he needed the approval by the school holidays so he could book the conference etc. • Approvals due by 15 June. • <u>Discussed other three applications</u> <ol style="list-style-type: none"> 1. Dom Maley (\$5,000 for gym equipment) 2. Phil Kirkwood (\$1,000 for Fussball table & sensory equipment for Special Ed room) 3. Kilty Mason (\$700 for Lego League team entry and other competition) • All applications approved in their entirety by all present. • All applicants to be notified by 15 June and funds handed over to the school to be distributed amongst the applicants. • Total of \$6,700 approved, plus \$2,500 previously approved for Dave Wickham's Melbourne Youth Mental Health & Wellbeing conference • Grand total of \$9,200 approved for teacher grants in 2018.

<p>1.10</p>	<p>Traffic Issues:</p> <ul style="list-style-type: none"> • Peter Meers, Neal Livermore and Mary Taylor attended a meeting with Mr Ian Greenham (Director of Technical Services at the Council) and Courtney Smolenski (engineer) on Tuesday 20 March at 3pm, so we could see (and count) students crossing the road. Counted 36 students crossing. Mr Greenham seemed to think the Council may consider putting a crossing (a mid road island with guards) outside the administration building. Nothing guaranteed as yet, but still a progression. • Email has been sent to political contact at Minister Pavey's office. Response received to say that Anson Street is Council and RMS responsibility. Therefore any decision made is to be made by Council and RMS. • Mr Meers and P&F agreed that the matter cannot progress as the solution put forward by the RMS and Council doesn't appear safe (a median road island with guards) as Anson Street is too narrow, with too much traffic at that spot at peak student crossing times. • Write to Council to notify them. Also Phil Donato.
<p>1.11</p>	<p>Any other business</p> <ul style="list-style-type: none"> • P&F brochure to be handed out to prospective year 7 parents at the new year 7 parent meeting at the end of the year – draft to be approved by email, then finalised at next meeting for printing. • Year 7 parent welcome morning tea 2019 - to be discussed at next meeting.
	<p>Date & time for next meeting 6pm Wednesday 8 August at Kellys Hotel Meeting closed 8.05 pm</p>

ACTION PLAN**James Sheahan Catholic High School P & C****13 June 2018**

Month	Item	Action	Whom	Complete By
June	1.4	<ul style="list-style-type: none"> P&F to have input into Student Wellbeing policy which is being drafted by Michelle Whiteley. Peter to ask Michelle to come to a P&F meeting when it is in it's draft stage. 	Peter	When the policy is drafted
June	1.4	<ul style="list-style-type: none"> Technology Expo Send info to P&F distribution list Peter to decide how to advertise to other families eg: school newsletter 	Mary Peter	Complete 23 June
June	1.4	<ul style="list-style-type: none"> P&F to be consulted re School Strategic Development document 	Peter	When the document is drafted
June	1.6	<ul style="list-style-type: none"> Email Andrew Lines re request for him to speak to parents on 2 August 	Mary	Complete
June	1.6	<ul style="list-style-type: none"> Forward information about BodyMatters speaker Sarah McMahon to Dave Wickham and Wendy Burgheim 	Mary	Complete
June	1.8	<ul style="list-style-type: none"> Notify various Trivia groups of the profit split (Rugby/soccer, netball, SRC and cattle team). Notify Belinda in school office of funds to be put in school account and how to be distributed. Give funds to the school to distribute. 	Tom Mary Neal	Complete Complete Complete
June	1.9	<ul style="list-style-type: none"> Notify teacher grant applicants of the outcome of their applications. Notify Belinda in school office of funds to be put in school account and how to be distributed. Give funds to the school to distribute. 	Tom Mary Neal	Complete Complete Complete
June	1.10	<ul style="list-style-type: none"> Write to Council and also to Phil Donato notifying them of P&F / School Executive discussion outcome re Anson Street crossing proposal 	Tom	ASAP
June	1.11	<ul style="list-style-type: none"> Proposed P&F flyer to be circulated to all attendees of this meeting for discussion 	Mary	Complete

Month	Item	Action	Whom	Complete By
		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 C

Financial Transactions from January 1st to December 31st 2018

<u>Date</u>	<u>Details</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
1/01/2018	Opening Balance			\$20,728.88
22/01/2018	Parent Contribution (final amount for 2017)		\$627.32	\$21,356.20
31/01/2018	Interest		\$5.33	\$21,361.53
27/02/2018	Teacher morning tea / auditor assistance gifts	\$210.00		\$21,151.53
28/02/2018	Interest		\$4.91	\$21,156.44
6/03/2018	Costs from Welcom BBB	\$93.45		\$21,062.99
7/03/2018	Costs from Welcom BBB (meat)	\$255.37		\$20,807.62
29/03/2018	Teacher Grant - Stem Project	\$300.00		\$20,507.62
31/03/2018	Interest		\$5.32	\$20,512.94
13/4/018	Paul Dillon - Booking Fee deposit	\$150.00		\$20,362.94
19/04/2018	Movie Ticket Sales		\$300.00	\$20,662.94
30/04/2018	Interest		\$5.06	\$20,668.00
18/05/2018	Facebook Advertising - reimburse S.Vidler	\$100.00		\$20,568.00
24/05/2018	Trivia Night Income		\$4,830.00	\$25,398.00
28/05/2018	Trivia Night Expense - Frame Effect	\$2,030.00		\$23,368.00
28/05/2018	Trivia Night Income		\$7,460.85	\$30,828.85
29/05/2018	Trivia Night Income		\$4,775.00	\$35,603.85
31/05/2018	Interest		\$5.75	\$35,609.60
6/06/2018	Dr Justin Coulson Talk - reimburse costs M.Taylor	\$259.04		\$35,350.56
				\$35,350.56
	Income Not Yet Received			\$35,350.56
	Trivia Night - Harbour Sailing Cruise		\$1,000.00	\$36,350.56

Trivia Night Reconciliation sign off sheet

Cash in cash box at the end of the night	Denomination	Amount
	5c	0.35
	10c	1.50
	20c	7.00
	50c	32.00
	\$1	237.00
	\$2	238.00
	\$5	560.00
	\$10	630.00
	\$20	1,120.00
	\$50	2150.00
	\$100	200.00
	Total:	\$5,175.85

Banked:

23.5.18 \$4830 table money (should have been \$5,480 but \$650 was put towards float)

28.5.18 \$4950.85 cash (subtracted \$225 from \$5,175.85 to repay petty cash, which left \$4,950.85 to be banked - included \$650 for float from table money and \$870 Frame Effect cash)

28.5.18 \$2,510 table money (should have been \$2,750 but \$240 used for movie tickets)

28.5.18 \$4775 EFTPOS (Frame effect \$2855, \$1,600 auction, \$300 archway, \$20 raffle)

Total deposited at bank to 28.5.18: \$17,065.85

Then cross checked the above by splitting into categories:

Income banked:

\$7,340 table sales (50 tables) (\$8230 minus \$240 movie ticket prizes and \$650 float)

\$1,600 auction items (all EFT)

\$2,855 Frame Effect items (silent auction) EFT portion

\$300 garden arch (silent auction) (EFT)

\$20 raffle (EFT)

\$4,950.85 cash (raffle, games, also included float of \$650 & \$870 cash from Frame Effect items)

Total income to 28.5.18 by category: \$17,065.85

Trivia Night Reconciliation sign off sheet

\$1,000 still to come for Cruise

Total projected income: \$18,065.85

Expenses to be paid:

\$2,030 Frame Effect

(other expenses such as movie tickets, petty cash and float already taken out of table money – see above)

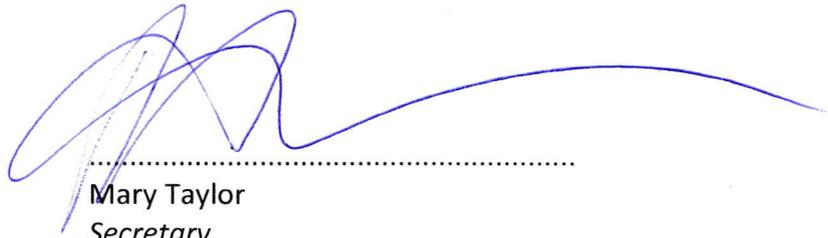
Trivia Night Profit \$16,035.85



Neal Livermore

Treasurer

James Sheahan P&F



Mary Taylor

Secretary

James Sheahan P&F