

## MINUTES

### James Sheahan Catholic High School P & C Meeting No. 7

**Date:** 22 March 2017

**Meeting commenced:** 6.15pm

**Minutes by:** Lisa Tracey

**Chaired by:** Tom Capell

	<p><b>Present/Apologies</b>  Present: Mark Pauschmann, Libby McRae, Kelly Carberry, Angela Thornhill, Tom Capell, Cathy Mileto, Shawn Dwyer, Mary Taylor, Kerri Ford, Lauren Ritchie, Karen Fewster, Wendy, Lisa Tracey  Apologies: Sandi McAtamney, Andrew Kent, Stew Vidler</p>
7.1	<p><b>Acceptance of previous minutes</b>  Moved – Cathy Mileto  Seconded – Tom Capell</p>
7.2	<p><b>Incoming/outgoing correspondence</b></p> <ul style="list-style-type: none"> <li>• Endeavor Education Pty Ltd – Booklist order supplier</li> <li>• Med Entry UMAT Preparation</li> <li>• TryBooking – booking platform</li> <li>• Mother’s Day fundraising correspondence</li> </ul>
7.3	<p><b>President’s Report</b></p> <ul style="list-style-type: none"> <li>• Everything is going as it should be</li> <li>• Good to see such a large number of attendees</li> <li>• Great that everyone is thinking about issues deeply</li> </ul>
7.4	<p><b>Principal’s Report</b></p> <ul style="list-style-type: none"> <li>• Parent portal</li> <li>• Performing Arts building will be officially opened on 17 May at 11am followed by lunch at 12pm</li> <li>• Wish-list to be created for future P &amp; C funding</li> <li>• Boys education – discussed options for P &amp;C hosting an evening to further discuss boys education, perhaps towards the end of term 2</li> <li>• Discussed visit by Dr. Justin Coulson, leading parenting expert who will be visiting our Diocese on 15-17 May. Initial presentation will help to determine future presentations and how boys education program fits in</li> </ul>
7.5	<p><b>Treasurer’s Report</b>  Treasurer’s report appended to these minutes</p>
7.6	<p><b>Introduction of new school psychologist</b>  Wendy Burgheim has commenced work at JSCHS for 2 days per week. Discussions were held on various needs of students and the need for different levels of care.</p>
7.7	<p><b>Diocesan Parent and Community Reference Group</b></p> <ul style="list-style-type: none"> <li>• Summary sheet developed</li> <li>• Currently deciding on priorities</li> <li>• Plan is for parents to come together perhaps twice a year to look at/be involved in committee</li> <li>• CEBD would like to establish of list of 2 contact people from each school community (1 teacher, 1 parent) to support the principal with family and community engagement – Kelly Carberry was nominated as the parent representative</li> </ul>
7.8	<p><b>Facebook page</b>  There is an unauthorised Facebook page using JSCHS name – please don’t comment on anything shared on this page</p>

7.9	<p><b>Bursary</b> Mark highlighted the Bursary scheme which is funded by teachers and members of the community to ensure struggling Catholic families can attend school. Families receive anonymous assistance, and the school currently has 6 students under Bursary. Mark felt it was worthwhile extending an invitation to parents to contribute as it is such a worthwhile cause. The Bursary will be advertised via P &amp; C section of newsletter &amp; P &amp; C Facebook page</p>
7.10	<p><b>Landscaping</b> The final approval for the Performing Arts Centre is dependent on completion of landscaping around the building. A working bee has been set up for Saturday 1 April commencing at 8.30am. It was resolved that the P &amp; C would pay for coffee for all volunteers.</p>
7.11	<p><b>Traffic concerns</b></p> <ul style="list-style-type: none"> <li>• Mark continues to discuss concerns with Council</li> <li>• Peasley St overhead bridge will be closed for 12 months which will significantly increase traffic in Anson St</li> <li>• Any near misses should be reported to Orange City Council and the Police – Stew to add Facebook post on this subject</li> <li>• The P&amp;C is to contact our State MP, Mr Philip Donato, to ask him to make representations on behalf of James Sheahan to the Minister for Transport, Mr Andrew Constance, with regard to a school crossing and the safety of our students</li> </ul>
7.12	<p><b>Social event update</b></p> <ul style="list-style-type: none"> <li>• Date set for 26 August at Kenna Hall</li> <li>• BYO drinks and glass</li> <li>• Price set at \$75 per person for 2 course meal</li> <li>• Resolved to refer to event as JSCHS Dinner Dance</li> </ul>
7.13	<p><b>Updates/info from P &amp; C website</b> Carried over to next meeting</p>
7.14	<p><b>Student Wellbeing</b> Mark advised that the CEDB are developing a new framework for pastoral care and wellbeing and have looked at programs such as 'Prosper' and 'The Rite Journey'. A survey of parents and students will be conducted in the future. Still determining a clear way forward before any further discussions/presentation at a P &amp; C meeting. The Wellbeing team consists of Year coordinators, Wellbeing Coordinator, School counsellor, sports coordinator and school principal.</p>
7.15	<p><b>Voluntary contributions</b></p> <ul style="list-style-type: none"> <li>• Future fee payments may include option to contribute towards Bursary – Mark to discuss with Andrew Kent</li> <li>• Letter to go out to parents advising details of voluntary contribution and include information on P &amp; C initiatives including teacher grants, supporting the strategic direction for wellbeing program</li> </ul>
7.16	<p><b>Teacher grants</b> Same system/process as last year. Depending on quality of applications as to how many P&amp;C fund. Lisa to update application and email to Virginia/Maria for distribution.</p>
7.17	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• Lisa to send thank you letter to Yann Guisard for his years of dedication to JSCHS P &amp; C</li> <li>• Andrew Kent &amp; Libby requested consideration of purchase of a plant for small triangle area in carpark and also seating for the school oval</li> </ul>
	<p><b>Date &amp; time for next meeting</b> 6pm Wednesday 3 May 2017 upstairs at Kellys Hotel</p>

**ACTION PLAN**  
**James Sheahan Catholic High School P & C**  
**22 March 2017**

Month	Item	Action	Whom	Complete By
		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 surveys will be conducted	Mark	Ongoing
<b>April</b>		<b>Access to P&amp;C docs on Google Drive – new VP</b>	<b>Lisa</b>	<b>Complete</b>
<b>April</b>	<b>7.9</b>	<b>Bursary – include information about bursaries and request to parents to consider contributing to bursary fund in next school newsletter</b>	<b>Mary</b>	<b>Complete</b>
April/ May	7.11	Mark continues to discuss concerns with Council Peisley St overhead bridge will be closed for 12 months which will significantly increase traffic in Anson St Any near misses should be reported to Orange City Council and the Police – Stew to add Facebook post on this subject The P&C is to contact our State MP, Mr Philip Donato, to ask him to make representations on behalf of James Sheahan to the Minister for Transport, Mr Andrew Constance, with regard to a school crossing and the safety of our students.	Mark  Lauren/Mary	Next meeting  Next meeting
April/ May	7.12	Major Event for 2017: Dinner Dance 26 August 2017 Book catering Work out advertising timeframe & artwork	Cathy Mileto/ Mary	Ongoing
April / May	7.15	Voluntary Contribution – letter to parents	Mary/Lisa	Next meeting
<b>April</b>	<b>7.16</b>	<b>Grant applications - Lisa to update application and email to Virginia/Maria for distribution.</b>	<b>Lisa</b>	<b>Complete</b>
April / May	7.17	Thank you letter to Yann Guisard for his years of dedication to JSCHS P & C Consideration of purchase of a plant for small triangle area in carpark and also seating for the school oval	Lisa  Libby/Andrew	Next meeting

**James Sheahan P&C    Treasurer's Report    22 March 2017**

***James Sheahan P&C Income and Expenditure  
1 January to 22 March 2017***

<b>2017</b>		<b>Balance</b>
Balance Brought Forward December 2016		15,129.07
<b><u>Income</u></b>		
Sponsorship	0.00	
Movie Tickets	300.00	
Dragon Boat Event	0.00	
Trivia Night	0.00	
Markets	0.00	
Bank Interest	4.80	
Sundry Income	0.00	
	<b>Add Total Income</b>	<b>304.80</b>
<b><u>Expenses</u></b>		
Raffle	0.00	
Trivia Night	0.00	
Movie Tickets	0.00	
Dragon Boat Event	0.00	
Markets	0.00	
Fundraising	0.00	
Postage	0.00	
Bank Fees	0.00	
Grants	0.00	
Welcome BBQ	286.50	
Sundry Expenses	400.00	
	<b>Less Total Expenses</b>	<b>686.50</b>
	<b>Profit in 2017</b>	<b>-\$381.70</b>
	Balance as at 22 March 2017	<b>\$14,747.37</b>

**Income opportunities for 2017:**

- Voluntary Contribution: \$50 per family – added to school fees in 2017 as an 'opt out' amount
- Fund raising activity (with a social aspect): Dinner Dance – Saturday 26 August 2017
- Movie tickets

**Mary Taylor**  
**Treasurer**