

MINUTES

James Sheahan Catholic High School P & F Meeting No. 3 / 2018

Date: 16 May 2018

Meeting commenced: 6.05 pm

Minutes by: Mary Taylor

Chaired by: Tom Capell

	<p>Present/Apologies Present: Tom Capell, Elizabeth McRae, Kelly Porter, Kelly Carberry, Cathy Mileto, Neal Livermore, Peter Meers, Peter Mackie, Kerrie Ford, Angela Thornhill, Stew Vidler, Mary Taylor Apologies: Lauren Ritchie</p>
1.1	<p>Acceptance of previous minutes Moved – Tom Capell Seconded – Neal Livermore</p>
1.2	<p>Incoming/outgoing correspondence 21.3.18 Email P&F to OCC – Mr Greenham & Ms Smolenski re Anson St crossing 27.3.18 Email S. Dwyer to P&F – Peer Support Australia (Andrew Fuller) 28.3.18 Email J. Allen (CEDB) – Visible Wellbeing 3.4.18 Email Booked Out to P&F – confirmation of Paul Dillon date 23.10.18 and amounts \$150 booking fee and \$4,000 speaking fee plus travel & accommodation to be worked out once booked 7.4.18 Email Stew Vidler to P&F – invoices from Facebook \$100 expenses 3.5.18 Email S. Dwyer to P&F – follow up on Peer Support Australia seminar 15.5.18 Email P&F to Mr Meers, Mrs Whiteley & Mr Tilston confirming Paul Dillon and passing on information about the sessions and some follow up they will need to do</p>
1.2a	<p>Business arising from the correspondence</p> <ul style="list-style-type: none"> • Email S. Dwyer re contacting School Executive • Committee to look at governance of P&F funds and structure around causes
1.3	<p>President’s Report</p> <ul style="list-style-type: none"> • Philosophy of P&F • P&F needs to decide what to do with funds • Need to bed down a philosophy of where funds should go • List of ‘dos’ and ‘don’ts’ • Some sort of rules about what we do • Governance & structure • Parents have given the P&F a mandate by contributing to the Voluntary Contribution • 80% of families paid the contribution • No. 1 issue was mental health, but other funding for different areas too • Discuss and dissect • Links to Annual School Improvement Programme • Operate under the authority of Principal • Things the school should be paying for, things parents pay for, and the P&F has the grey area in the middle • Consult with the Principal and Assistant Principals annually to decide on whether there is a large project to save for (line with the Strategic Plan)

<p>1.4</p>	<p>Principal's Report</p> <ul style="list-style-type: none"> • Rotary Daybreak Orange Regional Expo – Peter is an associate member. Rotary is to use James Sheahan for the Education section Saturday 23 and Sunday 24 June. • Speakers from around Australia & overseas • Catering offered to P&F who asked Mr Meers to talk to groups around the school (Sri Lanka Mission team, UK rugby/soccer team, NZ netball team, cattle team, SRC etc) to see if they would be interested in doing the catering • Stock on agistment at the racecourse • Opening of bike track on 12 June • Executive meeting and P&F – excursions paid for by students • School improvement plan, grants in line with annual plan • Draft improvement plan in term 4 – input by P&F • Business manager – Spinifex Recruiting, have recommended an appointment • Philippa Burns Religion co-ordinator, on loan to Lithgow de la Salle • Mr Pastoors acting coordinator • Year 6 to 7 interviews, approx. 200 students (1/2 hour interviews) • Keen interest in James Sheahan, both from Catholic feeder schools, plus state schools • Orange High is full • Old music rooms possibly to be made into 21st century classrooms • Class sizes of 24 in year 7 • Parent feedback from CEDB survey – 314 parents responded • Generally positive feedback, although a couple of improvement areas noted • Strongly agree that the school is perceived very positively • Strategic resourcing – whole school approach to environmental sustainability • Classroom teaching and resources adequate • School continuously improving • More detailed findings will be out in a few weeks • Discussing an annual survey of parents • Major review around 2008 – kept streamed classes, but then mixed ability was introduced from 2016 • Jewellery on girls to be addressed
<p>1.5</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • \$20,368.00 balance as at 13.5.18 • Expenses since last P&F meeting in March are \$300 on STEM project (initiated by Leadership team) and \$150 Paul Dillon booking deposit. • \$2,500 for Dave Wickham to attend Wellbeing conference, \$4,500 Paul Dillon, \$500 approx nibbles & wine Justin Coulson, \$500 approx teacher thank you morning tea • Approx \$8,000 in total • Stew Vidler to P&F – invoices from Facebook \$100 expenses (moved Mary Taylor, seconded Angela Thornhill) • List of P&F account Financial Transactions appended to these Minutes.
<p>1.6</p>	<p>Wellbeing –</p> <ul style="list-style-type: none"> • Neal and Mary attended Visible Wellbeing talk by Lea Waters on 27 March. Very good, however, school is looking at ways of doing it themselves – may look closely at Anson Street and how they are doing improving staff and student wellbeing. • Dave Wickham's application for Youth Mental Health & Wellbeing conference to be held in Melbourne on 24 and 25 May – funded by P&F (approved by Committee) \$2,500. • Mr Wickham will come and speak to the P&F about the conference, possibly at our next meeting on 3 June.

1.7	<p>Trivia Night</p> <ul style="list-style-type: none"> • Date: Friday 25 May. • Rugby/soccer UK tour, Netball NZ tour, SRC and cattle team. • Hall is booked, Winston West to MC, sold 35 tables so far • Trivia expenses to be paid by P&F and reimbursed from profits after Trivia night • Final subcommittee meeting Thursday 17 March at 6.30pm
1.8	<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 three further applications</u> Talked briefly about each application, and decided to ask Mr Kirkwood and Ms Mason for further information and/or items to be submitted prior to next P&F meeting. <ol style="list-style-type: none"> 1. Dom Maley (\$5,000 for gym equipment) 2. Phil Kirkwood (\$600 approx for Fussball table for Special Ed room) 3. Kilty Mason (\$1,000 Lego League team entry and travel to and from Sydney) • Suggested that P&F could ask applicants to come to our next meeting and answer questions about their applications, however, applications should contain enough information to enable decision making.
1.9	<p>Speakers for 2018</p> <ul style="list-style-type: none"> • Justin Coulson talk Tuesday 5 June 6.30 to 8.30pm – P&F to supply nibbles and wine – approx \$500 • Advertising: School newsletter, send Justin Coulson invitation to Christian School, OAG & KWS, Peter has already sent it to DET (public schools) • \$4,000 Paul Dillon talk – due 9 October (Booking fee \$150 paid 13 April) • NB: we are sharing travel and accommodation costs with KWS, which we won't know until they are actually booked – approx \$500 (we got approval for around \$4,500 for Paul Dillon talk at the first P&F meeting this year)
1.10	<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 was of the view it may be possible that the Council would be happy to put 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 (Minister for Roads, Maritime & Freight). Still awaiting a response.
1.11	<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? • Year 7 parent welcome morning tea 2019 – ask Mr Meers what he thinks • Suggested that P&F could host a year 12 parent event also
	<p>Date & time for next meeting 6pm Wednesday 13 June at Kellys Hotel Meeting closed 7.45 pm</p>

ACTION PLAN**James Sheahan Catholic High School P & F****16 May 2018**

Month	Item	Action	Whom	Complete By
May	1.2	<ul style="list-style-type: none"> Email S. Dwyer re contacting School Executive 	Mary	Complete
May	1.2a	<ul style="list-style-type: none"> Committee to look at governance of P&F funds and structure around causes 	Committee	13 June
May	1.4	<ul style="list-style-type: none"> Catering for the technology expo to be held in Mercy Hall on Saturday 23 and Sunday 24 June - Peter to talk to groups around the school (Sri Lanka Mission team, UK rugby/soccer team, NZ netball team, cattle team, SRC etc) to see if they would be interested in doing the catering – 9am to 3pm each day (two days) 	Peter	ASAP
May	1.4	<ul style="list-style-type: none"> Send Justin Coulson invitation to Christian School, OAG & KWS 	Mary	ASAP
May	1.5	<ul style="list-style-type: none"> Pay Stew Vidler \$100 for Facebook expenses 	Neal	ASAP
May	1.8	<ul style="list-style-type: none"> Write to Phil Kirkwood and Kilty Mason re their grant applications – ask them to elaborate further 	Mary	Complete
May	1.11	<ul style="list-style-type: none"> Construct a P&F flyer to be handed out to prospective year 7 parents at the new year 7 parent meeting at the end of the year 	Committee	13 June
		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
30/04/2018	Interest		\$5.06	\$20,368.00
13/05/2018				\$20,368.00