

MINUTES

James Sheahan Catholic High School P & C Meeting No. 5

Date: 21 November 2016
Meeting commenced: 6.30pm
Minutes by: Lisa Tracey
Chaired by: Tom Capell/Lisa Tracey

	Present/Apologies Present: Libby McRae, Mary Taylor, Lisa Tracey, Yann Guisard, Tom Capell, Mark Pauschmann, Kelly Carberry, Cathy Mileto, Marianne Niven, Stew Vidler, Lynelle Maguire, Lauren Ritchie Apologies:
5.1	Acceptance of previous minutes Minutes of the 19 October meeting were accepted
5.2	Incoming/outgoing correspondence Nil
5.3	President's Report Refer to AGM minutes
5.4	Principal's Report Refer to AGM minutes
5.5	Treasurer's Report Treasurer's report appended to these minutes
5.6	Major event for 2017 Cathy Mileto presented a brief outline of a proposed dinner dance/winter ball as a possibility for a major event year. The committee all agreed that Cathy should gather further information and report back via Mary Taylor. Thanks to Cathy for your interest. Lynelle Maguire also provided information on the most successful fundraising activities that she has been involved with in her long history with the school – these include: chocolates, goods and services auction, self-portraits, shop-a-docket/vouchers, walk-a-thon, sponsored pavers/tiles
5.7	Teacher & staff morning tea Confirmed that P & C will supply morning tea for teachers and staff as a thank you for all their efforts throughout the year – this will be on 19 December for approx. 100 people. Mary, Tom & Libby to organise
5.8	Voluntary contributions Letter to go with 2016 reports and information is currently being drafted
5.9	Wellbeing update P&C will be working in conjunction with the school wellbeing team in 2017 looking at MindMatters, which is a framework for investigating mental health and wellbeing in a school, including surveys. P & C will also be investigating a program such as 'the Rite Journey' plus the addition of a Wellbeing and Pastoral Care link on the Sheahan website.
5.10	Strategic Plan and Philosophy The committee adopted the strategic plan and philosophy which will now be added to Google Drive
5.11	Any other business <ul style="list-style-type: none">• Welcome Back to School BBQ will be held on 10 February•
5.15	Date and time for next meeting 8 February 2017, 6pm at Kellys Hotel Meeting concluded 7.53pm

ACTION PLAN
James Sheahan Catholic High School P & C
21 November 2016

Month	Item	Action	Whom	Complete By
		Shelter for drop off zone	Tom/Stewart	Ongoing
		Media release for past projects	Stewart	Ongoing
		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
Jun 16	1.6	Sign off on constitution	Tom	Complete
Jun 16	1.8	Access to P & C documents on Google Drive	Lisa	Complete
Jun 16	1.12	Voluntary contribution/Survey results/Future direction to be aligned with strategic plan	Mary/Tom	Ongoing
Jun 16	1.14	Constitution & minutes to be added to website/facebook	Mary	Complete?
Jun 16	1.16	Induction process for new P & C executives	Mary/Tom	Complete
Jun 16	1.18	Meeting standards	Tom	Complete
Aug 16	2.7	Stewart to communicate new voluntary contribution information through newsletter & facebook	Stewart	Next mtg
Aug 16	2.9	Stewart to advise outcome of pedestrian crossing attempt via newsletter & facebook	Stewart	Next mtg
Aug 16	2.14	Lisa to email grant recipients asking for update to add to newsletter & facebook	Lisa	Next mtg
Nov 16	5.7	Teachers/staff morning tea to be supplied by P & C	Mary, Tom, Libby	9 Dec