

MINUTES

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

Date: 25 October 2017
Meeting commenced: 6.05 pm
Minutes by: Mary Taylor
Chaired by: Tom Capell

	<p>Present/Apologies Present: Tom Capell, Meg Capell, Dave Wickham, Cathy Mileto, Sandi McAtamney, Shawn Dwyer, Peter Mackie, Kelly Carberry, Stew Vidler, Elizabeth McRae, Kerrie Ford, Mark Pauschmann, Mary Taylor Apologies: Neal Livermore, Mellissa Livermore, Lauren Ritchie, Karen Fewster</p>
7.1	<p>Acceptance of previous minutes Moved – Tom Capell Seconded – Elizabeth McRae A vote was taken as to whether the original version of the previous minutes would be accepted, or whether an amended version should be substituted. The vote was for the original version (7-3), so the original version remains as the true record of the meeting.</p>
7.2	<p>Incoming/outgoing correspondence</p> <ul style="list-style-type: none"> • Outgoing: <ul style="list-style-type: none"> 10.10.17 Email to Les Quick re yearbook article for P&C 10.10.17 Email to Ms Kylie Jordan and Ms Jo Kingham re P&C assistance 20.10.17 Email to Kelly Carberry asking about auditor for P&C books 31.8.17 Email to S. Dwyer re complaint 1.9.17 Email to S. Dwyer re further complaint 6.9.17 Email to S. Dwyer re minutes 18.10.17 Email to S. Dwyer re minutes 20.10.17 Email to S. Dwyer re minutes 20.10.17 Email to K. Carberry about auditor for P&C 20.10.17 Email to Mr Meers congratulating on Principal position • Incoming: <ul style="list-style-type: none"> 30.8.17 Email from S. Dwyer re complaint 30.8.17 Email from S. Dwyer re complaint 31.8.17 Email from L. Ritchie to S. Dwyer re complaint 31.8.17 Email from S. Dwyer to L. Ritchie re complaint 31.8.17 Email from E. McRae to S. Dwyer re complaint 31.8.17 Email from S. Dwyer to E. McRae re complaint 31.8.17 Email from T. Capell to S. Dwyer re complaint 1.9.17 Email from S. Dwyer re further complaint 5.9.17 Email from S. Dwyer re minutes 10.10.17 Email from Kylie Jordan re athletics singlets 18.10.17 Email from S. Dwyer re minutes 20.10.17 Email from S. Dwyer re minutes and further complaints 20.10.17 Email from Mr Meers re Principal position 23.10.17 Email from Ms Jordan re netball uniform costs <p>There was a short discussion with Mr Dwyer regarding whether he would like to have a meeting with Mr Pauschmann and Mr Vidler to discuss his complaints, however, Mr Dwyer indicated that he did not want such a meeting, and was satisfied that his complaint had been tabled at the meeting, and had been addressed.</p>

7.3	<p>President's Report</p> <ul style="list-style-type: none"> • Length of meetings, two hours maximum, the meetings need to be moved on • Pleasing that we're getting to the point where we don't need to continually fundraise, spent money on Rite Journey but still have a healthy account balance of \$12,600 approximately. • Our efforts in many directions, including the Voluntary Contribution and Wellbeing, are bearing fruit. • Finishing up the year well, our philosophy is working. • Tree planting was successful, various people turned up to help, and the voluntary contribution absolves parents of having to offer their time. • Money to keep in reserve approx. \$2,000 Moved Tom Capell Seconded Kelly Carberry
7.4	<p>Principal's Report</p> <ul style="list-style-type: none"> • Peter Meers is to be the new Principal. • Very strong field of applicants, including Principals. • Congratulations to Peter, there was a great reception from the students and staff at the announcement. • 2018 is the end of the five year plan, so Peter will be looking at the next five year plan during 2018. • JS are in the process of advertising for the position of Assistant Principal, will be circulated widely. • The applicants will be shortlisted and interviewed. • Suggestion that the P&C could invite Father Greg to a meeting, perhaps the first meeting of next year. • TV and radio commercial, included come to Orange and be Principal. • James Sheahan has a good reputation around the state. • New security measures around the school, new CCTV cameras have been placed around the school, recording in real time. • This was being considered prior to the latest graffiti. • The James Sheahan students were very upset by the graffiti. The year 12s offered to help clean up. • The entire farm area is to be fenced to keep out intruders and kangaroos. • When the HSC exams finish, T1, 2 and 3 will be converted into the new learning support area, and for gifted and talented students, or special provision HSC students. • A large fish tank will also be installed. • Every two weeks the Principal meets with the school captains, Sam Mackie and Paris Capell, and they've had some really good ideas for improving the school. • Plan next year's budget in August for the following year, if the seniors have some good ideas, could they could come to the P&C, or put a grant request in? • Thank you to the P&C for their support during time as Principal.
7.5	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Treasurer away. • Treasurer's report appended to these minutes. • Balance of approximately \$12,600, after spending \$11,510 on the Rite Journey. • Acceptance of Treasurer's Report - Moved Tom Capell, Seconded Mary Taylor.

7.6	<p>Student Wellbeing</p> <ul style="list-style-type: none"> • Dave Wickham came to the meeting to thank the P&C for funding the Rite Journey start up costs, and gave a brief talk about the two day training session the teachers who are involved have just undergone. • Dave said the teachers are very excited about starting the Rite Journey for year 9s in 2018. • Mr Pauschmann then discussed the Pastoral care programme for year 7 students. Looking to survey and interview all year 7 students after the exams at the end of this year. What could be done better, come up with a new year 7 Pastoral Care Programme, what do they think should be in the programme? • Will start with students who came from smaller or state schools, and those from outside Orange • Will continue with the school psychologist, she has been doing great work with the students. • CEDB recognize the need for school psychologists.
7.6	<p>Student Wellbeing (continued)</p> <ul style="list-style-type: none"> • Students to be surveyed next year, year 9s and year 11s, so there will be a control group for the Rite Journey, to see whether the programme makes a difference. • Year 9s will be trained for peer support, so they will be peer support leaders when they're in year 10, rather than when they're in year 11. • Suggestion that year coordinators could put an announcement on the parent portal each term about what their year will be doing that term, or that there could be a link from the school web page, or from the newsletter? • Branding process, resounding message is that the school does good things, but we don't know about them. How do we let parents know? • Suggestion that the branding company which is currently working for the school, supply a social media template, and a way to promote the school to parents and outsiders also.
7.7	<p>CEDB P&F Constitution</p> <ul style="list-style-type: none"> • Father Greg sent a draft P&C Constitution to Mr Pauschmann and the P&C for comment (sent in week 6 of term 3, comments were due by week 9 of term 3). Too late for response now – our last meeting, on 30 August, was largely taken up with Wellbeing discussion and presentation by Michelle Whiteley, we didn't get to this item. • Very similar to the Constitution we already have. • Agreed that the current Constitution is fine for James Sheahan, the CEDB proposal puts too many limitations on the amount of money the P&C can have in the account (\$5,000). • Decision taken to remain with current Constitution, and wait to see what the CEDB decides.

7.8	<p>P&C Project list:</p> <ul style="list-style-type: none"> • Many items on the list so far. • Request by Sports Department for assistance with netball uniforms (approx. \$2,000) and athletics singlets (approx \$350). Approved. Moved Tom Capell, seconded Mary Taylor. • Include request to parents on Facebook page & in the newsletter for ideas. • Consult with psychologist who they might suggest as a speaker for parents/students/staff. • Teachers grants – no limit for 2018 • Student leaders – apply for grants too • Sponsor Duke of Ed kids each year – also equipment for an equipment bank – ask Mrs Tilston what they most need. • Talk Mrs Tilston about Duke of Ed – can they make a facebook page • School web page being reviewed
7.9	<p>Traffic Concerns</p> <ul style="list-style-type: none"> • Mr Pauschmann and Mr Kent recently met with Roger Heath, plan to cut into senior playground, get the buses off the road, costing, will do the plan for free. • Will then have to go to Council to get a guarantee that we have a crossing if we put the extra bus bay in. • Phil Donato is prepared to assist if necessary.
7.10	<p>Garden Planting Day</p> <ul style="list-style-type: none"> • Very successful day, approximately ten people turned up on Sunday 22 October, many thanks to them for their help.
7.11	<p>Any other business</p> <ul style="list-style-type: none"> • Small tree for triangle in car park – suggestion that the Sri Lanka mission team students will purchase a tree to be planted, with hedging around. Approved by Mr Pauschmann. • SRC did a fundraiser for Nepal in 2017, that money has been handed over to Rotary Daybreak, and will be used to pay for education for two children. • Grayson Fitzallen to come and talk to the school next year about Nepal and where the money raised went to.
	<p>Date & time for next meeting 6pm Wednesday 22 November at Kellys Hotel (AGM plus General Meeting) Meeting closed 8 pm</p>

ACTION PLAN
James Sheahan Catholic High School P & C
25 October 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
Oct	7.4	<ul style="list-style-type: none"> • Suggestion that the P&C could invite Father Greg to a meeting, perhaps the first meeting of next year. • if the seniors have some good ideas, could they could come to the P&C, or put a grant request in? • Resolved that the P&C would contact Mrs Jo Kingham (PD Coordinator) and Mrs Kylie Jordan (Sport) to ask for a wishlist for sporting uniforms. • Water bottle station to be funded for students (SRC to fund one, the P&C to fund the other) – notify Winston West, SRC Coordinator 	Mary Mary	After meeting On 22 Nov ASAP
Oct	7.6	<ul style="list-style-type: none"> • Suggestion that year coordinators could put an announcement on the parent portal each term about what their year will be doing that term, or that there could be a link from the school web page, or from the newsletter? • Branding process, resounding message is that the school does good things, but we don't know about them. How do we let parents know? • Suggestion that the branding company supply a social media template, and a way to promote the school to parents and outsiders also 	Mark Mark Mark	ASAP ASAP ASAP
Oct	7.8	<ul style="list-style-type: none"> • Email Ms Jordan (sports dept) to notify her of support of P&C for assistance with netball uniforms (approx. \$2,000) and athletics singlets (approx \$350). • Include request to parents on Facebook page & in the newsletter for project ideas for the school that P&C could assist with. • Consult with psychologist who they might suggest as a speaker for parents/students/staff. • Teachers grants – no limit • Student leaders – apply for grants too 	Mary Stew/Mary Mary Mary Mary	ASAP ASAP ASAP Amend for next year ASAP

Month	Item	Action	Whom	Complete By
		<ul style="list-style-type: none"> Sponsor Duke of Ed kids each year – also equipment for an equipment bank – ask Mrs Tilston what they most need. Talk Mrs Tilston about Duke of Ed – can they make a page that links to the school web page about Duke of Ed? 	Mary Mary	ASAP ASAP
Oct	7.11	<ul style="list-style-type: none"> Small tree for triangle in car park – suggestion that the Sri Lanka mission team students will purchase a tree to be planted, with hedging around. 	Peter Mackie/Mary	Next meeting
		From previous meetings:		
July	5.11	Small grant applications – talk to Andrew Kent, CYMS (rugby league & cricket) re seating around oval	Lauren	ASAP

James Sheahan P and C

Treasurer's Report

as at 19/10/2017

Balance brought forward from December 2016 \$15,129.07

Income

Sponsorship	0.00
Movie Tickets	1,040.00
Dragon Boat Event	0.00
Trivia Night	0.00
Markets	0.00
Bank Interest	20.49
Parent Contributions	13,879.70
Sundry Income	0.00
Total Income	<u>\$14,940.19</u>

Expenses

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	4,975.00
Welcome BBQ	286.50
Sundry Expenses	637.00
Dinner Dance	40.00
The Rite Journey	11,510.00
Total Expenses	<u>\$17,448.50</u>

Profit / Loss for 2017 -\$2,508.31

Balance at as at 19/10/2017 \$12,620.76