

MINUTES

James Sheahan Catholic High School P & F Meeting No. 1 / 2018

Date: 14 February 2018

Meeting commenced: 6.15 pm

Minutes by: Mary Taylor

Chaired by: Tom Capell

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| | <p>Present/Apologies Present: Tom Capell, Peter Meers, Kelly Carberry, Michelle Whiteley, Neal Livermore, Peter Mackie, Kerrie Ford, Cathy Mileto, Elizabeth McRae, Dave Wickham, Bec Beggs, Shawn Dwyer, Mellissa Livermore, Mary Taylor, Lauren Ritchie, Jo Kingham, Monica Hay, Katie Fitzpatrick, Hannah Fitzpatrick, Angela Thornhill Apologies: Stew Vidler, Karen Fewster</p> |
| 1.1 | <p>Acceptance of previous minutes Moved – Neal Livermore Seconded – Tom Capell</p> |
| 1.2 | <p>Incoming/outgoing correspondence 14.2.18 – Email from Sandra Austin re trivia night & Sri Lanka Mission team 14.2.18 – Email from Michelle Catlin, Orange City Council, re Councillors Workshop meeting in March 2018 re crossing/bus issue 13.2.18 – Email from Shawn Dwyer (parent) proposing that he could be a guest speaker to speak to students and/or parents 12.2.18 – Email from Ben Shore re Jo McRae as speaker for year 11 & 12 students re ‘Transition’ from school to life after school 11.2.18 – Email from Stew Vidler requesting \$50 for Facebook ad to new parents 10.2.18 – Email from Claire (Lea Waters assistant, Visible Wellbeing) re Lea coming to speak at James Sheahan to Executive on 27 March 2018 24.11.17 – Email from Laura Tilston re Duke of Ed, thanking P&C for generous donation of \$2,000 towards equipment bank for Duke of Ed programme</p> |
| 1.2a | <p>Business arising from the correspondence</p> <ul style="list-style-type: none"> \$50 – Facebook ads – approved, moved Tom Capell, seconded Cathy Mileto. |
| 1.3 | <p>President’s Report</p> <ul style="list-style-type: none"> Great work everyone, the vine is fruiting, very proud of everyone, especially our new principal. We should have a good year in 2018. |
| 1.4 | <p>Principal’s Report</p> <ul style="list-style-type: none"> Apology from Father Greg, who was coming to the meeting, but isn’t well P&C is a state school term, but P&F is a Catholic school term, discussion around this, and a motion put that we go back to P&F – Moved Tom Capell, Seconded Neal Livermore, unanimous agreement to go back to P&F Trivia night – money to go towards excursion groups & teams, but with changes to budgeting and for the school to best use P&F grants Peter would like the P&F to consider focusing its donations to developing resources and programs within the school rather than subsidising excursions which only benefit selected students. |

Principal's Report (cont'd)

- 1,030 students this year, slightly more males than females, 128 in year 12, 50 males and 78 females.
- 47 aboriginal students, 24 other than English Speakers, 85 teachers, 74 full time equivalent, 30 non-teaching staff, so around 115 staff in total.
- The way school fees are administered has altered, with all school fees going to the CEDB (rather than remaining with each school), then each school being allocated funds. Working budget this year around \$2.5M (excluding wages).
- Building programme:
- PAC opened last year, upgraded fire system, \$400,000 to meet other regulations such as electricity etc.
- Learning Enhancement Centre opening next week, the old top floor to the left of the bus bay – bright, airy, more options for children who are suspended.
- Library re-carpeted and repainted, new furniture.
- New tarmac basketball/netball courts open, the road is surfaced around it.
- Automotive study centre near basketball courts, may need further work.
- Tennis courts have been resurfaced and re-fenced.
- An application has gone in to the CEDB to convert the old music rooms near quad into larger more flexible classrooms. This application would be considered by the CEDB with other applications for limited funds across the Diocese.
- Council bike path, putting up fencing and gates so students can go back and forth to the ag farm. Council starting work in the next few weeks.
- Hospitality students made cakes & muffins for firefighters fighting fire on Mt Canobolas.
- Branding: consultation with staff, parents, business
- Living our faith, sharing the journey, building the future
- Bus wrap – Sheahan logo and photos
- CWD awards night – photos of high achieving students
- Strategic plan developed for 2014-2018, with various strategic intents:
- Catholic Life & religious education, Leadership for school improvement, strategic resourcing and learning and teaching. The school is in the process of developing a new strategic plan for 2019 to 2022.
- Annual school improvement plan for 2018, follows strategic intents from strategic plan. Focusing on professional goal setting, aligned with professional teaching standards. All teachers have to be accredited by NESAs as of this year. The body they work for (Dept of Education or Catholic Diocese) has to confirm they have qualifications and do a report on teaching standards. Yearly the Principal has to confirm they're proficient. Each teacher pays an accreditation fee each year and logs 100 hours of PD over five years.
- Tiered intervention for students, STEM initiative, faith initiatives, Project based learning (PBL) – learning through research and discovery
- Keen to have key staff members coming to talk to the P&F
- Michael Tilston happy to come and talk about mixed ability classes. Probably would keep it going for at least six years before changing it back, this is the third year. Research shows streaming helps the top 2 or 3 percent. The difference is made by the quality of the teaching.

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| 1.5 | <p>Treasurer's Report</p> <ul style="list-style-type: none"> • Audit of 2017 P&C accounts discussed (appended to these minutes). • As at 1 January 2017 the P&C bank balance was \$15,129.07 • As at 31 December 2017 the P&C bank balance was \$20,728.88, after expenditure of approximately \$20,000 during 2017 (see audit report attached). • \$26,468.90 voluntary parent contributions into P&C account by end of December. • January a further amount of \$637.42 of voluntary parent contributions was deposited. • Total: \$27,106.32 parent voluntary contributions for the 2017 year, around 80% of families paid the voluntary contribution. |
| 1.6 | <p>Traffic Concerns</p> <ul style="list-style-type: none"> • The school has discussed the crossing issue further with the bus lines, and also Mr Roger Heath, of Heath Consulting Engineers, Mark and Andrew met with him in October. • At this stage, we may be attending a Workshop meeting with Councillors – waiting for Michelle Catlin (Manager Admin & Governance) to get back to us with, hopefully, a proposal that we attend a Councillors' Workshop to try to get a guarantee from Council (in writing) to install a crossing of some description – with the corresponding responsibility for James Sheahan to get the buses that drop kids off in the morning and wait to collect kids in the afternoons, off Anson Street (probably by extending the bus bay inside the school grounds). • |
| 1.7 | <p>Wellbeing</p> <ul style="list-style-type: none"> • Jo Kingham &/or Michelle Whiteley discussed Drug & Alcohol speaker Paul Dillon & whether we fund him to speak in 2018, plus any other suggested speakers for the future. Paul Dillon will be coming to speak at Kinross in October. The P&F (via Michelle Whiteley) to approach the Wellbeing Coordinator at Kinross, Ms Emma Byslma, to ask if we could share the parent evening on 22 October. • Jo Kingham and Bec Beggs discussed Paul Dillon & how good he is. • Also discussed a visor option for girls for sport, to be taken to executive for approval. <p>○ Suggestions for future speakers to be sponsored by the P&F:</p> <ul style="list-style-type: none"> • 1. <u>Paul Dillon – talks about drugs and alcohol</u> • He's based in Sydney, very heavily booked • Students – he speaks to years 10, 11 and/or 12, staff session and parent session • Initial foray – everyone needs to hear his message, so he would prefer to speak to each of students, staff and parents. • Monday 22 October 2018 at Kinross – student session & parent session • Year 10, 12 (so he comes out every two years) • Approximately \$4,500 plus GST (plus travel & accommodation) plus staff session • Moved that the P&F attempt to secure Paul Dillon to come to James Sheahan in October 2018 (moved by Tom Capell, Seconded by Mary Taylor, supported by remainder of parents at meeting). • Michelle Whiteley to contact Emma Byslma at KWS to ask if we can share the parent evening on Monday 22 October, Mary to let Paul Dillon's agency know we would like him to speak to students (year 10 and 11) and staff on Tuesday 23 October. ○ 2. <u>Di Gill – a local (Mental Health First Aid programme)</u> – Suggested by Karen Fewster (parent) She could organise one of the Community Support Training skills sessions for parents. Karen Fewster (a parent) would be happy to pursue this if we would like her to. |

- **3. Michael Carr-Gregg** (we have some dates & costings) – this could fit well with School TV: costings –
Talk to students \$3,750
Talk to parents (in the evening) \$5,000
Each talk is around 90 minutes incl Q&A at the end.
We could split the parent evening costs if we ask P&Cs from other schools if they might be interested? Or ask the CEDB to chip in, and let all the Catholic schools come.
Topic for year 11 and 12: surviving year 12
Topics for parents: Mental health, bullying (esp cyberbullying), secrets of happiness, Princess Bitchface Syndrome etc.
 - Resolved to investigate further later in 2018, when we put together our ideas for 2019 and beyond.

- **4. Shawn Dwyer – (Parent)**

Would speak to students and/or parents about concepts such as

- Emotional Intelligence
- Effective Communication using feedback
- Responsibility
- Resilience
- Self-esteem and self-confidence
- Critical thinking for youth
- Joyful Learning
- Developing your human power

Resolved that the P&F Committee review all speakers suggested, and the number of speakers to fund or book each year, given parent and/or school interest, and time commitments and availability of parents, staff and/or students.

NB: CEDB has booked Tuesday 5 June for Dr Justin Coulson to deliver another talk to parents at James Sheahan. If Paul Dillon can come to Sheahan in October, the two speakers, Dr Coulson, and Mr Dillon, would be well spaced for 2018.

- Visible wellbeing – Dr Lea Waters (email sent to P&C committee on 2 November). Lea Waters is coming to speak to Principals and VPs, plus wellbeing coordinators on Tuesday 27 March. To be funded by CEDB.
- Jo McRae to speak to year 12s and/or year 11s re transition from school to post school – Ben Shore (year 12) and Kieron Hogan (year 11) to ask year 11s and 12s who is interested in attending a talk by Jo, then to organise a lunchtime for her to speak to those who are interested.
- Parent information about year groups – emails from year coordinators to parents (even once a term), or on parent portal, or via school newsletter with links? Discussed the need for parents to feel more connected to the school. The school wellbeing team is to discuss this at their next meeting.

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| 1.8 | <p>Trivia Night</p> <ul style="list-style-type: none"> Proposed dates: Saturday 18 or 25 August. Groups to be involved: Rugby group (going to UK in January 2019, netball group (going to NZ in Oct school hols), Cattle Team, Sri Lanka Mission team and the Japan Tour group. |
| 1.8 | <p>Trivia Night (cont'd)</p> <ul style="list-style-type: none"> The P&C to run the Trivia Night, with assistance from all these groups, then the P&C to donate funds from the night to each of the groups, as per a formula to be worked out at the first Trivia Subcommittee meeting, to be held next Wednesday 21 February. Dave Wickham was asked to be the MC again. To be decided by Dave at the first subcommittee meeting. First subcommittee meeting proposed for Wednesday 21 February |
| 1.9 | <p>Family BBQ</p> <ul style="list-style-type: none"> Name changed from Welcome BBQ (which confuses people, as they think it's only for year 7 families) to Family BBQ Date - Friday 2 March 2018 Kerrie offered to assist with purchase of food stuffs and grocery items Michelle Whiteley and Peter Meers to promote the BBQ to students Michelle W to follow up re possible games etc for students who attend the BBQ |
| 1.10 | <p>Teacher Support Grants</p> <ul style="list-style-type: none"> How much should these be for this year? Perhaps people think about this and we decide at our next meeting on 14 March. Invitations are usually sent to the Principal towards the end of March, with a due date of around 20 May, and a date for notification of success (or otherwise) around 15 June. To be discussed at our next meeting. |
| 1.11 | <p>P&C Project list:</p> <ul style="list-style-type: none"> Voluntary Contribution amount for 2017 was approximately \$27,000. We won't get any more income until August to December 2018. Current balance around \$21,000. Speakers for students/parents (discussed in at point 1.7, Wellbeing) Furniture for sitting – paved area outside hospo area. Seating around oval? Student leader applications – any ideas from them yet? Suggestion – ask if we can have meetings in new spaces, such as Learning Enhancement Centre and getting Phil to talk Teacher grants, make them more sizeable and more competitive, accountability |

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| 1.12 | Any other business <ul style="list-style-type: none">• Vote on thank you gift for Audit accountant Dale Lawrence, as he audited the P&C 2017 accounts for nothing – what to buy and how much to spend. Willoughbys gift voucher \$100• Moved Neal Livermore, seconded Kelly Carberry• Thank you for Jayne Edwards and Mr Hicks for helping with teacher morning tea at the end of 2017, bottle of red wine each• Moved Elizabeth McRae, seconded Kerrie Ford.• Suggestion by Kerrie Ford that the school/P&F put on a morning tea for parents of year 7s on the first day of school next year. To be further discussed at our next meeting. |
| | Date & time for next meeting 6pm Wednesday 14 March at Kellys Hotel Meeting closed 8 pm |

ACTION PLAN

James Sheahan Catholic High School P&F

February 2018

| Month | Item | Action | Whom | Complete By |
|---------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------------|
| Feb | 1.2a | <ul style="list-style-type: none"> \$50 – Facebook ads – email Stew Vidler | Mary | Complete |
| Feb | 1.4 | <ul style="list-style-type: none"> Return to the name P&F Change Headings on all school internet site P&C documents to P&F documents Set up new P&F email account Change all CDF (banking) names plus alter signatorys on bank account Change P&C facebook page to P&F | Mary Mary Neal Stew | ASAP Complete ASAP ASAP |
| Feb | 1.7 | <ul style="list-style-type: none"> P&F Committee to review all speakers suggested – email all Committee & organise meeting | Mary | Complete |
| Feb | 1.8 | <ul style="list-style-type: none"> Email Trivia Night interested groups re first Subcommittee meeting on Wednesday 21 February | Mary | Complete |
| Feb | 1.9 | <ul style="list-style-type: none"> Email to Kerrie F re supplies for BBQ Email Maria re invitation to families, help from office staff | Mary Mary | Complete ASAP |
| Feb | 1.12 | <ul style="list-style-type: none"> Purchase gifts for Dale Lawrence (audit) and Jayne Edwards & Mr Hick (help with teacher thank you morning tea) | Mary | Complete |
| | | 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 | Mark | Ongoing |
| 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 | Lauren | ASAP |
| Oct 17 | 7.11 | <ul style="list-style-type: none"> Small tree for triangle in car park | | |

James Sheahan High School Parents & Carers Association

2017 Independent Financial Review to the members

On the basis of the information provided by the James Sheahan High School Parents & Carers Association (Association), I have conducted an independent review of their set of accounts for period ended 31st December 2017.

The Committee is solely responsible for the reliability, accuracy and completeness of the accounting records and the disclosure of all the material and relevant information.

My procedures use accounting expertise to review the financial information which the Committee provided in a financial report and substantiate transactions using acceptable support documentation. My procedures do include verification and validation processes. These review processes do not cover internal control processes or a review of cash transactions not reflected in the bank account or financial statements.

It is in my professional opinion that the financial information presented to me to review for the James Sheahan High School Parents & Carers Association present fairly and accurately.



Dale Lawrence B.Bus (Accounting) CPA
58 Phillip St Molong NSW 2866

Recommendations

My recommendations for future record keeping would be to ensure income and expenses are reported in profit & loss statement format for ease of visibility.

James Sheahan P and C

Financial Transactions from January 1st to December 31st 2017

| <u>Date</u> | <u>Details</u> | <u>Debit</u> | <u>Credit</u> | <u>Balance</u> |
|-------------|-------------------------------------------|--------------|---------------|-------------------------------|
| 1/01/2017 | Opening Balance | | | \$15,129.07 <i>LSH</i> |
| 17/01/2017 | Audit Fees for previous year (A.Kent) | \$400.00 | | \$14,729.07 |
| 31/01/2017 | Interest | | \$2.54 | \$14,731.61 |
| 10/02/2017 | Movie Ticket Sales | | \$225.00 | \$14,956.61 |
| 14/02/2017 | Welcome BBQ Costs | \$286.50 | | \$14,670.11 |
| 28/02/2017 | Interest | | \$2.26 | \$14,672.37 |
| 16/03/2017 | Movie Ticket Sales | | \$75.00 | \$14,747.37 |
| 31/03/2017 | Interest | | \$2.50 | \$14,749.87 |
| 7/04/2017 | Movie Ticket Sales | | \$75.00 | \$14,824.87 |
| 30/04/2017 | Interest | | \$2.43 | \$14,827.30 |
| 31/05/2017 | Interest | | \$2.52 | \$14,829.82 |
| 2/06/2017 | Movie Ticket Sales | | \$225.00 | \$15,054.82 |
| 9/06/2017 | Dinner Dance Preperation | \$40.00 | | \$15,014.82 |
| 16/06/2017 | 5 x \$500 Teacher Grants | \$2,500.00 | | \$12,514.82 <i>LSH</i> |
| 19/06/2017 | Dr Coulson Seminar Expenses | \$237.00 | | \$12,277.82 |
| 27/06/2017 | Movie Ticket Sales | | \$75.00 | \$12,352.82 |
| 30/06/2017 | Interest | | \$2.26 | \$12,355.08 |
| 28/07/2017 | Movie Ticket Sales | | \$125.00 | \$12,480.08 |
| 31/07/2017 | Interest | | \$2.10 | \$12,482.18 |
| 3/08/2017 | Tree Planting Costs around P.A.C. | \$500.00 | | \$11,982.18 |
| 25/08/2017 | Movie Ticket Sales | | \$90.00 | \$12,072.18 |
| 31/08/2017 | Interest | | \$2.05 | \$12,074.23 |
| 15/09/2017 | Bubbler Installation - support of SRC | \$1,975.00 | | \$10,099.23 |
| 22/09/2017 | Movie Ticket Sales | | \$150.00 | \$10,249.23 |
| 30/09/2017 | Interest | | \$1.83 | \$10,251.06 |
| 4/10/2017 | Parent Contributions Income to P and C | | \$13,879.70 | \$24,130.76 <i>LSH</i> |
| 11/10/2017 | "The Rite Journey" program implementation | \$11,510.00 | | \$12,620.76 <i>LSH</i> |
| 31/10/2017 | Interest | | \$3.00 | \$12,623.76 |
| 1/11/2017 | Parent Contributions Income to P and C | | \$1,616.75 | \$14,240.51 |
| 24/11/2017 | Duke of Ed Award Equipment purchase grant | \$2,000.00 | | \$12,240.51 <i>LSH</i> |
| 29/11/2017 | Netball Uniforms grant | \$2,350.00 | | \$9,890.51 |
| 30/11/2017 | Interest | | \$2.33 | \$9,892.84 |
| 1/12/2017 | Parent Contributions Income to P and C | | \$4,266.61 | \$14,159.45 |
| 18/12/2017 | Part cost of Teacher Thankyou morning tea | \$267.90 | | \$13,891.55 <i>LSH</i> |
| 19/12/2017 | Parent Contributions Income to P and C | | \$6,705.84 | \$20,597.39 |
| 21/12/2017 | Movie Ticket Sales | | \$300.00 | \$20,897.39 |
| 21/12/2017 | Part cost of Teacher Thankyou morning tea | \$172.00 | | \$20,725.39 <i>LSH</i> |
| 31/12/2017 | Interest | | \$3.49 | \$20,728.88 |
| 31/12/2017 | Closing Balance | | | \$20,728.88 <i>LSH</i> |