

## MINUTES

### James Sheahan Catholic High School P & F Meeting No. 7 / 2018

**Date:** 31 October 2018

**Meeting commenced:** 6.05 pm

**Minutes by:** Mary Taylor

**Chaired by:** Tom Capell

	<p><b>Present/Apologies</b>  <b>Present:</b> Peter Mackie, Elizabeth McRae, Kelly Porter, Michelle Whiteley, Kerrie Ford, Sandi McAtamaney, Tom Capell, Neal Livermore, Mellissa Livermore, Stew Vidler, Peter Meers, Mary Taylor  <b>Apologies:</b> Kelly Carberry, Amanda Mooney, Lauren Ritchie</p>
	<p>The first part of the meeting involved being shown around Headspace by Ms Alison Logan (Headspace Centre Manager), which is located at 265 Peisley Street, Orange. Headspace is a place for 12 to 25 year olds to go when they have mental health issues, or social disconnect issues. It is free, and there is no referral necessary. We listened to a talk delivered by Alison, in which there was discussion around many programmes run by Headspace, for example study night (Monday), games night or LGBTQI night, plus having family counseling rooms, and a Family &amp; friends group. Also many different practitioners working at Headspace, family counselors, psychologists, a GP, relationship counselors, and social workers.</p> <p>A further programme run by the Centre is Rage, which is run in conjunction with schools, and assists students with anger management issues. James Sheahan may be able to link up with Headspace in the future with such programmes.</p>
<p><b>7.1</b></p>	<p><b>Acceptance of previous minutes</b>          Moved – Neal Livermore          Seconded – Peter Mackie</p>
<p><b>7.2</b></p>	<p><b>Incoming/outgoing correspondence</b>          17.9.18 Email from F. Niven – sketch of proposed bike shelter for students          20.9.18 Email from P&amp;F to Mr I. Greenham of OCC re traffic crossing on Anson Street          20.9.18 Email from Mr Ian Greenham (Orange City Council) re traffic crossing on Anson Street          20.9.18 Email from Mr Scott Munro (OCC Councillor) re traffic crossing on Anson Street          21.9.18 Email from K. Ford re draft School Strategic Plan          21.9.18 Email from I. Greenham re draft School Strategic Plan          10.10.18 Email from Kelly Family re sale of Kelly’s Hotel &amp; closure on 29.10.18          17.10.18 Email from P&amp;F to Kelly family thanking them for P&amp;F use of facilities          23.10.18 Email from Michelle Whiteley re Paul Dillon presentation, thank you          23.10.18 Email from P&amp;F to Michelle Whiteley re parent talk          25.10.18 Email from Peter Meers re Paul Dillon, well received by staff, and thank you          29.10.18 Email from Amanda Mooney re CEDB &amp; P&amp;F Constitution          30.10.18 Email from Amanda Mooney re bike shelter          30.10.18 Email from Peter Meers re P&amp;F Report for Year Book</p>
<p><b>7.3</b></p>	<p><b>President’s Report</b></p> <ul style="list-style-type: none"> <li>• Winding down, some changes. We have been fortunate to have a nomination for the Secretarial role in 2019, from Sandi McAtamaney.</li> <li>• Our next meeting will be a big one, changing of the guard.</li> <li>• Trying to build up a P&amp;F philosophy, lots to be happy about.</li> </ul>

7.4	<p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Over the holidays, trips to Sri Lanka, Japan and New Zealand.</li> <li>• Close relationship with de la Salle organisation in SL, NZ trip was excellent, introduced by Sue Dean and Mandy Board.</li> <li>• Potential to build connection with a NZ sister school in Timaru.</li> <li>• Peter has suggested that they might go to the South Island and build the connection.</li> <li>• Great feedback from trip.</li> <li>• Japan, Peter went with Michelle &amp; Helen, 26 students – chance to develop their language skills and experience Japanese culture. Great experience for students.</li> <li>• 2019 trip to UK for rugby.</li> <li>• Paul Dillon presentation was fantastic.</li> <li>• Parent teacher evenings – some breakdown in parents knowing the evening was happening.</li> <li>• Processes – parent portal, newsletter, maybe worth sending an email to all parents to tell them the note will be in school bags</li> <li>• HSC exams – a good start, overall going well.</li> <li>• Japanese language competition yesterday – four students in each category, junior and senior, read a piece (story), then in opens created their own and spoke in Japanese – held at the Council chambers, and a link with Ushuku council also</li> <li>• Eagle Rooms – contemporary learning rooms, being extended. Will be finished for the new school year, innovative look, also about teacher approach.</li> <li>• Over holidays had some painting and freshening of areas, sound proofing of dance area under the hall.</li> <li>• Work on quad area, seating, canteen has new industrial washer.</li> <li>• Working on TAS auto shed, getting hoist into the shed.</li> <li>• Grad mass and assembly, beautiful occasions at the end of the term.</li> <li>• Planning for 2019. Nathan Short has resigned. David Wickham successful in achieving students wellbeing coordinator position. Therefore advertising for two new coordinator positions.</li> <li>• Interviews for temporary Curriculum Coordinator position.</li> <li>• Remembrance Day coming up, students dressing up in period dress</li> <li>• Permanent memorial on the side of the Chapel to commemorate sacrifices in war</li> <li>• Restoration of Chapel, garden work, build sense of sacred space</li> <li>• Thank you to P&amp;F for gardening day</li> <li>• Strategic plan feedback talk next P&amp;F meeting</li> </ul>
7.5	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>• Balance of \$6,082.77 as at 29 October 2018.</li> <li>• Approximately \$1,000 in expenses still to come, which will leave us with a balance of approximately \$5,000.</li> <li>• List of P&amp;F account Financial Transactions appended to these Minutes</li> </ul>
7.6	<p><b>JSCHS Strategic Plan – Michael Tilston</b></p> <ul style="list-style-type: none"> <li>• To be discussed at our next meeting on 28 November.</li> </ul>
7.7	<p><b>P&amp;F Constitution</b></p> <ul style="list-style-type: none"> <li>• CEDB want us to change to a standard CEDB P&amp;F constitution, they are still considering our suggestions. Amanda will let us know once she hears from CEDB, hopefully prior to next P&amp;F meeting on 28 November.</li> </ul>

7.8	<p><b>Wellbeing –</b></p> <ul style="list-style-type: none"> <li>• Paul Dillon (drugs &amp; alcohol) spoke to students, staff and parents recently. g</li> <li>• P&amp;F believe parents want well regarded speakers to talk to their kids, and to them.</li> <li>• Paul Dillon (drugs &amp; alcohol) was a success in 2018, as was Andrew Lines (Rite Journey) and Justin Coulson (how to survive year 12).</li> <li>• Potential for a speaker in 2019 – if this sits well with the Wellbeing dept.</li> <li>• We have Sarah McMahon of Bodymatters (based in Sydney), recommended by Justin Coulson.</li> <li>• If they like Paul Dillon, we could rotate him every two years with someone like Sarah McMahon. Michelle Whiteley asked if the P&amp;F could send her the link to Sarah McMahon.</li> <li>• In a couple of weeks, Peter Meers, Dave Wickham &amp; Michelle Whiteley are going to Melbourne – student and staff wellbeing in a contemporary world. About all stakeholders having a voice.</li> <li>• Feedback from students, relevant learning, engaging. Asking are we successful, building contemporary learning? Building skill set, not just body of knowledge.</li> </ul>
7.9	<p><b>Traffic - Crossing</b></p> <ul style="list-style-type: none"> <li>• Neal Livermore – had contact from Scott Munro, who has contacts in Council and government</li> <li>• Pedestrian crossing, traffic lights, bus bay off the road, parallel to Mercy Hall</li> <li>• Scott happy to talk to CEDB – they have just received money from govt, could get matching funding from govt.</li> <li>• A lot of schools have traffic issues, if we can be seen to be doing something, this will attract funding</li> <li>• Scott to talk to Peter Meers – campaign for traffic lights – Neal to ask Scott to contact Peter</li> </ul>
7.10	<p><b>iPad Review:</b></p> <ul style="list-style-type: none"> <li>• The P&amp;F discussed issues around iPad use in 2016, and mention was made of a review of such use.</li> <li>• We would like to request that a full and thorough review be undertaken as to the benefits (or otherwise) of iPads, to include students, teachers and parents.</li> <li>• School thinking about using Chromebooks – issues with social media, cheaper than iPads</li> <li>• Scott Preston to be requested to talk to P&amp;F at our first meeting of 2019</li> </ul>
7.11	<p><b>Any other business</b></p> <p><b>Meeting venues</b></p> <ul style="list-style-type: none"> <li>• Final meeting (AGM, plus general meeting) on 28 November, with dinner afterwards for all those who can stay at Canobolas Hotel.</li> <li>• Check prospective venues for the future: Orange City Bowling Club, Lord Anson Hotel.</li> <li>• Sandi Mcatamaneay flagged as prospective P&amp;F secretary for 2019</li> </ul> <p><b>P&amp;F Advertising</b></p> <ul style="list-style-type: none"> <li>• P&amp;F brochure – hand out to year 7 parents on Thursday 15 November (this can be put in the school welcome pack in 2019, but it has already been handed out for 2018).</li> <li>• Remind P&amp;F members that we will need helpers for this date at 7pm</li> </ul>

<p><b>7.11</b></p>	<p><b>Any other business (cont'd)</b></p> <p><b>Garden bed plants</b></p> <ul style="list-style-type: none"> <li>Planted on 16 September. Various people stood on plants outside Mercy Hall after year 12 grad day on 28 September – many need to be replaced. To be sourced and planted out gradually prior to Christmas holidays.</li> </ul> <p><b>P&amp;F Funding &amp; Philosophy</b></p> <ul style="list-style-type: none"> <li><b>Draft document</b> – to be discussed at next meeting.</li> </ul> <p><b>Bike Shed</b></p> <ul style="list-style-type: none"> <li>A parent suggested that it might be good to have a bike shed for kids who ride to school, and that the P&amp;F might fund this.</li> <li>The P&amp;F need to discuss whether this is something we would fund. We did fund the bus shelter for students, and this would be something along the same lines. The school has indicated that it would be unlikely the CEDB would fund it as they're possibly funding other things such as rejuvenating science labs etc.</li> <li>Kevin Tandy (who built the bus shelter) has done a quote of \$4,650 (ex GST) to construct the shed.</li> <li>Scott Board quoted for concrete pad: 6,000 (ex GST)</li> <li>Fletcher Niven quoted for concrete pad (plus leveling and installing existing bike racks): \$4,253 (ex GST)</li> <li>Proposed that we pay for concrete pad for bikes, and have bike racks installed, and install the shed over the top in 2019</li> <li>Agreed that the P&amp;F will fund the concrete pad this year (2018) to be installed by Fletcher Niven and, if funds allow, commission the bike shed to be constructed by Kevin Tandy in 2019. Moved Tom Capell, seconded Stew Vidler.</li> </ul>
	<p><b>Date &amp; time for next meeting</b></p> <p>6pm Wednesday 28 November (AGM plus General Meeting) to be held at the Canobolas Hotel, Boardroom on ground floor</p> <p>Meeting closed 7.50 pm</p>

**ACTION PLAN**

**James Sheahan Catholic High School P & F**

**31 October 2018**

Month	Item	Action	Whom	Complete By
Oct		<ul style="list-style-type: none"> <li>Send thank you to Alison Logan for her guided tour of Headspace</li> </ul>	Mary	Complete
Oct	7.6	<ul style="list-style-type: none"> <li>Reminder to Peter Meers &amp; Michael Tilston to speak about the school Strategic Plan at our next meeting on 28 November</li> </ul>	Mary	ASAP
Oct	7.7	<ul style="list-style-type: none"> <li>Amanda has communicated with the CEDB about P&amp;F concerns with the proposed replacement P&amp;F Constitution, and will liaise with the P&amp;F once she receives a response.</li> </ul>	Mary	20.11.18
Oct	7.8	<ul style="list-style-type: none"> <li>Send thank you to Kinross for hosting Paul Dillon evening</li> <li>Send BodyMatters link to Michelle Whiteley</li> <li>Remind P&amp;F members that we will need helpers to hand out brochures at parent teacher interview nights (22 and 24 October) and also to year 7 parents on 15 November.</li> </ul>	Mary Mary	Complete Complete
Oct	7.9	<ul style="list-style-type: none"> <li>Neal to ask Scott Munro to contact Peter Meers direct to discuss crossing on Anson Street</li> </ul>	Neal	Complete
Oct	7.10	<ul style="list-style-type: none"> <li>Ask Scott Preston to attend our first P&amp;F meeting next year to discuss iPad review</li> </ul>	Mary	Complete
Oct	7.11	<ul style="list-style-type: none"> <li>Check prospective future venues for P&amp;F meetings</li> <li>P&amp;F advertising – year 7 parents on Thursday 15 November – ask for helpers</li> <li>Garden plants to be replaced</li> <li>P&amp;F philosophy &amp; funding – to discuss at next meeting</li> <li>Bike shed approved – stage 1 concreting - check with Amanda about bike racks</li> <li>Let each builder who quoted on shed and concrete floor know outcome</li> </ul>	Mary Mary Mary Mary Mary Mary	ASAP 13.11.18 Complete Complete Complete Complete
		<b>Remaining from previous meetings:</b>		
Sep	6.8	<ul style="list-style-type: none"> <li>Write to Ian Greenham at Orange City Council to let him know the outcome of discussions around crossing Anson Street</li> </ul>	Mary	ASAP
July 2017	5.11	<ul style="list-style-type: none"> <li>Small grant applications – talk to Amanda Mooney (Business Manager), CYMS (rugby league &amp; cricket) re seating around oval</li> </ul>		

## James Sheahan P and F

### 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			<b>\$20,728.88</b>
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 Welcome BBB	\$93.45		\$21,062.99
7/03/2018	Costs from Welcome 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
19/04/2018	Movie Ticket Sales		\$300.00	\$20,662.94
30/04/2018	Interest		\$5.06	\$20,668.00
18/05/2018	Facebook Advertising - reimburse S.Vidler	\$100.00		\$20,568.00
24/05/2018	Trivia Night Income		\$4,830.00	\$25,398.00
28/05/2018	Trivia Night Expense - Frame Effect	\$2,030.00		\$23,368.00
28/05/2018	Trivia Night Income		\$7,460.85	\$30,828.85
29/05/2018	Trivia Night Income		\$4,775.00	\$35,603.85
31/05/2018	Interest		\$5.75	\$35,609.60
6/06/2018	Dr Justin Coulson Talk - reimburse costs M.Taylor	\$259.04		\$35,350.56
15/06/2018	Trivia Night Income ( S.Eyb )		\$1,000.00	\$36,350.56
18/06/2018	Teacher Grants - Paid to JSCHS	\$6,700.00		\$29,650.56
18/06/2018	TriviaNight proceeds - paid to JSCHS	\$16,035.30		\$13,615.26
19/06/2018	Rite Journey Parent presentation - paid to JSCHS	\$1,250.00		\$12,365.26
21/06/2018	Movie Ticket Sales		\$225.00	\$12,590.26
27/06/2018	Dr Justin Coulson Talk - reimburse costs K.Ford	\$81.25		\$12,509.01
29/06/2018	Dr Justin Coulson Talk - reimburse costs K.Ford	\$69.05		\$12,439.96
30/06/2018	Interest		\$6.07	\$12,446.03
13/07/2018	Garden Bed Plants - paid to JSCHS	\$514.32		\$11,931.71
31/07/2018	Interest		\$2.06	\$11,933.77
3/08/2018	Andrew Lines Talk - reimburse costs - M.Taylor	\$330.90		\$11,602.87
3/08/2018	Andrew Lines Talk - reimburse costs - K.Ford	\$95.50		\$11,507.37
13/08/2018	Teacher Grants (E.Sarks) - Paid to JSCHS	\$1,000.00		\$10,507.37
16/08/2018	P + F Advertising brochures - reimbursed pmt to JSCHS	\$128.00		\$10,379.37
31/08/2018	Interest		\$1.85	\$10,381.22
10/09/2018	Contribution to KWS for refreshments at Paul Dillon Speech	\$300.00		\$10,081.22
24/09/2018	Costs reimbursed to JSCHS for Paul Dillon Speech	\$4,000.00		\$6,081.22
30/09/2018	Interest		\$1.55	\$6,082.77
<b>28/10/2018</b>	<b>Bank Balance</b>			<b>\$6,082.77</b>