

MINUTES

James Sheahan Catholic High School P & F Meeting No. 6 / 2018

Date: 5 September 2018
Meeting commenced: 6.05pm
Minutes by: Mary Taylor
Chaired by: Kelly Carberry / Tom Capell

	<p>Present/Apologies Present: Dom Maley, Phil Kirkwood, Lauren Ritchie, Kelly Carberry, Peter Mackie, Kelly Porter, Tracey Holdsworth, Kerrie Ford, Neal Livermore, Mellissa Livermore, Elizabeth McRae, Tom Capell, Amanda Mooney, Peter Meers, Mary Taylor Apologies:</p>
	<p>The first part of the meeting involved two talks, the first by Mr Dom Maley, where the P&F viewed the school gym, looked at the equipment purchased with P&F funds (\$5,000), and heard about the VET Fitness course in which students use the equipment in the school gym. The gym appears to be vastly improved, largely due to P&F funds, plus some funding from the school, and a few donated items, which is fantastic.</p> <p>The second talk was by Mr Phil Kirkwood, in the Learning Enhancement Centre, where the P&F held the remainder of the meeting. Mr Kirkwood talked about the newly renovated and equipped Learning Enhancement Centre and how beneficial it has been to the students, some of whom find the playground atmosphere overwhelming, and others who need extra support with learning, for all sorts of reasons. The P&F was shown some of the equipment that had been purchased with a recent donation of \$1,000 by the P&F. The Learning Enhancement Centre appeared to be a very engaging, welcoming area, which is fantastic for the students.</p> <p>The P&F very much appreciated these two teachers taking the time to talk about their areas and to display the equipment P&F funds had purchased.</p>
<p>6.1</p>	<p>Acceptance of previous minutes Moved – Kelly Carberry Seconded – Peter Mackie</p>
<p>6.2</p>	<p>Incoming/outgoing correspondence 10.8.18 Email from CEDB (Vince Connor) re thank you letter re Justin Coulson evening 13.8.18 Email to CEDB (Vince Connor) re Rite Journey parent evening 13.8.18 Email from Headspace re proposed P&F meeting on 31.10.18 14.8.18 Email to KWS re offer of \$300 towards Paul Dillon parent evening 1.9.18 Email from Liz Sarks re thank you for P&F funding of \$1,000 for art display boards</p>
<p>6.3</p>	<p>President’s Report</p> <ul style="list-style-type: none"> • Well done, we’re still on the right track.
<p>6.4</p>	<p>Principal</p> <ul style="list-style-type: none"> • Two assistant principals created last year. • Their titles are AP Teaching and Learning, and AP Positive Learning

<p>6.4</p>	<p>Principal (cont'd)</p> <ul style="list-style-type: none"> • In order to support students even better in the area of wellbeing, with the escalation of mental health issues in the school, and societal changes, a new Student Wellbeing Coordinator position has been created (permanent three point position), to deal with matters of concern • A position of Curriculum coordinator (temporary two point), growing NESA compliance requirements, temporary because we don't have the points as yet • Carolyn Johstone has been casual teacher coordinator, administrative role (12 months leave), which means the school has the points for the Curriculum Coordinator role for that time • These two positions of Student Wellbeing Coordinator and Curriculum Coordinator will provide extra support for the Assistant Principals, and for our students. • EAGLE rooms (integrated learning programme) year 7 • More flexible use of classrooms, along the T level – five classrooms become four, team teaching • Eisteddfod – James Sheahan came first in the choir, musicians there today and tonight • New website portal on the James Sheahan website – Caring for our Students – wellbeing policies are now available in this spot. The school may in future add such things as celebrating success, and a tab for indigenous students • For the future, the school wants to bring all wellbeing initiatives together in the one location on the school website, including positive wellbeing, resilience, mental health and mindfulness initiatives, as well as behavior management strategies and traditional reactive processes • New leadership team: Captains Heneid Tag, and Matthew Brown, VC Emily Wooding and Kurt Stevens, Mission Lara Moriarty and Jan Lata, SRC Sarah King and Noah Bartlett, House leaders Pei-I Cheng and Jaydh Gounden • Nathan Woodrow visited (from Renmark 12 hours away) – attributes of success and happiness, having a passion, being kind, seeking advice, started his own clothing business in year 11, was injured, used to play lots of soccer, spoke to our business studies students, and also at assembly • Five year strategic plan – in draft stage at the moment. P&F members asked to comment, Mr Meers will forward to the P&F to be sent on to the P&F distribution list for members to comment on.
<p>6.5</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Balance of \$10,379.37 as at 31 August. • Approximately \$5,000 in expenses still to come, which will leave us with a balance of approximately \$5,000. • List of P&F account Financial Transactions appended to these Minutes.
<p>6.6</p>	<p>P&F Constitution</p> <ul style="list-style-type: none"> • Discussion led by Amanda Mooney (School Business Manager) and Mr Meers. • Admin of Charities moved to ACNC, part of their changes the CEDB had to nominate who was responsible for all charities including P&Fs, so nominated Bishop McKenna, Paul Devitt, Jenny Allen CEO of CEDB • All funds raised within the school have to be under the control of the diocese, and to fit with the audit process of the school. For all 33 schools in the diocese, all funds must be held under a responsible entity. In James Sheahan, Peter Meers (Principal) is considered to be the responsible person. P&F funds have to come under the diocese, and that means under the control of the Principal.

6.6	<p>P&F Constitution (cont'd)</p> <ul style="list-style-type: none"> Responsible governance: P&F still decides what is done with the funds, the school can't just spend the funds willy nilly, as they have been contributed by parents to the P&F. The P&F still has the final word on spending P&F funds. Same rights as before, but the administration is with the school. All P&Fs will come under the governance requirements. Amanda sits down with Peter once a month, so the P&F statements could also be forwarded to the P&F Treasurer each month The P&F Treasurer will still present a statement to the P&F at each meeting. Additional comment made that there is no mechanism for dispute resolution in the Constitution (between parents, or parents and school, or Committee and parents etc). The P&F would like to know what the CEDB think of this as a possible inclusion. Amanda to communicate with the CEDB about P&F concerns with the proposed replacement P&F Constitution, and will liaise with the P&F once she receives a response.
6.7	<p>Wellbeing –</p> <ul style="list-style-type: none"> Paul Dillon Drug & Alcohol parent talk on Monday 22 October (week 2 of term 4) – P&F to send reminder on 24 September (week 10 of term 3) to Michelle Whiteley about Paul Dillon talk, also Headspace P&F meeting on 31 October. Mrs Whiteley to advertise both events to the school parent body by email, possibly late term 3 or in the first few days of term 4? \$300 contribution to KWS for Paul Dillon parent talk nibbles & wine P&F to transfer \$4,000 to the JS account, for payment of Paul Dillon invoice, due by 9 October (during the school holidays). Neal to forward invoice to Amanda, and pay \$4,000 to school account.
6.8	<p>Traffic Issues:</p> <ul style="list-style-type: none"> At the P&F meeting on 13 June, we discussed the difficulty of putting the crossing outside the administration building, and it was agreed that it wasn't really a workable solution, as the buses would need to be moved off Anson Street into the bus bay, which would need to be enlarged, and would then have 3 lanes of buses, causing issues with students rushing to catch buses and lack of vision of drivers, plus the entrance to the admin block may need to be closed either permanently or at peak student crossing times. Plus traffic could no longer turn into the admin block when heading south along Anson Street, as the crossing would block the turn in area. Mr Meers and P&F agreed that the matter cannot progress as the solution put forward by the RMS and Council doesn't appear safe (a median road island with guards) as Anson Street is too narrow, with too much traffic at that spot at peak student crossing times. Subsequently contacted Mr Greenham of Orange City Council, and discussed the possibility that a crossing be put in at the Southern end of the bus bay, near the pedestrian access gate. The school would also need to be prepared to help the students learn to use that crossing/gate if they want to get across Anson Street. This suggestion was discussed at the P&F meeting on 8 August, and left with Mrs Whiteley to pass on to Mr Meers for discussion with school Executive. Mr Meers now indicated that the school believes a crossing is not feasible at the southern end of Anson Street. It would be difficult, if not impossible, to get students to comply, too much supervision required to ensure that students used the crossing, as the vast majority want to get across Anson Street to head towards Tynan Street.

6.8	<p>Traffic Issues (cont'd):</p> <ul style="list-style-type: none"> • P&F to write to Mr Ian Greenham at Orange City Council to let him know the outcome, which is that the P&F believe there has been no offer of a feasible alternative by RMS or Council. The traffic has increased because of the placement of the hospital (which is no fault of the school), Cadia mine and increased residences to the south of Orange. We need traffic lights at Tynan Street, or the end of Anson Street to be closed off, or as a measure to reduce students crossing to Tynan Street for parents to pick up or drop off, a roundabout at Sundew (like the ones on Gardiner Road) or at the end of Anson Street, so parents can safely turn around and come back down Anson Street to drop their children on the school side of Anson Street.
6.9	<p>P&F Advertising (Brochures)</p> <ul style="list-style-type: none"> • P&F brochure – hand out at parent teacher evenings for all students 22 & 24 October, and to year 7 parents on 15 November (this can be put in the school welcome pack in 2019, but it has already been handed out for 2018). • Remind P&F members that we will need helpers for these dates.
6.10	<p>Any other business</p> <p>Meeting venues</p> <ul style="list-style-type: none"> • Next meeting (31 October, meeting 7 for the year) to be held at Headspace – for parents to see what it's like, and to hear what is on offer there. • Then our final meeting (AGM, plus general meeting) could be held back at Kelly's, on 28 November, with dinner afterwards for all those who can stay. <p>Garden bed plants</p> <ul style="list-style-type: none"> • Garden beds in front of school hall plus triangular garden bed – planting day on Sunday 16 September. • P&F to provide funds for morning tea and coffee for volunteers <p>Bike Shed</p> <ul style="list-style-type: none"> • A parent suggested that it might be good to have a bike shed for kids who ride to school, and that the P&F might fund this. • The P&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. • Kevin Tandy (who built the bus shelter) has indicated he would be happy to quote for a bike shelter, if there is some sort of plan for it. • The school is working on a plan, then once Mr Tandy quotes, the P&F can look at the figures and decide whether it is something that the P&F can fund. • Follow up with plan, and get it to KT to get quote.
	<p>Date & time for next meeting</p> <p>6pm Wednesday 31 October at Headspace, 264 Peisley Street, Orange Meeting closed 8.00 pm</p>

ACTION PLAN

James Sheahan Catholic High School P & F

5 September 2018

Month	Item	Action	Whom	Complete By
Sep	6.4	• Mr Meers to forward draft five year strategic school plan to P&F	Peter	Complete
		• Draft plan to be forwarded to P&F distribution list for comment back to Peter	Mary	Complete
Sep	6.6	• Amanda is to communicate with the CEDB about P&F concerns (& possible addition of a dispute resolution clause) with the proposed replacement P&F Constitution, and will liaise with the P&F once she receives a response.	Amanda	ASAP
Sep	6.7	• Forward invoice for Paul Dillon talk to Amanda, and pay \$4,000 to school account	Neal	ASAP
		• Contribute \$300 to Kinross Wolaroi toward Paul Dillon parent evening wine & nibbles	Neal	ASAP
Sep	6.8	• Draft letter to Ian Greenham at Orange City Council to let him know the outcome	Mary	Complete
		• Send letter to Ian Greenham	Tom	ASAP
Sep	6.9	• Remind P&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.	Mary	Prior to these dates
Sep	6.10	• Follow up with plan, and forward it to KT for a quote	Mary	ASAP
		• P&F to provide funds to garden planting day volunteer morning tea & coffee	Neal	Invoice receipt
		Remaining from previous meetings:		
July 2017	5.11	• Small grant applications – talk to Amanda Mooney (Business Manager), CYMS (rugby league & cricket) re seating around oval		
2016		• 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		

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			\$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 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	Bank Balance			\$10,379.37