



St Patrick's Catholic Primary School P &F

Minutes for Term 2 Meeting

Wednesday 13th June 2018

Infants Campus Staffroom

MEETING OPENED: 7:02pm

Chairperson: Angela Stitt

Record of Attendance: Gemma Haskell, Karen Stephenson, Mel Chidgey, Rachael Playle, Emma Paulley-Hughes, Angela Stitt, Nicole Patrick, Katie Talbot, Julia Conroy, Suzanne Simpkins, Sharon Bevan

Apologies: Michelle Cormack, Jennifer Madden

Confirmation and acceptance of previous meeting minutes: Angela Stitt, 2nd Emma Paulley-Hughes

Correspondence IN: A letter from the Commonwealth Bank

Correspondence OUT: Nil

REPORTS

PRINCIPALS REPORT:	Please see attached
PRESIDENT'S REPORT:	Please see attached
TREASURER'S REPORT:	Please see attached
SCHOOL GOVERNANCE:	Please see attached

Broken Bay Catholic School Parents Update

- A Central Coast Parents cluster meeting was held in early June 2018
- Sharon Bevan attended on behalf of St Patrick's school
- The cluster has received \$7k
- It was decided this funding will go towards parent engagement and how to get more parents involved with the schools
- They are working on ideas around parent communication, parent portals, facebook pages etc
- The cluster will be running child/family resilience and anxiety training. More details will be announced shortly as to how parents can attend

GENERAL BUSINESS

A reminder that all fundraising dollars will go towards purchasing new and upgrading technology classroom resources for the school

Trivia night, Term 3

Date: Saturday 4th August 2018

Location: Primary Campus Hall, St Patricks

Time: 6:30pm arrival for 7:00pm start

Coordinators: Emma Paulley-Hughes & Mel Chidgey

If you are able to help with prize donations or to set up the event please give Emma a call on 0402 455 613

- Theme: Let Us Entertain You. Come dressed as your favourite Hollywood star or entertainer
- Tickets are \$10 each
- Tables can be 6, 8 or 10. Tables and tickets to be purchased at the School Office
- Hosted by ex-St Pat's Staff (same as last year)
- BYO Nibbles & Drinks
- School prizes up for auction
 - Front row to the school concert
 - Lunch with Mrs Walsh
 - Cupcakes with Mrs Perry
 - Art with Mrs Lewis
- Auction prizes will be announced on the school facebook page leading up to the event
- People will be able to bid on the auction items prior to the trivia night if they are unable to attend

Father's Day Stall, Term 3

Date: Tuesday 29th August 2018

Coordinator: Katie Talbot

If you are able to assist please contact Katie on 0404 832 056

- Gifts will be available to purchase at \$6.00 per gift via QKR
- Payments will need to be made via QKR
- Children are able to purchase more than one gift
- Teachers will bring children down to the stall to select items

SAVE THE DATES – MORE DETAILS TO BE ANNOUNCED

Parent's Night Out

This is **NOT** a fundraising event

Date: Friday 26th October 2018

Location: TBC – but will be near East Gosford

What: Dinner, drinks, dancing

Tickets: \$TBC

St Patrick's School/Parish Movie Night

Date: Friday 30th November 2018

Movie: The Star

Location: TBC but will be either primary or infants campus
Coordinator: Emma Paulley-Hughes
Ticket Prices: \$TBC

Caseys Toys Warehouse, Christmas Shopping Night

Date: Thursday 15th November from 6:00pm
What: School Fundraiser. A percentage of items purchased will be donated to St Patrick's in the form of gift vouchers
Coordinator: Rachael Playle
Includes: Canapes and drinks

P&F Executive Meeting: Term 3, Week 7 – Thursday 7th September @ 9:00am
Next P&F Meeting: Term 3, Week 9 – Wednesday 19th September @ 7:00pm

MEETING CLOSED: 8:18pm

Principal's Report Term 2 2018

- School commended for the very significant journey of development undertaken since the last review in 2015.
- Commended the dedicated and passionate staff
- Strong and comprehensive spirit of pastoral care
- Supportive relationship has been built between the school and other sections of the parish community
- There was a range of significant professional learning opportunities for staff – Cultures of Thinking; contemporary approaches to the teaching of Mathematics; positive behaviour for learning; relevant and contemporary teacher and student-led liturgies

Tier 2 review – the panel confirmed

- the relatively new implantation of integrating Cultures of Thinking into a range of KLAs
- the use of data to inform teaching and learning
- the use of CoT in the teaching of Religious Education and the work the school has undertaken in Liturgy understanding and development
- the staff's genuine invested interest in the wellbeing and pastoral care of the students.

Recommendations

- continue to expand the CoT approach across all KLAs
- increase teacher's skills at interpreting a range of student data for Maths
- to develop varied ,open-ended challenging assessment tasks for RE
- to align a more focussed positive culture of behaviour management that is informed by relevant data

External Compliance Audits

- WHS, Child Protection, Finance, Safe and Supportive School, Curriculum, Attendance, Mission Accreditation, Facilities and staffing – NESA: all good reports

Governance – Parent Advisory Team Update

Enrolments 2019

- 49 enrolment applications for Kindergarten for next year. We have completed nearly all interviews. Letters of acceptance will be sent out on 29th June.

Letter from Commonwealth Bank – school Banking Program

President's Report Term 2, 2018

So much already has happened this year!

We have had many occasions to celebrate and we have celebrated well!

- Our Easter raffle generated a huge profit this year, 100% profit besides the buying of the gift boxes and ribbons. A big thank you to Rach P. for organising the extras and to Emma PH. for organising the wrapping and sorting day.
- Mother's Day stall was a huge success and we thank Katie T for her efforts in organising this. Another thank you to Rach P for organising a raffle which she whipped up in two days and sold tickets to the church goers on our Mother's Day Breakfast morning! \$264 was raised!
- Our Swimming, Cross Country and Athletics Carnivals were all a huge success and we thank those parents for giving up their time to help out on those days. A big thank you needs to be given to Michelle C. for organising the canteen food and morning tea for staff and helpers at the athletics carnival and to Annabel for the swimming.
- We are slowly paying off our debt to the school for the refurbishment of the primary School Canteen. Please see attached treasurers report.
- Our committees seem to be working very efficiently and I thank everyone from the bottom of my heart as it has taken a massive workload off the president's role. I look forward to all the great events we have planned for the next two terms. A big Thank You to the exec committee for their tireless work and support.

Canteen Report

- The introduction of Qkr! has seen an increase in hot food orders, especially those we make on site.
- It has been a huge success however the volunteer help is a nightmare and we are struggling each week to get help to support the increase.
- Most families have downloaded the app and I would say there's only about 20% of children ordering the old way with a brown paper bag over the counter in the morning. This has made organising orders much easier as there isn't as much money to

count and sort. Positives all around except for the volunteer numbers.

- The homemade meals that are being prepared for us by Fresh Food Fast are very successful. The children seem to be enjoying them. Our lasagne is our best seller with pasta and meatballs a close second. I haven't had any feedback, positive or negative about these meals so I can only go by the orders.
- We have decided at the exec meeting that unless the school is notified in the morning that a child is sick and will not need their Qkr! order, they will be charged.

Angela Stitt
P&F President
St Patrick's Catholic School

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL
P & F ASSOCIATION
FINANCIAL REPORT TERM 2**

CANTEEN

Summary of movements on canteen account:

Opening Bank Balance 1 January 2018			\$22,415.81
Add	Profit from Canteen operations	4,522.50	
	Interest Income	4.56	
	Creditors Owing as at 31 May 2018	38.54	\$ 4,565.60

			\$26,981.41
Less	Donation to P & F Association Account	12,486.37	\$12,486.37

	Bank Balance as at 31 May 2018		\$14,495.04
			=====

During The period a donation of \$12,486.37 was made to the P & F Association account to assist in the payment of the renovations to the canteen.

As at 31 May 2018 the only outstanding invoice is for Thompsons Pies for \$38.54.

P & F ASSOCIATION

Summary of movements on canteen account:

Opening Bank Balance 1 January 2018			\$25,344.82
Add	P & Levies received	5,767.07	
	Profit from Eater Raffle	1,438.53	
	Profit from Mother's Day	1,172.40	
	Donation from Canteen Account	12,486.37	
	Interest Income	7.50	\$20,871.87

			\$46,216.69
Less	Audit fee paid	330.00	
	Gifts	65.00	
	Donation to School	27,500.00	\$27,895.00

	Bank Balance as at 31 May 2018		\$18,321.69
			=====

During the period a donation of \$12,486.37 was received from the canteen account.

Total payments of \$27,500 have been made to the school to reimburse for the renovation of the canteen. There is still a balance of \$15,000 owing.

Parent Advisory Team Update – May 2018

- On Thursday 31 May, the newly formed Parent Advisory Team (PAT) met for the second time this year.
- This group allows parents, staff and the P&F committee to collaborate to help continue to make St Patrick's a great school.
- For example, at our last meeting, a representative from ICLT attended to give advice and discuss options for upgrading interactive whiteboards and educational IT options for students and staff.
- All members of the PAT agreed that the interactive data projectors and a normal whiteboard was the way to go financially and would meet the needs of both students and staff. We also have the option of adding a Vivii in the future which is a product the CSO is looking into that will allow us to keep up with future needs. We will collaborate with P&F regarding fundraising for the upgrade.
- The IT equipment required for the new Science Curriculum was also discussed. The new curriculum focuses on computer coding. Cheryl is looking into an external IT training program for teachers and students but needs CSO approval.
- Ways in which the PAT can communicate with parents was discussed which also raised the current school newsletter. At our next meeting, we will consider communication options and will organise a parent survey regarding thoughts on the school newsletter and its effectiveness.
- We briefly spoke about kindy enrolments for 2019 which are on par with previous years.
- **Our next PAT Meeting will be held on Thursday 5 July 2018. Please email the school if you have any agenda items that you would like discussed.**

21st May 2018

Dear Principal,

Thank you for your ongoing support of the Commonwealth Bank School Banking program, which encourages children to establish healthy savings habits early in life.

I'm writing to you today to explain the details about an issue that occurred in early 2013 and that you may have seen in the news.

In 2013, we conducted a review and found that some of our staff were making small deposits, typically of around 10 cents, into some Youthsaver accounts. This made the account appear 'active' which is an internal term we use to determine if customers are using their account. The average employee incentive associated with these actions was less than \$2 in total per year. We immediately took steps to end the practice, and we are not aware of any evidence it has happened since.

Importantly, there was no adverse financial impact to any of our account holders. All the accounts had been legitimately opened by customers and there are no deposit or monthly account fees associated with the accounts.

Regardless, it was clearly a breach of the trust our customers and you put in us.

We understand that it is a privilege that your school takes part in this program, and believe that you should know the steps we took to prevent this from happening again.

The changes we made included:

- Notifying all of our branch managers and employees that this practice is against policy and future violations will result in disciplinary action including dismissal.
- Raising the minimum, *internal* standard to make a Youthsaver account active to \$5 (there are no minimum deposit amounts required for account holders).
- Increasing the monitoring of new accounts to help us ensure this never happens again.

When customers open an account, they put their trust in us and that's particularly true when the account holder is a child. While this practice didn't financially harm our customers, it breached that trust.

I understand that you may have questions about the information above. We are here to help you and ensure you have all of the answers you need. You can contact your Regional School Banking Manager or School Banking Specialist at any time. You may also contact me at irene.rowlands@cba.com.au.

Kind regards,



Irene Rowlands
GM Specialist Retail Distribution

