

# Principal's Report

Minutes

St. Cecilia's Parents' Association

Date Tuesday 4th March 2025

Meeting Minutes: St Cecilia's Parents Association Meeting - Term 1 2025

Time: 7:30pm

Location: Staff Room

## 1. Welcome & Principal's Report

## 2. Committee Status for 2025

Treasurer = Amy

Class Rep = Laura

Secretary = Jess

Pastoral Care = Kristy

Georgie = President

Looking for a Co-president; 2 year role

Looking for a Fair Chair as well

Rides have been already booked

We are now looking for someone to lead that committee and also build a committee for the fair.

There are clearly defined roles and will be a detailed handover.

This role would suit a group of people to work on as a collective.

## 3. Pastoral Care Update

Beautiful aspect of the community where we help our families who need some support

30 families have signed up to the community this year which is fantastic to see such high engagement.

## 4. Events for term 1

Foundation Pancake Day

260 pancakes were made with only 10 spare  
8-10 parents helping on the day  
Kids happy and grateful  
Very Successful  
Prep/Buddy Mass  
Over catered - lots of sausages left over, but they were amazing  
Great event & kids loved it  
Year 6 held function

#### 6. Upcoming other events

Open Day for new families  
School Disco  
2x Foundation mums and 1x Grade 1 mum organising  
Theme = Shine/Glow  
Grade 5&6 kids to build playlist

Dates to be confirmed

Prep Function towards end of term  
Mid-year function - have a volunteer  
Fathers Day Brekkie - have a volunteer  
Mothers Day Brekkie - need a 'male' volunteer  
Grandparents Day  
Mums Lunch - have a volunteer  
Dad's Lunch  
School Fair

#### 7. Other Matters

Review of 2nd Hand Uniform Shop process  
Honesty system?  
How often do we need to maintain it?  
How do we access it?  
Canteen  
We need a succession plan  
What is required;  
Commitment on Friday's for Terms 2 & 3 (20 weeks)

We need 2 people managing it; ordering online stock, grocery shop for fresh items, managing orders, printing labels etc.

We need an additional 4 or 5 volunteers for 1.5 hours on a Friday to hand out etc.

## **Overall reflection on the beginning of the year**

The school year has begun with a wonderful sense of energy and community, as both new and established families come together to create a welcoming and inclusive environment. It has been heartening to see the goodwill and spirit of connection that exists among parents, fostering a strong partnership between home and school.

A special congratulations to our Parents' Association for the fantastic way they have made themselves available, ensuring that all families feel supported and engaged. As always, we are committed to providing guidance, clarity, and encouragement for any parent who wishes to be involved, share their thoughts, or raise a concern.

In our upcoming newsletter, we will outline the many ways parents can participate in school life, reinforcing our shared commitment to a thriving school community.

## **Strength of the parent run events and the formation of a Event Document**

Parent involvement in the coordination and running of school initiatives plays a vital role in strengthening our community, fostering connection, and enhancing the experience of our students. When parents take an active role, events become more meaningful, well-supported, and sustainable year after year.

To streamline and support these efforts, we aim to introduce a simple, structured template for all parent-led initiatives. This will ensure clarity, continuity, and ease of transition for future organisers. The template will include key details such as the event's name, purpose, and philosophy; any associated charity or fundraising objectives (including whether funds support a specific school need); and a comprehensive breakdown of the event's planning elements. It will also outline key roles, year level involvement, estimated costs, timelines, and a reflection section to capture insights on what worked well and areas for improvement.

This initiative will help maintain the success of our school events while making parent involvement more accessible and effective.

*(See below)*

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## School-Based Parent Initiative Template

### 1. Event Name & Purpose

- Name of the event:
- General purpose or philosophy:

### 2. Fundraising & Charity Details

- Associated charity (if applicable):
- Fundraising purpose:
- How funds will be used (school need or external cause):

### 3. Event Planning Structure

- Key Organisers & Contacts:
- Year Levels Involved:
- Estimated Costs & Budget Considerations:
- Timeline & Key Dates:
- Event Roles & Responsibilities:
- Resources & Suppliers Used:

### 4. Reflection & Feedback

- What worked well:
- Areas for improvement:
- Recommendations for next year's organisers:

By formalising this process, we aim to support parents in making meaningful contributions while ensuring the long-term success of school initiatives.

These documents will be collated and accessible via the Parents Association Website, housed on the school Google Domain:

<https://sites.google.com/scgleniris.catholic.edu.au/stceciliaspentsassociation/home>

## Parent Reps - Role Description and protocols

A big thank you to Laura for her contribution, in partnership with the school, towards shaping the role description for Parent Representatives. This document will provide much-needed clarity around the expectations and responsibilities of Parent Reps, ensuring they feel supported and empowered in their role. Key elements include fostering communication between parents and the school, supporting class and school events, and helping to build a strong sense of community among families. Importantly, this document can be revisited at the beginning and end of each year to reflect on its effectiveness and make any necessary adjustments.

I would like to review and update the various levels and associated events/activities that they might be connected to, in order to ensure consistency and equity.

## Upcoming PA funds expenditure

As we look ahead to the year, we would love your input on school-based improvements that the PA could support through fundraising efforts. The school has identified several potential projects that would enhance both our facilities and student experiences, including:

- **Landscaping Phase 3** (corner of Hillside and Malvern)
- **Curtains for the hall** to improve functionality for performances and events
- **A mural outside the Foundation classroom** to brighten and inspire our youngest learners
- **Playground equipment** such as 4-way return netball posts to encourage active play
- **Freestanding tables and chairs** for the playground, providing more outdoor gathering spaces
- **A portable choir riser** to support student performances and school events
- **Library Book Collection** - aim to update both our fiction and non fiction texts to ensure engaging and contemporary texts available to enhance student learning.

We welcome your thoughts on these suggestions and are open to additional ideas for where fundraising efforts could be directed. Your input will help ensure that funds are allocated to areas that benefit our students and school community in meaningful ways. We look forward to discussing this further and working together to bring these improvements to life.