



Meeting Minutes		
Date and time:	11/11/2024 6pm – 7:30pm	
Location:	St Patrick's Primary School	
ATTENDEES	<p><u>Staff Attendees:</u> Mrs Annette McKenzie, Mr Jim Heelis, Miss Olivia Norris, Mrs Nicole Moss, Ms Lauren Augustus</p> <p><u>Executive Committee Office Bearer Attendees:</u> Nicole Karagiannis (President), Ammie Chaffey (Treasurer), Nicole Hudson (Secretary)</p> <p><u>Parent Attendees:</u> Gemma Montague, Kate Robertson, Elizabeth Wilson, Matthew Wallis, Ruzanna Mangasaryan, Bernadette Rogers, Jacqui Simpson, Kathryn Gorman.</p>	
APOLOGIES		
Item number:	Discussion	Action required
1. Prayer, Welcome & Acknowledgement	<p>Nicole Karagiannis – welcome to Annette Prayer lead by Nicole Moss</p> <p>Nicole K indicated that this was the P&F Annual General Meeting and our final meeting for the school year</p> <p>It was proposed by Annette that the P&F exec team remain in place for another year given this was our first year of a P&F</p>	n/a

	<p>The positions of President, Secretary and Treasure were offered to any attendee's if they would like to nominate the position, the consensus from the group was to keep the current people in the roles for another year</p> <p>President: Nicole Karagiannis Secretary: Nicole Hudson Treasure: Ammie Chaffey</p> <p>Proposed by Annette, Motioned was seconded by the attendee's</p>	
<p>2. Preliminary Business</p>	<p>Minutes from the previous meeting Accepted by: Nicole Karagiannis and seconded by: Ammie Chaffey Noted that previous minutes stated the date as 20/5/2024 instead of 12/8/2024. Time is correct.</p>	<p>n/a</p> <p>n/a</p>
<p>3. Business Arising from the previous minutes</p>	<ul style="list-style-type: none"> - Leonie to meet with Year 5 parents in October 2024 to discuss how fundraising money will be handled. - Include call out in newsletter for suggested topics for Principal's report. - The suggestion of a device free day at the school was made. 	<p>There is a meeting tomorrow to discuss this. There has been a change due to Sydney Catholic Schools policy. Jim to talk to financial advisor at Sydney Catholic Schools to discuss how fundraising for year 6 graduation etc. can be done with new policy. They now have sanctioned and unsanctioned events and fundraising on-site for year 6 graduation is not advised. More clarification will be sought.</p> <p>This will be done prior to Term 1 meeting.</p> <p>This will be followed up at a later date.</p>

	<ul style="list-style-type: none"> - A list of fundraising ideas to be kept by the P&F committee in the Google Docs associated with the P&F Gmail account. - Nicole K to inform Brad Giovanni that a new oven has been ordered for canteen. - All action items relating to the Colour Run have been completed. 	<p>This has been set up as a Google Doc within the Gmail account.</p> <p>Nicole K has let Brad know.</p>
<p>4. Principal's Report</p>	<ul style="list-style-type: none"> - The annual improvement plan is underway. - New Principle applications have closed with a short list of candidates provided, It is expected that a new principle will be named in December. - Mentoring and coaching is occurring. - The follow up from the Newman re-accreditation is underway. - <u>External Therapists on-site</u> <ul style="list-style-type: none"> o Please refer to the formal advice given out and it will be discussed in assembly. o St Patricks's are committed to early intervention. o Requests will be assessed on a case by case basis and what can be catered for, ensuring as little time missed in the classroom as possible. o Therapists can do observations in class. o Need to ensure there is space available. o Lauren Augustus is the new Co-Ordinator Diverse Learning and will liaise with therapists. o Evaluation criteria will be in place for events where there 	

	<p>are more cases and not enough space.</p> <ul style="list-style-type: none"> ○ A rotational timetable has been suggested. ○ The directive is encouraged from Sydney Catholic Schools. ○ If someone is on site, they need to be in line of sight of a staff member and can't be left alone. ○ The School Councilors room is the ideal space for therapists and diverse learning. The School Councilor is on-site 3 days per week so room available 2 days/week. ○ It will be evaluated next year how the policy is going – Sydney Catholic Schools recommend a blanket 'No' if it is too hard. ○ For parents with therapists currently on-site, please contact the school to discuss. ○ Thursday 14/11 at 2:10pm there is a discussion for all parents from Mrs Annette McKenzie. - School has 'School Inquiry & Review' every 5 years to look at the strategic plan and how to look forward. Next year is the 5th year. This will take place around Term 2. It is a rewarding time and will be planning where the school is going and how it will get there. This is a Sydney Catholic Schools process and there is parent and student involvement – the survey goes out to the whole school community. 	
<p>5. Treasurers Report</p>	<p>We currently have \$56587.20 in the bank. The Mother's Day stall raised \$ 2617.70. The Gold Coin Donation raised \$453 Bunnings Sausage Sizzle raised \$1831.54 Father's Day stall raised \$2380.90 Colour Run raised \$35065.58 Centenary Fete raised \$14338.48 (this was intended to be a break</p>	

	even event not major fundraiser)	
<p>4. Standard Business</p>	<p>- <u>Fundraising</u></p> <p>A plan of fundraising events for the year is needed to ensure they are spaced out. Fundraising Sub-committees will be locked in during Term 1.</p> <p>- <u>Update from Miss Norris re Playground</u></p> <ul style="list-style-type: none"> ○ Miss Norris has been talking to playground equipment companies and Sydney Catholic Schools. ○ We were not successful with any grants that we applied for. ○ The side of the Kindy play area is the preferred site for the playground equipment. Stage 1 is \$48,620. Stage 2 is additional. ○ Other improvements have been put down as ‘refurbishments and repairs’ and the school covers these e.g. handball area \$10K. ○ The basketball court area was looked at but it was very pricey. ○ The astro Turf in the stage 3 area needs to be repaired – school covers the cost (~15K). ○ Playing on the grass area near the church was started and then stopped. This is due to the DA approval is not for educational use. Still trying to get use of it. In the meantime, going to Minerva on 2 days per week is going well. ○ Another letter is to be sent to Sydney Catholic Schools from the P&F and include that the community came together to 	<p>Nicole K to work on drafting another letter to Sydney Catholic Schools.</p>

	<p>fundraise to provide better play areas for the students and that has now disadvantaged us which is very disappointing.</p> <ul style="list-style-type: none"> ○ It was asked why the money raised was being put towards play areas and not technology or books – the use of the fundraising money for the playground has been discussed since the Term 1 meeting and it is what has been stated when raising funds. Sydney Catholic Schools has a technology rollout. The consensus at the meeting is that the money will be used for the playground as previously agreed upon. ○ Miss Norris advised that she is waiting on a second quote to move forward with the playground. The preferred company is fully booked for the Christmas Holidays however, if they are locked in before the end of the year it can be done in the April holidays. 	
<p>Other</p>	<ul style="list-style-type: none"> - <u>Feedback Received from Parents:</u> ○ There was confusion between the school driven and the P&F committee driven fundraising activities. ○ A plan is needed for the fundraising activities for the year to spread it out. ○ A walkathon around the block was suggested as a fundraising activity. ○ A limit of 1 fundraiser per term was suggested and target both the community and the school. ○ Avoid any big fundraisers in Term 3 as there is a lot going on that term. ○ Look at a colour run every 2nd year and look at organising it ourselves. ○ It is anticipated we will come to the Term 1 meeting with a 	<p>Nicole K, Annette McKenzie, Jim Heelis to organize fundraising</p>

	<p>plan in place for fundraising.</p> <ul style="list-style-type: none"> ○ It was suggested that adding drinking facilities for filling drink bottles with water could be a plan for using some of the fundraising money. <p>- <u>Class Parents:</u> The community of volunteers has been amazing! Thank you so much to the Class Liaisons for all their work this year.</p> <p>Please let the P&F know how to do things better and provide feedback.</p>	<p>planner with assistance from Nina and Liz.</p>
<p>Close of Meeting</p>	<p>Meeting closed at 7:30pm</p> <p>Next meeting will be week 4 of Term 1. Date TBA.</p>	