

# **St Raphael's School Education Board**

## **Minutes for Meeting at 7pm, Tuesday 6 March 2018**

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### **Prayer**

The Parable of the Unmerciful Servant

### **Attendees:**

Damian Howard, Fr Simon Grainger, Jeremy Richards, Tracey Pace, Justin Delaney, Pauline O'Connor, Cara Fonua, Fiona Garnham, Gab Wood, Lisa Mancini, Jim Liaskos, Fiona Leggiero-Christoff, Filippa Brugliera, Liliana Varvarigos, Sally Di Martino

### **Apologies:**

Andy Purdon, Rose Drazic, Antoinette Marucci-Rachiele, Maria Mennillo

### **Confirmation of the previous minutes**

Both sets of previous Minutes confirmed as true and correct – Filippa Brugliera and Jim Liaskos.

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### **School Report (Damian) – see Damian's notes**

- Feedback on the Twilight School Tours  
Very positive from all attendees  
Highlight the importance of Twilight School to existing parents re: new enrolments  
Marketing to include Twilight School on Open Day – not sure this was obvious  
Lots of notice to existing parents to organise kids/activities etc.
  - Current enrolment numbers for 2019  
Kinder visits to continue  
Positive news - 35 enrolled, large number of siblings
  - Damian's role on the St Paul's Coburg Principal Appointment Panel
  - The decision made regarding the Language Program for 2018 - 2019  
Italian  
Consultative process – Students surveyed first to try to capture their true thoughts on language.  
Justin Delaney explained: 100 words useful in every day context – teacher to student, student to teacher, student to student  
Semester 2 start  
Fr Simon: Supports this decision particularly given the large Italian parish community  
Feedback - communicate the decision making to the kids i.e. the percentages provided in correspondence don't clearly illustrate why Italian was chosen. Explain this was the best decision for all stakeholders.
  - Process & Preparation required for upcoming NSIT School Review (Aug)  
Mon 6<sup>th</sup> Aug - Fri 10<sup>th</sup> Aug SEB assistance will be required.  
Damian to advise dates in due course.
  - Email communication guidelines for parents re: emails to staff  
All SEB members in agreeance – default message is to arrange a time to meet the teacher to discuss concerns, not enter into dialogue about what the area of concern is.
  - Camp Australia - Before/After School Care  
School Closure Days are an issue – not viable for Camp Australia to open  
Early finishes - no problem, Camp Aust will open  
Importance of parent support network for those who don't have other family to rely upon  
Note - Improvement of Camp Australia program might be required to encourage people to enroll their kids.  
Review of service provider to take place later in the year.
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### **President Update (Jeremy) – Parent Voice**

- Suggestions on how to encourage having staff representatives at the St Raphael Community Events - without overburdening staff?  
Staff feedback:
    - They too have personal and family commitments
    - Sporting commitments
    - Burn-out... still work
    - Feel that they're "on show"... role models
    - Tired!
    - The lack of staff representation at the Welcome BBQ really came down to timing – Parent info nights, Year 5/6 Camp – Damian concedes this could have been better planned.
    - *Perhaps the biggest deciding factor: Does the event impact on student outcomes? Is it purposeful?*Let's remember the staff have families of their own – they're human!
  - Query around the early finishing time at the end of term... why the change?  
St Raph's was one of the only local schools not to have an early finish at the end of term.  
Damian explained teacher burn-out, particularly in the Junior year levels around Walker Learning.  
Allow prep for new term to take place at end of term.  
Early communication for existing parents important.
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### **Treasurer's Report (Filippa): Report attached**

#### *Outcomes from prior meeting:*

Changes to signatories to the account have finally been actioned. Our new banker Mark Ellis replaced Kevin Ba (who left last year).

#### *Carryover items/Outstanding Issues:*

See report

#### *New items for presentation/discussion/feedback:*

Gab Wood is interested in assisting Filippa and learning the ropes – Filippa very keen to have her in the Team.

**Key message: Purchase orders are required – make sure you keep your receipts if you want to be reimbursed.**

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### **Grants Update (Andrew/Fiona)**

#### *Members of Funding & Grants Sub-committee:*

Fiona and Andrew

#### *Outcomes from prior meeting:*

None.

#### *Carryover items/Outstanding Issues:*

None.

#### *New items for presentation/discussion/feedback:*

- TAC Community Road Safety Grant - how can we apply this grant to St Raphael's.
  - Community Sports Infrastructure Grant - 2018/2019 can we group up with other community sports to help with an upgrade at our school.
  - CEM - application for 2018-2019 opens in November 2018.
  - VSGA now open closes end of April.
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### **Communications Update (Pauline)**

- This new sub-committee will require some scope and direction – to be discussed.
  - SEB Discussion: This sub-committee is our collaborative Parent voice.
  - Damian to continue seeking guidance from SEB on broader communications to the School Community.
  - Look to develop Google SEB Community to allow for increased collaboration.
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### **Community Events Update (Liliana/Sally)**

#### *Members of Community Events Sub-committee:*

Liliana Varvarigos  
Fiona Leggiero-Christoff  
Rose Drazic  
Sally Di Martino

#### *Outcomes from prior meeting:*

N/A

#### *Carryover items/Outstanding Issues:*

N/A

#### *New items for presentation/discussion/feedback:*

2018 Community Events Approval/Sign Off

2018 Kitchen Calendar Approval/Sign Off

Volunteers for Kitchen/Election – SkoolBag App Update

Mother's Day – School to facilitate – will keep it simple – mums/carers in learning spaces, afternoon tea in the hall. Time to be confirmed ASAP.

**Confirmed target of \$30k in fund raising by the school community – this includes the newly introduced fund raising levy**

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### **ITC Update (Damian)**

- Purchase of 55 Chrome Books
  - Seesaw to be rolled out – Term 2
  - ***Being Smart Online & Seesaw Implementation Parent Information Night*** - Tuesday 8th May (6:30pm - 8:30pm)
  - Jim to contribute on data/privacy
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### **Outdoor Learning Space Redevelopment Update (Lisa/Fiona): Minutes attached**

#### *Members of the Learning Space Redevelopment Sub-committee:*

Damian Howard  
Fiona Leggiero-Christoff  
Lisa Mancini  
Carol Coloe  
Catherine Talarico  
Rob Seddon  
Kelly Maughan  
Another 3 potential members – to be confirmed.

#### *Plans for 2018*

1. Access to the church grass area
2. Redevelop the senior playground, make the replacement playground accessible to all year levels.
3. Existing shed near Greenland to become new sports shed
4. Mural on external Breen St brick wall.

#### *New items for presentation/discussion/feedback:*

See attached Minutes

#### *Other items to report on:*

Damian to arrange asbestos removal to shed before it becomes sports shed.  
Damian has quotes for fence removal and replacement.

Loan will pay for main portion of playground to take place.

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## **Alumni Update (Pauline)**

### *Members of Alumni Sub-committee:*

Pauline O'Connor (& looking for members)

### *Outcomes from prior meeting:*

N/A

### *Carryover items/Outstanding Issues:*

N/A

### *New items for presentation/discussion/feedback:*

### Summary of former-student (Alumni) tour:

On Wednesday 28 March, St Raphael's hosted a school tour for former students of decades past, to see how the school looks and operates today. In total, an impressive line-up of 65 former students attended the event, travelling from places as far away as Echuca, Warrnambool and the Mornington Peninsula.

The majority of students attended St Raphael's in the 1940s, 50s and 60s and this was the first time many of them had the opportunity to visit the school since. They had been looking forward to the event since late last year, and I think it's fair to say they were all incredibly excited to be back.

The tour commenced in the resource / library area, where Damian gave an overview of the school and played the school video.

Brian Flynn (who you'll recall attended one of our SEB meetings late last year) also addressed the group, thanking the school for hosting the inaugural visit and sharing some key school memories held by the group. The group was then divided into smaller groups to tour different areas of the school. Each group was led by a teacher and two year 6 students, which provided a great opportunity for students to demonstrate their leadership skills.

After regrouping in the school hall, all of the current students joined for a mini school assembly. The students, both young and old, participated in a 'Welcome to Country', sung the national anthem and shared school memories from times past. Also at the assembly, the preps shared the results of a survey they had conducted earlier in the day to measure student satisfaction, so they could compare their prep result with that of the older generation. And, as it turns out, the preps LOVE their school just as much as the older generation!

The tour concluded with afternoon tea in the staff room, providing an opportunity for the former students to mingle with each other and share stories.

### Feedback from some of the participants:

**Annmarie Tut:** Many thanks to Principal Damian Howard, Teachers, Pupils, and all involved in organising the Open Day for ex pupils. It was a wonderful and successful day and brought back some wonderful memories. Each ex-student had their own story to tell. I left St Raphael's in 1968 and would love to see students of that year as well.

**Tony Eley:** It was an excellent day, and terrifically handled by principal Damian Howard, Pauline O'Connor, and wonderful teachers. The children handled the "Oldies invasion" in their stride, and were very helpful and polite.

**Julie Shepherd:** A wonderful experience, and it brought back lots of early memories. The school has a great vibe and the staff and children were so polite and happy. Thanks again to the organisers, from Julie Stafford (Shepherd family from Cooper St....1950's, 60's and 70's)

### Other:

As a result of the tour, we've started an 'Alumni' contact database - this captures basic details, which we hope to grow over time. We now have several mediums to reach former students - via the database, Facebook page and the existing newsletter (managed by Brian Flynn, Tony Eley & Tony Hayes)

Frequency of an Alumni tour - is annual appropriate?

Considerations for the next tour: photography mention as part of intro, possibly making sign-in process more seamless (RSVPs list to create name tags in advance), use of the staff room during lunchtime

### *Other items to report on:*

Potential Gala Dinner – bi-annual? Invite former students and existing parent community? To be explored.

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**Any Other Business:**

- New sub-committee – Enrolments – Cara, Lisa, Tracey – to meet with Damian, some time before the next SEB meeting
  - New email addresses for SEB Members – Tracey to distribute and provide instructions on set-up.
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**Next meeting: 1<sup>st</sup> May 2018 at 7pm**

- **Look at Seesaw next meeting**

**Treasurer's Report (for SEB meeting on Tuesday 6<sup>th</sup> Mar 2018)**

Prepared by Filippa Brugliera

A summary of the funds raised in 2018 is shown below:

<b>EVENT</b>	<b>FUNDS RAISED</b>
Sushi Days (external) (x1)	<b>\$224</b>
Two boys and a pot lunches (external)	<b>tbc</b>
St Raphael's Kitchen - Ice Cream Days	<b>\$232</b>
Welcome BBQ (waiting on expenses)	<b>\$300-450</b>
<b>Total raised to date (interim)</b>	<b>\$756-906</b>

**The current bank balance (NAB Account held with Catholic Development Fund) is \$22, 914.60**

**Outgoings from 4<sup>th</sup> December 2017 to 4<sup>th</sup> March 2018 were \$1,017.51**

**Incomings from 4<sup>th</sup> December 2017 to 4<sup>th</sup> March 2018 were \$5,065.14**

**Signatories to the account (at 04/03/18)**

Filippa Brugliera (Treasurer)

Tracey Pace

Liliana Varvarigos

Damian Howard (Principal)

Father Benneth removed and replaced with Fr Grainger (Parish priest)

Lynette Gamble access to view accounts online only

## **St Raphael's Outdoor Learning Space Group Meeting**

Feb 23rd 2018

9am – 10am

**Chair:** Damian Howard

**Minutes:** Catherine Talarico

**Participants:** Damian, Lisa, Fiona, Kelly, Cath, Sue-Ann, Rob (Elsie's dad - Foundation)

**Absent:** Carol

### **Leadership and Progress**

1. Damian requested a volunteer to lead the Outdoor Learning Space Redevelopment Group and represent our interests and progress to the School Education Board (SEB). Fiona and Lisa volunteered as joint leaders and will share the responsibilities of this vital role.
2. The Redevelopment of the Outdoor Learning Space will be a big focus for the next 12-24 months.
3. Damian reviewed the history of St Raphael's landscape and playground footprint and expressed the significant progress that has taken place in the last 5-8 years.

### **Mural**

1. Maya's winning mural will need to be modified to address issues relating to the interpretation of aspects of the design. The Venezuela family have expressed their willingness to modify the image. To move forward it was suggested the artwork be designed as panels that could be mounted to the Breen St wall. This would allow for ease of construction and the opportunity for children and community members to be involved in painting. Rob mentioned Sacred Heart had just completed a mural.

**Action:** Lisa to speak with Louisa Venezuela about the possible redesign and her interest in coordinating the project.

**Action:** Damian to speak with Sacred Heart Principal with regards to their mural project.

### **Adjacent Block**

1. Father Simon is willing to lease the adjacent block to St Raphael's School for use by the children on the provision it is to remain a 'green field' site. Father Simon will need to get approval from the Archdiocese with regards to the lease agreement.
2. The paling fence to the rear of Father Simon's backyard will need to be relocated to allow access. A clothesline will need to be relocated, a privacy screen erected and the sandpit re-positioned beneath the existing lemon tree. The relocation of the sandpit is important as it loose sand currently creates safety issues on greenland. There is also a spoon drain that will require attention.
3. It was suggested a community working bee be scheduled to complete these works. The date agreed upon is Saturday 24th March. A comprehensive scope of works is required before this date. Notification to the school community to be via Skoolbag and the School newsletter.
4. The old tennis shed is to become a new 'sport shed' but needs significant work and contains asbestos. This may need to be a separate project.

**Action:** Damian to coordinate Asbestos removalists prior to working bee.

**Action:** Damian to contact fencing contractors to see availability around the 24th March to erect new paling fence.

**Action:** Damian and committee members to create a scope of works following a walk through.

**Action:** Lisa/Fiona to notify parents of upcoming working bee date and collate expression of interest.

**Action:** Catherine to create an Outdoor Learning Space redevelopment home page in the newsletter and provide login details to Lisa/Fiona to communicate with families.

### **Stage 3 Redevelopment - Main Playground**

1. It was agreed by all to hand over all works for this project to an external contractor. We will pay for the works via a school loan to be paid back over time.
2. Fiona has been in contact with 'Adventure +' who have recently been commissioned to do works at Croxton Community Park. They have provided brochures and are willing to come and look at the site.
3. Rob mentioned he has a contact with 'Supergardens' in Essendon Fields who do similar work.
4. Damian mentioned painting additional downball courts upon asphalt as kids are showing a growing interest in playing downball.

**Action:** Fiona to contact Adventure+ to do a site visit and provide quote on latest conceptual plan.

**Action:** Rob to contact Supergarden to do a site visit and provide quote on latest conceptual plan.

**Action:** Catherine to distribute latest conceptual plan electronically to all parties.

**Action:** Damian to arrange for new linemarking for downball courts.

### **New Contact details:**

Catherine - [ctalarico@srprestonwest.catholic.edu.au](mailto:ctalarico@srprestonwest.catholic.edu.au)

Rob - [robseddon@gmail.com](mailto:robseddon@gmail.com)

**Next Meeting:** TBA