

St Raphael's School Education Board
Tuesday 27 June 2017 at 7pm

Attending: Damian Howard, (Principal)
Jeremy Richards (Chair)
Tracey Pace (Secretary)
Sally Di Martino (Fundraising)
Filippa Brugliera (Treasurer)
Fiona Garnham Grants/Funding)
Carol Coloe (Building/Landscaping)
Andrew Aquilina (Grants/Funding)

1. Apologies: Fr Benneth Osuagwu
Liliana Varvarigos (Fundraising)
Andy Purdon (IT)
Catherine Talarico (Building/Landscaping)
Paula Moussa (Marketing)

Tonight's meeting started soon after 7pm

2. Minutes of the previous meeting require 1 amendment:
CEB – Catholic Education Board require a paper trail – Not the Catholic Education Office
Otherwise confirmed accurate by Jeremy and Filippa.
3. School Report (Damian)
- New timetable with earlier lunch is here to stay. Positive feedback from teachers and students.
 - Some concern with “overload” for staff... regularity of pre/post tests have proved quite time consuming. Steps to be taken to address this in 2nd Semester.
 - Introduction of new app – Seesaw – to improve digital communication to parents.
 - Staff changes:
 - Sam Smith off to China. Her replacement is Martine Kelly who has 18 years' experience.
 - Kelly Moore – IT Consultant
 - Foundation Enrolments 2018
 - Up to 47 students
 - Visiting JS Grey in an effort to strengthen relationship
 - Welcome night 3rd August
 - Teddy bear picnic planned with Foundation 2018 students and their buddies
 - Valuable Marketing and branding feedback from Pauline Ciarma. Assisting with overall marketing plan.
4. Outdoor Learning Space Redevelopment Update (Carol)
- Stage 1: Entrance & Breen St Wall - Term 3 completion target.
- Stage 2: Soundgarden – End of year target. Employed Rocketbox for install of equipment, volunteers to assist with landscaping. LandCare Grant applied for.
- Stage 3: Target 2018+ Budget to be confirmed – in the range of \$110k-\$120k

Exploring opportunities for “Local Community Funding” if available. Bendigo Bank, Masonic Lodge etc. All work in progress.

5. Treasurer’s Report (Filippa)

- Official reports attached to these Minutes;
- Year to date - \$22k of fund raising (inc. \$10k from uniform shop – To be directed to Stage 2 of Playground Development);
- Current Bank Account Balance: \$15,535.93.

6. Grants (Andrew/Fiona)

- Applications made/conversations had with:
 - Yates Land Care
 - Preston Leader
 - Bendigo Bank – Corporate Branch
 - Preston Market
 - Good Guys

7. Fundraising (Sally)

- Movie Night – well attended and well received!
- Comedy Night – 28th July
- Father’s Day Breakfast/Lunch – 1st Sep
- Italian Festa will be the 2018 “welcome event”

8. IT (Andy)

- Website changes will be rolled out soon after.
- We've tentatively locked in Wednesday 30th August for a parent ICT Information evening. The night will be run by the school and we will use the skills of our recently employed ICT leading teacher, Kelly Moore. Kelly is a qualified Google Educator and runs these evenings as a private contractor. The areas of focus will be the following:
 - i. Cybersafety. Being safe online at school and at home.
 - ii. Use of ICT in learning at St Raphael's
 - iii. Effective communication with our parents using ICT to involve them in their child's learning.

Our IT expert from CompNow, Mick Elliott, will also be present to answer any questions around security and ICT infrastructure in our school.

It will be a great opportunity for our parents to be aware of the dangers of online un-monitored usage by the children and to see how IT is being used in our school and the associated benefits.

9. Other business:

None

Meeting closed at 8.45pm

Next meeting: Tuesday, 8th August at 7pm

Treasurer's Report (for SEB meeting to be held Tuesday 27th June 2017)

Prepared by Filippa Brugliera (26th June 2017)

A summary of the funds raised is shown below:

EVENT	FUNDS RAISED
Sushi Days (external)	\$982
Vintage Car Community Day	\$2,691
Pizza day and Hot Cross buns (external)	\$497
Second hand uniforms	\$251
Kid's Disco	\$1,125
St Raphael's Kitchen (includes soup, pasta, hot dog, hot choc, sausage sizzle days)	\$2,070
Mother's Day Stall and free afternoon tea	\$950
Two boys lunch (external)	\$97
Uniform shop donation	\$10,000
School Building Fund Donations	\$1,850
Entertainment Books-interim	(\$460)
Movie Night-interim	(\$1140)
Total raised (2017 -to date)	\$22, 113
Funds used for:	
Landscaping (Breen St entrance)	\$812
Uniform shop donation	\$10,000
Fencing and gate upgrades	(\$3,198)
School Building Fund	\$1,850
Total to School (2017- to date)	\$15,860

The current bank balance (NAB Account held with Catholic Development Fund) is \$15,535.93

Outgoings from 9th May to 26th June were \$1044.30
(*\$3198 still to be transferred to school account for fencing*)

Incomings from 9th May to 26th June were \$5083.90
(*Further \$1577.50 in safe to be banked this week*)

Signatories to the account (at 26/6/17)

Filippa Brugliera (Treasurer), Tracey Pace, Liliana Varvarigos, Father Benneth (Parish priest)

Changes in progress:

Add Damian Howard (Principal) as signatory, Lynette Gamble to view accounts online and correct Tracey's email address on account