

**HOLY SPIRIT SCHOOL
PARENTS AND FRIENDS**

Minutes of Meeting 18 May 2016

Present

Steve Versteegen, Aleana Brennan, Marcia Pekin, Natasha Ogonowski, Adam Bick, Linda Marissen, Kristen Major, Vanessa Cartwright, Gabriella Jerrat, Amanda Noack, Jodi Mills, Jenny Peachey, Tania Salmon

Apologies

Apology received from Jemma Langer

Standing Items

1. Previous minutes. Confirmed - Jodi Mills Seconded - Gabriella Jerrat.

2. President's Report
 - a. Confirmation - Thanks to Year 5 parent group for morning tea. Please update "cheat sheet" and forward to Linda. Submit expense claims ASAP.
 - b. First Holy Communion – Year 3 confirmed they're prepared for the morning tea.
 - c. Teacher Wish Lists - Received from Library and PK. Still waiting for other year groups. PP asked for clothes rack, Amanda Noack may have one to donate.
 - d. Parent Night Out - Still looking for volunteers, otherwise this event will not go ahead this year. Class Reps to ask parent group for volunteers.
 - e. Melbourne Cup Luncheon – Nicky Tagney happy to host at Funtastico. Volunteers are needed to organise. Class Reps to ask parent group for volunteers.
 - f. Photos for Website - Class reps to ask parent group if any parents with a good camera could volunteer to take snaps.
 - g. Sponsorship/Grants – Marcia looking into this for certain events.
 - h. Communication - Looking for ideas as to how to ensure Dad's are informed of upcoming events, volunteer opportunities, etc. Possibly have Class Reps include Dad's emails on their communication list. Nothing was decided.

3. Treasurer's Report
 - a. Balance \$27,509.63 (report attached).
 - b. P&F Levies still coming in.

4. Principal's Report
 - a. Thank you to Year 5 parents for Confirmation Morning Tea.
 - b. Thank you to Benna Masbate, Di Hansen and Catherine Delattre for a very well organised Confirmation Mass. Bishop Sproxton was thrilled to be involved.
 - c. Cyclical Review takes place tomorrow involving representatives from the P&F, School Board, staff, parents and students. Report following the review will be on the website.
 - d. School Climate Surveys have been returned, we received 40 from 60 parent surveys and 24 from 25 student surveys. We will use this information to improve our operations.

- e. School Annual Report will be posted on the website on 31 May 2016.
 - f. Following the child safety alert email today, surrounding schools, the CEO and authorities have been advised as part of our critical incident process.
 - g. Uniforms standards and general grooming of students is an ongoing issue. Parents will be contacted if students are not conforming.
5. Board Report
- a. Finances - tracking well against budget, student numbers higher than planned so will do well this year.
 - b. Capital Works - nearing the end of the concept phase so that we can move to the design phase. Hopefully, before the end of July a simple pictorial will be available to the school community to have a look at.
6. Status of Actions from Previous Minutes
- a. Bounce Back presentation has been confirmed and communicated to parents.
 - b. App Research is ongoing, Natasha will discuss further (see item 10).
 - c. Teachers and parents have been advised that Birthday treats are no longer allowed. It was suggested that Teachers also refrain from handing out sweets to students as rewards. Aleana to address this with staff.
 - d. Steve still to gather feedback from staff regarding P&F spending for 2016 onwards.
 - e. Kiss N Drive - Flyers given to all parents at 3 way interviews.
 - f. Monkey Bars - Marcia will discuss further (see item 7).

Discussion

7. Budget Presentation
- a. See website for copy of budget that was presented and approved.
 - b. It was agreed P&F pay for some maths resources, approx. \$1,500.
 - c. No allocation to individual classrooms at this time as P&F will contribute to Capital Works.
 - d. Funds will be allocated to improving common areas, Library, Literacy and Music rooms.
 - e. Budget in concept was approved by all in attendance.
8. Environment
- a. Senior Playground
 - i. Look at getting Nature Play Australia will conduct maintenance and inspections.
 - ii. Incorrect rope size was installed, this will be replaced with correct size and tensioned appropriately. Rope is made to last 12 to 18 months. After this period a new product can be installed, to be decided at the time.
 - iii. Prefer for monkey bars to remain with an add-on rope structure.
 - iv. Lip on slide causing injuries, it was requested that this be fixed
 - v. It was suggested there be more investigation into the sand maintenance issue.

- b. Kiss N Drive – Jodi Mills
 - i. Still opportunities to reinforce good behaviour through newsletter and student communication
 - ii. Ranger Ash is to make a submission to Town of Cambridge to repaint line markings within the kiss n drive zone. Parking signs to be updated.
 - iii. Friday’s Walk to School Day has been sponsored by the Town of Cambridge with up to \$200 being provided for snacks and refreshments.
 - iv. Meeting with Ranger Ash again to discuss parking around the school.
 - c. Edible Garden
 - i. PP children are enjoying getting the garden established. More will happen following the busy bee and hopefully will have produce to sell at the Wembley Downs Fair.
9. Commuincations
- a. Skoolbag App
 - i. It was decided to use Skoolbag App at a cost of \$500 then \$300 per year.
 - ii. Aleana and Mary be trained followed by Teachers. To be launched in Term 3.
 - iii. Class Reps to trial in Term 2 to iron out any issues.
10. Events
- a. Bounce Back Parent Information Night - 9th June 2016.
 - i. Tickets available through Trybooking at no cost for Holy Spirit families and \$15 for the wider community.
 - b. Wembley Downs Fair - 29 October 2016
 - i. Stall registered.
 - ii. Delish Ice Cream van is booked. After discussion it was decided we will do a cake stall.
 - iii. Notify Fair organisers by 30/06/16.
 - c. Busy Bee - Saturday 11 June.
 - i. Volunteer spot will be available for helpers. Kids are welcome. Will be promoting this soon.
 - d. Loose Parts Incursion - 21 September
 - i. for Kindy to Year 6.
 - ii. Kids to vote on theme, ie. Cubby Building, Messy Mud Day or Loose Parts.
 - e. Wine Sale
 - i. Frankland Estate wine merchant to provide tasting at the Bounce Back Parent Information night
 - ii. order forms will soon be available.
 - f. Disco - 17 June
 - i. Planning going well. It is noted that parents can stay if they wish.

11. Ongoing Initiatives

- a. Lunches - Noshi is a sugar free dohnut now available, should we add this to our menu? No decision was made.
- b. Uniform Shop - Scarves available for \$10 at the moment, please buy.

12. Other

- a. Cook Book - Kristen Major is organising and will collect family favourite recipes from parents, students and teachers. Possible cost \$17 per book with small profit of \$3 per book. It was decided to go ahead with this and try to have it ready for sale at the Wembley Downs Fair.
- b. Business Directory - Jo Tang is looking at what's been done in the past and will produce a current directory for the school website.

Meeting closed at 8.40pm

Next meeting to be held on Wednesday 22 June 2016

Action Items:

Teachers to advise parents not to provide birthday treats	Teachers
Compile staff feedback regarding P&F spending for 2016	Steve
Quote for limestone fence to keep sand in Senior Playground from spilling onto Bent Street	Marcia
Organise logs to separate dirty sand from clean in Senior Playground	Marcia
Update "Cheat Sheet" for Confirmation Morning Tea and submit receipts for reimbursement	Year 5 Class Reps
Ask parent group for volunteers:- - Organise Parent Social Night in Term 3 - Organise Invitations, etc. for Melbourne Cup Luncheon - Someone to take photos for school website	All Class Reps