

**HOLY SPIRIT SCHOOL  
PARENTS AND FRIENDS**

**Minutes of Meeting 17 August 2016**

**Present**

Marcia Pekin, Adam Bick, Linda Marissen, Steve Versteegen, Aleana Brennan, Jodi Mills, Gabriella Jerrat, Tania Salmon.

**Apologies**

Natasha Ogonowski, Sally Langer (PK), Renae Summers (K), Amanda Frawley (PP)  
Belinda Becker (Year 4).

**STANDING ITEMS**

**Previous Minutes**

Confirmed as a true and correct record by Tania Salmon and Adam Bick.

**1. President's Report**

- a) Bush Band has been booked for the Family Xmas Party (5.30pm – 8.30pm Friday 2 December). Marcia will liaise with Year 4 Class Reps regarding lighting, etc. It was agreed P&F would fund this event.
- b) Applied for Land Care Grant for a Sensory Garden in the senior playground (\$1,500 for the garden and \$500 consultation).
- c) Met with Jo Tang regarding updating the P&F Section of school website. Ideas to include community sports registration days, etc.

**2. Treasurer's Report**

- a) Current balance \$32,194 (treasury report attached).

**3. Principal's Report**

- a) Reconciliation took place today, thanks to Tianna Sgambelluri, Jane Parker and Benna Masbate for their hard work preparing for the day. Fr Truc was there in Fr Emmanuel's absence. Fr Truc, from Vietnam, is now the Assistant Priest in the City Beach Parish working with Fr Emmanuel.
- b) Meeting with Shane McGurk (Next Learning) regarding ongoing IT within the school. The next step within the IT plan is increasing the number of iPads. Will also be consulting with the CEO to ensure we have the necessary IT tools and capacity to support learning.
- c) Naplan reports have not arrived yet, should be here within the next day or so, then they will be distributed. Very satisfied with results and the knowledge that the programs we have in place are effective. Soundwaves Spelling & Reading Program is working very well, Teachers are giving positive feedback and expecting spelling to improve overall. Maths focus is also making improvements.
- d) Speak Up has been successful, although there is no interschool competition this year, the children still have a chance to be involved at a school level.. Five finalists from Years 5 and 6 will present their speeches after assembly on Friday.
- e) Kindy interviews are completed and happy to report we have a full Kindy class for 2017.
- f) Town of Cambridge book week excursions, Ball Throws & Long Jump, Guild Athletics Carnival, PP Sports Carnival and Interschool Athletics Carnival all taking place this term
- g) Performing Arts activities are coming to an end. Many thanks to Julie Doyle and the vocal and music teachers for their hard work.

- h) Spelling Competition will be a class based competition this year in order to get more kids involved with each class having place winners.
- i) We are getting closer to the classroom refurbishments. Met with concept designers and CEO and we are now waiting on Quantity Surveyors reports.
- j) School Bus, looking into where to store a larger bus, may raise roof in current garage. Will require more staff with bus licences, have asked for volunteers.

#### **4. Board Report**

- a) Progression of refurbishment plan was discussed. Natasha is working with Steve to get things moving along. Steve having discussions with Teachers regarding specific requirements. Architect plans and Quantity Surveyor report should be presented next board meeting.

### **DISCUSSION**

#### **1. Upcoming Events**

- a) Father's Day Breakfast (2 September) Boulevard IGA will be sponsoring the bacon and eggs.
- b) Loose Parts creative play incursion (21 September) There will be three 90 minute sessions (Years 1- 3, PP & K and Years 4 – 6) It is not a Pre Kindy day, however they will be invited to come in for the incursion if they wish. Cost is \$1,700 and will be funded by the P&F. If this is successful then we may look at whether we should fund a loose parts session each year or even a permanent loose parts pod.
- c) Grandparents Mass (26 October) will be combined with Special Friends and Volunteers Mass. The morning tea will be provided by PP and Staff.
- d) Wembley Downs Fair (29 October) Class Reps to please ask for volunteers to coordinate the Cake Stall. Marcia will attend the preliminary meeting 2 weeks prior to the fair. Marcia to check if we can sell slushy's.
- e) AGM (24 November) all parents and staff welcome.
- f) Xmas Party (2 December) Marcia will liaise with Year 4 Class Reps to finalise arrangements.
- g) Icebreaker (Term 1 2017) it was resolved that the Icebreaker should be held in the second week of Term 1 to allow families to settle into the new school year.
- h) Movie Night (Term 2 2017) Marcia will look at the calendar and see where it may fit in.
- i) Easter Market Day (1 April 2017).

#### **2. Fundraising / P&F Contributions**

- a) Cookbook postponed due to a lack of interest.
- b) P&F have been approached by a parent to promote the sale of a Cookbook published to raise funds for a specific charity. It was resolved that the school will not promote fundraising activities for charities other than Caritas, Life Link, etc.
- c) It was agreed that there will be a school tea towel available for purchase prior to Christmas. The tea towel will feature a self-portrait of each student. Marcia will arrange. The cost will be \$12.50 each or 2 for \$20.
- d) Library furniture has not been ordered yet. \$5,000 has been set aside, however, it has been decided to hold off until final plans for the library refurbishment are available so that the correct furniture is purchased for the space.
- e) \$10,000 of P&F funds has been set aside for contribution to "Cool Stuff" ie, school bus, etc.

### 3. Parent Education

- a) Parent Education held within the community will be continually promoted through the school newsletter.
- b) It was decided we should hold at least one session every year within the school, with ideas including First Aid, a curriculum based presentation or mental health/depression topics.

### 4. New/General Business

- a) Swimming Lessons have been booked with Hale Swim School to be held over 2 weeks in Term 4 (Year 1 and Year 2 only).
- b) Limestone has been moved in Senior Playground. Waiting for warmer weather to have logs moved for sand sifting. Ordered bunting to be put in near long jump area to stop stand spilling onto Bent Street.
- c) Bill Kaye, Photographer, has agreed to take candid pictures around the school and at various times like carnivals, performing arts, etc. for the school website.
- d) Milo's will continue until the end of Term 3. Will look at another option for next year. Class Reps to ask for feedback/suggestions.
- e) Online Lunches. Marcia to speak with Ocean Village Café regarding a suitable menu, so that we can change supplier from Chef's Delight as the quality of the food has been disappointing.

### 5. P&F Committee Structure

- a) Office Bearers Structure for 2017 is open for possible improvement. We currently incorporate Class Representatives and we would appreciate input regarding this, ie. is everyone happy with the current structure or are there any suggestions for improvement.
- b) Interested parents are most welcome at any time to nominate themselves to join the P&F Executive and become involved in an area of interest such as, food services, parent education, fundraising, social functions, etc.

### Meeting Closed at 8.35pm

Action Item	Who	When
<i>Wembley Downs Fair Cake Stall Coordinator Needed. Shout out to parents for volunteers.</i>	<i>Class Reps</i>	<i>Next meeting</i>
<i>Confirm if we can sell slushies at the Wembley Downs Fair.</i>	<i>Marcia</i>	<i>Next Meeting</i>
<i>Hot option for Terms 2 &amp; 3 to replace milos. Shout out to parents for suggestions.</i>	<i>Class Reps</i>	<i>Term 1, 2017</i>
<i>Speak to Ocean Village Café regarding menu for online lunches.</i>	<i>Marcia</i>	<i>Next meeting</i>
<i>Ask parents for feedback on the current P&amp;F structure and how it can be improved.</i>	<i>Class Reps</i>	<i>End Term 4</i>

**Next Meeting : 7pm Wednesday 14 September 2016**