Minutes - St. Kieran’s P&F Meeting

Term 4 – Monday 20th November 2016 @ 7pm

Attendance

School Staff;
Terri Paterson, Marisa Bombardieri. Mary Brown

Guest staff: Michael Gallagher, St Kieran’s Principal for 2017

P&F Committee;
Cameron M, Kathy S, Stephanie LG, Alyson P, John Mc, Jo Q (minutes)

Parents;

Apologies;
Howard G, Priscilla C, Ally M, Vaughan S

Meeting Opened @ 710pm

1: Welcome

- The Parish Prayer and acknowledgement of traditional custodians, led by Alyson Perry and Cameron Matthews.

2: P & F President’s report by Cameron Matthews

- See attachment of presentation. Appendix 1
- 2016 P&F exec Initiatives completed, discussion of last 12 months
- Thank you for the exec committee for huge effort in 2016
- $100K made this year big contribution. Thanks to previous years of P & F for the ground work and set up (including financially)
- Discussion around the future of the P&F and what role it plays with the School and how we will need to adapt given the increasing demands on families (busier lives and work commitments) and therefore the reduced level of volunteers
- 2017 will be engage events no fundraising.
Terri added that in addition to the three ‘E’s’ Embrace, Equip and Engage that 2017 will see ‘Empower’ added to the vision of the School. P&F to consider how to Empower the school community in 2017.

**Action:** 2017 P&F to present a plan to Michael Gallagher for 2017 engage events. Also to provide a budget for all activities throughout the year whether they have a financial impact or not.

**Action:** Looking further towards 2018/19 P&F Committee – ensure nominations are considered in Term 3 2017 so hand over can occur term 4 from outgoing committee members.

### 3: Treasurer’s report - presented by Cameron Matthews

Discussion: School P&F account in a good position. P&F to transfer funds to school account for monies raised in 2016.

**Action:** Cheque to be presented to Terri Paterson at the Christmas Carols

Detailed Report - See Appendix 2

### 4: Canteen Reports - presented by Cameron Matthews

- See Appendix 3 for detailed report
- **Action:** Meeting booked for 2017 with School Principal, P&F exec rep and CSO, to review the canteen and the requirements to meet Work, Health & Safety requirements. i.e. purchase of outdated appliances and maintenance.
- School community have discussed a working bee to assist with any changes for which Michael K (parent) has kindly offered to project manage.

### 5: Principal’s Report – Presented by Terri Paterson (see appendix 4)

- Welcome to Michael Gallagher (Principal appointee 2017) and thank you for attending the school P&F meeting. Michael has commenced a formal transition into St Kieran’s.
- Now that the school is coming to a change in Principal, we need to all stop as a community and think what our core values are. What will the future of the P&F look like and to think of some positive changes.
- School canteen update: **Action:** In 2017 a meeting to occur with Catholic School CFO (accountant), School Principal and a P&F exec about financial management of the canteen and maintenance/upgrade of canteen equipment.
- **Playground Update:** Shared Space is currently closed due to a sink hole discovered. The land belongs to Saint Monica’s and was a result of the development some years back. St Kieran’s have closed access to the shared space, and had the rest of the playground surveyed in case of any further problems on the school grounds. The school grounds have not been affected in any other areas.
- **Actions:** artificial grass should be in the school grounds by 15th December. The rest of the plan of the playground has been delayed due to the matters discussed above. 2017 should see further playground changes. St Kieran’s School will be paying for
structural playground. P&F funds will fund quality play equipment for the children and the garden beds.

- Marisa has purchased new equipment for the school playground, which is currently being used by the students.
- 2017 term 2, year 2 may access the oval in lunch times. This has been trialled already with year 2 students and was a success.
- St Kieran’s 2017 Kindergarten transition has been occurring throughout term 4.
- Change in school teachers. We welcome Ms Ariane Howard and farewell Kayle Leathem.
- Families to inform the office if their children are leaving St K at the end of this year.
- Plan for 2017-2019 - Direction of school will now have 4 E’s, Empower is the 4th E. How do we empower our parent community?
- Week 7 Fallow Week: Parents encouraged to read the quarterly newsletter.
- Terri’s farewell mass Thursday 8th December 11:30am.
- Thank you to the volunteer for the swimming carnival Thursday 24th November.
- Carol’s Night: thank you to Kerrie W, Kevin M, Maria D and Kathryn W (the band for the evening)
- Thank you for Cameron Matthews for his great contribution to the school in 2016 as President and thank you to the P&F exec for their contributions for 2016.

- **Action:** Part of the P&F constitution is to re-elect P&F committee each year. Cameron has stood down a President due to work commitments. Thank you to Cameron for his amazing input into the P & F for 2016.

**Nominees voted for 2017 P & F Committee:**

President: Kirsty Conlon

Vice President: John McKee and Kathy Siu

Secretary: Jo Quarrell

DCP Rep: Alyson Perry

Treasurer: Vaughan Saady.

**6: Any Other Business**

- Sunscreen: Discussion around children wearing sunscreen throughout the day when especially when going to the oval. **Action:** teachers to encourage children to wear sunscreen, teachers cannot apply the sunscreen to children. Children can also bring their own sunscreen to school in a small bottle.

Meeting closed 8:45pm