



ST THOMAS' P&F EXECUTIVE MEETING – TERM 1

2 March 2016

Time started: 6.35 pm
Time finished: 7.31 pm
Attendees: Chris Duggan (CD), Jenny McKeown (JM), Genevieve Muir (GM), Samantha Skyring (SS), Felicity Dwyer (FD), Robbie McKegg (RM), Narelle Cooper (NC), Garry Bigg (GB), Skye Hunt (SH), Jen Davis, Felicity Jay, Sophie Bacic (SB), Kristie Smith (KS),
Apologies: Louise Jongejan (LJ), Fleur Sullivan (FS)
Date of next meeting: 31st May 2016

Meeting opened with prayer.

ACTION ITEMS FROM PREVIOUS MINUTES

The previous Executive General Meeting Minutes were present. Proposed by CD seconded by SS.

Business arising from minutes/ General agenda items

- NSW Parent Council Affiliation membership renewal for 2016 due

P&F Survey 2015 outstanding actions

- Jenny to forward details of John Hession (cyber safety) to Robbie to follow up for next meeting. At 7.30pm at next meeting.
- Follow up Peta Herschderfer producing short how to videos to be housed on the website
- Nutrition talk to be organized for students and parent as a one off event
- FD to attach survey results to these notes
- Next full survey to be done in 2 years' time.
- Short survey at end of year to request feedback and gain insight on success of initiatives implemented in 2015/2016 as a result of the research

Nominations were received and the election of new committee members are confirmed as follows;

- President – Chris Duggan
- Vice President – Genevieve Muir
- Secretary – Felicity Dwyer

All other committee members remain unchanged from 2015

GENERAL BUSINESS



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CD welcomed the group for his first meeting as elected president. Sincerely expressed feeling welcome as the incoming president for 2016.

There were no other general matters to raise, and no outstanding matters from the previous meeting.

REPORTS

PRINCIPAL – JENNY MCKEOWN

- No items for executive meeting. See AGM minutes for full report on term 1, 2016

PRESIDENT – CHRIS DUGGAN

- Chris thanked everyone for making him feel welcome as the new president.

TREASURER – SAM SKYRING

Please see report in Appendix. Nothing unexpected.

- 2015 audit signed off. Robbie and Sam have signed documents.
- Account signatories have been updated with new committee members. Approved signatories now are Sam, Robbie and Chris and Jenny. Any payment must be made by 2 out of 4 approved signatories.

ART AND CRAFT – GARY BIGG

- The team is working on items that need to get sorted early e.g. raffle
- Sponsorship needs to be handed to someone else. Miriam needs an assistant and a new person to hand over to in 2017
- Quarterly Art and Craft meetings are going to be streamlined so content is grouped and people don't need to attend irrelevant updates. Jenny and Louise won't attend meetings moving forward unless requested.



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SOCIAL – JEN DAVIS, NARELLE COOPER

- Class parents are saying the task is very onerous and it is making recruitment for new class parents challenging. Class parent meeting to be held to define roles and responsibilities and baseline. There is a need to re-define the role and re-educate parents so class parents don't duplicate workload and double up on communications. Meeting to be held week after Easter.
- Responsibility of the events and they get bigger each year – simplification of events in 2016. Functions don't need to be that challenging
- Opening Event - Book now try booking closing email to be sent this Friday cut off Mon for following Sat – office to send reminder email

UNIFORM SHOP – FELICITY JAY

- Uniform shop is steady. Structure is simple growth is limited.
- Consider an end of year/beginning of year email campaign to drive donations?
- We discussed whether we could we take back more items from Lowes however the group decided there is too much admin and storage space is limited so we should just stick to hats and skorts.
- Prices haven't changed in years – prices to be brought to the next meeting for review - Should we increase the cost of uniforms?
- Group to consider if we can convert profit from uniform shop to Lowes cards for families in need?

PASTORAL CARE – SOPHIE BACIC

- Google docs very helpful in driving volunteers we now have 105 volunteers on list Vs 75 in 2015.
- A reminder to tell teachers to notify the pastoral care team of any families in need. Jenny noted that every Wed in the staff meeting pastoral care issues are raised
- A couple of families having babies have been recent recipients of pastoral care
- Extra Pastoral Care money can be used for excursions.

EXTRA CURRICULAR – REMOVE FROM AGENDA

- There is no longer a central manager for extra-curricular activities. The spreadsheet of parent contacts/ coordinators for each sport has been developed and there is no more obligation from the school.



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DCP – ROBBIE MCKEGG

- The first DCP meeting is to occur tonight. The meeting re-iterated the goals of the P&F should be to stop thinking fundraising and more parent engagement. All were in consensus that St Thomas already does an excellent job at parent engagement and has the right balance between engagement and fundraising.
- DCP Leadership Meeting 21st March goals of DPC – Robbie, Jenny and Chris to attend.

ACTION ITEMS

- None

DIARY DATES

- Next meeting Tuesday 31st May.

APPENDIX

- Survey results
- Treasure's report