



PARENTS & FRIENDS

ST THOMAS' P&F
EXECUTIVE & GENERAL P&F MEETING
Term 1 – 8th March 2017

MEETING NOTES

Time started: 7.01 pm
 Time finished: 8.31 pm
 Attendees: Chris Duggan, Jenny McKeown, Genevieve Muir, Vanessa Mackett, Felicity Dwyer, Stephen Grant, Mary Hare, Helen Thompson, Tara Matzen, Paula Stamatou, Claire Wootton, Sam Skyring
 Apologies: Sally Williams
 Date of next meeting: Tues 30th May at 6.30pm

Meeting opened with a prayer.

	ITEM	WHO
1	Welcome	Chris Duggan
2	Confirmation and acceptance of previous meeting's minutes <ul style="list-style-type: none"> • All in favour 	Chris Duggan
3	Business arising from those minutes <ul style="list-style-type: none"> • Transition to new committee complete, the new team is now up and running. 	Chris Duggan
4	General Agenda items <ul style="list-style-type: none"> • P&F partnerships, sponsorship outside of A&C show e.g. Province Agents; <ul style="list-style-type: none"> ○ It was discussed and agreed that corporate sponsorship should be restricted to the Art and Craft Show. • Set up of basketball club to complement Pat Carmody's work and support; <ul style="list-style-type: none"> ○ As discussed in previous meetings, a St Thomas basketball club not allowed. Pat Cunningham is therefore going to set up a separate new club to allow one team to get insurance cover and complete required training courses on behalf of all teams in the school. ○ Once the club is established training will be able to occur at the school again. • Cleaning the playground; <ul style="list-style-type: none"> ○ Figs have been causing issues however it is an isolated event that only impacts 2-3 weeks of the year. No further action required • Wellbeing for teachers; <ul style="list-style-type: none"> ○ Can P&F contribute a fruit basket to the value of \$50 for staff for wellbeing week 6 each team with letter from P&F. Felicity to action. 	Chris Duggan



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	<ul style="list-style-type: none"> • STEM Advisory committee and potential speakers at P&F meetings? <ul style="list-style-type: none"> ○ We need to secure speakers for Term 2 and 3 P&F meetings. • Charity- consideration of a new school aligned charity? <ul style="list-style-type: none"> ○ Trivia night has been allocated to MS and we may consider NICU “Food for the Heart” for 2018 ○ NICU is a charity run by a kindy Mum who organizes and delivers care packs for the Neonatal Ward at RNSH. 	
4	<p>Principal’s report</p> <ul style="list-style-type: none"> ○ The school is focusing on its improvement goals for the year; <ul style="list-style-type: none"> ○ Pastoral care, learning, create opportunities for outreach for kids. ○ There is a small sibling group in kindergarten this year. ○ The school open days are going well with the students doing an excellent job on tours. ○ 48 new ipads have been issued and new ipad charging units installed. Teachers are now paying for breakages out of class budget. ○ Library is currently being updated with new furniture and design/layout. ○ 70 surveys returned on STEM survey so far. ○ Coding classes after school to start in term 2, looking to build coding into mid-primary curriculum. ○ Italian classes have moved from 1 hour to 40mins. 	Jenny McKeown
5	<p>President’s report</p> <ul style="list-style-type: none"> ○ We need to complete a Parent survey this year. ○ Link to survey monkey StThomasWilloughby1983 August. ○ Gen and Felicity to circulate survey prior to next meeting and review list of initiatives. 	Chris Duggan
6	<p>Treasurer’s report</p> <ul style="list-style-type: none"> ○ 2016 financial statements tabled and to be signed tonight; ○ Technology account to be re-named, Vanessa to manage – refer to financial statements ○ 2017 tissues and champagne event was under budget 	Vanessa Mackett
7	<p>Subcommittee reports:</p> <p><u>DPC</u> - 22nd March is the first meeting for the year and leadership meeting & focus conference in Sept, topic is being “future ready”</p> <ul style="list-style-type: none"> • Ideas for the speakers could be Anxiety theme: introduction to theme “Small steps” NSW government funded seminar (at P&F or parent night) and after that tools for anxiety such as mindfulness or well-known psychologist or speaker. Mary and Jenny to agree topic and report back to the group. <p><u>Art and Craft</u></p> <ul style="list-style-type: none"> • New member of committee, Stephen Grant introduced. • All should be aware that 75% committee leads are new to the 	<p>Mary Hare</p> <p>Helen Thompson</p>



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	<p>show this year.</p> <ul style="list-style-type: none"> • Recruitment of new committee members underway. • Safety issues to be addressed – Yulaine Harris is the school contact for event - risk assessment to be developed. • First meeting will be March 22nd post opening night and 1 meeting each term will follow. <p><u>Social</u></p> <ul style="list-style-type: none"> • MS selected a charity for the upcoming Trivia Night. • Venue to be booked. • Calendar of events to be circulated. <p><u>Uniform Shop</u></p> <ul style="list-style-type: none"> • Busy first open day. <p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> • 145 volunteers which equates to more than half the families involved in the program. 	<p>Stephen Grant</p> <p>Tara Matzen, Paula Stamos</p> <p>Claire Wootton</p> <p>Sam Skyring</p>
8	<p>Matters for future consideration</p> <ul style="list-style-type: none"> ○ School yard kindy supervision & dismissal process to be considered by Jenny, not for this forum. ○ Can we revisit halfway through the year? 	Chris Duggan
9	<p>Confirmation of next meeting and conclusion Term 2 – Tues 30th May at 6.30pm</p>	Chris Duggan