



ST THOMAS' P & F

Term 4 – Wednesday, November 20, 2019

Meeting Notes

Time started: 7.03 pm

Time finished: 7.48pm

Attendees: Jenny McKeown, Peta Herschderfer, Robbie McKegg, Lisa Mayoh, Charlotte Menzies, Angela Dobbin, Toni Gooley, Alissa Malone, Genevieve Muir, Fiona Thistlewood, Jonathan Gross, Julie Bowen, Wibke Quinnell, plus parent representatives

Apologies: Vanessa Mackett

Wednesday, November 20, 2019

Meeting opened with prayer.

	ITEM	WHO
1	Welcome all	Robbie McKegg
2	Confirmation and acceptance of previous meeting's minutes – Seconded by Charlotte Menzies and Angela Dobbin	Robbie McKegg
3	Business arising from those minutes None	Robbie McKegg
4	<p>President's Report</p> <p>Everyone was thanked for attending the meeting and Robbie explained how she has enjoyed the role as P&F President, and that the aim of the organisation was to strengthen the partnership between family, school and community for the benefit of our children.</p> <p>Robbie praised Jenny McKeown's excellent record of sustained and positive leadership over her 10 years at St Thomas, the only catholic school in the Diocese that continues to grow. She noted the recent use of P&F funds for the following projects:</p> <ul style="list-style-type: none"> • Upgrading the hall and school toilets • Two shade areas and sound mitigation solution • Touch screens in every classroom • Library upgrades • Softfall area repairs • Future projects earmarked by the School Advisory Team 	Robbie McKegg
5	<p>Principal's report</p> <p>Jenny showed a slide detailing recent expenditure of P&F funds, including the following:</p> <ul style="list-style-type: none"> • In 2015, some \$140,000 was deposited from the P&F, which came from the uniform shop, P&F levy and art and craft show profits. That was the first year that the 	Jenny McKeown

	<p>school didn't spend all of the funds given. By the end of 2015 there was some \$30,000 unallocated.</p> <ul style="list-style-type: none"> • In 2016, no grant was given for new toilets, but the school decided to fund the project as a priority. New data projection and screens were purchased, as well as a softfall refurb. • By the end of 2017, \$27,000 was carried forward as a running total. • In 2018, there was the library refurb, baffling and sound mitigation, new air conditioning in library and touch screen in the music room. • Last year there was \$90,000 of unallocated profit from the art and craft fair that was agreed to feed into the agile learning spaces advisory team. • Parents were asked for ideas on how to spend the funds. Last year zero responses were received. This year, two were. One was a canteen (for which there is no room). • The School Advisory Team is making a master plan for the whole site. They meet every fortnight, seeing what teachers want, as well as investigating flexible learning spaces, a possible relocation of the office. This includes Thomas Lay and Robbie McKegg, who responded to a parent callout for help. Howard Dada, Peta Herschderfer, James Edwards and Ms Murray also involved, led by the CSO appointed architect, Caroline Hart. The aim is to create larger learning spaces, particularly in the verandah area where small classrooms are restricted by large corridors, as well as redesigning the administration area. Plans will be taken to the Building Control Group on December 2. • The school has saved \$432,000 in operating costs to partially fund the building works. • The school spends \$225,000 a year on maintenance and cleaning. The maintenance plan is ahead of schedule, and carpets and painting is completed on a rotational basis. Air conditioning units are serviced twice a year, and sewer cleaning is conducted. New PA and phone system was also invested in. None of these costs are taken from P&F funding. • Parent maths and spelling education sessions have been filmed and will be put on the school website. 	
6	<p>Treasurer's Report</p> <ul style="list-style-type: none"> • Vanessa Mackett interstate • \$141,525 across all four P&F accounts 	Wibke Quinnell

	<ul style="list-style-type: none"> • Recommended to make a \$100,000 donation to the school, \$95,000 from Art and Craft account and \$5,000 from the general account. It was also noted that \$3,000 was in the Pastoral Care account and the Uniform Shop was to give another \$1,000 to Pastoral Care. There was \$92,000 from art and craft fair, and a \$3,000 surplus from last year, leaving \$20,000 for any early costs in 2020. • The Art and Craft Fair was down around \$40,000 this year, due to less parent spend, wind and heat. Sponsorship down \$13,300 and \$7,000 was spent on traffic control. • The \$100,000 was seconded and approved. • Thanks given to Vanessa Mackett for all her tireless help over the last three years. • Wibke Quinnell is to take over from Gerard Hughes for Art and Craft Fair and Liam Donohue to take over from Vanessa Mackett as P&F Treasurer. 	
8	<p>Subcommittee reports:</p> <ul style="list-style-type: none"> • CSP <ul style="list-style-type: none"> ○ Mary started an energy audit of the school, looking at solar panels on a 35kw system, which would be equivalent to reducing costs and emissions from 10 average Australian homes to 3, taking seven homes off the grid. Willoughby council offered a \$3,000 for the energy audit process to begin. ○ The work Mary is doing feeds into and assists the Catholic Schools Office Diocese of Broken Bay. She meets with the north shore cluster and has taken a focus into sustainability. • Social <ul style="list-style-type: none"> ○ Only events left for the year are the Year 6 graduation and teacher's thank you. ○ They would like to get a small gift (\$10 Dose voucher) for class parents to say thank you ○ The P&F cupboard needs work and it was proposed to purchase clear boxes and floating shelves so the space can be properly organised. ○ 2020 class parents to start recruiting via School Stream ○ Thursday, January 30 first day of school Years 1-6 ○ Friday, January 31 Kindy first Day. The Press family have volunteered for Tissues and Champagne ○ February 15 will be the Welcome Night 	<p>Mary Hare</p> <p>Angela Dobbin and Toni Gooley</p>

	<p>Uniform Shop</p> <ul style="list-style-type: none"> ○ Introduced a sizing system which is working well, as well as H&M recycling. They also increased prices but are still about 15% of retail. <p>Pastoral Care</p> <ul style="list-style-type: none"> ○ It has been a busy year, averaging about 5 families a term, with some ongoing care needed for more than 6 weeks. Close to asking all volunteers on the list and encouraged parents to re-sign up for next year, as details cannot be carried forward. They used Willoughby Fresh for a few meals needed on the day. ○ Handing over to Carol and Bec next year <p>Art and Craft</p> <ul style="list-style-type: none"> ○ Community spirit was alive and well for the 44th year of the Art and Craft Fair with all committees working hard to bring the show to life. ○ A new Convenor Committee of two or three people, one from the P&F, will be introduced at a later date. <p>GENERAL AGENDA ITEMS</p> <ul style="list-style-type: none"> • Parent online survey • Clear, transparent strategy needed Jonathon suggested a parent survey to plan a strategy for going forward. Jenny mentioned that she has done two surveys in the last 12 months, the feedback of which is implemented into the School Improvement Plan. It was suggested parents are formally invited to attend P&F meetings. 	<p>Fiona Shailer</p> <p>Genevieve Muir and Alissa Malone</p> <p>Jonathan Gross</p> <p>Robbie McKegg</p> <p>Jonathan Gross</p>
10	<p>Confirmation of next meeting</p> <p>Wednesday, March 4, 2019</p> <p>Meeting closed 7.48pm</p>	<p>Robbie McKegg</p>
	<p>ANNUAL GENERAL MEETING</p> <p>Opened at 7.49pm</p>	
1	<p>The Annual General Meeting was opened, and parents</p>	<p>Robbie McKegg</p>



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	welcomed	
2	<p>Election of Executive Committee for 2020:</p> <ol style="list-style-type: none">1. President - Robbie McKegg2. Vice Presidents – Charlotte Menzies and Vanessa Mackett3. Secretary – Lisa Mayoh4. Treasurer – Liam Donohue <p>All positions to be put into newsletter for parents and role descriptions to be ready for 2020.</p> <p>The meeting was closed at 7.52pm with a prayer</p>	Robbie McKegg/ Jenny McKeown