

Meeting Notes

Time started: 7.00 pm

Time finished: 8.00pm

Attendees: Jenny McKeown, Peta Herschderfer, Robbie McKegg, Vanessa Mackett, Charlotte Menzies, Liam Donohue, Rebecca Nolan, Angela Dobbin, Kate Shepherd, Jonathon Gross, Peter McGee, Stepanie Seeto, Jonathan Malloy, Rod Wilson, Seona Donald, Peppi Cooley

Apologies: Lisa Mayoh, Mary Hare, Toni Gooley, Carol Englishby

Wednesday, March 4, 2020

Meeting opened with prayer.

	ITEM	WHO
1	Welcome all	Robbie McKegg
2	 Confirmation and acceptance of previous meeting's minutes – It was noted that Point 6 of the Treasurers report in the 	Robbie McKegg
	previous minutes should be updated to indicate \$2,700	
	was spent on traffic control as opposed to \$7,000.	
	After the above change being made, the minutes were	
	accepted by Charlotte Menzies and Rod Wilson seconded.	
3	Business arising from those minutes	Robbie McKegg
	No further business arose from the previous minutes.	
4	General Agenda items	Robbie McKegg
	A request was made from a parent to place the	
	Guidelines for use of Whatsapp by parents on each	
	Year Group Whatsapp.	
	Action: Social Committee to follow up with class	
	parents that guidelines have been posted on each	
_	Whatsapp group.	
5	Principal's report	Jenny McKeown
	Storm Damage - Insurance	
	• We have had significant damage to the playground and	
	roof due to recent storms.	
	Insurance covers water penetration damage only,	
	accordingly the school needs to cover the remaining	
	cost.	
	Main school building will require a new roof and there	
	has been damage to demountables, including carpets.	
	Significant damage to trees in the playground resulting	



	 in arborist costs have been being incurred by the school. During January, there was a cull of large limbs from the trees. Basketball roof has also been damaged. Timeline for rectification is 3 months. Only 1 quote received to date, however 3 quotes are required per CSO policy. Rectifications works will occur over a school holiday period to avoid disruption. 	
	 Expansion plans Quantity surveyor is looking at plans for expansion. Question as to whether the school can borrow funds to complete the project. 	
6	 Other business Kindergarten has started well with 72 children; The Swimming Cluster Carnival occurred on 3 March 2020. One student will be attending the Diocesan carnival in Mingara. Year 6 Camp went very well. Held at a location in Narrabeen. The Whole School Commencement mass and Year 3 mass went well with good attendance. Reconciliation preparation has commenced in Year 2. New format furniture in Class 4Y going well and has received positive feedback. President's report No further business noted. 	Robbie McKegg
7	 Treasurer's report Audited accounts for year ended 31 December 2019 have been completed and circulated to the P&F Executive Team. Welcome Night had a net expense of \$2k v a budget of \$3.5k. The evening was a success, with good turn out from parents. 	Liam Donohue
8	 Subcommittee reports: CSP – Julie Bowlen has joined as co CSP with Mary Hare. Mary Hare attended a workshop and cluster meeting and will circulate details to the P&F. She noted that there is a CSP grant of \$3k available. Separately, the energy audit will be discussed in the Term 2 meeting. Art and Craft – Charlotte Menzies to take on role for 	Robyn McKegg



	A&C show for Communication and Organisation with Vanessa Mackett leading Governance regarding documentation. A third member of the Convenor team is being sort with the intention of getting new parents and ideas. Robyn McKegg has pulled together a team list. A few whole teams have stepped down including Silent Auctions and Class Artwork. New family involvement being sought.	Robyn McKegg
	Jonathan Gross questioned whether Certificates of Appreciation had been sent to sponsors with a Convenor letter attached. An action was taken to look into sending these out. It was noted that the Certificates of Appreciation usually came from the A&C team as opposed to the school.	
	Social – Welcome Night was a success and it was noted that the save the date going out the year before had worked well. Week 3 to be kept as standing date for the Welcome Night Function.	Angela Dobbin
	Class parents have met and have been briefed and guidelines for communications with classes have been provided, including creation of a Google Calendar for class parents.	
	P&F cupboard requires more storage. An audit is to be carried out and any items not required to be discarded.	
	It was agreed that Angela Dobbin and Toni Gooley would be reimbursed for cost of class parent welcome night from the P&F.	
	Trivia Night to be simplified this year with potentially one raffle and games at tables to collect further funds.	
•	Uniform Shop – Donations have been slow, but are now picking up. Opening of the uniform shop in March was deferred to second week in March.	Kate Sheppard
	Pastoral Care – 70 volunteers have signed up already with a good take up from Tissues and Champagne. Sign-up zone now completed. It was noted that suggestions for meals should be provided to volunteers to assist. It was also agreed that a small budget be provided to assist for provision of meals if required. for future consideration:	Rebecca Nolan
Matters		



	Speakers for Term 2 P&F meeting are being considered	
	including UR Strong or a social media session. Any	
	ideas from parents to be put forward.	
	 Jenny McKeown suggested a home reader support 	
	session for parents.	
	It was noted that there was positive feedback received	
	for Maths Videos.	
	A parent spectator suggested that A&C funds could be	
	diverted to instrument purchase. Jenny McKeown	
	noted that Keyboard sessions are now limited to	
	Monday and Friday to minimise disruptions in class. It	
	was noted there would be concern that diverting A&C	
	funds to musical instrument purchases may not benefit	
	a large population at the school and that second hand	
	purchases and hiring options were available for music	
	students.	
10	Confirmation of next meeting	Robbie McKegg
	Tuesday, 2 June 2020 at 7pm	