



ST THOMAS' P & F  
Term 2 – Tuesday, 2<sup>nd</sup> June 2020 – 7pm

## Meeting Notes

**Time started:** 7.00 pm

**Time finished:** 8.10 pm

**Attendees (via Zoom):** Jenny McKeown, Robbie McKegg, Liam Donohue, Vanessa Mackett, Charlotte Menzies, Toni Gooley, Fiona Thistlewood, Rebecca Nolan, Carol Englishby, Mary Hare, John Malloy, Amanda Johnstone

**Apologies:** Lisa Mayoh, Angela Dobbin, Kate Shepherd

**Tuesday, June 2, 2020**

**Meeting opened with prayer.**

	ITEM	WHO
1	Welcome all	Robbie McKegg
2	Confirmation and acceptance of previous meeting's minutes <ul style="list-style-type: none"> <li>• Minutes accepted by Robbie McKegg and seconded by Vanessa Mackett.</li> </ul>	Robbie McKegg
3	Business arising from those minutes <ul style="list-style-type: none"> <li>• No further business arose from the previous minutes.</li> </ul>	Robbie McKegg
4	General Agenda items <ul style="list-style-type: none"> <li>• Robbie McKegg thanked Jenny McKeown and the teachers of St Thomas for their contribution and leadership during the Covid-19 crisis and for their support during Home Based Learning ("HBL").</li> </ul>	Robbie McKegg
5	Principal's report <ul style="list-style-type: none"> <li>• Jenny noted and appreciated the return of all IT equipment from school parents lent out for Home Based Learning ("HBL"). Diocese IT support was thanked.</li> <li>• Students returned to school smoothly post HBL, however, some children have been unexpectedly teary two weeks in and are still adapting.</li> <li>• Noted 89 enrolments for Kindergarten for 2021, including 41 siblings. There will be three Kindergarten classes in 2021. Catholic Schools Office ("CSO") is currently looking at classroom requirements at the school.</li> <li>• The first phase of the planned building project is likely to be funded by CSO to move the administration building to the existing library. This will enable parents and students to access the building from the street and not enter school grounds. This would give back three</li> </ul>	Jenny McKeown

	<p>classroom spaces in the current administration area. A temporary library would need to then be created at a location yet to be determined.</p> <ul style="list-style-type: none"> <li>The damage to the basketball shading and water damage to carpets in the school after the storm earlier in the year is to be covered by insurance. Damage repair timing is unknown, looking to complete before beginning of Term 3 if possible.</li> <li>A new video has been created for the schools website to promote the school. The video was played for the P&amp;F to watch.</li> </ul>	
6	<p>President's report</p> <ul style="list-style-type: none"> <li>The P&amp;F and Committees were thanked for their support over the Covid 19 period.</li> <li>Otherwise, no further business at the current time.</li> </ul>	Robbie McKegg
7	<p>Treasurer's report</p> <ul style="list-style-type: none"> <li>Activity low at the current time due to Covid 19 period.</li> <li>Bank accounts have been reconciled and balanced to the end of May 2020.</li> <li>~\$40k available cash in P&amp;F accounts.</li> <li>Everything in a holding pattern, including uniform shop income.</li> <li>Covid 19 school fee relief was discussed in line with recent diocese communication.</li> <li>The P&amp;F levy and potential refund to families was discussed. It was noted that the refund of levies would be difficult as parents have different timing in their fee payment arrangements (some monthly, some in three instalments etc). An option was provided to potentially donate some P&amp;F funds to the Pastoral Care account to assist families in need further. Jenny noted she would look into options and respond via email.</li> </ul>	Liam Donohue
8	<p>Subcommittee reports:</p> <ul style="list-style-type: none"> <li>CSP – Mary Hare noted that CSP continued to operate during the Covid 19 period. CSP are there to support the P&amp;F, parents, students and teachers at the school if required. Mary Hare noted the presence a parent hub on the CSO website which included information of fee relief.</li> <li>Social – Social calendar currently quiet with Covid 19 restrictions, however, class parents doing a great job keeping in contact with school parents. The Fathers Day event was discussed and may need to be cancelled pending allowance of outdoor gathering</li> </ul>	<p>Mary Hare</p> <p>Toni Gooley</p>

	<p>numbers with enough time to plan the event. The Golf Day is currently being organized which is usually held after the Fathers Day breakfast on a Friday. Unfortunately, the Trivia Night intended to be held at end of May 2020 had to be cancelled.</p> <ul style="list-style-type: none"> <li>• Uniform Shop – The Uniform shop held an additional opening once school started back after Covid 19 restrictions. The shop has been operating with 5 minute booking windows which is working well. Fiona indicated there is not much uniform stock at the current time.</li> <li>• Pastoral Care – Noted that Pastoral Care had supported families over the past few months and volunteers had been very responsive. No requests for Pastoral Care currently. A discussion was held around whether food could be stored in the staff room for childrens lunches. It was noted there was not much cold storage in the staff room, however, if children needed assistance, the names and dates could be provided and the school would assist with provision of lunch.</li> <li>• Art and Craft –             <ul style="list-style-type: none"> <li>- It was noted that the A&amp;C Committee met at the end of March 2020 and A&amp;C planning was shelved at that time due to Covid 19.</li> <li>- A suggestion was made that only kids art progress this year with an online auction.</li> <li>- A further suggestion was made to have a fun day of games at the school on the Friday before the A&amp;C meeting would normally be held.</li> <li>- A&amp;C succession planning was brought up and it was noted that each sub-committee was being contacted and notes made as to timelines for each area to assist parents helping with the A&amp;C show in future years.</li> <li>- It was concluded that the A&amp;C would not run this year due to additional stress placed on parents with the workload to run the event at the current time. An email will be sent to A&amp;C sub-committee members to this effect.</li> </ul> </li> </ul> <p>Matters for future consideration:</p> <ul style="list-style-type: none"> <li>• School musical planning was being considered by the school as it is unsure whether the Concourse will be open to hold the musical. Jenny McKeown noted that</li> </ul>	<p>Fiona Thistlewood</p> <p>Carol Englishby/ Rebecca Nolan</p> <p>Charlotte Menzies</p>
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	<p>there was potential to do something in the playground with a focus on Year 5 and 6 children. Year 5 and 6 would still complete the PBL unit, stage props/costumes etc.</p> <ul style="list-style-type: none"> <li>• Music and keyboard lesson fees were brought up for consideration in the Covid 19 period. Jenny McKeown noted that the fees charged by the school covered the cost of the lessons which were held via Zoom/Skype during the HBL period.</li> <li>• Succession planning for the P&amp;F Executive and Sub-committees was discussed. Liam Donohue indicated he would leave the Treasury role at the end of 2020. Charlotte Menzies (Joint VP) and Lisa Mayoh (Secretary) will need to step down as they have been in their roles for three years. Robbie McKegg will also have her last year as President with her children leaving the school this year. New nominations to be requested four weeks prior to AGM in Term 4.</li> </ul>	
10	<p>Confirmation of next meeting</p> <p>Week 6, Term 3</p>	Robbie McKegg