



ST THOMAS' P&F
Term 3 – Tuesday, August 25 2020 – 7pm

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, Jonathan Malloy, Lisa Mayoh, Mary Hare, Toni Gooley, Carol Englishby, Fiona Thistlewood, Howard Smith, Katie Branson, Sam McLean, Kirrily Conroy, Henry, Amanda

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"> Toni Gooley accepted the minutes and Angela Dobbin seconded. 	Robbie McKegg
3	Business arising from those minutes <ul style="list-style-type: none"> No further business arose from the previous minutes. 	Robbie McKegg
4	General Agenda items <ul style="list-style-type: none"> Sam McLean gave a rundown of ESmart Week, 6-12 September, run in conjunction with the Alannah and Madeline Foundation. The purpose is to focus on “connecting safely” – how we are connecting at home and at school, protecting privacy, phishing and empathy. Staff will plan how they can implement and grade teachers will plan take-home activities through Compass. 	Robbie McKegg Sam McLean
5	Principal's report Expansion plans <ul style="list-style-type: none"> Jenny was able to share part of the Master Plan for the school. Admin will move to the current library site, so parents will not have to walk through the school to get to the office. The existing admin area will create a further three classes to cope with increased enrollments. The new classes will be bigger as they include the corridors, which will be used for breakout groups, problem solving etc. This is stage one, which is fully funded and be completed and ready for the start of the 2021 school year. Admin will move for term four, and start on the new area will begin in the school holidays. 	Jenny McKeown



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	<ul style="list-style-type: none"> • The Library books will be stored for term four, with the library re-opening in 2021. • Dioceses is fully supportive of the work being planned and paying for more than two thirds of the stage. A Commonwealth Government Building Grant will be applied for, which could cover stages two and three of the Master Plan. • Fee relief: Jenny encouraged any parents who <u>have</u> suffered a loss in income or work hours to apply for fee relief. The application process is an easy one and parents need to know they are being supported during this unprecedented time. Some \$8.6 million in fee relief has been written off across the Diocese so far. • 	
6	<p>President's report</p> <ul style="list-style-type: none"> • Class artwork: The school has granted permission for parents to come and help in a staggered and limited capacity. Letters are being sent to sponsors and supporters advising them of the cancellation of the Art and Craft Show. Some have fundraising items which could be compiled into a silent auction, along with the class artwork. This will happen at the end of October – any questions to Robbie McKegg or Sophie Bacic. The aim is not to make money, but class artwork is an important part of the culture of the school. • Jenny suggested making Year 6 artwork momento available to all <u>Year 6</u> families. • Year 6 graduation will still go ahead, although in a different format to past years to cope with Covid-19 restrictions. • Recruitment: There will be vacancies in the Executive Committee at the end of the year, including President, Vice-President, Secretary and Treasurer. Robbie encouraged the committee to spread the word and help fill the important roles. Job descriptions are available. Forms have to be filled out for nominations, which must be received a month before the Term 4 AGM. 	Robbie McKegg
7	<p>Treasurer's report</p> <ul style="list-style-type: none"> • Liam thinks he has someone interested in the treasurer role, and will confirm ASAP. • \$44,000 in the school account, which is up a bit from last term as school fees continue to trickle in. • Accounts are in order and the last two BAS have been filed. Accounts reconciled to the end of last week. • There will be a modest surplus at the end of the year as 	Liam Donohue

	social events are not being subsidised, although there will be no income from the Art and Craft Show, which will be a large amount of lost revenue.	
8	<p>Subcommittee reports:</p> <ul style="list-style-type: none"> CSP – Mary is stepping down at the end of this year, Julie Bowlen will stay. Mary spoke about a Broken Bay Sustainability Grant of \$300 which could contribute to a sustainability project at the school. Jenny suggested helping fund bees wax for a Year 6 project making beeswax wraps for every pupil. Action: Mary will apply for the grant. Social – obviously a tough year for social, particularly new parents to the school, although some classes are doing small social events. The potential for a Zoom Trivia party was raised, as was a possible gift for Father's Day – a Dose coffee card or similar. It was then noted that could be extended for the family to enjoy. A lucky dip or show bag idea was raised in lieu of the Art and Craft Show festivities. Action: Robbie, Jenny, Toni and Ange to liaise on this. Art and Craft – not going ahead, although aspects including colouring in competition and cake decorating possibly could. Team leaders of different committees to take note of procedures and roles so Intel is not lost as people move on. Uniform Shop – <u>White polo</u> shirts have been <u>removed from LOWES shops and bought at a greatly reduced price by the uniform shop</u> and are coming in soon. White shirts will be phased out over the next two years, with all pupils to be in blue tops from 2023. The uniform shop is running by appointment and with extended hours to abide by social distancing. Pastoral Care – Has been slow. One family has been helped in the last few months, with two families contacted but politely declined. <p>Matters for future consideration:</p> <ul style="list-style-type: none"> Vanessa questioned whether a P&F surplus would be kept in the account or donated to the school. Jenny recommended leaving it until she had a suitable project 	<p>Mary Hare</p> <p>Toni Gooley/Angela Dobbin</p> <p>Robbie McKegg</p> <p>Fiona Thistlewood</p> <p>Rebecca Nolan</p> <p>Vanessa Mackett</p> <p>Jenny McKeown</p>



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	<p>to fund so parents knew what it was paying for.</p> <ul style="list-style-type: none">• Staff allocation for 2021 to be confirmed next week. Class numbers for Years 5 and 6 unclear at this point.• No library in term 4 due to building works. Katie suggested parents donate books for a street library.	Katie Branson
10	<p>Confirmation of next meeting</p> <p>Wednesday, November 18, 2020 at 7pm</p>	Robbie McKegg