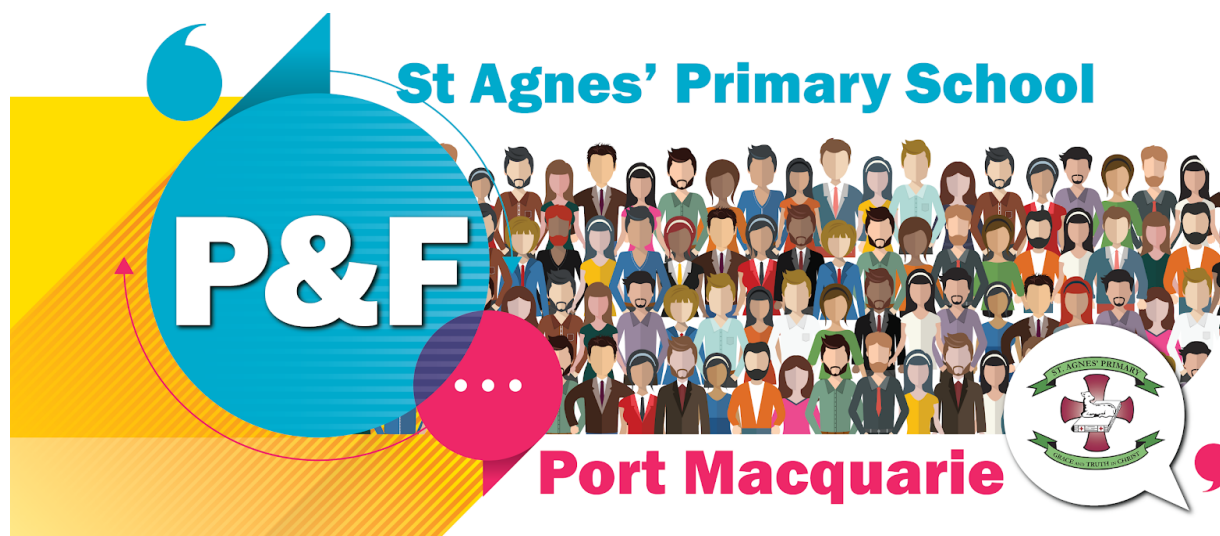




P&F MINUTES

Meeting Date: Monday 19 February 2024 Start time: 5:47pm Finish time: 7:22pm Location: School staff room (access via staff carpark) Purpose: To discuss school and parent related matters Next meeting: March Meeting + Annual General Meeting: Monday 18 March 2024 (5:45pm – 7pm)	Participants: Lauren Van Boxel, Katie Lill, Lynne Rangel, Renee Lisle Watson, Rachel Elford, Simon Hersee, Ramila Rabadiya, Kate Bale, Archanaben Patel, Victoria Bedwell, Linda Woodhall, Jenna Sales, Sue Vo, Karyn Reincastle, Monique McEntyre, Trish Todd, Ginaya Yarnold, Kate de Brassac, Donna Sprague, Genevieve Walsh, Kimjal Modi, Kate Hayes, Elise Gardner, Allison Ritchie. Apologies: Rinnie White, Tracey Rubery, Jenna Lindsay, Sarah Sales, Leasa Harris, Grainne Ducat, Vanessa Bushe, Lucy Sales, Michelle O'Brien, Kate Burrell, Kristy Judge, Natalie Henderson, Kelly Keep, Emma Walker, Kelly Newlan, Dani McCarney, Andrea Steranko.
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7 mins

Welcome

Acknowledgement of Country – led by Jenna Sales

Opening Prayer – led by Donna Sprague

Apologies read.

Recap previous minutes and approve minutes of November meeting:

- An amendment to the published November meeting minutes was requested. Attendees had agreed to purchase soccer goals for \$3,600. The motion was moved at the November meeting but the figure agreed upon was not included in the minutes. This will be added to the November 2023 minutes. With this amendment included: November 2023 minutes approved by Jenna Sales/ seconded by Genevieve Walsh.

Matters arising from previous meeting:

Future Parent Representative Body – Announcement/ Next steps - We now have approval from Fr Paul to go ahead with the model that our school community and subsequently P&F meeting attendees voted for. - Ginaya advised that the three St Agnes' Parish Primary Schools in Port Macquarie have always stood together on things / opportunities offered in the past. If anything is offered at one school, we try to make it available where possible at the other schools. This time St Agnes' has chosen to do something different to the other schools and Fr Paul is ok with this as long as it does not make huge differences and he does not see the impact of a different scenario, and if it does, he will revisit it. - Janita Thomson (Lead, Family Partnerships, Mission Services, Catholic Schools Office) has advised today that we are able to now announce the decision that was voted upon at the October 2023 P&F meeting. - Motion: That the St Agnes' Primary School P&F Association adopt the new School Community Forum constitution as our governing document and that the St Agnes' Primary School P&F Association be referred to as the St Agnes' Primary School Community Forum. Motion put forward by: Allison Ritchie Motion seconded by: Linda Woodhall Vote: 20 in favour / 0 against. The motion was carried. - Allison advised due to a full agenda tonight, we will discuss how we wish to operate going forward (i.e. day of week for meetings, meeting duration etc) at the March meeting.	Ginaya Yarnold (5mins)
Year Group Social Sundays at Springloaded - At the November P&F meeting, Lynne offered the idea of organising social events for the families of each grade. - A representative has been nominated from each grade and dates are close to being locked in, starting with kinder later in term 1, years 1,2 and 3 in term 2 + years 4,5 and 6 in term 3. - Some required date changes due to conflicts were discussed.	Lynne Rangel (5mins)
Boronia Street – Parking, road crossing and wet weather (update) - Meeting attendees were advised that this topic relates to concerns parents have raised regarding safety at the front of the school (parking challenges, needing to walk behind cars with children due to the lack of footpath, issues crossing the road, particularly in wet weather etc. - Donna has been in touch with PMH Council and is awaiting a response and next steps.	Sarah Sales/ Donna Sprague (5)

P&F Calendar 2024

- A draft calendar of 2024 P&F activities was tabled. Allison asked attendees to have a look at dates after the meeting and advise if they could see any conflicts with other events or activities that might involve a large number of families
- Thank you to Emma Walker for her work creating the calendar that will be circulated to families as soon as dates are locked in
- Kate de Bressac provided some possible dates for the following events (Please note these are all still TBC):
- Colour Run - Thursday 4 April – Week 10
- Colour Run Back up date (requested in case of wet weather) – Thursday 11 April – Week 11 (Last day of school). Possibly a 3:30pm start, finishing with a pizza dinner.
- Allison suggested that we could look to make it an out of uniform day so that students can arrive to school wearing white, removing the need to change after school.
- School Disco – October 24 (Term 4, Week 2)
- Golf Day – Emerald Downs is not allowing Charity Golf Days anymore. Donna is in discussions with Port Macquarie Golf Club regarding a twilight Golf Event in November. We would not have a BBQ, but would still have prizes and a raffle.
- Allison advised of the need for Canva to create items such as the calendar, invitations and messages throughout the year. Cost for a 1 year Canva subscription for P&F = \$164.99 x 2 (for parents to collaborate on designs). The P&F Executive are also hoping to print the calendar on light cardboard and attach a magnet to the back to keep the information visible in homes of all families within the school.
- **Motion:** Allison proposed that up to \$500 be available for administration such as the canva subscription (for x2 users) and printing of the calendar.

Motion put forward by: Allison Ritchie

Motion seconded by: Karyn Reincastle

Vote: 28 in favour / 0 against.

The motion was carried.

- Rachel Constantine advised that she will pay the invoices which will stop when the \$500 mark is reached.
- A parent thanked the school for providing the Pupil Free Day dates at the beginning of the year this year. Ginaya advised that this was done due to the request from parents at a meeting last year.

Allison Ritchie (5 mins)

2024 Excursions + Glasshouse Education Program (update) - In 2023, the teacher's on each grade for 2024 determined their preference for 2024 excursions (to the Glasshouse or otherwise) - As a result of teacher interest in Glasshouse Education Program offerings, the following has been secured: - Kinder- Grug – 14 August (BOOKED) - Year 1- Gruffalo – 30 October (FULL - WAITLISTED) - Year 3- Alphabet of Awesome Science - 9 May (BOOKED) - Year 5- Dogman (FULL - WAITLISTED) - A parent advised that Year 2 have missed out every year since kindergarten. They are wanting and expecting to go. Ginaya and Kate advised that this will be brought back to the teachers to discuss. - Parents discussed that they would like to see more excursions and opportunities offered to students. - Trish Todd advised that there are many incursions that occur and lunchtime clubs could be an opportunity to provide students with more options.	(5mins)
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Correspondence in and out (3 min) – ‘The Root Cause’

Allison advised an email was received from ‘The Root Cause’ following on from a workshop she took her children to during the holidays. The program aims to ‘Empower Children to make better food choices, whilst keeping it fun’. Other St Agnes’ Primary School families also attended the event during the holidays and have enquired with Bec from ‘The Root Cause’ regarding how she can work with our school. Allison suggested that perhaps this could be our first ‘Educational topic’ to look at for the April meeting (note: in both new Parent Representative models, an educational element is to be included).

School Leadership Report - [Attachment 1: Principal's Report](#)

P&F Treasurer's Report - [Attachment 2: Treasurer's Report](#)

Motion to adopt the report was put forward by: Rachel Constantine

Motion seconded by: Rachel Elford

New Business

Cancellation of 2024 Year 5 Camp

- Year 5 parents advised the meeting that students came home last year (at the end of year 4) telling parents that teachers have told them there would not be a year 5 camp this year.
- *Ginaya advised:*
- In the past, Year 5 have gone to the Great Aussie Bush Camp (2 nights) and Year 6 have gone to Lake Macquarie (3 nights)
- She also advised parents that a note has not been sent out from the school on this topic at all (for year 5)
- Year 5 cannot go to Lake Macquarie this year as it is too far away and proximity to medical assistance is also too far
- In the past around 15% of children in each grade have not attended camp. The reason being that they have never stayed overnight anywhere before.
- School is looking for parent voice on the topic and Year 5 parents will get a vote.
- It is hoped that 100% attendance will be achieved with a local option – this could be an overnight camp or a day experience.
- Year 5's experience could look more like a retreat than an outdoor recreation experience
- Cost of camps have increased (\$400 for year 6 this year). The biggest cost is the bus transportation
- School do not make any money from camps, we actually lose money due to needing to pay for extra staff to attend
- School has pencilled in both options and will let parents know the cost when they receive details to vote.
- Dates:
Year 6 – Term 1, Week 8 (2 nights / 3 days)
Year 5 – Term 2 or 3
- Attendees discussed options for a similar experience locally or at least closer than Lake Macquarie.
- Parents asked about opportunities for younger grades i.e. a Year 3 late night and Year 4 overnight. Parents discussed the offerings at other schools including a gradual structure of late night > over night > 2 night > 3 night etc. and the opportunity for this to prepare, particularly the children who have never stayed anywhere other than with parents overnight.
- A parent offered the suggestion of Cultural overnight Camps that are available at Bonny Hills, run by an Indigenous officer and teaching children about Country, animals, setting up camp, lighting fires etc. The parent (who is also a Primary School teacher) advised that the program links to curriculum. The school executive asked for contact details to look into this option.
- It was suggested by a parent that perhaps in the lead up to camps, parents could also receive information and suggestions on preparing your child for camp i.e. organising a sleepover with a close friend.

**Rachel Elford
(10mins)**

Contribution to 2024 Year 6 Camp - The P&F President was contacted by one of the school secretaries earlier this term asking if P&F could consider a donation to each year 6 student to assist with camp costs. - The request was circulated to 2023 meeting attendees to have time to consider prior to the meeting. The request being: \$20x77 students= \$1,540 total. - Ginaya advised that there are now a few extra students - Motion: For P&F to contribute \$20 per Year 6 student attending camp, to assist with the cost Motion put forward by: Allison Ritchie Motion seconded by: Linda Woodhall Vote: All were in favour / 0 against. The motion was carried.	Allison Ritchie (2mins)
In School Swimming Lessons - A parent asked if there is a reason that our school does not provide the opportunity for students in K-2 to attend the summer program of In-School intensive swimming lessons offered at the Town Pool - Ginaya advised that it was the parents that decided to stop this in the past as it was 1.5hours of lost learning time and the 30minute lesson was believed to only be 3 minutes of instruction per child. The decision was made in the past that it was not worth it. - Kate de Bressac advised that we offer surf safety in Year 5. Curriculum includes information about water safety and life guards either come to us at school to talk with students or we go to the beach. - Parents discussed the low participation at last years school swimming carnival. - A parent asked why there is a swimming carnival is at the end of the year and then zone trials at the beginning of the following year, asking why it cannot all be done in one carnival at the beginning of the year? Availability of the Port Macquarie Pool was mentioned, a lack of time keepers, but ultimately, the decision was made to keep it a fun day so that more students could be involved. - Parents discussed that it would be great if children in the younger/youngest age group that did well at the end of year carnival could be encouraged by the school to attend the zone trails as there was only 1 8yo girl who attended this year and then did not want to swim as it was daunting to be the only competitor in her age group.	Katie Lill (5mins)

Date of next meeting March Meeting + Annual General Meeting: Monday 18 March 2024

Meeting closed at: 7:22pm

Attachment 1: Principal's Report



St Agnes' Primary School

P&F Report - February 2024

In 2024, St Agnes' will be engaging in the formal School Review and Improvement process. We are excited for this opportunity to receive feedback from external professionals and to set up our next three-year plan. Our goals for 2024 have a very narrow and sharp focus.

Mission Goal: To increase our understanding of social justice.

- All grades will have a parish/community social justice link in at least one unit of work in any Key Learning Area.
- Link school focuses for social justice to Positive Behaviour Support (PBS) and Student Representative Council (SRC) initiatives.
- Signage for Social Justice around the school promotes the Catholic identity of our school.
- Increase opportunities for families to understand and learn about social justice and CST.
- Reintroduce Mini Vinnies through the SRC Mission Team.
- Plan and organise all Social Justice and Family Partnership activities for the year early in 2024

Learning and Teaching Goal: To improve student outcomes in sentence structure.

- Developing our capacity to teach sentences.
 - Provide professional learning opportunities for explicit targeted classroom instruction (grammar and punctuation).
 - Develop a data wall that is identical to classroom BIU wall.
 - Further strategic professional learning are based on observation and feedback reflections.
- Embedding the work of the Learning Collaborative:
 - Develop research-based, whole school agreed beliefs and practices that support the embedment.
 - Teachers goal setting to plan for their differentiated professional learning and within units of work through the Assessment Waterfall Chart; such as:
 - o Learning Intentions (deconstructed)
 - o Success Criteria (co-constructed)
 - o Bump it Up Walls (Third Teacher)
 - o Descriptive Feedback
 - o Individual Goal Setting
 - CMMs
 - Learning Walks and Talks
- Implementation and embedding the K-6 English Syllabus
- Embedment of K-2 Initial Lit program
- Implementation of Spell Ex program
- Provide Professional Learning opportunities for all stage teachers
- Staff/Stage meetings and PLTs focused on implementation and consistency

Other points of discussion:

- New staff
- New students
- Canteen

Attachment 2: P&F Treasurer's Report @ 19/02/2023

Balances

CBA Account Balance as per transactions online- period 16 Nov 2023 - 19 Feb 2024 - \$16653.83.

Since last report:

Credits: total \$15.72

- Interest \$9.60
- Deposit Cash NZD \$10 = \$8.94 AU

Debits: total \$6591.90

- PA system - \$3971.90
- CAPA Performance - \$2620.00

Diocesan Investment Fund (DIF) paper statement to 31st Dec 2023 - \$7626.73

Since last report:

Credits:

- \$76.09 (interest) since last report

Debits:

- Nil debits since last report

Combined total: \$24280.56

Cheques written

- PA system - \$3971.90 Cheque no. 170992
- CAPA Performance - \$2620.00 Cheque no. 170988

Yet to be paid

Craft for Service Donation - \$400.00

Soccer goals - approx \$3000.00

Bank account balance after Yet to paid - \$13253.83

Combined balance after Yet to paid - \$20880.56