



# St Bernard's P&F General Meeting

## Minutes

Wednesday 9<sup>th</sup> February 2011

7:00pm closed 8:30pm

### Attendees

<b>President:</b>	Maria Smith	
<b>Treasurer:</b>	Jodi Gallagher	
<b>Diocese Parent Council (DPC) Representative:</b>	Catherine Davidson	
<b>Principal:</b>	Luanna Fletcher	
<b>Vice Principal:</b>	Craig McNee	
<b>Secretary:</b>	Vicki O'Leary	
<b>All Teaching Staff were present as meeting was held after Meet The Teacher Night.</b>		
<b>Parents &amp; Friends</b>		
Darren Palmer	Sharon Macdonald	Rhonda Nearmy
Lisa Palmer	Heather Wagland	Karen Haddon
Duncan Knight	Lisa Dolphin	David Bellamy
Justy Thomson	Elaine D'Souza	Donna Machao
Margi Skene	Justin Berry	Graeme McCarthy
Gill Mund	Jennifer McNamara	Claire Bevous
Belinda Tejcek	Nicole Locke	Susan Duncum
Margaret Leader	Carmella Baynie	Christine Hindmarsh
Elise Hassan	Elisa Amerongen	Katrina Ebbs
Sandra Bryson	Fiona Borland	

### Apologies:

Julieanne Tyson  
 Parish Priest  
 Judi Northcote  
 K Italiano  
 Viv Schriver  
 Mrs Hayman

### Points of Discussion / Updates

Updates	Notes
Principal	<p><b><u>Welcome and Introduction to all Staff for 2011</u></b></p> <p><b><u>Kindergarten 2011</u></b></p> <p>Fifty Kindergarten children started school this year. From all reports the children settled quickly, probably due largely to the high quality of the Kindergarten Orientation program. Again, I acknowledge the excellent work of Mrs Nicole Locke and her team of helpers.</p> <p><b><u>New Families</u></b></p> <p>In addition to new Kindergarten families, several new families were welcomed on Monday, including: Hassan (Megan and Jessica Year 1 and Samuel Year 3); Pritchett (Elise Year 4); Crome Forster (Tigga Year 3). Gill Mund will be asked to personally welcome these families to our community.</p> <p><b><u>Change to Line Up Procedures</u></b></p> <p>To ensure the students' safety line up procedures at the beginning and end of</p>

Updates	Notes
	<p>any break time, all classes will line up in the amphitheatre with the exception of Kindergarten. The Kindergarten classes will continue to line up under the covered area outside the canteen.                      Bus lines have moved to alongside the black fence which runs past the lift.</p> <p><b><u>Fundraising</u></b></p> <p>For 2011 funds raised will be used to purchase: covered huts; 2 x IWB; concrete area outside sports shed; wet areas in Year 1 and 2; upgrade canteen kitchen; and update the air conditioning units. The Maintenance Levy will be reviewed in September as it is highly likely that it will need to be increased to accommodate the upkeep of the school's facilities.</p> <p><b><u>Parent Education Team</u></b></p> <p>This team will be introduced to St Bernard's as an avenue to inform and disseminate information about educational initiatives. All parents will be invited to attend a meeting (1 x term) and a number of addresses invitations will be sent to targeted parents to ensure a balanced representation across K-6.</p> <p><b><u>Swimming Carnival</u></b></p> <p>The School's swimming carnival will be held at Wyong pool on the 22nd February. In accordance with Diocesan and DET guidelines only children who turn 8 before 31<sup>st</sup> December of this year are eligible to compete.</p> <p><b><u>Learn to Swim program and Swim and Survive</u></b></p> <p>This initiative will be offered to Years 1-4 and will be held at a local pool using accredited staff.</p> <p><b><u>Chinese Lessons</u></b></p> <p>The teacher of Chinese, Miss Lijun Bi (pronounced Bee) started this week; I have heard very positive comments for the students regarding their lesson. I look forward to maximising the languages program within the school.</p> <p><b><u>Parent Sharing &amp; Meet the Teacher Evening</u></b></p> <p>Dates for these meetings have been set and advertised in the newsletter. I have checked with St Leo's for potential clashes and the date appears clear.</p> <p><b><u>P&amp;F Meeting for Term 1</u></b> will be held following the Meet the Teacher evening and will begin at 7:30pm.</p> <p><b><u>Working Bee &amp; Uniform Shop</u></b></p> <p>On behalf of the community, I offer a sincere thank you to all those involved in preparing the school for the start of the year.</p> <p><b><u>Weekly Assembly</u></b></p> <p>As discussed last year, Friday afternoon assemblies will be trialled during term 1. This change is due largely because of the heat, children's energy levels and to maximise learning times. However, parent attendance at these assemblies is deeply valued, so if this change is deemed to cause a major decline in parent attendance, term 2 will see the Monday assembly time revisited.</p>

Points of Discussion / Updates	
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Craig McNee	<ul style="list-style-type: none"> <li>Positive Behaviour for Learning PBL</li> <li>Speaking up email. Only 2 children have used this to date but parents can also access this email which goes directly to C McNee and is designed to help the child find strategies to handle the situation based on PBL. This email is shown on front of school newsletter. Social justice prefects will also promote this to children.</li> <li>PBL the focus is on building resilience in children. We don't know if children are resilient unless they are put in a stressful situation. The best place to have a fall is at school where they are in a safe environment. Ask parents to be aware of building resilience.</li> </ul>
Maria Smith P&F President	<p>Class parents acknowledged. Also other specialist roles within school parent community including:</p> <ul style="list-style-type: none"> <li>Gill Mund – Pastoral care coordinator</li> <li>Nicole Locke – Class parent coordinator</li> <li>Dave Bellamy &amp; Justin Berry – maintenance team</li> <li>Liz Chan, Susan Duncum, Christine Hindmarsh – Uniform Shop</li> <li>Christine Jennings, Melissa Mills – Canteen</li> </ul> <p>• Outgoing position – P&amp;F Vice President Roxanne LaTorraca</p>
Treasurer	The P&F donated \$38000 last year to the school and there is currently \$6500 in the account as at early February.
Uniform (Liz Chan)	<ul style="list-style-type: none"> <li>Uniform shop is open 2 times per month in the old demountable</li> <li>All banking has been moved to Bendigo Bank and will soon advertise EFT facility</li> </ul>
Item / Issue	Notes
QUESTIONS/ DISCUSSION	<ul style="list-style-type: none"> <li>Maintenance role. Our maintenance levy needs to be addressed because although a small school we are on a large challenging site and the current levy is barely covering the schools needs in terms of maintenance. Maintenance team to meet to discuss options and requirements at some point during the year.</li> </ul>

Completed Action Items				
Item / Issue	Owner	Action Required	Target Date	Status
Canteen Charity Week	Chris Jennings /SRC's	SRC's to advise where the money for canteen charity week is to be distributed	NOV	CLOSED
P&F Co-ordinator roles	MS/LF	Roles to be finalised include: Pastoral Care, Class Parents and Fundraising Co-ordinator.	NOV	CLOSED
School Maps	Craig McNee	Please add P&F to the school map initiative. MS to liaise with details Also, extend to any family interested in receiving a copy of the information.	2011	CLOSED
Assembly	LF	At the AGM I will alert parents to a trial of a new time for assembly-Friday afternoon	2011	CLOSED
Pastoral Care Liaison	LF / MS	I have asked the P&F to canvas for a small team of people to oversee the pastoral care of our community. Maria Smith will outline details of this role.	2011	CLOSED

<b>Completed Action Items</b>				
<b>Item / Issue</b>	<b>Owner</b>	<b>Action Required</b>	<b>Target Date</b>	<b>Status</b>
School diary for 2011	LF	The Years 5 and 6 students will be expected to use a diary in 2011 and will be guided in how to use this tool efficiently. These will be purchased by the School.	2011	CLOSED
<b>NEW Action Items</b>				
<b>Item / Issue</b>	<b>Owner</b>	<b>Action Required</b>	<b>Target Date</b>	<b>Status</b>
Maintenance Role	DB, JB, CMcN	Separate meeting to discuss requirements for school in terms of maintenance and long term viability of current setup	2011	OPEN
Items for discussion at P&F meetings	LF, MS	Suggested any person who would like to include items for discussion at P&F meetings should send details to MS for inclusion in agenda	Next P&F mtg	OPEN