



St Bernard's P&F Annual General Meeting

Minutes

Wednesday 9th November 2011

7:00pm closed 9:00pm

Attendees

President:	Maria Smith
P&F Treasurer:	Jodi Gallagher
Principal:	Luanna Fletcher
Vice Principal:	Craig McNee
Secretary:	Vicki O'Leary
DPC:	Catherine Davidson
Parents & Friends	
Sharon Borges	Liz Chan
Lisa Palmer	Genevieve Funk
Ramona Cove	Susan Duncum
Leanne Steen	Sharon Macdonald
Kylie Brophy	Chris Jennings
Rhonda Andersen	
Dana Summerhayes	
Stephanie Waite	
Christine Hindmarsh	

Apologies:

Fiona Cunningham

Points of Discussion / Updates

Updates	Notes
Principal	<ul style="list-style-type: none"> • Overview of Naplan Growth & study by University of Auckland team • Kids Matter – teachers on training early next year plus talk on resilience and anxiety Wednesday 16th November for families • Introducing focus groups for parents to discuss learning support, numeracy & literacy. Parents / carers will be invited to these events. • Staffing will be finalised soon, 3 permanent teachers. Ann Neems appointed as acting REC. REC will be advertised for next year. Mrs Richards has applied for librarian position as well. Further details available in newsletter. • Initiatives: <ul style="list-style-type: none"> ○ Bookclub introduced for Stage 3 students, ○ Self defence – free session offered for women & children during school time. Donation requested for white ribbon foundation. Dates are November 30th yr 2,3,4 and Session 2 yr 5 & 6. ○ Meditation receiving positive feedback from K -2 working with Miss Heywood in this area. • Chinese approved to continue for 2012. Extension group is going really well. • Disco – plenty of support from teachers and parents, thanks extended to everyone for making this a great night • Farewell to Parish Clergy Friday 4th November 9am. • Maintenance levy: increase \$10 announced in school newsletter, this will cover grounds person and gardener. Suggest we still have working bees next year but this would be reduced to two a year and would cover a broader range of tasks

Points of Discussion / Updates	
Updates	Notes
	<p>rather than gardening (eg clean out of canteen)</p> <ul style="list-style-type: none"> • Canteen – received quote for upgrade \$60,000 – unable to fund at this stage • Hosana Rock – carols night Monday 5th December. P&F please asked to assist with dinner again this year • Paperless Office: school has been requested to look at this for 2012. Will provide updates on status next year. • Bernies Kids: thanks to everyone involved in making this such a success
Maria Smith President's report	<p>Term 4 – Presidents Report</p> <ul style="list-style-type: none"> • Thanks to Sarah, Leo and Gabi for giving up there weekend to do the family photos. • Thanks to Rhonda for once again putting her hand up to organize the bus shopping trip – great success, I heard they spent \$17,000, hopefully the school will get \$1000. • Thanks to Liz Montgomery and her small group of helpers who weeded the front of the School last Wednesday evening. • Thanks to Ron for organising an amazing disco. He had his usual helpers in Kath and Jo, but it was also great to see some new faces helping out to, so thank you. Thanks to Sarah and Fiona for the face painting and for all the teachers who joined in the fun and happily danced on stage with the children. • Thanks to the very generous Mums and Dads who answered the call to bake and supplied cupcakes for Fr Robert's farewell morning tea - the response was phenomenal. It is not that I can't count, it is just that some people who thought that they were going to bake 12, baked over 70! The children loved it, had two each and the left overs were frozen for this weeks cupcake day to raise money for the Catholic Missions. • A huge thank you to Father Robert and Father Jinto for all that they have done for our community. We will miss your generosity, kindness and smiling faces, good luck in your new Parish. Special thanks to Fr Robert who has generously supported the school to obtain laptops, the ride on mower and many more items. <p>Upcoming events: Friday 11th November - Year 6 mini fete. This is a chance for year 6 to raise some money to pay for their farewell dinner and a small gift to the school. Your support is greatly appreciated. Wednesday 16th November - Parent session in the Library at 7pm on 'Resilience and Anxiety' Saturday 19th November - 5.30pm 3M Class Mass Monday 5th December - 5.30pm Christmas concert. We will fire up the BBQ and raise some money for St Vincent De Paul - anyone who can help, please contact me (Maria Smith). Wednesday 7th December - 6pm Year 6 Farewell dinner. We need year 5 Mum and Dad helpers, so please keep this night free. Wednesday 14th December - 9am End of Year Mass and farewell assembly @10.30am.</p>

Points of Discussion / Updates	
Updates	Notes
	<p>Thank you to:</p> <p>my exec team – Jodi, Vicki and Catherine (and last year Roxanne) you made my job much easier.</p> <p>Canteen team – especially Chris Jennings and Steph Waite</p> <p>Uniform Shop – Chris, Liz and Susan</p> <p>Remember – Parents in partnership with the school – need families and school to work together.</p>
Jodi Gallagher Treasurer report	<ul style="list-style-type: none"> • P&F reconciled balance as at 2.11.11: \$ 2,406.29 • Money to collect from uniform shop & canteen (which just sustained a \$1000 stock loss after fridges broke in holidays). • Bus trip brought in approx \$1500 & Christmas photo with Sarah Gladman to be confirmed. • Final report will be handed over to new P&F team in term 1 2012
Canteen	<ul style="list-style-type: none"> • Next working bee will concentrate on canteen clean out. Includes looking into cupboards that are labelled for other groups and whether these can be claimed for canteen usage now. • Chris Jennings to talk to CMcNee regarding problems with canteen doors and any other immediate issues that need to be fixed up. • Stefani/Chris to get price on new ovens so can replace oven before 2012. Need 3 quotes before can action this. • Any other issues should be logged into the maintenance book
Uniform Shop (Liz Chan, Chris Hindmarsh)	<ul style="list-style-type: none"> • Changed supplier and now getting everything under control. Kindy orders have been processed. New products available include hair accessories, sunscreen, different raincoats, excursion bags.
DPC Report	<ul style="list-style-type: none"> • Launch of healthy fundraising guidelines • New DPC website up and running, really good resource for parents and teachers alike. Outlines what's happening in each cluster area plus upcoming events, seminars etc. The entire site will not be live straight away but still valuable resource.
General Business	<ul style="list-style-type: none"> • Hand washing: request that school and parents reinforce importance of good hygiene by washing hands before eating. • Note on hand wash: this is highly flammable and schools cannot have these products in the classroom. Similarly with air / room conditioners.
General Business –car park safety	<ul style="list-style-type: none"> • KB asked if we could advertise to new parents more clearly the guidelines for 'kiss & drop' area in parish carpark. LF explained that we could not call it a Kiss & drop area as this was a RTA official title however we should definitely look at the safety and communication of this to parents . Action item for 2012 Suggest a committee is formed to put options together KBrophy offered to get this moving
AGM – P&F CHANGE OVER	<ul style="list-style-type: none"> • Voting for positions on P&F. All positions were reviewed for 2012. With the following nominations voted in as: <ul style="list-style-type: none"> ○ President: Sharon Borges ○ Vice-president: Lisa Palmer ○ Secretary: Leeanne Steen / Ramona Cove ○ Treasurer: Leeanne Steen / Ramona Cove ○ DPC: Maria Smith • Other roles were nominated and accepted as follows:

Points of Discussion / Updates	
Updates	Notes
	<ul style="list-style-type: none"> • Uniform Shop: Liz Chan, Susan Duncum, Christine Hindmarsh • Canteen: TBA • Maintenance: TBA – someone to liaise with Craig McNee occasionally on building works / maintenance around school
Item / Issue	Notes

NEW Action Items				
Item / Issue	Owner	Action Required	Target Date	Status
5 th Dec BBQ	SB & MS	Call for help from any parents for BBQ on the night	DEC	OPEN
Car Park Safety	KB, LF	Committee to be set up to present suggestions for how this can be safer for children & parents	DEC	OPEN
Canteen	LF, CJ, SW	To discuss way forward for canteen and who will be able to take on role	DEC	OPEN
Maintenance	LF, CMcN	To establish if there is a parent who will be able to work as maintenance liaison person	DEC	OPEN
Hand washing	LF	To communicate in school newsletter	DEC	OPEN
Working Bee	LF, MS, SB	Next working bee date to be confirmed and outline of canteen clean up provided, plus confirming which cupboards canteen can take over	DEC	OPEN
Canteen	CJ, SW	To provide CMcN with details on maintenance required & quotes for new ovens	Dec	Open
Healthy eating	From DPC	Introduction of healthy eating guidelines into canteens. How this impacts St Bernards	DEC	OPEN

Completed Action Items				
Item / Issue	Owner	Action Required	Target Date	Status
Uniforms	Anne N	PBL uniform blitz to encourage students (and parents) to wear uniform with pride	SEP	CLOSED
First Aid Course	MS / AN	Maria to speak to Anne about SLSC first aid courses at discounted rates or with SAN as staff booked in for NOV maybe we could join into this. Also suggested maybe to look at basic 1 st aid course for kids babysitting	JUNE	CLOSED
Parent Communication	LF	Any suggestions around ways to communicate with parents are welcome. Aim to implement rich parent education programme for kinder parents at orientation	NOV	CLOSED
Parent Support	MS	Any parents are welcome to help in classrooms for numeracy or literacy	ALL	CLOSED
Weed & wine night	MS	Keen to start this again – any parent willing to help please contact MS	OPEN	CLOSED
Working Bees	Sandra Bryson / MS / C McN	Sandra offered to run games on oval for children at next working bee to get around OH&S issues so more families could attend	AUG	CLOSED
Items for discussion at P&F meetings	LF	Note that any person who would like to include items for discussion at P&F meetings should send details to President for inclusion in agenda at least 2 weeks before meeting.	Ongoing	CLOSED