



## ***HOLY FAMILY CATHOLIC PRIMARY SCHOOL***

### ***PARENTS & FRIENDS ASSOCIATION***

***Tuesday 31st March 2020 7.00 pm***

## **Meeting minutes**

1. Present
2. Apologies
3. Opening prayer
4. Acceptance of minutes of P&F General Meeting held 19th February 2020 – Treasurer accepted the minutes
5. Correspondence

Nil

6. Principal's report

See attached report (Addendum 1). Lots of challenges in this time of the uncertainty. Lou commended all the staff during this difficult time of COVID19.

7. President's Report

Thank you to all involved in the lead up to the Lindfield Art Show and Fair. The decision made to postpone the Art Show and Fair, in retrospect, was the right decision given the current circumstances. There was discussion about how the Board and P&F could work together, to discuss the strategic focus moving forward. It was acknowledged that it is vital that the Board and P&F work together. We all need to continue to support each-other through this difficult time

8. Treasurer's Report

Treasurer reported that an audit statement is due at the Diocese school's office. This report needs to be finalised. It has been difficult to complete due to the current circumstances (working from home during COVID19).

**Action: Audit statement to be completed.**

A discussion was had to confirm whether the school could issue tax deductible receipts for the donations that have been made to the school. Unfortunately it is unlikely that these can be a tax deduction, as the school is not endorsed as a deductible gift recipient (DGR). The Raffle ticket sales have not been finalised yet.

**ACTION: Treasurer to follow up. The school to consider changing to a cashless method to raise money in for future raffles and events.**

9. Catholic Schools Parent's report – see attached (Addendum 2)
10. General reports – Band, Social Justice, Sponsorship.

Band- band camp will be postponed. Date is to be arranged. The Eisteddfod has also been postponed.

Sponsorship – given the current circumstances, no additional sponsorship has been advised. When the COVID19 crisis is over can consider approaching local businesses

#### 11. Art Show and Fair – postponed

Convenor advised that the busiest times for 'Camelot Amusements' are in September and October. A proposed future date for the Lindfield Art show and Fair has not been arranged yet given the current circumstances. Several months of hard work went into organising the Art show. The Art show coordinator advised that it is not possible to plan for the Art show this year given the current circumstances, and it will likely be postponed until next year.

#### 12. Other Business

##### a. Strategies to stay connected as a school community during COVID19 –

- WhatsApp groups: a lot of the classes have a WhatsApp group to keep families connected.
- Class parent coordinator advised she is not getting as much information to distribute, now that there is no assembly which she would usually attend. *Please use the class parent coordinator as someone to distribute information.*
- Consider virtual meetings/ drinks for class parents.
- Using Compass as a communication tool for class parents. It is the desired portal for communication. Teachers are sending information out to each year group. Kids are using Seesaw (younger children) and Google Classroom (older children).
- Suggested that Zoom calls could be arranged for each year group, so the kids and teachers can communicate with each other.
- Suggested activities to do together. Examples include virtual holiday camp, exercise, building Minecraft world, virtual worlds, virtual zoo tours, sports clips for parents on YouTube
- Lou to speak to staff regarding arranging some of these activities through the class and teachers.
  - Consider arranging some online training for parents who are struggling with the technological aspects. Would be good to have a central homepage with all the links, and tutorials accessible to all parents to know how to use the apps.

**Action: President and 2 parents to look into appropriate centralised platform.**

- ##### b. Supporting the teachers and admin staff through COVID19. Teachers are concerned about where we will be in the future. Teachers are working well, considering the difficulty teaching without the kids in the classroom.

**Action: A gift will be organised from the P&F to the teachers. The parent coordinator will arrange a Haig's gift hamper for the teachers to thank them for their hard work. Parent coordinator to advise the class parents to encourage the children to send a virtual card / video for their teachers to say thank you and they are missing them.**

- c. Social coordinator / Social committee –need to coordinate and manage various social events and encourage volunteering in the school- another advert to go out into school newsletter once COVID19 has passed.
- d. P&F events after COVID19
  - Activities discussed at previous meeting: CSIRO STEM – activities, mother/daughter, father/son activities – to revisit these when COVID19 passes
  - Headshots of key members of P&F – name, responsibility, personal line bio –
  - **ACTION: each member to send info to secretary plus a headshot to be arranged by next meeting**
  - Midyear/ post COVID19 dinner – to be advised
- e. Some schools in the diocese have only a couple of children at school. There may be a time when the teachers won't be able to go onsite. The school hasn't had direction on what will happen over term 2.
- f. Coles: No communication from Coles as yet regarding the building proposed. There appeared to be some drill testing over the last week in the carpark.
- g. The Catholic School's Office have acknowledged these are unprecedented times, and will consider assisting families if they have financial difficulties.

***Meeting closed 8.30pm***

Addendum 1:

## Principal's Report

### P & F Meeting

31<sup>st</sup> March 2020

2020 is not what we anticipated it would be. It has brought different challenges and opportunities for everyone. In particular the challenge of uncertainty and the opportunity to re-evaluate what is important and where our time and efforts are best directed.

I commend and thank all staff for the huge amount of intensive work and learning they have committed to, particularly during the past 3 weeks and the weeks ahead.

A very big thank you to the parent community for your support, patience and encouragement as we navigate some uncharted waters, try new things and continue to learn when it doesn't quite work as we expected.

On a practical note, our order for further flexible learning furniture is currently being assembled and we still hope to receive delivery in the first half of Term 2.

Individual Mathematics Resource Packs are being put together for Kindergarten to Year 2 to support Home Based Learning.

We are reviewing our online resources and today placed an application for an Australian based program for Kindergarten through to Year 3 providing readers and teacher support that has come highly recommended. We are looking at something similar for older readers. This is not intended to replace hard copy readers in the longer term but to fill a gap during this time of isolation and then be used to supplement the classroom literacy program.

The reason I am able to even consider looking at new resources is because of the commitment and contribution of parents and the work of the P&F. Thank you!

Lou Dogao

## **Addendum 2:**

### **CSP correspondence (24/03/2020)**

#### **Current Developments**

The purpose of this email is to give you an update of how the CSP is adapting to the COVID-19 situation and the support that will be developed through the CSO and CSP working together. Today the CSP Management Executive Team had a zoom meeting with Tony Bracken, Acting Director of Schools; Virginia Ryan, Acting Assistant Director - School Improvement and Gregory Wilson, Acting Assistant Director - Faith Formation and Evangelisation. The Catholic Schools Office is very concerned about how COVID-19 affects all families in Broken Bay. In this new uncharted territory, it is important that parents feel connected. The CSO is focused on helping parents do the best they can do and the CSO team are putting together a number of activities and support networks (using social media, internet, websites and phone) available to all parents. Information will be sent out as soon as these are up and running. Our Faith formation team are also committed to supporting parents, they will soon have resources for parents to continue to connect to their faith, especially around the Easter season.

#### **Staying Connected**

Please stay up to date with information from the CSO and the CSP. Here are some links, please share this with your school community via email, Facebook or another communication method your school community has! Even if they already know about these pages, a refresher is always good.

Please stay up to date with the Broken Bay Catholic School Parents Facebook page:

<https://www.facebook.com/BrokenBayCatholicSchoolParents/>

Connect with other Broken Bay Parent Teams on our newly created Parent Team closed Facebook group:

<https://www.facebook.com/groups/BBCSPParentTeams/>

The Community of Catholic Schools Broken Bay website:

<http://www.csodbb.catholic.edu.au/>

or Facebook page:

<https://www.facebook.com/dbbschools1/>

If your school has **Compass**, please make sure your login is working. It is important to receive information when it is sent to you.

#### **CSP Cluster meetings and support of P&Fs/Parent Teams**

The CSP management team is meeting (via Zoom) next Wednesday to plan and discuss how our activities and meetings will work remotely. We think it is very important to continue the support of Reps and parent teams and to continue our communication networks. We will send information and ideas to you following this meeting. If you have any feedback, questions or

ideas please send them through. It would be great if we can think of creative and supportive ways to help parents continue to support each other and stay connected.

As said above, It is so important to stay in touch during this time, please email the CSP [parentcouncil@dbb.org.au](mailto:parentcouncil@dbb.org.au) if you have any concerns or questions, where possible we can assist, we will.

Please forward this email to your Parent Team/P&F and School Advisory Body members for their information.

Most importantly please stay safe, I wish you and your families all the best during this difficult time.

God Bless

Necola Chisholm

CSP Chair

**Broken Bay Catholic School Parents**

<https://www.brokenbayparentcouncil.com/>

<https://www.facebook.com/BrokenBayCatholicSchoolParents/>