



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

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

***Wednesday 12<sup>th</sup> August 2020 7.00 pm***

## **MINUTES**

1. Present
2. Apologies
3. Opening prayer
4. Acceptance of minutes of P&F General Meeting held 27<sup>th</sup> May 2020

President accepts minutes

5. Correspondence

#### **6. Principal's report**

See Appendix 1

Lou noted that the agile furniture is being utilised by year 4. Kids responding well, and loving the new features.

Lou reports that Danny Casey (Interim CSO Director) is enthusiastic and wants things to get done. He noted Danny's qualities including direction, transparency and action. It was also noted that the demographics of the school are changing, and the needs of families should be the focus.

Lou noted that staff morale is good currently, given the circumstances around COVID.

School enrolments were discussed. It was stressed that school will accept both Catholic and non-Catholic families. Current parish requirements for enrolments were discussed, and how we can incorporate non-Catholic families into the school more easily.

Due to COVID 19 there is no interschool sport or cluster meetings currently.

#### **7. President's Report**

Thank you to all the staff for the ongoing efforts during COVID restrictions. Staff are enjoying drive-through and greeting kids in the morning providing social engagement. Survey results validate the good work the teachers have been doing. Keen to discuss further strategies with Lou and Danny Casey. School events have been well received, and ongoing use of the technology platforms are going well. Coles development- Lou reported that nothing will be happening until next year.

Social engagement – it was noted that it has been a very difficult year for new families and kindy families, due to the social restrictions. It is important to engage the kindy families.

#### **ACTION:**

1. President and kindy class parent to explore with kindy class parent a virtual Kindy drinks event to be arranged before end of term 3 or start of term

2. A whole school virtual quiz night to be organised to engage school families

## 8. Treasurer's report

The EFTPOS machine is set up as a multi-merchant facility, which allows separation of receipts between the different bank accounts but has an additional cost. The Cheque Account is charged \$20 / month in merchant fees. The Uniform Shop is currently being charged \$44.50 per month (being \$24.50 monthly fee + \$20 / month for the second merchant facility).

**Suggestion:** It may be beneficial in keeping the cheque account merchant facility, but closing down the Uniform Shop facility. That way, if we need to add functionality / EFTPOS terminals in the future, they can be linked to the cheque account merchant facility.

Cash handling policy for P&F (drafting is currently underway)

## 9. General reports – Band, Social Justice – nil reports

## 10. Sponsorship update

Discussion had about future sponsorship strategies. Sponsorship categories moving forward include Premier Partner, Major Partner, Supporting Partner and 'In-Kind' Partners. Opportunities discussed, and all were very enthusiastic about the 'in-kind' opportunities. These will be discussed with Lou and staff and review the potential to monetise these opportunities.

Possible financial sponsors have approached the school and discussions are continuing with these organisations. Several businesses in the area may potentially align with the values of the school.

### **Key points: Need to find innovative ways to partner with organisations**

Discussion around the social coordinator / social committee. One of the roles of this committee can be sponsorship. It was recognised the school needs a working group to talk about opportunities and in-kind partners.

**Action:** In-kind packages to be discussed, and then actioned. When the marketing person is employed, then they would be involved in actioning these ideas. Open to further ideas

## 11. Other Business

- a. CSP – Sustainability and parent engagement grants

<https://www.brokenbayparentcouncil.com/csp-sustainability--parent-engagement-grant-application.html>

Sustainability grants are available worth \$300. Money may be used to fund either a sustainability project at the school, e.g. bees wax / vegetable patch; or something to improve parent engagement. Discussion was had around aiming to host an evening for parents, and possibly get a sponsor to engage in the activity.

**ACTION:** CSP representative to research possible sponsor for an activity.

- b. Other grants to support school and other P&F activities – discussion around setting up working group, and have someone in the group who has experience with grant writing. Discussed possible grants, such as WOOLWORTHS (\$1000 environment grant) and Diocesan grants available. There are 4-5 grants available through the Diocese which need to be explored (one worth \$4000)

**ACTION:** CSP rep will collate a list of grants available. Meeting with Lou and other interested community members later this term, and to look for partners/sponsors to

support delivery. An item will be put in the newsletter to attract a member of the school community with grant writing experience.

- c. Indigenous Education Officer available in the CSO – this is a resource that can be used within the school. Member to discuss with Indigenous education officer and how they can be engaged.
- d. Discussion around Year 6 and Kindy, and how to conduct a social activity for them. Lou is looking at ways to celebrate the year 6's when they leave school.
- e. North Shore CSP Rep Cluster debrief with Danny Casey – CSO's "Towards 2025"  
CSP representative reported that Danny Casey was very compelling and appears driven to make change. (See the one-page strategy attached). He discussed firstly engaging staff, and then discussed engaging parents across the schools. It was felt that retaining talent within the schools is a key priority.
- f. School Promotions and Marketing coordinator position – this is an exciting position, and we are all looking forward to their engagement with our school.
- g. Fairy Fund Update – Class parent noted that some classes have done well, and others have only raised small amounts in their fairy fund. Discussion about using fairy fund of P&F money. Year 6 are collecting money for their own end of year celebrations  
**ACTION:** Class parent to further discuss / liaise with class parents
- h. P&F events under COVID19 restrictions
  - School Disco proposal under Covid /OH&S regulations - Need to monitor the health situation over the coming weeks, to see if events such as the Disco can occur under some strict regulations.
  - Social Coordinator / social committee – really need to have this in place, to help with social activities.
  - **ACTION:** Newsletter advertisement
- i. Preparation for potential school lockdown #2 – staff identifying issues and connection with parents. Vulnerable children need to be flagged. Not all were competent in live zooms. Lou discussed work that was done during lockdown – what worked well, and what has continued through face to face learning.

Meeting closed 8.40pm

APPENDIX 1:  
Principal's Report  
P & F Meeting  
12th August 2020

Welcomed 3 families, 5 children, to Holy Family this term.

Parent Teacher meetings facilitated an early term reconnect with parents and teachers.

Developing ways to maintain events and celebrations during COVID-19 such as Grandparents liturgy and messages.

Interim Director Danny Casey visited Holy Family last Thursday. He is trying to visit all schools to get a clearer understanding of successes and challenges specific to each community. Met most staff, walked around the school and met some students.

Held second morning and evening Information/Open Day zoom sessions. Continuing to conduct private school tours.

LEAP Sessions - Learning, Exploring, Active, Play Sessions to help children be school ready. Open to any child commencing Kindergarten 2021, first of 3 sessions Thursday week (Week 5) 9-10am.

Promotions and Marketing Coordinator position created and supported by Catholic Schools Office - a great initiative.

Reminder that fee relief/support is available to all. This pandemic has created many challenges, including financial challenges. Fee relief can be accessed via the school website or by contacting the Fee Liaison Unit directly by phone 9847 0728 or email [schoolfees@dbb.org.au](mailto:schoolfees@dbb.org.au).

No further Staff Development Days (pupil free days) this year. Staff will be undertaking 2 twilight Professional Learning sessions where we will engage with 'New Pedagogies for Deep Learning' (NPDL) which will further develop EMU, Cultures of Thinking and the teaching we have been doing in Religious Education. NPDL is an international project which provides a vast array of support for teachers with an extensive website and an active global learning community. The twilights will lay the groundwork leading in to 2021.

Lou Dogao

Principal