



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

PARENTS & FRIENDS ASSOCIATION

Tuesday 15th June 2021 7.00 pm

MINUTES

1. Present
2. Apologies
3. Opening prayer
4. Acceptance of minutes 18th May 2021 – Michael Willet
5. Correspondence
6. Principal's report
See Addendum #1
7. President's report – nil report
8. Treasurer's report

Sports carnival: P&F donated funds for Coffee Cart. This provided coffee for all the parent volunteers. It was very well received.

9. CSO parent report - See attached BBCSPC Combined Cluster Meeting minutes

Main discussion points

1. Discussion around FB groups in schools, Whatsapp and Compass - what are they used for, how are they administered. Can use Compass to recruit volunteers.
2. Fundraising guidelines for P&F being reviewed in line with new CSBB finance model - more details to be received on this as the review progresses
3. Roger O'Sullivan award - it was agreed that Holy Family should apply for the grant
4. Update on BBCSPC initiatives - Wellbeing; P&F Governance; Community Inclusiveness

ACTION: Need to discuss ways we can spend P&F funds. Potential projects: Playground, ramp, interactive boards throughout the whole school.

5. School Marketing report – See addendum #2

Looking to put together the 'school readiness' program. Open days – Very big increase in numbers at the open days. See report attached.

6. General reports – Sponsorship / band/ social justice – nil to report

7. Other Business

- **Future calendar of events**

- *Mid Year Olympic Dinner - Term 3*

Date is set for 30th July. Caterer is organized. Need to discuss event – sit down dinner or stand up with canapes. Waitresses have been arranged (5). Budget – looking at the costing. Looking to put together a committee of those who have shown interest in volunteering. Was originally a fundraiser. P&F support the idea of making this a community event instead of a fundraiser. Discussion around the price of tickets. ACTION: Emily to put together costs / quotes and liaise with treasurer. Organising committee to be identified from the volunteer sheet

- *Amazing Me - Term 3 – August 24th - Pizza and BYO drinks after the event*
- *Fathers Day - Term 3 – coffee cart, breakfast and mass – bacon and egg rolls – 2nd September*
- *Fathers day stall 3rd Sept.*
- *School Disco - Term 4 -social – 17th Sept*
- *Art Show, Cocktail Party and Fair - Term 4 – to work in streams – Fair has 5 streams. Need committee of 8 people for the fair. Olwyn and Pam to discuss “loom” video recording program, to send out to parents*
- *Grandparents Day TBC*
 - **School Uniforms** – Parents have organised a viewing of proposed uniforms
 - **Year 6 Farewell** – Jane Kardos/ Lou to meet about the Farewell
 - **Sponsorship** – mid year dinner. Committee member to approach Jason Roach potential sponsor for events. Local businesses to put banners up on the fence at the school.

Meeting closed 8.30pm

Addendum #1

Principal's Report P & F Meeting 15th June 2021

We welcome Mrs Michelle Stewart, Senior Administrator/Finance. Michelle begins 3 days a week and will be sharing the Senior role with Anthea Thomas.

We held a successful athletics carnival. We were unable to run this last year so this was the first Mr Nosti has been able to coordinate. Children, K-6, were involved throughout the day. My thanks to Darren and the many volunteers who helped on the day. Special thanks to P&F for organising and providing coffee on the day - much appreciated.

Previously postponed Kindergarten Mother's Day was held recently. Great to see so many mums and grandmothers able to attend to be pampered by their children. Great work Mrs Findlay.

A number of registrations have been received for the first of our Playgroups happening this Thursday. Thank you Olivia for her work in promoting and setting up registration. Thanks, in advance, to Mrs Findlay and parent helpers - especially Emily Manion.

Semester 1 reports will be sent via Compass this week.

Reminder that there is a Staff Development Day, pupil free day, Friday June 25. The day is for all staff in the Broken Bay and will focus on the Towards 2025 strategies.

Holy Family teachers will be meeting Saturday July 10 and Friday July 16 to undertake the Mini Certificate of Gifted Education. Friday July 16, Week 1 Term 3, will be the last of our allocated pupil free days for 2021.

Lou Dogao
Principal

Addendum #2

Marketing report

1. Enrolment stats

- **53x KG 2022** acceptance + **3x** in the process

2. Website stats

- **Organic search** is still accounted as the biggest source for our website traffic in May 2021 with **57%** of website traffic comes from organic search and 30% from direct traffic.
- In summary we have **received 30% increase in traffic** in the last month with **1,002 visits** in the last month, and just almost half of those are **new users**. This is a good reflection that the school's brand is still getting a consistent recognition from the community.
- In average, user engagement has increased by **13%** spending 1:20 mins on our page

3. Acquisition + Retention// Events in Term 2-3

- 3x Pop up Playgroups : June, July, August
- 3x Preschool Events
 - o 2x Preschool incursions (Term 3)
 - o 1x Preschools Workshop (Term 3)
- 2x Parents evening session
 - o Preparing for High School
 - o School Readiness Info Night

4. Playgroup 17 June 2021 – Event capped to 70 ppl

- **Received:** 165 views
- **Channels:** 60% from direct traffic, 40% from Eventbrite
- **Distribution (direct + online) :** Open Day 2021 database, 8x local preschools, parish, Coles, library, FB groups, FB, school's website, other free online event listing platforms
- **43 registrations (23 families):** 15 prospective families; 8 KG 2022 families