



**HOLY FAMILY CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION**

**Thursday 1 March 2023 7pm**

**Minutes**

1. Apologies – Secretary & Class Parent Co-ordinator
2. Welcome to Country & Opening Prayer
3. Acceptance of previous P&F meeting minutes (7 December 2022) – accepted by CCSP representative. Action items:
  - a. Playground project – see below
  - b. Music initiative – see below
4. Communications – None

5. Principal's report:

Overview of teaching and learning for 2023 provided by the Principal (P) and Deputy Principal (DP). Key focus areas:

- Professional Learning – Collaborative coaching to improve student's learning by building capacity of every teacher. DP working with all teachers in weekly one-on-one sessions once a week to share techniques between classes and build skills of all teaching staff. Focus this year is on writing, spelling and punctuation. Program is results focused and aimed at driving continuous improvement. Weekly reviews of all students' work to inform future teaching week on week. Model is being applied across the Broken Bay Diocese as a whole and teachers' time spent out of the classroom is being funded by the Diocese.
- Engagement – Giving the students a voice. Programs include STEAM, sports, leadership program. Students are also being consulted on the future redevelopment of the lower playground (more details below).

- Partnership – Building partnerships between home, school and Parish. Parent information sessions will be provided throughout the year providing ideas on how parents can be actively involved in student learning. Other initiatives have included the Welcome BBQ with more family events planned throughout the year in collaboration with the P&F.
- Curriculum – overview of core subjects provided. Of particular note:
  - Religious Education – Program delivered in collaboration with Father Colin (Sacraments and Liturgies). New K-2 RE curriculum this year. School is recruiting a new parent engagement coordinator to further connect with the Parish - initiatives may include school play groups, social outreach.
  - Creative Arts – New music teacher Leona Nash has been appointed. A Musical is planned for end of Term 2 and the school will participate in Dance Fever this year.
- Wellbeing – social & emotional wellbeing of the children is a priority. Ensuring students have a voice and building confidence is a key aim:
  - PBL and Leader in me programs will continue with increased signage being erected throughout the school.
  - The school now has access to a school counsellor who attends on Wednesdays.
  - Student Representative Committee will be engaging with the students to get their ideas on what they want to see in the playground to help drive plans for the planned upgrade.
- Playground Upgrade:
  - Proposed playground plan was prepared end 2022. The scope of the plan was considered to be too narrow and failed to address some key issues (including disabled access).
  - A revised plan is currently being prepared which takes a more holistic approach and will address the whole of the lower playground area. It is likely that the project will need to be delivered in stages.
  - Key areas of focus:
    - Reaffirming the catholic nature of the school.
    - Improved functionality.
    - Variety of spaces for passive and active recreation.
- Open Day: Monday 6 March 2023. Great work by the Marketing Coordinator in gathering support for this event. 54 registered to attend.

*Action items:*

1. *update on progress/outcome of recruitment for parent engagement coordinator*
2. *further update on playground upgrade*
3. *current enrolments for 2024*

## 6. Coles Development

- Reminder that the school has a dedicated Coles liaison group comprising parents from the school community with experience in the development industry and a Parish representative.
- The Liaison Group meet regularly with the developer (Thirdi).
- Focus is on safety and maintaining access to the school.
- The Liaison Group are able to respond to any questions. Parents should direct questions/concerns about the development to the school and these can be raised with the developer.
- A Modification application to change the traffic management strategy that applies to the development under the approved Development Application has been lodged with Kur-ring-gai Council – specifically involving changes to delivery hours and site access that would impact school drop off/pick up arrangements. The School and Parish do not support the changes and are making a submission to Council objecting to the proposal.
- Parent's are encouraged to photograph potential breaches and report to the Liaison Group.
- Completion of the development is estimated Jan/Feb 2025.

### *Action Item:*

#### 1. *Status of the DA modification*

## 7. P&F Executive report –

- New P&F Executive this year. Key objective for the year is to increase engagement with the parent body and to remove barriers to increase parent involvement.

### Current P&F funded initiatives:

- Playground upgrade – 2020/2021 P&F initiative that has been carried forward. Project was put on hold because of COVID and Diocese changes to the ways in which P&F funding can be used. Planning for the project has recommenced. P&F Secretary is working with the school to progress this initiative, extra support from other interested parents would be welcomed.
- Music programs – Band has been subsidised for Term 1 through fund raising from the Colour Run event (November 2022). In 2022 there were 26 band members, this has increased to 40 in 2023. Further funds set aside for Hot Potato and Strings subsidy, both planned for Semester 2.

### Future P&F funded initiatives:

- Colour Run will be happening again this year and we hope that the funding from the event will enable us to extend the subsidy and access to music programs.
- Green Team – The team is currently run with volunteer support. We are hoping to expand the remit of the team to create a School recycling program which will include the introduction of Return and Earn Bins to the school site.
- INVOLVE – initiative that has been co-created by the school and the P&F involving a program of learning that parents can be involved in to help them be

actively involved in their child's learning. Topics will include maths, health, Leader in me, English, RE, mental health among others.

- Treasurer update provided on spend to date this financial year:
  - Existing P&F balance carried over from 2022 is earmarked to fund the planned playground improvements.
  - In general P&F events seek to break even, not make a profit (Mothers Day, Fathers Day, Grandparents Day). The exception and primary source of revenue is the Lindfield Art Show. 2022 Art Show did not make a profit – objective of this event was to re-engage the HF community as the school transitioned out of COVID and 3 year break from the Art Show.
  
- Planned social events: Overview of social calendar provided (calendar is available on the school website to help parents stay on top of upcoming events). Events are scheduled throughout the year. Thank you to the Social Co-ordinator for getting the school year off to a great start with the Welcome BBQ. New ideas always welcome – if there is an event or activity that you would like to see at H&F please get in touch.
  
- CSBB Update:
  - DBB community engagement team is now fully resourced. School parent engagement coordinator position has been advertised.
  - Fund raising changes are being progressed. This will affect how P&F funds can be raised and spent.
  - Diocese events to be organised – H&F will advise as these arise.

**ACTION ITEM:**

1. *The School is keen to access Council funding initiatives that support sustainability projects. We need help from any parents with experience in applying for grants.*
2. *Getting to know you survey: Any parents that completed the survey and wanted to be involved / identified skills that could benefit the school please contact the P&F to provide your details as this information was not captured in the surveys.*

8. Other Business

- Volunteering:
  - Volunteers are an essential part in delivering successful events and everyone is welcomed and encouraged to get involved (as much or as little as you are able). Please contact the Social Co-ordinator to register your interest (link available in the newsletter or via the school).
  - Classroom volunteers will also be required in Term 2. Details to follow.
  - Volunteer induction is required for all volunteers. Diocese processes have been updated and all volunteers must repeat their induction this year regardless of whether you have previously been inducted (previously once every 3 years). Sessions do not have to be in person, e-mail links are available.

**Meeting closed 8.30pm**