

**Holy Family Catholic Primary School Lindfield**

**Meeting Minutes of P&F Forum – Term 1, 5 March 2025**

**Attendees (in person):** Pauline Dinale (Principal), Sam Edwards (Assistant Principal), Olwyn Connolly (President), Nina Hua (Co-Treasurer), Si Yuet Lo (Co-Treasurer) Bridgid Faure (Secretary), Shane Norton (CSP Representative), Anna Roberts (Class parent co-ordinator), Stephen Xu (Class parent co-ordinator), Damian Ryan, and 4 parents.

**Attendees (online):** 17

**Meeting opened at 7pm**

1. **Welcome**

* Acknowledgement of Country
* Prayer

1. **Apologies and Correspondence**

* Apologies – Pip Ling (Class parent co-ordinator)
* No correspondence received.

1. **Principal’s Report**

* In 2025 we have at Holy Family: 30 staff, 11 classes and 252 students.
* At the recent Parent Information evening spoke about the school vision and mission and the 3 main goals for the year.
* We are committed to providing a genuine professional catholic education and to inspiring students hearts to use their talents and be the best they can be.
* The Strategic Improvement Plan for the year has been developed based on 3 goals: faith, learning and wellbeing:
  + Faith – following Bishop Anthony’s Charter – providing an authentic catholic education – commission, community and common good.
  + Learning – new curriculum reform – in the past literacy has been the focus. This year focus is on mathematics. Teachers are always looking at ways for continuous improvement and implementing the plan and critically reviewing it. At the school we have this year, 2 teachers 4 days a week, for diverse learning and gifted ed.
  + Wellbeing – Fostering a safe and caring environment for students to build resilience and strengthen their sense of belonging and valuing the teachings of the Gospel.
* Focus on parent engagement this year:
  + Parish life – coffee connect, school mass and liturgies, family masses, social outreach, mother’s day, father’s day & grandparents day celebrations and playgroup every Friday.
  + Volunteering – sports carnivals, gala day, P&F events, school excursions, reading with students, tuckshop etc.
  + View your child’s learning – first open day for prospective parents was held yesterday and it went very well. We have discussed how best to get current parents to see what’s going on in the classrooms – ideas such as: write a story with your child, seesaw platform usage, google classrooms for older students, and wellbeing week initiatives including family picnic.
  + Let’s have fun – wellbeing week is next week and is held each term in week 6. We are looking to arrange a family picnic once a semester, where parents and grandparents can attend at school (likely in Term 2 and Term 3). Family Friday fun mornings before school have had a good uptake by parents. The Zing dancing show case for the school and interschool competition at the end of Term 3 for year 3-6 and book week parade.
  + Parent information sessions – thought has been given to having parent information sessions such as: how to volunteer, how to read with students, friendology, managing children’s emotions, e-safety for technology, mathematics magic – to help parents.
  + Celebrating student success – seeing student achievements in the newsletter, fortnightly assemblies’ recognition and awards and snapshots of learning.
  + Parent information – Parent information night has been held and tell me about your child teacher meetings have been conducted. Parents will later receive school reports for semesters 1 and 2.
  + Newsletters - Reiterate the importance of parents reading the weekly school newsletter. From the backend we can see how many readers view the newsletter each week and on average how much time is spent reading it. This helps inform us on whether the newsletter is an effective form of communication. Week 1/Week 2/ Week 3 views of the newsletter: 265/157/182.

1. **P&F President’s Report**

* P&F Role - The role of the P&F is to provide opportunities for the community to come together as a small school.
* Welcome BBQ - The Kindy students have settled in well to school and the welcome BBQ was a great evening for kindy and new families. Particular thanks to Mel D, Adriana and Stephen from the Senior class for running it.
* Initiatives this year:
  + Uniform exchange – 2nd hand uniforms will be available downstairs – senior students ran it on the night of the welcome BBQ and it was a great success. The family picnic each semester will be a good opportunity for uniform exchange.
  + Green Team – this is growing in momentum, with more than 55 student volunteers – majority from year 1. Great to see the enthusiasm for sustainability and supporting this school project. P&F paid for the cost of recyclable bins for return and earn and provided some funding for new plants and gardening tools, and we were able to get the bee hotel last year. We are looking at getting green T-shirts or badges for the team.

Special thanks to Seiichi Mitsui who is leading the Green Team and met last week with 55 students. He has blocked out time each week to come and help with the green team initiatives.

* + School band – continues to go from strength to strength despite losing many senior members from last year. They played yesterday at the open day and really enjoyed it.
  + New drum kit – was purchased through fundraising of the P&F last year. And the P&F will further support music development and talent this year.
  + Zing program – P&F will continue to support this dance program for all year groups. In term 3 there is a stage 2 and stage 3 class competition. It’s a great evening and the Holy Family teachers came first in the teacher competition last year.
  + Music Viva – In Semester 2 the P&F will fund music viva or something similar will be looked at for the students.
* Olwyn thanked all those on the P&F team for their support and contribution.

1. **Nomination of Joint Auditors**

* Last year we were unable to fill the Treasurer position for the P&F.
* We are delighted to receive 2 nominations to share the role as co-treasures from Nina Hua and Si Yuet Lo.
* Carolyn nominated and Pauline seconded the nomination.
* Positions have been ratified and they are ready to step in as they’ve already received a handover. Access to banking system to now be formalised.

1. **Class Parents**

* Thanks to Stephen, Anna and Pip the 2025 Class parent coordinators, who support the class parents. Each class typically has 2 class parents to stream communications to parents.
* Thanks to all class parents this year.
* P&F Events – The Class Parent Coordinators will talk shortly with the class parents regarding the allocation of responsibility for P&F events this year. Each year group will be assigned an event, so that many people have the opportunity to get involved.
* Fairy Fund - is a voluntary contribution to cover celebrations, teacher gifts or other special events in a class cohort. Class parents will be reaching out about this. It can also be used to support a family in your class who is in need. The fairy fund allows the class parents to arrange these things, without having to ask for funds each time from parents throughout the year.

There has been a query regarding surplus fairy funds at the end of the year and it is proposed that any excess funds will be received into the CDF account and allocated to the end of year party that the school will host at the end of the year for the students.

* *Parent question*: Where does the money sit once the money is given to the class parent for the Fairy Fund? It sits with the class parent – working with a level of trust. Some classes have used group together – platform that can allow a voucher to be purchased, but it can’t then have funds available at need ie. to buy flowers. It was found in the past that there was a lot of admin when fairy funds were held in a joint account – needing to get money required CDF approval to buy gifts. However, if classes have a preferred way of the fairy fund being run, that can be considered by the respective class parents for their class.
* *Parent question*: Can any surplus from the Fairy Fund last year be carried over, so parents can then decrease the donations they make this year to the fund? It is proposed that any surplus fairy funds be pooled into the CDF account and be used for the end of year party for the students in term 4. If class groups didn’t change each year, then surplus funds could be rolled over, but the class groups change. However, it is a voluntary contribution, and if parents prefer they can contribute a smaller amount if they want. This will be clarified in the newsletter on Friday this week.

1. **Social Justice**

* P&F is continuing to explore an opportunity to partner with a school in Northern NSW (in the Lismore Diocese) which provides education through language for the aboriginal community. It currently has 38 students, having started with 22.
* It was proposed to their school board that we would provide some funding (from any surplus funds from Father’s day and Mother’s day events) to support their school and create a relationship between the schools, where kids can have pen pals and learn from the community in NAIDOC week.
* Still waiting to hear back from their school Board. It is hoped that a response will be received by the end of term 1.
* If we can’t proceed with this proposal by the end of this this term, then we will go back to the community regarding the social justice program to be funded.

1. **Calendar of Events for 2025**

* We are tonight holding the first P&F Forum for the year. And these will be held in week 5 of each term.
* Week 6 in each Term will be wellbeing week. That will involve parent involvement in some aspects and a family picnic in semester 1 and 2.
* Term 1:
  + Welcome BBQ – was a great success.
  + Social function - We have forgone a school social cocktail party this year and instead each year group will have a catch up organised by the class parents, ideally sometime between weeks 6 to week 10 in Term 1.

It might be a family friendly event ie a Sunday afternoon at a playground, or a parent’s night out, often family catch ups on the weekend before school starts back after holidays can be good for kids to reconnect, or a family dinner at a bowling club. Pip, Anna and Stephen can help with ideas for class parents if needed.

Don’t want to hear that classes haven’t been able to come together by half way through the year.

* Term 2:
  + Mother’s day event - breakie celebration last year with a yoga session and a coffee cart which was a great success. Timing will be coordinated for working mums to come before work.

Currently locking in times and dates – it looks like it will be in the week of Mother’s.

* + Grandparents morning tea - at the end of Term 2 is enjoyed by all. Will continue to have ‘adopt a grandparent’ with parishioners attending for kids who don’t have grandparents present and want to show their school work.
* Term 3:
  + Community event – to be confirmed and discussed later tonight.
  + Father’s day – breakie and handball championship or paper plane comp.
  + Zing active – dancing showcase and competition at the end of term 3.
* Term 4:
  + Fun run – school wide fun run will be held early in Term 4.
  + Christmas Carols – for the family will be held in week 8.
  + End of year party – for the students will be held onsite in the last week of school.
* Disco – a Disco may be held mid-year, it would be arranged after school on a Friday evening. Currently considering arranging this for Term 3, perhaps with a Halloween theme.
* Lindfield Art Show and Fair – The Art Show will be in its 49th year this year. Proposal is to move the Fair to a bi-annual basis, but keep the Art Show annually. Both events require a high amount of effort from volunteers that over the past few years have not been available and it’s not sustainable to run both events. We currently have a good list of artists and if we don’t hold an Art Show this year, we risk losing them. The Art show is the original event and the Fair came later.

The P&F Executive is comfortable with this proposal. We welcome any feedback from the parent community on moving the Fair to a Bi-Annual event. We will review the proposal year on year to ensure it is sustainable and whether we have the man power to deliver a Fair next year if we don’t deliver it this year.

* Art Show Opening – We are reviewing how we celebrate the art show opening and making it a more family focused celebration. Traditionally the Art show would start with a cocktail party evening. But the feedback received post covid is that the preference for social events has changed and a more family-oriented gathering is preferred.

We are proposing to have the opening at twilight with food trucks on site on a Friday to launch the art show. Families will be invited to enjoy the Art show and have a bite to eat with the kids. Logistics regrading kids not running around through the art gallery are still being considered.

It won’t be a ticketed event and will be open to the community. We will need to raise awareness of the Art Show in the community as it is a significant cornerstone of celebrating artists in our area. The potential funds that are forgone by not having the Fair can instead be potentially earnt through engaging the community and bringing more people to the Art Show opening event

* Dates for Art Show - We are still working on the dates for the Art Show to ensure no clashes with other exhibitions that are on. Kate Wheeler is the curator of art show and making sure it has the right format. Hope to be able to communicate the dates in the calendar soon.
* *Parent question*: How much man power was missing last year for the events? Stephen advised that P&F had requested around 50 volunteers throughout the day – but didn’t get them all filled. The volunteers are required for: Carnival games, cake stalls, carnival rides, cooking. Even with a roster of volunteers for the day of only a 1hr commitment – not all roles could be filled. It’s also noted that the Fair has a one key person dependency in Stephen – planning and buying and organising suppliers for the event. And the difficulty to source volunteers compounds the problem of being able to continue to hold the Fair.

Instead of having a combined Art Show and Fair consideration could be given to running a small-scale Fair on its own which doesn’t require as much resources. However, the Community would need to get behind it because they want to support it.

1. **Other Reports**

* Treasurers report – Nothing to report.

Noted that there is a balance of around $72k – it is a healthy balance. We need to consider how to best deploy the funds to provide additional support for the school, whilst leaving enough so that next year don’t have zero.

* Auditor - Damian advised he had asked 3 auditors if they could undertake the audit on a pro-bono basis. Unfortunately, all said no and 2 were conflicted. It is a simple audit using MYOB school account. If anyone knows an Auditor who can assist with this please let us know.
* Class parent co-ordinators - Nothing further to add from class parent co-ordinators.
* CSBB update
  + The issues around the Parent Coordinator role have been resolved – there has been a restructure and Michael Bretchly has taken on a new overarching role.
  + CSP will continue to report to Michael for the rest of this year.
  + Tentative Term 1 CSP meeting scheduled for 18 March 2025.
  + Head Office at CSBB confirmed the Policy of Alcohol at a school function – that if there are children on site there cannot be alcohol.
  + Shane will enquire about whether there is a CSBB Policy regarding whether schools are able to seek sponsors for school events.
  + CSBB – Catholic Schools of Broken Bay – vast demographic differences over 44 schools. Catholic schools’ office wants to create an equitable education – and can see that access to resources differs between schools.
  + There is also a State Council where every Diocese has a Rep and Shane has been appointed to be the Rep for our Diocese.

1. **Yearbook**

* When covid hit, the P&F covered the cost of the year book at a cost of around $4.5k (with one book per family) as it was recognised that during covid there was very little content because the children weren’t at school.
* Before covid, families could order a year book and pay for it themselves around $20-$30 per book.
* Olivia is waiting on the go ahead for the year books but we need to advise her on how the books are to be ordered.
* Noted that at some schools the year book is just for year 5 and 6.
* At most other schools you pay for the year book at a nominal fee.
* This year we will send a tri-booking link through Compass to enable families to opt-in to buying a year book. It would be a purchasable item for families of approx. $27.

1. **Open forum**

* New Amp – Olwyn raises a request from the Band Conductor for a new amp at a cost of approx. $800. The cost is within our means of available finances. Request is seconded.
* *Parent question*: Why aren’t class lists shared between the whole grade? As it makes it difficult to organise whole year events such as organising a soccer team. Anna advised that it’s just the way it has been done in the past. However, will look at changing it next year so that it is a grade listing with families just having to check their pre-populated details are current, rather than having to re populate them. Anna confirmed that it was ok for class lists to be shared between the same grade.
* Extra-Curricular Activities - Olwyn advised there were other initiatives discussed last year, including growing the music program and growing the strings program, introducing languages, developing sports programs, well-being and mental health programs. There are lots of great things we could do but we need to do it in a way that the community supports.

Propose to survey the community before the end of term 1 – to inform us on what are the biggest areas of interest for the school community. We can then use that information to explore introducing initiatives this year that are sustainable into future years.

* *Parent question*: Will the survey be distributed in other formats in addition to being online, eg. in paper form or on a board where parents can write comments when they pick up kids? View is that an online survey is likely to get the most traction, and a paper option could also be made available on request. Otherwise, parents can come to the forums and raise any issues, that’s the best opportunity to get involved.
* Wellbeing and mental health – what is becoming increasingly popular is having a therapy dog attend at school from time to time. Would want to explore parent support and questions about this first.

Shane confirmed that the CSBB has agreed to a therapy dog being considered, however, they would want us to first engage with other schools to enquire about the lessons learnt from those who have already done it and to consider what benefits they have for the children so that it can be clearly articulated. Some feedback has been that the dog can become a distraction because kids get too attached to it. Head office advice was that it would be better if were to proceed in having a dog that it be on an ad hoc basis, rather than a regular thing. Outcomes and student benefits would need to go in to evaluating the cost benefit of the proposal.

* *Parent question*: Will the school consider having swimming education for students? Because it was noticed at the swimming carnival, that there were some kids who had not experienced a pool before.

The Swimming carnival was recently held for years 2-6 at PLC pool. It was noted that there were a number of children that chose not to swim in the Carnival. Consideration could be given to just taking the competitive swimmers who opt in. However, it did seem that swimming confidence was an issue and perhaps if they had some lessons before then it would encourage them to participate.

Sam has looked at the syllabuses – for PD/PHE and it doesn’t require specific swimming education only water education.

Surf education was offered for stage 3 students at the beach and stage 2 went for one day last year. However, we didn’t think there was value for money for stage 2 students when the cost of the bus was weighed up against the amount of time in the surf. This year the surf education will go ahead for just stage 3.

We have investigated with Aquabliss having a 1-day swimming education program - but the costs were prohibitive (particularly bus hire). And the cost had not been factored into the school fees. The school fee budget was set last year for this year. We don’t want to ask parents to pay more this year for buses and lessons.

Pauline advised that she would ideally like to run a program over a 2 week period, with 4 days Mon-Thurs and on hold the swimming carnival on the last day of the program. This is hard because schools often roll over dates of their carnivals. Would ideally like to have swimming lessons and/or water safety at the PLC pool. PLC indicated that they may be able to offer something in December, and we could use the smaller pool and have the whole school. We could consider for next year having the swimming carnival at the end of the year. We will include Swim safety in the survey of extra-curricular activities.

A change in swimming carnival timing wouldn’t impact going to zone, as many students have their school swimming carnivals in the second half of the year. If a student left at the end of year 2 or year 4 they wouldn’t go through to the zone and we would take the next best swimmer. If there was a new starter, they would have to see if a squad could time them.

* We have applied to get funding for netball and soccer – gala events – of $2.5k per term. We will be lucky if we can get funding for 2, because so many other schools are also applying for the funding.
* *Parent question*: Can more notice be given next year for Zone competition? Apologies that the notification of students for zone was a bit last minute. Understand that it was difficult for some parents to arrange to transport. Unfortunately, the school was a bit late to submit the nominations for zone. And when we investigated the cost of travelling 30 students to the north shore by bus it was $1,400 and there were also issues with the bus timing availability. Noted for next year that it would be helpful to let parents know which other students will also be attending zone, to help coordinate car-pooling.

**Meeting closed at 8.33pm**

**Next P&F Forum:** Wednesday 28 May 2025 at 7pm