Parent Forum Meeting
Monday 28th July 2014

Meeting opened
Claire Price opened meeting at 7.00pm.

Apologies
Gillian Taylor, Emma Butler, Shylie Sykes, Leanne Bugg, Karen Anderson, Melissa Whithers

Present
Kathryn Leslight, Maria McCabe, Claire Price, Jan Cronly

In attendance
Brendan Ryan, Carolyn Waugh

Welcome & Prayer
School Prayer – Proclaim Parent Gatherings. The school Moodle page has link to Proclaim Lismore and more information on the Proclaim Parent Gatherings in Kingscliff on 30th October.

Acceptance of Minutes of Previous Meeting
Moved by Claire Price, seconded by Kathryn Leslight

Treasurer’s Report – presented by Kathryn Leslight
Treasurer’s Report tabled by Kathryn Leslight including:
- Term 2 sports subsidies of $2,525.00

The bank reconciliation was tabled. Opening balance as at 30/4/2014 $26,740.75 and closing balance as at 28/7/14 at $24,215.75.

Moved by Claire Price, seconded by Jan Cronly

Financial request for school resources for:
- Science kits = $1,622.50
- Skoolbag – purchase of the app for the school which parents will be able to download on to their phone/tablet for school purposes e.g. newsletter, alerts etc. l = $952.60

All in favour - unanimous

Brendan Ryan presented Auditor’s recommendations. To address point 6, the recommendation was made by the Forum to document ‘fundraising funds procedures’ implemented at fundraisers.

Secretary’s Report
Incoming correspondence:
- N/A

Outgoing correspondence:
- Certificate of Appreciation to ‘Rory Curtis, The Good Guys’
- Certificate of Appreciation to ‘Bakers Delight’
Principal’s Report – presented by Brendan Ryan

**Term 3 Dates**
- Byron Bay Writer’s Festival - 29th July
- Mum’s Night Out – 1st August
- Staff Development Day - 11th August
- ICAS English - 30th July, ICAS Maths - 12th August
- Tweed Public Speaking – 15th August
- Confirmation 23/8, Retreat Day – 22nd August
- Banana Festival ‘Dance, Dance, Dance’ – 30th August
- Father’s Day Stall – 4th September
- Cyber Safety Parent Workshop – 9th September
- Parent Teacher Interviews - weeks 7 & 8
- Monster Raffle – 12th September
- Mt St Pats Has Got Talent – 12th September
- MS Excursion – Lake Ainsworth - 1st week, Term 4

**Skoolbag App**
Purchase of the app for the school which parents will be able to download on to their phone/tablet for school purposes e.g. newsletter, alerts etc. This is another communication tool for the school and will be in addition to hardcopy and website communications.

Brendan Ryan notified the Forum that he had spoken to a number of local schools that had used the app and the feedback was extremely positive.

The app will soon be available on the Moodle for download by parents, grandparents and carers.

**Student Portfolio Procedure**
The student portfolio procedure has been revised to be sent home with four items in week 5 and then again in the last week of term to be viewed and signed by parents.

Teachers have been asked to align the task in the list with the task being sent home, for e.g. “spelling” is on the list – “spelling” is the name of the task.

**OSHAP**
Sandi Williams has taken over the OSHAP program, effective start of Term 3, and comes to the school with sound experience in running these programs. OSHAP is a very important resource for parents, and a service that was significant to for the school to continue.

**Insight SRC**
Report has been received back and is very positive, and included a recommendation to form a group with a variety of members of staff which has taken place but has not yet met for its first meeting.

**Plaques**
Brendan Ryan tabled that he has received recommendations to:
- Position the plaque of ‘Jagi Dalnan’ to signify a meeting place for the Indigenous students of the school.
- Position the plaque remembering those who have passed that has been associated with the school on a seat in a quiet area for reflection.

**Assistant Principal Position**
Carolyn Waugh was successful in her application for the Assistant Principal position. Selection included the Chair of the Parent Forum.
Curriculum Report – presented by Carolyn Waugh

Student Goal Setting
Carolyn Waugh presented videos to Forum, and these had also been presented to teachers, on goal setting. The first was of a teacher explaining what goal setting looked like in their classroom, and then some children demonstrated their goal setting and outcomes. There was discussion about how this supports intrinsic reward mechanisms for students, and this is evidenced by the research in student goal setting.

iPads
iPads have been used in Infants, including use of the apps. Examples of these are on the diocese website.

Chaplaincy/Student Welfare Program Report – presented by Brendan Ryan
High Court decision regarding funding – a letter was received by Brendan Ryan from the Department of Education stating that “payments made by the Commonwealth were beyond the constitutional jurisdiction of the Commonwealth”. This has resulted in the cessation of funding for the employment of the Mission and Values Facilitator position, however the diocese has committed to funding this position to the end of the year.

General Business

Playground
Brendan Ryan met with Father Gilbey who is supportive of the concept of the playground. The plan is for this to occur over the Christmas holidays, with the next step to develop a plan of the playground and to determine what resources are available.

Parent Forum Attendance
There was discussion around increasing parent attendance at the Forum. Brendan Ryan noted that minimal attendance could reflect that parents are happy with the status quo.

Staff Dress Code
The question was raised as to whether there was a dress code for teachers to ensure that the presentation of staff remains professional.

Communication with the School
Q. What is the best way to have direct communication with a specialist teacher (e.g. Maths) who is not your child’s primary teacher?
A. A parent can communicate through their child’s primary teacher or can contact the school or teacher directly to arrange a meeting.

Q. Can you please follow up on the use of the communication bag as these are not always coming home and notes are getting lost in the bag, or lost? There was consensus that this was happening across the school.
A. Brendan Ryan and Carolyn Waugh committed to follow up with teachers to ensure that the communications bags are being utilised and sent home regularly.

Meeting closed
Claire Price closed the meeting at 8.41pm