Parent Forum Meeting
Monday 15th February 2016

Meeting opened
Brendan Ryan opened the meeting at 6.30pm.

Apologies
Karen Anderson

Present
Maria McCabe, Joanne Biles, Cherie Miller, Leanne Bugg, Kathryn O’Malley, Daniel Bice, Claire Price, Sheridan Hargreaves, Sarah Biersteker, Dannielle Cracknell, Linda Cunningham, Shylie Sykes, Kelly Yates, Maeve Benke, Will Nardi, Melissa Toms, Penny Smith, Kisa Baldwin, Greg Jones, Jan Cronly

In attendance
Brendan Ryan, Carolyn Waugh, Philomena Zambelli

Acceptance of Minutes of Previous Meeting
Moved by Linda Cunningham, seconded by Maria McCabe.

Welcome & Prayer

Treasurer’s Report – presented by Brendan Ryan on behalf of Karen Anderson
Treasurer’s Report and bank reconciliation was tabled by Brendan Ryan. Opening balance as at 9th November 2015 at $25,247.97 and closing balance as at 23rd December 2015 at $10,503.65.

Treasurer’s report moved by Claire Price, seconded by Maria McCabe.

Requested expenses unanimously approved for $4,322.00 as follows:
- 7 x iPad Air WiFi 16GB $3,962.00
- Skoolbag app annual subscription TBC
- Diocesan level sport representation $360.00

Secretary’s Report
Incoming correspondence:
- None

Outgoing correspondence:
- None
**AGM – Constitutional and Executive Positions**

The school’s Constitution is accessible on the school moodle. All Office Bearer positions declared open for 2016 for a term of one year.

- Chairperson: Claire Price  
  *moved by Kelly Yates, seconded by Jan Cronly*
- Treasurer: Will Nardi  
  *moved by Maria McCabe, seconded by Leanne Bugg*
- Asst. Treasurer: Linda Cunningham  
  *moved by Maria McCabe, seconded by Leanne Bugg*
- Secretary: Jan Cronly  
  *moved by Kelly Yates, seconded by Kathryn O’Malley*

**Principal’s Report – presented by Brendan Ryan**

**Staffing**

- Justine Bullock’s position as Leader of Pedagogy will be advertised to cover the duration of Justine’s maternity leave. This position is ongoing until the end of 2018, when the contract will be reviewed.
- Ms Peate and Ms Whiterod are two new staff members.

**Class Sizes**

- 375 students in a two-stream configuration:
  - Kinder L = 23, Kinder W = 22
  - Year 1J = 26, Year 1T = 26
  - Year 2N = 25, Year 2P = 26
  - Year 3M = 27, Year 3W = 28
  - Year 4D = 29, Year 4T = 27
  - Year 5F = 30, Year 5P = 30
  - Year 6D = 30, Year 6H = 26

**School Improvements**

Improvements undertaken in 2015 include:

- Rooms 1-7 received new pin boards
- New and replacement hand dryers in all toilets
- Shade cloth and poles in the adventure playground

During 2016, the following school improvements will be undertaken:

- Statue of St Patrick
- Administration entrance with automatic doors

New improvements for 2016:

- Parent resources- under the PARENTS tab on the school moodle there is a section called ‘Parenting Ideas’ that includes Michael Gross articles and videos as a resource for parents. These are uploaded and refreshed monthly.
- Monthly Parent Gatherings: Help Your Child’s Reading/Mathletics; Counsellor on a range of topics such as Anxiety; Q&A opportunity over morning tea. These gathering will be commencing on Wednesday 24th in the morning with more information about these sessions in the newsletter. These sessions are to be held monthly, and will facilitate feedback from parents.
Assistant Principal Report – presented by Carolyn Waugh

Mathematics Resources
- Carolyn Waugh thanked the Parent Forum for the purchase of mathematics resources that have proved beneficial in teaching mathematics. These include swipe and wipe boards focused at making maths as fun as possible. 75-minute numeracy lessons, with a 15-minute warm-up. These also reduce the use of paper and photocopying in the classroom.
- Previously mathematics extension classes were not taught by children’s classroom teachers and this saw children pulled out of their classroom. Now a child’s class teacher is also their mathematics teacher.

General Business

Professional Learning Community
- Each stage level teacher met with an education expert from Hawker Brownlow (a learning institute for professional teachers). Delivered as 30 minute class ‘etiquette’ sessions, these focused on the analysis of data of student results with an underlying aim to improve student outcomes. Roles of the teacher and the principal were also examined to strengthen the school community.

Playground Initiative
- Carolyn Waugh and Brendan Ryan are going to meet with Kisa Baldwin and Greg Jones regarding the playground initiative.

Information Night
- Proposed changes to information nights as follows:
  o Information nights are open to new families with their child’s teacher. Families new to the school can also meet with Brendan and Carolyn.
  o Existing families can have parent/teacher meetings that can take place earlier in the year in Term 1 and conducted with a child’s teacher. Term 2 parent/teacher meetings can take place as they currently are to discuss a child’s mid-year report. Term 3 can see the parent/teacher discussion as in Term 1, and in Term 4 parent/teacher meetings can take place as they currently are to discuss a child’s end-of-year report.
- Comment from a parent that a 1-2 page overview could be provided to parents prior to the discussions in term 1 as this can cover information about homework and curriculum etc.
- Response to proposed changes by attendees was favourable.

Tweed Parent Assembly
- Two representatives from the parent community attend the Tweed Parent Assembly on behalf of the Mt St Patrick Primary School. The Tweed Parent Assembly has representatives from across the Tweed region. Topics in previous years have included cyber safety. Brendan will advertise this event and anyone interested in attending on behalf of the school can advise Brendan.

Mum’s Night Out
- Maria McCabe volunteered to organise a Mum’s Night Out in October to raise funds for Breast Cancer Awareness.
- Suggestions to have the event on a Friday or Saturday night, and to have one in term 1 for new mother to meet other mothers.

Fundraising
- Sarah Biersteker asked if there was a sub-committee or group to oversee fundraising. Brendan noted that there are fundraising activities such as the Skill-a-thon and the Monster Raffle, with a small outlay in order to make a larger profit. The Parent Forum approves the cost of having the ticket books printed.
Parking
- P-Platers from the college are parking in the available parks near the school. There have been instances of mothers with babies in strollers and their young children attending the school having to cross the road. Brendan advised that he will speak with the Principal of the college regarding this.

Disco
- Maria McCabe to undertake parent representative duties and facilitate the school disco in a couple of weeks.

Dance Classes
- Feedback from Linda Cunningham following conversations with a number of children highlighted some concerns over the partnering of students during the dance classes. Though this is a creative outlet for students, there is a question over the level of maturity required of students undertaking partnered dancing. Brendan said that he would look into this and seek teacher feedback. Brendan also noted that there are a range of dance types that are taught in preparation for an end-of-year production.
- Greg Jones recommended that children are provided with a random number and all children holding number 1 partner, all the children holding number 2 partner etc.

Next meeting
6.30pm on Monday, 16th May.

Meeting closed
Claire Price closed the meeting at 7.53pm.