

ST JUDE'S COMMUNITY COUNCIL – REGULAR MEETING MINUTES

Meeting: Tuesday 26 March 2019 (Term 1, Week 8)

St Jude's School Library

6.00pm

Attendees: Charlotte Dalton, Kim Hekimian, Tanya Jackson, Belinda Charles, Susan Rowell, Beth Dawn, Karen Leighton, Peter Galvin, Verna Comley, Sonia Rankin, Nicole Katz, Cathy Bailie, Honor Luckhurst, Skye Maguire

Apologies: Max Rafferty, Julie Ford, Brian Farrelly, Rebecca Hunter, Susana Lloyd, Nicky Bourke, Father Michael, Kate Reed, Luci Atkinson

Agenda Items

1. Minutes of previous meeting (19 February 2019)

The minutes of the previous meeting were accepted.

2. Business Arising (including Actions from previous Minutes)

ACTION 1/19 FEB: Peter to work with Charlotte regarding attempting to set up a meeting with the Director of the Catholic Education Office (Ross Fox) to discuss this issue further – CLOSED.

- Peter, Charlotte, Max and Susan met with representatives from the Catholic Education Office on 25 February 2019 to discuss the two classroom transportable building project, which had been put on hold pending a quote being obtained for a two classroom building from the ground up. This piece of work is still progressing and no further update is available at this stage.

ACTION 2/19 FEB: A sub-committee (of two to three people) to be formed in March 2019 to undertake a procurement activity to determine the new BSC/ASC and vacation care provider – CLOSED.

- Peter advised that a sub-committee comprising two people has been formed, with an initial meeting scheduled for the following week.

ACTION 3/19 FEB: Peter to investigate the issue of the bell not being heard from the new playground and netball court area and if required, organising an additional speaker – PENDING.

- Peter advised that he is still to investigate this issue further.

ACTION 4/19 FEB: Kim to liaise with the Fete Committee regarding the current issue with the coffee machine to determine a solution before Fete Day (perhaps similar to the arrangement put in place last year) - CLOSED.

- Kim confirmed that Paul from RBK had lent the school a coffee machine to use on Fete Day.

ACTION 5/19 FEB: Kim to investigate a lease arrangement for a new coffee machine, for consideration of the Council – IN PROGRESS.

- Kim advised she has been investigating potential options for a replacement coffee machine for the canteen, noting that a solution needs to be in place in time for Election Day.
- The quotes received to date include:
 - Cosmorex Coffee – \$6,290 for a new machine
 - Canberra Coffee Company – \$4,750 for a new machine (noting that this machine can do four coffees at a time)
 - Ona Coffee – \$3,000 for a second hand refurbished machine (Kim is awaiting further information from Ona regarding this option)

- Kim noted that leasing a coffee machine was not a viable option due to the relatively small volume of coffee orders the canteen receives (apart from on Fete Day and the Election Days).
- With regards to repairing the current machine, it was agreed that this option should still be investigated and progressed. Kim noted that she had been advised 12 months previously that the likely issue was a fused motherboard.
- It was agreed that formal approval for the procurement of a new coffee machine would be sought out of session, if required.
- It was noted that the profits on Election Day for the cake stall, BBQ and canteen are approximately \$4,000 to \$5,000. A suggestion was put forward to also have fairy floss available on the day.

NEW ACTION 1/26 MAR: Kim to contact Paul from RBK to seek further advice around whether the old coffee machine can be fixed.

NEW ACTION 2/26 MAR: The option of having fairy floss available on Election Day to be explored.

ACTION 6/19 FEB: Julie to send out the bulb fundraising brochures a few weeks after the fete – CLOSED.

- Within an update provided via email, Julie noted that the bulb brochures would be distributed to the eldest sibling that week, with orders due by 10 April.

ACTION 7/19 FEB: Julie to email the Trivia Night organisers to suggest the date is moved for this year, so it is not as close to the Beer/Pie Night - CLOSED.

- Within her email update, Julie advised that she had sent an email to the new Trivia Night coordinator (Kylie) regarding the suggested date change.
- It was noted that as the date for the Trivia Night had already been locked in for 17 August and the date of the Beer/Pie Night was fixed due to the football finals, the two events could not be moved further apart this year. It would, however, be kept in mind for the following year.
- Charlotte noted that Rebecca Hunter had taken over from Julie Ford as the new Community Council Fundraising Coordinator.

ACTION 8/19 FEB: The Fete Committee (Rebecca) to email Susana regarding the uniform shop being open on Fete Day – CLOSED.

- It was noted that the uniform shop did not open on Fete Day.

ACTION 9/19 FEB: A SkoolBag alert to be sent to parents/carers with a link to the Community Council meeting minutes, once finalised – CLOSED.

- It was noted that a link to the Community Council webpage was provided within the SKapp alert sent out to families regarding the next Community Council meeting, from which the meeting minutes can be accessed.

ACTION 10/19 FEB: Charlotte to liaise with Nicky regarding obtaining the 2018 parent survey results, in order to review any remaining suggestions – CLOSED.

- Charlotte advised that there was only one outstanding item remaining from the previous year's survey results, that being the purchasing of new soccer jerseys. She noted that the jerseys had been ordered and were ready to be collected, and as such, would be able to be used by those children taking part in the upcoming Catholic Schools Soccer Carnival.

3. Chair's Report – Charlotte Dalton

- Charlotte advised she had drafted a new survey to send out, which includes questions regarding Community Council fundraising initiatives and projects, as well as feedback and suggestions in relation to the fete. Feedback was provided by members around the proposed questions.
- Charlotte noted that the fete had been hugely successful, making a profit of approximately \$25,000, which was an extraordinary achievement.

NEW ACTION 3/26 MAR: Charlotte to finalise the new parent survey, incorporating the feedback provided by Community Council members.

4. Principal's Report – Peter Galvin

Peter provided attendees with a hard copy summary of current key issues at the school. The following points were discussed:

Fete

- Peter congratulated everyone involved with hugely successful fete, particularly the hard work of the three Fete Committee members (Sylvia Gallagher, Rebecca Hunter and Joanne Chidgey). He noted that he had received a great deal of positive feedback from people on the day.

Two classroom transportable building

- Peter noted that he had no further update to provide to what he had advised at the previous meeting. The Catholic Education Office is still progressing obtaining a quote for building a two classroom building from the ground up.
- Once completed, the intention is for the two Year 4 classes to go into the new classrooms. It is hoped the classrooms will be completed in time for Term 4. With regards to the size of the classrooms, they will be a total of 60 square metres (noting that the current music room is 53 square metres).
- It is hoped that the Catholic Education Office will cover the cost of the internal fit-out of the new building, as per ongoing discussions Peter has had with them regarding St Jude's being compensated for the \$12,000 paid for the previous internal fit-out.

Before School Care (BSC), After School Care (ASC) and Vacation Care

- Peter advised that Skye Maguire and Autumn O'Keeffe had offered to work with him to run a select tender process to appoint a new contract provider.
- An initial meeting has been scheduled for the following week and the process is expected to be quite straightforward.

Other items

- Music lessons – Peter noted the change in arrangements that will be in place during Term 2, with the hall being needed for dance concert rehearsals, as well as scheduled dance lessons. This means that from weeks 1 to 4, music classes on Mondays and Thursdays will need to be conducted in classrooms (music composition) or on the oval (practical component). And from weeks 5 to 9, all music classes will be held in classrooms or on the oval.
- ELC financial result – Peter noted that he had received an excellent summary of the ELC's financial report for 2018, with the ELC attaining a higher surplus than had been budgeted.
- Staffing – Peter noted that Brodee Reynolds, who currently teaches the Lobsters at ELC and works part-time in the main school, will be leaving the school at the end of the term as she is moving interstate. Her position has been advertised and a new teacher will hopefully be appointed to take over the Lobsters from Term 2. Mandy Cowley will pick up the teaching duties Brodee was doing within the main school with Years 2 and 3.
- The NAPLAN rehearsal is scheduled for 28 March.
- Peter noted he had received a letter from the Australian Curriculum, Assessment and Reporting Authority (ACARA) acknowledging there was a discrepancy with regards to last year's NAPLAN results for those who completed NAPLAN online (i.e. those in the ACT), with lower results seen across the board. Given this issue, ACARA had advised that these results will not be published.

5. Treasurer's Report – Susan Rowell

- As at 25 March 2019, the Community Council has a total of \$42,549.53 in the bank, after a hugely successful fete on 16 March which resulted in a profit of approximately \$26,000.
- The Community Council has now been able to pay the remaining \$15,000 from last year's annual contribution to the school.
- The Uniform Shop is performing well, with a cash profit so far of \$3,117 for the year.
- The canteen is currently running at a loss of approximately \$1,000 for the year so far.

- With regards to where the Community Council's money could be spent, once the new soccer jerseys are paid for and a new coffee machine has potentially been purchased, members can await feedback from the new survey around potential options.
- Susan noted that \$30,000 is needed in the account to be able to pay the annual contribution to the school at the end of the year.
- It was noted that the Trivia Night raises approximately \$5,000 and the Walkathon usually raises \$12,000 to \$15,000.
- The Council is currently in a strong financial position.

6. Subcommittee reports:

- **ELC Report** (Karen Leighton)
 - Karen reiterated the advice provided by Peter, noting that the ELC had reached an overall positive surplus across its five years of operation.
 - It was noted that the ELC operates within a full cost recovery model, as it receives no government funding, and as such, is 100% self sufficient.
 - This result is expected again next year, as the Centre is currently operating at full capacity.
- **Parent network** (Kate Reed) – Nil
- **Canteen** (Kim Hekimian)
 - In addition to the coffee machine issue discussed within Agenda Item 2, another ongoing issue for the canteen is the storage of YMCA supplies and fete supplies and the potential for things to get mixed up.
 - The option of fitting locks on the cupboards and drawers in the canteen was discussed and Peter suggested getting the joiners in to undertake the task to ensure a professional finish.

ACTION 4/26 MAR: Kim to determine how many locks would be required for the cupboards/drawers and to investigate potential options.

- **Uniform shop** (Susana Lloyd) - Nil
- **Fundraising** (Rebecca Hunter – via email)
 - The intent is for the Spring Fling to be held again this year.
 - Rebecca intends to identify leads for each fundraising project throughout the year. A few things have already been organised, however, Charlotte will put a note in the newsletter seeking additional assistance, if required.
- **Parish Report** – Nil
- **Fete Committee** - Nil

7. General Business

- It was noted that the school photos had originally been booked in for Term 1, however, had to be moved to Term 4 due to a double booking with another event at school.
- Peter noted that Father Michael had asked him to pass on his apologies for not having attended a Community Council meeting since he commenced with the Parish.

ACTION 5/26 MAR: Peter to formally invite Father Michael to attend each Community Council Meeting.

Next Meeting: Tuesday 14 May 2019 (Term 2, Week 3) – 6.00pm