

ST JUDE'S COMMUNITY COUNCIL – REGULAR MEETING MINUTES

Meeting: Tuesday 10 September 2019 (Term 3, Week 8)

St Jude's School Library

6.00pm

Attendees: Charlotte Dalton, Max Rafferty, Dan Fulton, Verna Comley, Karen Leighton Susan Rowell, Rebecca Hunter, Susana Lloyd, Beth Dawn, Sonia Rankin, Cathy Bailie, Brian Farrelly, Kerri Argall, Vic Withington, Skye Maguire

Apologies: Peter Galvin, Kim Hekimian, Father Michael Lim, Mark Bohan, Siarna Connell, Belinda Charles, Brendan Phippen

Agenda Items

1. Minutes of previous meeting (6 August 2019)

The minutes of the previous meeting were accepted.

2. Actions from previous Minutes

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 – IN PROGRESS.

- Dan advised that an inspection has taken place. A new speaker will be installed shortly and the volume will be checked.

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

- In Kim's absence, Charlotte advised that a person had offered \$275 for the old coffee machine. It was agreed to sell the machine for this amount.

ACTION 2/14 MAY: Peter to progress investigating options and obtaining quotes to enhance the Year 6 eating area – PENDING.

- Dan confirmed that obtaining quotes for the Year 6 eating area has been put on hold, however, planning will commence in Term 4.

ACTION 3/14 MAY: Peter to liaise with Catholic Education (CE) with regards to the possibility of getting the school re-painted – IN PROGRESS.

- Dan advised that a quote for painting the school has been received by CE's preferred painter. This quote has been accepted and work will commence shortly (possible during the school holidays).

ACTION 6/14 MAY: Peter and Max to look into secure bike storage options and obtain two quotes for the Community Council's consideration – IN PROGRESS.

- Quotes have been received for the new bike storage area out of session and one was accepted [totalling \$8340 for the concrete base, fencing/gates and bike racks]. Work will commence shortly.
- The cost of the bike shed will be split between the school and Community Council. As the Trivia Night raised a total of \$4000, it was agreed to do a 50/50 split with the school.

ACTION 7/14 MAY: Peter to raise the School Toilet Project with the SRC and ask them to investigate options and associated costs, for the Community Council's consideration – IN PROGRESS.

- Charlotte advised that the SRC is very excited by this project. It was decided there is no need to repaint the toilets, so they will just be looking to put up some calm/plant style decorations and six different positive phrases (decals).

ACTION 8/14 MAY: Kim to provide the Community Council with information from the Canberra Coffee Company regarding the purchase of a pump system/filter for the new coffee machine, to ensure longevity of the machine – IN PROGRESS.

- Charlotte advised that this is not a pressing issue, and as such, we can await an update from Kim at the next Community Council meeting.

ACTION ITEM 1/6 AUG: Charlotte to progress advertising the Canteen Manager position within the St Jude's community in Term 3 – IN PROGRESS.

- Charlotte advised that the Canteen Manager position has been advertised within the St Jude's community and she understands that four expressions of interest have been received to date.
- If no one has been identified to fill the position by the end of Term 3, the position will be advertised externally. This timeframe will allow sufficient time for Kim to provide an appropriate handover during Term 4.

ACTION ITEM 2/6 AUG: Peter to further investigate solar power installation options – PENDING.

- Dan noted that Peter had no update to provide on this item.

ACTION ITEM 3/6 AUG: Charlotte to arrange reimbursement to the Canteen for the Disco-related orders – CLOSED.

- Charlotte advised that this reimbursement had been arranged.

3. Chair's Report – Charlotte Dalton

- Charlotte advised she had nothing further to report to what she had noted in Agenda Item 2.

4. Principal's Report – Dan Fulton

In Peter's absence (attending a conference in Dubbo), Dan provided attendees with a hard copy summary Peter had provided of current key issues at the school. The following points were discussed:

- Two classroom transportable building – construction of the new demountable building has commenced and it has a delivery date of 14 October 2019. It is expected to be completed on 26 October 2019. An additional three to four weeks will be required after this time to landscape and add 'extras' to the two classrooms.
- Catholic Schools Netball and Soccer Carnivals – after careful consideration, it was decided unanimously at the ACT Catholic Primary Principal's Meeting that this would be the final year for the ACT Catholic School Soccer and Netball Carnivals. Although the events are great community days, the huge workload on staff; increasing costs; complexity of indemnity and insurance; and lack of volunteers to assist, all contributed to the final decision ultimately being made to no longer host these events.
- Outside of School Hours Care (OSHC) Meeting – the first official meeting with the new OSHC Provider – Camp Australia – is scheduled for the following week, and both Peter and Charlotte will be attending. It was noted that things are running reasonably smoothly with Camp Australia, however, the following feedback was provided:
 - At pick up of an afternoon, Camp Australia staff are not providing much contact with parents/carers or offering assistance to locate children.
 - The food being offered at After School Care is not great, with a few parents commenting that their children are not eating anything.

NEW ACTION ITEM 1/10 SEPT: Charlotte to provide feedback to Camp Australia at the official meeting planned for the following week.

- NAPLAN results – the NAPLAN results are due to come through this week.
- Fundraising – St Jude's hopes to raise a total of \$5,000 for Surgeon Primary from the various fundraising activities planned in Term 3. With the additional money coming from Camp Australia, it was suggested that the Community Council could perhaps also make a donation to Surgeon Primary.

NEW ACTION ITEM 2/10 SEPT: Consideration to be given to the Community Council providing a monetary donation to Surgeon Primary [to be discussed further following resolution of ACTION 3/10 SEPT].

- Choirs – both the Junior and Senior Choirs have reconvened this term. The Junior Choir performed as part of a massed choir last week and the Senior Choir has a performance at Floriade next week.
- Staffing – work has commenced with regards to positions for 2020, however, these are some time off being finalised.
- Working Bee – the next Working Bee will be held on Sunday 22 September, with most of the work being garden-related.
- School Satisfaction Survey – the results of the survey will be out shortly.

5. Treasurer's Report – Susan Rowell

- As at 9 September 2019, the Community Council has a total of \$46,589.54 in the bank.
- The Canteen is running at a loss of \$1,812 for the year so far, which is to be expected. All invoices are up to date and the August wages have been paid to CE.
- The Uniform Shop continues to perform well, with a profit for the year of \$8,100. Large orders have been placed for orientation stock and a payment of \$16,000 will be made to Lowes shortly. Sales will increase around orientation time though, and this revenue will help to offset these costs.
- The fundraising profit for the year is up over \$11,000. The Trivia Night was a great success and had a profit of approximately \$6,300, less a drinks invoice of \$3,900. This invoice, however, includes left over drinks that will be sold at the Beer and Pie Night on 13 September and Spring Fling in Term 4. The Father's Day Stall also did well, breaking even with stock left over to sell next year.
- Susan advised that Camp Australia has paid their donation towards the Trivia Night (\$500) and has been invoiced for their donation towards the Footy and Pie Night (\$500).
- There was discussion around the quarterly fees paid to the school by Camp Australia and what proportion of these fees the Community Council should receive. A 50/50 split was supported by the Council, as it was felt this will allow the Council greater capacity to progress projects for the school.

NEW ACTION ITEM 3/10 SEPT: Charlotte to discuss further with Peter how the quarterly payments received from Camp Australia will be split between the school and the Community Council, noting the Council's preference for a 50/50 split.

6. OSHC Provider Report – Mark Bohan/Siarna Connell (Camp Australia) – Nil

7. Subcommittee reports:

- **ELC Report** (Karen Leighton)
 - The tea towel orders have been delivered and made a profit of \$700.
 - The ELC is still receiving 3-4 calls per week enquiring about enrolments for 2020. Consideration will be given to the possibility of extending the ELC to allow an additional classroom. The option of exploring utilising the ACT land behind the ELC where the tennis courts are currently located was flagged.
- **Parent network** (Kate Reed)
 - It was noted that some parent representatives may not be forwarding on the emails sent to them by Kate. It was suggested that a reminder be sent out to parent representatives regarding their obligations.

NEW ACTION ITEM 4/10 SEPT: Rebecca to liaise with Kate regarding a reminder being sent out to parent representatives on their obligations.

- **Canteen** (Kim Hekimian) – Nil
- **Uniform shop** (Susana Lloyd) – Nil

- **Fundraising** (Rebecca Hunter)
 - Father's Day Stall – this was successful and there were a sufficient number of volunteers. As such, Camp Australia was not asked to help, however, they will be asked to assist with other activities moving forward (in line with their contractual requirements).
 - Beer and Pie Night – this is being held on Friday night and Rebecca is unsure how many people will attend. It was noted that it had been previously discussed that the money raised would go towards purchasing new basketball backboards.
 - Trivia Night – parents have indicated they are willing to take on running the Trivia Night next year.
 - Spring Fling – this will be held in November and new parents have confirmed that are able to take on the planning for the Spring Fling in 2020.
 - Walkathon – this is being held on Friday 25 October 2019 (Term 4, Week 2). Sponsorship forms will be sent home on the last day of Term 3 and the same gentle approach as has been followed in previous years will occur again this year. Dan noted that volunteers will be needed from 9.30am to 1.00pm.

The option of doing a colour run was discussed, however, due to the higher costs, it was agreed not to pursue this option.

It was agreed to remove the additional step of sponsorship forms being brought into school and stamped prior to collected money being taken into school.

It was also agreed that it would be good for the children to know what the money raised will go towards. A potential option suggested was for the money to go towards a new electronic message board, noting that St John Vianney's has recently purchased one. Skye advised that this option was already being investigated and Natalie Hancock was obtaining a quote from a provider for a basic board, to get an idea of the cost. It was noted that the board was expected to cost over \$20,000 and that additional money would also be needed to run power to it.

NEW ACTION ITEM 5/10 SEPT: Skye to report back at the next meeting regarding the quote received for a new electronic message board.

NEW ACTION ITEM 6/10 SEPT: Dan to include additional wording in the Walkathon sponsorship form on what the money raised will go towards.

It was confirmed that a sausage sizzle would likely be offered on Walkathon day. Rebecca noted that new BBQs are required as the current ones are on their way out. The Council agreed to purchase two new large flat tray BBQs, up to a total cost of \$4,000.

NEW ACTION ITEM 7/10 SEPT: Rebecca to obtain quotes and purchase two new large flat tray BBQs.

- **Fete Committee** (Rebecca Hunter)
 - The fete will be held on 14 March 2020.
 - Additional people are still required for the Fete Committee, with only Rebecca and Ben Dalton currently on board.
- **Parish Report** (Father Michael) – Nil

8. General Business

- Verna provided the Community Council with the following ideas from staff, with regards to potential projects the Community Council may wish to support:
 - Cables for the new classrooms;

- Storage cupboards for the printers in the corridors, to house the entire unit (printer and paper);
- Set of fluoro vests to be used on excursions (for Kindergarten to Year 2);
- St Jude’s portable display banner to be used at representative events (e.g. choir performances);
- Accompaniments to African drums (“dunduns”) – approximately \$1,000;
- Mobilo construction toys;
- Additional sets of literature books (years 1-6);
- Development of outdoor area for art and/or science activities;
- Development of an indigenous garden (noting there is the possibility of obtaining a grant to fund this); and
- STEM kits to match science units (noting the school could also buy some).

It was agreed to discuss the above items next term, when it has been confirmed how much money the Community Council has to work with (both from Camp Australia and the Walkathon).

Noting that the next meeting is being held following the completion of the new demountable building, the Community Council agreed to fund purchasing cables for both classrooms, up to a total cost of \$1,000.

NEW ACTION ITEM 8/10 SEPT: Proposed projects from staff for Community Council to support to be considered further at next meeting.

NEW ACTION ITEM 9/10 SEPT: Peter to organise cables for the new classrooms, to be funded by the Community Council.

- A shade sail for the new playground was also suggested as something the Community Council could purchase down the track, depending on the availability of funds and other priorities.
- Skye queried whether the material on the flat surfaces of the old playground will be replaced prior to summer, noting the metal will get quite hot without it.

NEW ACTION ITEM 10/10 SEPT: Dan/Peter to investigate replacing the material on the flat surfaces of the old playground.

Next Meeting: Tuesday 29 October 2019 (Term 4, Week 3) – 6.00pm