

ST JUDE'S COMMUNITY COUNCIL – REGULAR MEETING MINUTES

Meeting: Tuesday 29 October 2019 (Term 4, Week 3)

St Jude's School Library

6.00pm

Attendees: Charlotte Dalton, Dan Fulton, Verna Comley, Kim Hekimian, Rebecca Hunter, Susana Lloyd, Beth Dawn, Sonia Rankin, Cathy Bailie, Brian Farrelly, Kerri Argall, Vic Withington, Lauren Orders, Nicole Robertson, Fleur Hall, Nicole Katz, Tabitha O'Halloran-Kemp, Skye Maguire

Apologies: Peter Galvin, Max Rafferty, Susan Rowell, Karen Leighton, Belinda Charles, Siarna Connell, Father Michael Lim,

Agenda Items

1. Minutes of previous meeting (10 September 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 Peter had contacted a provider who had previously undertaken work at the school, however, had still not heard anything back. As such, he is now investigating another provider.

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

- Dan confirmed that this piece of work has been put on hold until 2020, due to other priorities. He advised that he has applied for a landscaping grant to try and get some funding to go towards this project, and has not yet received a response.

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

- Dan noted that the painting of the exterior of the school has now been completed.

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.

- In Peter and Max's absence, Charlotte advised that she understands work on the new bike storage area is due to commence shortly.

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.

- Dan advised that Keryn Thiele has been in touch with a provider to assist with helping to paint the toilets. A meeting is scheduled for the following week and work is expected to commence soon.

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 – CLOSED.

- Kim noted that her contact had not yet looked into this option and given the relatively low usage our machine gets, it is not a priority in the short term. As such, it was agreed to close off this item.

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 had been advertised within the St Jude's community, however, as there was not a large enough pool to draw from, it has now been opened to the broader community to apply.

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

- Dan noted that Peter advised this project has been put on the back burner for now.

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

- Charlotte noted that her and Peter's meeting with Camp Australia (Siarna and Emma) went well and they were receptive to the feedback provided. Camp Australia were already aware of the majority of issues raised and had already commenced addressing them. She noted that parents/carers should continue to raise any other issues that arise.
- Sonia advised of feedback she had received from others that it would be good for carers to join in with the children in activities during Holiday Care.

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] – PENDING.

- It was agreed to put this item on hold pending an outcome to "ACTION ITEM 3/10 SEPT".

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 – IN PROGRESS.

- Charlotte advised that she has had initial discussions with Peter around the split of the Camp Australia payments, however, their discussion was put on hold pending confirmation of the total enrolment numbers and quarterly payment amount provided. They will discuss this further and report back at the next meeting.

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

- Rebecca advised that this item remains pending.

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

- Skye advised that she has followed up with Natalie, and that the quote is yet to be received.

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

- Dan noted that the Walkathon went well and we now just need to wait on all the sponsorship money being collected, which is expected to be finalised halfway through the term. He confirmed that he had included a general comment on the form on what the money raised would go towards. He noted that, in general, there has recently been increased correspondence going out with regards to what the money raised by the Community Council is put towards (e.g. the new playground).

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

- Rebecca advised that she has obtained quotes from both Barbeques Galore (\$800 each) and Bunnings (\$300 each), for very similar BBQs. The Community Council approved the purchase of two BBQs from Bunnings, at a total cost of \$600. Rebecca confirmed she would purchase the new BBQs prior to the Welcome BBQ scheduled at the end of Week 1 of Term 1 of 2020.
- It was noted that the old BBQs would either be taken to Revolve or placed on the school's Facebook page.

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

- Cables for the new classrooms – the purchase of these cables was agreed to at the previous Community Council meeting (see “ACTION ITEM 9/10 SEPT”).
- Storage cupboards for the printers in the corridors, to house the entire unit (printer and paper) – the purchasing of three cupboards was supported in principle, pending quotes being obtained.

NEW ACTION ITEM 1/29 OCT: Verna to progress obtaining quotes for new storage cupboards for the printers in the corridors.

- Set of fluoro vests to be used on excursions (for Kindergarten to Year 2) – the purchase of these vests was also supported.

NEW ACTION ITEM 2/29 OCT: Verna to progress obtaining quotes for a set of fluoro vests.

- St Jude’s portable indoor display banner to be used at representative events (e.g. choir performances) – it was agreed that a quote should first be obtained for this banner and for it to then be discussed further at the next meeting.

NEW ACTION ITEM 3/29 OCT: Verna to progress obtaining a quote for a St Jude’s portable indoor display banner.

- Accompaniments to African drums (“dunduns”) – it was noted that these have been ordered (paid for by the school).
- Mobilo construction toys – Charlotte relayed the advice provided to her by the Kindergarten teachers regarding the need for an activity for the children to do in the mornings to help settle them into class, with these Mobilo sets being ideal. The purchase of three sets for the Kindergarten classes was supported (at \$618 each – total \$1,854).

NEW ACTION ITEM 4/29 OCT: Charlotte to advise the Kindergarten teachers that they can proceed with purchasing the three Mobilo construction sets at \$618 each.

- STEM kits to match science units – it was agreed that more information is required regarding these kits, including what the ongoing consumable replacement costs would be.

NEW ACTION ITEM 5/29 OCT: Verna to provide additional information on the STEM kits at the next meeting.

- Development of outdoor area for art and/or science activities – it was agreed that additional information is required around this proposal and that it would be essential that any proposed changes to the school (i.e. the Master Plan) are considered as part of any plan put forward.

NEW ACTION ITEM 6/29 OCT: Verna to provide additional information on the outdoor area for art/science activities at the next meeting.

- Development of an indigenous garden – it was agreed that the option of seeking a grant to fund this garden would be progressed in the first instance.
- With regards this general item, there was also discussion around whether some of these projects should be paid for by the school, rather than the Community Council, and/or co-funded. It was also suggested that these costs are tracked to ensure benefits are provided to all teachers and cohorts.

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

- Dan advised that the new cables will be installed shortly. He also noted that the new classrooms are expected to be ready for use before the end of Term 4, noting they will be used for music and learning support for the remainder of the year, so as to not disrupt classes by requiring them to re-locate.

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

- Dan advised that the new marine carpet has been purchased for the old playground and is awaiting a handyman to be found to cut and glue it down. He asked members to spread the word to try and find someone from within the school community who is able to assist, noting they would be paid.

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, 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 – the installation of the new demountable building is proceeding well, and is expected to commence being used in approximately four weeks.
 - EpiPen Sharing – advice has been provided by the Australasian Society of Clinical Immunology and Allergy that having adrenaline auto injectors for general use in a first aid kit should not be a substitute for individuals at high risk having their own prescribed auto injector/s. Charlotte noted that this advice had been sought following a shortage experienced with EpiPens last year and a question being posed regarding whether a general school store would be an appropriate alternative.
 - School Fees 2020 – the estimated average total cost for a single student in the ACT Catholic primary school in 2020 is estimated to be \$3,055, which is an increase of \$119 on 2019 (equating to around \$2.50 a week); noting that additional levies still also need to be factored in. This rise will ensure our schools can maintain the resources to deliver high quality education. There is still uncertainty around elements of government funding for Catholic schools, with the Australian Government currently calculating new socio-economic classification for non-government schools based on the personal income tax of families. This is a significant determinant of the funding coming to Catholic schools.
 - ELC Review – a key finding of the review was that Catholic Education can further leverage its investment into ELCs to deliver high-quality early childhood services that are effective, efficient, well integrated with primary schools, and sustainable.
 - Choirs – both the Junior and Senior Choirs have reconvened this term, with practice taking place in school time.
 - Staffing – with the additional kindergarten class next year, an extra teacher will be required. With regards to current staff and plans for 2020: Jessica Mead has accepted a position at St Bede's; Anna Kelly will head off on maternity leave; Megan Rice will return to work full-time; Angela Salleccia and Debbie Lynch will job share a class as they return part-time from maternity leave. The executive "coordinator" position has been advertised (currently being temporarily filled by Keryn Thiele), with interviews taking place tomorrow.
 - School Satisfaction Survey – these results have been received and were tabled at the meeting.
- 5. Treasurer's Report – Susan Rowell (via email)**
- In Susan's absence, Skye tabled the Treasurer Report that had been provided by Susan and summarised the key points.
 - As at 23 October 2019, the Community Council has a total of \$32,319.49 in the bank.
 - The Canteen is now breaking even for the year, with all invoices up to date and the September wages paid to CE.
 - The sausage sizzle held on Walkathon Day will help to boost income, along with the proceeds of the sale of the old coffee machine.

- The uniform shop is sitting at a loss of just over \$11,000 due to large purchases of stock being made in September and October, noting that income will increase with sales to the ELC and Kindergarten students in the next few months.
- The fundraising profit for the year is up over \$14,000, with the Walkathon sponsorship and proceeds from the 'Spring Fling' on 15 November adding further to that.
- The Community Council has previously agreed to pay \$4,000 towards the new secure bike storage, which still needs to be paid.

6. OSHC Provider Report – Tabitha O'Halloran-Kemp (Camp Australia)

- Tabitha noted that Recycling Week was coming up in a few weeks and that children are encouraged to bring in any items from home they can repurpose.

7. Subcommittee reports:

- **ELC Report** (Karen Leighton) – Nil
- **Parent network** (Kate Reed) – Nil
- **Canteen** (Kim Hekimian)
 - Kim noted that meals are desperately needed for the Community Council freezer, for families doing it tough in our school community. She has placed notes in the newsletter, however, has received no response to date. It was suggested that a message could be sent out to families via the parent representatives.

NEW ACTION ITEM 7/29 OCT: Kim to arrange for a message to be sent out to families via the parent representatives, seeking meal donations for the Community Council freezer.

- Kim obtained approval from Charlotte out of session to purchase a new fridge for the canteen, as the door had fallen off the existing one and had only been temporarily fixed (she acknowledged Anthony Brassil's assistance in this regard). She will obtain quotes for both a large fridge and fridge/freezer combo. Rebecca noted that the fridge in the shed does not work properly and also needs to be replaced. It was agreed to attempt to fix the fridge in the canteen and move that one out to the shed.
- The ELC will be going on an incursion to the canteen later in the term, where they will be able to purchase a select number of items.

NEW ACTION ITEM 8/29 OCT: Kim to obtain quotes for a new fridge for the canteen and progress seeing if a replacement part can be found to fix the old fridge.

- **Uniform shop** (Susana Lloyd)
 - Lots of new stock has arrived in preparation for Orientation for both Kindergarten and the ELC.
 - Friday afternoons are starting to get very busy and additional volunteers are needed to assist.
- **Fundraising** (Rebecca Hunter)
 - Spring Fling – advertising will commence next week.
 - Walkathon – there was a great deal of discussion with regards to the prizes for this year, with it being agreed to have one larger prize up to the value of \$250 (e.g. an annual pass to the zoo) and a \$20 gift voucher for each class (including the ELC).
 - Water jugs- it was noted that new water jugs are required to use at events such as the Walkathon. Rebecca will investigate if any sporting clubs are willing to donate old ones to us (e.g. Giants), and will come back to the Council if she has no luck.

NEW ACTION ITEM 9/29 OCT: Rebecca to contact sporting clubs (e.g. the Giants) to see if they have any old drink dispensers they would be willing to donate to the school.

- **Fete Committee** (Rebecca Hunter)
 - Nicole Robertson has joined Rebecca and Ben Dalton on the Fete Committee. A meeting will be held soon to start progressing some of the bigger ticket items.
- **Parish Report** (Father Michael) – Nil

8. General Business

- There was discussion regarding Grandparent's Day and whether additional time was required in order for it to not be so rushed. It was noted that there had been some confusion this year, with people being told they had 45 minutes to visit children and then finding out it was in fact only 30 minutes. There was consensus that messaging needs to be consistent in future, so Grandparents/family members can plan their time accordingly. The parking issues experienced were also acknowledged and Dan noted that alternatives would be looked into for big events next year.
- It was noted that it is timely to again remind parents and children the proper protocols with regards to the car park, and not to run in front of/behind cars.
- Verna noted that she is trialling another Book Fair for adults on Wednesday 13 November from 2.00-4.00pm, with a 2 for 1 deal on offer. A flyer will be sent home with the eldest child from each family.

Next Meeting: Tuesday 3 December 2019 (Term 4, Week 8) – 6.00pm