



St Patrick's Parents & Friends Association (P&F) – General Meeting

Meeting Specifics

Meeting Details	General Meeting - St Patrick's Parents & Friends Association (P&F)				
Attendees	Katie Barillaro, Magan Rose, Todd Vane-Tempest, Kylie Huggins, Keely Douthwaite, David De Fina, Benedicta Hendarto, Edlyn Cheng, Tiphonie Condon, Rima Melia, Monique Ciampi, Carley McCarthy, + various online attendees / parents				
Apologies	Nick Ward,				
Date	19 th June 2024	Time:	7pm	Location	In Person & Online
Next Meeting	TBC	Time:		Location	

Exec Roles

President:	Katie Barillaro	Vice President:	Magan Rose
Treasurer:	Nick Ward	Secretary:	Keely Douthwaite
Principal:	Todd Vane-Tempest	Catholic Schools Rep:	David De Fina
Assistant Principal:	Kylie Huggins		

Sub-Committee Roles

Class Parent Rep:	Benedicta Hendarto	Social Committee:	Wendy Brown, Rima Melia, Monique Ciampi
Uniform Shop:	Edlyn Cheng, Michelle Burrows, Suzie Watson		
Canteen:	Maegan Rose		
Paddy's Care Group:	Cecillia Rossi, Tiphonie Condon		

Meeting Agenda

No.	Topic	Presenter	For
1	Prayer, Acknowledgment of Country, and Welcome	ALL	5 mins
2	Overview of the Life Skills Go program	Miss Hannah Fryer	10 mins
3	Overview of Semester 1 Report format changes	Kylie Huggins	10 mins
3	P&F Sub-Committee Updates	ALL	25 mins
4	New topics or business	ALL	10 mins



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Class Parent Representative:

Meeting	Discussion/Notes/Actions
20240619	<ul style="list-style-type: none"> - Thank you to all Class Parents Volunteer this year - Class Parent Meeting in May - Continuous social planning events for each year group - FB engagement & request for parents to interact with the groups - FB year groups – A QR code will be included in newsletter to make joining easier.

Uniform Shop:

Meeting	Discussion/Notes/Actions
20240619	<p>Uniform Shop Staffing</p> <ul style="list-style-type: none"> - Welcome to Lucky who has joined on Monday mornings - We have 3 volunteers on Monday and 2 on Wednesdays & are requesting help on Wednesdays. We welcome any parent that would be able to volunteer on a Monday or Wednesday, especially first 2 to 3 weeks of each term. Please email the uniform shop at stpatsuniformshop@gmail.com if you're able to assist. - The uniform shop would like to thank Katie B for offering her help when we needed an extra hand <p>Uniform shop has had a very busy end to term 1 and start to term 2 with 128 transactions.</p> <ul style="list-style-type: none"> - Thank you to parents who have reached out to the uniform shop regarding their orders - Thank you for everyone's patience with delivers and mistakes in orders - We would like to remind parents that if you have ordered by Qkr! uniform will be delivered to your child's classroom on your nominated date of delivery on Monday or Wednesday - During our busy times (first 2-3weeks of the term) we are unable to accommodate pick ups from the shop as orders are likely unpacked and unchecked and therefore they can't be released <p>Winter jackets</p> <ul style="list-style-type: none"> - We have had 23 orders for the Dry and Cosy winter jackets - Some size 8 jackets have arrived earlier than anticipated by the supplier - All jackets should be delivered by Monday 24th June <p>Second hand uniform</p> <ul style="list-style-type: none"> - Second hand uniform sale at the end of term 1 was a great success with lots of uniform cleared - There will be another second hand uniform sale at the end of term 3 being planned - If you have children that have outgrown their uniform and are in good condition, donations are welcome, please leave bring them to the uniform shop or the school office - Sales of second hand uniform goes to charity when there is a significant amount to be donated - Uniform shop will not hold second hand items for more than 2 weeks if they are not picked up at time of request <p>There has been unfortunately an increase in undelivered or missing uniform this year.</p> <p>If your uniform order has not been delivered</p> <ul style="list-style-type: none"> - Please check your child's classroom and school bag - If your child was away during uniform delivery days, the uniform will be at the school office for collection by parents - If your child has accidentally gone home with someone else's uniform, please return them to the school office or class teacher so it can be delivered to the correct child - Please contact the uniform shop if you are still unable to locate your order to stpatsuniformshop@gmail.com



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	<p>Changes to uniform shop pick up</p> <ul style="list-style-type: none"> - Any uniform ordered via Qkr and collected at the shop will now have to be signed off by collecting parent - Any uniform collected at the school office will also need to be signed off by collecting parent/child - Changes will be announced on school newsletter and facebook class pages for parents not at P&F tonight <p>We are happy to exchange uniform if the uniform is unworn, unwashed and tags are attached</p> <ul style="list-style-type: none"> - If there continues to be a significant amount of uniform orders that go missing, the uniform shop will be forced to stop delivers and resort to pick up only form the uniform shop with a sign off on collection by parents.
20230619	<ul style="list-style-type: none"> - <i>Adding addresses for Uniform Shop</i> - <i>Second-hand sales to date</i> - <i>Second-hand uniform donation</i> - <i>Sportswear for school carnival event update</i> - <i>New Dry & Cosy Winter Jacket</i> - <i>Additional New Volunteer</i>

Canteen:

Meeting	Discussion/Notes/Actions
20240619	<ul style="list-style-type: none"> - Thankyou to our school parents who have volunteered on the canteen roster 2024. - Term 3 roster is open for booking – will initially be Fridays only before opening Wednesdays due to challenge filling the rostered days with volunteers. - When rostered for canteen duty, please check stock levels and let Maegan know if anything needs reordering - Term 3 Lunch Orders being considered – please share ideas.. Hot Chocolate ? Noodle day was a success..
20230619	<ul style="list-style-type: none"> - <i>Thank you to all volunteers this term.</i> - <i>Term 3 roster is up.</i> - <i>Lunch order days</i> - <i>Canteen special for K-2 on last day of term 2</i>

Paddy's Care Group:

Meeting	Discussion/Notes/Actions
20240619	<ul style="list-style-type: none"> - Thankyou to the school community for your continue support and donations, there has been much support that Paddy's has been able to provide to families in need. - Next term considering a physical pantry stocked with items to support families. More news to come on this.
20230619	<ul style="list-style-type: none"> - <i>Winter Appeal - Knitted Squares for Blankets</i> - <i>Knitting sessions at school</i> - <i>'Street' Library (for school grounds)</i> - <i>Pantry</i>



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Social Committee:

Meeting	Discussion/Notes/Actions
20240619	<ul style="list-style-type: none"> - Term 3 events being planned & will be shared via the communication channels. - 30/08 Fathers Day Stall
20230619	<ul style="list-style-type: none"> - <i>Father's Day Stall</i> - <i>Movie Night Term 3</i>

Catholic Schools Rep:

Meeting	Discussion/Notes/Actions
20240619	- Future framework under review for parent bodies and policies for fundraising. More information to be shared once this is finalised.
20230619	- <i>Reference group meeting update</i>

Other Business

Meeting	Discussion/Notes/Actions
20240619#1	<p>Parents & Friends Association (P&F) – Role Updates</p> <ul style="list-style-type: none"> - Maegan Rose has been appointed Vice President, thankyou for accepting the role. Thankyou to Sonia Monger for your support in this role previously. - Keely Douthwaite has been appointed Secretary, thankyou to Jacky Mandelburger for your support in this role previously.
20240619#2	<p>Life Skills Go</p> <ul style="list-style-type: none"> - The Life Skills Go Program is a school wide program that was purchased by the generous support of the P&F. The program provides opportunities for students to check in with their class teacher on their well-being and provide data and resources to educate and support student well-being. <p>Semester 1 Reports</p> <ul style="list-style-type: none"> - The Semester 1 reports are being written and finalised over the coming weeks. There have been some changes to the format of the reports which coincide with new curriculums being taught in English and Mathematics as well as updated advice from the NSW Education Standards Authority (NESA). - In response Catholic Schools Broken Bay have created standardised report formats for all CSBB schools and provided professional learning to all staff on how to apply gradings for each curriculum area. - Kylie Huggins presented some fantastic material providing parents with an overview of the changes and invited parents to ask questions with their class teacher if they have any questions about the reports. - Reports are due late week 9, early week 10.
20240619#3	<p>Financials</p> <p>Balance as per Bank Statement, \$15,644.19 – current @ 17/06/2024</p>



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Action Items

No.	Description	Item Owner	Due Date	Status

Closed Action Items

No.	Description	Item Owner	Due Date	Status