**HOLY FAMILY CATHOLIC PRIMARY SCHOOL  
PARENTS & FRIENDS ASSOCIATION  
Wednesday 6 March 2024 7pm - AGM**

**Minutes**

1. Welcome

New system being used in the meetings via Teams with transcription available.

1. Apologies
2. Welcome to Country & Opening Prayer
3. Communications - None
4. Catholic Schools Broken Bay Representative - All P&F members stepped down at the end of 2023 academic year for reappointment. 1 x position vacant for CSBBR remained unfilled at commencement of 2024 academic year. Shane Norton expressed interest – Shane was nominated by President at P&F Forum, nomination seconded by attending parent. Thank you and welcome to the P&F Executive Shane.
5. Class co-ordinators – Stephen Wu and Anna Roberts have accepted the class Co-ordinator roles. Thank Stephen and Anna!
6. **Principals Report:**

* The Principal extended her thanks to parents and families for making our new teachers welcome.
* 243 enrolments in 2024 – up 20 students since 2023
* Open day evening 7 March 2024 for prospective parents and additional open day for existing parents on 8 March 2024.
* 29 confirmed enrolments for 2024 – likely to be 2 x kindy classes for 2025.
* Further open day to be held within wellbeing week.
* Attendance – Tuesday and Thursday causing some problems with lateness but otherwise considerable improvements.
* **Narrabeen Sport and Recreation – Seniors’ camp**. Built on leadership and team building. The event received a positive reception from the students. School supports continuation of the event on an annual basis and we look forward to the event returning in 2025 for next year’s senior group.
* **Playground –** CSBB Rep came to HF to agree final details of the playground equipment. P&F secretary also attended. Works to commence shortly. No changes to P&F funding.
* **Out of School Hours Care (OSHC)** – In 2023 Jan only 15 students attended. Use of the service has increased considerably and the 45 student max has been reached in 2024. A new Department Of Child Services (DOCS) licence is required to increase capacity. A licence for 75 students has been submitted. The school understands that the delay in getting the additional places has been problematic for families unable to secure a position and appreciate your patience. Vacancies are available in the mornings and in Terms 2 and 3 morning places will be half price to help address early, unsupervised drop offs. OSHC has been very well run under Ryan’s leadership. Further extension of numbers would require a further application (above the currently requested 75 student capacity) – early engagement with new families will be undertaken to ensure that sufficient spaces are available for 2025.

**Note: Parents are reminded that school drop off is 8.15am. Staff are not on site prior to this and in the interest of student safety no students are not to be left unattended prior to 8.15am.**

* Parent engagement – meet the teacher meetings have been completed.
* School Leaders Report – video presentations of green team, kindy, SRC leadership will be posted online as they were not accessible during the meeting.
* Parent Engagement Co-ordinator: Labyrinth – parents welcome tomorrow to participate with children. Times for each class are on Compass.

1. **Presidents Report**

* Parent / family engagement remains our priority in 2024. The focus is on enhancing parent involvement, strengthening the parent-school partnership and on building a sense of belonging through social events and celebrations.
* Welcome to everyone attending the P&F forum today.
* Support from school community for P&F activities is needed. Activities are planned to strengthen engagement – we are aiming for a well-rounded experience this year with a range of activities to appeal to as many people as possible (family based and parent only events, evening and day-time events)
* The way we organise and host our annual events has changed this year – in previous years volunteers from across all year groups have been called upon to help with every event. This year each year group will be allocated an event to organise and will be solely responsible for this event to try to engage more parent volunteers. Class parents will be responsible for getting a team of volunteers together to organise each event from their year group with assistance from the Class co-ordinators.
* Fairy funds – class parents are organising these on a year group basis to fund class specific events e.g. teacher birthday gifts. Expenditure from the fairy fund is at the discretion of each year group.
* Weekly newsletter – all information is contained within the newsletter which is issued on a Friday afternoon. Please refer to the newsletter for key information and dates.
* Fundraising for school resources and activities is part of P&F function but we also assist with other events such as support for Green Team and the school’s arts and creativity programs. All suggestions are valued and active participation is welcomed. If you have ideas that you would like to see implemented at the school, please let us know by email or raise at the P&F meetings
* Forthcoming events:
  + - Year 2 has commenced planning for the welcome party: Parents only event at The Avenue – 5th April 2024. Invite to be issued next week.

1. Treasurers Report

* Financial statements for approval: 2019-2022 Audit: former Treasurer is closing out the audit. Motion to approve audit to closed out passed.

Note: Financial statements are not circulated for data privacy reasons but can be inspected if anyone would like to see these.

* School uniform stock with Cowan & Lewis – outstanding stock balance to be resolved this year. For background, the school transferred the role of uniform sales to Cowan & Lewis circa 3 years ago. Remaining uniform stock was passed to C&L to sell on the schools behalf but this does not seem to have occurred and a large amount of stock remains with them.
* Committed funding for 2024:
* Playground
* Art Show & Fair – main commitment for the year.
* Extra curricular activities – music, dance, new curriculum classroom resources
* Future float for ongoing committee events. Event budgeting - payment for future events e.g. Art Show & Fair upfront.
* A reminder on CSBBC Policy with respect to P&F fundraising: capital interventions can no longer be supported through P&F funding. We have received an exemption to fund the playground as this is a legacy matter – committed in 2021. All funding for future fixed capital projects must be funded directly by the Diocese. Moveable furniture, teaching resources and activities can be funded through P&F contributions and these things will be the focus of our spending for 2024.
* Future audits: 2023 audit has not been commenced. New auditor will be required.

*Action Items: CSBB Rep – requested to ask other schools who undertakes their audits. Potential to use school auditor – Principal to ask the question.*

1. Other Reports
   1. Class parent co-ordinators update

* Parent feedback – newsletter and other communications have been well received. Comments on how we can improve messaging are always welcome. Please provide feedback to the P&F or to your class parent.
* Yearbook – Olivia is our 2024 Year Book Committee leader. 4 reps have been secured for this year’s photobook committee. More volunteers are welcome to join.
* Well done Year 6 with organising the welcome BBQ.

**Q&A**

* School uniforms – suggestion that we need an opportunity to gather information on any issues that parents may be experiencing with Cowan & Lewis e.g. availability of stock, quality.
* Uniform swap day and second-hand shop has been suggested – we need volunteers to run this.
* Parent suggestion – Senior year groups shop to run this to provide commercial experience. Principal to investigate opportunities.
* Question about opportunities for Duke of Edinburgh activities to assist with school activities. Principal advised that we have an existing relationship with Mercy College and have volunteers come to the school for key events.
* Art Show – 48th Lindfield Art Show and Fair – Kate Wheeler and Stephen Xiu taking lead co-ordinator roles. Team of volunteers will be required to help organise the event. 6-8 September 2024. Reach out to Kate if you are available to help.
* Parents outreach group (Organised by the Parent Engagement Co-ordinator) – x3 once per month 8am – midday. Look out in the newsletter. Minimum 8 people for distributions to homeless people. Details can be found in the newsletter.
* Mandarin classes – additional financial cost to parents is quite large. Potential to incorporate into curriculum addition to class fees for future years but further consultation with parents is needed. Note: previous Italian program was funded by the Italian government – funding stopped last year. School made the decision not to continue because it was limited to years 4-6. Opportunities to investigate other school language initiatives and how these are funded will be undertaken. Pricing has been obtained. School survey to be undertaken to potentially introduce this next year as part of school fee package.
* Coles update: traffic management on Tuesdays and Thursdays. Staff management in place. Period of Tuesday and Thursdays for concrete pours should be completing by Easter. Please direct any questions or concerns to the school office.

*Action Items: school uniform questionnaire to be circulated – class parent co-ordinator*

*Potential for seniors school uniform shop – Principal to investigate*

*Language class survey to be distributed to parents*

**Meeting closed 8.35pm**