

Holy Family School Merewether Beach

Minutes of Parents and Friends Meeting

February, 21st, 2018

Commenced: 7.25pm

Attendance - Sue Thatcher; Liesel Allen; Christine Wasik; Sidonie Coffey; Lisa Gill; Rachelle McDonald; Kieren Hazell; Kylie Lawrence; Angela Henderson; Bernadette Mitchell; Joe Hamilton; Kristy Noonan; Mel Renfrew; Ian Pike; Jade Courtney.

Apologies – Mark Vella; Cath O’sullivan; Sue Porteus; Clare Warren

Minutes from the previous meeting-

- Accepted by Liesel Allen
- Seconded by Lisa Gill

Business arising from previous meeting-

Plastics Police Partnership – bike lock has been put on large bin to prevent loose rubbish being placed in it. Discussion about possible solutions for preventing food items still going into the Plastics bins.

Correspondence-

‘How to P&F’ invitation – Wed 28th, Feb.

Principal’s Report –

Students:

Total enrolments: **252**

Girls: 132

Boys: 120

Eldest: 173

Youngest: 173

- Two new families have joined the school...Welcome! Dominic(Year 3) and Elliot (Year 5)Sawyer.....and Lilibeth Diaz-Kube
- Our gorgeous Kindergarten kids have settled in really well to the school. They are finding their way around the playground and discovering the benefits of retail therapy from the school canteen! Best Start Assessments have been carried out on each child and have given Kindergarten teachers, Abbie Corby and Bridie Stanger some very informative data to begin their teaching and learning cycle.
- Year 6 Buddies have done a fabulous job assisting Kindergarten in the classroom and playground. That familiar face at the gate or in the playground works wonders!
- Regional Swimming Carnival was held yesterday. Great bunch of kids to take! They cheered and supported each other throughout the day. Tough competition in the pool. Alex Noonan blitzed it and was the fastest 10 year old in Freestyle, Breaststroke, Backstroke, Butterfly and Individual Medley. Amazing! Little Sophie Burton has been handed the baton from big sister, Imogen (now in Year 7) and will be representing Central Region at Dio, along with Alex, in the 8 Years 50 metre Freestyle event.

- Nominated Sports Captains prepared speeches last week and votes were cast....HF Student Leadership Team (School/Vice Captains/School Counsellors/Mini Vinnies/Sports) will be receiving their badges at our Opening School Liturgy on Tuesday, 27th February.
- Sidonie and Clare Howlett accompanied Captains and Vice Captains to the launch of the Caritas, Project Compassion Appeal.
- Enrolments for Kindergarten 2018 open at the beginning of Catholic Schools Week (Monday, 5th March)
- All students participated in the Ash Wednesday Liturgy to mark the beginning of Lent
- Stage 2 students (Years 3&4) ran the Ash Wednesday and Shrove Tuesday Liturgies.
- Several classes attended Surfest today....Years 4 and 5 attended the interactive presentation run by MidCoast Water and Year 1 walked down to observe the heats with local lad and former HF student, Ryan Callaghan performing in second place.
- Sacramental Program/Family Commitment night will be held on Wednesday evening...28th February

Staff:

- Holy Family warmly welcomes new teaching staff, Frances Courtney (Year 4) and Rebekah Stokes (Job Share/Year 5/6). Christina Price joins the learning support staff. Christina replaces Glenda Heard, Frances replaced Chris Tanchevski and Rebekah replaces Bernadette Mitchell on class in Bernadette's role as REC and Gifted Education mentor
- The official launch of the Diocesan Early Learning Framework will take place on March 7th, 2018...at Holy Family! Thus far, there have been 150 acceptances! Eek!!!
- Sue Porteus will be taking Long Service Leave from March 12th-April 3rd for her daughter's wedding.
- The majority of staff attended the Called to Serve Mass last Tuesday night.
- The Executive Staff hosted a 'welcome drinks and cheese' evening on the deck last Monday evening for all families. We then held an information session in the school library for parents where we outlined various initiatives undertaken, and committed to, for the year. We 'unpacked' our S.I.P (School Improvement Plan) highlighting collection and use of data.....continued cycle of improvement in Writing (inclusive of Spelling)....Early Learning initiative and PBL (Positive Behaviour for Learning). We have had lots of positive feedback from those who attended, appreciating the depth of knowledge and commitment from the Executive Staff.
- Class specific information sessions will be held over the next two consecutive Monday nights.....Monday, 26 February (K-2) and Monday, 5th March (3-6)....both nights commence at 6.30 pm.
- Sidonie attended the Term 1 Director/Principal's Meeting @ the CSO.
- Sidonie attended the Central Region principal's Term 1 Meeting.
- Sidonie attended the Term 1 Parish Council Meeting
- Sue attended the Early Learning Working Party Meeting
- Jane Dougherty, Kerrie Wallace and Sidonie attended the Regional Swimming Carnival....Jane/Kerrie were timekeepers....Sidonie/ Team Manager.
- During Catholic Schools Week, Staff will be running workshops to assist parents in supporting their children in learning.

Parents/Facilities/Resources:

- Year 4, Year 5, Year 2 and Year 3 classrooms have been measured up for new windows. These will be installed during the holidays at the end of Term 2. New bag hooks will be mounted outside all classrooms during this time as well.
- Electrical repairs have been carried out in a number of classrooms.
- All ceiling fans and air conditioner grates are in the process of a cyclic clean.
- The school has been sprayed for spiders/cockroaches during the holiday break....both inside and outside classrooms. All classroom carpets were steam cleaned.
- The last of the new speakers for the AV system in the HF Hall were installed this week.
- Beach umbrellas have been purchased for the outdoor picnic tables.

We often ask ourselves.....how did we ever cope without air conditioning? Thank you, P&F!

Coming Events:

Pupil free Day for Term 1....**FRIDAY, 6th APRIL** All teaching staff attending a one day conference at NSW University on differentiating teaching content for gifted students.

Thank you for your ongoing support of this great school.

Cheers, Sidonie. X

Treasurer's Report –

Kieren Glynn will audit before next meeting and handover to new treasurer.

Current Funds at Hand	\$27,524.67	As of 20/2/18
Easter Chocolate Drive	TBA	
BALANCE	\$27,524.67	

Uniform Committee –

Joe explained the Year 6 shirts are currently being printed. Delivery expected very soon.

Year 6 Jersey to go ahead (60% of parents wanted to go ahead)

Canteen Report –

1. Healthy Canteen Strategy

Start of 2018 seems to be going well. Students are enjoying the weekly sushi availability, bliss balls, fresh juices and smoothies. The fruit and vegetable snacks aren't selling well, however we have a few strategies to implement to hopefully improve healthy sales.

- Each menu item has been costed and healthy options were made cheaper as a strategy to encourage higher sales and promotion of making the healthy choice the normal choice.
- After discussions with staff members last week at the staff meeting, staff and canteen volunteers will encourage and promote the healthier options available at the canteen. I already noticed Joe praising the San Choy Bau last week at lunch time which was fantastic. And I've seen volunteers offer a taste of a smoothie or juice rather than flavoured milk or poppers, it was a great outcome the student opted for the smoothie.
- Taste testing with students, strategy. This will bear a cost to the canteen budget, was discussed at previous P&F meeting, however couldn't recall if the amount was confirmed?

NB: Chrissy requested funds (up to \$300) for a 'taste-testing' of food items. Seconded by Kieren Hazell. **Motion carried.**

- Sidonie has approved signage for menu, weekly specials and price chart to put at the canteen. Was hoping to involve students with designing the fortnightly specials board as another part of the healthy canteen strategy.

2. Food Business Inspection Report

We had our annual Food Business Inspection Report on Monday 19/02/2018, we received 4 Star Score on Doors, with three action items:

- Provide a food grade sanitiser, either dishwasher or chemical based for surfaces, chopping boards and storage containers.
- Empty bin at end of day, clean behind chest freezer and
- Install hands free operation tap for hand washing.

3. Food Safety Supervisor

Part of the Healthy Schools Canteen is for the Canteen Manager to have a Food Safety Supervisor Certificate. Online courses are available ranging from \$115-\$129, maybe we should consider two people from canteen committee to obtain the certificate, can this be approved?

NB: Chrissy requested funds for 2 people to attend Food Safety Supervisor Certificate course (\$130 x 2 = \$260). Seconded Ian Pike. **Motion carried.**

4. Outstanding Accounts

It has been brought to my attention through all of our canteen suppliers that we have outstanding accounts totalling \$6,148 from June to December 2017. This may impact the canteen not being able to open if suppliers cut off our accounts due to overdue invoices. Mark has advised these were going to be paid Monday 12 February, do we have confirmation that they have been paid?

NB: It was confirmed at the P&F meeting that these have been paid.

5. Debit Card Expenses

Should the canteen debit card be changed into my name? At the previous P&F meeting it was approved for me to use up to \$300 for incidentals, is that a continual or do I have to seek approval again each time I need to buy something?

NB: Chrissy requested funds (up to \$500 per month on Credit Card) for 'incidental items' Seconded by Angela Henderson. **Motion carried.**

6. Draft Canteen P&L Report

The Canteen February (half month) P&L Report is looking healthy and looking at the Tally Reports, is tracking to make a profit. It includes expenses for 4 weeks of operation, however only income of 3 weeks of canteen being in operation.

7. Leftover Stock

We have a supply of frozen fruit cups and quesh fruit tubes which are not being sold at the canteen this year. If there are events coming up where prizes are required or for fundraising these are available.

8. Faulty Freezer Insurance Claim

Last year and this year we have had stock defrost and discarded due to freezer breakdown. Phillipa advised she hasn't claimed on insurance, is it something the P&F insurance covers? They occurred on:

- October 18, 2017 \$?
- February 1, 2018 \$120
- February 16, 2018 \$40

9. Canteen Committee Meeting

Items to be discussed at the next canteen committee meeting are:

a) Canteen Equipment

Kind parents have donated a rice multi cooker and electric fry pan to make the healthy Wednesday lunch options which has been wonderful. However canteen is still in need of other equipment such as mop, chopping boards, kettle, clock, knives and oven trays. Seek approval from P&F committee for \$300 incidental limit for these types of purchases.

Freezer that keeps stopping needs to be replaced, get three quotes for P&F to approve.

Food Business Inspection Report suggested using chemicals or dishwasher for sanitising. Discussion on what should be used, obtain three quotes if opt for dishwasher for P&F approval.

b) Meal Deals

There has been some issues with Meal Deals being swapped from Friday to Wednesdays. The reason this was changed was because Wednesday wasn't (and still isn't) meeting the benchmark for Healthy Schools Strategy with the healthy meals available. Tuesday was made the preparation day to make a healthy lunch for the Wednesday meal deal. According to Food Standards this meal can't be served 2 days after it has been prepared, therefore Sushi was chosen to be the healthy meal choices for Thursday and Friday. Which is why the meal deal day was swapped. If parents still want to order items that they usually would in a Friday Meal Deal, it is still available however will cost 70 cents to \$1 more. It has been hard to distinguish if the problem was value based or volunteer time based?

Some options the canteen committee will consider are:

- Have sandwiches, wraps, etc also available on Wednesdays along with Meal Deals to meet the healthy schools benchmark.
- Remove Fish Burger and Chicken Strip Wraps from 'sometimes food' menu and remove Pizzas and Salads from the 'everyday food' menu on Fridays.

The other issue is that Fridays are a busy day in canteen and volunteers are run off their feet getting everything made in time. Some issues faced are:

- Looking at the Tally Reports it is difficult cooking 150 chicken strips in two small ovens one of which doesn't work the best. Could we look into replacing the oven?
- We could also look at having four volunteers on a Friday to help with the work load. If we have trouble seeking volunteers Fleur has suggested that seek is a great tool to find people looking for community work, would we be open to accepting people from outside the school to help?

- Another suggestion was to have students make three lines at service time, or rope the lines to keep order during service.

The next canteen committee meeting will be held on Wednesday 28th March 7pm at....

Fundraising Report –

Fundraising Meeting – 1st March, 1.45pm OOSH room.

Easter egg drive – Chocolates going home tomorrow. 15 families paid \$30; 6 families opted out (out of 170 families) Expected profit of \$6000.

Easter Egg Hunt (\$1 per child) Kieren requested \$300 to purchase eggs and prizes. Seconded by Caitlyn Byrnes. **Motion carried.**

Mothers Day Stall – Thursday 10th May; Wrapping Monday, 7th.

Welcome Get together/mother's drinks at QWB – March 10th.

General Business –

Rachelle and Liesel raised concerns about the safety of the pedestrian crossings and the parking areas. Angela to contact council.

Lisa and Liesel suggested the introduction of a 'beautification' role. Discussion about organizing a working bee. Jade Courtney showed interest in this.

Classroom Sports equipment/kit – Kristy motioned that funds from the Easter eggs go towards this. Seconded by Kieren. **Motion carried.**

Liesel suggested creating a survey to ask parents where fundraising should be directed this year. Seconded by Rachelle. **Motion carried.**

Bathrooms revamp – Sidonie is funding the retiling and painting. Liesel suggested getting an electrician quote for changing the lighting and a plumbing quote for changing the tapware. Liesel and Sidonie to follow this up.

Liesel motioned providing paper towel dispensers for each classroom. Seconded by Caitlin. **Motion carried.**

Next meeting: To be advised.

Meeting Closed: 8.50pm