

## PRG- 13.6.17

### Meeting Summary

Chanel, Celeste, Tara, Olivia, Remy, Vanessa, Meena, Nicole, Carmel, Amanda, Melissa

Apologies: Nadia, Fran, Therese, Leslie, Jen, Tunya, Scott

#### **1. Disco**

- Orders finalised today
- PRG have received some general enquiries along with a few parents offering to help.
- Disco team meeting tomorrow (Wed), team to discuss and organise permission notes, food allocation, create checklist/spreadsheet for ease of parent helpers, account for money, delegate and coordinate team and helpers.
- Families can still attend on the night without RSVP, PRG only need pizza pre order confirmation.
- Need Float organised, see Terry.
- Question raised: Can pre-schoolers be with parents in disco? This is ok as long as parent is supervising.
- Risk assessment has been re-done with Fran's assistance.
- Entrance and exit will be located in different spaces- both will be constantly manned. Both spaces will have spreadsheets for sign in/off etc. Entry: outside hall undercover area within school gates, Exit: glass doors that lead to drive through.
- Toilets will also have monitor.
- Use Café stands with laminated Signs on tables for disco.
- Chips to arrive today.
- Tunya to guide two Zumba songs with students as ice breaker?
- Remy: Disco Ball- Need an OHS/Risk assessment to be completed. May use this for term 4 disco?

#### **2. Feast Day**

- Waiting on numbers to start ordering sausages/bread.
- Entertainment, rides, ice cream & coffee booked. Nadia to complete risk assessment.
- Helpers to be coordinated on the day. Need two cooks for BBQ, helpers for serving,
- Spreadsheet to be completed to ensure payments received etc.
- 2 tables with family names in alphabetical order. 3-4 helpers per table.
- Will pre-cook food so it's ready to go at 1pm straight after mass, ask for volunteers to help clean-up.
- Use same Laminated Signs as for disco on tables for feast day.
- Chanell to help. Canteen will be open first break, closed for second.
- Remy to follow up on prices for ice cream/chips/coffee.
- Nadia to confirm if vendors give donation to school
- Remy and Nadia to meet to finalise price details. Nic to put on app once confirmed.

### **3. What's working what not?**

- PRG team feels that they are generally working well, it is early days, subgroup management/ reporting needs some fine tuning.
- FB page should be great to access families.
- Tonight's parent meeting will be useful to move passed initial work, to tie all changes together, provide invitations to be involved, outline purpose of PRG.
- Great team, fun, effective,
- Carmel- Structure is quite fluid.
- PRG members known as "Management team". Let community know. Community needs to understand leadership team exists, to be more transparent. Invite others opinions pre/post events. This way the PRG has reasons/evidence/outcomes to discuss with community. No need to invite others to the PRG meetings as this is for the management group (PRG only).
- Need clear template for future events. Nominate head of event, form sub group, give clear guidelines.
- Finance updates need to be transparent and clear to community.
- PRG team will manage finance feedback. Keep all documentation/research/quotes etc. on events.
- Advertised fundraising is not an option, excess money is ok to put back into other events.
- Community involvement is strong focus, not money related. Welcoming families to be engaged as fundraising can scare people off. Focus on engaging others.
- Can we engage out of school hours- movie nights etc. Look at needs of the community, build events around this. Parents /children focused. Do less well rather than having too many events.
- Cathie/terry asked that PRG communicate better to office. Terry/Cathie can re-direct to PRG email if needed.
- PRG to proof read alerts/communication for school app. PRG to email Nic once final. All alerts on APP are to have title and info. This saves Cathie trying to determine intentions.
- Need to confirm a plan for events and communication. Maybe worth having one person as PRG communication contact to oversee all communication.
- PRG need to share the load across school community. Some other schools nominate year groups for helpers. Try to recruit others. Idea: utilise a specific year group for each event, then parents only obliged to help out once a year, happy to also welcome any other helpers. Set structure each year: eg- yr 1 mother's day, yr 2 athletics. Look at where we haven't had helpers this year and focus on these events and allocate year groups. Coordinate discussion with families during class info night in term 1. Put on agenda term 4.
- Do teachers know who parent representative for their grade is for 2017? Nic to email teachers this info again.
- Reassess communication team and how they connect after this formation year. Use this year as test run.
- Parents have PRG email now and know the team is available.
- New Facebook page will be healthier and more productive for school. Parents have a safe platform to talk and comment. Tara to engage with Aspect to ensure inclusivity.

### **4. Night Meeting Report**

- Celeste reporting on CSP- conference, CSO speaker this Thursday.

- Celeste to feed back info to those who cannot attend.
- CSP to donate an amount of money toward the conference for each school and each parent body to distribute as they see fit. (Approx. \$500 per school) Most schools will match this funding. Newsletter/Facebook and app will provide link to conference. Conference Fri night is free for all. Celeste has organised parish bus for Friday night.
- BBQ on 27<sup>th</sup> August at Bunnings Umina. Invite people interested in attending conference to help Bunnings BBQ and divide profits for tickets. Any leftover \$ perhaps teachers could attend?
- Vanessa to discuss disco
- Remy to discuss feast day
- Jen to discuss Facebook page
- Meena to discuss future events & involvement. Trivia Night 16<sup>th</sup> Sept. Provide sign on sheet with contact details and interest areas.
- Provide Signup sheet/contact details for farm committee interest.

#### **5. SJB Family Facebook guidelines**

- Initial group guidelines, mission and goals are on page. PRG are in agreement to these.
- PRG member who responds is to let all other members know you have already dealt with the issue.

#### **6. Sub group guidelines**

- Need new structured guidelines for subgroups.
- Regular meetings for each subgroup, both pre and post event.
- PRG needs to look at term 3 events. Communication team to put call out for subgroup members for all term 3 events.
- Min 2 members of each subgroup must attend organised meetings so that changes are transparent and to safeguard decision making.
- At each initial subgroup event meeting Subgroup members are to determine and create run sheet and how/when to report back to Nicole and PRG.
- Sub groups need to be organised and meet early. Post event information as early as possible on website/app/Facebook pages.

#### **7. New run sheets**

- Create new structure/checklists to ensure best practice for communication/ feedback/ finance etc. Vanessa to email to PRG.
- Perhaps share this info via a google docs page?

#### **8. Finance update**

- See PRG finance breakdown in attachment from Nicole.
- Each subgroup to allocate a budget, manage finances for individual events and organise copies of all receipts for own records. Original receipts need to be given to Terry.

#### **9. Father's day**

- Father's Day is End of week 7 (Fri 1<sup>st</sup> Sept).
- Families contribute \$5 rather than \$3; still reasonable price.

- it is not the school's role to provide gifts for all family members; it is family's responsibility.
- Communication team to create Father's day event and promote on Facebook page.
- Provide plenty of notice to families so they have opportunity to build on & help create event.
- Staff will also need notification and materials by week beginning 5 at the latest (3 week's notice with materials).
- Celeste to liaise with Amanda re- religious aspect to integrate into craft activity.

#### **10. Mother's day feedback**

- 116 results out of approx. 360 families.
- Comments mostly positive, some noted missing the stall and some wanted multiple gift option.
- 70% parents enjoyed receiving handmade gifts over purchased gifts.
- Student survey was positive. 80% preferred to make a gift.
- Teachers feedback, class parents to assist in 2018, more time to prepare and integrate into KLA as a programmed activity (Visual Arts).
- PRG to follow the same format for Father's day gifts.

#### **11. Misc-**

- All PRG members can check new email account, but need to select one person in each event sub group to check for parent helpers etc.
- Post 2017 PRG and leadership team to determine spending focus, etc. Flagpole areas to be improved in school as the next focus area after air conditioning is paid off.
- SJB Farm : Garden club for yrs. 4-6? Capture senior year interests but farm activities should include all years. Nominate a teacher to coordinate. Olivia happy to work with teacher and help provide clear structure so it's easy for all. Need consideration of OHS requirements. Need committed teacher and structure to start things rolling. May also need new chickens soon. PRG could consider Stephanie Alexander program for 2018. This provides teachers with ideas/recipes/lesson plans and programs that cover many KLA's.
- Disco early term 4 (no later than week 4) or late term 3. After this Friday's disco, subgroup team to meet and discuss future plans. Perhaps a spooky theme disco term 3 or 4?
- Parent support group. Melissa/Leslie/Tara to liaise.
- Playgroup to buy calico bags from PRG as leaving gift for school starters. Celeste to coordinate with Nic.
- PRG could invite parents to join social team/committee to brainstorm ideas for events. PRG members are to be coordinators and determine what is viable. Other parents can be invited to support events that are approved. It was suggested that PRG don't need to add more events, do events well rather than add more in the mix. Any suggestions can be emailed Facebook etc.
- Melissa to hang notice board in Family room for PRG notices/events/ general info. Celeste may have fabric to help cover old surface.
- Missions team idea. Amanda suggests building this from the "Walking the Way" group.
- Parents/staff in this team to encourage "Walking the Way" program as a starting point.
- Perhaps provide a spiritual aspect to next evening meeting with a "Walking the way" focus?
- All available PRG members to attend tonight's meeting.