

**ST JOSEPH'S SCHOOL  
P&F MEETING**

**TUESDAY 13<sup>th</sup> February 2018**

Commenced at 7:05pm

<b>1.0</b>	<b>Welcome, Prayer and Apologies</b>		
1.1	<b>Present:</b> Travis Bienkowski, Jenny Gorman, Belinda Curtis, Jen Stokes, Karen Ruben, Megan LeRoy, Natalie Williamson-Holley, Stacey Gaston, Sophia DeBont, Tracey Clifford, Leesa Hall, Simone Magno, Tracey Clifford, and Kelly Nottle.		
1.2	<b>Apologies:</b> Trish Rossell, Justine McAliden, Janice De Rosa, Bec Lorimer		
<b>2.0</b>	<b>Acceptance of Previous Minutes of Meeting</b>	<b>Action</b>	<b>Who/When</b>
2.1	<p style="text-align: center;"><b>Review of previous Meeting Minutes</b></p> <p><u>Accepted by:</u></p> <p><u>Seconded by:</u></p>	The meeting minutes to be reviewed and accepted at the next P&F meeting	

<b>3.0</b>	<b>General Business – AGENDA ITEMS</b>	<b>Action</b>	<b>Who/When</b>
3.1	<p>Correspondence in:</p> <p>Correspondence out:</p>	<p>Cheque for Aug-Dec P&amp;F Levies \$2950.75</p> <p>Waroonna IGA Account \$57.49</p> <p>Letter Heather Brown Fundraising 16<sup>th</sup> Mar &amp; 24<sup>th</sup> May</p> <p>Catholic Education WA Annual Information Statement request</p>	
3.2	School Board Report	No report	
3.3	Principals Report	<ul style="list-style-type: none"> <li>• Welcome:</li> <li>• Welcome to our first P&amp;F meeting for 2018. I'd like to thank everyone for attending tonight's meeting and welcome any new parents who have joined us for the first time this evening.</li> <li>• I am extremely pleased with the number of parents who have put their hand up to be part of the P&amp;F Executive this year. At the conclusion of the AGM, it was looking as though the school wouldn't have a P&amp;F in 2018 due to the lack of an executive committee. The P&amp;F is vital in raising much needed funds to support the needs of the children and staff. I am very pleased that the hard work and dedication shown by previous executive committees won't be in vain and that this year's executive can work together for the greater good of the school community.</li> <li>• The staff and students have started the year exceptionally well. I would like to again thank the staff for the time and effort they have put into ensuring their classrooms were ready for day 1. At the end of last year, the classrooms were thoroughly cleaned out and changed around for the beginning of this year. Teachers had to therefore set their classrooms up from scratch. Over the holidays, every door had a window panel inserted which adheres to NQS and Protective Behaviours standards, the carpets and windows were thoroughly cleaned, and the insect spray was completed around the school. Aus Clean cleaning contractors commenced their service during the lead up to the start of school. I'd like to welcome Wendy and Jen to the school as our new cleaners.</li> <li>• There are currently 155 students enrolled at the school. We have welcomed 9 new students to the school so far this year.</li> <li>• The school welcomed Tori Johnson (Yr. 6), Bethaney Tucker (Yr. 4) and Belinda Curtis (EA) to our staff, and Mrs Karen Gear who returned from Medical Leave.</li> </ul>	Travis Bienkowski

- **LEARNING**  
School Focus:  
In 2018, the school will continue to focus on Mental Maths Strategies & Basic Facts (expert engagement with Paul Swan & Paul Woodley), Spelling (using Diana Rigg), Explicit Direct Instruction (EDI), Walker Learning Approach, MJR, Brightpath, Prime Mathematics (Yrs. 1 - 3), Digital Technologies (Yrs. 1-6), The Arts (Yrs. 1-6), Science (Yrs. 1-6), Extension Programme (Yrs. 1-6), School Choir (Yrs. 2-6) & Performing Arts Festival and the Fogarty Edvance Program (School Improvement & Leadership).
- Fogarty Edvance Program:  
Next Monday 19th February, the staff will attend a Mathematics PD day where they will work closely with Paul Woodley and Paul Swan on the effective teaching of Basic Maths Facts. This is part of an expert engagement commitment the school has made in collaboration with the Fogarty Edvance program. This engagement is closely linked to the school's KPI's and Milestone documents. A strong emphasis on Basic Maths Facts will be evident within the school this year (homework & in classrooms).
- Kindy Speech Screens & On-Entry Testing (PP):  
During Week 5, every student in Kindergarten will complete Speech Screening. These screens provide the school, classroom teacher and parents invaluable data to ensure the child has the best start to their schooling as possible. Areas of need are highlighted in the report which can then be addressed by the teacher with the support of the child's parents. On-Entry testing in Literacy and Numeracy will occur during Week 5 for every student in Pre-Primary. This test provides invaluable information for the classrooms teachers and enables them to gain a greater insight into each child's strengths and weaknesses in Literacy and Numeracy.
- **ENGAGEMENT**  
Family Masses – Year of Youth:  
The Australian Catholic Bishops invite the Church in Australia to engage in a 'Year of Youth' in 2018. Marking the 10th Anniversary of WYD 2008 Sydney, the Year of Youth invites the Church to nurture the physical, emotional and spiritual well-being of young people.
- To coincide with the 'Year of Youth', St Patrick's Parish invites each class to participate in a Family Mass on the 3rd Sunday of each month and welcomes us to join the Parish in morning tea afterwards. Every class throughout the year will have an opportunity to attend a scheduled Family Mass. The Year 1 class will attend Mass on Sunday 18th February at 8:30am.
- **ACCOUNTABILITY**  
Parent Night:  
The Parent Information Night will be held this Thursday evening. With the positive response that was received from last year's trial of having class information meetings repeated at two different times, the school will again continue with this format. Staff will present their information session twice to assist working families. I will speak between sessions with all parents in the Library. Session times are: 5:30pm – 6:00pm (classes), 6:00pm – 6:30pm (Library), 6:30pm – 7:00pm (classes).
- Staff Attire Policy:  
A Staff Attire Policy was introduced at the beginning of the year to ensure all staff were aware and adhered to the appropriate attire to wear to school each day. This coincided with the need to take into consideration Occupational Health and Safety standards and the importance of Sun Smart practices. All staff have been asked to wear a hat when they are on playground duty and be role models to the students in their care.
- **DISCIPLESHIP**
- Whole School Mass:  
We celebrated our first Whole School Mass in Week 1. The Year 5 class, with the support of Kate Vidulich, did a great job in preparing the Mass in such a short amount of time. It was a great way to commence the year and acknowledge our new staff and students.
- Ash Wednesday Mass:  
Tomorrow at 9am, the whole school community will celebrate Mass for Ash Wednesday. This Mass marks the commencement of the Lenten Season, a time to

		<p>focus our attention on three key areas in our life: prayer, almsgiving and fasting.</p> <ul style="list-style-type: none"> <li>• MJR Award: The first MJR Award of the year will be announced tomorrow after the Ash Wednesday Mass.</li> <li>• Commissioning Mass: The Staff Commissioning Mass will be held on Sunday 25th February, commencing at 8:30am in the Church followed by morning tea to be held in the school staffroom. An invitation to all School Board members and the P&amp;F Executive to attend this important Mass will be sent out in the next few weeks.</li> <li>• Sacramental Enrolment Meeting: The Sacramental Enrolment Meeting will be held next Thursday 22nd February for all students seeking to receive the Sacraments of Confirmation, Holy Communion and Reconciliation this year.</li> <li>• I once again look forward to another productive year ahead working alongside you all.</li> </ul>	
3.4	Treasurers report	<p>As attached</p> <ul style="list-style-type: none"> <li>• See treasurers report for money received and expenses</li> </ul>	Jen Stokes
3.5	<p>General business</p> <p>1. School Fundraising</p> <p>2. Camp Donation</p>	<ul style="list-style-type: none"> <li>• St Patrick's Day Recess Canteen Fundraiser <ul style="list-style-type: none"> <li>○ On Friday 16<sup>th</sup> March (last day of swimming lessons). Donations of green items to be sold in canteen. Bianca Wilson to co-ordinate with year 3 and 4 classes for assistance.</li> </ul> </li> <li>• Easter Raffle – tickets in coordination with office. To run in-conjunction with Easter bonnet parade. To be held Thursday 29<sup>th</sup> March in the afternoon prior to leaving school.</li> <li>• Mother's Day Stall <ul style="list-style-type: none"> <li>○ Stacey Gaston happy to take task on again. Would like total number of students in each class. Will take books home to look over.</li> </ul> </li> <li>• P&amp;F family fun night to be rescheduled to the end of the year. It was suggested to look at joining with the parish BBQ. Another suggestion was to have a popup movie night in mid-October, together with a sausage sizzle and popcorn. Tracey was happy to look into costing and report back.</li> <li>• Crispy Crème Donuts Fundraiser. Megan LeRoy was happy to coordinate with the Year 4 class</li> <li>• Bunnings Sausage Sizzle at Halls Head. Travis will look in to possible dates and advise committee.</li> <li>• Advertising school during fundraisers is available by borrowing the school banner.</li> <li>• Feast Day to be looked at next term.</li> <li>• Wood Raffle at IGA with wood donated by Kelly Nottle and family</li> <li>• Disco to be possibly looked at in term 2</li> <li>• Quiz night to be looked at instead of a bingo night.</li> <li>• Silent auction Eagles picture or possible father's day raffle to be investigated</li> <li>• Show gate – It was discussed a member would need to attend the Ag Show Committee and liaise regarding the show gate. Jen Stocks to enquire and Simone to Co-ordinate with office</li> <li>• Lions Trailer to possibly use for catering at the Sunday Markets and shared with the Districts School. Travis to confirm with Patrick Dunne and investigate possible dates,</li> <li>• It was discussed that the Year 6 class would be going to Woodman's Point (instead of Albany) and therefore the cost of the bus would be cheaper. However, the</li> </ul>	<p>Bianca Wilson</p> <p>Simone Magno, Karen Ruben, Kelly Nottle and Leesa Hall</p> <p>Stacey Gaston</p> <p>Tracey Clifford</p> <p>Megan LeRoy</p> <p>Travis Bienkowski</p> <p>Jenny Gorman</p> <p>TBA</p> <p>Kelly Nottle</p> <p>TBA</p> <p>Simone Magno</p> <p>TBA</p> <p>Jen Stokes and Simone Magno</p> <p>Patrick Dunne and Travis Bienkowski</p> <p>Executive Committee</p>

	<p>3. P&amp;F Positions</p> <p>4. Change of Bank Signatories</p> <p>5. Levels of behaviour framework</p> <p>6. Canteen</p> <p>7. Extra Tables/Benches</p> <p>8. Grants spending investigation</p> <p>9. Lunch/recess Seating</p> <p>10. Major Project Ideas</p>	<p>left-over money from the \$1500 bus cost could be put towards the activities cost of the camp. All agreed</p> <ul style="list-style-type: none"> <li>It was suggested to possibly boost participation numbers by introducing the 'Bring a Friend' philosophy. This could improve and promote P&amp;F attendance and school involvement.</li> <li>Change of Club bank signatories with any two to sign Jen Stokes moved that the existing signatories of Melissa Fuller and Belinda Curtis are to removed and the new Club Executives of Simone Magno and Kelly Nottle are to be added under matching conditions. Travis Bienkowski seconded the motion. All in favour.</li> <li>Last year, the staff attended a Levels of Behaviour PD facilitated by Leith Tarling. After consultation with staff, it was decided that the Levels of Behaviour framework will be implemented as a whole-school focus in 2018. Every classroom is required to have a statement of intent (created by the students in collaboration with the classroom teacher) and a bank of words/actions that fit into the 4 levels of behaviour chart (green, yellow, orange and red). The students are made aware of and reminded of certain behaviours based on where they fit on the circular chart. Parents will be informed of this framework at the Parent Information Night.</li> <li>It was mentioned that the school canteen has been very quiet the last Monday. It was suggested to request a reminder that the canteen is open. Discussions were also conducted regarding a token or credit system. Further investigation is warranted to ensure best practices is followed.</li> <li>It was mentioned that there were limited seating options for senior students at school. Investigation of moving the bench from behind the Library will occur.</li> <li>It was discussed that all committee members investigate possible ideas or a major project for grants spending</li> </ul>	<p>All committee members</p> <p>Jen Stokes</p> <p>Travis Bienkowski</p> <p>Kelly Nottle</p> <p>Travis Bienkowski</p> <p>All committee</p>
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**8.33**  
Meeting Closed

**Minutes signed as true and correct:** Natalie Williamson-Holley

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**Chairperson** **Dated**

**Next P and F meeting: Tuesday 13<sup>th</sup> March 2018 @ 7pm**