Minutes of Meeting

Meeting commenced at 7.00pm
Chairperson: Margo Taggart
Secretary: Janine Power

ITEM 1 – Welcome
Welcome - Margo Taggart
Opening Prayer – St Nicholas Prayer - All Attendees

ITEM 2 – Attendance


ITEM 3 – Confirmation of Minutes
Confirmation of Minutes from previous Association Meeting held on Monday 27 November 2015.  
Accepted by Joanne Harding
Seconded by Stefan van Aanholt

ITEM 4 – Business Arising
Welcome BBQ:
• It was decided to allow more time for children and families to settle into school before holding the Welcome BBQ
• The Welcome BBQ will be held in Term 2 on Friday 29th April. Be sure to put this in your diaries!
• All families of our school community are welcome to attend.
• PT & F will provide BBQ – sausages, steakette sandwiches, coleslaw and icypoles. Drinks will be available for purchase.
• Fun music will be played on the evening for families to enjoy – Lisa McSweeney to arrange music.
• Parents will be welcoming families at the school entrance to help find your way around and to meet others.
ITEM 5 – Correspondence In/Out
• Letter received from ADIG (‘Armidale Diocesan Investment Group’) relating to the PT & F funds invested in a Fixed Term Deposit maturing on 25th February.
• School Products Australia Catalogue & Australian School & Club Fundraising Catalogue

ITEM 6 – Principal’s Report
• Refer to Attachment 1 - full Principal’s Report

Building Works:
• The children are adapting to the building works very well – ‘going with the flow’.
• Parents can be proud of how well the children are adapting – they are loving seeing the progress of the buildings and machinery with much interest.
• Senior students have been outstanding helping any children who are a little worried about where they go.
• Term 2 will have an open night to show the plans with the Project Officer and Architect.
• The kindy playground will be functioning beginning of Term 2.
• Concerns for the children was raised with the heat and no Cola available with the building works in progress – the library is available and continuing to encourage the use of hats.
• View Pinterest for photos and progress of building works.
• Can the tunnel where the children enter be decorated – at present it is quite dark with dark cloth and plastic – yes this can be decorated.
• Concern re the tunnel being slippery when the wet weather is upon us – will continue to monitor options with the builders as required.

Attendance at School:
• Value of attendance at school – recent plan data recognised that 91 of our children are absent from school for 20 days of the year - we are the second lowest but staff and parents will work together to enhance the importance of children attending school.

School Mantras:
• Reminder to discuss with your children the school mantras and practice at home as well
  1. Go with the Flow
  2. Manners Matter
  3. LIFT WALT WILL WILT
  4. 2 More Marks
  5. 6 Ups
  6. Veritas

ITEM 7 – Treasurer’s Report

Pancake Day:
• Pancake day raised $240 for Caritas

Bakers Delight:
• Bakers Delight has donated $98.35 from family purchases

Fixed Term Deposit:
• Term deposit interest paid was $544.15 over the last period.
• Re-invest the $30,000 in the 3 month term deposit.

  Accepted by Jule George
  Seconded by Amy Kelly
**Country Music Camping:**
- Raised approximately $24,910. The exact details will be provided at next meeting.
- Donation of 10% of Country Music Camping takings to Steve West as appreciation for all his work.

  *Accepted by Julie-Anne Williams*
  *Seconded by Patrice McMullen*

**Actions:**  
- Treasurer to arrange donation to Steve West  
- Treasurer to arrange VISA card for Mary-Jane Galvin  
- Treasurer to re-invest Term Deposit

- Refer to Attachment 2 - Treasurer’s Report

**ADIG:**
- The Manager of ADIG would like to attend the next PT & F meeting to share what ADIG can offer students and families. He will be invited as Guest Speaker. ADIG is very supportive at our School and Parish through providing banking for the children and sponsoring many of our sporting events.

  *Action: Janine Power to invite Manager to next meeting.*

**Mothers Day/Fathers Day Gifts:**
- Mary-Jane Galvin spends many hours purchasing gifts for the children to purchase a special gift for parents on these special days. Thank you to Mary-Jane for continuing this task. The children love choosing a special gift for Mums and Dads.
- Thank you to a very kind grandmother who has also donated jewellery to assist with these gifts.
- It was agreed to purchase and credit $500 onto a VISA card for Mary-Jane to help get started with these purchases.

  *Accepted by Julie-Anne Williams*
  *Seconded by Sarah Kampe*

**New Cola:**
- Suggestion for netting to be provided for the new Cola to enhance its multi-use for eg. Indoor netball, cricket and many other uses. Awaiting review of quotes at next meeting.

**Budget Forecast:**
- Is there a Budget forecast for what PT & F expect to spend and expect to fundraise?
  - Previously the School has held two major fundraisers, the Country Music Festival Camping and the Spring Fair. Fundraising Team to present options at next meeting.
  - Suggestion to have displayed a thermometer poster displaying funds raised and the items the fundraising monies are assisting. More details next meeting.

**ITEM 8 – Board Meeting Report**
- The Board is a group of elected representatives from the school community who act as an advisory body for the Principal.
- The first Board meeting was held last week.
- The staff have been split into three teams: a Google drive team with an IT focus; a Well-being team and a LIFT team with an educational focus. These teams will meet and share their knowledge with the rest of the staff throughout the year.
- Mr West was thanked for his hard work in coordinating the Country Music Festival camping. The Board thanked Mr West and very grateful for his commitment to helping the school raise these funds.
- Spread the word – a reminder if you have school aged child/ren who have not been baptised make contact with Fr Joe to complete a form by 5th March to commence the Baptism Preparation Session.
• David Winnick of the Board thanked with appreciation the PT & F for their continued support to the Board.

ITEM 9 – General Business

Swimming Carnival:
• Great job and thank you to Belinda Tyrell organising and running of the swimming carnival.
• Is it possible to have a St Nick’s School Record eg. swimming & athletics – is it possible to have the order of the day prior to the carnival so parents are aware of timing of events.

Action: Janine Power to follow up with Belinda Tyrell.

School Uniforms:
• Uniforms ‘r’ Us continue to operate as a home based business – providing only girls uniforms – contact Bev on 6765 7771.
• Other Uniform option for boys and girlswear uniform is Lowes.

PT & F Meeting Time:
• The PT & F Meetings will continue to commence at 7pm. Future meetings will be held in the School Library. Please enter via the front office door.

Newsletter:
• The weekly School Newsletter will now have a link on Facebook.

Family Mass:
• Is there any way we can speak to Fr Joe to make the Family Mass more relative to the families?
• Are the children involved in Stations of the Cross? The School was not aware of this until reading the Parish Newsletter.

Action: Stefan van Aanholt will discuss these questions at the next Parish Council Meeting.

Fundraising:
• Suggestions for fundraising focusing on building our school community spirit in a social, low key but fun way.
• Green Day at School will take place again this year but will be lower key.
• Ideas raised were Golf day, Barefoot bowls night, School Christmas Celebration, Gingerbread house making, Christmas in July Ball, Race Day, Bingo Family Night, Casino Night
• Fundraising Team has been formed and will meet next Monday to brainstorm options and ideas and will present these at the next meeting. The team comprises:
  o Belinda Hanlon, Amy Kelly, Sarah Kampe, Joanne Harding & Emily Lloyd. If you have any ideas to share or would like to be part of this team please email stnicholasptf@gmail.com

Facebook:
• There are four Facebook pages currently linked to St Nicholas School being:
  • St Nick’s PT and F
  • St Nick’s Kinder in 2016
  • St Nick’s Year 2 in 2016
  • St Nick’s Year 5 in 2016
• All 4 pages are running extremely well and appear to be fulfilling the purposes they were set up for:
  The purpose of the pages are to provide a platform to ask questions & be kept informed of events/ deadlines happening this year.
• The members of the pages are asked to:
  “promote a respectful atmosphere where people feel free to ask questions, get help, share tips and tricks and engage with others.”
NOTE *Staff are not required or expected to be members or administer the pages. The administrators of each page are parents in our school community.

- Some statistics about the Facebook pages:
  - 280 people are currently members of the PT and F Page.
  - On January the 9th (Pancake Day) our reach was 2946 people!
  - Kinder page has 46 members
  - Year 2 page has 52
  - Year 5 page has 20
  - This week to date our reach has been 3815 people!

- It was noted that Facebook is a great tool creating and fostering our community spirit as well as providing free and positive advertising for the School.
- At present Patrice McMullen is the only current administrator of the PT and F Facebook. She called for other interested people to help out. Joanne Harding volunteered. Patrice to follow up. Margo Taggart also going to be made an administrator.
- Below is a print out of the total reach the page had in the first 3 weeks of school.
- NOTE: TOTAL REACH = The number of people who were served any activity from your Page including your posts, posts to your Page by other people, Page like ads, mentions and check ins.
- **Total Reach: January 31, 2016 to February 15, 2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Reach</th>
<th>Organic Reach</th>
<th>Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 31</td>
<td>153</td>
<td>153</td>
<td>0</td>
</tr>
<tr>
<td>February 01</td>
<td>70</td>
<td>70</td>
<td>0</td>
</tr>
<tr>
<td>February 02</td>
<td>93</td>
<td>93</td>
<td>0</td>
</tr>
<tr>
<td>February 03</td>
<td>32</td>
<td>32</td>
<td>0</td>
</tr>
<tr>
<td>February 04</td>
<td>46</td>
<td>46</td>
<td>0</td>
</tr>
<tr>
<td>February 05</td>
<td>5</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>February 06</td>
<td>136</td>
<td>136</td>
<td>0</td>
</tr>
<tr>
<td>February 07</td>
<td>86</td>
<td>86</td>
<td>0</td>
</tr>
<tr>
<td>February 08</td>
<td>702</td>
<td>702</td>
<td>0</td>
</tr>
<tr>
<td>February 09</td>
<td>2,946</td>
<td>2,946</td>
<td>0</td>
</tr>
<tr>
<td>February 10</td>
<td>1,134</td>
<td>1,134</td>
<td>0</td>
</tr>
<tr>
<td>February 11</td>
<td>1,034</td>
<td>1,034</td>
<td>0</td>
</tr>
<tr>
<td>February 12</td>
<td>166</td>
<td>166</td>
<td>0</td>
</tr>
<tr>
<td>February 13</td>
<td>68</td>
<td>68</td>
<td>0</td>
</tr>
<tr>
<td>February 14</td>
<td>59</td>
<td>59</td>
<td>0</td>
</tr>
<tr>
<td>February 15</td>
<td>33</td>
<td>33</td>
<td>0</td>
</tr>
</tbody>
</table>
Patrice asked for suggestions regarding what is put on the page. It was suggested that:

- The School Newsletter link be added each week.
- Information about Qkr
- Reminder about the Pinterest Pages on the website (especially regarding the build). **Pinterest is an online pinboarding platform. Each class has a page and photos are added to it during the year. There are also pages for the library, the build etc. You can access Pinterest through the school’s website.**
- Information about the Absentee Forms on the website
- If you have any other ideas please contact Patrice McMullen via PT and F Facebook.

**Action:** Patrice to followup Administrators.

**ITEM 10 – Next Meeting Date**

- The next PT & F Meeting will be held on Monday 14th March at 7.00pm in the School Library.

**ITEM 11 – Closing Prayer**

- Stefan van Aanholt and attendees – Hail Mary with special thoughts and prayers for Katlin Groom.

**ITEM 12 – Meeting Closed**

- The meeting closed at 8.55pm.
Principal’s Report
St Nicholas PTF
Monday 15th February 2016

Firstly a very warm welcome to everyone and I look forward to a wonderful and exciting year ahead.

I begin my report with sad news. Last Friday Katlin Groom was involved in a very serious accident. On Saturday she was flown to John Hunter Hospital. Katlin’s injuries are not life threatening but they will take considerable time to heal. Felicity Penman will take over the teaching duties in Katlin’s absence. I have written to the parents today.

The school year has commenced with 476 students enrolled. Apart from a few places in Year 3 the school is running at capacity. Census was on last Friday and we are staffed on these numbers. (August prediction)

New staff members are; Miss Anna Phelps taking Renee Dunst’s Maternity Leave and Emma Hatfield as Educational Assistant who will be involved with the Minilit Intervention program. Pete Flynn Acting REC and Belinda Tyrrell Acting Sports Coordinator. Helen Beale needs surgery to her eye so Jo Wallace will take 4B from Wednesday 24th Feb 4-6 weeks.

All teachers are submitting: Personalised Learning Plans built around the AITSL Standards.

A very big thank you to Steph West for all his tremendous work over the Country Music Festival. $24910.

All students Year 2 to Year 6 are currently completing ACER PAT tests in Numeracy and Literacy. This gives us baseline data to plan and differentiate as well as setting improvement targets. Year K -2 are also working on PM and SENA data. Interesting fact 22% of our students miss more than 20 days school a year (second lowest in the diocese). More details in this week’s newsletter.

We have celebrated our Opening School Mass at which we commissioned the school leaders. We also celebrated Ash Wednesday last week.

Last Tuesday Patrice McMullen, Mini Vinnies and many mums and a dad celebrated Shrove Tuesday by cooking pancakes for the students. Patrice is also a reluctant tv and radio star.

Our Parish has an Assistant Priest Father Joseph Armah who joined the parish last week.

Family Mass will continue this year (began last Sunday with a good roll up) and the staff have committed to First Friday Mass for 2016 as well as supporting the Parish Baptism preparation program.
After School Care

After school care and vacation care are available again this year at the school and will be provided by Sherpa Kids.

Buildings

The building works are going well and we are ‘going with the flow’. The contract for the building works were signed on December 22nd by Bishop Kennedy. The successful company was David Payne Constructions from Dubbo. Work commenced on January 11th and the demolition phase is almost complete. The school will be supported by Neil Mangelsdorf from RPMA Wagga Wagga as Project Manager. The first stage which includes 9 classrooms, undercover sporting facility, canteen, 2 separate toilet areas, 2 seminar rooms and more, is scheduled for completion in October this year. Stage 2 of the project which includes 6 classrooms and a library are scheduled for completion in March 2017. The cost of the work is over $10 million dollars. Ongoing issues with the neighbours continue to slow progress with the COLA part of the works. Site meeting with architects builders and CSO this Wednesday to discuss progress.

The Parish Finance Council is looking into purchasing the driveway to add to school property.

Last Thursday members of the school executive presented our plans for 2016 to the Catholic Schools Office Executive. They are very happy with our planning, progress and results.

We have 3 teams running this year as well as Year group teams.

Well Being

Google

LIFT

I encourage you to discuss with your children the school mantras

Go with the flow
Manners Matter
LIFT WALT WILL WILT
2 More Marks
6 Ups
VERITAS

Thank you
St Nicholas PT&F Meeting
15th February 2016

   Cheque Account $34,842.63
   Term Deposit I84 $40,000.00
   Term Deposit I84.1 $30,000.00

2. Transactions for February to cheque account were as follows:

   Deposits
   $ 3.79  interest credit
   $ 175.00  Mango Money (extra boxes sold)
   $ 510.00  Country Music
   $ 392.71  Term Deposit I84 Interest
   $ 151.44  Term Deposit I84.1 Interest
   $ 200.00  Country Music
   $24,910.00  Country Music
   $ 240.00  Pancake Day- Caritas
   $ 60.00  Pancake Day – Float
   $ 98.35  Bakers Delight

   Withdrawals
   $ 1410.00  Chq 451710 Hat Subsidy
   $ 1035.00  Chq 451711 Year 6 Tshirts
   $30,000.00  Transfer to Term Deposit I84.1
   $ 368.29  Reimburse Jule George Variety Brekky and Movie Night
   $ 211.00  Reimburse Jule George PTF Dinner
   $ 1240.00  Cleaning Invoice from Country Music
   $ 60.00  Float for Pancake Day

3. Any further expenses for approval, any further monies for depositing?

Regards
Julie-anne Williams and Natasha Gallagher