Meeting opened
Brendan Ryan opened meeting at 7.02pm.

Apologies
Claire Price, Karen Anderson, Emma Butler, Dannielle Cracknell, Shylie Brimms

Present
Maria McCabe, Sheridan Hargreaves, Melissa Toms, Linda Cunningham, Kisa Baldwin, Gretel Jones, Jan Cronly

In attendance
Brendan Ryan, Carolyn Waugh

Welcome & Prayer
Prayer to the Holy Spirit

Acceptance of Minutes of Previous Meeting
Moved by Maria McCabe, seconded by Kisa Baldwin.

Treasurer’s Report – presented by Brendan Ryan on behalf of Karen Anderson
Treasurer’s Report and bank reconciliation was tabled by Brendan Ryan. Opening balance as at 27th June 2015 was $19,775.82 and closing balance as at 9th November 2015 at $25,247.97.

Expenses approved $9,146.50 as follows:
- Maths resources $7,850.50
- Monster raffle $396.00
- Print people $360.00
- Henny Penny $240.00
- Jazz Club $300.00

Request for purchase of Reading resources for Infant classes $6,504.25 - Unanimously approved

Treasurer’s report moved by Brendan Ryan, seconded by Maria McCabe

Secretary’s Report
Incoming correspondence:
- None

Outgoing correspondence:
- None
Principal’s Report – presented by Brendan Ryan

Classes 2016 – Straight vs Stage Classes
• The question was asked as to how straight classes will be impacted where a class has a high number of children with additional needs. Carolyn noted that Individual Education Plans (IEPs) are used to set up and support the classroom teacher. Brendan add that there is a move from traditional teacher-class model to collaborative teaching groups where focus is not only about one classroom with the teacher and students, but involves a range of people such as Principal, Assistant Principal and Additional Needs teacher to work together with the teachers. Children are tracked across their school life and specific learning is provided where need (such as providing extension in for example literacy and numeracy).
• Staff undertake surveys and this year some Year 6 families also completed the survey.
• Maths increasing from 60 minutes to 75 minutes per day.

Principal USA Professional Experience
• Brendan presented on his recent professional development experience in the USA where the focus was on developing professional learning teams. Currently at the school, part of the teachers’ release (2 hours per week) is to meet as a teachers body to review the ‘norms’ that are curriculum-based, and review assessments and performance to ensure consistency against these norms. The school has this working well now, and needs to take the next steps in moving to a collaborative model. This is where professional expertise (such as numeracy and literacy) from across the school comes together as a team to support the identified needs of each student.
• Hawker Brownlow, an educational organisation, sponsored key note speaker presentations during the various workshops and presentation.
• A number of schools were visited where Brendan was able to review and observe professional learning teams in action.

Staffing 2016
• Two new appointments in one-year contracts – Stephanie Smith, Courtney Peate
  ○ Stacey Young currently on maternity leave
  ○ Simon Smith to return to a casual position by request.
• Permanent appointment – Jessica Matthews.
• Congratulations to Justine and Kurt Bullock who are expecting their first child. Justine will be on maternity leave from term 2, 2016.
• Bernard Spiller has extended his leave for another 12 months.

Classroom Improvements
• $115,000 has been spent on refurbishing six classrooms including the removal of walls to improve effective use of space and facilitate ‘open learning’ spaces. The rooms and ceilings were painted, and new carpet was laid. New furniture has been purchased as well as pin boards and a new display cabinet.

School Administration Entrance 2016
• The architect has provided plans to Brendan Ryan for the renovation of the foyer and administration area. Plans include a covered entrance, a roof, panels to support air flow, and internally a tiled walkway with automated doors.

Dance Fever – Dance 2016 Term 1
• Next year gymnastics will be replaced with Dance Fever.

Kindergarten 2016 – Orientation
• 46 enrolments for next year.
Term 4
• **November 2015**
  - Friday 13th: School Disco
  - Monday 16th: Kindergarten 2016 Orientation Day 1
  - Tuesday 17th: Kindergarten 2016 Orientation Day 2
  - Saturday 28th: Sacred Heart Parish Tableau
  - Monday 30th: Infants intensive swimming commences

• **December 2015**
  - Tuesday 8th: Primary classes presentation evening
  - Thursday 10th: Primary swimming carnival
  - Friday 11th: Orientation Day, Years 1-6 2016 (new students to MSPP)
  - Monday 14th: Year 6 Treat Day
  - Tuesday 15th: Infant classes presentation and End of Term Treat day
  - Wednesday 16th: ‘End of Year’ Graduation Mass and Student Reports distributed

**Assistant Principal Report – presented by Carolyn Waugh**

*Maintaining the Relationships between Stage Levels*
• Opportunity to maintain relationships between stage levels include playground, camp, English extension and support, elective sport, lunch groups, library groups, Tableau/Stations of the Cross, Choir and other evolving opportunities
• Suggestion for a homework club at lunchtime.

**Playground Initiative – presented by Kisa Baldwin**
• Kisa Baldwin presented on a ‘loose parts’ initiative for the playground to support creativity. In a study undertaken by The University of Sydney as part of the ‘Play for Life’ initiative, a number of Catholic schools in Sydney implemented the ‘loose parts’ play time using industrial items and results showed a reduction in bullying and sedentary behaviour, and an increase in participation and collaboration between students.
• Concerns tabled included suitable storage, items being left out and possibly stolen, and the logistics of supervision.
• The initiative will be discussed further at the next Parent Forum with the view to having an action plan for the end of Term 1, 2016.

**General Business**

*School Chaplaincy*
• Philomena Zambelli will continue in 2016.

*School Disco*
• The School Disco is on again this Friday, November 2015.

*Student Representative Council*
• Recommendation that a student can only participate for a 12 month period per stage to provide the opportunity for other children to participate that might not necessarily be considered by peers. Brendan noted that the school undertakes a 2-day leadership workshop around what leadership means and the qualities for leadership. This is reinforced at a teacher-level in classrooms also across all years.

*Parent Representations*
• A request was tabled that a number of parents are assigned to Book Week to assist with the Book Stall as part of the parent helper tasks including set up, pack up, displays, and book sales.
**OH&S Awareness**

- A number of children were sighted carrying desks last term and the question was raised as to whether the students were informed on correct lifting techniques. Brendan noted that a handful of Year 5 and 6 students were selected to assist with items at the end of term and were informed on correct lifting techniques, and these students were also supervised.

**School Promotion**

- A recommendation was tabled for the school to market in local media events held to raise awareness of the school. Brendan noted that big ticket items such as Tableau are posted in the local media, however there are some events that could be included.

**New Staff**

- A question was raised about whether the school considers gender equality in the recruitment of staff. Brendan stated that the school absolutely considers the need for gender equality and seeks to hire the best person for the position but does concede that applications tendered by males far exceed those tendered by females. Recently, three male staff members were employed in the past year.

**Mother and Daughter Camp**

- A recommendation was tabled following on from the last meeting regarding the option of a mother and daughter camp. Brendan had asked a few mothers and the responses indicated that mothers would prefer a night out.

**Next Meeting**

Suggestion to move meeting to a 6.30pm start.

*Moved by Melissa Toms, seconded by Maria McCabe.*

**Meeting closed**

Brendan Ryan closed the meeting at 9.13pm