Meeting Minutes 6th May 2014

Meeting open: 7.05 pm

Attendance: Lee Sternberg (President) (Yr 9), Suzanne Kavanagh (Principal), Liz Kayrooz (Deputy Principal), Stephen W (Yr 7), Mr N/Mrs P (Yr 7), Kellie H (Yr 9 & 11), Monica B (Yr 9), Donna H (Yr 9), Maree H (Yr 9 & 11), Michelle H (Yr 11), Trish De Pomeroy (Secretary) (Yr 9).

1. Welcome from President and School Principal
2. Meeting opening prayer
3. Apologies
   Philippa S, Melani B, Annaliza O, Cathy K

4. Confirmation of Minutes of previous meeting.
   a. Two amendments noted
      Proposed: Liz Kayrooz
      Seconded: Lee Sternberg

5. Business arising –
   a. Information Communication Learning Technology (ICLT) Committee feedback on parent representative & iPads as supporting tool. SK is closely involved in the Diocesan planning for ICLT, strategy is under review for funding and support – this is still at the stage of information gathering. The CSO is considering various options, July 31 2014 has a major meeting at which decisions will be for what the diocese can afford to fund and support. An issue for MCC has been the quality of the wireless connection. Connections have been upgraded, cabling to be completed soon and SK is hopeful that wireless connection will be stronger – surrounding physical environment has impacted on this efficacy. Some discussion ensued around the dilemma of centralised versus localised support system – costs to school go beyond devices & extend to support technicians. Once the diocese has gathered information & made a decision, SK will seek parent input and feedback for MCC’s strategy. Discussion occurred about reliability of technology – eg lessons planned and students turning up for lessons with laptops not charged. Marist & St Pius have good examples & include technology support on staff. Next steps will be to stay tuned for outcome of July 31 meeting.

   b. Year 7 contact list. Kym B and Jacqui M have offered to be Year 7 parent co-ordinators, have sent out an email to the grade with approximately 70 parents responding so far.

Year 8 – Lee will give them support to get this restarted.
c. Sun protection uniform options. SK has discussed with Mr Cuttler, perhaps an optional uniform item can be introduced, wide brimmed hats not always practical for PDHPE, more shade has been installed & retractable shade cloth is being installed over chess game. Mr Cuttler will discuss with PDHPE staff to encourage girls to use shade & caps & discuss options for further hat options.

d. Canteen healthy food options – SK has initiated conversation with the canteen staff, unforeseen circumstances have occurred for 2 of the 3 staff which has limited their availability to meet, so SK will follow up prior to next meeting

6. Correspondence – Nil

7. Treasurer’s report
   Allene O unable to attend this meeting due to work commitments to but has sent through Bank reconciliation report as at 5th May 2014. All cheques that she has signed have been issued and all deposits have been credited into the PA account including the Parent Levy for 2013.

   Cocktail party – as well as a social success, was financially cost effective as well.

   Mothers’ Day – will cost more – larger numbers, buffet style and coffee barista.

   Action – Lee will confirm exact figures for Cocktail party & Mothers’ Day breakfast prior to next meeting

8. Principal/ Vice Principal’s report and discussion

   a. Stage 2 refurbishment – more storage for chess pieces/ dual purpose tiered seating. More timber seating around the tree area

   b. Stage 3 – later in year, amphitheatre lighting & additional seating, colour additions

   c. France excursion – this was available to language & Arts students. 13 girls, 3 teachers had a very successful trip which occurred during the last week of Term 2 & first week holidays. They kept families up to date on Instagram account for family & friends. Feedback from Maree H from parent perspective that this was a great experience for her daughter and communication methods were excellent.

   Next excursion – Vietnam, January 2015, advertised for existing years 10 & 11 (yr 11 & 12, 2015). House building project & youth on streets in Hanoi

   d. Enrolments – 541 (41 more than 2013). 119 already applied for Year 7 2015, will accept approximately 110 students which will be a net increase of a further 40. This is the limit the school can accept so SK will need to consider plans for the future ie increase & extend school facilities or cap enrolments.
Q – Some movement from yr 10 – yr 11? Various reasons can contribute however there is not a huge drop in student numbers. This year have approximately 60 in yr 12, approximately 70 in Year 11 & then numbers jump to over 100 in Years 10, 9 and 8.

9. President’s report and discussion
   a. Past events –
      i. Open day – huge success, cooked about 1100 sausages, had a great atmosphere. Approximately 600 visitors to the school. Quite a lot of interest from families with younger girls in years 2,3.

      ii. Cocktail party feedback - Cocktail party was a great success. Particularly feedback from the Year 7 parents was that it was a great opportunity for meeting parents from their own year but also parents of older students. Great venue and cocktail idea was well suited.

   b. Planned events - Mothers Day – this Friday. Great response so far 130 RSVP’s, guest speaker has confirmed. One comment, same date as St Pius but not expected to be a major problem, mother’s advised they can attend both. Speaker Jennifer Burns. School captains and Yr 9 musicians will attend.

   c. Fathers Day breakfast – September. Lee has a speaker in mind & has booked.

   d. Absence notification system. Lee S raised the possibility of whether a system for notifying parent’s if students are not at school by tutor group could be considered? SK is already onto this - MCC is in the process of developing a system whereby notification occurs by SMS on the day & follow up email if an absence note is not received. Onus is still on parents to notify prior to tutor group, if this doesn’t occur a “no-reply” SMS will be sent. SK will provide information about this in the next issue of the newsletter.

   Q: What is the best way parents should make real time notification of their daughter’s absence? Best option is via the school office. Written notification is also still required for legislative compliance.

10. General business
   • Question – school policy on skirts and makeup. Ongoing management of pride in uniform and representing school is an ongoing effort. Comment – is a minority rather than a majority.

   • Continuous improvement - Approval and distribution of minutes. TDP has asked that if the draft minutes are circulated to attendees and give 2 weeks to reply, could we publish the draft minutes on the website? Discussion raised issued of privacy so needs to be clear that minutes will be published and opportunity given to attendees de-identify comments if
preferred in the minutes. Past minutes have not been published on parent website, TDP will liaise with office to determine how best to do this so that privacy considerations are addressed appropriately.

Proposal
The Secretary will email draft minutes to attendees with 2 weeks to review & amend as required. Attendees need to ensure that if they wish to remain anonymous, changes are track changed in the draft minutes and Secretary advised. Approved Draft minutes will then be sent to PA President and Principal for final approval.

This process will be explained in the next newsletter after these draft minutes have been approved. Next meeting will also be advertised.

Proposed: TDP
Seconded: LS
Vote: passed unanimously

- Question – can students access assessment tasks on website?
  - LK – not yet, heading in that direction with Edumate. At the moment each teacher offers a different way to make this information available to their via “Edmodo” or “gmail” accounts – moving towards a standardised way via website

- Next meeting: 5th August (Term 3)

Meeting closed: 8:15 pm