

ST JUDE'S COMMUNITY COUNCIL – REGULAR MEETING MINUTES

Meeting: Tuesday 3 December 2019 (Term 4, Week 8)

St Jude's School Library

6.00pm

Attendees: Max Rafferty, Peter Galvin, Susan Rowell, Rebecca Hunter, Karen Leighton, Belinda Charles, Beth Dawn, Lauren Orders, Sonia Rankin, Nicole Katz, Tanya Jackson, Siarna Connell, Hannah Griffiths, Skye Maguire

Apologies: Charlotte Dalton, Verna Comley, Kim Hekimian, Susana Lloyd, Brian Farrelly, Vic Withington, Cathy Bailie, Kerri Argall, Nicole Robertson, Fleur Hall, Tabitha O'Halloran-Kemp, Father Michael Lim

Agenda Items

1. Minutes of previous meeting (29 October 2019)

The minutes of the previous meeting were accepted.

2. Actions from previous Minutes

ACTION 3/19 FEB: Peter to investigate the issue of the bell not being heard from the new playground and netball court area and if required, organise an additional speaker – IN PROGRESS.

- Peter advised that he had spoken with a tradesman regarding this issue, who had agreed to come to the school and investigate the issue further. Peter had not seen him, however, he noted that the speaker had recently seemed louder, so it is possible that he had fixed the issue. Peter undertook to follow up with him.

ACTION 2/14 MAY: Peter to progress investigating options and obtaining quotes to enhance the Year 6 eating area – PENDING.

- Peter confirmed that this project was still on hold, with other items having been a higher priority this year.

ACTION 6/14 MAY: Peter and Max to look into secure bike storage options and obtain two quotes for the Community Council's consideration – IN PROGRESS.

- Peter noted that installation of the new bike storage area had been delayed. The fencer will undertake work first, followed by the concreter and then the bike rack/bars can be installed (already on site).

ACTION 7/14 MAY: Peter to raise the School Toilet Project with the SRC and ask them to investigate options and associated costs, for the Community Council's consideration – IN PROGRESS.

- Peter advised that commercial options had been investigated, however, they will not stick on rendered paint. As such, a mural artist has been booked to undertake the work and has committed to do it before the end of the year.

ACTION ITEM 1/6 AUG: Charlotte to progress advertising the Canteen Manager position within the St Jude's community in Term 3 – IN PROGRESS.

- Peter noted that only one full-time application had been received, which had been successful. However, after leaving multiple messages and emails, he is yet to receive a response from the applicant.
- Peter noted that other options had been looked into (e.g. making the orders offsite and delivered to school), however, these are just not feasible.

- As such, the school may not be able to have a canteen for Term 1 in 2020, whilst another recruitment process is run.

ACTION ITEM 2/6 AUG: Peter to further investigate solar power installation options – PENDING.

- Peter noted that this project is on hold. He had registered the school's interest with Head Office back in Term 2 and to date, had not heard anything further.

ACTION ITEM 2/10 SEPT: Consideration to be given to the Community Council providing a monetary donation to Surgeon Primary – PENDING (to be discussed further in Term 3).

- Peter advised that \$3,500-\$4,000 had been raised for Surgeon Primary through the Mini Missions Fete. This was then topped up to \$5,000, so in an indirect way, the school community has provided a donation to Surgeon Primary (approximately \$1,200)
- Peter noted that a three-year contract with Global School Partners had been signed 10 years ago, which has continued to roll over. Regular updates are provided on what the donated money goes towards, and two teachers from St Jude's have visited the school in different tours to see firsthand the outcome of the contributions (paying their own way to get there).
- It was suggested that the Community Council could match the amount the children raise, and it was agreed to discuss this further in Term 3, prior to the next Mini Missions Fete.

ACTION ITEM 3/10 SEPT: Charlotte to discuss further with Peter how the quarterly payments received from Camp Australia will be split between the school and the Community Council, noting the Council's preference for a 50/50 split – CLOSED.

- Peter proposed that all funds received from Camp Australia in excess of \$100,000 are provided to the Community Council. This will be approximately \$20,000 to \$30,000. As the Community Council is not as accountable as the school, all funds from Camp Australia will need to come through to the school first.
- Given the additional money the school is now receiving through this contract, Peter noted that there is also the possibility of re-negotiating the amount of money that the Community Council donates to the school each year (currently \$30,000) – with this to be discussed at each Annual General Meeting.
- Peter agreed that the Community Council does not need to contribute the \$30,000 to the school this year (the school was to be provided with \$15,000 at the end of the year and \$15,000 after the fete in March 2020).

ACTION ITEM 4/10 SEPT: Rebecca to liaise with Kate regarding a reminder being sent out to parent representatives on their obligations – CLOSED.

- This item has not progressed and given the end of year is approaching, can be closed.

ACTION ITEM 5/10 SEPT: Skye to report back at the next meeting regarding the quote received for a new electronic message board – IN PROGRESS.

- Skye had a booklet from Signpac of the different electronic boards options available (e.g. different sizes and shapes; single/double sided), who had done St John Vianney's board. It was agreed to obtain a formal quote from the company, including for the electrical work, to be considered further at the next Community Council meeting.

ACTION ITEM 7/10 SEPT: Rebecca to obtain quotes and purchase two new large flat tray BBQs – CLOSED.

- Rebecca confirmed that she will purchase the two new BBQs prior to the Welcome BBQ in Week 1.

ACTION ITEM 8/10 SEPT: Proposed projects from staff for Community Council to support to be considered further at next meeting – CLOSED

- All outstanding individual projects are set out in separate Action Items overleaf.

ACTION ITEM 10/10 SEPT: Dan/Peter to investigate replacing the material on the flat surfaces of the old playground – IN PROGRESS.

- Peter confirmed that the marine carpet on the "old" playground will be replaced at the end of the

week, noting that it costs \$1,000 per platform.

ACTION ITEM 1/29 OCT: Verna to progress obtaining quotes for new storage cupboards for the printers in the corridors – CLOSED.

- Peter confirmed that the school will pay for these storage cupboards for the printers.

ACTION ITEM 2/29 OCT: Verna to progress obtaining quotes for a set of fluoro vests – PENDING.

- Quote is still to be obtained.

ACTION ITEM 3/29 OCT: Verna to progress obtaining a quote for a St Jude's portable indoor display banner – PENDING.

- Quote is still to be obtained.

ACTION ITEM 4/29 OCT: Charlotte to advise the Kindergarten teachers that they can proceed with purchasing the three Mobilo construction sets at \$618 each – CLOSED.

- These sets have been ordered and delivered.

ACTION ITEM 5/29 OCT: Verna to provide additional information on the STEM kits at the next meeting – PENDING.

- Additional information is still to be provided.

ACTION ITEM 6/29 OCT: Verna to provide additional information on the outdoor area for art/science activities at the next meeting – PENDING.

- Additional information is still be provided.

ACTION ITEM 7/29 OCT: Kim to arrange for a message to be sent out to families via the parent representatives, seeking meal donations for the Community Council freezer – CLOSED.

- It was noted that Kim had advised in the weekly Newsletter that meal donations had been received.

ACTION ITEM 8/29 OCT: Kim to obtain quotes for a new fridge for the canteen and progress seeing if a replacement part can be found to fix the old fridge – CLOSED.

- It was noted that the old fridge was able to be fixed, and as such, buying a new fridge will be put on hold for now.

ACTION ITEM 9/29 OCT: Rebecca to contact sporting clubs (e.g. the Giants) to see if they have any old drink dispensers they would be willing to donate to the school – PENDING.

- This item is still to be progressed.

3. Chair's Report – Max Rafferty

- Max advised that there was nothing further to report to what had been noted in Agenda Item 2.

4. Principal's Report – Peter Galvin

Peter provided attendees with a hard copy summary of current key issues at the school. The following points were discussed:

- Two classroom transportable building – Peter noted that the building work had caused an issue with the irrigation line to the oval, however, it was working again now. The inside of the new building is virtually complete, with the Autex to be put up this week. The classrooms should be able to be used next week for other activities (e.g. music), which will be useful with the hall being utilised for the ELC Christmas performances the following week. It is still being decided what year group will use the classrooms next year, but it will most likely be Year 6. Further landscaping work also needs to be completed.
- School Fees 2020 – overall, there will be an increase of around 1.7% per child in 2020. This is less than other schools, as two of the levies have been reduced (with another levy staying the same, and two other levies going up).

- Staffing - 2020
 - Jessica Mead and Lauren Jameson will unfortunately be leaving St Jude's, with Peter noting they have been a credit to themselves.
 - Anna Kelly will be heading off on maternity leave.
 - Megan Rice will return to full-time work.
 - Angela Salleccia and Debbie Lynch will job share a class as they return part-time from maternity leave.
 - Emily Holgate will move to the primary school from the ELC.
 - Karen Leighton will remain at the ELC as the full-time teacher, with Gabrielle Adams returning from maternity leave to the Director position.
 - Tim O'Brien will not be returning to St Jude's and Kelly Delaney will be remaining permanently.
 - Tim Stephens is a new teacher commencing next year, having been appointed as the second coordinator. He will teach four days per week.
 - The teachers and classes for next year have nearly been confirmed and will be published shortly.
- Master Plan – it is hoped that a decision will be made mid-next year regarding the extra classrooms that St Jude's is going to need moving forward.
- ELC – noting that there are enough children to run an additional three ELC classes, Catholic Education will have a formal review into Catholic Education in Weston Creek/Molonglo to come up with a plan (noting there are limited options given they are not able to obtain any land from the ACT Government to build more facilities). Research work will be undertaken early in Term 1, with recommendations to be put into action at the end of Term 1. If this proceeds as planned, extra classrooms could be available for Term 1, 2021.

5. **Treasurer's Report** – Susan Rowell

- As at 28 November 2019, the Community Council has a total of \$60,958.17 in the bank.
- The Canteen is sitting on a \$2,000 profit for the year, however, wages for November still need to be paid (all other invoices are up to date).
- The uniform shop is now sitting at a loss of just over \$1,000. Large purchases of stock were made in September and October and income has been coming in steadily during October and November. As such, it will start to make a profit again very soon.
- The fundraising profit for the year is up over \$30,000, with approximately \$16,000 received for the 2019 Walkathon. The Spring Fling was also profitable.
- The Community Council's \$4,000 towards the bike storage project will be transferred through to the school shortly.
- It was agreed to contribute \$5,000 to the ELC (as opposed to the usual \$3,000), given we were no longer paying anything to the school.

NEW ACTION ITEM 1/3 DEC: Susan to transfer the \$5,000 contribution from the Community Council through to the ELC.

- Given this was her last meeting as Treasurer, Susan thanked everyone for their assistance over the years, including Natalie in the front office. Peter thanked Susan for her large contribution to the school community, noting that she has always been very generous with her time. It was noted that a few people had put their name forward for the Treasurer's position, which Charlotte would be progressing.

6. **OSHC Provider Report** – Siarna Connell/Hannah Griffiths (Camp Australia)

- Siarna advised that Camp Australia at St Jude's had won an award for Science Week and had selected a jumping castle (and other resources) as their reward, which has been booked for the last

day of Term (Thursday 19 December).

- Holiday Club will be starting on 13 January 2020, and either Hannah or Tabitha will be in attendance.
- Internal compliance was undertaken this Term, with no breaches found (a result of 92% was achieved).
- Camp Australia is piloting Photo Journal, with photos able to be accessed in the Parent Portal. It is hoped it will be rolled out in the ACT following the pilot.
- A new program pilot for recycling week is also being rolled out, with the program having already been distributed.
- In Term 1, a live program will be sent out to parents/carers, so they are able to easily see what activities their children are doing (this is currently being used for Holiday Club).
- By way of a service update, it was noted that the pack-up routine has changed, with the pack up time brought forward to approximately 4.40pm, with children able to go back outside and play once pack up has finished.
- Following feedback having been received around the food on offer being “boring” and “the same”, Siarna has pushed for a menu pilot to be commenced, which has been approved and is in the final processes of being rolled out. Only low risk foods are approved at the moment, but they are looking to add rice, pasta, soy sauce and a few other veggies to the menu. This should be in place by Term 1.
- It was noted that there is a great deal of lost property that still needs to be claimed.
- Siarna advised that she has resigned and will be leaving Camp Australia at the end of the year. She had reached out to all coordinators to see if anyone would be interested in her position, however, as no names were put forward, a recruitment process is being run. It is hoped that the successful applicant will be able to come online soon so they can have a handover with Siarna before she finishes. Peter thanked Siarna for the support she had provided over the transition-in period.
- Peter queried the uptake for 2020 and Siarna advised it was currently only sitting at 12 children, noting that roll over bookings still need to be finalised. It was noted that Mondays and Wednesdays are the busiest days, with the highest enrolment number being 133 (meaning only an additional six spots are available).

7. Subcommittee reports:

- **ELC Report** (Karen Leighton)
 - The part-time educator has been on leave for health reasons, however, has started to return to work.
 - Staffing for 2020 is set, with Vivi filling the new educator role.
 - There is a little bit of movement with enrolments for next year, with 12 families on the waiting list.
 - ELC will open on Friday 20 December, following a high level of interest from parents/carers.
- **Parent network** (Kate Reed) – Nil
- **Canteen** (Kim Hekimian)
 - In Kim’s absence, Skye noted that Kim had advised that she had had visits over the past two Wednesdays from the ELC children, which went well.
- **Uniform shop** (Susana Lloyd) – Nil
- **Fundraising** (Rebecca Hunter)
 - Bec noted that she would not be doing any fundraising activities other than the fete moving forward and that Charlotte has a plan for managing these activities moving forward.
- **Fete Committee** (Rebecca Hunter)
 - Bec advised that the Fete Committee had met last week to begin progressing the fete’s big ticket items and would be meeting again the following weekend.
- **Parish Report** (Father Michael) – Nil

8. Trivia Night – Lauren Orders/Beth Dawn

- Lauren advised that they are planning on making next year's Trivia Night more of a community night, rather than a fundraising opportunity, with it proposed that tickets are \$5/\$10, rather than the usual \$20. This approach was supported by the Council.
- Lauren also noted that they are being conscious not to put pressure on the same people and small organisations to donate goods/services for the Trivia Night, and to leave this support for the fete, as the Community Council's major fundraising activity.

9. General Business

- With regards to the recent parking fines given on Mulley Street, Max suggested that the Community Council provide a letter/submission to the ACT Government on the relevant issues, on behalf of the school community (e.g. suggesting an exemption period at drop off/pick up times). The Council agreed with this approach.

NEW ACTION ITEM 2/3 DEC: Max to discuss further with Charlotte the drafting of a letter/submission to the ACT Government regarding the parking situation on Mulley Street.

Next Meeting: Tuesday 18 February 2020 (Term 1, Week 3) – 6.00pm