



St Kevin's Catholic Primary School

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St Kevin's P&F Meeting Minutes - Wednesday 21 August 2024 7-8pm.

Attendees St Kevin's year 4 class room:

Natalie Ingram, Nick Dowler, Mel Navin, Lucy Richards, Amanda Kew, Madeline Young, Adrienn Sweeney, Bec

Attendees via Zoom:

Rebecca Magill (RM), Tami Griffiths (TG), Carole, Gosia, Ivana, Adam Page, Pushpanjali, Dean

1. Opening Prayer

2. Principal's Welcome – Natalie Ingram

- Reconnect to role and purpose of P&F. It aims to recognise and value the role that parents and carers play in the education of their children, and strengthen the partnership between family, school and parish. For the benefit of their children's overall development and learning. The P&F is voluntary and gives a parent's perspective and insights to the school.
- The class parents are a separate role focusing on social events and communication between the parents of a year group.
- Important that we interact with each other with respect as a group of volunteers.
- Introduced Amanda as Parent Engagement Coordinator and her role.
- CSBB PARENT CHARTER and St Kevin's P&F page on school website and recent School News outlining accessing information at St Kevin's (Around the Grounds Issue 11)
- Natalie will finish at St Kevins on 30 January 2025.

3. Colour Run Special Guest speaker – Dean- via phone linked into meeting

- School fun run have been around since 1987 and specialise in making fun runs easy to run and fun! They typically do 7/800 fun runs a year.
- Hayley will be our fundraising support manager
- To raise the most money engagement and building excitement before the event is key. E.g. slinging teachers when a certain \$ raised is reached.
- Everyone is involved in the event and has fun regardless of if they fund raise. For a small school like st kevins a 50-60% active participation rate is good. (larger schools can get around 80% participation)
- 2 main bits of work are:
 - setting up the online fundraising account for the school via just giving, this is in the process of being set up (Adrienn liaising).
 - Volunteers for the day itself, around the course and to through colour. Course should be around 100-200m (15mins of running for the students) with colour stations every 40 meters.
- Mel has informed the council of the event. Mel has also reached out to Dee Why fire station, as we could add a water element to the day. (1 bottle of colour makes 40 litres of coloured water.)
- All supplies and advertising materials (posters, banners, capes, colours) are already at St Kevins, there are no upfront costs, with school colour run getting 40% of the proceeds. This model means no financial risk for St Kevin's and that colour run are incentivised to help facilitate a successful event.
- Ice blocks and slime have already been donated to the school for the event.

- The event will be at Walter Gors Park in Dee Why, the start for each year group will be staggered, children will be asked to wear old white/light clothes (for the colour to show up the best) parent are not expected to buy any new clothes for the event.



4. President's Welcome and Introductions – Tami Griffiths

- Thanks to all the parents and friends who always lend a helping hand to the school and are supportive with events, Tami will stay on as president to the end of the year.
- a. Planning and communications
 - Facebook and social media platforms for the P&F have been removed so that all communications are now through the school's social media account, to keep things simple.
 - We ask that all key communications be through the P&F email address stky.pf@gmail.com WhatsApp groups for class parents are to be used for P&F specific communications.

- Prior to each P&F meeting parents will be asked for their input to the agenda via the class parent network. Agendas will be circulated a week before the meeting.
 - Sign up will be used to allocate volunteer jobs for events.
 - The school website has all the information you need to read up on the P&F roles.
- b. Vacancies in P&F team
- CSBB Parent Rep (CSP), sponsorship, event coordinator roles are still open if anyone would like to volunteer, please reach out to your class parent or direct to the P&F.
5. Catholic Schools Parents Report
- The role is still open to volunteers, 1 meeting per term all online. The role acts as a link between the parents and how the church runs the schools across the diocese.
6. Treasurer's Report – Adrienn Sweeney
- The P&F started the year with \$1600 (lowest funds at the start of the year ever)
 - Lunch fox has made approx. \$600 so far this year with the 5% commission received by the school.
 - Mother's Day stall and breakfast ran to costs, with a net \$80 proceeds from the events. And approx. \$200 of stock left over for next year.
 - Father's Day gifts were purchased at a cost of \$1300
7. Parent Engagement Coordinator – Amanda Kew
- Amanda introduced herself as the new parent engagement coordinator across St Kevins and St Johns. This is a new role on the beaches engaging parents with the school and parish.
 - Amanda has enjoyed her time in the role so far and has run one afternoon tea for year 2 parents and will arrange these for all years of the school. As part of the role Amanda will also be assisting transitioning new families.
 - Amanda recently has a tour of St Kevin's church and would like to arrange tours for parents as it gave a great insight to the church, she's also looking at setting up a working bee for the kindy play space.
 - The best way for parents to contact Amanda is through the school office via email or call.
8. Link to Learning – Natalie Ingram
- a. NAPLAN – what is it, why is it done? Where it sits within the assessments in a school year?
- The National Assessment Program – Literacy and Numeracy (NAPLAN) for students in years 3,5,7 and 9.
 - 4 parts – 3 literacy and 1 numeracy, the tests are tailored (adaptive) which means the online test with presents questions that are more or less difficult depending on a student's response.
 - Allows parents to see how their child is progressing against a national standard.
 - Provides schools and education systems with information about how education programs are working.
 - NAPLAN is just one aspect of a school's assessment and reporting process. Teachers use the results and other pieces of evidence to help individual students with their learning.
 - The school uses the results to identify strengths and areas that need improved teaching programs.
9. Allocations of Classes to P&F events – Mel Navin and Tami Griffiths

[Fathers' Day stall](#) – Tues 27th August – 9-10am

[Fathers' Day breakfast](#) – Thurs 29th August – 7.30-9.30am

Organisers: Stg 3 parents AND Kinder parents

Reminder: Ticketed event and catering are based on ticket sales that close on Tuesday 27th August, 4pm. No food or drink can be purchased on the day.

B&E rolls, large muffins, coffees (no specific dietary requirements can be catered for)

7.15am Prep tables, decorations, etc

7.30am BBQ set up

(start cooking at a time for food to be ready around 8am)

7.45am Fathers' Day liturgy – St Kevin's playground

8.00am Fathers' Day breakfast – coffee van, bacon and egg rolls, muffins

(parent helpers to set up table, serve food, clean up)

Breakfast to be enjoyed in the undercroft, then move out to the other parts of the playground to participate in a variety of games rotation with children, dads and grandfathers, and teachers

8:15am Play in the playground, with each class getting an allocated time on the court

8:30am Open classrooms (breakfast continuing till approx. 8.40am)

From 8.40am Parent helpers pack up

9.00am Finish. Normal class lessons begin.

Term 4:

Colour Run FUNDRAISER – Fri 22nd November

Organisers: K-2 families

- Financial goals for the colour run are to buy tarps and gazebos for each colour house and a portable PA system

Mango Run –

Organisers: P&F exec

- Quick update from Mel- Fresh North Queensland Mangos delivered from the farm to the school for you to take home. Information and Order forms will come out by Week 8 Term 3 Around the grounds via Compass.

Year 6 Graduation celebration – date TBC

Organisers: K parents AND Yr. 5 parents

- Year 6 graduation week 8 of term 4 – Thursday 5 December. 1-1.5 hrs in the afternoon.
- Focus will be on graduates and their families with a graduation mass and ceremony.
- There will be a special invite to kindergarten families, so the kindy's can say thank you to their buddies.
- Bec will coordinate with the Year 5 and Kindy class parents re the graduation.

10. General Business

a. **Event planning for 2025 and beyond**

- survey to be sent to families re events – what did you attend/ a family member attend? In your opinion, what would you like as major FR event for 2025 (make bush dance a major FR/ do colour run/ open suggestions)?/ would parents want a parent only event? If so, what term?/ ability to volunteer?/ opportunities for sponsorship?
- Survey to be created and sent out and completed prior to AGM in Term 4. Results to be shared in AGM.

b. **Parent voice- Downstairs boy's toilets-**

- Raised by year 1 and year 2 parent after school the bathrooms were 'dirty and smelly'. The school has the PBL expectations raised for the students in how to use the bathrooms in a safe and responsible way. They are cleaned daily and deep cleaned every term. (3 toilet seats have been replaced each term). Could parents please support the school by continuing the conversations at home about using public bathrooms.