



St Kevin's Catholic Primary School

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St Kevin's P&F Meeting Minutes - Wednesday 29 May 2024 meeting run by Mel Navin P&F Vice president
7-8pm.

Attendees St Kevin's Library:

Natalie Ingram (NI), Nick Dowler (ND), Mel Navin (MN), Lucy Richards (LR), Frances

Attendees via Zoom:

Rebecca Magill (RM), Tami Griffiths (TG), Janie Fonua, Carole, Gosia

1. Opening Prayer - The Angelus Prayer led by Natalie
2. President's Report – Tami Griffiths apologies for attendance but recorded Report.
 - Update given by Mel
 - LR to be secretary for the year
 - Term 1 family social was a success with 61 attendees, over all positive feedback, parents liked the 'getting to know you' bingo, improvement point was food for the kids as well given the timing of the social.
 - Term 2 Mother's Day breakfast, great turn out 190 attendees. It worked well having the Mother's Day stall earlier in the week, parents enjoyed the St Kevins band playing. Would be even better if there was more of a schedule of events e.g. gallery walk of artwork, open classrooms, more decorations to create vibe.
 - A big thankyou to the parents from stage 2, the teachers, Andy and Jo for all the behinds the scenes organisation.
 - Mel noted that at the beginning of the year, we set out to run events at cost and so far, we have stayed on budget, with this noted we welcome any feedback to improve our standards and appreciate all the help we are receiving.
3. Principal's Report – Natalie Ingram
 - Parent Charter
 - Natalie highlighted the parent charter and where this can be found on the St Kevins website. <https://www.skdydbb.catholic.edu.au/wp-content/uploads/2024/04/CSBB-Parent-Charter-2023.pdf> This Charter outlines the principles and responsibilities of all members of the CSBB community. These will enable us to work together in a partnership of mutual respect, trust, and a spirit of collaboration in accordance with the ethos and values of the Catholic Church for the educational outcomes of children.
 - Northern Beaches Pastoral Discernment Project
 - Invitation from Bishop Anthony Randazzo, to share your voice and to consider new possibilities for both the growth and future of the church on the northern beaches.
 - Sessions are Friday 14 and Saturday 22 June at St Kevins Hall and 17, 18, 21 & 23 June at St John's Hall
 - Project aims to understand the unique challenges and opportunities distinct to the Northern Beaches Deanery to develop a Pastoral Mission that enables all in the community the opportunity to participate more fully in the Mission of Jesus Christ.
 - The project has already been run on the central coast and was well received.

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Parent Education opportunity

- Option for a parent education seminar: What kids need now, before the teenage years. The recommended audience is parents of 8–12-year-olds, the event is run by Michelle Mitchell. There would be a cost to the school but free to parents if there was an interest.
- There has been a low uptake on parent education previously provided, so seeking input as to if this is of interest to parents.

Afternoon dismissal

- An update to the end of day dismissal process was provided via compass, however Natalie reiterated the importance of following the end of day process.
- Ensuring that parents are polite to our school's neighbours, and that all kiss and ride car line up on Oaks Avenue with their name card clearly displayed.
- Parents should ensure that they do not block any driveways or the roundabout and refrain from using driveways to turn around at pick up time.

4. Catholic Schools Parents Report

- Natalie noted we are still yet to accept a volunteer or a couple of volunteers for this role. There is a meeting held each term. This would be open to any nominations. Please reach out if this is something you would be interested in. No report for Term 1 as we did not have a representative at the meeting.

5. Link to Learning – Nick

Collaborative Coaching

- An overview of the collaborative coaching process was given by Nick, now in its 3rd year. Key take aways were coaching happens every Wednesday afternoon for all teachers. The purpose is to improve every student learning through building the capacity of every teacher. It's a continues improvement cycle with the focus this year being mathematics lessons.

PBL Refresh

- Positive behaviours for learning (PBL) matrix has been refreshed through collaboration between teachers and students for all school environments. This sets clear expectations for students, teachers are focused on these behaviours and acknowledging positive behaviours. These include:
 - MONDAY ASSEMBLIES
 - Teachers present 2 awards based on class focus area/what they are noticing
 - IN CLASS
 - Individual acknowledgements / reward system
 - Whole class acknowledgements / reward system
 - SPECIALIST CLASS
 - Specialist teachers own individual and whole class acknowledgements OR following the class acknowledgement plan OR 'United in Love' award
 - PE – awards colour house points
 - PLAYGROUND
 - 'United in Love' tokens
 - All staff EXPLICITLY NAME the positive behaviour they are acknowledging the student/s for:
- "I noticed you being responsible when you cared for property and put your lunchbox in your class lunch tub/ Well done for being safe and wearing your hat/ I loved seeing how well you were being respectful and taking turns..."

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- United in love tokens have been well received by the students, the tokens can be used to vote for a reward/treat, the students have earned their first reward a non-uniform day, which will be scheduled for wellbeing week.

6. Organisation/ update of upcoming P&F events – Mel Navin

St Kevin's Disco – 7th June – 6-8pm

Organisers: Stage 2 parents

- Mel noted that younger siblings are welcome but are the responsibility of parents and that no older siblings are allowed.
- Around 15 volunteers required for the disco, currently have 8 volunteers so would be great to get a few more, please check in with class parents if you are available.
- Volunteers will have access to the hall from 3pm to begin set up.
- Tickets available on QKR!

Term 3:

Fathers' Day breakfast – Thurs 29th August – 7.30-9.30am

Fathers' Day stall – Tues 27th August – 9-10.30am

Organisers: Stg 2 parents (stall on Tues and breakfast on Thurs)

- Father's Day schedule to be updated as per Mother's Day feedback.

Carnival of Cultures – TBC – Fri 13th September – 5.30-7.30pm

Organisers: K-2 families

- Ideas for the carnival of culture include families to bring cultural food to share as a potluck. Cultural activities and performances. Draft timing 5:30 –7:30.

Term 4:

Colour Run FUNDRAISER – Fri 22nd November

Organisers: Stg 1 families

- Mel to meet with school fun run next week to discuss logistics and report back to the school on viability etc.

Twilight Social/ Parent thank you – Fri 22nd November

Mango Run – dates TBC

Organisers: P&F exec

Year 6 Graduation celebration – date TBC

Organisers: K parents

7. General Business

- Uniforms
 - Cowen and Lewis are purchasing most of our leftover stock
 - Second-hand uniform shop is very low on stock – please keep promoting via class parents if anyone has any uniforms that can be donated to the school
 - Sizing of the boy's trousers is difficult for kindergarten, size 4 is too short and size 6 is too big at the waist. To discuss with Cowen and Lewis if a size 5 is available (similar to the old uniform shop).
 - Parents have also noted the price of the uniform has increased, particularly the shirts and school joggers, to discuss with Cowen and Lewis to see if anything can be done, however as the contract has just started unlikely to be much movement on price.
- Family mass
 - Kindergarten parents have asked if family mass could be earlier in the day, as 6-7:30pm is too late for many children and younger siblings. The current mass is the youth mass, Rebecca will investigate to see if other options are available to maybe alternate timings each term?
- Cleaning
 - Kindergarten parents asked how often the classrooms are cleaned? as they noticed the classroom carpet was getting grubby, particularly when we had a period of rain, and the children were eating in class at lunch.
 - Nataile confirmed the classrooms are cleaned weekly.

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- Parents asked that particularly over the winter term it would be good for the classroom to be cleaned more regularly given the amount of time the children are on the carpet and to help keep sickness at bay. Natalie to discuss with cleaners.
- Zoom access
 - A parent suggested that instructions on how to access zoom/what to do if an error message comes up would be useful to include with the agenda for the next meeting, as some may not be familiar with zoom.