



# Holy Rosary School

## Meeting Minutes

<b>Meeting title</b>	School Advisory Council meeting
<b>Date and time</b>	6:30 pm - 8:30 pm Wednesday 1 November
<b>Location</b>	Holy Rosary Staff Room
<b>Attendees</b>	<a href="#">Leona Jackson</a> <a href="#">Pilar Abou Haila</a> Sarah Maguire <a href="#">Christine Shaw</a> <a href="#">Laura Cochrane</a>
<b>Apologies</b>	<a href="#">Maria Sedunary</a> <a href="#">Thang Vu</a> <a href="#">Damien Murray (via Google Drive)</a>
<b>Resources</b>	

## Minutes

Item	Description
1.	<p><a href="#">Welcome, prayer, Acknowledgment of Country and declarations</a> Prayer (see below)</p> <p>Acknowledgement of country <i>We acknowledge the Wurundjeri People of the Kulin nation as the traditional custodians of the land on which our school is built. We pay our respects to their Elders past, present and emerging, and to all Aboriginal and Torres Strait Islander People.</i></p>
2.	<p><a href="#">Previous minutes</a> Reviewed previous action items. See table below for comments.</p>
3.	<p><a href="#">Principal Reports</a> EBA discussion: Teacher are required to be paid for extra hours 30hr and 8 hours If they work over those hours can be given overtime or extra time LSO given options as their choice whether TIL or overtime Teacher - TIL then option conversation Staff all now have a flexi day Staff also have professional practice time 2024 - reduced teaching load by 40 minutes per week 8:30 - 3:30 3 days</p>



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8:30 - 4:30 2 days

Followed in the footsteps of government schools  
Earlier finish to accommodate teaching hours  
Camps are a priority

Extra circulars:

Reconciliation - smaller one  
Graduation Liturgy - important (school farewell)  
Graduation dinner - option  
Excursions - mostly in school time P-2  
Production - every couple of years

Christmas concert

1. Challenging last few years and problem with children being heard. Would like the kids to be heard.
2. Assembly - every second year - cash reserves spending on more important information.

Feedback:

Should try and do things on Fridays

Needed more context in the newsletter to explain to parents why the times have changed.

**Action - [Christine Shaw](#) to put information in the newsletter.**

Year 2 sleep over stopped for Covid -19

Concerning having everyone in a room together

Teachers OH&S - lack of sleep for teachers and no smoke detectors as schools aren't meant to be slept in.

Thank you for world teachers day

Concert feedback:

1. Sound - couldn't hear a thing
2. Put the older kids out of the front so they could be seen
3. Split all classes ie no ¾ - couldn't see their kids
5. Ticket sales - possibly having family sales

**Action: Feedback to be passed on for the next production**

Supplementary grant from MACS has been successful. HR needs to provide \$300K but they provide \$61,000 for the roof. Still waiting to hear back about fixing roof.

State government Grant - find out June next year - 2.4 Million dollars

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\$150 payment plans per family for maintenance

Classes - 2 prep  
3 - 1 / 2 Classes  
4 - 3 / 4 Classes  
3 - 5 / 6 Classes

School hours - changing  
Start 8:50  
Finish 3:15

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4.

### Parish Priest Report

Update from the Parish Priest - [Leona Jackson](#) provided this report on behalf of Fr. Thang that could not attend.

Commencing on **Saturday 4 November, 2023** there will only one Saturday evening Mass at 5.30pm for both churches.

Mass will alternate between the 2 churches each week and at the same time **5.30pm**.

**Holy Rosary** Mass will be every **1st** and **3rd Saturday** of the a month **5.30pm** &

**St Brendan's** will be every **2nd** and **4th Saturday** of the month at **5.30pm**.

**The 5th Sunday of the month** occurs only 4 times a year and will be shared between the 2 churches, and parishioners will be advised weeks ahead of which Church will have a 5th Sunday Mass (note this is still to be worked through).

There is a push from the community to have Christmas eve mass at each church as the numbers are always high.

**Action - Chris to follow up on extra Christmas eve mass as church is filled**

New St Brendans Principal: Kellie Noonan

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5.

### Item 1

Parent Communication - Update on Platform - **no update**

### Item 2

Social and Fundraising Update

FFD update - All systems go

Encourage people to look at the newsletter

Send out a push through platforms to remind people to help

Keep pushing to get volunteers

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Will try and provide a list of key jobs that need to be done and what's outstanding. The jobs that must be filled.

Fun lunch is great. Lots of positive feedback.

Christmas carols - this will be the opportunity to get rid of excess stock and sell leftovers from fun lunch.

Erin to look at Christmas themed treats.

icypole day - push into december

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6.

### Governance

Update on SAC operating framework and Council evaluation exercise.

**Action: Dates to be confirmed with school and fundraising group to arrange meetings.**

**Proposed dates for future SAC meetings:**

**February 21st**

**March 27th - AGM**

**May 1st**

**June 12th**

**August 7th**

**September 4th**

**October 23rd**

**November 13th - Christmas party**

Discussions had around the MACS SAC evaluation form. It was noted that there should be a guide for the group outlining their roles and when their terms are up.

Possibility of creating a simple report template for newsletter updates as this was not completed regularly.

The SAC was satisfied with the efforts of the group and were ranked as SOLID.

There were no issues with attendance over the past year with an 85% attendance rate.

The agenda was always circulated prior to the meeting.

However, there were timeliness issues getting the agenda out earlier. This was due to not having any structures in place as to how early the agenda was required.

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The other issues is that the updates take up the majority of the meeting. This has been causing the meetings to go over time.

Possibility to rectify the issues include:

- Look at the option of having the Executive group meet at the halfway mark (of the meetings) and set the agenda early.
- Executive group to chase up people with updates and include this in the agenda. This will be more work, however this ensures that the meeting will be a time to clarify any points as opposed to full discussions.
- Increase the length of the meetings by half an hour, depending on the content to be discussed. Members felt that the updates were important therefore should take a large amount of time to allow for questions and clarifications.

**Action: template for newsletter report**

Chris reiterated the importance of making it clear that the Information night is run and about school advisory council.

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**7.** [Any other business](#)

No other business was raised.

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**8.** [Actions and next meeting:](#)

**Next meeting: Christmas get together: 22 November 2023 - venue to be decided.**

**This was not discussed. Please advise if you are keen to catch up or we can just cancel.**

Actions from this meeting as follows:


1. **Action: Feedback to MACS about working Bee - SAC Members**
2. **Action: [Rachel Jade](#) to provide skills register to team for review**
3. **Action - [Christine Shaw](#) to provide an update in the newsletter to parents about the carols.**
4. **Action: [Christine Shaw](#) Feedback to be passed on for the next production**
5. **Action - [Christine Shaw](#) to follow up on extra Christmas eve mass as church is filled**
6. **Action: [Christine Shaw](#) Erin Church Dates to be confirmed with school and fundraising group to arrange meetings.**
7. **Action: Laura Cochrane template for newsletter report**

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Opening Prayer



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### Opening Prayer

As we gather here in the harbour of your safety, we thank you for fellowship and family.

We ask that you will strengthen us, restore us and inspire us with your love.  
 Lord, would you fill us with your peace  
 So that as we journey onwards  
 We would pour out your love and grace to others.  
 We ask that our souls would catch the wind of your spirit  
 so that we would take your promises to all the earth.

Amen.

www.lords-prayer-words.com

## Appendix A

Action items	Date Set	Accountable	Date due	Completed
<a href="#">Maria Sedunary</a> to put information into the newsletter about Parent drop in sessions on Friday Mornings.	30/08/23	<a href="#">Maria Sedunary</a>	18/10	Done
Determine working bee tasks that need to be completed prior to family fun day - which can be done by parents and which need to be paid/tradesperson jobs.	24/7/23	Rachel and Chris	18/10	<p>Chris/Rach to catch up around what can be done when both are back from leave -</p> <p>Too messy to conduct OH&amp;S inductions and having the kids around.</p> <p>Not going to happen for a working bee Feedback to MACS</p> <p><b>Action Feedback to MACS</b> Rach working on register for parents</p> <p>Rach to circulate and can review</p>
Give SRC overview at Prep parent evening : 25 October 2023	24/7/23	Laura	25/10	Completed



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<p>Laura to look at updating the TOR and look at other documents that need to be updated or created under the MACS guidelines.</p>	<p>30/08 /23</p>	<p>Laura</p>	<p>18/10</p>	<p>Done</p>
<p>Chris/Maria to follow up with the finance person about the maintenance fee as an option if the grant doesn't go ahead.</p>	<p>30/08 /23</p>	<p>Maria / Chris</p>	<p>18/10</p>	<p>Nez suggests that a maintenance fee is set for all parents as part of the fe structure. This enables the school to pay back any loans the school has. Once we a Government Grant, we will need to subsidise what we can fund locally</p>
<p>Chris / Maria to talk to St Aloysius about transitioning to high school. What do they need to be successful?</p>	<p>30/08 /23</p>	<p>Maria Chris</p>	<p>18/10</p>	<p>Completed - Report as follows: St A's has transition processes in place where Year 6 teachers and St Al's staff communicate about every child enrolled through a transition form. Teachers flag any children who require support and extension. The forms the Holy Rosary staff submit are always thorough and if further discussion needs to be had, this is accommodated.</p> <p>*St Al's has an extensive transition program where students are assessed and given support to successfully transition to Year 7 both socially and educationally.</p> <p>*Holy Rosary students come with a range of abilities, as to be expected with any cohort and through open communication, students transition and fair well. First</p>



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				<p>term is all about the process of learning new routines. Some will naturally feel exhausted and overwhelmed in Term 1 but that's what the teachers in Year 7 focus on.</p> <p>*As far as homework goes, as long as routines are set up at home where children are given the opportunity to read for sustained periods and perhaps practise times tables, that's all that's required. It's not about doing copious amounts of homework in Primary School, it's about setting up routines. You can't prepare children for the amount of homework they may get in secondary school as all schools are different. At St Al's, they may get 20 min of homework from English and 20 from Maths, for example, depending on the teachers and the amount of work that was covered during the session.</p> <p>*Holy Rosary children come really well prepared for high school. They show resilience, initiative and Tamara feels we should not change our processes.</p>
<p>Maria to include a teaching parents about extra learning task parents can use to help their kids with at home learning</p>	<p>30/8/2023</p>	<p>Maria</p>	<p>15/12</p>	<p>Due to absence, this will have to wait until Term 1 2024.</p>