



Holy Rosary School

Meeting Minutes

Meeting title	School Advisory Council meeting
Date and time	6:30 pm - 8:00 pm Wednesday 21 February
Location	Holy Rosary Staff Room
Attendees	Christine Shaw (CS), Laura Cochrane (LC), Maria Sedunary (MS), Damien Murray (DM), Erin Church (EC), Father Thang (FT), Rachel Luong (RL).
Apologies	Pilar Abou Haila (AH). Leona Jackson (LJ).
Resources	Appendix A: Actions Register Appendix B: 2024 Meeting Dates Appendix C: Council Annual Calendar

Minutes

Item	Description
1.	Introduction Prayer and Acknowledgement of Country led by MS
2.	Previous minutes Council agreed previous minutes were a true record of the previous meeting. Open actions discussed - see Appendix A (Actions List) - noting the following points. <ul style="list-style-type: none">● Open action 1: Christine noted other schools in place of working bees and fundraising actually have a resource/maintenance fee. Such as \$96 per year.● Open action 6: Maria spoke to St Al's and feedback from year 7 coordinator was HR students transition well already. No further work needed to prepare students for homework, that is the job of the high school.● Open action 7: Maria to host 'teaching at home' sessions for prep parents on April 19 (Friday) and April 22 (Friday).
3.	Principal's Report <ul style="list-style-type: none">● New teachers - Alina (STEM Wed/Thurs) and Barra (5/6) are settling in.● Student enrolments after down on 2023, dropping to 247. This puts the school in a lower funding bucket for teaching budget.● At the Opening Mass the 2024 school theme Love In Action was introduced. A Commissioning liturgy was introduced this year to present Year 6 Student Leadership and SRC badges.● First 'Love in Action' project is Project Compassion. Icy pole day by School Leaders raised \$148. 3/4s are hosting a Disco on 22/2. 5/6s have a trash and treasures stall on 26.2 and preps are coming in in 'comfy clothes'.● Introduction of Love in Action 'shout outs' so that students can nominate each other.● Building update: Grant application with State Government for review.

- An independent project manager for the roof project has been appointed, with assistance from MACS.
- Fundraising dollars spending: The money raised at the Family Fun Day was higher than initially thought, meaning the initial plan to update the lower playground turf has been postponed because funds may be able to cover an update to the playground as well, which will include updating the turf. A representative from Adventure Plus is visiting on 22 Feb to review the playground and provide a quote. The process takes a lot of time and the School Leadership team is fitting this project around their current capacity.
- Kensington Parking Review being led by Melbourne City Council and has asked for feedback from HR. Parents can attend a community meeting. [Details here.](#)
- MACS Vision for Instruction launch is on 22 Feb. The theme is Flourishing Learners.
- CS outlined the success of the whole-school writing project that has been run across the school for the past two years, with the aim of injecting love and skills of writing in the students. 3-4 students a week are proactively sharing their writing with MS. MS read an example from a Year 5 student's persuasive writing project.
- The MACS intensive partnership on maths, which HR has taken part in for the past two years, has been discontinued by MACS. HR students, and staff, have benefitted immensely from taking part in the program.

4. [Parish Priest Report](#)

- The Parish is renewing its insurance. The cost has risen and the Parish will be paying in installments.
- The Parish-owned property at 24 Gower St has been rented.
- This Easter, there will be one liturgy only for Holy Thursday, Good Friday, and Easter Saturday Vigil.
- CS noted that the Parish newsletter hasn't been uploaded onto the Parish website for some time.
- Repairs behind the choir loft are ongoing. Still some leaking to repair.
- The date of sacraments will be published in the next school newsletter.

ACTION: FT to follow up the latest Parish newsletter being posted on the Parish website.

5. [Item 5.1 Review of Council Membership and EOI Process](#)

- Discussion of the annual process of reviewing council membership. DM, EC and RL confirmed they will continue their current terms. With support from the full Council, LC confirmed she will start a new three-year term. LJ and PAH to confirm their commitments post the meeting.
- Council members agreed the Chair of the Social & Fundraising Group will become a permanent seat on the Council.
- Council agreed to seek new members and dates for the process. (EOIs close: 8 Mar. Principal discernment: 11-15 Mar. Members notified: 18 March. Members attend meeting: 26 March.)
- CS noted preference for members with experience in construction and/or marketing, and that teachers also bring a helpful perspective.

ACTION: LC to confirm ongoing representation on SAC with Leona Jackson and Pilar Abou Haila.

ACTION: LC to write a note for the school newsletter to support sourcing project management support for the leadership team from among the parent community.

ACTION: LC to start EOI process to write newsletter item calling for 2 new SAC members.

[Item 5.2 Annual Events Plan](#)

- EC presented the Annual Social & Fundraising Group plan, noting the dates had been discussed and agreed by CS at the end of 2023.
- EC noted almost every event has a lead organiser and volunteers are being sought to help deliver the events, starting with the school disco on March 18.

Item 5.3 Social & Fundraising Group (SFG) update

- EC updated the council on the first SFG meeting of the year.
- Acting on feedback from the SFG, EC sought clarity on decision-making processes for funds raised by the Group. CS confirmed suggestions can be made by the SFG and other members of the HR community and final decisions rest with the Principal.
- The Council discussed communication of spending of fundraising dollars and agreed for updates to be included in the SAC newsletter reports.
- LC noted that [MACS guidelines outline specific terms of references](#) for committees/groups within the school. LC, CS and EC agreed to further discuss how these relate to the SFG.

ACTION: LC to set up a meeting with EC and CS to discuss MACS guidelines for committees/groups within the school.

6. Any other business

- RL provided feedback from the parent community requesting senior students take part in inter-school netball and table tennis competitions, organised and led by parents.
- CS noted the School Leadership Team had discussed this suggestion, noting the positives of participation in inter-school sports, but also class teacher reservations regarding (a) taking students out of the classroom when there is already so little time to complete the required curriculum, and (b) the need for a class teacher to be away from school to supervise at the inter-school competitions, creating a cost for the school.
- CS noted that classroom teachers will be asked their thoughts on participation at an upcoming staff meeting prior to the Leadership Team making a decision.

ACTION: CS to report back to the Council post the Staff Meeting and subsequent decision, and communicate the decision in the school newsletter.

7. Next meeting

- LC noted dates for the 2024 meetings have been set (See Appendix B) and reminded the Council of the SAC Annual Calendar (See Appendix C).
- LC noted agenda for the March 26 meeting:
 - 1. Parish report (Parish Priest)
 - 2. Principal's report (Principal)
 - 3. Annual Report presented (Chair)
 - 2. New Members Start and Exec positions decided
 - 3. Annual Child Safety overview (Principal)
 - 4. School finances update (Business Manager - NEZ)
- Council agreed to move the School Master Plan update to April meeting, post the expected decision on the State Government grant outcome.

ACTION: CS to arrange for Holy Rosary Business Manager to present the school finances update at the March 26 meeting.

Appendix A: Actions Register

Action items	Date	Accountable	Date due	Completed
1. Feedback to MACS about regulations making it too hard for the Council to host working bees	1/11/23	MS	Feb 2024	DONE: ACTION CLOSED
2. Provide skills register for SAC members to review	1/11/23	RL, CS	Feb 2024	DONE: ACTION CLOSED
3. Parent feedback regarding school production - different positioning needed on stage so that all parents can see their children - passed on to Andrea.	1/11/23	CS	Feb 2024	DONE: ACTION CLOSED
4. 2024 calendar dates to be confirmed between Social & Fundraising Group and School Leadership.	1/11/23	CS, EC	Feb 2024	DONE: See item 5.2. ACTION CLOSED
5. Template created for Newsletter SAC report	1/11/23	LC	Feb 2024	ONGOING
6. Chris / Maria to talk to St Aloysius about transitioning to high school. What do they need to be successful?	1/11/23	MS	Feb 2024	COMPLETE: NOTE PUT IN NEWSLETTER ACTION CLOSED
7. Maria to include a teaching parents about extra learning task parents can use to help their kids with at home learning.	3/8/23	MS	Feb 2024	ONGOING Maria will run two session, starting with prep parents. Dates are: 19 April (Friday) 22 April (Friday) An Operoo note will be sent to Prep parents. EC noted that she will pass the message on to Prep parents via the Prep FB group and one of the whatsapp groups.
8. Source project management support for the Leadership team from among the parent community.	21/2/24	LC	March 26	LC to write note for the newsletter.
9. Confirm ongoing representation on SAC with Leona Jackson and Pilar Abou Haila.	21/2/24	LC	COB Feb 2024	LC confirmed Leona Jackson will end her representation on the Council at the end of

				this three year term. LC confirmed Pilar Abou Haila will continue.
10. Update SAC governance documents to add SFG chair as a permanent seat on on the Council	21/2/24	LC	March 2024	LC to update terms of reference.
11. Start EOI process for new members	21/2/24	LC	COB FEB 2024	EOIs close: 8 Mar Principal discernment: 11-15 Mar Members notified: 18 March Members attend first meeting: 26 March
12. Check latest Parish newsletters are published on the Parish website.	21/2/24	FT	March 2024	
13. Decision on participation in inter school netball and table tennis competition: CS to report back to the Council post the Staff Meeting and subsequent decision, and communicate the decision in the school newsletter.	21/2/24	CS	COB Feb 2024	
14. Arrange for Holy Rosary Business Manager to present the school finances update at the March 26 meeting.	21/2/24	CS	March 26 2024	

Appendix B: 2024 Meeting Dates

Term 1

1. February 21 (Wednesday)
2. March 26 (Tuesday)

Term 2

1. May 1 (Wednesday)
2. June 12 (Wednesday)
3. INFORMATION NIGHT. Week of June 17 or June 24?

Term 3

1. July 31 (Wednesday). Pilar unavailable.
2. September 9 (Monday)

Term 4

1. October 23 (Wednesday)
2. November 11 (Monday)
3. END OF YEAR GATHERING.

Appendix C: Council Annual Calendar

Meeting	TERM 1		TERM 2			TERM 3		TERM 4		
	#1	#2	#1	#2	Special	#1	#2	#1	#2	Special
Parish Priest report.	X	X	X	X		X	X	X	X	
Principal's Report.	X	X	X	X		X	X	X	X	
Information Night.					X					
Review Council Membership. New member EOJ process started.	X									
New members start. Exec positions decided.		X								
Annual child safety overview from principal		X								
Annual Report presented.		X								
School Financial Update.	X					X				
School master plan update.		X						X		
Council evaluation exercise.									X	
Following year meeting dates diarised.									X	
Present annual events plan	X									