



Holy Rosary School School Advisory Council Agenda and Minutes

Minutes and agenda are confidential

Term: 4	Date: 12 October 2022	Location: Staffroom	
Time Beg. 6:30	Time end: 8:05		
Apologies:			

Expectations of Council Members (SAC Terms of Reference p.6)

Each council member is required to commit to the following:

- understanding the council's role
- having a positive and constructive attitude
- elevating any appropriate issues for consideration by the council
- declaring and not allowing any personal interests to conflict with the interests of the school and properly manage any conflict of interest in accordance with the School's Conflict of Interest Policy
- preparing for council meetings
- attending each council meeting, unless there are extenuating circumstances
- bringing expertise and views to discussions on behalf of the whole community
- participating actively and responsibly
- acting honestly and fairly, in good faith and in the best interests of the school
- acting ethically and with a high level of integrity
- conducting themselves professionally and treating other council members fairly, sensitively, consistently and with respect
- undertaking council work with reasonable care and diligence
- participating in council formation activities
- keeping confidential the information received in the course of service as a council member
- not taking improper advantage of their position as a council member
- abiding by the applicable MACS school governance policies and key documents including MACS Statement of Mission, Working Together in Mission, school's Child Safety Code of Conduct and Conflict of Interest Policy.

SAC Goals

The SAC will provide....

1. advice to the principal on important school matters on behalf of the school community
2. a point of connection between the wider school community, parish and school leaders

3. support the principal, school leadership and staff

Previous Agenda action items

1. 1. **Action:** Laura to confirm order of newsletter: Push notification or email first: **In progress**
2. 2. **Action:** Laura talk to Tanaya for training for parent portal training early 2023: **In progress - wait and see**
3. 3. **Action:** Chris to confirm staff/SAC training dates for the program: tentative dates: **In progress: will be decided once Anne is back from leave**
4. 4. **Action:** Rach to provide full list to Chris by early term 4: **Completed**
5. 5. **Action:** Chris to set up school events google calendar and include working bee/ carols etc : **Completed**
6. 6. **Action:** Pilar to set up list of items to be completed via the online booking system: **On hold until next year**
7. 7. **Action:** Damien to run the thank you BBQ on the day of the working bee: **On hold until next year**
8. 8. **Action:** Prep information sessions coming up in the next few weeks. SAC/parent hosts to speak and give a bit of information.- **Chris to confirm the date: Chris will let us know for dates for Preps – during the day**
9. 9. **Action:** Leona to Speak to Erin about circulating a list of activities that parents assistance is needed: **To be completed**
10. 10. **Action:** Leona to talk to the team and suggest that we maybe limit the activities as parents may be burnt out: **To be completed**
11. 11. **Action:** Chris to put out request for help on the front of the newsletter: **Complete**
12. **Action:** Laura and Chris to set up mail Chimp: **Complete**

Item No:	Topic	Name	Time Allocation	Main Discussion points	Actions/Outcomes (Who and when)
1.	Prayer Acknowledgement of Country	Maria			
2.	Principal Report	Chris		<ul style="list-style-type: none"> ❖ Update on recent school activities ❖ End year events - year 6 graduation 	<ul style="list-style-type: none"> ● Fathers day breakfast – positive feedback ● Prep induction: There have been 3 sessions – gone well. Best session was on the Adventure playground ● There are currently 30 preps enrolled

				<p>The following events have been completed and have all gone well:</p> <ul style="list-style-type: none"> - Book week - ¾ camp went well. Reports that the children were very well behaved - Holy Rosary Day Mass – Mercy Spirit and confirmation <p>There are currently 253 enrolments, with the possibility of another three enrolments</p> <p>Christine noted that in order for the funding to remain at the current level, enrollments need to remain over 251. This number needs to remain stable until the February Census</p> <p>Upcoming events at the school:</p> <ul style="list-style-type: none"> - Teacher learning: offsite learning - Yr 2 -outdoor education - There will be an instrumental concert in December - Carols and graduation - Grade 6 Graduation celebration will be off site (bowls club) <p>There has been no update on grant at this stage.</p>
	School fees	Chris	❖ Explanation around rise in school fees	<p>Christine advised that HR has a new business manager and the rise if cost of living has meant that the fees have needed to be increased.</p> <p>Christine advised that the fees will increase by approximately 5% in 2023.</p> <p>Examples of the increase are as follows:</p> <p>Family fee would be \$2000</p>

				<p>Levi would increase as follow:</p> <p>Preps \$750</p> <p>Year 6: \$1190</p> <p>It was reiterated that the school numbers need to remain over 251 to keep fees reasonable.</p> <p>Christine advised that approximately 92-94% of families pay fees</p> <p>Laura suggested that a note be included in the newsletter around enrolment numbers and associated school fees.</p>
3.	Communication	Laura/ Christine	<ul style="list-style-type: none"> ❖ Update on communication platform ❖ Timings - look at new dates ❖ Communicating the plan 	<p>It has been confirmed that dates for the updated photos will occur on the 7 Dec.</p> <p>It has been agreed that the website will go live and then the photos will be updated.</p> <p>It was agreed that the events Calendar is also going live however it was agreed that the calendar should be kept generic for public.</p> <p>As there are lots of calendars for the office staff to manage, it was agreed that the SAC will trial monitoring the events calendar on front page of the website accessed by public.</p> <p>ACTION: Execution dates are pushed back therefore training dates for office staff will need to be scheduled in. Wednesdays are best.</p> <p>ACTION: Laura to write intro for newsletter about new platform.</p> <p>Launch date of website: 7 November 2022</p> <p>New newsletter – 1 December 2022</p> <p>Action: SAC to look at getting more information out to parents about downloading app</p>

4.	Working Bee	Rach/Pilar		❖ Update on working bee and schedule - Next steps	<p>Rachel suggested a 12 month plan of 3-4 working bees.</p> <p>Some needs will require trade-based expertise. e.g.</p> <ul style="list-style-type: none"> • Consultation with the Gardner is a big need - lots to be done in the yards. Skilled counsel and planning required, with help from parents • Getting up high to clean exterior windows • <p>Next step is prioritising and weather planning Consideration needs to be given to providing entertainment for children during working bees so that parents are more likely to attend.</p> <p>Leona asked about the timing of the working bees. Should they be this side of Christmas?</p> <p>Discussed gathering information about parents skills - not making the process too onerous. Agreed to put dates in the diary for 3-4 working bees in 2023 and develop a culture of this being a good ongoing event to support.</p> <p>ACTION: Rach to set dates for Working bee and confirm dates are ok with Chris</p> <p>ACTION: Pilar to put something in for the new newsletter to promote working bee</p> <p>ACTION: Rach to look into an image for facebook post for working bee</p>
5.	Class Host Update	Maria/Leona		❖ Upcoming events / updates	<p>In the new year, look at having a picnic for new families and recruit parents to fundraising team, Class hosts and see what specific skills they have.</p> <p>Picnic to be held adventure playground</p> <p>Proposed date: Friday 10th February 2023 Event labelled as "Newbear picnic"</p> <p>Not a lot of traction with class hosts however it may take time.</p>

					<p>Damien agreed that the Whatsapp was a good form of communication.</p> <p>Rach noted that there hasn't been a lot of communication with teachers and class hosts.</p> <p>ACTION: Chris/Maria to communicate to teachers that they can use class hosts</p> <p>Set dates for next year and promote for next year at the newbie picnic</p> <p>It was suggested that the 'application' for class host looked like too much work which put parents off. A suggestion was to have a Class host *testimony" advising that it was pretty good and easy to encourage others.</p> <p>Will be promoted at the start of the year to keep momentum.</p>
6.	Social and Fundraising Team	Leona/ Damien		<ul style="list-style-type: none"> ❖ Upcoming events ❖ School Disco ❖ Election BBQ ❖ Mango Drive ❖ Christmas carols 	<p>It has been confirmed that the election is going ahead at Holy Rosary however KPS are not sure if their school will be a polling site.</p> <p>It was suggested that during volunteer week there are events to say thank you for all those that have assisted the school. A possibility of an afternoon tea was suggested. of having a volunteering afternoon tea Laura suggested an thank you poster or the like be created from the kids to acknowledge all the work that has been done.</p> <p>Christine advised that there will be a thank you to everyone at the End of year mass for all those that have helped the school.</p> <p>It was acknowledged that while some parents have stood out in the amount of work they have done for the school, praising specific people may make others feel left out so the group of volunteers would be acknowledged as a whole.</p>

7.	Other items	All		❖ next meeting offsite/christmas party	Action: SAC dates ready to go for next meeting Action: Leona to choose a venue for the SAC Christmas catch up
----	-------------	-----	--	--	--