



# Holy Rosary School

## School Advisory Council

### Minutes: Tuesday 26 March, 2024

<b>Meeting title</b>	School Advisory Council meeting
<b>Date and time</b>	Tuesday 26 March 6:30 pm - 8.30pm
<b>Location</b>	Holy Rosary Staff Room
<b>Attendees</b>	<a href="#">Christine Shaw</a> (CS) <a href="#">Laura Cochrane</a> (LC) Maria Sedunary (MS) Damien Murray (DM) Rachel Luong (RL) Pilar Abou Haila (PAH) Leona Jackson (LJ) Shelagh Doyle (SD) Chris Church (CS) Erin Church (EC).
<b>Apologies</b>	Father Thung

### Agenda

Item	Description	Speaker
1.	<a href="#">Welcome, prayer, Acknowledgment of Country and declarations</a> Prayer Acknowledgement of country	
2.	<a href="#">Minutes and Actions</a> Confirm previous minutes Review Action Items - see Appendix A	<ul style="list-style-type: none"><li>DM noted the importance to have one set of minutes only, following additional S&amp;FG minutes post the most recent meetings. The group agreed.</li><li>LC updated the group on the creation of the School Playground Update committee, with Fernanda acting as chair, to support the project. CS followed up with estimate costings on the playground upgrade: \$20-30k to make the playground compliant, and 120-130k to replace the playground totally.</li><li>LC noted the project timing will depend on the eventual size of the project. DM noted it was time sensitive for the school to see action.</li><li>CS confirmed HR will enter a team in the School Netball Champions, for students who are participating at a higher level.</li></ul>



		<p>PAH confirmed students would be approached directly to be a member of the team. CS explained the difference between GALA days for all students, inter school sports that students can try out for; and select entry sports.</p> <ul style="list-style-type: none"> <li>● CS confirmed the latest Parish newsletters are now on the Parish website.</li> </ul> <ol style="list-style-type: none"> <li><b>1. ACTION: LC to share template for the newsletter reports.</b></li> <li><b>2. ACTION: LC to share Terms of Reference for the School Playground Update committee.</b></li> <li><b>3. ACTION: LC to Include in newsletter report the creation of playground committee.</b></li> <li><b>4. ACTION: CS and PAH to write an entry for the school newsletter asking families to nominate their students to take part in the School Netball Competition.</b></li> <li><b>5. ACTION: CS to share the school sport policy with Council.</b></li> </ol>
<p><b>3.</b></p>	<p><b>Governance actions</b></p> <p>3.1 Welcome new members</p> <p>3.2 Decisions on executive positions</p> <p>3.3 Annual Report presented for discussion</p> <p>3.4 Set 2024 goals and objectives</p>	<ul style="list-style-type: none"> <li>● LC thanked the tremendous contribution of LJ to the council over the past three years and thanked her for her hard work and dedication. LJ was presented with flowers in appreciation.</li> <li>● LC welcomed new members. SD introduced herself. CC introduced himself.</li> <li>● CC nominated himself as secretary, seconded by LC and approved by the group.</li> <li>● LC nominated herself as chair for another 12 months, seconded by DM and approved by the group.</li> <li>● MS noted that classroom ‘showcases’ will be introduced in Term 2</li> <li>● LJ fed back that having work on display for the parent teacher interviews was helpful</li> <li>● LC led discussion of the Annual Report. The Group agreed priorities for 2024.</li> </ul> <ol style="list-style-type: none"> <li><b>1. ACTION: LC to share final Annual Report</b></li> </ol>
<p><b>4.</b></p>	<p>Parish Priest Report Update from the Parish Priest</p>	<ul style="list-style-type: none"> <li>● Reconciliation today was a wonderful celebration.</li> <li>● CS updated on latest Mass times, including over the Easter period and that in future years Easter celebrations would alternate between Flemington and Kensington</li> </ul>
<p><b>5.</b></p>	<p>School finance update and update on master plan</p>	<ul style="list-style-type: none"> <li>● CS gave an overview on the school finances, including the concerted effort over the past six years to build up a healthy financial reserve, which is a requirement of applying for Government grants/loans - expenses and income.</li> </ul>



<p>Annual Child Safety Overview</p>	<ul style="list-style-type: none"> <li>● CS explained how staffing costs have risen due to pay increases; top heavy staff experience; funding connected to students with additional needs (NCCD) and relief teacher expenses</li> <li>● CS noted that school fees are likely to increase in 2025; RL noted sensitivity to school fees conversation among parents</li> <li>● CS noted the school population in Feb 2024 was 247</li> <li>● PH asked if CS required support with writing grants. LC offered her support.</li> <li>● The group discussed adding marketing to priorities in 2024 to attract new students. PH raised the idea of introducing group tours. RL noted the opportunity to appeal to non-Catholic families in the community who may not otherwise consider. SD commented on the opportunity to increase the visibility of the school in the community.</li> <li>● CS circulated the MACS Code of Conduct for School Advisory Council members, and the MACS Child Safety Code of Conduct, highlighting sections that the group then read.</li> </ul> <ol style="list-style-type: none"> <li>1. <b>ACTION: Group to revert with ideas on marketing the school, including specific actions.</b></li> <li>2. <b>ACTION: All members to sign the MACS Child Safety Code of Conduct and return to the Secretary at the next meeting.</b></li> </ol>
<p>6. <b>Work in progress updates</b></p> <p>6.1 Social and Fundraising Group.</p> <p>6.2 Parent Communication</p> <p>6.4 Project management of playground upgrade</p>	<ul style="list-style-type: none"> <li>● LC noted MACS' Sandra Ritchie confirmed that creating a committee of the council to focus on fundraising is appropriate.</li> <li>● EC confirmed S&amp;FG Terms of Reference have been drafted and agreed by the Principal.</li> <li>● EC requested LC and CS attend the next S&amp;FG meeting to communicate governance change, followed by an update to the wider community in the newsletter.</li> <li>● EC noted that teacher lunches will continue in Term 2, and that will be communicated at the next S&amp;FG meeting.</li> <li>● EC updated on suggestions for fundraising dollars spend: <ul style="list-style-type: none"> <li>○ a second shed to house S&amp;FG gear, to improve space and safety</li> <li>○ update existing cupboard in the hall storage</li> <li>○ updating the sports uniforms</li> </ul> </li> <li>● CS updated the group that new, lockable cupboard will be installed in the hall over the school holidays</li> <li>● PAH updated that her husband's company - Geneva - will sponsor the uniforms</li> <li>● Term 1 events have been busy and quietly successful. \$2-3k raised at the disco and raffle about \$1k.</li> <li>● RL updated that 38 beanies have been sold so far.</li> </ul>



		<p><b>1. ACTION: LC to circulate the Social &amp; Fundraising Group Committee Terms of Reference to the group.</b></p>
7.	Principal's update	<ul style="list-style-type: none"> <li>CS updated the Council on the leadership team's attendance at the launch of MACS' new education strategy (Vision for Instruction). She noted the school is well positioned to implement the strategy at a classroom level.</li> <li>CS updated that the school will update the format of the school newsletter using a new platform.</li> </ul> <p><b>1. ACTION: CS to circulate link to mock up to the new newsletter to Council.</b></p>
7.	Next meeting agenda.  Any other business	<p><b>1. ACTION: CC to add to next meeting agenda: discussion of 2024 focus areas, including prioritising and action plans.</b></p>
	Close List action items	Laura Cochrane

## Appendix A: Actions

Action items	Date	Accountable	Date due	Completed
Check latest Parish newsletters are published on the Parish website.	21/2/24	FT	March 2024	DONE. Newsletters are now published.
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	Done. See item 2.
Arrange for Holy Rosary Business Manager to present the school finances update at the March 26 meeting.	21/2/24	CS	March 26 2024	Done. CS presented finances update to Council at 26/3 meeting.
Share template for the Council meetings reports for the newsletter.	26/3/24	LC	March 2024	



CS and PAH to write an entry for the school newsletter asking families to nominate their students to take part in the School Netball Competition.				
Share Terms of Reference for the School Playground Update committee.	26/3/24	LC	March 2024	
Include in newsletter report the creation of playground committee	26/3/24	LC	April 8 2024	
CS and PAH to write an entry for the school newsletter asking families to nominate their students to take part in the School Netball Competition.	26/3/24	CS PAH	April 8 2024	
Share the school sport policy with Council.	26/3/24	CS	March 2024	
Share final Annual Report.	26/3/24	LC	March 2024	
Group to revert with ideas on marketing the school, including specific actions, at next meeting.	26/3/24	ALL	May 1 2024	
Sign the MACS Child Safety Code of Conduct and return to the Secretary at the next meeting.	26/3/24	ALL	May 1 2024	
Circulate the Social & Fundraising Group Committee Terms of Reference to the group.	26/3/24	LC	March 2024	
Circulate link to mock up to the new newsletter to Council.	26/3/24	CS	March 2024	
Add discussion of 2024 focus areas, including prioritising and action plans, to the next meeting agenda	26/3/24	CC	April 29 2024	



## Appendix B: 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

	TERM 1		TERM 2			TERM 3		TERM 4		
Meeting	#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 EOI 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									