



## Holy Rosary School School Advisory Council

### Minutes: Wednesday 12 June, 2024

<b>Meeting title</b>	School Advisory Council meeting
<b>Date and time</b>	<b>Wednesday 12 June 6:30 pm - 8.30pm</b>
<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) Shelagh Doyle (SD) Father Thung
<b>Apologies</b>	Chris Church

### Agenda

Item	Timing	Description	Lead	Attachments
1.	6.30pm (5 mins)	<a href="#">Welcome, prayer, Acknowledgment of Country and declarations</a> Prayer Acknowledgement of country	MS	
2.	6.35pm (10 mins)	<a href="#">Minutes and Actions</a> Confirm previous minutes Review Action Items - see Appendix A	LC	See Appendix A
3.		<a href="#">Parish Priest Report</a> Update from the Parish Priest Father Thang provided a written submission that was read to the group.  Dates for Communion Dates for Communion 15th June at HR - wedding prior to the Mass 12 Jun 2024 15:00 Ongoing Leaking in the church	TV	



		Community has been invited to Holy Rosary Day 13th Oct		
4.		<p><b>Priority Plan Updates</b> <b>Committee Discussion</b></p> <p>LC provided Priorities hardcopy</p> <p>4.1 School Playground Update core group met and discussed terms of reference - Fernanda to form an action plan to identify the best sequence of works, also recruit people with experts. Lisa to create a plan for the council to review. Discussion about reporting to the community, how funds have been spent since the Christine arrived at HR - records prior to this not accessible. Discussion about parent feedback about perception of lack of expenditure. Laura has written an article for the newsletter to summarise spending and priorities. An immediate action could be replacing and upgrading drinking taps/bubblers. ACTION: Rachel to use plumbing contact - if quote arrives before next meeting then Christine is advised to proceed.</p> <p>4.2 Parent knowledge and understanding of academic achievements and progress of students. Shelagh shared a variety of reports from other schools and compared these to current HR - discussion about adding effort and behaviour judgements, one in classroom - feedback from SAC that this would be beneficial information from parents - Chris and Maria raised that this would be a totally subjective assessment. Parent reps suggested that English and Mathematics comments are separated from General comments. Chris and Maria indicated that they would be happy to discuss this with staff, but there are many other factors to consider. Could we consider further celebrations of successes - discussion around possibly returning to Student of the Week Awards, expanding the PBL acknowledgements, students to give feedback through SRC</p>	LC	



		<p>4.3 Improve Parent Communication Tools and Systems          Newsletter format updated - six positive responses to Christine - positive feedback from SAC parents - ACTION          - Rachel to let Chris know any are Class reps running WhatsApp and Facebook Year groups well - teachers could use this more effectively - they are encouraged to contact the parent reps when there are timetable changes and the like.</p> <p>4.4 Marketing the school to attract students          Postponed to next meeting</p> <p>4.5 Establish the Social &amp; Fundraising Group Committee under the MACS term of reference. Laura and Chris speaking to parents who may fulfil Chair, Secretary. Treasurer has been filled. Laura raised whether the model for the S&amp;FG needs to change as the positions are becoming harder and harder to fill.          Suggestion to leave it open for another 2 weeks.</p>		
5		<p><b>Committee updates</b></p> <p>5. S&amp;FG update</p> <p>a. Cake Stall Feedback.          Christine updated on feedback - some raised issues about asking too much of mothers in preparation - advertising appeared outdated with gender stereotypes - some of the cakes were too expensive - fine line between raising funds and asking too much.          Discussion of how many events/fundraisings we have?          How many should we have going forward.</p>	LC	
6.		<p><b>Principal's update</b></p>	CS	



		<p>6.1 Feedback sought on:</p> <ul style="list-style-type: none"> <li>- Mother's Day breakfast - there is a coffee van and buns outlay - can't make everyone happy - consideration about</li> </ul> <p>TIL - this year had a larger turnout than previous years -feedback given that the format is good, before school is good, coffee van is great, The biggest morning tea is last day of term.</p> <p>Winter warmer day also approaching - S&amp;FG leading.</p> <p>Recent incident about Lockdown - adjustment to children playing near the fence to prevent students speaking to passers by.</p> <p>Discussion about teacher shortage - have been able to cover teachers so far (not Japanese today).</p> <p>Jenna leaving HR at end of term 2- position was advertised but to no avail (applicant withdrew after appointment)- Vicky and Ruth job share in Year 3. Both are returning from leave.</p> <p>Makayla on maternity leave from T3 W4.</p>		
7.		<p><a href="#">Any other business</a></p> <p>7.1 Date for information night Later in the year. T4? ACTION: Set date next meeting.</p> <p>7.2 Alternate date for September Meeting Wed 28th August</p> <p>7.3 Suggestions to invite Ellen Sandell to the school - ask her to support funding applications - perhaps Holy Rosary Day</p> <p>7.4 NAPLAN results will be supplied to families when they are received in Term 3.</p> <p><a href="#">Next meeting agenda.</a></p>	LC	
8.		<p><a href="#">Close</a></p> <p>List action items</p>	LC	

## Appendix A: Action Items



Action items	Date	Accountable	Date due	Completed
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	26/3/24 CS  April 8 PAH 2024  ONGOING
Group to revert with ideas on marketing the school, including specific actions, at next meeting.	26/3/24	ALL	May 1 2024	26/3/24 ALL May 1 2024  Achieved through brainstorm last meeting, Laura to present at this meeting
Sign the MACS Child Safety Code of Conduct and return to the Secretary at the next meeting.	26/3/24	ALL	May 1 2024	26/3/24 ALL May 1 2024  ACHIEVED
Additional inter-school sports opportunities (policy). CS to add an additional section to deal with AFL.	01/05/24	CS	12/06/ 24	01/05/24 CS 12/06/ 24  DONE
School Playground. Laura to organise a meeting of key stakeholders.	01/05/24	LC	12/06/ 24	01/05/24 LC 12/06/ 24 ACHIEVED will be presented
Shelagh will lead collecting some different school reports.	01/05/24	SD	12/06/ 24	01/05/24 SD 12/06/ 24 ACHIEVED will be presented
Chris C to source data from Maria for Analysis.	01/05/24	CC	12/06/ 24	01/05/24 CC 12/06/ 24 Maria has provided data to Chris ACTION: Chris to present at next meeting



Laura to share brainstorm notes and articulate priorities for Shelagh and Pilar to action for school marketing.	01/05/24	LC	12/06/24	01/05/24 LC 12/06/24 Presented at this meeting
Laura to create a priorities document for the year.	01/05/24	LC	12/06/24	01/05/24 LC 12/06/24

## Appendix B: Meeting Dates

### Term 1

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

### Term 2

1. ~~May 1 (Wednesday)~~
2. ~~June 12 (Wednesday)~~

### Term 3

1. July 31 (Wednesday). *Pilar unavailable.*
2. 28th August (Monday)

### Term 4

1. *INFORMATION NIGHT. Date TBA?*
2. October 23 (Wednesday)
3. November 11 (Monday)
4. *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									