Meeting Summary 27.03.18

Servite College Parents & Friends
Meeting Summary
27 March 2018

ATTENDEES: Jeff Allen, Emma Mulcahy, Tania Cleverly, Antonietta Acciari, Maria Carlino, Genny Conduit, Lisa Song, Wendy Simonassi, Eric Loi, Caroline Narbey, Grant Narbey, Suzana Sansalone, Fiona Pribilovic, Chanmony Gonzalez and Angela Saddington.

APOLOGIES: Margaret Diodato, Assunta Patorniti, Tania Tilson

AGENDA ITEMS

Business Arising:

- **Kora Donation 2017**: The P&F donated $484 at the end of last year to KORA, being proceeds from the Entertainment Book.
- **P&F Contribution**: As discussed at previous P&F Meetings, it was confirmed and agreed that the P&F funds would be committed to the upgrade of the College Auditorium. There were no objections raised.
- **Flowchart (Who to Contact)**: Work is currently in progress to simplify this chart and make it easier to follow.
- **Canteen Accounts/Swipe Cards**: Work on a cashless card to be used for the canteen and other expenses in the school is in progress. This may be ready by early Term 2.
- **2nd Hand Books**: Roseanne Madden will contact Tania and hopefully have something up and ready by Term 4.
- **Communication Channels**: Addressed in Principal’s Report.

President’s Update

- **Day 1, Festival**: The morning of Day 1 was a great turnout out and enjoyed by all. The Community Festival on Friday, 16 February was a success with over 300 people attending a night to welcome the community back to school. Jeff confirmed that he was wanting to do something like this from when he started at the school and he was very thankful for the work put into it and that it was a huge success. He would like it to happen again next year. Jeff presented the P&F Executive with a gift to thank them for their efforts.
- **Entertainment Book**: The new Entertainment Books are now available and the funds raised will go to KORA. The marketing of this will soon be advertised.
- **St Philip’s Day Suggestions (for KORA)**: The school has invited the P&F to be a part of St Philip’s Day to raise funds for KORA. The P&F will have their own raffle stall. Suggestions and requests to help source “a prize/prizes” that would generate a lot of ticket sales were made. Suggestions were: soccer theme gifts (boys), Mecca voucher (girls), movie tickets, etc? Proceeds from the raffle will go to KORA.
- **Presenters**: Paul Litherland is booked again for 1 August 2018. Jeff and Tania have begun discussions about other speakers; Maybe a wellbeing/spiritual speaker; Steven Morrison? Some of these events could be opened up to our feeder primary schools. We may have a wellness speaker and a presentation/s from Steve Morrison in Term 2 and we will have a presentation from Paul Litherland and another ‘Tech’ forum in Term 3.

Treasurer’s Report:

Presented by Antonietta Acciari. The projected balance is $153,356.30. The Treasurer’s Report was accepted by Wendy Simonassi and seconded by Caroline Narbey.

Principal’s Report:

- **Masterplan Update**:
  a. The architect is finishing concepts for the upstairs of the Alexis building and should be completed very soon. The need to investigate different learning styles and to be flexible with learning environments was discussed.
b. The school requires more community/communal seating areas in the grounds for the students.
c. Vertical gardens and "greenery" will be introduced.
d. The proposal to "dig out" the basketball court area to create a "sunken area" will be included.
e. The auditorium currently holds 180, however, with the new set up and chairs, it should allow room for an additional 40 seats. There will be new carpet and also new flooring for the stage. An upgrade of the sound system has been installed. The P&F monies going towards the upgrade of the Auditorium is being spent on something that ALL students could utilise and is a venue that is open to the wider community.

- **Parent Connect Forums:** Ideas surrounding these forums was discussed.
  a. Discussions and suggestions were made to improve parent involvement and assistance with SEQTA. Suggestions were:
     - Podcasts on ‘How To’.
     - Weekly ‘Tips’ to Parents.
     - Ask Media Students to get involved with ‘Tips’, ‘Podcasts’ and ‘Tutorials’.
     - Initiate SEQTA Connect-Forums again.
     - Incorporate a simple SEQTA activity or assignment for students involving their parents.
     - Utilise ‘Text-Messaging’ to parents to remind them of the Forums.
  b. It was confirmed that we will focus on a signature Speaker and a presentation/s from Steve Morrison on Wellbeing in Term 2 and Paul Litherland and presentations on SEQTA/IT in Term 3.

- **Communication Channels:**
  a. P&F Portal: The P&F Button and LibGuide was shown to all. This is where P&F information will be promoted and then can be accessed by all families. Included on this microsite will be information about upcoming and past meetings and events.
  b. It was agreed that the ‘LibGuides’ button should be utilised by parents more as it shows a deeper insight into our school and our culture. Suggestions and comments around this were:
     - Send out a ‘LibGuides’ button specific email showing how easy it is and what it’s about.
     - Podcast specific to ‘LibGuides’.

### DECISIONS MADE

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<th>Item</th>
<th>Responsible Person(s)</th>
<th>Target Date</th>
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<tbody>
<tr>
<td>1</td>
<td>The P&amp;F funds are committed to the upgrade of the Auditorium.</td>
<td>TC/JA</td>
<td>Term 2</td>
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<td>2</td>
<td>The P&amp;F will have a raffle stall at the St Philip’s Day event.</td>
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<td>3</td>
<td>Proceeds from the raffle and the Entertainment Books will go to KORA.</td>
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<td>4</td>
<td>Discussions to hold the Festival again next year will be had.</td>
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### FOLLOW-UP ACTION ITEMS

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<tbody>
<tr>
<td>1</td>
<td>Flowchart, Canteen Swipe Cards, 2nd Hand Books status</td>
<td>TC/JA</td>
<td>Term 2</td>
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<td>2</td>
<td>Source Raffle Prizes</td>
<td>Executive/P&amp;F Members</td>
<td>Term 2</td>
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<td>3</td>
<td>Term 2 and 3 Presenters and Forums</td>
<td>Executive/JA/FC</td>
<td>Term 2</td>
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<td>4</td>
<td>LibGuides Promotion</td>
<td>TC/EM</td>
<td>Term 2</td>
</tr>
<tr>
<td>5</td>
<td>Term 4 and Festival Events</td>
<td>Executive/JA/FC/EM</td>
<td>Term 3</td>
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