Stella Maris Parents and Friends Assoc.

Meeting Minutes

Date: Tuesday, 5th February 2013
Time: 6.30pm
Location: Stella Maris School – Staff Room

Chair: Tim Eva
Prayer: Glenda Morgan

Apologies: None
Present: As per the attendance book.

Previous minutes: Moved: Tim Eva  Seconded: Kelly Loe

Business Arising:

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<tr>
<td>1</td>
<td>Tuckshop</td>
<td>Request for further hours still under investigation  R/V with Steve &amp; Tim next meeting</td>
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<td>2</td>
<td>Sarah’s project</td>
<td>7 boxes of 2nd hand uniforms (approx. 500 shirts) sent with Fr Terry over Christmas to The Philippines  No further action</td>
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Correspondence In:
1. The Federation of Parents and Friends Associations of Catholic Schools in QLD – letter welcoming new committee back to the 2013 school year and providing an overview of the services that they can offer. Invoice included and form requesting updated details of new office bearers,
2. Simply Pies pie drive information.
Welcome back. Very smooth start to school year after another disruptive weather event immediately prior to start. Grateful for minor problems in comparison to other schools, families and places.

Enrolment Data
• The year has started with 30 classes, an increase of one. 809 at BCE Census yesterday. Prep classes completely full with full time teacher aides. Staffing completed on 792 students, so allows for an additional 28 teacher hours or 56 school officer hours.

Holiday Improvements
• Computer lab now a classroom with windows.
• Road behind Year 1 classes now completely covered – great for all weather use. Also helps cool the rooms.
• Additional room added to the two older prep rooms – vinyl flooring.
• Wall removed in Support area – greater space and efficiency considering 7 people work in this space.
• Red cat sound amplification systems have arrived and are installed and in use. Thank you to P&F for $28000 contribution to having a system in every room. Teachers will use these on Parent Night so everyone will see the advantages to listeners and speakers alike.
• Additional sandpit added in Prep – Year 1 area.
• Significant expenditure on ICLT to further develop student access to classroom technology as well as resourcing the media centre.

Thank you to Craig Cleary for the building work completed.

Beginning of Year Events
• Parent – Teacher Evening – Next Tuesday 12 Feb
Three sessions starting 6pm with a whole school meeting in the middle (30 mins). All over by 8.30. Parent and staff feedback will be sought afterwards.
• Welcome Cuppa – went well yesterday morning. About 30 parents attended.
• Ash Wed Liturgy: 13 Feb middle of day
• Leadership Liturgy: 14 March
• SOS Concert – It’s on again to support the schools affected in the latest floods – Gayndah particularly badly affected. 2/3 May
School Renewal

- Previous SRP 2008-2012 completed and reviewed.

- New Strategic Renewal Plan this year 2013-2017 across 4 priority areas. Aligned with BCE Strategic Plan and Internal Review requirements. To be presented to staff next Tuesday and School Board on 21 Feb. Yearly Action Plans will be developed from this SRP and also Achievements, at end of year, will review the year’s plan.

- This year our 5-yearly External Review is due. Date for panel visit is Week 2, Term 2 – Wed 24 April. Some parent participation/representation will be sought closer to this date. This process forms part of the Accreditation requirements.

- I am taking Renewal Leave this year to walk the Camino de Santiago de Compostela, a 900km walk from the French Pyrenees across northern Spain from E to W. Will take 39 days. Will be away the last week of August, all of September, returning to school for the last week of October – 28th. Total of 7 weeks.

Learning and Teaching

- Major Foci for year:
  - Communication of the new Strategic Renewal Plan and its implementation
  - Visible Learning – implementation of mind-frames, teaching of learner characteristics, development of whole school approach to data gathering and analysis and providing and receiving feedback.
  - New RE Curriculum
  - Staff PD in metacognitive strategies and reciprocal teaching in guided reading.
  - Mathematics education – mentoring by Eileen Coghill and
  - Giving and receiving of professional feedback and the training of all teachers in this area.
  - Extensive coaching development for all teachers.
  - Further development of professional teams across year levels and the school
  - Australian curriculum
  - Further development of phonograms program in Year P-3
Homework Review taking into consideration the latest research on the subject
Development of the Media Centre to enhance classroom practices and student learning outcomes
Deepening and broadening the learning for our most capable learners

Treasures Report

P & F Meeting – 05/02/2013

Treasurer

Payments to be ratified

General Account MYOB Balance 30/11/2012: $19,669.00

Credit
Entertainment Books $219.00
Joseph & Disco $1,200.00
Trivia Night $832.35
Surf Comp BBQ $160.00
Extra Fundraising $230.00
Interest $11.41

$2,652.76

Debit
Donation to School – Musical $3,000.00
Donation to School – Audio equip $3,000.00
Donation to School – Faculties $5,000.00
Purchase from Soccer Club $261.00
Surf Comp BBQ Costs $186.40
Committee Reimbursement $66.85

$11,514.25

General Account MYOB Balance 31/12/2012: $13,025.90

Credit
Interest $9.39

$9.39
Debit  Rainbows Program $ 998.00
Debit  Farewell gifts $ 250.00
Debit  Retirement Gifts $ 150.00
Debit  Tuckshop Ladies Lunch $ 313.90 (to be reimbursed)

$ 1,711.90

General Account MYOB Balance 30/11/2012: $19,669.00
Credit  Interest $ 4.00

$ 4.00

Debit  Marquees $ 5,904.00
Debit  Food – AGM $ 50.00
Debit  Food/Drinks – AGM $ 168.64

$ 6,122.64

Tuckshop Account MYOB Balance 30/11/2012: $26,435.24
Regular tuckshop food sales, purchases and expenses

Tuckshop Account MYOB Balance 31/12/2012: $11,000.76
Regular tuckshop food sales, purchases and expenses

Tuckshop Account MYOB Balance 31/01/2013: $8,433.22
Regular tuckshop food sales, purchases and expenses

Art Union Account MYOB Balance 30/11/2012: $5,974.89
Credit  Interest $ 14.88

$ 14.88
Debit  Fair Reimbursements    $ 47.05
Debit  Merchant Fee        $ 12.00
Debit  Donation – Stella Maris (Audio)  $25,000.00
Debit  Cold Room Hire (Fair )    $ 176.00
$25,235.05

**Art Union Account MYOB Balance 31/12/2012: $5,969.15**

Credit  Interest          $ 6.26
         $ 6.26
Debit  Merchant Fee        $ 12.00
         $ 12.00

**Art Union Account MYOB Balance 31/01/2013: $5,958.33**

Credit  Interest          $ 1.18
         $ 1.18
Debit  Merchant Fee        $ 12.00
         $ 12.00

**Term Deposits MYOB Balance 31/10/2012 $5,000**
Tuckshop        $5,000    Maturity 8/08/2013 (3.50%pa)

**GENERAL REPORT**
- Tuckshop Term Deposit re-invested for 7 months at a rate of 3.50%pa
- Tuckshop P&L presented

**Agenda Items**
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<th>Details</th>
<th>Outcome/action</th>
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<td>1.</td>
<td>Calendar of Events</td>
<td>Discussed that only one event per term. List as follows: Welcome BBQ, Movie Night, Cocktail Party/Ball, Fete, Food Drive of some type – discuss further, Golf Day School Dance Dates to be confirmed Further confirmation of dates and calendar of events to be printed and laminated for distribution to families. P &amp; F committee to discuss at March meeting. Welcome BBQ and Movie night dates nominated as below.</td>
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<td>Welcome BBQ</td>
<td>Sunday 03/03/2013 2.30-5pm. Flyer to be sent home. Dennis Quinn to play again? Kelly Loe will confirm. Sub committee to take on and organise. Sub Committee Kelly Loe, Sarah Thompson, Mel Lennon to oversee.</td>
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<td>4.</td>
<td>Movie Night</td>
<td>Set for Friday 22/03/2013. Sub committee allocated Sub Committee Kelly Loe, Sarah Thompson, Kylie Walsh to oversee</td>
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**Meeting Closed: 8.15**

**Next meeting: 12th March 2013**

Confirmed ______________________

______________________________  ___________________________
President                     Secretary