# CLASS PARENT / PARENT ENGAGEMENT NETWORK MEETING

## MINUTES

**DATE:** MON 16 FEB 2015

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>ACTION</th>
<th>PERSON RESPONSIBLE</th>
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</thead>
<tbody>
<tr>
<td><strong>WELCOME AND PRAYER</strong></td>
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<tr>
<td><strong>ATTENDANCE</strong></td>
<td>As per attendance book</td>
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<td><strong>PREVIOUS MINUTES</strong></td>
<td>First meeting no minutes to review</td>
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<td><strong>CORRESPONDANCE</strong></td>
<td>Information re Election, dropping info into the newsletter from this week 2015 fundraising directory</td>
<td>Josie</td>
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<td><strong>TREASURER’S REPORT (Circulated prior to meeting)</strong></td>
<td>Balance forward from previous meeting $1440.44 Disbursements: Christmas gifts $452 disbursements – teachers morning tea $100, teachers day gifts $225 interest earned $4.28 Balance $1119.72 Change of signatories from Alex to Beth</td>
<td>Cath</td>
</tr>
<tr>
<td><strong>DIOCESAN PARENT COUNCIL REPORT</strong></td>
<td>NOTHING TO REPORT OR ACTION</td>
<td>Maria</td>
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<td>(Circulated prior to meeting)</td>
<td>Maria to report back at next meeting information given at first DPC.</td>
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<td></td>
<td>Maria to ask at DPC re a contact for Bingo Caller</td>
<td>Maria</td>
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<td><strong>PRINCIPAL’S REPORT(Circulated prior to meeting)</strong></td>
<td>o Class parent role and PEN roles- see attached o Class Kitty hand over and a/c details to be emailed – no handling of cash by school- a reconciliation at end of each semester – end of year school can hold in trust o Rolling over of funds – all classes have now collected the funds held in trust from 2014. o Use of School24- this is the tool the school and PEN will now use to book events including discos, Bingo Night, and any other school events o Parent Education Programs in and out of St Rose- see website o Social and Fundraising this year</td>
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<td><strong>OTHER REPORTS</strong></td>
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<td><strong>SOCIAL AND FUNDRAISING EVENTS</strong></td>
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<td>Trevaskis family given a plant for condolences</td>
<td>Welcome Bush Dance and BBQ</td>
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<td>Pickles have given the school a cheque for $900 as commission on new uniforms sold</td>
<td>• Saturday 28th Feb – 5-8pm</td>
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<td>All uniforms with the old logo should now be collected and perhaps sent to schools off shore that may need them, as has been done with old football jerseys and netball bibs</td>
<td>• All families welcome- BYO drinks, sausage sizzle being provided by school and cooked by staff.</td>
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<td>Band performance dates to be set for the year</td>
<td>• Plan for top playground to be used if raining the undercroft will be used</td>
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<td>Police Band booking – workshop with band children, perform for the whole school, time and date tbc. Choir will be entered into 2 Eisteddfods this year- Mrs Kylie Shanley leading this.</td>
<td>KEY SCHOOL FUNDRAISING EVENT FOR 2015</td>
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<tr>
<td>Class Parent report – as per Principal’s report</td>
<td>• Friday 22nd May 7-10pm</td>
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<td>• To purchase an new Interactive Whiteboard and 5 iPads to complete the fleet of iPads approx. $8000</td>
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<td>• Each class have been allocated a job to do and class parents all agreed with arrangements below;</td>
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<td>Fundraising to come from:</td>
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<td>(i) Silent Auctions (7 in total)</td>
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<td>(ii) Raffle (Principal/ Librarian/ Sports Teacher For The Day)</td>
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<td>(iii) Ticket Sales for entry</td>
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<td>Costs for the event we see as minimal as each attendee will BYO refreshments, school community donations for Auction items and other basic materials for the night. If parents purchase anything they are to keep receipts for the PEN to reimburse.</td>
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**Welcome Bush Dance and BBQ**
- Saturday 28th Feb – 5-8pm
- All families welcome- BYO drinks, sausage sizzle being provided by school and cooked by staff.
- Plan for top playground to be used if raining the undercroft will be used

**Key School Fundraising Event for 2015**
- Friday 22nd May 7-10pm
- To purchase a new Interactive Whiteboard and 5 iPads to complete the fleet of iPads approx. $8000
- Each class has been allocated a job to do and class parents all agreed with arrangements below;

Fundraising to come from:
(i) Silent Auctions (7 in total)
(ii) Raffle (Principal/ Librarian/ Sports Teacher For The Day)
(iii) Ticket Sales for entry

Costs for the event we see as minimal as each attendee will BYO refreshments, school community donations for Auction items and other basic materials for the night. If parents purchase anything they are to keep receipts for the PEN to reimburse.
The following allocation of responsibilities for the evening were agreed upon by the class parents present at meeting:

**Responsibilities**

**Tickets:**
St. Rose office - admin to set up on School 24 event
Ticket price tbc based on whether we need to pay for a Bingo Caller.

**Silent Auction Items:**
Each class is to provide 1 significant auction items. We therefore should have 7 material Items for Auction. This could be a single material item OR think about a large hamper of items. This could be themed (sports/ books/ store vouchers/ gourmet food items/ wine

**Kindy:** The Bingo caller!
- Bingo caller and materials (ie Bingo cards, Texas/dotters)
You may know someone or have a Parent volunteer who would be happy to do this. Otherwise look what outside options might work.

**Year 1 and Year 2:** The Raffle!
- Ticket Sales. On the night think about a roster for people to have short slots to go around and sell to tables as well to sit at the 'Welcome Table' so people can purchase tickets when they first arrive.
- Offer ticket sales to those in the week or so (Bush Dance and Grandparents Day)before the event who may not be able to attend the Bingo Night.
- Raffle bucket for ticket stubs and get ready for the drawing of the Raffle (Josie to draw).

**Year 3:** Set Up
- Set Bingo table and chair groups up
- Print and display Table Names
- Welcome Table Set up at front of hall

**Year 4 and Year 5:** Promotion and Welcome
- Flyer (soft copy)/ email communication for distribution to the whole school.
- Table Names (theme ?)
- Provide a list of table names and players at the Welcome Table;
- 2 people to be at Welcome Table for the first 30mins (ie help find tables, sell tickets for late bookings);

**Year 6:** Auction Items Presentation
- Set up [2] tables up in the School hall (middle of Hall or
front) for Auction Items to be displayed.
- Tables to be set up [3] days before so Auction Items (already wrapped etc. by each Class) can be brought in.
- Provide an auction bid sheet (and pen) for each Auction Item;
- Display the Auction Items and bid sheets on the day.
- Monitor bid sheets;
- Encourage bidding 😊
- Lucky Door prizes (5 Athlete’s Foot vouchers have been donated)

Clean Up: Everybody

School is happy to have parents print and laminate any materials needed

MATTERS FOR FUTURE CONSIDERATION (items addressed must be emailed prior to meeting)

PARENT EDUCATION SESSION

Numeracy Parent Ed was conducted at the class parent meeting, but held over to another time due to lack of numbers at the PEN meeting

MEETING CLOSED: 7.48Pm

NEXT MEETING: Monday 11th May 9am Class Parent Meeting and 7pm PEN Meeting

PLEASE FIND BELOW THE FOLLOWING ATTACHMENTS;

- Treasurer’s Report
- Class Parent Role Responsibilities
- PEN Roles and Responsibilities
- 2015 Parent Education Program
- Welcome Bush Dance and BBQ flyer
ST ROSE COLLAROY PLATEAU P&F ASSOCIATION
TREASURER’S REPORT
P&F EXEC MEETING 16 FEBRUARY 2015

The current balance of the P&F Bank Account is $1,119.72 (current as at 14 February).

There are no outstanding items. Future disbursements include:

Christmas gifts: $265
Christmas gifts: $187
TOTAL: $452

Even if advance funds are necessary for the next fundraising event, the bank account has sufficient funds available to meet expected costs until additional funds are raised.

Balance brought forward from previous meeting $1,440.44

Disbursements:

Teachers Day morning tea: ($100)
Teachers Day gifts: ($225)
Interest earned: $4.28

Balance: $1,119.72

CLASS PARENTS AND CLASS KITTY

The role of a class parent is to help out with social functions within the school, welcome new families to the class and to organise their own social get-togethers with their class. The class parents are usually the representative the school will approach to assist or disseminate information regarding support of families, fundraising and social events.

Their role in the P & F is to foster FAITH, FRIENDSHIP AND FUNDRAISING.

Listed below is what the role requires you to do.

- Organise class social activities
- Communicate to parents (any emails regarding whole school activities/requests for fundraising should be forwarded to the principal for approval)
- Assist in fundraising activities together with the social committee.
• Generate interest for and attendance to fundraising functions, weekly Masses, Family Masses (coordinating supper donations) and Coffee and Reflection each Thursday after assembly.
• Organise and distribute class contact lists
• Manage class kitty
• Attend P & F and class parent meetings each term
• Assist in Christmas hampers/social justice initiatives set by the school.
• Assist with organising:
  • Kindergarten parents cater for Morning Tea for new Kindergarten parents on Orientation Day
• Year 5 provide supper for Year 6 Graduation celebration.
• Year 6 fundraising events (discos and Mother’s and Father’s day stalls) to purchase gift for school.
• Year 6 jersey, year book and dinner.

During the year there are certain events that may happen within your class, such as the birth of a baby, a sick parent, fundraising, etc. At St. Rose it is helpful to ask each family to donate $20 into a kitty that is kept in trust by the class parents.

This is purely **VOLUNTARY**. The monetary donation should be used for:

(Suggested figure to spend)

• Gift for new baby in a family ($20-25)
• Get well card for either a sick parent or child ($20-25)
• Teachers’ birthday gift ($50)
• Bereavements ($20-25) The school also gives a plant on behalf of the school community.

The following items are also taken out of the class kitty:

• Teachers’ present at the end of the year ($100 per class teacher, not including part timers as this is organised by the P & F) The gift is presented at the end of year Presentation Assembly.

Class Parents **must** keep a record of where money is being spent and inform their class regularly of the balance.

All remaining funds at the end of the year are to be carried over to begin the new school year. Funds must be handed into the office at the end of the year, to keep in trust until the new year begins.
PEN ROLE DESCRIPTIONS

PRINCIPAL LIAISON
☐ Do you have 5 hours a year to liaise with the principal?
☐ Would you like to assist in strengthening parent/school relationships? Is this you?

COMMUNICATIONS
☐ Are you a good organiser?
☐ Do you mind taking minutes at meetings?

TREASURER
☐ Do you manage the finances in your household – do the banking and pay the bills?
☐ Are you good at keeping records?
☐ Account skills are desirable but not necessary as training will be provided.

DIOCESAN PARENT REPRESENTATIVE
☐ Represent the school at the quarterly Diocesan meetings
☐ Report back to PEN Team and General PEN meetings

PASTORAL CARE
☐ Organise gift/support to school families upon difficult life events

UNIFORM STORE
☐ Run the second hand uniform store
☐ Liaise with Pickles Uniform Supplies
☐ Assist with Kindergarten Orientation Day

SCHOOL BANKING CO-ORDINATOR
☐ Face to face interaction with student bankers.
☐ Processing of deposits
☐ Depositing of monies collected to a CBA branch
☐ Ordering and distribution of rewards and stationary.
☐ Full support and training from School Banking Specialist and dedicated Help Desk
CLASS PARENT – Min. 3 people per class

COMMUNICATION – 1 person
- Organise and distribute class contact lists
- Communicate to parents (any emails regarding whole school activities/requests for fundraising should be forwarded to the principal for approval)
- Attend PEN and class parent meetings each term
- Send reminder emails about upcoming permission slips which are due (possibly by setting reminders in their phone/device).

SOCIAL - 1 person
- Organise class social activities
- Welcome new families to the class
- Organise gifts for special events - births, condolences, other celebrations
- Manage class kitty

FUNDRAISING – 1 person
- Assist in fundraising activities
- Generate interest for and attendance to fundraising events, Weekly Masses, Family Masses (coordinating supper donations).
- Assist with Christmas hampers/ social justice initiatives set by the school

Is this you?

SPECIFIC CLASS TASKS FOR K, 5 & 6
- Assist with organising;
- Kindergarten parents cater for Morning Tea for new Kindergarten parents on Orientation Day
- Year 5 provide supper for Year 6 Graduation celebration.
- Year 6 fundraising events (discos and Mother’s and Father’s day stalls) to purchase gift for school.
- Year 6 jersey, year book and dinner.
ST ROSE BUSH DANCE AND BBQ

Welcoming all new families and existing families of St Rose to the new school year

on Saturday 28th February 5pm-8pm
in the school playground

• Free BBQ sausage sizzle
• Bush dance band
• BYO nibblies and drinks

RSVP TO: srcp@dbb.catholic.edu.au
by Friday 20th Feb.
PARENT EDUCATION PROGRAM 2015

A variety of parent education is available to suit the needs of all parents with children from K to 6. Specific information will be emailed each term. Please note dates may be subject to change - check the Primary Parent Planner and school newsletter for dates and times.

TERM 1

• 12 Feb, 6-8pm – Parent Information Night (one parent from each family required to attend)
• 16 Feb, 9-10am-Class Parent Meeting including Numeracy Parent Education
• 16 Feb, 7-8pm - PEN Meeting followed by Numeracy Parent Education
• 25 Feb, 6.30-7.30pm – Volunteers Induction Workshop (repeat day session- 26 Feb 2-3pm)

TERM 2

• 5 May, 2-3pm- NAPLAN Parent information session (repeat evening session- 6.30-7.30pm)
• 11 May, 9-10am-Class Parent Meeting including Literacy Parent Education
• 11 May, 7-8pm- PEN Meeting followed by Literacy Parent Education
• 1 June, 9-10am- Parent Participation Morning
• 10,17 & 24 June - 123 Magic Parenting Course (repeat evening sessions dependent on no.s)

TERM 3

• 3 Aug, 9-10am-Class Parent meeting including Science Parent Education
• 3 Aug, 7-8pm- PEN Meeting followed by Science Parent Education
• 18 Aug, 6.30-8pm- Building Confidence, resilience and dealing with Anxiety
• 28 Aug, 2-3pm- Parent Participation Afternoon

TERM 4

• 26 Oct, 9-10am-Class Parent meeting
• 26 Oct, 7-8pm- PEN Meeting followed by PEN AGM
• 21 Oct, 7-9pm- Kindergarten 2016 Information Night- Part 1
• 22 Oct, 1-3pm- Kindergarten 2016 Information Night- Part 1 – REPEAT
• 28 Oct, 7-9pm- Kindergarten 2016 Information Night – Part 2
• 29 Oct, 1-3pm – Kindergarten 2016 Information Night – Part 2 - REPEAT