



St John Vianney's Primary School

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Community Council

Open Community Meeting Minutes

29th March 2017

Present

Council Members:

Peter Rodda, Peter Corcoran, Sonia Dutkiewicz, Paul Urbaniak, Josie Lopez, Nina de Rosa, Tony Bufalo,

Focus Group Committee Members:

Rhonda Kallio, Kellie Sydlarczuk, Steve Nolan, Nadia O'Hallaran

School Community Members:

Penny Scholtens, Steph Myers, Sandy Urbaniak, Emma Kennedy

Special Guests

Carol Lamont (Catholic Education – SWPB)

Apologies:

Karen Stilling, Father Brannelly, Sharee Thomas, Lucy Vincent, Troy MacDonald, Elena Morrissey

Meeting opened - 6:10pm

Welcome and Prayer

- Carol Lamont – Consultant to the Catholic Education Office (CE). Runs the behaviour program that is compulsory in all ACT and NSW Catholic schools.
- Peter Rodda – SJV Principal
- Peter Cocoran – Community Council Chair and parent
- Paul Urbaniak – Deputy Community Council Chair and parent
- Sonia Dutkiewica – Treasurer and parent
- Josie Lopez – Community Council Member and parent

- Tony Bufalo - Community Council Member and parent
- Steve Nolan - Environment Focus Group Leader and parent
- Rhonda Kallio - Communications Focus Group Leader and parent
- Kellie Sydlarczuk – Events and Fundraising Focus Group Leader and parent
- Nadia O’Halloran - Events and Fundraising Focus Group Member and parent

Introduction

Adoption of Minutes of Previous Meeting

The minutes of the previous open meeting were adopted.

Proposed – Peter Corcoran

Seconded – Josie Lopez

Business Arising

Nil.

Correspondence

Nil.

Matters for Information

Focus Group Reports

- **Communications** – Rhonda Kallio presented on the activities of the group:
 - Facebook:
 - 270 likes.
 - Very active posting by Rhonda, Nina De Rosa and now Sharee Thomas.
 - Concentrate on boosting the profile of the school. Are selective on what they “boost” via Facebook advertising – this costs \$5-\$10 per page to boost and can reach a specific geographic region (i.e. Weston Creek).
 - Lots of sharing in the community.
 - Qkr:
 - Currently three separate canteen ordering methods – Qkr, School24 and paper based – which is very time consuming for those in the canteen.
 - Sandy Urbaniak noted that they were looking to wind up School24 at the end of the year as it was costing the school and parents too much. School24 charged per transaction, while Qkr was free of charge for parents to use.
 - Sandy Urbaniak also noted that 107 out of 130 families has already used Qkr.
 - Discussion around encouraging parents to move to Qkr and wind up School24 at the end of the year as some parents had signed up for an annual subscription to Shcool24.
 - Spending of Community Council Funds:

- Rhonda Kallio to work with Peter Rodda around the messaging about what the Community Council funds are being spent on.
- Website:
 - Penny Scholtens mentioned that the website did not have the current newsletter on it, and only contained newsletters from last year.
 - Rhonda Kallio mentioned that the school website needs revamping.
 - Petter Rodda noted that the CE was looking at re-doing all the schools' websites, and SJV to put their hand up for this.

ACTION – Communications Focus Group to work with Peter Rodda in relation to the messaging on what Community Council Funds are being spent on.

ACTION – Messaging to get out to families to encourage the use of Qkr and the winding down of School24 at the end of the year.

- **Events and Fundraising** – Kellie Sydlarczuk presented the activities of the group:
 - The event calendar has been developed and sent out to families. All events have been carefully planned and spaced to assist in increasing attendance numbers and reducing the financial impact on families.
 - SJVEvents@gmail.com email address not getting much use. More response from face to face contact.
 - The committee also includes Emma MacDonald and Nadia O'Halloran.
 - Emma MacDonald is putting together a manual on how to run individual events. This will include a template on data collection about the running of the event and a funds reconciliation sheet.
 - The Community Council has access to two Visa Fund and Go cards with a limit of \$999 each. This assists volunteers in purchasing supplies for events, and not having to firstly pay for them with their own funds. There are reports and reconciliation processes in place for these cards.
 - Rhonda Kallio mentioned the need for “closing the loop” in terms of advising parents how much money was raised for each event and what these funds will be spent on.

ACTION – The Events and Fundraising Group to liaise with the Communications Focus Group in relation to “closing the loop” on event funds raised.

- **Environment** – Steve Nolan presented on the activities of the group:
 - Thanked people for their attendance at the January 2017 Working Bee.
 - Noted that he hasn't been too ambitious with Working Bees as there are often low numbers in attendance.
 - Working on how to raise the profile of the group and encourage participation. Push activities to be more family friendly and have other community groups involved.
 - Sandy Urbaniak noted that there was a great response for the upcoming Working Bee due to recent communications.
 - Kellie Sydlarczuk suggested that all three working groups work together organise the “event” of the next Working Bees and how this is communicated out to families to ensure success.

ACTION – The Environment, Communications and Events and Fundraising Working Groups to work together in the planning and communication of future Working Bees.

- **Finance** - No report tabled.
 - Sonia Dutkiewicz noted that she has only gotten access to the Community Council bank account recently.
 - All financial reports to be provided upon request.
- **Parish Report** - No report tabled.
- **Principal Report** – Peter Rodda presented on recent activities:
 - Implementation of School Wide Positive Behaviour (SWPB). Positive response by the students.
 - Early Learning Initiative (ELI) - for Kindergarten, Year 1 and Year 2. This is a numeracy and literacy program.
 - Science, Technology, Engineering and Maths (STEM) – SJV partnership with Questacon and looking at partnering with the CSIRO. This will be integrated fully into teaching.
 - Peter Rodda recently visited the Early Learning Centre (ELC) to advertise the disco in the first attempt to boost enrolments stemming from the ELC.
 - Enrolment boundaries have changed. The suburb of Weston is now open to SJV as well as St Judes.
 - Looking for volunteers to hand out enrolment pamphlets over the school holidays.
 - Air conditioning to be installed over the Easter Holidays. A number of quotes have been received and one accepted. The CE has provided part of the funding for the air conditioning.
 - The Dutkiewicz Family have generously donated their time and materials to install a storage area within the school hall.
 - A shade structure is to be erected over the top playground. Three quotes have been received.

Matters for Information/Discussion

1. SWPB – Carol Lamont

- Training was conducted with all SJV staff at the beginning of the year. Carol Lamont will continue to coach staff through the program.
- This is a school wide preventative program. Refer to handouts – “SJV School behaviour Matrix – School Community Expectations....” and “Schoolwide Positive Behaviour Support – Essential Elements Waramanga”.
- This program reinforces positive behaviour – tells students what they are doing right rather than what they are doing wrong, however there will still be consequences for students who are not doing the right thing.
- This is a 3-5 year program for all students tailored to each school.
- This program has been implemented in Queensland and there have been linked increased academic achievement in these schools.

2. Fete – Kellie Sydlarczuk

- Still in need of a Fete Co-ordinator.
- Discussions on how this would best work – a sole co-ordinator or a committee?

ACTION - Peter Rodda to talk to parent groups and announce at Friday morning assemblies.

ACTION - Peter Rodda and Communications Committee to advertise via multi-channel.

ACTION - Steph Myers to lock in stall holders and invite Kindergarten to Year 2 parents to participate.

3. Working Bee – Steve Nolan and Paul Urbaniak

- Working Bee scheduled for Sunday 2 April, from 9am to 1pm.
- There has been a good response by families.
- On Saturday 1 April, John Doyle and a team of 6 Dads will be erecting a fence for the new garden. All the plants for the plant stall will be moved from the internal courtyard into this area, which will also allow for the community to access this area without having to go through the school.
- The internal courtyard will be turned into a fit for purpose space for students.
- St Vincent de Paul will be hosting a BBQ for the Working Bee.

4. School Improvements – refer to Working Bee.

5. Focus Groups – New Members:

- Penny Scholtens offered to join the Communications Group and was accepted in.

ACTION - Steve Nolan to take names of possible members of the Environment Working Group at the Working Bee.

Date of next meeting

TBA – Term 3, 017

Meeting closed: 8:00pm



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Action Item Register

#	Action	Responsible Person	Status
1	Communications Focus Group to work with Peter Rodda in relation to the messaging on what Community Council Funds are being spent on.	- Communications Focus Group - Peter Rodda	
2	Messaging to get out to families to encourage the use of Qkr and the winding down of School24 at the end of the year.	- Communications Focus Group	
3	The Events and Fundraising Group to liaise with the Communications Focus Group in relation to "closing the loop" on event funds raised.	- Communications Focus Group - Events and Fundraising Group	
4	The Environment, Communications and Events and Fundraising Working Groups to work together in the planning and communication of future Working Bees.	- Communications Focus Group - Events and Fundraising Group - Environment Working Group	
5	Peter Rodda to talk to parent groups and announce at Friday morning assemblies.	- Peter Rodda	
6	Peter Rodda and Communications Committee to advertise via multi-channel.	- Peter Rodda	
7	Steph Myers to lock in stall holders and invite Kindergarten to Year 2 parents to participate.	- Steph Myers	
8	Steve Nolan to take names of possible members of the Environment Working Group at the Working Bee	- Steve Nolan	