Parent Forum Meeting Minutes  17.11.2014

1. Can we order marquees at this point in time? No we do not have the available funds until after the fair.
2. XMAS Fair funds- John requested that some funds be utilised to purchase materials and items that will support personalised and collaborative learning in classrooms. Funds will also be used to create a storage area under the hall (assuming that our builder confirms this to be more cost effective than building a shed – John and Peter to pursue), shade shelters and possibly staging.
3. Cookbook- 100year centenary- Is this the right project for Finnie’s? Yes.
   - Ann and Gabby to look through the archives for names of people to invite to the centenary and to invite to contribute to a cookbook.
   - Please don’t throw archives away until they have been looked at.
   - Anne to discuss with Lara and Gabby a way of maintaining these as historical archives/ resource.
4. Formation-
   - Readings provided that focus on Forum role/purpose.
   - Ann raised the need to explain to parents how funding is distributed to Catholic schools and the fact that fees and fundraising still do not bring us up to par with Public school funding. Suggested we clarify to Forum how funds are disbursed through school/ parish budget. All agreed this would be very beneficial. Anne agreed to write this up with assistance from Tony.
   - Also suggested that new parents are made aware of the expectation to contribute towards the school e.g., fundraising activities.
   - Should the Forum receive financial reports from the finance council? Ann to speak with Tony regarding finances and provide outline to Forum.
   - Masses and liturgies were proposed to be held at the school.
   - Continue purpose discussion at the next meeting.
5. Suggestion Box
   - Anonymous letter placed in the suggestion box was tabled. Concerns raised and suggestions offered regarding the ways in which Forum members and event organisers can be more consistent with school values of courtesy, respect, inclusion, gratitude and self-reflection. How can we address these concerns professionally?
   - A lengthy discussion followed where all considered the ways in which we are working with parents and what might be causing some parents to feel devalued or not included. This was a very honest and self-reflective conversation.
   - All considered ways in which have been engaging with parents.
   - It was suggested that we might be lacking consistency.
   - We previously had class parent coordinators who had the time to build personal relationships with each class parent group.
   - There is pressure on event organisers to get things done for deadlines and it is harder to get parents involved to help early in the process.
   - Class parents need roles beyond what they are currently doing. We need a more personal approach. More ‘cuppa’ afternoons and casual family events. Not everything needs to be a fundraiser.
• Perhaps we need an overarching coordinator to oversee at a whole school level.
• Look out for people who would be good in this role- soft connections within the school community.
• 2015- address year 1 parents regarding concerns and community building- JW
• We need more personal conversations happening – it’s all about relationships

6. **Forum Team**
   • Peter asked all to advise of their plans for 2015 Forum membership - Nichole has been on for 5 years, Ann 4 years and Ann is unsure of Fr David’s plans for his representation on the Forum
   • Gabby intends to step down at the end of 2014
   • We need to build collective wisdom before people leave the forum
   • 2015- can we invite other people in the school community to attend meetings- Eg 2 people from Kindy for a meeting and so on. Possibly every second meeting we could open the doors and invite others to join the conversation.

7. **Forum end of year dinner is on Monday 8th December at Cyprus Tree- partners welcome - JW to book**

8. School Time Changes- JW to let the school community know about suggested altered start and finish times for 2015- 9am start and a 3:20pm finish and seek feedback

9. Year 6 Graduation- can we acknowledge the families leaving the school- a small gift and certificate- Michael to organise the gift and certificate and Peter to present on the day.

10. Discussion re one individual paying for the Xmas Fair float in past years and then being reimbursed at a later date. John and Anne requested that this not continue as it is not good practice. As the funds are unlikely to be available in the Forum account (approx. $7000) Nichole asked if the school could pay for the Xmas Fair float and be reimbursed following the fair? Nichole will arrange through John.

11. Casual day, sausage sizzle and icy poles to help support some final fair expenses - on a Wednesday- TBC Michael

12. Follow up Proclaim booklet with Grant- John to scan and email to all forum members and possibly start to filter some of the information out in school newsletters.

13. Grant gave feedback also on the last Parent Assembly meeting he attended and commented on how valuable he and Chattal were finding the meetings. Leanne from the Catholic Schools Office asked school Forum teams to consider topics for parent Information sessions that could be run in schools next year. After some discussion the team agreed on Dealing with Anxiety in our children as a good topic. Grant will feed this back to Leanne.