



St Joseph's KP Collective
Meeting Agenda and Minutes

Date: 16 May 2023

Meeting: General

Present: Nic Cole, Paige Browning, Natalie Kerr, Jen Arhanic, Beth Musial, Megan Lomax, Jayne Camuglia, Emma Davies

Start: 5:05pm

End: 7:02pm

Apologies: Rosemary Townley, Brooke Massy, Kathleen Whybird, Emma Lawson, Jon Seem, Bianca Murphy

| <u>Agenda</u> | <u>Information</u> | <u>Individual to Action</u> |
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| Prayer | Acknowledgement of Country Prayer | |
| Minutes of Previous Meeting | Last Meeting: 28/2/2023 Motioned: Emma Davies Seconded: Jayne Camuglia | |
| Business Arising from the Minutes | <p>Online Meetings</p> <ul style="list-style-type: none"> - Need to consider making the general meeting an online/teams meeting to ensure we get additional attendance from the school community. - Voting can be managed through teams - To ensure voting capabilities on teams – There was confirmation from the committee that the option is available - The new process for online meeting was confirmed by the committee which included the following details: <i>An invite will be sent to the school community 24hrs post the executive meeting with a calendar/teams invite and link to the school website which contains the minutes and agendas.</i> <p>Parent Portal/Website</p> <ul style="list-style-type: none"> - Parent Portal has had further updates including newsletters, minutes/agenda, updates to KP Collective information - Natalie asked if we could pop the dates for the KP Collective general meetings onto the website. Nicole will place it under the section “Everyone is welcome” on the KP Collective page. - Natalie asked for Agenda to be added to the website – as this will be our source of truth. Nicole agreed. - Requested the email address to the KP section on volunteering. <p style="text-align: center;"><i>Action: Nicole to amend website as requested</i></p> | Nicole |

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| | <p>Additional items</p> <ul style="list-style-type: none"> - Electrical items to be tagged once Fridge purchased. Space to be measured before decision made on catering Fridge. Natalie mentioned that the school business community did not have access to the types of fridge required. Coming into end of financial year, there will be more options on sale. - Storeroom update: bottles from storeroom have been sorted. This has been confirmed by Shannon Staunton. | |
| <p>Income and Expenditure Balance Update</p> | <ul style="list-style-type: none"> - Nicole discussed how the team have still been experimenting with the presentation but would like to keep it simple. - Amelia suggested that it should read: revenue, expense, profit. - There was still a small amount outstanding for grade 2 sports (Nicole will remind the teachers). - Natalie noted that the income from school fees is missing for term 1. Nicole will ensure this is updated. - Paige also noted that the Grade 6 Tech lunch was missing. - Discussions were raised by Amelia and Paige on when do parent expenses need to be completed by after an event/activity? Nicole requested that should be completed within a week. The committee agreed that the form should be readily available for the parents and a copy put the portal. Paige will also add to planning lunch pack. <p><i>Action: Updates to be made to Income/Expenditure presentation.</i></p> <p><i>Action: The reimbursement form to be added to the portal.</i></p> | |
| <p>Expenditure proposals</p> | <p>Environmental Leader - Student Environmental Committee Request: New composting system (\$249)</p> <ul style="list-style-type: none"> -The committee was impressed with the well thought out and executed request from the environmental leader. -Nicole let the committee know that the school has a bunnings account so the approval would go through the school account and money transferred. -Nerida suggested that Bunnings have great opportunities with the local community which might be able to be of assistance. Nicole mentioned that Mrs Banks has engaged with Bunnings on numerous occasions for items for the garden and they have been extremely supportive. <p>Motioned: Jen Arhanic Seconded: Emma Davies</p> <p>Katie Goodwin – Technology Enrichment Teacher Request: Story Box Library Subscription (\$750) Annual subscription for an online resource – subscription due 30th May 2023.</p> <ul style="list-style-type: none"> - Nerida asked how this subscription has been paid previously and Nicole said it was from the school budget and unfortunately, due to the subscription ending mid-year – it was missed during the school budget setting. - Megan mentioned that Katie monitored the use of it after April (when she sent a reminder to the community), and it was apparent that it was being well used (no numbers provided in her request). - Natalie asked if the numbers were returning kids using it (vs people just clicking on it the first time). Megan and Nicole did not know. - Megan and Nicole both mentioned that the teachers also use the resource frequently. | |

Motioned: Jen Arhanic
Second: Natalie Kerr

Action: As apart of this approval, the committee has requested that Katie and the classroom teacher promotes the subscription.

Katie Goodwin – Technology Enrichment Teacher

Request: Sphero BOLT Education Pack (\$5,000)

Upgrade to the Sphero robots which complement the digital literacy of the students.

- Nicole mentioned that the last purchase was back in the 00's. The children enjoy using these robots and they assist in coding and programming skills.
- The committee would like to confirm if the robots are being replaced or are being added too. (Based on the website – there may be an opportunity to save some cash on trade-in)
- The committee discussed the need to account for spending on items that will need to be replaced into the future (technology needing to be replace more frequently). The committee will need to financially plan for upgrades.

Motioned: Natalie Kerr
Seconded: Emma Davies

Action: Confirmation of replacement or additional robots? Can we save by trading-in?

Nicole Cole – Principal

Request: Bag Storage for Seniors

Further information to be provided at next meeting

Nicole Cole – Principal

Request: Support for Twilight Opening Evening – 7th June

Nicole and BCE Marketing team are planning a twilight opening evening to engage the local community.

Event Details: 7th June, 4-6pm (tickets to be purchased on Event Brite)

Initial plans include:

Concert band performing, Prep classroom open, Art room activity, Italian room activity, a robotics display in Senior Classrooms, Library will be open.

The grade 6 children will be doing tours.

- Nicole would like the committee to assist by providing a sausage sizzle and drinks for the evening.
- Paige has contacted Coles for a \$500 local community support grant but is still waiting to hear back.
- The committee could use the remaining drinks that were left over from the disco to start.
- The committee suggested that it would be good to get the support of the parents whose children will be performing.

Katie
Goodwin

Katie
Goodwin

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| | <p><i>Action: Nicole send executives an email with further information on the running of the evening and details of numbers (once know).</i></p> <p><i>Action: Natalie to confirm the count of drinks already available</i></p> <p>The committee has approved \$1,000 Max for the sausage sizzle and drinks</p> <p>Motioned: Nerida Zammit Second: Natalie Kerr</p> <p>Nicole Cole – Principal Request: Playground Upgrades (both) Further information to be provided in the executive team.</p> <p>This will need to be discussed more heavily with the executive team to understand the step-by-step process on upgrade, details of loan terms, the lifecycle of playgrounds and the students engagement in the process.</p> | <p>Nicole</p> <p>Natalie</p> |
| <p>Sub-Committee Updates</p> | <p>Community – Shannon/Emma/Heidi Updates:</p> <ul style="list-style-type: none"> - The committee thanked the coordinators for organising the stall – Heidi, Shannon, Eliana, Lisa, Hannah, Kate, Jane. - Current figures show Mother’s Day stall ran at a loss of ~ \$480. - It was discussed that this year has been an exercise of learning and how we can apply the learnings for the Father’s Day stall. - Discussions were had around the need to simplify the process for the parents and children on the day. - The committee agreed that processes could be streamlined via the product ordering via an online provider and minimising the number of choices for the children to make. <p>Father’s Day Stall</p> <ul style="list-style-type: none"> - Some items have been purchased already - Request for volunteers to the community – as per last meeting, it was confirmed that we need a minimum of three parents will be needed to work as a team on events <p><i>Action: Natalie to request volunteers in the newsletter.</i></p> <p>KP Tuckshop Lunches</p> <ul style="list-style-type: none"> - Paige had contact with some local stores. She mentioned that only the Fortitude Valley (FV) store carry more than 50 mini trays. FV have 200 tray (mini’s). - After discussing with Franchisee – the mini pizzas are the same size as a qtr of a pizza and we are charged 80c per box. It was suggested that to make more profit, large pizzas are cut into qtrs and put into individual boxes. - The above can be considered for the next pizza lunch but the mini pizzas will remain for this time – the pizzas will be split between Greenslopes/FV stores <p>Trivia Night Kathleen (emailed)</p> <ul style="list-style-type: none"> - Current there has been 73 sold (8 tickets to teachers) - Kathleen has requested approval to purchase some prizes for the evening | <p>Natalie</p> |

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| | <p>Best dressed table – Magnum of Champagne (Donated by Jayne Camuglia) Best decorated – Scratches (\$40) Trivia Winners 1 & 2 – chocolates x 2 (\$30) Overall – 8 bottles of wines (already available from previous events). Trivia Master Gift (\$70)</p> <ul style="list-style-type: none"> - The committee requested that a final email is sent to all parents attending with details of the event and FAQs – including parking/what to bring/room location (Ameila pointed out that AHS has not updated their school map recently enough). <p>Total Approval: \$140</p> <p>Motioned: Natalie Kerr Second: Nerida Zammit</p> <p><i>Action: Reminder email/FAQs to be sent to all parents going – by COB Thursday</i></p> <p>Spring Soiree – 9th September</p> <ul style="list-style-type: none"> - Previous years events have made ~ \$14 per ticket sale with approximately 110 in attendance in 2022. These numbers were potentially down due to parents having other school events to attend. - The event has been moved to September to minimise any cross over in events and hopefully boost the numbers in attendance this year. - \$10k was raised with the raffle sales last year and Natalie would like to still offer a prize to the class/student who sells the most tickets. - Natalie also suggested that the raffle prizes remain as large (higher value) to go with the style of event and the other prizes we have received can be utilised at other events. - Megan made the point that keeping the fundraising will allow for those who are unable to attend the event to still be involved. - Natalie will be putting a call out for additional support in newsletter - They are in the process of searching for venues now that can hold up to 150 people. They are considering the venue carefully so that the music can be controlled and other patrons are not in the same area of the venue. - The Art Auction will occur again this year as it was quite successful in previous years. There will be 1 art piece for each grade up for auction on the evening. - Due to holidays planned by Janet, Natalie has already sought approval to purchase the canvases and start the process. <p>Learning (Jon Seem) <u>Updates:</u> To be provided at next meeting</p> <p>Service Kathleen/Emma/Amelia</p> <p><u>Updates:</u> To be provided at next meeting and may include the following: KP Collective Storage Garden working bee Library working bee Community Service</p> <p>Diocesan Delegate Emma/Jayne</p> | <p>Natalie/ Kathleen</p> |
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| | <p><u>Updates:</u> To be provided at next meeting</p> <p>Parent Council Meeting</p> <p>Children’s engagement in Parish</p> | |
| Collective Governance & Development | <p>Nerida Zammit - Secretary</p> <p>Request: Additional support - Co-secretary role</p> <p>To be discussed at next meeting</p> <p>Development of processes/procedures</p> <p>Roles and Responsibilities</p> <p>Document management (old and new)</p> <p>Collective Guidelines Discussion</p> <p>School Events</p> <p>1) Fundraising vs Community engagement</p> <p>2) School Event Policy updates</p> <ul style="list-style-type: none"> - Minimum of 3 coordinators to organise any major events - Budget for major events needs to be set and approved by the KP Collective | |

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| Additional Items Raised | <p>Parent engagement</p> <ul style="list-style-type: none"> - The committee was reminded that in previous years prep orientations had members from the committee attend and update the new prep parents on the activities for the year and volunteering needed at the school. - Jen and Natalie both suggested that a sign-up sheet is provided to parents at the prep orientation on the 31st October. - To achieve this, the next year events to be decided by 31st October. <p><i>Action: Executive group to consider 2024 events at next meeting and discuss at general meeting for approval.</i></p> <p>Newsletter</p> <ul style="list-style-type: none"> - Nicole suggested there is a permanent section in the fortnightly newsletter where information can be noted to the community. The committee agreed. - Nicole will require any additions to the newsletter by COB of the Wednesday before the newsletter is distributed. Next round of information required by COB Wednesday 24th May. <p><i>Action: Natalie to provide Nicole with an update for the newsletter</i></p> <ul style="list-style-type: none"> - Paige asked if the newsletter can be put directly onto the website. Megan confirmed that the way the newsletter has been built in Sway (which allows for the additional media input) does not have the capability to be loaded onto the website directly. Nicole will continue to upload a copy of the newsletter to the website. <p>Suggested additions to the newsletter:</p> <ul style="list-style-type: none"> - The committee agreed it would be great to share examples of the requests we have received from the children (example: the letter from Environment committee). - Need to thank Shannon for the Freezer and reach out to the community for a catering fridge. | <p>Nerida</p> <p>Natalie</p> |
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