



# Northern Beaches / North Shore Term 1 Cluster

## Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Tuesday 23<sup>rd</sup> February 2021

Broken Bay Catholic School Parents

[www.brokenbayparentcouncil.com](http://www.brokenbayparentcouncil.com)

[parentcouncil@dbb.catholic.edu.au](mailto:parentcouncil@dbb.catholic.edu.au)

### In attendance:

Kirsty Liston, CSP Rep, MacKillop Warnervale, Central Coast Cluster Rep	Carmel Hewitt, CSBB Student Achievement Team - Parent Engagement
Melissa Garland, Co CSP Chair	Jo Spek, Evangelisation and Catechesis team CSBB
Andrea Gallagher, CSP Rep St Mary's Catholic Primary School, Manly	Michal Brenchley, Project Officer, CSP
Mark Southan, CSP Rep, St Patrick's Catholic Primary, Asquith	Lynn Hames, CSBB Marketing and Communications
Anne Nesbitt, P&F President, St Philip Neri, Northbridge	Alex Goudie, CSP Rep, St Cecilia's Balgowlah
Hamish Stuart, CSP Rep, Corpus Christi, St. Ives	Olwyn Connolly - CSP Rep, P&F Holy Family Lindfield
Michael Zaccaria, P&F President, St. Kevin's Dee Why	Celeste Boonaerts, CSP Rep, St Peter's Catholic College, Tuggerah
Danielle Charman, CSP Rep, OLG, Forestville	Lauren Brincat CSP rep St Kevin's Dee Why
Sarah Ward, CSP Rep, Prouille Catholic Primary, Wahroonga	Claire Bajelis, CSP Rep, Our Lady of the Rosary, Waitara
Julie Bowlen, CSP Rep, St. Thomas Willoughby	Pene Boucher, St John's the Baptist, Freshwater
Rebecca Berrell, Parent Team, Sacred Heart Catholic Primary School, Mona Vale	Chris Grima, CSP Rep, OLPS Catholic Primary, West Pymble
Sally Wootton, CSP Rep, Sacred Heart Catholic Primary School, Mona Vale	

- Apologies:**
- Necola Chisholm, Co CSP Chair
  - Maria Munro, St Agatha's Catholic Primary, Pennant Hills
  - Marie Stephens, OLR Catholic Primary, Waitara

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
Welcome Prayer/ Welcome to Country	Jo Spek, from the CSBB Evangelisation and Catechesis Team read from the new Faith Formation Book which has been published and distributed throughout the Diocese. <a href="https://www.bbcatholic.org.au/parish-community/catholic-life-faith-formation/lenten-program-2021">https://www.bbcatholic.org.au/parish-community/catholic-life-faith-formation/lenten-program-2021</a>	
Welcome & Introductions	New CSP Reps have joined the team, introductions were made for the new and returning Reps.	

**The Role & Structures of the CSPBB**

Carmel Presented the CSPBB Power Point Presentation

**Broken Bay CSP: Who are we?**

Expressed the importance of our representation of a welcoming inclusive community with a focus on building relationships and encouraging engagements.

**CSPBB Objectives**

Be an advocate for parent’s perspectives at all levels: school, parish, cluster, Diocesan and State, and a conduit for two-way communication.

Promote and support respectful & trusting parent / school partnerships for the benefit of children’s education, faith development and wellbeing.

Support P&F / Parent Teams /School Advisory Bodies to strengthen the participation, involvement, and engagement of their parent community.

Promote and support Catholic Education in partnership and through collaboration with the CSO.

**Who Supports the CSP?**

**Funding** comes from an annual levy of \$6 per family, which is collected each year through school fees from all systemic schools within the diocese of Broken Bay.

It gives the CSP an operating budget to support the work of the CSP.

**Support from the CSO**

Executive Officer Carmel Hewitt

As part of her role as CSO Education Officer- Parent Liaison (3 days/week)

Broken Bay CSP Secretariat: CSP Project Officer: Michal Brenchley (2.5 days/week)

**CSP CLUSTER Representation:**

Each diocesan systemic school has a CSP Parent Rep that meet once a term with other reps to share, discuss and be informed of Broken Bay educational and school matters.

**DIOCESAN Representation:**

Each Cluster has 4 members on the CSP Management Team, who meet once a term to discuss matters arising from Parent Representational Meetings (currently we don’t have 4 in each Cluster).

**Management Team**

Co- Chairs

Necola Chisholm, Primary (OLPS West Pymble)

Melissa Garland, Secondary (St Peter’s Tuggerah & OLOR Wyoming)

CCSP Representatives:

Necola Chisholm and Kirsty Liston (Mackillop College Warnervale)

Diocesan Representatives:

Maria Stephens (OLOR Waitara) Rebecca Berrell (Sacred Heart Mona Vale & Mater Maria Warriewood), Teri Mrena (St Gerard's Carlingford) and Hayley Shuttleworth (Mackillop College Warnervale). **CSP Projects & Objectives for 2021**

- *Wellbeing: Objective:* To support families in their wellbeing and to advocate for wellbeing at CSBB and school levels.  
Primary Team: Marie, Hayley, Teri  
Secondary Team: Kirsty, Melissa
- *P&F/Advisory Teams Modelling: Objective:* To have strong P&F/Advisory governance and structures for effective parent engagement and advocacy.  
Team: Necola, Bec, Kirsty
- *Inclusive Communities: Objective:* To ensure CSP supports and advocates for all families in our community.  
Team: Necola, Teri, Hayley

**Role of CSP Reps**

To be the link for your school community with other schools in the Diocese

- Being engaged with your school's Parent Body and Advisory Team
- Keeping parents of your school informed about CSP issues and events
- Ensuring CSP communications reach parents
- Staying connected with the school principal regarding CSP initiatives
- Attending CSP meetings once a term in person or via video link
- Attending the annual CSP Leadership Evening, Workshops & Parent Seminars

**Activities & Events of CSP**

- CSP Rep meetings: once per term CSP reps meet and provide feedback and share information.
- Sustainability and Parent Education projects: grants provided to schools for parent, school leadership, CSO and student teams to create a project.
- Seminars for parents on wellbeing and learning.
- Leadership Evenings for P&F teams/Advisory Bodies/Parent Networks.
- Induction workshops for Parent Teams/P&Fs/Parent Networks
- Resources for parents on parent engagement

	<p><b>How Parents can Connect with the CSP</b></p> <ul style="list-style-type: none"> <li>• Connect to and respond to information from their school’s CSP representative via Parent Meetings or email.</li> <li>• Website: <a href="http://www.brokenbayparentcouncil.com">www.brokenbayparentcouncil.com</a></li> <li>• Facebook: <a href="https://www.facebook.com/BrokenBayCatholicSchoolParents">www.facebook.com/BrokenBayCatholicSchoolParents</a></li> <li>• Email: <a href="mailto:parentcouncil@dbb.org.au">parentcouncil@dbb.org.au</a></li> </ul>	
<p><b>Table of Events</b></p>	<p><b>Term 1, 2021</b></p> <ul style="list-style-type: none"> <li>• Monday 22nd February, 7pm, Central Coast Primary Cluster Meeting for CSP Reps</li> <li>• Tuesday 23rd February, 7pm, Northern Beaches/North Shore Primary Cluster Meeting for CSP Reps</li> <li>• Monday 1st March, 7pm, Secondary Cluster Meeting for CSP Reps</li> <li>• 22nd March 2021 Parent Body Secondary Q&amp;A Session</li> <li>• 24th March 2021 Parent Body Primary Q&amp;A Session</li> </ul> <p><b>Term 2, 2021</b></p> <ul style="list-style-type: none"> <li>• Monday 3rd May, 7pm, Leadership Evening Central Coast</li> <li>• Wednesday 5th May, 7pm, Leadership Evening North Shore/Northern Beaches</li> <li>• Tuesday 25th May, 7pm, Primary Joint Cluster Meeting (all Clusters) *Reps can attend 25th or 26th May meeting</li> <li>• Wednesday 26th May, 7pm, Primary Joint Cluster Meeting (all Clusters) *Reps can attend 25th or 26th May meeting</li> <li>• Monday 31st May, 7pm, Secondary Cluster Meeting (all Clusters)</li> </ul>	
<p><b>Questions &amp; Sharing</b></p>	<ul style="list-style-type: none"> <li>• Rebecca Berrell, Sacred Heart Catholic Primary School , Mona Vale / Marta Maria, Warriewood suggested that we start to use the P&amp;F / CSP Rep Team FB Page as she had found this a really useful tool in the past to ask questions &amp; promote ideas.</li> <li>• Sally Wootton, Sacred Heart Catholic Primary School, Mona Vale would like to know how other Parent Teams engaged through COVID. Links were posted through the chat of some ideas which the CSP Reps from 2020 came up which was compiled and posted on our website <a href="https://www.brokenbayparentcouncil.com/stay-connected-during-covid.html">https://www.brokenbayparentcouncil.com/stay-connected-during-covid.html</a> and also if not already a member to join <a href="https://www.facebook.com/BrokenBayCatholicSchoolParents">https://www.facebook.com/BrokenBayCatholicSchoolParents</a></li> <li>• Danielle Charman CSP Rep for OLGC Forestville, has been asked from her P&amp;F to find out again what are the COVID Guidelines / Regulations for our parents / schools.</li> <li>• Lynn Hames advised that the Diocese follows the Government Guidelines, Lynn has explained that it is still a very challenging time but more standardised guidelines will be sent out and distributed and that things are changing so rapidly all the time that it’s hard to keep all the Principals updated.</li> <li>• Rebecca Berrell, Sacred Heart Catholic Primary School, Mona Vale / Marter Maria, Warriewood had been welcomed into both Sacred Heart for their Meet &amp; Greet the teachers and were asked to volunteer at the swimming carnival. She also had been invited and attended the Marter Maria Year Parent Welcome held at the school where there were approx. 150 attendees at each session.</li> </ul>	<p>What / Where / How Can Parent Engagement Take Place in 2021? Carmel and Michal to follow up</p> <p>COVID Standardised Guidelines to be distributed: Carmel to follow up with CSBB</p>

	<p>We did let the Cluster know that the Central Coast had also brought this up in their meeting, so they are not alone in thinking that Guidelines / Restrictions are very inconsistent.</p> <ul style="list-style-type: none"> <li>• Feedback from the group is that Parents are wanting to engage with their schools again and meet in person for their Parent Team Meetings, meet their new Principals and their children’s teachers.</li> <li>• Julie Bowlen, St. Thomas Willoughby asked for clarification regarding using Facebook Groups or What’s App for use to engage parents, currently parents are unable to use these platforms at Willoughby. Lynn noted that the Diocese does support these parent links like Facebook, and she will speak to Julie’s principal about the issue and help to coordinate and set these groups up</li> <li>• Pene Boucher, St John’s the Baptist, Freshwater gave her experiences with Facebook and how it worked for her school SJB in and out of school</li> <li>• Andrea Gallagher, St Mary's Catholic Primary School, Manly noted that Parents of Kindy &amp; Year 1 were allowed on the school grounds as there were many anxious children, so the school wanted to ensure the welfare of these students. Parents were also allowed on site if their children were receiving Value Awards at assembly and to the Meet &amp; Greet the Teachers. Andrea said that St Mary’s did support the Facebook Sites and other forms of communication to engage and support parents * Additional notes were email through after the Cluster meeting to be included in the minutes by Paul McGuire, St Mary’s Manly, Principal. See Addendum below.</li> <li>• Claire Bajelis, Our Lady of the Rosary, Waitara are looking at other ways of engaging parents through emails / what’s app etc. They held the postponed 2020 AGM on school grounds, it was very well organised, and a great turnout because of so many parents felt the loss of not being involved in 2020.</li> <li>• General feedback was that parents want to know how: What / Where / How Can Parent Engagement Take Place in 2021? CSP Reps particularly noted their concerns for Year 1 families and new Kindy parents who have not been able to be welcomed and engaged in their child’s school due to COVID restrictions, what can be done to support /welcome these families? Posted link which has a few ideas of parent engagement during COVID from CSP Website <a href="https://www.brokenbayparentcouncil.com/stay-connected-during-covid.html">https://www.brokenbayparentcouncil.com/stay-connected-during-covid.html</a></li> <li>• Olwyn Connolly - CSP Rep, P&amp;F Holy Family Lindfield asked when the findings from the EY Survey would be published</li> </ul>	<p>CSP to follow up with ideas to help</p> <p>*see Addendum</p>
<p><b>CCSP Update</b></p>	<ul style="list-style-type: none"> <li>• <b>Webinars</b> Webinars CCSP / <a href="https://www.cbsp.catholic.edu.au/webinar">eSafety Commissioner</a> <a href="https://www.cbsp.catholic.edu.au/webinar">https://www.cbsp.catholic.edu.au/webinar</a></li> <li>• <b>Diverse Learning</b> The CCSP has developed in conjunction with parents a new Diverse Learning Guide for Parents <a href="https://www.cbsp.catholic.edu.au/students-with-diverse-learning-needsCCSP">https://www.cbsp.catholic.edu.au/students-with-diverse-learning-needsCCSP</a> Julie Bowlen raised the question about resources for families dealing with reading disabilities or undiagnosed trouble reading, noting that in her school there is one person to help 6 classes of kindy and year 1 kids. Julie feels parents unaware are of what resources that are out there.</li> </ul>	<p>Carmel will follow up with CSBB Diverse Learning Team</p>

	<ul style="list-style-type: none"> <li>• <b>IT</b> CCSP has updated their website, which is a lot more user friendly <a href="https://www.ccsp.catholic.edu.au/">https://www.ccsp.catholic.edu.au/</a></li> </ul>	
<b>CSO Update</b>	<ul style="list-style-type: none"> <li>• Carmel advised the group that the Towards 2025 Strategic Direction will be launched on 25th June 2021</li> <li>• Lynn Hames gave an update on the Marketing Roles, there are still two vacancies available and have now been advertised on the 'open market' Lynn again gave an explanation of the Roles – working over several schools to help with community engagement, open days, kindergarten etc. and reinforced that any school that wants the support, it is there for them and the scheme is fully supported by Danny Casey.</li> <li>• Jo Spek spoke about the 200 Years of Catholic Education Celebrations and the National Mass which will be held on 24th May 2021, 10.30am <a href="https://200years.catholic.edu.au/">https://200years.catholic.edu.au/</a></li> </ul>	

Key Meeting Points / Action items for Broken Bay CSP Management Team	
1.	To distribute clear guidelines for COVID Restrictions within Broken Bay and Principals to be consistent across the Diocese.
2.	What / Where / How Can Parent Engagement Take Place in 2021? How can Year 1 and new Kindy families be welcomed during COVID restrictions
<b>Next Meeting Date &amp; Venue</b>	Tuesday, 25th May 2021 via Zoom
<b>Meeting Closed</b>	8.45pm

### Addendum

Additional notes were sent through via email from Paul McGuire, St Mary's Manly, Principal to be added to the minutes of the Cluster Meeting

- Smooth start to 2021 after 2020 challenges but very mindful of Covid restrictions and balancing these with a great desire to see full community involvement again in the school- slowly introducing more parent connections with school.
- Welcomed our new Assistant Principal- Mrs. Catherine Gualtieri.
- Our playgroup for Siblings of St Mary's and the public is starting back on 8th March / Covid restrictions and numbers will be monitored. This is run in conjunction with St Mary's school, Yr. 6 leaders and the Parish and is open "free" to the community.
- P&F news- Kindy welcome drinks- Fri 5 March & planning underway for school Walkathon 26 March (with modifications e.g. in school time). Planning to go ahead with all community P&F events but modified.
- Parent/teacher meetings have gone ahead over last two weeks- successfully.
- Kindergarten settled in well- with 3x parent info sessions already: general info session, Literacy & Numeracy sessions
- Swimming Carnival was a success- no parent spectators but had parent volunteers and live streamed for parents to view.
- Enrolment period has begun- School Tours 1-5 March 9am each day; Open Day/Night 4 May; Open Zoom Night 11 May.
- Yrs 4-6 have had Surf Ed Program- Manly Beach
- Yr. 6 Zoom meeting with Yr. 6 in Nozawa, Japan, as part of a partnership program
- Our annual National Day of Action Against Bullying/Harmony Day occurs- 19 March

\*Danny Casey sent a letter out to all families in December 2020 with information which came from the results of the EY Survey regarding pricing. If anyone requires this to be resent, please email [parentcouncil@dbb.org.au](mailto:parentcouncil@dbb.org.au)