



Central Coast Term 1 Cluster Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Monday 22nd February 2021

Broken Bay Catholic School Parents

www.brokenbayparentcouncil.com

parentcouncil@dbb.catholic.edu.au

In attendance:

Kirsty Liston, CSP Rep, MacKillop Warnervale, Central Coast Cluster Rep	Carmel Hewitt, Education Officer – Parent Liaison, CSBB
Melissa Garland, Co CSP Chair	Jo Spek, Evangelisation and Catechesis team CSBB
Terry McCluster, CSP Rep, St John the Baptist, Woy Woy	Necola Chisholm, Co CSP Chair
Paul Quinn, CSP Rep, Star of the Sea Terrigal	Michal Brenchley, Project Officer, CSP
Elisha Mattison, Parent, St Brendan's, St Brigid's	Natalie Tunstead, Family Liaison Officer, MacKillop Warnervale
Suzanne Simpkins, CSP Rep, St Patrick's East Gosford	Donna Falzon, Family Liaison Officer, St Mary's Catholic Primary, Toukley
Eileen Cannon, St Mary's Catholic Primary, Toukley	Rebecca Leahy, Family Liaison Officer, St Brendan's & St Brigid's
Diana Busingye, CSP Rep, Our Lady of the Rosary, Wyoming	Una Morrison, Marketing, CSBB
Krystyn Williams, Aboriginal Education Officer	

Apologies: Karina Baftirovski, MacKillop Warnervale
 Hayley Shuttleworth, CSP Rep, MacKillop Warnervale
 Gemma Haskell, St Patrick's Catholic Primary, East Gosford

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
Welcome Prayer/ Welcome to Country	Jo Spek, from the CSPBB Pastoral Outreach and Community Engagement Task Force read from the new Faith Formation Book which has been published and distributed throughout the Diocese. https://www.bbcatholic.org.au/parish-community/catholic-life-faith-formation/lenten-program-2021	
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

How Parents can Connect with the CSP

- Connect to and respond to information from their school's CSP representative via Parent Meetings or email.
- Website: www.brokenbayparentcouncil.com
- Facebook: www.facebook.com/BrokenBayCatholicSchoolParents
- Email: parentcouncil@dbb.org.au

Table of Events	<p>Term 1, 2021</p> <ul style="list-style-type: none"> Monday 22nd February, 7pm, Central Coast Primary Cluster Meeting for CSP Reps Tuesday 23rd February, 7pm, Northern Beaches/North Shore Primary Cluster Meeting for CSP Reps Monday 1st March, 7pm, Secondary Cluster Meeting for CSP Reps 22nd March 2021 Parent Body Secondary Q&A Evening 24th March 2021 Parent Body Primary Q&A Evening <p>Term 2, 2021</p> <ul style="list-style-type: none"> Monday 3rd May, 7pm, Leadership Evening Central Coast Wednesday 5th May, 7pm, Leadership Evening North Shore/Northern Beaches Tuesday 25th May, 7pm, Primary Joint Cluster Meeting (all Clusters) *Reps can attend 25th or 26th May meeting Wednesday 26th May, 7pm, Primary Joint Cluster Meeting (all Clusters) *Reps can attend 25th or 26th May meeting Monday 31st May, 7pm, Secondary Cluster Meeting (all Clusters) 	
Questions & Sharing	<ul style="list-style-type: none"> There seems to be confusion and frustration with the lack of consistency regarding COVID Restrictions within the Diocese. There are Open Days being held, new parents and prospective students being welcomed into our schools yet returning families are unable to walk their children into the schools. Clear guidelines need to be set, followed and consistent within our Diocese. Very evident that parents are wanting to reconnect within our schools. Diana Busingye from Our Lady of the Rosary, Wyoming wanted to hear from the experienced CSP Reps within the Clusters. Several experienced Reps gave advice, and all have offered to help Diana where needed. CSP representatives were concerned about Year 1 and new Kindy parents and the impact that COVID restrictions have placed on schools being able to welcome these families, what strategies can be put in place to support and welcome in 2021 	<p>Carmel to investigate and source the set guidelines from Tony McLeod & distribute the information</p> <p>CSP to follow up on ideas</p>
CCSP Update	<ul style="list-style-type: none"> Webinars Webinars CCSP / eSafety Commissioner https://www.ccsp.catholic.edu.au/webinar Diverse Learning The CCSP has developed in conjunction with parents a new Diverse Learning Guide for Parents https://www.ccsp.catholic.edu.au/students-with-diverse-learning-needsCCSP IT CCSP has updated their website, which is a lot more user friendly https://www.ccsp.catholic.edu.au/ 	

CSO Update	<ul style="list-style-type: none"> • Carmel advised the group that the Towards 2025 Strategic Direction will be launched on 25th June 2021 • Una Morrison, gave a Marketing update and advised that 4 new Marketing positions within the Central Coast Cluster had been filled, one being Elisha Mathison from St Brendan's & St Brigid's and Nicola Chisholm our Co Chair (North Shore Cluster). <p>Una gave a few examples on how to get started by meeting with the Principals, utilising Facebook, maximizing the school's websites and connecting with the CSP Reps and parent teams.</p> <p>Nicola shared her recent experience with engaging with St Leo's & Mercy and getting them involved in her school's Senior Learning Campaign to try and encourage the students in the senior years to finish their primary education in her school and promoting the K-12 Movement</p> <ul style="list-style-type: none"> • 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 https://200years.catholic.edu.au/ 	
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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.	All Marketing Positions have been filled within the Central Coast Cluster, and campaigns are underway.
3.	Strategies to welcome and support Year 1 /new Kindy families who have missed important welcoming activities due to COVID restrictions
Next Meeting Date & Venue	Tuesday, 25 th May 2021
Meeting Closed	8.34pm

Addendum

Carmel Hewitt has met with Tony McLeod and Tony will put together and issue COVID Guidelines for Parents this week which will then be distributed. Broken Bay are still recommending that Parents continue to meet via Zoom meetings and follow the Governments COVID Restrictions recommendations.