



Combined Primary Cluster Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Tuesday 25th May 2021

Broken Bay Catholic School Parents

www.brokenbayparentcouncil.com

catholicschoolparents@dbb.org.au

In attendance:

Kirsty Liston, CSP Rep, MacKillop Warnervale, Central Coast Cluster Rep	Carmel Hewitt, CSBB Student Achievement Team - Parent Engagement
Necola Chisholm, Co CSP Chair	Jo Spek, Evangelisation and Catechesis team CSBB
Anne Nesbitt St Philip Neri Northbridge P&F President	Michal Brenchley, Project Officer, CSP
Sherylyn Kenney - MacKillop CC Warnervale	Lynn Hames, CSBB Marketing and Communications
Danielle Charman - Our Lady of Good Counsel	Una Morrison, CSBB Marketing
Sally Wootton - Sacred Heart Mona	Vanessa Turner - St John Fisher Tumbi
Corinne Intia St Marys Noraville	Gary Webb - St John Fisher
Sally & Mark Southam St Patrick's Catholic Primary Asquith	

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
Welcome Prayer/ Welcome to Country	Kirsty Liston Prayer – All 200 Years of Catholic Education Song https://www.youtube.com/watch?v=5aMba6txfoU	
Welcome & Introductions	Necola Chisholm	
CSP Chairperson Report	<p>Minutes from Term 1 meetings Action points</p> <ul style="list-style-type: none"> - All Marketing Positions have been filled within the Central Coast Cluster, and campaigns are underway. Una commented that all Primary Schools now have a dedicated Marketing Officer, with a total of 21 roles filled. Some of these roles are filled by staff already employed by the schools. To date there has been a 30% rise in attendance at the Open Days. - To distribute clear guidelines for COVID Restrictions within Broken Bay and Principals to be consistent across the Diocese. Carmel noted that by the time this was followed up, restrictions had eased. - What / Where / How Can Parent Engagement Take Place in 2021? Follow up discussion included in tonights agenda - How can Year 1 and new Kindy families be welcomed during COVID restrictions – covered below 	

BBCSP Update

Financial update

Carmel spoke briefly about the new finance structure that the BBCSP is going to run under. Historically the BBCSP has been supported by a levy paid by each BB Family of \$6 which is collected by the CSBB and once every year the levy has been transferred into the account of the BBCSP. This levy has been used to cover:

- BBCSP Project Officer Wages
- Grants payable to Parent Teams for Engagement
- Speakers
- Leadership Evening etc.

The BBCSP Finances will now all run directly through the CSBB, so the BBCSP will be responsible now for putting a Budget forward to the CSBB.

There was a little hesitation at first as some thought this new process may cause the BBCSP to lose some of our control over what we can do for our cause.

This new process will release us from having to have a Treasurer and being released from being Audited.

BBCSP Project Updates

Wellbeing

Kirsty / Melissa gave debrief on the meeting which was held at the CSBB on 20th April with Christine Rheinberger & Melissa Quig from the CSBB Student Wellbeing Team

Teri was able to Zoom in briefly and Michal & Carmel were also in attendance.

Christine & Melissa both gave an overview of what had, was and is happening from the CSBB side and explained the structure of how / what policies are in place regarding Wellbeing in a whole.

They explained that the CSBB has a Pastoral Care and Wellbeing Policy in place, but this acts more as a guideline so as that schools can they write their own as every school is different.

The BBCSP expressed that as a whole parents were very unaware of all that was happening in the schools and it would be very helpful if more information could be sent out to the BBCS so we could help communicate and also that schools themselves need to communicate more with parents and explain the policies and guidelines that they have in place.

Both Christine & Melissa were very open to listening to what the BBCSP had to say and were concerned about the lack of communication within some schools

Mental Health First Aid came up and although courses have been run for school staff etc, it's not really practical to expect parents to be able to complete the course, but maybe there is another shorter version something like Safe TALK that we could look into.

Pastoral Care & Student Wellbeing Policy link was posted in the chat for attendees to download <https://www.csodbb.catholic.edu.au/the-parent-hub/wellbeing-at-home-2/>

P&F/Advisory Teams Modelling

Review of Governance / Guidelines & New Modelling of P&F 's / Parent Teams
Moving from a fundraising focus to more of an engagement of community focus

Leadership Evening

Wednesday 16th June 2021, Pennant Hills

light supper / sweet treat / tea & coffee

Discussion

New governance / structure

Workshop within the groups

Parent Voice / inclusivity

Partnerships and Engagement

Try Booking <https://www.trybooking.com/BRBEQ>

Parent Forums – Towards 2025 Tuesday 27th July 2021

To provide Parents with information and support around the new Towards 2025 Strategy Action Points Pennant Hills Base but will have zoom links available so parent teams can gather in groups and join in the discussions.

Sweet treat / tea & coffee

Inclusive Communities:

Kirsty gave an overview of the low numbers on the Management Team and gave her experiences of how she was introduced to the Team and became a member.

The question was asked of how the possibility of a new Management Team structure / different levels of Teams for specific projects was received. Attendees of the meeting were very positive of this possible new structure / format and feedback that this way members can contribute without feeling they are locked in. Kirsty also emphasised that new Inclusive voices need to be a part of the team so we are representing the whole of Broken Bay and variety of members – male / female / nationalities / need to have different perspectives for us to be able to represent the Clusters.

Sally Wootton - Sacred Heart Mona Vale expressed that it is the time commitment that makes her hesitant, but really wants to be involved.

Kirsty expressed that what has made this Management Team successful is that we all have helped and supported each other

Gary Webb - St John Fisher, agrees that a 'Project Based' approached may be the key and that then volunteers can choose where / what projects that have time for and what project would best suit them.

P&F Q&A Feedback

Summary was given from the Q&A Sessions and Action items which came from the Sessions.

Strategy and Action Lists

Facility Management

- Progress Reports / Fact Sheets to be written in Term 2 school holidays

	<p>Parent Group Email Address</p> <ul style="list-style-type: none"> - Process to be written <p>Fundraising</p> <ul style="list-style-type: none"> - Fact sheet to be written and distributed <p>Vaping Webinars</p> <p>Two sessions are available (both covering the same presentation) on:</p> <p>Thursday 3 June 6.30pm - 7.30pm https://us02web.zoom.us/webinar/register/WN_5Htdc49iQCebil1uebDISA</p> <p>Thursday 10 June 6.30pm - 7.30pm https://us02web.zoom.us/webinar/register/WN_IO2WZDDaR3ic1le8D9fIWw</p>	
<p>Questions & Sharing</p>	<p>Communication / How Reconnecting to our school communities</p> <ul style="list-style-type: none"> - How CSP Reps feedback from meetings to Principals & Parent Teams - How is this feedback received? - Action Plans in place? - Sharing of ideas for reconnecting families and P&F activities in COVID times - How does your school connect with your community? - What Community Events is your school connected to? - Ideas for building community other than fundraising /working bees etc. - Management Team Representation <p>Feedback</p> <p>Kirsty Liston, McKillop is a K-12 School, so they have two parent bodies. Updates are sent to their Family Liaison Officer (FLO) and then that information is uploaded to the appropriate Grade Page or Main Page of FB. They find they have a very good response to any webinar information posted.</p> <p>Corinne Intia St Mary’s Noraville, said that they use Compass. The process they have is that they send the information they would like distributed to the office on a Compass template which they have been given and then it is checked and edited and then sent out to parents.</p> <p>They also have a section in the school newsletters, and through Compass a signup sheets for activities they need help with.</p> <p>Additionally, their school FLO runs a ‘Story Time’ every Thursday morning for new / local parents to come along to with their 3-4 yr. old’s which gives a chance for new / current parents to mingle. They also can meet the Principal & Vice Principal.</p> <p>Corrine said that she will send through the template for Compass which they use.</p> <p>Their school also held a Movie Night, which was very successful and happy to pass on the link : https://bigscreenhire.com.au</p>	

Anne Nesbitt St Philip Neri Northbridge, said that communication at her school is done via their class parents. Anne gives update from the CSP Meetings to her P&F and that information is also minuted. Additionally, they also use Compass.

Their School Parent Team has found it hard to reengage parents this year, having 11 on their team last year and only managing to have 5 this year. They did move to the 'Open Engagement' model but didn't seem to make a difference.

Sally Wootton - Sacred Heart Mona Vale said they had a high number of their parent team members move out of the school and they moved to a "Team / Project Based Approach" and that has really worked well for them.

Anne Nesbitt St Philip Neri Northbridge said they have a very small school so is a little harder. They are having their first event shortly "Family Reunion" The Year 2 group came up with the idea.

Gary Webb - St John Fisher asked if the bigger schools could share their space so other smaller schools that have restricted space and therefore limited to what events they can hold events.

It was advised that the BB High Schools had been opening their bigger spaces up to the smaller schools for this purpose.

Vanessa Turner - St John Fisher Tumbi Umbi, said that they had held their Orientation still via Zoom.

Previously the Principal had not been keen on using Facebook, but they did trial it and found it to be very successful.

For Mother's Day, they had a 'Drive Though' – Mothers drove through and collected their Mother's Day gifts. The school also held a "COVID Safe Concert"

Danielle Charman - Our Lady of Good Counsel – During COVID the parents thought of different ways that they could come up with new engagement opportunities. The Parents recognised that there was a lot of 'Dead Space' within the school and started up a sustainable garden which has also engaged the teachers and students.

They went from only having two garden beds to now having ten and have also applied for a Stephanie Alexander Grant.

Another idea they came up with was for Mother's Day by flipping the giving.... The Mothers & students packed up bathroom packs and delivered them to the Woman's Shelter in Manly. It's given a refocus on Community building

Sally Southam St Patrick's Catholic Primary Asquith said that she thought that Social Media could only be school based and wasn't aware that parents could be involved in running a separate group.

Corinne Intia St Mary's Noraville, said that she school now offered Zoom links for their assembly's

CCSP Update	<p>Necola Chisholm updated the meeting on the Roger O’Sullivan Award. The awards are based on Building partnerships between home and school to enhance the learning outcomes of students. A community initiative implemented that focuses on family, school, and community collaboration. A focus on faith formation, the school curriculum, student wellbeing, or any combination of the three. The initiative may have commenced in 2021 or be an ongoing project & the award is a \$4,000 grant to further the winning initiative. All NSW/ACT Diocesan and member Congregational school communities are eligible to enter. Applications may be completed by Parents and Friends Associations (or similar bodies), individual schools or clusters of schools.</p>	
CSBB Update	<p>Digital Enablement A Parent feedback session regarding “project Galileo” was held with a few members of the BBCSP Management Team and a few selected CSP Reps on Wednesday 19th May. The evening was facilitated by Robert Peers, Workstream Lead Digital Enablement and a two Consultants from EY (Ernst Young). The session was about Project Galileo - CSBB Unified Data Platform (Student on a Page for Broken Bay Catholic School Parents) The session was very interesting and excited the parents that were involved of the possibilities of the future availability of information / communication.</p> <p>Parent Retreat Friday 30th July, 9.30am – 2pm at St Joseph’s Spirituality Centre, Kincumber. https://www.trybooking.com/events/landing?eid=762454&</p>	

Key Meeting Points / Action items for Broken Bay CSP Management Team	
1.	Fundraising Guidelines to align with new CSBB financial processes
2.	Email Address Process to obtain a dbb account
3.	New Management Team Structure – Project Based
	Facility Management - Progress Reports / Fact Sheets
Next Meeting Date & Venue	Leadership Evening 16 th June 2021
Meeting Closed	8.48pm