



Combined Primary Cluster Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Wednesday 26th 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
Pene Boucher CSP St. John's Freshwater	Michal Brenchley, Project Officer, CSP
Bernard Cumming - Principal - OLR Wyoming	Lynn Hames, CSBB Marketing and Communications
Lauren Brincat - CSP rep St Kevin's dee why	Una Morrison, CSBB Marketing
Caroline Miller - CSP rep St John's Narraweena / Mater Maria	Gemma Haskell - parent rep St Patrick's East Gosford
Donna Falzon, Family Liaison Officer St Mary's Toukley	Olwyn Connolly, CSP Rep, P&F, Holy Family Lindfield
Tara Cullen Szkudlarek - CSP Rep (St Rose Collaroy Plateau)	Kirsten Wenborne - parent rep at Sacred Heart Mona Vale
Andrea Gallagher, CSP Rep St. Marys Primary Manly	Natalie Tunstead, Family Liaison Officer MacKillop Catholic College, Warnervale
Claire Bajelis, OLR Catholic Primary, Waitara	Christine Grima, OLPS West Pymble
Eileen Cannon: St Mary's Toukley	Rebecca Berrell, Sacred Heart Mona Vale

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
Welcome Prayer/ Welcome to Country	Kirsty Liston Prayer - All	
Welcome & Introductions	Necola Chisholm	
Parent Feedback / Q&A	<p>Communication</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? <p>Kirsty Liston, McKillop explained how she first became a part of the BBCSP Management Team and the importance of being involved and ensuring that the parent voice continues to be heard.</p>	

Kirsty explained how communication is run through her school which is a K-12 School. 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.

Claire Bajelis, OLR Catholic Primary, Waitara – They like to make the communication a little less formal by using Whats Ap & Year FB Pages. School communication is sent out via Compass.

Tara Cullen Szkudlarek - CSP Rep (St Rose Collaroy Plateau) – They are moving all their communication towards Compass to be their core communication platform. They do would prefer a less formal approach like Whats Ap / FB

Caroline Miller - CSP rep St John’s Narraweena / Mater Maria –In High School (Mater Maria) all communication is done via Compass but in primary they hardly use it at all.

Necola – Compass has limitations

Natalie Tunstead, Family Liaison Officer MacKillop Catholic College, Warnervale – Their school had a Compass Tutorial via Zoom last year for the Primary & Secondary and was well received.

Andrea Gallagher, CSP Rep St. Mary’s Primary Manly – They use various platforms dependent on the purpose, Compass for school-based information and for less formal they use FB Year Group pages & Whats Ap

Christine Grima, OLPS West Pymble – They use Compass for school information

Rebecca Berrell, Sacred Heart Mona Vale – Again the school uses Compass & the School FB Page to communicate school information but for parent to parent (less formal) they contribute to the school newsletter & have Year FB Pages

The Year FB Pages are moderated & run by the P&F and not overseen by the school. Something to consider before publishing is “Communication, what is the purpose? Which platform is best for that purpose?”

Carmel noted that there are some good comments coming out of this conversation and can get more information out on FB Groups / Processes

Natalie Tunstead, Family Liaison Officer MacKillop Catholic College, Warnervale – MacKillop has separate Year FB Pages which she is the administrator for and runs. They also set pages up prior to the new Kindy’s & Year 7’s starting so it gets the parents involved / engaged prior to the student’s commencement of school so they already are feeling apart of the school.

Caroline Miller - CSP rep St John's Narraweena / Mater Maria – They have a newsletter which comes out via Compass

Lauren Brincat - CSP rep St Kevin's dee why - they also have a weekly newsletter sent via compass. They put P&F info in that; and repeat it on their Facebook parent hub.

Claire Bajelis, OLOR Waitara has a weekly newsletter, but every second week it is more concise and is the cut down Rosary Review.

Eileen Cannon, St Mary's Toukley are really trying to use Compass as the only/main form of communication to parents. The parent group prepares a newsletter per term that is drafted, reviewed by the school and then they upload for them. The weekly school newsletter is also distributed via Compass - and if they want something on there, they send across to office and they add into the newsletter.

Lauren Brincat - CSP rep St Kevin's Dee Why - Classes use seesaw to speak to the teacher and see learning content, they only have 168 students so that makes things a little easier

Eileen Cannon: St Mary's Toukley – their parent groups are unofficial, and she knows not a full complement of parents so that is more casual. Having school-approved Facebook groups would be great

Gemma Haskell, St Pat's - communicates to parents through compass and a fortnightly newsletter. They don't have official school parent Facebook groups for each year. There are informal groups for each year, but these aren't used by the school. The school Facebook page is used more for advertising positive aspects of the school rather than as a key form of communication to parents.

Olwyn Connolly, CSP Rep, P&F, Holy Family Lindfield – They have a school FB page that promotes the school and their related activities; no FB groups...that she is aware of. Each class has a WhatsApp group for key two-way communication between parents and P&F/school exec - managed by class parents and aims to create an opportunity for parent chat and engagement across the classes.

How Reconnecting to our school communities

- 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.

Caroline Miller - CSP rep St John's Narraweena / Mater Maria – They have organized a Trivia Night for 21 August. BYO Food & Drink. Not a fundraiser but more about bringing the school community together.

	<p>Rebecca Berrell, Sacred Heart Mona Vale – Each Year Group is responsible every year to come up with an event. The next event is a colour run and then they are having Gala Fundraising Dinner which is being held off site in November.</p> <p>Andrea Gallagher, CSP Rep St. Mary’s Primary Manly – They held a Movie Night in their hall and had over 300 kids attended. The parents waited outside and mingled while the event was on. Each Year Group is again responsible for arranging an event to plan. Masses are back and so are the school assemblies. They are also arranging a colour run & a Cocktail Fundraising Event</p> <p>Olwyn Connolly, CSP Rep, P&F, Holy Family Lindfield – They are looking at more inclusive activities like a Colour Run. They are also partnering with local businesses for events by engaging their services e.g. pizza, coffee etc. They have also been using the resources on the BBCSP Website.</p> <p>Carmel shared o the previous night’s meeting Danielle Charman, from Our Lady of Good Counsel Forestville thought of different ways of engagement opportunities through COVID and they came up with reinventing the ‘Dead Spaces’ within the school and started up a sustainable garden which has intern engaged the teachers and students.</p> <p>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.</p>	
<p>CSP Chairperson Report</p>	<p>Minutes from Term 1 meetings</p> <p>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? - How can Year 1 and new Kindy families be welcomed during COVID restrictions – covered below <p>Financial update</p> <p>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:</p> <ul style="list-style-type: none"> - 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.

Christine Grima, OLPS West Pymble - Wants to know what schools can fundraise for?

Carmel again advised that no school should or is expected to fundraise for Capital Works and that the CSBB have new processes and updated Fundraising Guidelines are still in the process of being written up.

Schools need to have clear action plans aligned to their schools strategic goals and the money raised must be spent in that school year. There will be a meeting held during the school holidays to finalise the Fundraising Guidelines.

No schools should be collecting levies and if schools are needing to raise funds the money can be collected via QKR for donation payments. But again, parents should not be putting their hands in their pockets to pay addition money for capital works.

Kirsty Liston – Mackillop – Wanted to know if an event was held in December is there flexibility in the spend time frame? Carmel answered that flexibility re spending frameworks is available

BBCSP Update

BBCSP Project Update

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 the Broken ty and variety of members – male / female / nationalities / need to have different perspectives for us to be able to represent the Clusters.

	<p>Caroline Miller - CSP rep St John’s Narraweena / Mater Maria – Was unsure of what the Management Team was and their role.</p> <p>Tara Cullen Szkudlarek - CSP Rep (St Rose Collaroy Plateau) – Time. Scared of committing</p> <p>Eileen Cannon: St Mary's Toukley – Wanted to know if applying for the Management Team, if you already needed to be involved in the BBCSP Rep Team?</p> <p>Necola Chisholm, Co-Chair BBCSP – No, you don’t have to necessarily already be involved. WE can look at opening it up.</p> <p>Natalie Tunstead, Family Liaison Officer MacKillop Catholic College, Warnervale – Maybe a ‘Try before you buy” option could be available. Attend a meeting and have a join on a trial basis.</p> <p>Necola Chisholm, Co-Chair BBCSP – Express what a difference the Management Team made to decisions being made during all the changes at the CSBB and how regularly we were able to meet with them during COVID. The parent voice was heard, and we need to ensure the continuation of our progress with the CSBB.</p> <p><u>P&F Q&A Feedback</u></p> <p>Summary was given from the Q&A Sessions and Action items which came from the Sessions.</p> <p>Strategy and Action Lists</p> <p>Facility Management</p> <ul style="list-style-type: none"> - 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>CCSP Update</p>	<p>Necola Chisholm updated the meeting on the Roger O’Sullivan Award.</p> <p>The awards are based on Building partnerships between home and school to enhance the learning outcomes of students.</p> <p>A community initiative implemented that focuses on family, school, and community collaboration.</p> <p>A focus on faith formation, the school curriculum, student wellbeing, or any combination of the three.</p> <p>The initiative may have commenced in 2021 or be an ongoing project & the award is a \$4,000 grant to further the winning initiative.</p> <p>All NSW/ACT Diocesan and member Congregational school communities are eligible to enter.</p> <p>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>	
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Key Meeting Points / Action items for Broken Bay CSP Management Team	
1.	Information out on FB Groups / Processes – Overall Communication Processes
2.	Fundraising Guidelines to align with new CSBB financial processes
3.	Email Address Process to obtain a dbb account
4.	Possible New Management Team Structure – Project Based
5.	Facility Management - Progress Reports / Fact Sheets
Next Meeting Date & Venue	Leadership Evening 16 th June 2021
Meeting Closed	8.39pm