



# Combined Primary Cluster Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Monday 31st May 2021

Broken Bay Catholic School Parents

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

[catholicschoolparents@dbb.org.au](mailto:catholicschoolparents@dbb.org.au)

## In attendance:

Kirsty Liston, CSP Rep, MacKillop Warnervale,	Carmel Hewitt, CSBB Student Achievement Team - Parent Engagement
Melissa Garland, Co-Chair BBCSP	Jackie Lane, St Paul's Manly
Caroline Miller - Mater Maria	Michal Brenchley, Project Officer, CSP
Niamh Collins (Neve) - St Paul's Manly	Lynn Hames, CSBB Marketing and Communications
Debra Ferguson – MacKillop Warnervale, Principal	Una Morrison, CSBB Marketing
Lynette Suchanek – Mater Maria	Natalie Tunstead, FLO MacKillop Warnervale
Karen Shawcross, St Paul's Manly	

Apologies: Karina Baftirovski, MacKillop Katerina Ross, St Brigids  
 Charmain Wain, Mercy, Chatswood Sandra Wilson, Marter Maria

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
Welcome Prayer/ Welcome to Country	Kirsty Liston Prayer - All	
Welcome & Introductions	Melissa Garland	
<b>Parent Feedback / Q&amp;A</b>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>- How CSP Reps feedback from meetings to Principals &amp; Parent Teams</li> <li>- How is this feedback received?</li> <li>- Action Plans in place?</li> </ul> <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> <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.</p>	

Lynette Suchanek, Mater Maria – Her school reports back each term to the P&F Meetings & she includes the BBCSP minutes. Their P&F then discusses the ideas that come from the BBCSP Meeting's and see if they can incorporate any of them within their school plans.

Melissa Garland, St Peter's – They take information from Parent Meetings / BBCSP Meetings back to the Principal and has a discussion. They also have a Parent Network Page on the school website.

Niamh Collins, St Paul's Manly – Some parents are not on FB, so information is not getting through to some. Compass is school to parent information at St Paul's.

St Paul's also has Year FB Pages which are moderated by the school and two Parents of the school. This is used for parent-to-parent communication/ information sharing. The school also does repost information on each of these pages also from the school FB Page

Natalie Tunstead, (FLO) MacKillop, Warnervale: Compass is their primary source of communication, "one stop shop" and they are continuously trying to get more parents to use Compass.

Carmel, Different Audiences, different ways of communicating. There will be more opportunity to individualise information for students. FB is good for two-way communication. Rebecca Barrell is putting together a Communication Processes Document as mark of her Marketing Role and will share once complete.

Kirsty Liston, MacKillop: FB is a more informal way of communicating and Compass is formal and sometime parents feel a little intimidated by using this method.

Lynette Suchanek, Mater Maria: It would be great of Compass had a page added for Parent Engagement that Parents Teams could access and add information to. Their school has FB Pages for Years 7-9.

Caroline Miller, Mater Maria, Warriewood: How can they go about having an opt in / opt out option for sharing contact information amongst parents? Parents in Year 7 really want to be able to share and reconnect with each other.

Kirsty Liston, MacKillop, Warnervale: There seems to be a perception that because things haven't been able to happen before, they can't now. But why not?

Confidentiality.

Debra Fergusson – MacKillop Warnervale, Principal: There is a big difference in primary & secondary in numbers. Biggest problems is using Compass.

Carmel suggested maybe sharing contact details in smaller groups.

Natalie Tunstead, FLO MacKillop Warnervale: Member numbers are much larger in high school than primary and there are a lot more fathers. They only had FB pages set up to Year 10 but there was such a demand for Year 11 & 12 to also set up pages.

Kirsty Liston, MacKillop, Warnervale: Feels that to get through to the parents, you need to go through the kids.

Carmel, link engagement to learning. Flipping Community Engagement. Get social through engagement & learning.

Natalie Tunstead, (FLO) MacKillop, Warnervale: Parent Engagement Activity – Parents came in and the students took the lessons “A day in the life of Me at School”

Melissa Garland, St Peter’s, Tuggerah: Asked Jo Spek if the Spirituality Days could be more of a regular activity, maybe once a month in High Schools, similar to a Mother’s Circle.

Debra Ferguson – MacKillop Warnervale, Principal: The idea of these Spirituality Days has been coming up and she thinks that schools would really appreciate these.

Carmel, Evangelisation / Wellbeing also the sustainability project seems to work well.

Kirsty Liston, MacKillop, Warnervale: Maybe targeting Years 5 & 6 students as well so they bring the enthusiasm through.

What about grouping schools together for these spirituality days?

Jo Spek: The CSBB is running a pilot at St Brigids – growth / mindset / prayer

#### **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.

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 in turn engaged the

	<p>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 &amp; 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>Niamh Collins, St Paul’s Manly: They held a Year 8 Gathering at the Harbord Hilton. Both the Principal &amp; VP attended along with a couple of additional teachers. Had really good feedback from the evening with approx. 24 parents attend.</p> <p>Points from discussion</p> <ul style="list-style-type: none"> <li>- Communication to all parents that there is an event / occasion happening to ensure inclusivity</li> <li>- How do we encourage parents at different levels?</li> <li>- Need more frequent events</li> </ul> <p>Karen Shawcross, St Paul’s Manly: They are running a Mentor Program and using Compass parents can view how the boys are learning in Years 7-10. This then can create the conversation at home. Every teacher has students assigned to them. They have not introduced in Year 11 &amp; 12.</p> <p>Melissa Garland, St Peter’s Tuggerah: They have had problems with Compass and the information not been entered.</p> <p>Karen Shawcross, St Paul’s Manly: They are using Compass to its full capability (as much as they can for the moment) so as not having to use paper / notes.</p> <p>Debra Fergusson – MacKillop Warnervale, Principal: Reinforces that you need to let your Principals know things that are happening in your schools.</p> <p>Michal Brenchley, CSP Project Officer: Teachers are all going to have to ensure that they are loading all the student’s information into Compass on a regular basis as this is where ‘Project Galileo’ is going to be sourcing all the “Student on a Page” information from.</p> <p>St Leo’s held a meeting re ‘new modelling and they had approx. 120 parents tune in.</p>	
<p><b>CSP Chairperson Report</b></p>	<p>Minutes from Term 1 meetings Action points</p> <ul style="list-style-type: none"> <li>- All Marketing Positions have been filled within the Central Coast Cluster, and campaigns are underway. <b>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.</b></li> </ul>	

**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**

**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 Update**

**BBCSP Project Update**

***Wellbeing***

Kirsty / Melissa gave debrief on the meeting which was held at the CSBB on 20<sup>th</sup> 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 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 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 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 investigate.

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 27<sup>th</sup> 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.

Caroline Miller, Mater Maria, Warriewood: Can we utilise Compass to place an “ad”?

	<p><b><u>P&amp;F Q&amp;A Feedback</u></b>  Summary was given from the Q&amp;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  Parent Group Email Address  - Process to be written  Fundraising  - Fact sheet to be written and distributed</p>	
<p>CCSP Update</p>	<p>Kirsty Liston, CCSP Alternate Rep: 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 &amp; 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>	
<p>CSBB Update</p>	<p><b>Digital Enablement</b>  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><b>Pathway Officers</b>  Each Secondary School now has a Pathways Officers. The Pathways Group will be running a Parents night “Future Proofing”</p> <p><b>Parent Retreat</b>  Friday 30th July 9.30am – 2pm at St Joseph’s Spirituality Centre, Kincumber.  <a href="https://www.trybooking.com/events/landing?eid=762454&amp;">https://www.trybooking.com/events/landing?eid=762454&amp;</a></p> <p>Lynn Hames, CSBB Marketing and Communications – The CSBB are at the first stage of being able to facilitate online enrolments.</p>	

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 <sup>th</sup> June 2021
Meeting Closed	8.39pm