



Combined Secondary Cluster Meeting Minutes

Venue: Zoom Online Meeting

Date: 7pm, Tuesday 12th October 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 Governance, Legal and Risk Team - Parent Engagement
Necola Chisholm, Co CSP Chair	Jo Spek, Evangelisation and Catechesis team CSBB
Cathy Scott, CSBB Strategy Adviser	Michal Brenchley, Project Officer, CSP
Andrea Gallagher, St Marys, Manly	Eileen Cannon, St Mary's Catholic Primary, Toukley
Caroline Intia, St John's Narraweena - Mater Maria	Danielle Charman - OLG, Forestville
Corinne Intia, St Mary's Catholic Primary, Toukley	Alex Goudie, St Cecilia's Catholic Primary School, Balgowlah
Lauren Brincat St Kevin's Dee Why	Lynette Suchanek P&F Secretary Mater Maria
Karina Baftirovski MCCW Warnervale	Marilyn Fraser, AEW MacKillop College Warnervale
Katerina Ross - St Brigid's Lake Munmorah	Jacqui Lane - St Paul's, Manly
Michael Tobin OLR The Entrance Primary	Rebecca Berrell – CSP Rep, Sacred Heart Mona Vale/ Mater Maria Warriewood
Pene Timberlake, St John's The Baptist, Freshwater	Moira Munro, St Agatha's Pennant Hills

ITEM / PURPOSE	DISCUSSION	ACTION / FOLLOW-UP
Welcome Prayer/ Welcome to Country	Kirsty Liston Rebecca Berrell	
Welcome & Introductions	Necola Chisholm	
CSP	<p>Collecting feedback from your school parent community. How can the BBCSP support you?</p> <p>Carmel advised that the BBCSP had been working a lot more closely with the CSBB in 2021 and the feedback collected from the CSP Rep meetings etc. had been passed on to the CSBB and used in their planning. It was advised that one of the CSP Reps had contacted Carmel and felt that she was not able to bring a comprehensive view / feedback from her parent community to the CSP Rep meetings as she didn't have the capacity to get the information.</p> <p>Questions asked:</p>	

- Should there better processes in place
- Forms / Google Docs to collate the information

Necola; Felt that there was not the facility anymore due to no face-to-face contact and a Goggle form or something would be good to have in place.

Lauren St Kevin's: Their forum is the P&F level; people raise locally and then we pass on through CSP where appropriate

Katerina Ross: Within high schools - there is not as much gate chatter - St Brigid's doesn't have a P & F

Andrea Gallagher: Could we come to a common understanding from the Principals to be able to reach out to the Class parent reps?

Pene Timberlake; We also go through class parent reps

Caroline: Likes the P&F idea to raise the topics / issues but because of COVID they don't get the same take up as they previously did and believes the first challenge will be rebuilding the P&F

Michael Toblin; Has a daughter in Year 1 and it has been very difficult as there is no 'Gateway Chatter' there needs to be a conscious effort to invite new parents to be involved and that their voice is valued.

Lauren St Kevin's: We're K-2 heavy on P&F. Going digital has helped garner interest but believes also that the K-2 parent gate chatter has disappeared, so parents have reached into P&F more than previous years due to the convenience of zoom

Kirsty: When 2022 comes some schools are going to be looking at having to totally rebuild the Parent Teams & the relationships between them and the School Exec teams, especially as so many schools will have new Principals / Ap's

Lynette: Would it be a good idea to utilize the school's website, by adding a form to connect the parents. The school could then moderate.

Discussion was had regarding this idea about school involvement and adding to the administration and Principal's workload.

Kirsty: An idea maybe is for the BBCSP at the beginning of the Year to provide the CSP Reps with topics / projects for the Term / Year and then send a form out for the Reps them to start gathering feedback etc.

Carmel asked if the CSP Role needs to be more connected with the P&F Teams. The BBCSP does need to be more proactive with sending out the Agenda earlier f=so the CSP Reps do have more of a chance to gather the information from the parents to bring to the meetings.

Kirsty: Their school uses their FLO for a lot of the communication which is sent out as not all parents want their contact information sent to other parents within the school.

Bec; Has been looking at other schools' websites as a part of her Promotions Role and some schools update the Parent Contact information with the Class Parents names etc. annually.

Carmel: Building the relationships between the CSP Rep and Principal is needed as for example it would have been great for the results of the last survey to be heard from each school – the percentages of students that are going back to school.

So, we need to assist in suggesting ways to connect to the information. The BBCSP could send the Principals the Agendas so then they could meet with the Reps to discuss and then the Reps would come better equipped with the information and have more of an overall view.

Eileen Cannon: Thinks that would be great - to get the topics so we could get some feedback beforehand. We could use the PIP newsletter to ask about feedback.

Corinne Intia; I'm with Eileen on this we do use our PIP Newsletter and it works well for us

Lauren St Kevin's: We all have survey fatigue.

Lauren St Kevin's: From a CSP perspective, having the questions/topic and times to get the info prior to reporting back rather than chatting on the spot is probably a good step for this forum - Kirsty's set topics idea is good

Andrea Gallagher: Asked if everyone had access to reach out to all parent reps / class parents in their schools? Regarding feedback is there a process in place where principal gathers information and onforwards to CSP rep?

Lauren St Kevin's: We're small enough that we tend to have a direct email/phone line to the Principal when something arises from either end (school or P&F)

Andrea Gallagher: I reach out prior to our CSP meetings to St Mary's principal for any feedback / update its very broad at a higher level but its good and I share with this group.

P&F/Parent teams activities and support in Term 4 / Ideas for end of year Christmas functions

Bec; Many school activities which were postponed from last Year's COVID have again had to be cancelled yet again this year.

They have the re booking of their Gala Night coming up in November, but luckily it is off site and at a Golf Club, so the booking looks like it can still go ahead.

Bec asked what everyone else is doing.

Kirsty; asked Cathy for clarification re parent on school grounds.

Necola; NO. WE are on Level 3 Restrictions.

Cathy Scott: I can only comment on 'on-site' gatherings. If you are holding an 'off-site' gathering you will have to follow that facilities COVID Safe Plan.

Michael Toblin; By having a venue off site like a Golf Club is such an advantage and takes the ownness off the schools.

Lauren St Kevin's: They have just finished our zoom discos (K-2 and 3-6) at the end of last term. This term we're looking at trying to get the walkathon promoted (no parents in attendance); and getting out year 6 farewell mass & luncheon organised. Again, probably without parents in attendance but we're trying to still make it very special for those kids. for example, a parent is organising the catering and the decorations but year 5 will be decorating the hall for the year 6s.

Pene Timberlake; They are currently putting together a Plan A and B for year 6 graduation. Really looking at more planning for next year & maybe an outdoors carols in the park (which we generally do at a park every year). Waiting to hear on numbers and rules.

Moira Munro: The P&F have requested students create a 'thankyou wall' for teachers/staff on return to school

Eileen Cannon: St Mary's Toukley have communicated that currently Year 6 event is planned for no parents, but if the restrictions change this will change. And has put thought to Carols in the oval if restrictions are changed.

Corinne Intia; Is there a pathway for how long level 3 will happen in the school as we have Kindy transitions graduations etc.

Alex Goudie: What consideration is being given to transitioning to school sessions for new Kinders starting next years?

Lauren St Kevin's: Side comment - northern beaches council were surveying the community this week whether to run NYE fireworks etc. so they at least are anticipating large gatherings outside

Michael Tobin: There is a lot of talk amongst the Priest re 1 December and if they are going to be able to invite student back into the church.

Last year Michael was involved in putting a collaboration with schools to put together a Virtual Pilgrimage,

almost every one of our Primary and Secondary schools contributed. Link to view <https://vimeo.com/showcase/7881626>

Kirsty Liston; Prior to December we need to be mindful to be inclusive of our communities if any events/activities occur

Andrea Gallagher: St Mary's Manly Graduation booked for mid-December the children are going to have something in the school hall for now and maybe if restrictions lift, we will review.

Michael Tobin: Replied to Kirsty's comment and thinks therefore many Parish Priests are waiting until 1st December for all things to "restart", so it doesn't matter who is vaccinated and not according to the "Road map". Something to consider keeping our whole community together!

Lauren St Kevin's: Not for kids, but for parents, we did that this year with our 2021 annual welcome social in February. We were restricted to 50 tickets (due to government limitations) and we gave ticketing preferencing to 2020 Kindy parents. Turnout was 40% Kindy parents to the social so that was well received from those parents to feel included in the school when they had time off in 2020

Caroline: Some information on how they can help families transition into school would be helpful.

Kirsty: They have been advised they will be receiving Guidelines regarding Graduations etc. soon

Andrea: For the Welcome Party for Kindy 2022 they are also going to invite the 2021 Year 6 and 2021 Kindy so they can have a chance to celebrate what they couldn't this year. They are also holding a Year 6 Graduation but only inviting parents if allowed.

Bec; Great also if there are any other community events happening if your school community can get involved to build the community up.

This is a great conversation and be great to keep it going.

Cathy Scott: Principals are wanting to do the right thing so any advice that they can get would be appreciated and wanted to thank everyone for having such a positive attitude.

Caroline: They tend to try and connect in some way.

Necola; Thank you for all your comments and again what works in one school won't work in another

AGM's

Carmel: We are interested in ideas/feedback regarding if you are able to hold your AGM's or if you are

wanting to hold off until 2022 due to lockdown and difficulties in connecting to parent communities and the fact that current committees haven't had the opportunity to participate in their roles. The P&F Constitution would allow this as would Danny Casey's approval

Carmel mentioned that she had already had a conversation around postponing / holding off the AGM's

Michael Toblin; Rather than trying to bring people together for an AGM maybe should be trying to bring them together to reconnect.

Pene Timberlake: Our whole P&F team is standing down. We are worried about finding replacements. It's about to go out in the newsletter and we are reaching out to individuals who might be interested to gauge interest.

Lynette Suchanek; Mater Maria AGM is Term 1

Lauren St Kevin's: From 2020 to 2021 we had a few people 'roll over' on P&F exec; so, the AGM was less than 20min by the time the reports were pre-circulated etc. Allows for time to do something else that meeting.

Andrea Gallagher: My opinion would be to hold in early 2022 and like Michael said try to reach out in a less formal way

Pene Timberlake; We are all 3 years in

Andrea Gallagher: Would be good if we could put this question to our Principals & P&F exec team. Would you be able to forward something to us to send?

Danielle; Is there a 3-year limit in the constitution? Can it be changed as they have some great members on the P&F Team who haven't really had a chance.

Carmel: There are two options. One of which is to get Danny Casey to sign off on putting AGMs on hold for 2021 and the other, Clause 8 in the Constitution is worded that if the member has served 3 years and the school can't find a replacement then that same member can continue in their role, but this also must be signed off and be made very transparent.

Danielle: Their P&F flourished last year but because of some many additional tasks put on the parents due to HBL they thought it was best to just put a hold on things.

Cathy: She asked what is it that we would like relayed to Principals? Let's focus on rebuilding the community. and apply common sense and not make things too hard and suggest a hold on AGMS till 2022- Principals will be relieved.

Michael Toblin; He has never come across any parent team member that has just up and left in a time of need when nobody to replace.

How P& F's can support parents in the transition back to school / How BBCSP can support you in doing this? Support for 2022

Kirsty: The FB Posts which have been posted on the BBCSP have been helpful

Bec; Suggested to look at <https://www.sindbb.catholic.edu.au/how-to-support-your-student-return-to-st-josephs/> it's informative and provides great resource links.

Carmel: CSBB Wellbeing Team put together a Student Wellbeing website and a school councilor has put together a great resource pack which will hopefully be shared. Are parents feeling they have enough support?

Caroline: How is anxiety being managed around parents / students?

Lauren St Kevin's; Some resources around parent anxieties rubbing off onto the kids? We need to have collective contagious calm as adults in the situation to get kids back into routine

Corinne Intia; We have zooms with our psychologist for return to school and how to prepare at St Mary's Toukley

Michael Tobin OLR The Entrance; Agrees with Lauren around the parent's anxieties rubbing off onto the children

Danielle Charman – OLG; We have had a number of posts coming from the school about wellbeing and transitions that have been very helpful.

Lauren St Kevin's: Seems small but some of the worry/logistics is about practical things. e.g., having the wrong uniform items as the uniform shop isn't open yet and kids have grown. the usual tennis bus isn't operating, so we need to arrange new after school options etc.

Andrea Gallagher: Yes, I can relate to Caroline's concern / queries around anxiety

Rebecca Berrell - Sacred Heart MV; Good points Lauren

Kirsty Liston MCC Warnervale; It's a common thought concern Caroline

Michal BBCSP: The CCNSW have prepared a [Return to School document](#) which had procedures and guidelines which will address most of the concern's parents have. Please all know that CSBB has always and will always have the Health & Safety of its Staff, Students & Families first and foremost

Lauren St Kevin's: Again, communications to the families around the closure rules etc. as you describe Michael (in a nice info graphic?) would be great to build confidence in the response to a case onsite

Lauren St Kevin's CSP; Danny mentioned a flow chart a while ago in this space. have we got access to this yet for parent publication? i.e. This is our response is ___ (teacher/student) is positive...

Eileen Cannon: St Mary's Toukley had a parent webinar today to provide information and a forum for questions today. Not too many parents on there - so hopefully a good thing with people comfortable sending kids back... When the question came up around transmission, they did comment that child-to-child transmission is quite low. Highest risk is teacher to teacher, so full vaccination should mitigate quite a lot of this risk.

Pene Timberlake; Flow chart is a good idea. Simple visual image would be good. Community sport is back, shopping centres are open. I feel very comfortable with what the school has put in place. The feedback from the majority of our parents is the same.

Lauren St Kevin's: The other anxiety for families is about being thrown into quarantine for 14 days if a child in your child's class tests positive; out of our control. but it might turn into a new issue (have seen it recently with daycares etc.)

Danielle Charman – OLGC; Lauren, that seems to be the biggest concern from parents at OLGC too - especially around repeated quarantines if it happens regularly or even semi-regularly - chaos for working parents, especially those who have already been unable to work or taken all their leave.

Andrea Gallagher: I am the same, thank you for tonight very thorough discussions and great to hear everyone's thoughts. This recent discussion and information would be wonderful.

Kirsty Liston MCC Warnervale; There is a keynote address from Dr Nick Coastworth we were sent today

Cathy Scott: <https://email.csnew.catholic.edu.au/t/t-l-cilutlt-yhtkjdud-d-i/>

Pene Timberlake; Our school has also had year class zooms for Q&A with teachers.

Lauren St Kevin's: Absolutely agree with Danielle, and the financial implication for our contractors/freelancer parents etc. seems to be mentioned a lot.

	<p>Kirsty Liston MCC Warnervale; Social stories about the new normal will be great for all ages</p> <p>Pene Timberlake; Lauren, great point.</p> <p>Corinne Intia; Do Kindy and year 1 require wearing a mask at school that seems like a hard task</p> <p>Kirsty Liston MCC Warnervale; Masks are recommended in under 12 and compulsory in high school for students</p> <p>Lauren St Kevin's: It states that they are "highly recommended in under 12s" As a school with a high lockdown attendance due to essential workers (up to 40% on some days) ... I can't say that we can see any masks on primary students currently...</p> <p>Michael Tobin OLR The Entrance Primary; Great company to order masks from https://www.meoair.com/us/</p> <p>Cathy: Parents are not permitted on the school site. Everything that can be has been planned to mitigate the spread of the virus within the schools, but we cannot guarantee that there is no risk. All teachers must be fully vaccinated by 8 November.</p> <p>Michael Toblin; The schools are very well prepared and when cases have been had they are at least 48hours ahead of NSW Health. He has also known families where the parents have been double vaccinated, and the children have had the virus.</p> <p>Caroline; Are our schools having Air Purifiers?</p> <p>Cathy: All health and safety aspects have been looked and will be adhered too.</p>	
<p>BBCSP CSP Rep Debrief</p>	<p>Michal Brenchley; Gave a debrief of events which were held over Term 3</p> <ul style="list-style-type: none"> - CSP Check Ins - Feedback / Padlets - Maggie Dent Webinar - CSBB Focus Groups <p>Carmel briefly spoke about the upcoming AGM / Year in Review. The CSP will put a hold on nominations and election of management team reps this year, instead a working party /steering committee will be set up to review and implement a new structure for the CSP management team</p>	

CSBB Update	Jo Spek thanks everyone who participated in the Project Focus Groups	
CCSP Update		
Closing	Cathy Scott: Thanks so much everyone and for what you are doing for our communities.	

Key Meeting Points / Action items for Broken Bay CSP Management Team		
1.	BBCSP to share the CCNSW Return to School Road Map with CSP Reps	
2.	CSBB Resource Sheets to be circulated	
3.	BBCSP To send Agenda out for meetings sooner for the items to be discussed and feedback gained from school community At the beginning of each Term have set topics and send out so CSP Reps can discuss also with Principals	
4.	CSP to develop guidelines/instructions for 2022 enabling connection and collection of parent feedback	
Next Meeting Date & Venue	BBCSP AGM Wednesday 3 November 2021, via Zoom	
Meeting Closed	8.40pm	