



General Meeting  
MINUTES

**Monday 21<sup>st</sup> February 2022 - 7:00pm – via ZOOM**

**Opening Prayer:** Father, we ask that you guide us as parents and friends of this School as we seek to support all that is best in its life, now and in the future.  
Grant that we together, with all who are involved in the education of our children, pass on Christian standards and values of life that seek to affirm all that we do.  
We ask this in the name of Jesus Christ our Lord.  
AMEN

- 1. Welcome and Apologies** Meeting Chair
  - 1.1. Attendees: Peter Hele, Carolyn Rowcliffe, Mags Govender, Leah Allen, Joyce Inma, Michelle Beor, Heather Luck, Joshua Forrester, Gwen Buckland
  - 1.2. Apologies: Tara Hackett, Tali Mayall, Paula Humphreys, Linda Peet
  
- 2. Review of previous minutes** Meeting Chair

Minutes from previous meeting, 15<sup>th</sup> November 2021, passed in by Michelle Beor
  
- 3. Actions Arising from General Meeting 15<sup>th</sup> November 2021** Meeting Chair
  - Entertainment Book – Michelle Beor contacted the Entertainment Book and has now received all the information to progress forward
  
- 4. Correspondence** Secretary
  - 4.1. Correspondence In:

A parent emailed regarding a damaged seat & table outside the uniform shop. The school advised that it was removed, repaired, and relocated to a more usable position during the holidays. The parent was informed of this outcome by Peter Hele.
  - 4.2. Correspondence Out:

Reply as noted above.
  
- 5. Reports**
  - 5.1. President** Peter Hele

Hoping to launch into 2022 for an exciting year and get activities going but it's come to a halt, hopefully only for a short period of time.  
Direction from the school regarding events means the Outdoor Movie night has been postponed, hopefully it can be held later in the year.  
Mother's Day will be discussed further in the agenda. Our AGM will be held 21<sup>st</sup> March, with positions up for re-election.
  
  - 5.2. Treasurer** Carolyn Rowcliffe

Reports were emailed out. November and December were busy with payments for catering for events held at the end of the year. Not much in January, we made payment for the flags and Tali has collected them. New accounting program is set up and going well, financial reports are being updated and will look a little different going forward.



### 5.3. Principal

Jason Bartell

Welcome back to all parents for the first meeting, unfortunately it's on screen and not in person but hopefully by end of Semester 1 we may be looking at things returning to a more normal format. It's been a great start to the year, with the first week allowing great engagement with the students in year group settings. We've had a lot of new staff this year, across both primary and secondary. Students have responded well to the new theme this year: Be Inspired, Be Inspirational. Classroom relocations at Mirrabooka have been working well for teachers and students. Covid-19 has been all encompassing with regards to our engagement with parents and also students. We have implemented 5 principles for decision making over the past weeks and that will continue. Mask mandate for all staff and for secondary students. Nothing over a class size. Engagement only in year levels. Ventilation: all classrooms have air-con and open doors/windows and CO<sup>2</sup> monitors, air purifiers have been purchased for those classrooms that may need them, currently all classrooms have good-medium ventilation. Ordinary class/teaching engagements. Virtual events are occurring for chapels and assemblies. The Commissioning Service will be live streamed to classrooms and recorded and put onto the portal for parents to access. We changed the venue for the Year 12 ball, it was held outdoors at Chapel Farm Estate on Saturday and was a lovely evening. Building update: works have started on the new carpark adjacent to Terry Hahn oval, groundworks started on the Early Learning Centre, internal demolition for the refurb of Pre-Primary and Primary areas have already commenced and on Saturday the large machinery came in and demolished D Block. We hope that the building works will be completed end of this year or early next year and will keep parents informed of the progress.

### 5.4. School Council

Michelle Beor

Nothing to report, first meeting is Wednesday

## 6. General Business

### 6.1. Year 6 T-Shirts

Carolyn Rowcliffe

The Year 6 t-shirts have been ordered and draft artwork prepared. Preliminary orders were done at the end of Term 4 and the t-shirts were manufactured over the summer holidays. Final numbers ordered today, and printing will be done, should be ready in 3-4 weeks. Aline Stepan has been a great help in co-ordinating this. Student names have been checked over by teachers and admin staff. Artwork from printers received today for final checking and signoff. Look to send note out earlier in Term 4 this year for orders & payments, for a smoother process.

### 6.2. AGM

Carolyn Rowcliffe

AGM is set for next month and highly likely to be virtual meeting again. Slight technical issue this time: the Treasurer's term is up for re-election (being a 2-year term) and the President's position is also up for re-election due to Peter Hele being co-opted after the last AGM. Recommendation is to amend the Treasurer's term to 3 years this AGM to reset the alternating terms of President & Treasurer re-election, as set out in our constitution.



### 6.3. Mother's Day

Carolyn Rowcliffe

Mother's Day is early in Term 2 and Jason has advised its highly unlikely we would be able to hold our traditional breakfast event at school. Proposal is to have a raffle with several hampers as prizes as done previously, committee in agreement. Mags to co-ordinate event. 1 hamper per year group per campus for primary and 2 hampers per year group for high school, ratify expense of \$1,500.00, passed by consensus.

### 6.4. Class Contact Lists

Carolyn Rowcliffe

Previously the P&F have provided class contact lists for all primary years and Year 7, by asking parents to provide their contact details. Recommendation is to ask parents to opt out if they do not wish to have their details included and the contact details would be provided from the school database, with the suggestion that a link be available per year group on the SEQTA portal providing a more secure access. Peter & Carolyn to discuss further with Jason and get the process started.

## Other Business

### P&F Document Storage:

Peter has discussed with Jason regarding having access to the school server for a secure digital storage for documents. The P&F have in the past used USBs or external hard drives for document storage, but this would be a more secure and long-term option, with the executive members each having a login. This would keep all the files together in a safe location and accessible for current and incoming executives in the future.

## 7. Next Meeting - AGM

21<sup>st</sup> March 2022 – 7:00pm – via ZOOM

**Closing Prayer:** The Grace of Our Lord Jesus Christ, The Love of God and the fellowship of the Holy Spirit be with us all evermore. Amen