OUR LADY OF MT CARMEL PRIMARY SCHOOL
By Prayer and Action We Follow Christ

MINUTES OF PARENTS AND FRIENDS ASSOCIATION MEETING
19 April 2012

Meeting opened: 7.35pm

Present: Emma Box, Laura Palmer, Glenn Periera, Simone Holmes, Peter Delaney, Tracy Laidlaw, Jenny Kemp, Kim Broadfoot, Kate Thurecht, Russell Moran, John Bates, Tracy O'Bryan, Shalini Matthews, Hugo Job

Apologies: Lucy Berridge, Paula Lambley, Simon Palmer, Janelle Tsockalios, Michael Dann.

Minutes of Last Meeting:

Minutes accepted from last meeting held 13 March 2012.

Correspondence:

Inward

- Email from CEO re Walk to School Day – Date Saver 18 May 2012.

Business Arising from Previous Meeting

Tuckshop Cooling

The installation of air conditioning into tuckshop has been completed.

Class Room Cooling and & IT Committees

As no volunteers have come forward for either Committee, it was proposed that the P&F engage ‘Air Conditioning Experts’ to prepare a report outlining a proposed approach, estimated installation cost (including any upgrade to school electricity supply) and estimate of ongoing running costs. The Report would then be open for discussion. Russell Moran kindly offered to prepare this Report. Peter will provide architectural plans of the school and other material required by Russell.

Peter advised that the two unused air conditioners, currently being stored in second hand shop, are not suitable for use in the Prep classrooms as hoped. Electricians have advised that they may be suitable for rooms in the D Block that currently house Yr 3, Italian and the 5/6 classes.

As only one parent volunteer (Sarah Prestridge) has come forward to be involved in the IT Committee, it was agreed that Peter would set up a teacher committee which
would work with Sarah to prepare an IT proposal. There is still room for parent involvement if more volunteer.

Sacred Space

John Bates reported that John McCabon would have capacity to complete the Sacred Space this September Holidays. The whole project should take two weeks. There are some changes to the plan and it was agreed that a revised copy of the Sacred Space design and a photo of the proposed area be put in the Newsletter. John Bates proposed a working bee on and around the proposed Sacred Space Area be held in June/July holidays. John Bates is currently considering various artwork proposals with a Carmelite theme. He intends the students be involved in preparing the artwork.

With respect to the projects costing, John Bates reported that John McCabon is doing the job as inexpensively as possible and is aiming to have the project completed for under $18,000. Kim Broadfoot advised that it was very unlikely we would succeed in obtaining a grant for the project. John Bates will have John McCabon prepare a revised quote with the proposed less expensive materials. This quote will be tabled at the August meeting (or before). A Motion will need to be passed by the P&F approving and authorising payment prior to commencing the project in the September Holidays.

John confirmed that there would be a Blessing Ceremony when the Sacred Space has been completed. It was also proposed that sponsorship of artwork/tiles could be opened to parents and the Parish as a way of reducing costs.

Year 7 Graduation Costs

To be discussed at the next meeting.

Signage

To be discussed at the next meeting.

Fete Update

Tracy Laidlaw reported that the Fete Committee met on Monday night. There were a number of issues for discussion with the P&F. These were:

1. Art Union: Last year the prize was an $8,000 travel voucher with $1,000 spending money. Should this amount be retained or reduced? This was discussed and it was agreed that the same amount should be spent on the first prize this year with 2nd and 3rd prizes being donated items.

2. Rides: Tracy had investigated another ride company. The merits and disadvantages of the new company and last year's company were discussed. It was agreed that the same company would be used as last year.
3. Fund raising Proposal: Tracy was advised that this had been updated from last year. A draft copy was tabled. The main difference from last year's being the Table of Benefits. The draft amendments were accepted and agreed.

Presidents Report

The Dry Bars have been purchased. They are still to be assembled. It was agreed that Harty St Community Kindergarten could borrow them for their mid year function on 28 April.

The new sun tents were used at Cross Country and were great. Kim advised that they all came with detachable sides and backs, which would be ideal for the fete. The Sun Busters grant was discussed as a possible way of funding shade sales for Prep however it won't be open until the end of the year. Kim will review grants and report at the next meeting.

It was proposed at the March P&F meeting that the day the P&F meeting is held (Tuesday) be either changed or alternated with another day to try and attract more people to meetings. Peter mentioned he is organising a meet and greet with parents after drop off on either 1 or 14 May. He will have his Administration Team there and hopes to have as many P&F Representatives as possible. It was agreed that this would be scheduled for 1 May as the AGM is on the 8th May. It was also agreed that P&F Meetings would alternate between Tuesday and Thursday nights.

Glenn confirmed that he is resigning from the position of President of the P&F. As the AGM is in May he invited people to consider taking on this role. He is happy to talk to any one interested about what is involved.

Treasurer's Report

- Written Report available on request.

Laura noted receipt of correspondence from the Queensland Government requesting the P&F undertake quality assurance for the grant received to install auditory systems (Phonic Ears) in classrooms. Laura has supplied this information as requested. Laura also confirmed that the 2011 accounts have been provided to the auditor prior to the May AGM.

Principal's Report

- Written Report attached.

It was agreed that a working bee to tidy the school grounds would be conducted prior to the Fete in August. Ideally it would be overseen by a volunteer co-ordinator. Peter Delaney will look at dates and prepare a list of jobs for the next meeting. A group to action this will also be investigated at the next meeting.

It was agreed with John Bates that a combined Family Mass/Farewell for Father Wayne would be held on Sunday 20 May. The P&F will provide a cake.
General Business

Updated traffic Management Guidelines

Simon Palmer reported via Laura that this is progressing. He will discuss further at the next meeting.

Traffic Lights at the Top of Norfolk Street

Russell Moran (local resident and Mt Carmel parent) spoke of his ongoing efforts to have traffic lights put at the Cavendish Rd end of Norfolk Street. He advised that before authorities would even consider this proposal, he needs the local Councillor (Ian MacKenzie) to receive at least 500 (combined) phone calls/letters/emails from the local community. He is hoping to get as many parents on board as possible and requested a note be put in the Newsletter to this effect. Peter Delaney confirmed that a note to this effect along with Councillor MacKenzie’s contact details would be put in the Newsletter. It was suggested that Father Wayne also be contacted so he could alert members of the Parish.

Request for New Lawn Mower

Peter Allan requested $500 from the P&F to purchase a new lawn mower for the School. Peter Delaney confirmed that this would be paid for from School funds. Simone Holmes said that she would review the Second Hand Clothes Shop takings to see if they could assist with this purchase.

Walk to School Day

The proposed day is Friday 18 May. Tracy O’Bryan said she would contact Tony Shaw for details on how it is run.

Coles Dockets for Sports Program 2011

A huge thanks to Trish Job for coordinating this program. Hugo Job reported that approximately 76,240 docketts were collected! The sports equipment has been delivered. Thanks to everyone for collecting and bringing in their docketts.

IGA Community Benefits Card

Simone has contacted Greenslopes IGA in regards to registering Mt Carmel. Now awaiting confirmation of our registration and details of how we obtain the cards.

Meeting Closed at 9:30pm

Next Meeting: Annual General Meeting, Tuesday 8 May 2012 at 7.30pm in the Staff Room
P&P Principals Report 19 April 2012

Firstly following up from last month’s meeting:

- The air conditioning to the tuckshop has now been installed. Apart from a minor plumbing problem all went well.
- The 15 laptops approved at last month’s meeting have been delivered today and should be in use in the very near future. These will greatly enhance opportunities for all of our students in the library. My thanks to the P&P for their support with these two ventures.
- I obtained a quote for an extra shade cloth in Prep from Shade Design who have installed the other shades in this area. The quote was $2245 inc GST. The installation of this shade will fill the gap outside of the prep rooms. Tonight I would ask for your consideration on whether this is something that the P&P are able to support.
- I also obtained a quote for the installation of awnings for the Prep C – shed side of the building to combat the eastern morning sun. This quote came to $10,800 inc GST. In my opinion this is too expensive but I am happy to discuss further in tonight’s meeting.
- I also spoke to the electricians who installed the air conditioning to the tuckshop about the possible recycling of the currently unused cassette style air conditioners into the prep area. In their opinion these units did not have the capacity to service the size of the Prep rooms and would require extra units in each room to make it worthwhile. This in itself would add considerably to the expense of installation so is probably not worth it. We had a walk around the school to try and identify any rooms that they may be suitable for these unused units. The most likely rooms would be in the D Block that currently house our Yr. 3, Italian & 5/6 classes. This is something that probably requires a bit of discussion. It is hard to justify air conditioning just 2 classrooms. The question would inevitably be why isn’t my child in one of these rooms.

In today’s newsletter I have attached a copy of the Strategic Renewal Plan (2012-2016) for Our Lady of Mt Carmel. This plan has been collated over the course of Term 1 in consultation with staff and the School Board. The preparation of this document, that complements our Mission, Vision and Values statements, was also much reliant on the consultation with parent groups last year and also the results gained through the Internal and External review processes that have been conducted at Mt Carmel over the last few years. The plan is divided into four components: Mission and Religious Education; Learning
& Teaching: Professional Practice and Collaborative Relationships; & Strategic Resourcing. These components also correspond with components nominated by Brisbane Catholic Education's plan for schools across the archdiocese. The plan outlines broad intentions for each of these components. It is not a list of things to do but more broad goals that specific activities can be aligned to. This Strategic Plan will be the basis for the formulation of Annual Action Plans over the course of the next 5 years. An action plan for 2012 is now at draft stage and hopefully, following approval at the next School Board meeting, will be added to our website for all to reference when required.

Two of the ideas currently contained in the draft action plan for 2012 are the implementation of Pastoral Care & Sport initiatives. The first of these is an Interhouse sports program that we hope will commence for our Year 4-7 students Friday week. The children will be divided into house teams and will participate in games each week with a view to having a champion house by the end of the season/term. While the focus will be on developing skills, improving fitness and having fun, hopefully the Interhouse competition will also foster some friendly rivalry between our houses. Later in the term we will be looking to introduce an Interhouse pastoral care program which will have as its main focus the development of resilience & relationship skills for all of our students. At this stage we are looking at wrapping this around two programs; Program Achieve & The Games Factory. The initial focus would be on helping our children to develop skills in the areas of Confidence, Persistence, Making Friends, Handling conflict and Relaxation/Meditation. The idea is to organize the children into vertical pastoral care groups within their houses meaning each group would have members from Prep through to Year 7. The children will rotate through a range of activities that will each be led by a different teacher. While developing a range of skills we are also hoping this will help to enhance our sense of community as the children get to know students across all year levels and also interact with a wide range of teachers. We are also trying to incorporate leadership responsibilities for our Yr. 7 students within the context of each pastoral group. These lessons would be backed up by a range of Parent information sheets that complement the topics being dealt with at school. The plan is to include these information sheets regularly as attachments to our newsletter.

It is a work in progress which at this stage we hope to kick off around Week 6 (post NAPLAN).

Another idea I would like to propose tonight is the possibility of conducting a Working Bee at some stage this term to help tidy up gardens and grounds. The nonstop rain and heat over summer has made it impossible for our groundsman to keep up with the vast amount of gardens around the school. While our oval is just magnificent, many of our gardens are getting out of control. A well supported working bee, like the one conducted by the parish last year, could quickly rectify the problem. I also think working bees create a good opportunity for families, particularly our newer families, to establish friendship networks within year levels. This Working Bee may also be able to incorporate some of the tasks involved with the sacred space thus helping to minimise costs involved with this project. Hopefully this is something that can be further discussed.
At our last meeting we discussed how we can make the P&E more accessible to a range of parents. I mentioned the idea of implementing an Informal Morning Cuppa in the hall once a term that could act as a forum for P&E issues, and also for the admin team, to chat with parents about any issues that may be on their mind. I would like to discuss this tonight and if it was something considered worth pursuing would like to suggest Tuesday May 1 (Wk 3) or Monday 14 May (Wk 5) as possible dates. The next P&E meeting is due in Wk 4.

Fr Wayne’s departure. Fr. Wayne will be departing our parish soon after the Weekend of the 19/20 May. At this stage we are planning on inviting him to our school assembly on the Friday prior to acknowledge his departure and also invite him to a staff lunch sometime in the same week. I am not sure whether the P&E would also like to acknowledge his contribution and thought this another topic worth discussing tonight.

Regards

Peter Delaney
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Fax: 07 3847 2732

Pre GST
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$2,040.91

RE: Prep Shade Sail

To supply & install 1no. M20 roof rafter bracket attached to roof trusses.

To supply & install 2no. M12 fittings attached to existing posts and 1no.
fitting attached to the building.

To supply & install 1no. shade sail 95% UV. (size - 23Lm/4 points), the sail
stitched with Tenara Thread. Colour to be decided.

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Will you please note our standard terms and conditions
1. This quotation is valid for 30 days.
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3. Our warranty is 12 months on defective materials or workmanship.
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5. The Purchaser must be responsible for any additional costs due.

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Tony E Boyter
Mob: 0423 951 614

P.O. Box 3233
Norman Park Q 4170
Good Afternoon Peter.

In response to your enquiry please find below the relevant quote to supply & install a shade/privacy screen to the eave at Mount Carmel Primary School.

I assure you that Colonial uses premium quality building materials, which have all passed our engineering and quality testing. Colonial is a local company that is QBQA licensed & all of our projects are backed with comprehensive warranties for your future peace of mind. Also our qualified builders provide outstanding workmanship that is carried out with the highest possible standards, resulting in a great investment for you.

Our process from here is quite simple. If everything looks good & you wish to proceed, then I will catch up with you again to finalise all sizes, colours, extras etc. This takes approximately an half an hour. We require a 30% deposit to initiate the project. Approximately 2 weeks after this our site manager/CAD drawer will attend to accurately measure & custom design the shade screen for material ordering & manufacture.

To Supply & Install a shade screen to the east facing eave over the existing window.

Aluminium slat shade screens 7000 x 2200, powder coated.
Fascia rafter stiffener brackets x 10.

Panels to be attached to the existing fascia & secured at the base of screen back to the brick wall.

Installation Included.
Design drawings included.
Standard council building approval included.
Engineering included if required.
All safety & hire equipment included.

$10,800 inc GST

I have attached two PDF's to show the existing building and an approximate of how & where the screen will be on completion.

If I can be of any further assistance please don’t hesitate to contact me.

Regards Leigh.

Leigh Kellar