

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

MINUTES OF PARENTS AND FRIENDS ASSOCIATION MEETING
8 November 2011

Meeting Opened: 7.30pm

Present: Glenn Pereira, Laura Palmer, Lucy Berridge, Simone Holmes, Kim Broadfoot, Jenny Kemp, Janelle Tsockallos, Margo Dixon, John Bates, Angela Ransom, Tracey Laidlaw, Shalini Matthews, Angela Ransom, Helen Polson, Kelly Collins

Apologies: Emma Box, Paula Lammey, Clare Kinross

Minutes of Last Meeting:

Minutes accepted from last meeting held in September, 2011.

Presentation on Sacred Space

John Bates attended the meeting to explain the concept of the proposed sacred space. John's proposal is included in Appendix 2. Other points John made are:

- The emphasis for the space is on meditation, stillness and silence. It will be a quiet place, a prayerful zone.
- Father Wayne has been involved in the planning so far, in particular in discussing the Carmelite story and ways to incorporate.
- Feedback from the staff is that they would really value such a space and would definitely use it. It is envisaged that class prayer sessions, meditations, liturgies etc could all be held in the space.
- The design is consistent with the continuation of the whole of school landscape masterplan.

Correspondence

Inward

- Heart Foundation Qld: registration for Jump Rope for Heart 2012
- Catholic Education Archdiocese of Brisbane: Staff Prayer Fire Resources 2011
- Brisbane School Photography introducing fundraiser school photography
- Australian School Canteen Association: Introducing a one stop shop school canteen service and MTC Certificate of Membership
- BCE Notice of Term Dates

Heart Foundation Qld: registration for Jump Rope for Heart 2012

- In relation to a successful participation event in the morning before school; good numbers of students participate; traditionally run by parents
- Newsletter will ask for volunteer Coordinator to assist in organising event etc

Catholic Education Archdiocese of Brisbane: Staff Prayer Fire Resources 2011

- John Bates will coordinate with already organised school activities within program

Brisbane School Photography introducing fundraiser school photography

- Information filed

Australian School Canteen Association: Introducing a one stop shop school canteen service and MTC Certificate of Membership

- Kelly already across and will update P&F next year with the progress of utilising and what it means for Tuckshop

BCE Notice of Term Dates; supplied by Margo

- Dates will be published in next newsletter
- Dates mean combining of Pupil Free days into April Holidays
- 2012 two Queen's Birthday holidays
- Will assist in better result for teacher preparation for whole year according to Margo

Business Arising From Previous Meeting:

- Review of Spending Priorities – Masterplanning Committee Recommendations
- Tuckshop
- Update on lodgement of MTC P&F Constitution with the Federation of P&F Associations of Catholic School Qld etc

Review of Spending Priorities

Laura outlined the process undertaken to date to arrive at the list of prioritised recommendations that were circulated in the newsletter a couple of weeks ago. Laura then presented these recommendations split firstly by priority and then between the P&F and the school (Appendix 1). Finally a spending proposal was put forward. The following proposal was proposed by Laura, 2nd by Lucy and all present voted in favour:

Once only resource spends:	\$
National Curriculum reading resources P-2 (already committed)	15,000
Additional support for Australian National Curriculum (History)	4,500
Support Italian language in yrs 3 & 4 until 2014 when school takes over *	6,180

Projects:

New mobile tents (4 tents in house colours and names, approx. cost)**	1,500
Learning support assistance (potentially a p.a. spend)	1,500
TOTAL PROPOSED TO COMMIT	<u>27,180</u>

**Investigate a before or after school “Italian Club” for grades 1 and 2. This is a way to exposing the younger children to a language and gathering interest for pushing LOTE further down the younger grades.*

Costing of the new tents needs to be further investigated. Kim Broadfoot committed to investigate submitting a grant request to assist with the purchase.

Investigate new signage for the oval.

Request parent volunteers to form committees to further investigate Temperature Controlling classrooms and the Educational Technology Plan.

Margo committed to investigate whether any money was left from our building grant to install fans in the tuckshop. It was agreed that if the school cannot fund the fans then the P&F will commit to installing asap. Proposed Glenn, 2nd Lucy, all present voted in favour.

Tuckshop

Simone discussed the tuckshop and raised the following points:

- The Tuckshop has been making an unacceptable loss in 2011.
- A financial analysis was done to identify the problem areas. The worst losses were in the first half of the year. Although we did raise our tuckshop prices the main problem has been that the preps did not use tuckshop for Term 1 and Term 2. This meant we had around 85 less children spending money and therefore less revenue to cover costs.
- To cut our losses we need to reduce tuckshop days to two while the preps are not participating.
- The Prep teachers were asked if their classes could start buying from tuckshop in Term 2. This would mean the tuckshop could run three days a week starting Term 2.
- The tuckshop convenor Kelly Collins currently uses her quietest day (Monday) to do preparation work. Kelly would still need to come in on a third day to do her preparation work and also work on ways of reducing the cost of food and drinks

- The other area that needs some work is our Cost of Sales. It has crept up to 75% YTD. We are hoping to lower this to 70% or below.
- The aim of the tuckshop is to break even. Current losses are being funded by the P&F.

The following was agreed for 2012:

- Term 1 Tuckshop will be open Wednesdays and Fridays only.
- Term 1 Kelly will still work a portion of her third day. Kelly will use this time as preparation for her “open days” and also to investigate different ways of reducing costs.
- Prep’s will be able to purchase from the tuckshop from Term 2.
- From Term 2 the tuckshop will be open Wednesdays, Thursdays and Fridays.

Mt Carmel P&F Constitution:

The Mt Carmel P&F Constitution was consistent with the model provided by the Federation of P&F Associations of Catholic Schools QLD. A copy has been lodged with them for safe keeping.

President’s Report

- Presented at meeting. Appendix 3.

Treasurer’s Report

- Presented at meeting. A copy is available on request.

Principal’s Report

- Presented at meeting. A copy is available on request.

General Business

- Christmas Carols have been scheduled for the evening of 14 December, at 5.30pm for a 6pm start in the School hall. Rachael Tiernan will be organising. Candles will again be available for sale for \$2 each.
- The farewell BBQ was briefly discussed and everyone agreed there is too much on and not enough time to organise this year. A welcome back (and welcome new principal) BBQ has been scheduled for Friday 3rd February and a request for an organiser was made and will be included in the newsletter.

- Lucy advised the Crazy Camel Card/Calendar Fundraiser has been successfully completed. Crazy Camel have advised that the order has been completed and we should expect to receive it at some stage next week. Final amount raised for Zumalai is not yet available, but will be communicated asap.

Meeting closed: 9.25pm

Next Meeting: Tuesday 7th February 2012

Note: The second Tuesday of February is Valentine's day, therefore it was decided to bring the first meeting forward by a week. All other meetings will be the second Tuesday of the month unless otherwise advised.

Appendix 1

Planning Recommendations – Proposal for P&F

Priority One's

P&F	School
Supporting Australian National Curriculum - \$15,000 reading resources (already approved) - \$4,500 history resources - \$1,500 learning support centre	Maintain teacher support through Literacy and Numeracy aides.
Italian Language for 2012 and 2013 in grades 3& 4 - \$6,180	Increasing support to students in early years who require it.

Priority Two's

P&F	School
Sacred Space - \$20,000 approx.	Student Personal Development and Welfare Programs
New mobile tents (can be used for sports days & fetes) - \$2,500 approx.	Support and improve specialist areas
Temperature controlling classrooms (more investigation required)	Annual Library Resource Grant
Educational Technology Plan (more investigation required)	Upgrade Prep facilities and Years 1/2 toilets.

Priority Three's

P&F	School
Whole of school landscape plan incl. new front fence and redesigned pick-up shelter and waiting system. (Joint project with school).	Planned maintenance of classrooms over five years.
Scullery for back of the shed.	
Shade for new oval seating.	

Proposal for Sacred Space: Our Lady of Mt Carmel

Purpose

To create a sacred space within our school grounds where classes can gather to pray, meditate, reflect, chat etc.

It is hoped that the space will provide a focus for prayer/meditation while **including the following elements;**

- A circular sandstone wall with seating (enough for a whole class to fit) with 2-4 entry points.
- Steel framework above the seating with wire cabling to allow a creeping plant such as Jasmine to grow through it. (This will make it look attractive and create the sense of a cave-like space, keeping in mind the fact that Prophet Elijah lived as a hermit in the caves of Mt Carmel in Israel.)
- The current cross on the proposed site would be placed within the perimeter of the space.
- A paved/concreted space in the middle of the circular space would create a blank canvas with a possible sandblasted inlay design.
The following ideas could be incorporated into this design;
- Some acknowledgement of the Coorparoo Clan(the spiritual owners of the land) such as a serpent etc.(have planned a meeting with members of the Murri ministry to plan this artwork)
- Other sacred icons such as the rocks from Elijah's cave on Mt Carmel and the original chapel on Mt Carmel could be encased in this space or within the sandstone wall itself.
- Other aspects of the Carmelite story, images, quotes etc. could be included in this area.
- Some of the existing plants in the area would need to be removed and new plants added(Olive trees, grasses etc.)

- Removal of existing gardens, seating, concrete etc. could be done as part of a working bee. John McCahon has offered to coordinate this.

P&F Presidents Report – November 2011

Evening All,

I would like to start out by thanking the P&F Executive for their hard work and efforts during the last month with myself being unavailable. Their continued work has seen a number of activities become a success and the coordination they have carried out for upcoming events well processed.

During the month, World Teacher's Day morning tea occurred and the P&F assisted celebrating our teaching team at the school with the gift of a Candle for each learning space. This representation of light symbolises our respect and thanks to the teachers, teachers' aides and all that assist in the education of our children.

Prep Orientation saw the running of the Prep Buddy Families program for the year, a thank you to Tracy Laidlaw for coordinating the program where the welcoming of new families into our community is supported by current families at the school. The morning tea was a success and the wonderful ladies from the Mothers' Club again supported the community.

The Joint P&F / School board meeting brought up some funding initiatives for us to discuss tonight at the November P&F Meeting , and there has been good thought and process in attaining these initiatives, thanks to all involved.

October also saw the starting of the Sacramental program for 2011/2012 in the Mt Carmel Parish, with participating students carrying out their Reconciliation in the middle of November, leading through to next year for their Confirmation & Eucharist.

The building of the new administration building has commenced and the ramp between the Church and school has been completed. The construction of new things may soon be over!!!

Also, the Crazy Camels Cards and Calender fundraiser was a success with a good amount raised for the Parish of Zumalai. In support as well, the Spell-a-thon was organised and thank you to the committee for their works on this fundraising.

Pat, one of our Lolli-pop staff, was acknowledge with an Award of Community Service, presented by Cameron Dick for the many years she has been contributing to our community and assisting in keeping our children safe, Thanks Pat.

And now, we look ahead into 2012, looking at projects that can assist in maintaining our community. In the last years, we have had the guidance and support of Margo, who is leaving the community physically, but who's spirit and mark will always be with us. From the many building project's she has guided through to successful completion, to the small chats at the school fence, her presence will be missed and not forgotten. Margo has had an impact on our children positively that will assist them in growing into well rounded young people. Margo, thank you at this last P&F Meeting for the year, however, I am sure we will all say a lot more about how much we have and will continue to, appreciate your efforts, care, work and presence in our school and wider community, over the next few weeks. Margo, thank you.