

St Vincent's College Parents & Friends Association

Term 3 Meeting Minutes

Date: Tuesday, 27 August 2025

Time: 6:30pm – 7:30pm (AEST)

Location: Google Meet (online)

Chair: Leisha Major

Attendees: Anne Fry (Principal), P&F Committee, parents and carers

Apologies: Jen

1. Welcome and Opening

- **Welcome to Country** by Leisha Major
- **Opening Prayer** by Anne Fry

2. Minutes and Issues from Previous Meeting

- Minutes from the previous meeting were reviewed and approved.

3. Principal's Update – Anne Fry

- **Principal's Retirement Announcement and Recruitment Process**
Principal announced retirement next year, starting recruitment process. Community consultation scheduled for September 4th at 4:15 PM for parents to provide input on selection criteria for interview panel.
- **Veracross Operating System Implementation**
New Veracross operating system launched at start of semester two covering core academics, attendance, marks management, and student tracking. Finance modules including billing to roll out January 1st next year.
- **HSC Trials and Year 12 Performance**
HSC trials completed for year 12 students, with year 11 prelims about to start. Some HSC exams already begun. Current year 12 cohort showing high resilience.
- **Student Showcases and Achievements**
Recent showcases in textiles, drama, dance, and music. Drama came first and second in category at Stedford's, dance achieved success with all four participants. Art show and spring fair upcoming.

- **School Parking and Traffic Safety**
Local police visited with information about dangerous parking violations and fines. Issues include U-turns in school zones (562 dollars, 4 demerit points), mobile phone use (5 demerit points, 562 dollars), and double parking (423 dollars, 2 demerit points).
- **New Staff Appointment**
Melissa Wilkinson appointed as new staff member in strategic communication role, focusing on marketing, branding, and messaging. She is a parent with daughter in year 11. Lynn O'Neill returning temporarily for spring fair support.
- **Veracross System Issues with Student Results**
Parents experiencing issues accessing year 12 results on new Veracross platform. Results not appearing on new platform tab despite email notifications about the system change.
- **Student Ranking System in New Platform**
Concerns raised about absence of student ranking information in new Veracross system, particularly important for senior years HSC tracking.

4. President's Report – Leisha Major

- **Spring Fair Update**
Discussion of spring fair preparations scheduled for September 14th, 2025. Major items are in order with Lynn providing organisational support. Parents are buying raffle tickets and volunteering. Marketing push continues through WhatsApp and social media for the next 19 days.
- **Wet Weather Plan**
Contingency planning for potential bad weather on spring fair day. Decision to be made at 9 AM on Friday September 12th, 2025. If bad weather, external stallholders would be cancelled and only internal stallholders along corridors would operate.
- **Donation Collection and Parking Issues**
Discussion of logistics for collecting donations during the week of September 8th-12th, 2025, considering parking police enforcement. Need to arrange alternative drop-off locations to avoid parent fines. Monday and Friday identified as busiest collection days.
- **Spring Fair Committee Constitution**
Proposal to formally establish a spring fair committee in the constitution to be voted on at the annual general meeting. Would include key roles like parent convener, coordinator, marketing and fundraising positions to distribute workload more evenly.
- **Art Show and Spring Fair Coordination**
Discussion of sustainability of running both art show and spring fair simultaneously versus alternating years. Art show has about 6 regular volunteers led by Matt Palmer. Last year, more art sales came from spring fair than Friday night event.

5. Treasurer's Report – Kellie Kouts

Financial update showing limited cash movement in recent months. Sponsorship raised for spring fair and art exhibition.

- **Solar-Powered Boat Project**
Update on PNF-funded solar boat project. Prototype resembles catamaran, promotional work done in assemblies. Blue Pacific Laboratories expert from Hawaii visiting in early October. Project embedded in curriculum areas.
- **Courtyard Project Funding Reallocation**
Discussion of reallocating courtyard project funds to minibus purchase instead. Landscaping portion of courtyard project keeps getting delayed. Minibus would provide immediate benefit to current students, especially boarding students.
- **Sponsorship** money has been raised for both the Spring Fair and art exhibition.
- **Outdoor Furniture Procurement**
 - Andrew, the facilities manager, is selecting outdoor furniture with a budget of approximately \$40,000
 - The primary focus is replacing heavy wooden furniture with lighter, more modular aluminum pieces for better workplace health and safety
 - Additional furniture is needed for new areas as students will be relocated during construction
 - The goal is to purchase furniture that is easier for staff to move and ergonomically safer
- **Year 12 room** payments have been completed, organised by Lisa Hunter, thank you
- **Cocktail party**
 - The cocktail party generated a small unexpected profit, which the committee noted should be addressed for next year's planning as profit generation was not the intended outcome.
- **Boarding Courtyard Furniture Funding**
 - The boarding president inquired about P&F funding for boarder courtyard furniture, separate from the main furniture budget
 - P&F allocates 60% of fees to capital expenses and 10% to student requests
 - Boarders are encouraged to submit a formal letter to P&F with specific furniture requests and pricing quotes
 - Scout has been discussing outdoor furniture for boarders and organising activities like smoking ceremonies and marshmallow roasts
 - Term four is when P&F typically allocates remaining funds according to their established ratios

6. New Saving Account

Approved and minuted to open a Commonwealth Capital Investment account & that pays 3.25%, with 7 days notice to withdraw the funds. This is to increase the amount of interest instead of using term deposits.

7. School Bus Funding Approved

- **Purpose:** The school is planning to allocate P&F funds towards purchasing a new minibus. The main reason is to replace the current, older bus, which, while still safe, lacks modern features such as advanced safety and backing sensors.
- **Capacity:** The preferred option is a 12-seater minibus. This size was chosen because it can be driven with a standard licence, making it easier for more staff and parents to drive. Larger buses would require a special licence, which could limit who can help with transport.
- **Usage:** The minibus is used for small school excursions, boarders' activities, athletics training, tennis, and picking up students from trains. It is not intended for large team transport (e.g., full hockey teams), as coaches are hired for those occasions.
- **Replacement:** The plan is to trade in the old bus rather than keep two, due to limited parking space at the school.
- **Boarders' Transport:** There was discussion about whether the minibus could be used to get boarders to weekend sport. While this is sometimes possible, it depends on staff availability and the number of destinations on a given weekend. The school cannot commit to providing a shuttle service for all weekend sports due to staffing constraints.
- **Approved:** The P&F agreed to the decision to allocate funds for the new bus and to work out the exact amount based on costings.

8. Other Business

- **Year 8 – 2026 Subject Selection:** Subjects with insufficient numbers will be offered in Years 11/12.
- **Year Nine Social Event Planning**
 - Parents are pushing to organise a year nine social event before the school year ends
 - Previous attempts at coordination have stalled due to missed communications and scheduling delays
 - Anne expressed concerns about supervision and logistics of combining students from multiple schools, citing negative experiences from the previous year ten social

- Parents proposed several models including ballroom dancing lessons integrated into PE curriculum, similar to other schools like Waverley and St Clair's
- The event would have a \$5,000 budget and could use the school hall as a venue
- Parents are willing to take on supervision responsibilities and organisational tasks

Saturday Sport Attendance and Communication Issues

- Significant attendance problems in some netball teams, with players down to five or six members due to absences
- One team (SBC 15) has three girls who have barely attended the whole term
- Communication problems exist regarding weather cancellations, with notifications only going to students via email around 7:00 AM
- Parents receive no direct communication about game cancellations, making it difficult to coordinate transportation and pickup arrangements
- Other schools use active apps that notify all stakeholders by 7:00 AM about schedule changes

9. Next Meeting

- **Term 4 Meeting:** Tuesday, 11 November 2025, 6:30–7:30pm