



Holy Rosary School School Advisory Council

Minutes: Wednesday 23 October, 2024

Meeting title	School Advisory Council meeting
Date and time	Wednesday 23 October 6:30 pm - 8.30pm
Location	Holy Rosary Staff Room
Attendees	Christine Shaw (CS) Laura Cochrane (LC) Maria Sedunary (MS) Damien Murray (DM) Shelagh Doyle (SD) Chris Church (CC) Father Thung Vu (TV) Pilar Abou Haila (PAH)
Apologies	Rachel Luong (RL)

Agenda

Item	Timing	Description	Lead	Attachments
1.	6.30pm (5 mins)	Welcome, prayer, Acknowledgment of Country and declarations Prayer Acknowledgement of country	MS	
2.	6.35pm (10 mins)	Minutes and Actions Confirm previous minutes - Confirmed Review Action Items - see Appendix A Confirm information night date	LC	Appendix A Appendix D
3.	6.45pm (10 mins)	Parish Priest Report - Snapshot of parish activities provided in lead up to visit by Bishop Martin Ash for Holy Rosary Day. - Holy Rosary Day Mass this Sunday at 10:30am, followed by refreshments in the school hall.	TV	



		<ul style="list-style-type: none"> - A large donation has been received by Father towards renovation of the Church roof. 		
4.	6.55pm (10 mins)	<p>Priority 1: Support spending of money raised by S&FG on playground update.</p> <ul style="list-style-type: none"> ● Peter O'Neil. Great Places. <ul style="list-style-type: none"> ○ Keep some components and rejuvenate others. ○ Soft fall and astro turf - advised to go for natural soft fall. ○ Concept drawings are being developed. 	CS and/or Fernanda	
5	7.05pm (10 mins)	<p>Priority 2: Lift parent knowledge and understanding of academic achievements and progress of students.</p> <ul style="list-style-type: none"> ● School Reports to be updated this Semester and then additional updates next year. <ul style="list-style-type: none"> ○ For English and Maths: overview statement, then progression point, then comment. ○ General comment: inquiry, RE, how they go about their learning and their disposition to learning. ○ Next year there will be a table for effort and behaviour. 	CS/MS	
6	7.15pm (10 mins)	<p>Priority 3: Improve the parent communication tools to be less overwhelming, more effective and more engaging.</p> <ul style="list-style-type: none"> ● Update on MACS communications system. <ul style="list-style-type: none"> ○ Nothing mentioned at today's principals meeting. 	CS RL/MS	
7	7.25pm (10 mins)	<p>Priority 4: Marketing the school to attract students</p>	CS	



		<ul style="list-style-type: none"> ● Possibly research <ul style="list-style-type: none"> ○ Bumper stickers ○ Calendar fridge magnets 	All	
8	7.35pm (20 mins)	<p>Priority 5: Set future direction of the Holy Rosary Fundraising model</p> <ul style="list-style-type: none"> ● Survey results were discussed. ● Survey respondents were happy to help with events on the day but don't have the time to do the organising. ● Going forward we agree we need to maintain the family funday and call on a lead organiser each time. ● Additionally, if there are volunteers the Fun lunch Friday and Athletics Carnival BBQ should take place. ● The SAC should set a yearly fundraising goal either prior to the beginning of the year or early in the year. ● Instigate a fundraising levy. <ul style="list-style-type: none"> ○ How much? Per family or per student? 	LC/All	
9	7.55pm (15 mins)	<p>Principal's update Update</p> <ul style="list-style-type: none"> ● 2025 Sacramental Program <ul style="list-style-type: none"> ○ Discussion of using the Cathedral next year. ○ Discussion of undertaking sacraments on alternate years. People were supportive of this move. Christine will discuss this option with staff. ● School fees 2025 <ul style="list-style-type: none"> ○ Since discussing fees with the SAC, the Year 5 / 6 Camp levy needs to increase of \$40 due to increases in transport costs. All possible cost savings were investigated. ● Yr 6 Graduation 	CS	



		<ul style="list-style-type: none"> ○ Teachers are invited to the liturgy on one evening. Families will then have a separate celebration dinner. ● Holy Rosary Day <ul style="list-style-type: none"> ○ Positive feedback from students re Prof. Bunsen. ○ Mercy Spirit Award ○ Promote Holy Rosary Day Mass on parent socials groups ○ Art Show. RSVP's tend to come in late. ○ Enrollments <ul style="list-style-type: none"> ■ Numbers to remain the same. This is a positive outcome of hard work this year in outreach. ■ Currently 37 Preps enrolled for 2025. ■ Prep T-shirts were a great success. ● Gate Update <ul style="list-style-type: none"> ○ Melbourne City Council has raised concerns about the type of gate that was installed, but Christine engaged a Heritage Architect to prepare a report. Melbourne City Council has now approved the gate as is. ● Christmas Tree Appeal to start soon ● Team Kids <ul style="list-style-type: none"> ○ New Director Tom has been appointed. ● School roof <ul style="list-style-type: none"> ○ Meeting with MACS staff in regards to moving forward soon. ● Principals Meeting <ul style="list-style-type: none"> ○ Cyber Safety ○ Overviews of learning and teaching spaces 		
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10	8.10pm (5 mins)	<p>Any other business</p> <ul style="list-style-type: none"> ● The Wonder of Living (grade 5th presentation) <ul style="list-style-type: none"> ○ This year scheduled for the night of Halloween. 33 are attending. ○ Discussion was held on how often it runs. Exec team to discuss how often it could run. Encouragement to have it each year. ● MACSIS data- have results come back yet <ul style="list-style-type: none"> ○ Results have only come out today. Maria will analyse. ○ 20.9% (33 parents) answered the survey. ○ All students and majority of staff undertook the survey. ● NAPLAN <ul style="list-style-type: none"> ○ Comparative data hasn't been released yet. ● Suggestions provided by parents <ul style="list-style-type: none"> ○ Parents are encouraged to talk to the school staff rather than voicing concerns solely on social media/chat groups. ● Suggestion for fundraising would be a new piano. 	LC	



11	8.15pm (5 mins)	Next meeting agenda.	LC	
		Close		



Appendix A: Action Items

Action items	Date	Accountable	Date due	Status
All - Review 2024 Priorities (Appendix D) and members to prepare update for the next meeting for their accountable actions	Added 26/7/24	All	31 July	
Chris/Fernanda to update Council on the school playground committee progress at next meeting	Added 12/6/24	CS	31 July	
Rachel to source quote for updating the water bubblers	Added 12/6/24	RL	31 July	Completed
Maria to discuss SAC's suggested changes to school reports with teachers and revert with feedback at next meeting	Added 12/6/24	MS	31 July	Changes are coming this semester and next year.
Chris/Maria to ask teachers to use class reps more effectively to share information about classroom activity (i.e. timetable changes) Rachel to provide updated list of class reps to Chris/Maria	Added 12/6/24	MS CS RL	31 July	Maria to let teachers know they can pass on last minute changes to class reps.
All - Set date for annual information night	Added 12/6/24	LC	31 July	Date set as November 14th.
Christine to investigate inviting Ellen Sandell to Holy Rosary Day	Added 12/6/24	CS	31 July	Ellen is sitting in Parliament on that day, but has provided 2 \$50 book vouchers to Erin Bank.
Chris C to arrange meeting with Laura and Christine Shaw to organise the Information night.				



Appendix B: Meeting Dates

Term 1

- ~~1. February 21 (Wednesday)~~
- ~~2. March 26 (Tuesday)~~

Term 2

- ~~1. May 1 (Wednesday)~~
- ~~2. June 12 (Wednesday)~~

Term 3

~~1. July 31 (Wednesday). Pilar unavailable.~~

~~2. Wednesday 28 August (Wednesday)~~

Term 4

- 1. October 23 (Meeting)*
- 2. November 14 (Thursday) - Information Night, then End of Year Gathering for SAC Members.*



Appendix C: Council Annual Calendar

	TERM 1		TERM 2			TERM 3		TERM 4		
Meeting	#1	#2	#1	#2	Special	#1	#2	#1	#2	Special
Parish Priest report.	X	X	X	X		X	X	X	X	
Principal's Report.	X	X	X	X		X	X	X	X	
Information Night.					X					
Review Council Membership. New member EOI process started.	X									
New members start. Exec positions decided.		X								
Annual child safety overview from principal		X								
Annual Report presented.		X								
School Financial Update.	X					X				
School master plan update.		X						X		
Council evaluation exercise.									X	
Following year meeting dates diarised.									X	
Present annual events plan	X									



Appendix D: PRIORITIES MAY 2024 - MAY 2025

Advise and support the Principal on achieving the following:

Priority	Deliverables	Accountable	By When
1. Support spending of money raised by S&FG on playground update.	<ol style="list-style-type: none"> Discern action plan for 'the adventure' update 	Fernanda (supported by Laura)	May 2025
2. Lift parent knowledge and understanding of academic achievements and progress of students.	<ol style="list-style-type: none"> Investigate school report format alternatives that may provide more information on a student's progress and academic position. Increase visibility of learning content/outcomes Provide support resources where appropriate (i.e. Maria's parent sessions) Increase celebrating the success of students' achievements. 	Shelagh All - ongoing All - ongoing All - ongoing	May 2025
3. Improve the parent communication tools to be less overwhelming, more effective and more engaging.	<ol style="list-style-type: none"> Update newsletter format Continue to push the use of class social media platform chats/communication Await MACS on future communication directions 	Laura Rachel Chris	May 2025



<p>4. Marketing the school to attract students.</p>	<ol style="list-style-type: none"> 1. Advertising (Letter box drop in Kensington, Radio, Social media, Billboards/Real Estate, specifically at train stations, cafes and football club) 2. Set up a buddy system with childcare centres. Parent and Teacher representatives go in to Kinder info nights, in particular Kids Academy, and mother groups 3. Target storytelling <ul style="list-style-type: none"> - FlemKen news 4x a year - Pitch stories to Inner North West newspaper - KGK posts - Parent promotion of their student’s achievements - Google or Facebook Reviews 4. Investigate community engagement events that bring people into the school, and take the school in to the community (e.g. Parent group meeting venue. Health/childcare meeting venue. Movie nights. Car boot sale. School participation at local festivals/markets/choir performances at local supermarkets. 	<p>Pilar/Shelagh</p> <p>Maria/ Chris</p> <p>Pilar/Shelagh</p> <p>Pilar/Shelagh</p>	<p>May 2025</p>
<p>5. Set future direction of the Holy Rosary Fundraising model</p>	<ol style="list-style-type: none"> 1. Set future direction of the S&FG and if appropriate establish the Social & Fundraising Group Committee under the MACs Terms of Reference 	<p>Laura/Chris</p>	<p>ASAP</p>