

## Minutes of Bethany P&F Meeting held 6 August 2012

<p><b>This Meeting:</b> Date: Monday 6 August 2012 Time: 7:30pm – 9:40pm Location: Bethany College</p>	<p><b>Next Meeting:</b> Date: Monday 29 October 2012 Time: 7:30pm Location: Bethany College</p>
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**Attendees:**

Vicki Lavorato, Jenny Fowler, Gregg Conroy, Mark Wombey, Karen Cotogno-Young, Vesna Mihaljevic, Frank Tawil, Tanya Moody, Ann Stubley, Sonia Bennett, Carolyn McDonnell, Maria Moss, Maria Mastrogiovanni, Patrick Quan, Norma Awad, Val Todoroski

Item	Discussion	Action & Responsibility
<b>1. Welcome &amp; Opening Prayer</b>	Vicki read an opening prayer.	Vicki
<b>2. Apologies</b>	No apologies received prior to the meeting.	Mark
<b>3. Minutes of last meeting</b>	Mark gave a summary of the previous minutes. Mark proposed the previous minutes be accepted. Moved: Mark Wombey Seconded: Frank Tawil The previous minutes were accepted.	Mark
<b>4. Actions from previous minutes</b>	<b>Badges</b> – Jenny updated P&F on the status of the new badges. After consideration of the new blazer and how best to incorporate “Students of Excellence” embroidery / badging, new badges which are pinned onto the blazers have been ordered and have arrived. The college is currently organising the distribution of the badges to relevant students.	Jenny
<b>5. Commonwealth Bank Financial Planning</b>	Patrick and Norma from the Commonwealth Bank Financial Planning office in Kingsgrove presented how to effectively save money for your child's education and the benefits of Education Investment Funds. Patrick left details of how best to contact him or Norma for further information. Norma is an ex-Bethany student.	Patrick Quan
<b>6. Report Feedback</b>	Gregg presented review of reporting process. There is an email capacity to send emails to all parents through the new student welfare database, Sentral. The SurveyMonkey questionnaire was sent out to over 750 parents. There were only 91 responses. Gregg went through the questions and results of the questionnaire. There were also a number of comments from parents which could be filtered by category. The questionnaire will be re-opened and sent out to parents again now that the reports have gone out and the responses may be more relevant. Currently looking at a new service provider for the student reporting in order to include more of the fields currently unavailable with the current system.	Gregg
<b>7. Sentral</b>	Vicki demonstrated the Sentral student welfare system. Incidents are captured as well as absences, demerits, awards, medical criteria. KLA co-ordinators have access to records to ensure a better student cross-referencing at Bethany.	Vicki

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	The system also includes a warnings register component. Attendance is captured as are partial absences, late records, sick bay register. Roll call will be electronic and all records are secure and access is via hierarchy security.	
<b>8. Principal's Report</b>	<p><b>College Grounds</b> – New science lab fitted out. College now has five functional science labs to accommodate the growing number of students at the campus.</p> <p>New turf has been laid and will be accessible by the students in time for Bethany Day.</p> <p>Cold water chilled tanks have been installed around the college. More details to come later this year.</p> <p>New fencing has been installed around the College to ensure student security.</p> <p>Year 12 common room has received new desks.</p> <p>New furniture in the library has been delivered and installed.</p> <p><b>Senral</b> - System is being finalised and live for all College teaching and administration staff.</p>	Vicki
<b>9. Treasurer's Report</b>	Treasurer's Report as follows: Balance as at August 2012 - \$4,174.83 CR	Frank
<b>10. P&amp;F Social Night</b>	<p>Mark requested more helpers for the evening from the P&amp;F members attending the meeting.</p> <p>Request for wrapping paper and cellophane to help with the cost of wrapping the hampers and baskets for the prizes.</p> <p>Suggestion to include a silent auction on the evening due to the number of prizes available.</p> <p>A thank you to the students for their donations. A large number of donations were received.</p>	Mark
<b>11. General Business</b>	<p><b>Email Communication</b> – Discussion in relation to emails to and from students to teaching staff. Karen raised her concerns around time frame for follow-up, sick days and best methods of getting missed work from teachers. Vicki responded outlining the background information in relation to the significance of the item in the newsletter. There have been some students who have been abusing the email system and there are concerns for the appropriate communication channels between students and teachers. This has prompted action from the teaching staff to move to "Drop Box" and "Google Docs" to ensure assignments, homework etc are being handed in on time without unnecessary personal email contact.</p> <p><b>Bags-</b> The new college bags are too small for the students to fit in the laptop (in its hardcover case) and their work and the lunch. Concerns were raised as girls are now taking two bags and may inadvertently lose one or leave it behind due to the inability to fit everything in. Jenny will follow up with Ranier and look at suitable solutions.</p>	All

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	<p><b>Student Lockers</b> – Student lockers were rotated half way through Year 7 for students. This is not being done for other years and the same student gets the bottom locker all year. Jenny to talk to year co-ordinators and SRC as to logistics of doing this for all years.</p> <p><b>Parent / Teacher / Student Interviews</b> – Parents raised concerns about the timing of the interviews and how they were done prior to receiving the half year report. Parents to provide feedback in relaunched survey and maybe look at having year 7 separately to other years.</p> <p>Meeting closed at 9.40pm.</p> <p>Next Meeting - Monday, 29 October 2012 at 7.30 pm</p>	