

OXLEY COLLEGE P&F MEETING
Minutes - Tuesday 7th March 2023

Meeting Commenced 5.30pm with a tour of the Junior School gateway building, hosted by Jane Champion.

Attendance: Megan Moore, Sooz Heinrich, Ann Marie Greenop, Lauren Blom, Brett Plain, Angie Sanchez, Sam Spring, Alischa Herrmann, Felicity Sewell, Tobie Mason, Amanda Tait, Emily Kindred, Annabel Robertson, Emma Bragg, Bec Morse, Emma Calver, Jane Champion, Scott Bedingfield.

1. **Apologies:** Sally Kean, Gail Dennington, Claire Paterson, Shona Cassim.

2. **Correspondences**

- Bank statements

3. **Previous Minutes**

- Purchase of marquees; all happening now.
- Costing for bubbler near the studio; still in progress.

Forwarded: Sooz

Seconded: Ann Marie

4. **Head of College Report – Scott Bedingfield**

- Great start to the year; Scott is conducting chocolate / lolly bags birthday drops so that he meets each child each year, and also gets to take the pulse of the school. He observed that kids are settled; and there is both good teaching and learning underway.
- Shared information about several initiatives and discussions underway, including:
 - Considering whether Oxley should ban ChatGPT (the Dept of Education has recommended this)
 - Engaging mid-level leaders (stage leaders, head of dept etc) in a 2 day training course with an aim to improve communication and professional development
 - The Junior School completed standardised testing to look for learning gaps that need to be filled as a result of COVID
 - The School Psychologist is being trained to teach others teachers how to administer mental health first aid
 - Including wellbeing as a key topic at Yr 7 camp
 - Reviewing the overall co-curricular program
 - Meeting with the newly incumbent convenor of ISA Sport and providing feedback on Oxley's priorities

- Selecting a team of Year 5 / 6 students to participate in FUSE Cup, an eSports competition in Sydney
 - Meeting with Lisa Kerr, from Gordonston, and now looking to join Round Square later this year to support building resilience
 - Confirming that Year 12 will be heading to the Outback again this year. As there are 100 students in Yr 11, partnered with an outdoor education company to operate as drivers / tour guides
 - Adding a School Nurse to the staff; the role/s will be 9-5 during the school week and will support Saturday sport
 - Bringing the gym back; sooner rather than later
 - Working hard to recruit another Japanese teacher and preparing to make some difficult decisions
 - Convening the Head of College breakfasts; really enjoying talking to small groups of parents and will continue until people don't want to meet anymore. Writing down all ideas but can't promise that will deliver them all.
 - Increasing presence on social media – posts are happening daily and there is always something to celebrate
 - Preparing to launch the parent app at the beginning of Term 2. Expect it to take 6 months to complete uptake.
 - Hoping to launch a school intranet later this year.
 - Starting to plan graduation for Year 12 and aiming for an appropriate closure to the school experience.
- Acknowledged that having five days of onboarding last year was helpful, when Scott was able to meet all the middle and senior leaders. Now meeting with all staff and aim to complete this by the end of Term 1. If staff are doing well, kids are doing well.

5. Parent Rep Coordinators Report

Junior School - Sally Kean

- **CATCH UPS:** Every year group has at least two events completed or booked:
 - Kindy - Have hosted 2 coffee mornings, Family Outing 25/3, Parents Night out (TBA)
 - Year 1 - Have hosted a few coffee catchups, Family Brunch/Egg Hunt 02/04
 - Year 2 - Coffee Morning, Adults Catch up 25/3, Easter Morning Tea 01/04
 - Year 3 - Coffee Morning 03/03 (very well attended, especially by new parents), Family Day 02/04 (Briars)
 - Year 4 - Family Lunch 12/3 (briars), Term 2 Parents Dinner, Term 3 Coffee, Term 4 Family Day (TBA)
 - Year 5 - Coffee Catch up 20/3, Ice Cream afternoon 31/3
 - Year 6 - Easter egg hunt (Burrawang Pub) 06/04, Coffee 24/02, Parents Dinner 26/05, Family Day (Briars) 05/08, Pool afternoon Term 4
- **CAKE STALL:** Conducted the first year 6 cake stall, which raised \$550. Number of treats were down from last year but each child still was able to get at least two items.

- **GRANDPARENTS DAY:** Schedule for 6 April, starting with an assembly at 9:30am and finishing at 11:30am. Will still have entertainment and the pipe band. Parent Reps will be asked to bring baked goods.
- **CAKE STALL ROSTER FOR THE YEAR:** Completed for the year. Sam Spring requested a copy of the roster so she knows when to collect funds from the Junior School.

Senior School - Ann Marie Greenop

- **CATCH UPS :** All parent function dates were set with the school for 7-11 last November. Year 12 continue to have a casual monthly catch ups. All parents have been notified of event dates for Terms 1, 2 and 4. Term 3 will have the trivia night. Year 7 have event at Plantation next week.
- **TRYBOOKING –** All Parent Reps are welcome to use the P&F TryBooking account to schedule and ticket events. Roles have been established to separate event creators from the financial aspects.
- **CANTEEN -** Parent reps have been allocated their slots and each year group will have 6 weeks (one will have 7).
 - Angie Sanchez noted that it was often hard to fill the slots when Year 10 and above are scheduled and asked if we could extend the invitation to Junior School parents. Ann Marie advised that currently Annie, the Canteen Manager, will contact her if there are any volunteering gaps and she can usually source them from other year groups.
 - Emma offered to add the canteen roster on the new app under Notices.

6. Canteen - Ann Marie Greenop

- No separate report this Term.

7. Treasurers Report - Sam Spring

- Accounts have moved from BDCU to Bendigo Bank.
- Limited activity since the last meeting:
 - Received some interest
 - Paid for Year 6 graduation 2022 photo booth
 - Received funds from the Year 6 2023 cake stall
 - Overall, funds in and out were at break even
- Funds are available when needed for marquees.
- Lauren Blom requested that the P&F fund a gift for Kirrily Hope, as she has been with Junior School since it opened. She requested \$200.
 - **Forwarded** – Megan Moore
 - **Seconded** – Ann Marie Greenop

8. General Business – Megan Moore

- **Equestrian Day**

- **Scheduled for 30/4/23.**
 - Amelia Feetham will run the canteen.
 - Will be requesting that Oxley communities contribute baked goods on the Friday.
 - Invited everyone to attend, even if they aren't horsey people.
 - Looking for volunteers to run the second-hand goods stall on the day and may ask for Senior School students to help as part of their service learning
 - Lauren Blom is currently storing the second-hand goods and will do another call out for donations prior to the event.
- **Oxley 40th Birthday**
 - **COCKTAIL PARTY**
 - **Scheduled for 20/5/23**
 - Centennial Vineyard is booked and can take up to 500 people. Teachers, parents, governors (past and present) and alumni will be invited.
 - John Fields Band is booked.
 - Tickets will go on sale 20 March.
 - There will be a silent and online option, coordinated by three parent volunteers.
 - **PIN OAK FAIR**
 - **Scheduled for 4/11/23**
 - Meetings with a committee are underway.
 - The vision is to have the Founders Field filled with rides for all age groups. Around the school, there will be market stalls, a sideshow alley, high tea, live music, art show and fashions on the field.
- **Hungry Ox**
 - The Pavilion Cafe will continue to run on Saturdays, with pies, sausage rolls and toasties
 - Looking for 1 or 2 people to run the Hungry Ox BBQ.
 - Waiting to get the ISA schedule for the term will plan when it will run. There are generally about 6 / term. Will push out the request for volunteers through the WhatsApp groups.
- **Whole School Trivia Night**
 - Previously planned trivia nights for the Junior and Senior School on alternating years but, as we can now use the PCC, we are planning a trivia night for the whole school.
 - Looking for people who might be interested in coordinating that, plan a theme, and organise a host.
 - Emily Kindred and Amanda Tate volunteered to organise.
 - Need to look at the Major Dates for Term 3. It was proposed to hold event on Saturday to allow time to clean.

9. OTHER ITEMS

- **Second Hand Clothing**
 - Still exploring avenues to upcycle second-hand uniforms. Plastic sports clothes are difficult to repurpose.
 - Will use some for the Fashion on the Field competition during the Pin Oak Fair.
 - Sooz Heinrich suggested making bunting for the fair out of old cotton dresses.

Next meeting is scheduled for 9 May, 5:30pm.

MEETING CLOSED 6.30pm