

# ST PETER CLAVER COLLEGE

## Parents & Friends Advisory Group - Meeting Minutes

### 2024

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**Term: 4, 2024.**

**Date: Tuesday 19 November 2024.**

**Location: St Peter Claver College, 10 Old Ipswich Road, Riverview.**

**Conference room 1: Champagnat Centre.**

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#### **AGENDA**

**1. OPENING 6:00pm**

Prayer read by Todd Riggs.

**2. ATTENDEES**

As per attendance register.

**3. APOLOGIES**

Laurel Thompson.

**4. APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Moved by – Todd Riggs.

Second by – Bronwyn Sheather.

**5. PRIOR BUSINESS CARRIED OVER FROM PREVIOUS MEETING**

Acknowledgement that the College had progressed to committee stage for our 50 Year Anniversary – progressing (T Riggs).

Updated bus wraps.

**6. SPCC PRINCIPAL'S COLLEGE REPORT** presented by Bruce McPhee.

- Uniform changes for 2025 (Todd Riggs)
- Events so far Term 4:
  - Cultural, Co-Curricular and VET Recognition Assembly.
  - Sports Awards.
  - Arts Showcase.
  - Year 12 External Exams.
  - Senior Badge Blessing.
  - Year 9 Camp.
  - Year 7 2025 Orientation Day.



- Year 11 Biology Camp.
- Evening of Excellence.
- Year 12 Graduation Evening.
- Year 12 Farewell Assembly.
- Upcoming:
  - Year 10/11 finishes this Friday.
  - Year 7-9 finish formal classes Friday.
  - Year 12 Results .
- Building Updates:
  - Performance Centre to remain at Claver Court.
  - Music and Drama rooms to be demolished at Claver Court.
  - Demolish Old Tuckshop – roof structure stays, buildings to be demolished, concrete to be repoured.
  - Toilets.

Moved by – Bronwyn Sheather.  
Second by – Dhoana Hargreaves.

#### **7. SPCC P & F PRESIDENT'S REPORT** presented by Bronwyn Sheather.

- Morning Tea with the Teachers. Budget requests have been received.
- Thank you to everyone who has participated this year. Thank you to the parents whose children have finished.

Moved by – Todd Riggs.  
Second by – Bridget Everding.

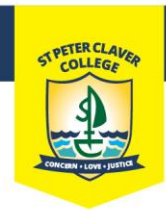
#### **8. FINANCE** – Presented by Todd Riggs.

- Report available upon request.
- Teams meeting for P&F budget requests – Sarah Reddam requested to be included in sub-committee (Term 1 Week 2 2025).

Moved by – Bronwyn Sheather.  
Second by – Bridget Everding.

#### **9. GENERAL BUSINESS** – Todd Riggs

- P&F Advisory Group – Charter
  - 5.2(c) – 6 years agreed
  - 5.2(e) – 4 members agreed
  - 12.1(a) – February/March for AGM, 12.1(b) – 4 meetings per year
  - 14.1 – Agreed 7 +1



## MEETING DATES

St Peter Claver College P&F ordinary meetings will be held once per term.  
2025 dates will be emailed to parents/caregivers at the beginning of each term.

## PARENT FORUM DATES & AGENDA

Sem 1 – The Resilience Project

## P&F EVENT SCHEDULE 2024

2025 events will be emailed to parents/caregivers at the beginning of each term.

### 10. NEW BUSINESS

#### a. Incoming Correspondence

Nil

#### b. Outgoing Correspondence

Nil

#### c. Discussions / Questions

- Ensure correct P&F dates are produced on the school website (Sarah Reddan).
- Claver Day – Can there be other activities available for students who do not like climbing or spinning rides (Tanya Basford). Todd Riggs provided information regarding other activities that are available. Archery Tag was suggested by Bozo Biddulf.
- Year 9 Camp – Is there a procedure for when students are sick? Is there a breakdown of communication between camp staff and the school staff? (Melanie Wheadon). Todd Riggs will follow-up on the incident and what procedure should be followed.
- Items going missing from Year 7 lockers (Sarah Reddan). Issue raised with Pastoral and was advised security footage would be reviewed. The bag has since been returned. Todd Riggs to investigate.

### 11. OTHER BUSINESS

Nil

#### DISTRIBUTION OF MINUTES OF MEETING

- Submitted & distributed by: Todd Riggs.
- Next Meeting: 18<sup>th</sup> Feb – 2025 – P&F AGM – commences 6:00pm.

Meeting Closed: 7:00pm.