Meeting commenced with a Prayer: 7:00pm

**Introduction of Committee and Staff:**

**Attendees**

**Parents and Friends:** Angela Cassidy (President), Caterina Thompson (Vice President), Toni McGinniss (Treasurer), Joanne Brooks (Secretary), Melissa Dance, Debbie Wills, Jane Steele, Caroline Jager, Anna-Maria Puli, Briar Ayliffe, Katrina Cooper and Kelly Rees.

**Staff:** Elaine Doran, Brendan Gill, Nick Bakker, Linda Bonnitcha, Brendon Gourlay, and Russell Joyce.

**Apologies**

Joe Sandric, Damian Lowe, Andrea Reece, Veronica Palmer, Wendy Nielsen, Bec Sward, Lesa Ratcliffe and Wendy Palmer.

**Confirmation of Previous Minutes**

- 6 June 2013 Meeting Minutes confirmed as True and Accurate

  **Moved by:** Briar Ayliffe  **Seconded by:** Brendan Gill

**Presidents Report**

- Thanks extended to everyone for attending.

**Treasurer’s Report**

**Account Balances**

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Account as at 7th August 2013</td>
<td>$22,790.82</td>
</tr>
<tr>
<td>Fair Account as at 7th August 2013</td>
<td>$3,193.35</td>
</tr>
</tbody>
</table>

During June and July:

- Gifts for the Fathers Day Stall have been purchased and are included in the expenses above with the subsequent revenue to be advised next meeting.
- P&F Dinner profit to be reported on at next meeting.
- Entertainment Book Sales are not included as yet due to Entertainment Publications not sending through the funds till all books have been returned.
- A request for payment of $2,972 from the Tasmanian Catholic Schools Parents Council to be discussed at next meeting.
**Principal's and Directors Reports**

**Principals Report**
- Thanked her leadership team, particularly Joe and Brendan, who kept the College functioning wonderfully well during her absence.
- Thanked Angela and Committee for all the P&F and Fair work done during her absence.
- Advised of Staff News
- Advised Giant Chess Set is up and running successfully.
- Provided update on Capital works at Kingston Campus
- Advised of Important Events coming up in May
- Please See Appendix B (located at end of minutes) for the detailed report.

**Kingston Campus Report – Brendan Gill**
- Welcomed Back Elaine
- Phase two of ELS(Empowering Local Schools) has commenced this term
- One College focus continued to improve and grow in Term 2 with St Aloysius Day, regular student visits between campuses, and some Year 10 students using the Kingston Campus NBN connection.
- School Wide Positive Behaviour Support going well with Betta-Bee badge and certificate program and staff have now been trained in using SWIS data collection program, although ability to interpret data undeveloped as yet.
- Reported that the Music Extravaganza went well, and is impressed with the Grade Three Sports Centre Visits.
- Please See Appendix C (located at end of minutes) for the detailed report.

**Pastoral Report**
- Update on Sacramental Program, Parish Volunteers and St Aloysius Day Mass
- Restorative Practice Leaders working in Kinder and Prep playgrounds
- Vinnies/Mini-Vinnies held sleep out in LC2 to raise money and awareness of the plight of the homeless.
- Update on Vinnies Food Drive and Naidoc Week,
- For the Full Pastoral Associate Report, please see Appendix D located at the end of the minutes.

**Business Arising from Previous Minutes**

**8.1 Entertainment Books**
- The School sold 250 Entertainment Books resulting in a $3,000 profit, which is approx $500 down from the previous year thought to be due to the increase in the number of books being sold by other organisations in the community. The P&F has not yet received the revenue as all books need to be returned before the cheque can be issued, and there is currently still 7 books outstanding
- Mel advised that from next year families will be able to choose to be put on a register, resulting in them receiving an empty envelope instead of the book. If they wish to purchase a book they can return the envelope, but if not then they do not have to take any further action. This should assist in reducing the number of books that are not returned in a timely manner.
- Angela thanked Mel and Danielle for all their hard work in relation to the Entertainment books as it is a big Fundraiser for the College.

Action: Provide Update next Meeting – Melissa Dance
8.2 Fundraising Dinner
- Lots of work going on behind the scenes with Bec and Lesa making all sorts of exciting things, Volunteers cutting up mysterious things, Angela working on the music and Dayna Baker working on Prizes and Donations.
- Linda Bonnitcha working with the Grade 9 and 10 Vet Hospitality students who are coming in again this year, with some of the previous year’s students acting as supervisors.
- Linda expects 20 students to be able to help on the night and they have been working on the serving skills required.
- Currently have 90 acceptances with approx 110 expected on the night, which is slightly down from last year’s 150.
- Due to offering better quality of food etc this year and numbers being slightly down, Toni advised that profit may be slightly down from last years $4,600.

Action: Provide Update next Meeting – Toni McGinniss

8.3 St Aloysius College and Parish Fair
- Fair plans are progressing well with a lot of work having been done so far this year, most stalls have allocated co-ordinators, raffle prizes are currently being finalised with tickets to go on sale late September, and on Friday we will be kick starting the collection days with a free dress day with “Bring a Bag or Gold Coin”. The Bag only needs to be a shopping bag of toys, clothes, books or a mixture.
- Sandra spoke at the Parish Meeting and it was agreed that Parish Collection’s will commence on Sunday 25th August from 10am to Noon. Please refer all queries re collection days to Caterina Thompson, with a flyer to be distributed shortly advising of collection details
- In previous years items have been left on the Parish Secretary’s (Anne Cooper) office step for long periods of time, if anyone notices items outside the door please contact Angela so we can arrange to have it taken inside.

8.4 Kingston Kinder to Grade 4 Disco
- Joe Sandric has previously confirmed that Grade 9 will run the disco on 20th September in the Sisters of Charity Centre. It is to be a no charge free dress day and Icy poles will be provided.
- The disco will be held during the day, with the Kinder-Grade 1 disco to be held first from 1.30 – 2pm followed by the Grade 2 – 4 disco from 2 – 2.45pm.
- Some parent assistance will be required in a supervisory role on the day.
- Angela liaising with Canteen for possible Pizza day.

Agenda Items

9.1 Funding Submissions
Summary of the Term 3 Funding Submissions is as follows:

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>REQUEST</th>
<th>AMOUNT</th>
<th>DISCUSSION &amp; OUTCOME</th>
</tr>
</thead>
</table>
| Sonia Vince 4L | Bar Stools for art rooms - most days eight to ten students from Grade 4 work in the art area. Currently we have five bar stools. 4 new bar stools would enable all students to remain seated during their lesson. | Original Request $200, Approved Req. $250 | Queried if 5 instead of 4 were in fact required as some days there are 10 students, equating to one per student. 
Approved: All – Up to 5 Stools if required up to a value of $250
Opposed: None |
| SRC - Brendan Gill | Betta-Bee Day 26 Aug 13. To assist with equipment for the day and some prizes. Prizes will be given out at assembly. We are helping students to learn the 4B’s. As we are the leaders of the campus, we think it is important to talk about Betta-Bee and behaving at school. | $200 | Next year SRC request’s will need to be incorporated into their SRC budget. (See discussion below on Huntingfield SRC submission)
Approved: All – Up to a value of $200
Opposed: None |
<table>
<thead>
<tr>
<th>Name</th>
<th>Request Description</th>
<th>Amount</th>
<th>Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmel Shelverton</td>
<td>Speakers for Classroom - Set of speakers for the classroom that would be used daily. All music currently on iTunes and speakers are needed to plug into the laptop and sometimes for TV. All students will benefit from the use of the speakers on a daily basic.</td>
<td>$200</td>
<td>Speakers to be looked at across the classrooms, with an audit conducted and current requirements decided upon for all classrooms at the same time. Brendan and Deb to review Speaker requirement and if required the school can resubmit a new claim next year. Also noted that the Teacher requesting is about to commence maternity leave and therefore will not be utilising speakers in the short term as Brendan advised not all Teachers utilise Speakers in Classroom. Approved: None Opposed: All and Request Denied</td>
</tr>
<tr>
<td>Sarah Godwin/Hui Furness</td>
<td>Bookshelves - The Kingston Library has run out of shelving space for books. Aboriginal teachers resources are currently in plastic storage containers or in the staff room. Request purchase 4 x bookshelves, that would be placed in the teachers resource room. This would allow all books to be on display so that teachers can see what is available and everyone would benefit.</td>
<td>$360</td>
<td>Angela advised that she had viewed the area and can confirm a lot of wasted space with tubs stacked in corner which does not allow a visual of items available and therefore other Teachers are not able to utilise them. Approved: All - to the value of $360 Opposed: None</td>
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<tr>
<td>Prep WI, WH &amp; O</td>
<td>Literary Resources - The Prep teaching staff would like to be able to purchase some literacy resources that will aid in supporting the phonological development of our learners. Specifically, we would like to utilise Smart Kids and Dandelion Series. All students in Prep will benefit and will continue in the following years. set</td>
<td>$600</td>
<td>P&amp;F impressed that Prep classes had worked together to submit Joint application. Angela upon discussion with Prep Teachers confirmed that it is for readers associated with phonological development. Prep classes currently have the cards but not the readers that go with the cards. These readers would stay in the classroom and do not get sent home, that is still the role of the magic word type readers that the P&amp;F have previously funded. Approved: All - to the value of $600 Opposed: None</td>
</tr>
<tr>
<td>Rosie Johnston</td>
<td>Large Building Blocks - The Kinder curriculum is play based and a set of large building blocks for the Kinder students would enhance the construction side of their play. Also this kinder year there are a large number of boys. All Kinder students would benefit and can also be placed outside for both Kinder &amp; Prep students to use.</td>
<td>$800</td>
<td>Approved: All - to the value of $800 Opposed: None</td>
</tr>
<tr>
<td>Sarah Godwin Library</td>
<td>Sofa &amp; bright giant cushions to create a reading corner in the library. All students at the Kingston Campus will benefit.</td>
<td>$950</td>
<td>All agreed that the library currently is a very sterile environment which is in need of a lift. Approved: All - to the value of $950 Opposed: None</td>
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<tr>
<td>Grade 4 SRC</td>
<td>Games for Games Zone - Large Chess &amp; Checkers, Giant Chinese Checkers, Jumbo Noughts &amp; Crosses and Chess pieces. All children at the campus will benefit.</td>
<td>$1,200</td>
<td>Elaine and Brendan advised that the Game Zone area was very successful and the outside games would be continued to be used all year round. Parents advised that feedback from their children using the area was extremely positive. Approved: All - to the value of $1,200 Opposed: None</td>
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<tr>
<td>Name</td>
<td>Request</td>
<td>Amount</td>
<td>Description</td>
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| Brendan Gill                | Request for Six-Ear Headphones per class for the Kinder- Grade 1. To be of sound quality, durable, adjustable with a 3.55mm plug type. | $1,000  | Brendan advised that head phones will in future be included on the Grade 2-4 Booklists. Audit had been conducted and a review of all classrooms done with the following request covering all Kingston Campus classes.  
**Approved: All - to the value of $1,000**  
**Opposed: None** |
| Canteen/P&F/ Fair           | 8 x Sandwich Maker/Grill & Pie Warmer                                    | $1,500  | Previous pie warmer is dangerous and breaches OH&S and therefore can no longer be used. These items are also to be utilised for the School Fair, e.g curry stall.  
Agreed that it is to be an asset of the P&F not the Canteen although it may be freely used by all. It is to have a sticker marking it as a P&F asset in order to avoid any confusion in future years.  
**Approved: All - to the value of $1,500**  
**Opposed: None** |
| SRC                         | Year 10 Graduation and the SRC, all Year 10 students will benefit and the wider community. | Original Request $1,000  
Approved Request $100 | Discussed that the SRC were ‘double dipping’ in that P&F funds are requested as well as conducting their own fundraising e.g Bulb fundraiser, which in turn reduces the P&F fund raising opportunities.  
It was agreed by Elaine, Brendan and the P&F that in future the SRC would not conduct any fundraisers, instead at the beginning of every year the Kingston and Huntingfield SRC would submit a budget to the P&F for $500 each, and then at the end of the year they are required to submit a report detailing how the $500 was spent.  
Approved: $100 for the purchase of reusable items e.g tablecloths, table settings etc associated with the leaver’s dinner.  
**Opposed: None** |
| Linda Bonnitcha/Br ee Crocker/Sue Heyward | Shelving - To put shelving in the new arts container and sliding doors on the shelves in the drama room. So when parades, drama and VET programs are run students cannot access these shelves and to ensure our equipment is kept tidy and clean. All year levels will have access to the costumes and props from year 5 - 10. All students will benefit. | $2,000  | Linda advised that the costumes are for Kingston and Huntingfield use and no storage space is currently available.  
**Approved: All - to the value of $2,000**  
**Opposed: None** |
| Peter Freeman               | Lego Robotics/Electronics - due to much larger than expected demand more equipment is needed for the Lego Robotics/Electronics to both teach the subjects as well as expand into Grade 5. Grades 5, 8, 9 & 10 will all benefit. | $2,500  | Elaine confirmed that this subject would still be offered even if current teacher was not available. Looking at offering it in Grade 5 as a taster type course, while currently being offered as an option in Grade’s 8 to 10.  
**Approved: All - to the value of $2,500**  
**Opposed: None** |
Correspondence In/Out

- Card from Kinder J students thanking the P&F for the funds that were used to purchase their new couch and cushions in their classroom.
- Email from Gerard Cronly thanking P&F for the funds to purchase Choir Microphones. They were successfully used at the College Mass last term.
- Request from Andra Roberts on behalf of Blackmans Bay Primary School requesting use of our Dunking Machine for their fair on the 10th November. Angela has advised her approval and will make the necessary arrangements.

Grade Representative Items

- No Grade Rep items were raised this month.

General Business

- Grandparents Day
  - Angela requested assistance to help serve tea and coffee on both campuses for Grandparent’s Day on the 13th September. For the Kingston Campus it was agreed that two stations would be required on the blue carpet with one more to be stationed in the lower classroom area.
  - The VET students will run tea and coffee at Huntingfield most probably in the library.
  - Noted that only 1 urn is allowed per power board
  - Briar advised that the Huntingfield campus is always jammed packed with people as more people always turn up than assumed so has requested the school to cater for this in planning for the day.
- Angela suggested an electronic whiteboard, currently costing $50, to be used as an alternative to White Board Markers, due to a number of parents complaining about the inability to wash out the markers from white shirts. Brendan to liaise with Teachers from Kinder to Grade 1 on Feedback.
- On behalf of the P&F Angela passed on her sincere thanks to those who had provided a plate and assisted at the afternoon tea provided at SCC after the funeral of Sarah Thompson (a much loved and respected parent of the College). Angela also passed on a special thanks from Leanne Pritchard received via email. Angela said it was a true example of the wonderful, caring and giving Community Spirit within SACC and we are all blessed to be a part of it. The P&F conveyed their deepest sympathy to Sarah’s Family and Friends.

Next Meeting 4th September 2013 - 7pm
Meeting concluded: 9.15pm

Minutes

Prepared by: Joanne Brooks
<table>
<thead>
<tr>
<th>Date Raised</th>
<th>Issue</th>
<th>Action</th>
<th>Assigned To</th>
<th>Due Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2013</td>
<td>Grade 10 Plaque</td>
<td>Angela to confirm quotes with Samantha Wilton and provide update at Sept Meeting.</td>
<td>Angela Cassidy</td>
<td>Sept 13</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Welcome BBQ</td>
<td>Review list of improvement ideas- Add to Dec 13 Agenda</td>
<td>Joanne Brooks</td>
<td>Dec 2013</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Basketball/Netball Hoop – Kingston</td>
<td>To be reviewed once the 1.5M Development Fund List is prioritised to ensure new area includes Multipurpose Basketball/Netball Hoop or an appropriate substitute.</td>
<td>Nicole White</td>
<td>Dec 2013</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Business Calendar 2013</td>
<td>Update to be added to Agenda</td>
<td>Joanne Brooks</td>
<td>Sep 2013</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Fundraising Dinner</td>
<td>Regular updates to the Meeting and contact Linda Bonnitchen re Vet Students</td>
<td>Toni McGinniss</td>
<td>Sept 2013 Meeting</td>
<td></td>
</tr>
<tr>
<td>March 2013</td>
<td>Kingborough Helping Hands</td>
<td>Details and volunteer request to be reported in next P&amp;F Newsletter</td>
<td>Angela Cassidy</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Volunteer Details to be forwarded to Edna</td>
<td>Angela</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Discuss possibility of organising groups by Grade Rep</td>
<td>Angela/Elaine</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Discuss possibility of Secondary School being involved in Preparation</td>
<td>Joe/Elaine</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Invite Edna/Leanne to next meeting to discuss Training requirements</td>
<td>Angela Cassidy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2013</td>
<td>Kingston Campus Disco</td>
<td>Angela to liaise with Joe and Brendan re assistance required from P&amp;F</td>
<td>Angela Cassidy</td>
<td>Aug 2013</td>
<td></td>
</tr>
<tr>
<td>May 2013</td>
<td>Sandpit Cover in Main Playground</td>
<td>Angela/Brendan to obtain further details of parents enquiry from last year and will provide update at September Meeting.</td>
<td>Angela Cassidy</td>
<td>September 2013 Meeting</td>
<td></td>
</tr>
<tr>
<td>May 2013</td>
<td>Potential Uniform Review in 2014</td>
<td>Discuss if a Uniform Review is required in 2014</td>
<td>Angela Cassidy</td>
<td>December 2013 Meeting</td>
<td></td>
</tr>
<tr>
<td>June 2013</td>
<td>Review Dunking Machine</td>
<td>Review Dunking Machine hire practices and discuss the rules regarding ongoing Maintenance requirements.</td>
<td>Angela Cassidy</td>
<td>February 2014 Meeting</td>
<td></td>
</tr>
<tr>
<td>June 2013</td>
<td>Funding Submission</td>
<td>Purchase of headphones not approved</td>
<td>Brendan &amp; Toni</td>
<td>July</td>
<td>Completed</td>
</tr>
<tr>
<td>June 2013</td>
<td>Entertainment Books</td>
<td>Provide Update next Meeting</td>
<td>Melissa Dance</td>
<td>Sept Meeting</td>
<td></td>
</tr>
<tr>
<td>June 2013</td>
<td>Improved method of Distribution of School Notices</td>
<td>Locate old Notice Board for P&amp;F use Review current notice distribution system and suggested Improvements and provide framework and timeline for implementation of an Improved System</td>
<td>Brendan</td>
<td>September Meeting</td>
<td></td>
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</tbody>
</table>
PRINCIPAL’S REPORT

P&F MEETING

7TH AUGUST 2013

This will be quite a short report because I have only just returned from leave three weeks ago. My study/long service was absolutely amazing. My husband, Lee, and I visited some stunning countries, cities, towns and villages throughout northern Italy, on our river cruise on the Rhone and Rhine Rivers and, then to complete the journey, a 16 day tour of the British Isles. It was certainly the trip of a lifetime.

I wish to thank my leadership team, particularly Joe and Brendan, who kept the College functioning wonderfully well during my absence. I have received many reports about the leadership of the College stating that there was, and is, such positivity in what we are doing and how we are perceived in the community.

Thank you to Angela and her wonderful committee on all the magnificent work you have done and continue to do in the organisation of The Boot Scootin’ Bonanza and the Sausage Sizzles. The College/Parish Fair organisation seems to be in great shape and on track for another massive day.

STAFF NEWS

Ms Robyn McNicol has been appointed as Visual Arts teacher at the Huntingfield Campus, while Ann Menezies is on maternity leave. Ann and her husband, Simon O'Donnell, have welcomed their baby son, Benson.

Three other staff members will be welcoming new additions to their families later this year and early next year. Gabrielle Fisher and her partner, Michael Fisher, will welcome their third child at the end of October. Carmel Shelverton and her partner, Jay Sills, will welcome their first child in early November. Brendon Gourlay and his wife, Jenny, will welcome their first child in January.

Joe Sandric is currently on long service leave and will return on Monday 19th August.

THE GIANT CHESS SET AT THE KINGSTON CAMPUS is up and running and is receiving great support from the students.

CAPITAL WORKS AT THE KINGSTON CAMPUS

The College Board is working with the Catholic Education Office on plans to upgrade classrooms and other facilities at the Kingston Campus. Last week, representatives from four architectural companies toured the campus to prepare briefs for the proposed works. It is anticipated that works will commence in 2014.

IMPORTANT EVENTS DURING AUGUST

11th College/Parish Mass at 10.00am
12th – 16th Catholic Education Week
17th P&F Boot Scootin’ Bonanza at the Sisters of Charity Centre from 6.30pm
19th – 30th Grade 3 – 6 Two Week Swimming Program
19th College Board Meeting
24th & 25th First Eucharist Masses

Elaine Doran
PRINCIPAL
7th August 2013.
Welcome Back Elaine
The ship did not sink! Welcome back Elaine, it is fantastic to have you back! Joe and myself would like to thank the P&F for your wonderful and generous support during Term Two. When the going gets tough, the tough get going!

ELS - Empowering Local Schools
The ELS project has really been fantastic for staff. I believe that we will see some very positive outcomes in relation to student learning. We have commenced phase two this term. This focuses on multiplication, division, subtraction and addition.

One College
This has continued to improve and grow. Joe and Brendan regularly met in Term Two and one of the main focuses was to ensure that momentum continued in this area. We have regularly had students visit both Campuses. There has been a lot of positive parent and staff feedback about the initiative. All the work culminated on St Aloysius day. It was brilliant. So good, Anna Bombardieri said it was the best St Aloysius day in twenty-four years! It was relaxed, student-run, quirky and lots of fun -there was a flood of positivity in the air and we felt that the connection between the two Campuses was significantly strengthened. It is also great to see some year ten students using KC’s NBN connection to learn!

SWPBS - School Wide Positive Behaviour Support
Positive behaviour support has been strong this term. The Betta-Bee badge and certificate program is strong and supported by staff, parents and students. All staff (including teacher assistants) have now been trained is using the SWIS data collection program, although our ability to interpret the data is at an early, undeveloped stage.

Music Extravaganza
Congratulations to Ms Marla Leitch, Mrs Elaine Doran and the student community for the fantastic Musical Extravaganza Part One. A great One College on Two Campuses event.
A New Tradition has begun at our College: On a recent trip to Melbourne for CSYMA, I was fortunate enough to visit a wonderful Catholic College, St. Francis Xavier that is, believe it or not, a “One College on THREE Campuses!!”. I was most impressed on visiting each front office to see a large and varied array of crosses and crucifixes on the wall. These were donated by staff and families who visited different parts of the world and brought back these lovely symbols.

After speaking with the College Leadership team, we have decided to start this tradition at St. Aloysius. We already have a great start to our collection with crosses from Rome and Assisi, donated by Elaine, a St. Brigid’s Cross from Ireland, donated by Brendan Gill, a St Patrick’s cross from Dublin, donated by Janey Donovan, and a lovely glass cross from Santorini, Greece, donated by Georgie Fleming. Families are encouraged to contribute to our cross collection too.

UPCOMING EVENTS:
* College/Parish Mass: Our next College/Parish will be held this Sunday 11th August. Families are warmly invited to attend. There will be a morning tea afterwards, so please bring a plate to share.
* Vinnies Justice Day: Our Vinnies students have been very busy planning this year’s Justice Day which will be held on Thursday 16th August. The theme this year is “Who Will Speak if We Don’t? - being a voice for the voiceless in our community”.
  I have included an outline of the day. (see reverse)
* Inaugural Student RE Conference at GYC: On Friday 17th August, twenty of our Grade 9 and 10 students will join with over 150 other students from Catholic schools across the state at the inaugural student RE Conference being hosted by GYC. As well as keynote speakers, students will have the opportunity to attend workshops in the areas of music, art, sport, leadership, social justice, dance and meditation. The students are really looking forward to this day.

Leanne Prichard