

St Ambrose Catholic Primary School - School Community Group - Minutes - Term 4

Thursday 30th October 2025

8:15am

Meeting called by:	St Ambrose Parent Forum	Type of meeting:	General Meeting
Facilitator:	Brian Laybutt (Principal)	Note taker:	Nicole Adams (Secretary)

Attendees:	Brian Laybutt Chelsea Carter Sue Falcke Jason Artherton Nicole Adams Rebecca Mander Kathryn Schuback
Apologies:	

Minutes

Jason welcomed everyone and attendees introduced themselves.

Welcome to Country read by Mr Brian Laybutt and Parent Forum Prayer read by Mrs Sue Falcke.

Chairperson Report: Jason

- Jason thanked the school community as he leaves role as chairperson & invited nominations for the role in 2026

Secretary Report: Nicole

- No correspondence to the School Community Group so far this term or since our last meeting.
- Upcoming events involving parents, for parents to keep an eye out for:
- Book Week - week 3, Thursday 30 October at 9:15am.
- K-5 end of year presentation day - week 9, Monday 8th December. K-2 at 9:15am and 3-5 at 1:30pm, in the school hall.
- Year 6 graduation Mass - week 9, Tuesday 9th December, 9:15am
- Carols and Nativity, Year 6 Celebration Evening - week 9, Friday 12th December. Carols and Nativity, 2pm in the school hall.
- Last day of school and Year 6 guard of honour - week 10, wednesday 17th December at 2:30pm.

- All dates and times are live on the school calendar.

Principals Report: Brian

- Father's Day Stall
- School Camps
- K-2 Swimming Program
- Sports Electives
- Bush Dance
- Book Week/Parade
- St Ambrose Has Got Talent
- Kindergarten Orientation
- Coffee & Conversation - Week 5
- Classroom Showcase - week 7

Teaching & Learning Report: Chelsea

- Student Reports (Week 5 - Wednesday 12th November) and Parent Meetings (Weeks 6 & 7)
- Upcoming SDD (Pupil Free Day) Week 8, Monday 1st December
- SCU Partnership - continue into 2026, supporting 19 students in 2025

Religious Education Report: Sue

- Grandparents Liturgy, Friday 31st October, 9:15am in the Church, morning tea to follow
- St Ambrose Feast Day - Week 8, Friday 5th December, jumping castle and sausage sizzle
- TTFM - Feedback from child/parent responses were published in last week's newsletter
- Season of Advent - learning about the lead up to Christmas

GENERAL BUSINESS

Brian

- Shade & Signage - extra shade for the new tables have been organised but waiting on council for possible DA.
- Canteen - the position for a new canteen manager has been advertised, applications close next Friday

Chelsea

- K-2 iPad program meeting in the hall - week 4, 5:30pm Tuesday 4th November.

Jason

- AGM Term 1 nominations 2026 (responsibilities of chairperson, contact the school)

Brian

- Staffing - canteen, principal nomination for Chelsea Carter, assistant principal has been elected which will be announced next week, Kristie-Lee Beacroft will take leave in 2026 - additional needs teacher will be advertised and a new appointment will be made soon.

Chelsea

- Start dates for 2026 are on the school calendar - staggered start as previous years, Monday 2nd February, also swimming carnival day. Kindergarten start date Tuesday 3rd February.
- Kindergarten parent meeting
- SCG AGM and planning meeting, week 4 in 2026
- Term 1 'event'

Bec

- Monster Raffle, drawn Friday 31st October after lunch in the hall. Great response so far, encourage more sales in the next 24 hours.
- Brian's Farewell on the Classroom Showcase Day - week 7, 1:30pm, Friday 28th November

Sue

- Last Day morning assembly, Wednesday 17th December - Brian's farewell with students

Brian

- Thanked Jason for his positive contributions to the school and chairperson of the SCG

Jason closed the meeting