

Prince of Peace School Council

Annual Report 2016-2017

Report prepared by: Melanie Rogers, School Council Chairperson (outgoing)

This report covers the inaugural year of Prince of Peace School Council, from inception in spring 2016 to June 30, 2017. The year-end financial report is attached.

The first year of the Prince of Peace School Council was complex, as new executive members were elected, committee leads established, committee volunteers recruited, and all roles defined. A delayed school opening added additional complexity, as everyone worked to build a new school culture in both separate school locations within the city and following the move into the Prince of Peace school in Auburn Bay.

The greatest achievements of School Council this year included:

- initial organization into a functional School Council;
- unification and mobilization in pursuit of shared goals; and
- orchestration of multiple support activities including several successful fundraising endeavours.

Executive Membership for 2016-2017

Melanie Rogers, Chair

Melissa Neville, Vice-Chair

Loni Rikihana, Treasurer

Mustang Randall, Secretary

Highlights of this year included:

September

- Establishment of standards for meeting agendas, meeting flow and minutes
- Establishment of bank account and other set-up financials
- Creation of a shared School Council email account
- Organization of School Council committees and leads (fundraising, special events, fun lunch, school parish liaison)

October

- Support to school opening and Open House on October 11
- First fundraising activity: bake sale
- First formal reports on activities from new School Council committees

November

- Further organization of committee work, including enhanced protocols, processes and approvals
- Conversation around the International Travel Moratorium
- Fundraising activities: cheque writing campaign, reverse bottle drive, Fundscrip gift cards
- Support to Blessing and Dedication planning
- Addition of volunteer coordinator role
- Establishment of monthly staff appreciation dates
- Establishment of semi-monthly fun lunch dates
- Update on sacraments provided by Parish Liaison

December

- School Council support of district-led restricted enrolment discussions
- Fundraising/special event activity: St. Nicholas Store
- Acquisition of School Council funds forwarded from Don Bosco's School Council

February

- School Council support of Blessing and Dedication ceremony
- School Council support of district-led *Help Plan Our Future* meeting
- Identification of a forthcoming Education Society already in the works
- Special event activity: Shrove Tuesday pancake breakfast

March

- School Council inaugural bylaws drafted
- Fundraising activities: bake sale, reverse bottle drive
- Notification of the first Annual General Meeting to be held, including date identified
- School Council support of restricted enrollment communication sent to all families
- Updates on sacraments provided by Parish Liaison
- Identification of year end carnival plans

April

- Fundraising activity: greeting card box

May

- First Annual General Meeting held, including executive elections
- School Council inaugural bylaws approved

June

- Fundraising/special event activity: year end carnival

Summer 2017

- By-laws updated to include an appendix outlining detailed procedures around fundraising and special events, to provide greater clarity for volunteers.