



Principal Advisory Group

Meeting Minutes – 16 June 2025

1. Welcome, Devotion, Tour

The meeting commenced with a welcome and prayer. Attendees were taken on a brief tour of the admin building.

2. Schoolbox – Parent Access and Communication

A detailed walkthrough of Schoolbox was provided, with particular attention to its role in enhancing transparency and communication between school and home. Key features and updates include:

- Notifications and Grades: Parents can view assessment results and teacher feedback through the 'Grades' section, accessible both via desktop and the mobile app. Real-time notifications alert families when new results or comments are published.
- Task Visibility: Upcoming assessment tasks, due dates, and task descriptions are available. The app also displays task weighting, linked outcomes, and submission details for digital assessments.
- Cohort Comparison: A visual tool allows parents to see how their child is performing in relation to the class. This includes class medians and range distributions, presented in a clear, accessible format without emphasising specific rankings.
- App Usability: The app version of Schoolbox provides instant access to key features. Issues around filter defaults and overwhelming calendar views were acknowledged, and back-end improvements are underway to streamline the user experience.
- Parental Familiarity and Support: Plans are in motion to create a help page with short (30-60 second) screen-grab instructional videos. These will demonstrate common tasks such as finding grades, viewing feedback, and navigating the calendar. Examples from payroll and other support tutorials were cited as effective models.
- Technical Issues: Some parents experienced login challenges, particularly when accessing Schoolbox through the older Parent Lounge portal. These issues have largely been resolved, but feedback was noted for continued refinement.
- Encouragement and Engagement: Parents are strongly encouraged to download and regularly use the app for streamlined access to all school communications and systems. The College is considering promoting app usage through reminders and QR codes in the weekly newsletter.

Overall, the Schoolbox platform was affirmed as a powerful tool to foster greater visibility into students' academic progress and provide a central hub for communication.

3. Parent Communications – Messenger and Update

The College is undertaking a comprehensive review of all communication channels as part of a renewed focus on community engagement. This is being led by the recently appointed Marketing Manager and aligns with a broader update to the College's strategic communications plan.

- Channels Under Review: Key platforms include the weekly newsletter, mobile app notifications, emails, Schoolbox announcements, Messenger alerts, and social media. The intent is to assess each channel's effectiveness and role in reaching diverse segments of the College community.
- Newsletter Value: Parents affirmed the importance of the weekly newsletter, particularly its role in keeping families informed about key dates, student achievements, College events, and the broader school culture. The newsletter is also seen as vital for building a sense of community and continuity across year groups.

- Frequency and Format: Some discussion focused on whether weekly updates are the most efficient use of staff time and whether fortnightly issues could be equally effective. Additionally, ideas were floated around tailoring the format of communications to allow easier access to specific content (e.g., standalone links for key dates or event registrations).
- Overcommunication vs Accessibility: A tension was acknowledged between ensuring that information is comprehensive versus risking overcommunication, which can lead some parents to disengage. Parents noted they often skim content for relevant details and may ignore duplicate messages across platforms.
- Platform Preferences: The review will include surveying the parent community to better understand which communication channels are most frequently accessed and how information is consumed. The aim is to streamline and clarify communication pathways without reducing the quality or frequency of updates.

The College is committed to refining its communications strategy to ensure it is clear, consistent, accessible, and aligned with the needs of the school community.

4. Staff Development Week – Possible Changes

Feedback was received around the potential benefit of aligning staff development days with long weekends.

The College will consider impacts on families and overall calendar rhythm.

5. Safe Entry to College and Church Update

Concerns raised about pedestrian safety near Driveway 2.

The area is church property; initial conversations have been held with the church.

Once current construction concludes, community reminders will reinforce safe access routes.

6. Community Survey Questions

A College-wide parent survey is planned for Term 3. Suggestions for inclusion:

- Parental engagement and visibility of the PAG
- Communication effectiveness
- Student wellbeing and discipline
- Co-curricular and community events
- Career preparation and subject selection
- Feedback based on parent tenure

7. New PAG Members

Two new members will be sought via community nominations this term, with appointments planned for Term 3.

Parents are encouraged to recommend individuals with strong community involvement and broad year-group representation.

8. Other Business

- Christian Life and Wellbeing: A request was raised to increase input and intentional teaching around Christian living and values for senior students, particularly in areas such as relationships, alcohol use, mental health, and resilience.
- Year 12 Social Events: Positive feedback was shared regarding recent Year 12 social outings, such as the Vivid Sydney excursion. These were commended as valuable opportunities for community building, modelled by staff, and providing safe and positive experiences.
- Sport Uniforms: Parents reported a lack of appropriately sized and modern uniforms for students representing the College in sport, particularly in netball. It was suggested that if students are expected

to uphold high uniform standards at school, they should also be well presented in co-curricular settings. A review of current stock and investment in updated items was recommended.

- Visibility of PAG: A recurring theme was the need to raise awareness of the Principal's Advisory Group within the wider parent body. Ideas included re-advertising the group and its purpose in the College newsletter, sharing the names and roles of members, and simplifying ways for parents to make contact. Ensuring that new and less connected families know how to engage with the PAG was noted as a key priority.

Next Steps:

- Distribute meeting summary to attendees.
- Develop and circulate draft community survey.
- Publicise PAG nomination process and enhance visibility.
- Action follow-ups regarding uniform, campus traffic, and parent tutorial videos.

Meeting Closed: 9:15pm