



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 22 March 2019

Venue: MCCPS Staff Room

Chair: Michelle Hall

Minute Taker: Leah Rheinberger

<p>1. Welcome – Michelle Hall Opening Prayer – Leah Rheinberger</p>
<p>2. Attendees: Executive – Michelle Hall, Leah Rheinberger, Rebecca Exham Office Bearers – Leonie Jones, Kate Godwin-Johnston, Marina Hayward, General Members – Alissa Fazio, Giulia Orlando, Corey Gaidzionis, Kylie Galipo Other attendees – Toni Kalat, Nicole Woodhouse, Julie Southwell, Chiara Clarkson, Nicole Skelton, Michele Cuthbert, Dee Amato, Grace Duca, Jennifer Cotton, Marie-Ann Davey, Linda Miguel, Vicky Hartill, Deborah Tan, Renee Bott, Kelly Hulme, Sean Jarrett, Liliane Torres</p> <p>Apologies: Helen Kruh, Louise McEntee, Deb Horton, Tina Stevens-Galipo, Father Joe, Linda Corlett, Stephanie Gill.</p>
<p>3. Previous Minutes Accepted by: DH Seconded by: TK</p>

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
4. Business Arising from previous minutes – Action Report				
4	Action Report	See action report at the end of the minutes		
5. Standing Items - Committee Reports				

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
5.1	President	<ul style="list-style-type: none"> • Events – Sundowner, Nature Play, Camp Out events held • Wellness week was well received • Thanks to the staff working on the Swimming Carnival <p>See full Presidents report attached below</p>		
5.2	Principal	<ul style="list-style-type: none"> • Teachers have been busy assessing children • Specialist learning programmes have commenced • Lent is here • Swimming Carnival (Senior school) – thanks to Ryan Donnelly for supporting the children. Thanks to the parents for attending, clapping/supporting and helping • P&F Dad's camp out – double the numbers, thanks for Corey and all helpers for organising • City of Cockburn – we have a good relationship, we have been given an opportunity to have a say in the green spaces • Commitment Masses for Year 6 • Food Allergy incursion 1 April in the Community Centre – open to parents, targeted for PP-Year 3, but all can attend • Edudance – not being professionally filmed this year • Speech and OT are coming up • Swimming Interschool coming up • PD – Making Jesus Real • Thanks for the P&F Exec and Committee for the three great events we have held this Term. <p>See full Principals report attached below</p>		
5.3	Treasurer	<ul style="list-style-type: none"> • Bank balance - \$29,087 • Expenses – Sundowner \$ <ul style="list-style-type: none"> ○ Mother's Day Stall - \$3884 ○ Gift for auditor - \$112 ○ Gift for editing constitution - \$50 ○ Camp out – Profitable - \$507 (donations from local communities, raffle raised some funds) 		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> • Mark C thanked the staff for presenting at the School Community meeting, thanked Father Day/Father Joe. • Council consultation process – it was great to be included, we need to be flexible 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> No report 		
5.6	Parish Representative	<ul style="list-style-type: none"> No report Marina - Hammond Park Parish – is still part of the Mater Christi Parish, they have weekly masses now, at some point in the future it will become its own mass 		
5.7	CSPWA Report	<ul style="list-style-type: none"> Name change has been approved to be Catholic School Parents of WA (CPSWA) – represent parents who have children in Catholic Schools in WA CSPWA – Invitation to attend the naming event – 4th April 2019 – see link http://www.pff.wa.edu.au/ 		
5.8	Sunsmart Representative	<ul style="list-style-type: none"> Stocked up sunscreen in the admin area Thanks for organising Syd for the swimming carnival 		
5.9	News & Info Coordinator	<ul style="list-style-type: none"> If anyone would like any information included in the newsletter please email loobyLou_85@hotmail.com BEFORE Thursday 12pm. I will be putting an emphasis on the 'just one thing' concept in future newsletter articles, encouraging parents to get involved and to try and do just one thing each year, this not only gives the P&F a chance to put names to faces but also gives more parents the opportunity to have a voice. 		
5.10	Food Coordinator	<ul style="list-style-type: none"> Sundowner - All went well - plenty of food that people enjoyed. Nature talk - went well with tea and coffee and some lovely treats. 		
6. Correspondence				
6.1	CSPWA – Invitation for name celebration	<ul style="list-style-type: none"> Discussed in 5.7 		
6.2	Fundraising - School Fun Run, Vino and Brew	<ul style="list-style-type: none"> Mentioned, P&F not interested in these 		
7.0 General Business				
7.1	Mother's Day Stall	<ul style="list-style-type: none"> Most items haven been purchased, gifts will be up to \$2-5 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
		<ul style="list-style-type: none"> Children allowed to purchase 1 item during their class time, then at lunch kids can purchase remaining gifts Helpers on the day still needed 		
7.2	Nature Play Talk - recap	<ul style="list-style-type: none"> Griffin Longley – great talk, no charge, but a small gift was purchased. There was a great recap in the school newsletter for those who missed the talk. 		
7.3	Dad's camp out	<ul style="list-style-type: none"> See Presidents report 		
7.4	Easter Raffle	<ul style="list-style-type: none"> Same colouring sheets as last year, will go out today New colouring in competition sponsor for 2019 – Inspirations Paint (Rheinberger family) Winner decided on 2/04/19 for the year group will get a special Easter basket Raffle will be drawn on 4/04/19 Prizes will be handed out in class on Friday 5th April 		
7.5	City of Cockburn – Grants and Research	<ul style="list-style-type: none"> There are a number of grants available – due 29 March and September Probably too late for the P&F to register for these grants – aim for September Suggestion - talk/training on autism/ADHD See attached 		
7.6	P&F Projects 2019 – who's interested in coming to a brainstorming session??	<ul style="list-style-type: none"> Names being collected in this meeting Need to open to the wider community – in newsletter Meeting to be arranged – perhaps on a Friday People to bring their ideas to the meeting 		
7.7	P&F Handbook	<ul style="list-style-type: none"> Drafted a P&F Handbook about the P&F works, subcommittees, guest speakers, fundraising, projects that we fund via the P&F levy Will be circulated to the P&F Committee for review/comment Motion – do we encourage the “Just One Thing” to help the P&F. Motion carried. 		
7.8	Your Move Program (Travelsmart program for schools)	<ul style="list-style-type: none"> Schools can register to get involved, the idea is to encourage achievable, sustainable school/family goals You can access mini-grants to improve accessibility, bike racks. P&F agree to pursue City of Cockburn Schools Update 2019 Brochure 	Vicky Hartill to sign us up!	

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
7.9	Climate Clever Program (City of Cockburn)	<ul style="list-style-type: none"> Assisting schools to reduce their carbon emissions Cost is \$4 per student – total is \$2800 City of Cockburn/Curtin University Mainly on-line, benchmarking your carbon emissions, working out ways to reduce carbon emissions and save money, lessons plans/students to get involved, energy auditors (students) available - Schools and families P&F Support in general, school to decide if this can be incorporate into their operations/curriculum 		
8.0 Community Questions				
8.1	Kids running club	<ul style="list-style-type: none"> Concept – kids meet at the Oval at 8am twice a week, run some laps which will equate to kms. Aim to reach 1, 10, 100kms over the year. Prizes to be awarded at various stages with a medal at 100km. To be run by a qualified PT and running coach with support from parents. Is the oval available for Mater Christi use from 8am? TK – yes it is. Parents of participating children would need to be there – liability (running club is not a babysitting service) To include kindy's (ensure the days enable kindy participation) P&F happy to support this initiative, including providing a small amount of money for prizes (details to be agreed later) 		
8.2	Timeliness of communication	<ul style="list-style-type: none"> Some communications have been timely (eg swimming carnival) However, often finding out at last minute. This puts pressure on families. 		
8.3	Lollies for rewards	<ul style="list-style-type: none"> What is the schools policy on lollies for rewards? Some classes are doing this. TK – the school's policy is no! 		
8.4	Filming of assemblies	<ul style="list-style-type: none"> Can the school film the assemblies? We can't always see the children...and some parents hold their ipads really high, blocking the view TK – suggested getting to assembly early to get a good seat. 		
8.5	Allergies - coconut	<ul style="list-style-type: none"> Can this be covered in the allergy talk? Yes Yes coconut is allowed 		
8.6	Existing playground	<ul style="list-style-type: none"> This is being addressed by the City of Cockburn planning process 		
8.7	ABMT – organising helpers	Leonie Jones, Vicky Hartill, Jennifer Cotton, Alissa Fazio, Leah Rheinberger		
8.8	Crosswalk Attendant	Was intended for Diving Mercy - Time is 7.30-8.30am and 2.30-3.30.		

Ref	ISSUE	DISCUSSION			ACTION	By Whom/ When
		Will be assessed to see if an additional attendant is needed.				
CLOSE: 10.30						
NEXT MEETING: 7pm Tuesday 14 May 2019		LOCATION: MCCPS Staff Room	CHAIR: Michelle Hall	OPENING PRAYER: Leonie Jones		
<u>Meeting Schedule:</u>						
7pm Tues 19/02/19	9am Fri 22/03/19	7pm Tues 14/05/19	7pm Tues 11/06/19	9.30 Fri 9/08/19	7pm Tues 10/09/19	
7pm Tues 22/10/19	AGM 7pm Wed 20/11/19					



Mater Christi Catholic Primary School
Parents & Friends Meeting
 Action Report Updated 22 March 2019

MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
8/03/2016	P&F Executive and office bearers to produce position description	Facts sheet and position description template sent to 2017 P&F Exec and Office Bearers (14/03/17) Secretary role completed Feb 2017 April/May - no update Aug 17 - Sunsmart role received, Class Rep one in progress Sept 17 - no update Feb 18 - LR to follow up each member from 2017 Mar 18 - no update May 18 - when constitution is confirmed, LR will draft all position descriptions June 18 - Leah is drafting these in line with PFFWA induction, descriptions and our Constitution July 18 - Michelle Hall is meeting with Marina Hayward to progress Aug 18 - As June/July March 19 - drafted, Leah to circulate to the P&F Exec for final comment prior to finalising	Leah Rheinberger	22/03/2019		
24/07/2018	7.6.1 Book 3-5 P&F members onto Responsible Service of Alcohol training	Sept 18 - no update Oct 18 - no update - need to find list of interested people (Michelle Bradford, Tina Stevens, Leah Rheinberger) Feb 19 - Tina Stevens and Michelle Bradford have completed March - Vicky Hartill interested - Michelle Hall to provide details	Michelle Hall	11/09/2018		
16/10/18	8.6.1 MCCPS to consider if we can fundraise via a freedress day in Term 4 for Mates without Borders	Feb 19 - Term 1 or 2	Toni Kalat	14/05/19		
22/03/19	7.8.1 Sign Mater Christi up to the Your Move Program		Vicky Hartill	14/05/19		

Welcome to everyone here this morning, *"I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar people, and pay my respect to Elders both past and present."*

Presidents Report 22nd March 2019

We've had a busy few weeks during March, which has required lots of volunteer support from our committee. Thank you to everyone who has been involved. We hosted Griffin Longley, a guest speaker from NaturePlay WA who provided us with lots of though provoking ways to balance screen time against the available playtime and areas our children now travel independently. Toni mentioned the main points in last week's newsletter, so please re-read that for a recap.

Dad's Group ran another highly successful Campout. Thanks to Corey Gaidzionis and his team of Dads who made this event happen. Space was found for every family who wanted to attend and a lot of special time was spent for Dads and kids enjoying a night off Mum's cooking.

We all enjoyed another relaxing Wellness Week in Wk 5, thank you for continuing this initiative, it is welcomed and appreciated by parents and children, as it is I'm sure by staff.

Thanks to all of the staff, particularly Ryan Donnelly for the coordination of the swim carnival and Jacob O'Reilly for his race commentary. Mention must also go to the staff members who donned the Sid the Seagull costume for a hot and sweaty moment of glory.

I have continued to represent all parents in my monthly discussions with Toni regarding the oval and playground re-development. We were fortunate to have two opportunities where the City of Cockburn attended the school to seek our community's input into the plans that have been made for the space. I hope that everyone who was interested made time to have their say. We have P&F funds to be spent in 2019 and hope that we can put these to good use for our children this year.

We will host one Good Cup Café this term, on a Wednesday. Please encourage all parents to come along to chat and meet new parents, provide support to others .

Could I ask that we keep Carolyn Gillett and husband Pete, their girls Annabelle and Olivia, in our prayers for Caz's health, and also for those close to her to continue to support her and her family.

Thank you.

Principal's Report
P&F Meeting 9am Friday 22 March

It has been a very busy few weeks since our last P&F Meeting. The assessments that we do throughout the Year levels at the beginning of each year have been completed with the data informing the teachers where each child is at, their needs to move them forward in their learning and if intervention is required. This includes support with Reading Recovery, Mini Lit, small group work, Toe by Toe, Enrichment, CAP, GAP and IEP's. The last two days have involved parents, teachers, support staff and the CEO Consultant meeting together to discuss educational goals for children on an IEP – Individual Education Plan. Thank you to all the staff involved in these endeavours and to Tracy Duffy our Support Coordinator who has worked with both the teachers and parents through this process.

We began the **Season of Lent** in Wellness Week with our Ash Wednesday Mass. Julie and I also spent time in the Kindy and Pre-Primary classes where we had a little 5-minute prayer, explanation and giving of ashes to the children, staff and parent helpers in those rooms. Fr Joe spent most of Ash Wednesday with the Year Six campers at Forest Edge where we celebrated a peaceful prayer Liturgy of the Word outside, overlooking the hills and valleys near the camp – one with nature and the presence of God.

The **Swimming Carnival** was a great success due to Ryan Donnelly's great organisation, hard work and always positive attitude. Jacob loved his day of fame on the mic and as always, a great parent turn out. Thank you

P&F Camp Out – this year there were double the number of sign ups and double the number of people attending the Camp Out. Thank you to Corey for his tremendous work in organising this event. He was able to carry on from Trampas Hall's successful inaugural Camp Out last year, which laid the foundation and great interest from our community. Corey and his Team are to be commended.

Oval/Green Space – Thank you to the City of Cockburn for the opportunity to input into the design of the oval. Parents were given two sessions where they and their children could speak with the Council people, view ideas and input into the future design and type of playground that the community would like to see developed. Loss of parking on the top oval was a great concern.

Coming Up: -

- Confirmation Commitment Masses - 30/31 March
- Food Allergy Incursion - 1 April (PP/Yr1 9-9.30am, Yr 2/3 9.45-10.15am)
- OT Screening Kindy/PP Week 9
- Parent/Teacher Interviews Week 10
- Interschool Swimming Carnival - 8 April
- Speech Screening Kindy Week 10
- Edudance Week 10 (no professional videoing due to copyright)
- Making Jesus Real Staff PD – 11 April (Student Free Day)
- Staff Team Building Day – 12 April (Student Free Day)

From the above events, it is obvious that our great work continues and there is never a dull week at Mater Christi.

Thank you to the P&F Executive and Committee members for three great events this term. You are very proactive, in building community through the events you organise for our parents and children. You are very much appreciated.

City of Cockburn Grants Sundowner 2019

I attended with Bec exam in early March. Applications for grants close on 29th March and again in September. Applications are made online through smartygrants - <https://cockburn.smartygrants.com.au> thought speaking with an officer first is highly recommended.

Services available to schools are listed in the School Update 2019 (on the City of Cockburn Website and posted to schools annually)

School Awards City provides school graduation awards: one graduation award and one optional Aboriginal and Torres Strait Islander award for each primary and secondary school.

- New 2019 a 'Loose Parts in Parks' trial program will take place in Cockburn parks to encourage creative play. Local schools involved will be informed closer to the time.
- **Reimbursement Donations to Schools** City offers annual reimbursements to schools for the cost of a bus trip for an interschool sports day, a graduation prize, sand, trees and shrubs. Limits apply.
- **Waste Education Trailer** Schools can borrow the City's mobile waste education trailer which contains resources on how to reduce, reuse and recycle, as well as fun games. Access to free incursions and excursion on waste management
- **Bibra Lake Fun Run** hosted by the City's Recreation Services Team annually. 1,000 participants each year with a chance for schools to enter and win a prize for the largest school team
- **Cockburn Volunteer Resource Centre (VRC)** – free colour photocopying up to 500 copies ; VIV program

The City of Cockburn has a **Community Fund, which has a \$1.3M allocation**, through which community, schools, P&Fs, individuals can gain financial support.

- Must provide letters of support with application
- Prove viability for the project
- Have equal support from P&F for the event financially or in kind (ie 1 volunteer hour = \$25)

Community Grants (for one off projects, up to \$15K, i.e equipment, minor works)

Donations (not for profit group running costs, not for a specific project)

Sponsorships (\$20K ie. Community event, COC contributes and gets recognition as a sponsor for it's contribution)

Cultural Grants (local arts and cultural projects, up to \$5K, ie. Displays, photographic projects, performances, workshops, aboriginal mural for playground)

Small Event Sponsorship (small scale neighbourhood events, \$\$ for activities that benefit residents, year round applications with a \$3K limit, around 20th of each month)

Sustainability Grants – available to schools, groups that demonstrate an 'eco' ethos, assist schools to develop and implement a range of sustainability projects (Nature play equipment, UV monitor/outdoor science lab) A Better Tomorrow' Sustainability Grants'

Youth Arts Scholarships

U-Fund (for young people who want to organise a project or event for other youth)

Environmental Education of School Grants – supports schools to engage in environmental and sustainability educators to deliver program either as incursion or excursions. (i.e frog workshops, recycling programs; Australian animal incursions – the dingo guy?, nature play WA incursion)

Partnership Grants (no financial funding required from P&F)

Grants include:

- Fremantle Ports Cockburn Community Projects Fund – youth or environment projects (apply thru Community Fund or directly to Port) i.e environmental projects, school planting days – retic, gardening, sculpture awards, community concerts; for projects that address a gap in the community need, that increase community engagement and sustainability.
- Alcoa Cockburn Community Projects Fund – community-driven projects; projects that support families, children, disabilities, low socio-economic backgrounds (need applicants ASAP)

Community Development Team can assist with :

- Community Project Support Person for 6 months
- free advertising of events on FB pages
- free use of advertising banner around City of Cockburn
- community trailer (bbq, witches hats, bunting, flags etc)