



## Mater Christi Catholic Primary School Parents & Friends Meeting

### Meeting Minutes

**Date:** 11<sup>th</sup> June 2019

**Venue:** MCCPS Staff Room

**Chair:** Michelle Hall

**Minute Taker:** Louise McEntee

1. Welcome – Michelle Hall 7:05pm Opening Prayer – Michelle Hall
2. <b>Attendees:</b> Executive – Michelle Hall, Louise McEntee Office Bearers – Leonie Jones General Members – Giulia Orlando, Kylie Galipo, Kate Godwin – Johnston, Marina Hayward Other attendees – Toni Kalat, Nicole Woodhouse, Julie Southwell, Jennifer Cotton, Linda Corlett <b>Apologies:</b> Leah Rheinberger, Rebecca Exham, Deb Horton, Alissa Fazio, Vicky Hartill, Stephanie Gill, Helen Kruh
3. Previous Minutes Accepted by: LM      Seconded by: LJ

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

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
5.1	President	<ul style="list-style-type: none"> <li>• Thank you to the organisers and volunteers with the Australia's Biggest Morning tea.</li> <li>• It was great to have Y6 student helpers at the event.</li> <li>• Wellness week, thanks to staff for the activities organised.</li> <li>• Good Cup café – Good feedback from 3yr old kindy parents that they were able to attend and meet other families from the school.</li> <li>• Thank you to all the staff involved in preparing the confirmation candidates.</li> </ul>		
5.2	Principal	<ul style="list-style-type: none"> <li>• Start Smart incursion from Commonwealth Bank Australia</li> <li>• Nick Magry has applied on behalf of the school for a barefoot investors incursion – only 10 schools will be selected.</li> <li>• Walk to school day – great to see so many staff and parents involved.</li> <li>• Life link – Book of Love – Thanks to Julie Southwell</li> <li>• Confirmation – thanks for sharing the celebration</li> <li>• Report writing is well underway from teachers.</li> <li>• Nutrition Education to be done in T2 W8, W9, W10</li> <li>• Pre-Primary students will join whole school for cross country this year.</li> </ul>		
5.3	Treasurer	<p>Bank Balance</p> <ul style="list-style-type: none"> <li>• Current balance is \$31,319.66</li> </ul> <p>Receipts</p> <ul style="list-style-type: none"> <li>• Total funds received since the last meeting are:</li> <li>• Australia's Biggest Morning Tea - \$3,332.50</li> </ul> <p>Payments</p> <ul style="list-style-type: none"> <li>• Easter Raffle (Kate Goodwin Reimbursement) - \$353.32</li> <li>• ABMT (Leah Rheinberger Reimbursement) - \$124.00</li> </ul> <p>Interest</p> <ul style="list-style-type: none"> <li>• May \$2.31</li> </ul> <p>P&amp;F Levy – has not yet received this year</p> <p>Could all volunteers please submit any outstanding reimbursements to me as soon as possible.</p>		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> <li>• Mark Clayden and Toni Kalat thanked everyone for the ABMT</li> </ul>		
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> <li>• No report</li> </ul>		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
5.6	Parish Representative	<ul style="list-style-type: none"> <li>Marina Hayward spoke about Care 4 Life workshops being held in the parish. There will be 6 in total. First one is 12/6/19 and then 23/6/19.</li> <li>Church 20<sup>th</sup> Anniversary in 2020</li> <li>Pamphlets available from a parishioner with information about the church and the significance of certain objects.</li> </ul>		
5.7	CSPWA Report	<ul style="list-style-type: none"> <li>CSPWA held a name changing event earlier this year.</li> <li>Encouraging parents to attend meetings so they have a parent voice.</li> </ul>		
5.8	Sunsmart Representative	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		
5.9	News & Info Coordinator	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		
5.10	Food Coordinator	<ul style="list-style-type: none"> <li>. Giulia Orlando has taken on the role – thanks Giulia!</li> </ul>		
<b>6. Correspondence</b>				
6.1	CSPWA – info	<ul style="list-style-type: none"> <li>We have received an information file it will be located in the parent resource section of the school library.</li> <li>If anyone has any prayers they would like to add please put a copy in this file.</li> </ul>		
6.2	Netball interschool shirts – request for funding received.	<ul style="list-style-type: none"> <li>Request to purchase of netball shirts and bibs \$1100.00 – this only included one set of bibs, 3 sets required so revised amount was approx. \$1250.00</li> <li>The netball team do not currently have interschool shirts and use coloured bibs over their uniform.</li> <li>Move a motion for P&amp;F to fund the request – carried.</li> </ul>		
<b>7.0 General Business</b>				
7.1	Australia's Biggest Morning Tea	<ul style="list-style-type: none"> <li>96 tickets sold prior to event with a further 15 sold at the door</li> <li>All diamond raffle tickets were sold.</li> <li>\$3332.50 raised</li> <li>Y6 helpers very much appreciated, they did a great job to help the event run smoothly.</li> <li>Survey available for feedback.</li> </ul>		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/ When
7.2	Spending P&F funds: P&F Brainstorming Session update	<ul style="list-style-type: none"> <li>Michelle Hall and Toni Kalat have been in discussion.</li> <li>Toni acknowledged parents frustration for wait times but this is beyond anyone's control.</li> <li>Toni Kalat has had a look within the school for a suitable area.</li> <li>Area – west side of basketball courts, shade house to back fence.</li> <li>Shade house to be removed and de-commissioned.</li> <li>A committee has been organised – inclusive of leadership team and staff and one parent.</li> <li>Prefer more nature-based approach.</li> <li>Costings to be hopefully available by August P&amp;F meeting.</li> <li>Asking parents from school community to assist with the project.</li> <li>Concept drawings may be available to display at upcoming quiz night.</li> </ul>		
7.3	Quiz Night	<ul style="list-style-type: none"> <li>Saturday August 24<sup>th</sup>.</li> <li>Flyer is in final stages. Available soon.</li> <li>Tickets are now available.</li> </ul>		
7.4	Father's Day Breakfast	<ul style="list-style-type: none"> <li>Community call for a volunteer or volunteers to run the event this year.</li> <li>P&amp;F members currently doing a lot of organising for other things so we need someone else to take it on.</li> <li>Possibility it will not go ahead if we do not get someone willing to help.</li> <li>Michelle to send an email to Deb Horton to distribute to classes asking for volunteers.</li> </ul>		
7.5	Guest Speaker – Claire Orange	<ul style="list-style-type: none"> <li>Leonie Jones has not heard back from Claire regarding making a booking. She will send another email.</li> </ul>		
7.6	Movie Night – term 4	<ul style="list-style-type: none"> <li>To be discussed at next meeting</li> </ul>		
<b>8.0 Community Questions</b>				
8.1	Julie Southwell	<ul style="list-style-type: none"> <li>Thanked the P&amp;F for bible purchases</li> <li>Early childhood teachers have been creating bible story boxes to be used in the classrooms.</li> <li>Demonstrated</li> <li>Julie advised not just stories but also mass proceedings and prayer</li> </ul>		

Ref	ISSUE	DISCUSSION			ACTION	By Whom/ When
		<ul style="list-style-type: none"><li>Michelle requested Julie to bring the prayer box to next meeting – asked if Julie would lead opening prayer at next meeting, Julie provisionally agreed – will have to check schedule.</li></ul>				
CLOSE: 8:05pm						
NEXT MEETING:  9am Friday 9 <sup>th</sup> August		LOCATION: MCCPS Staff Room	CHAIR: Michelle Hall	OPENING PRAYER: Julie Southwell TBC		
<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 11 June 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	17/08/2019		
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 June - Linda Corlett to complete	Michelle Hall	11/09/2018	details provided to Vicky and a number of committee members	
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	closed. will occur end Term 2	
14/05/19	5.3.1 Look into the first P&F levy – it should have been paid by now.		Toni Kalat	6/11/2019	to be transferred this week. \$25000	
	7.5.1 Leonie to book Claire Orange	Jun 19 - Leonie will email Claire again - she hasn't responded to last email after May meeting	Leonie Jones			
6/11/2019	7.2.1 Michelle to look into grants for P&F funded playground within school		Michelle Hall	8/09/2019		

**Principal's Report**  
**P&F Meeting 11 June, 2019**

Australia's Biggest Morning Tea organised by the P&F was another highly successful and worthwhile event. A big shout out to Leah and Leonie with their team for a fabulous experience.

Wellness Week seemed a very long time ago due to the busyness of the last few weeks. I hope all families took the opportunity to slow down and spend some extra quality time together.

Some of our classes have participated in the Startsmart Incursion which teaches financial literacy skills. Nick Magry, Yr 4 teacher has also applied for the Barefoot Money Movement school pilot program. Ten schools will be chosen (5 primary, 5 high schools) throughout Australia.

Many children and parents participated in the Walk Safely to School Day. It was great to see the staff wearing their new Mater Christi Winter jackets.

LifeLink Launch – This year we were asked to create a Book of Love depicting ways we live out love and hope in our school day. The staff, led by Julie created an exceptional Book of Love which was presented at the LifeLink Mass last Wednesday 5 June. Julie hopes that because Mater Christi's was the best, ours will be chosen to have pride of place in the Archbishop's Office or at CEO. We will find out later in the year if we have been chosen.

Once again our Confirmation celebration was one of faith journeyed, shared and celebrated. A tremendous thank you to Fr Dat, Julie, Marina, Nicole, the office team, Donna J for preparing the children and the Church for the celebration. Thank you to the Year 6 teachers for the teaching of the program and giving witness to their faith. Thank you to the Mater Christi Staff in supporting our children and their families at the two Masses.

Currently teachers are writing reports and the Leadership Team is enjoying proof reading them. So much thought and effort has gone into writing comments and allotting grades to reflect each child's achievement and hard work. We have such hard working and committed staff at our school.

Nutrition Education – following on from our Healthy Food and Drink Policy, Year 3-6 students will take part in three Nutrition Education sessions led by Tanya Martin one of our parents who was also on the Canteen Policy Committee. These will be held in Weeks 8, 9 and 10 of this term.

This year our PP children will take part in their Cross Country on the same day as the Years 1-6 students. This will be held on Monday 1 July and it will be a great way to commence the day. I look forward in seeing any parents at this school event.