



## Mater Christi Catholic Primary School Parents & Friends Meeting

### Meeting Minutes

**Date:** 9 August 2019

**Venue:** MCPS Staff Room

**Chair:** Michelle Hall (MiH)

**Minute Taker:** Vicky Hartill (VH)

**1. Welcome** – MiH

Acknowledgement of Country – MiH

Opening Prayer (and prayer box demonstration) - JS

**2. Attendees:** Executive – Michelle Hall (MiH), Acting Secretary Vicky Hartill (VH)

Office Bearers – Leonie Jones (LJ), Tina Stevens-Galipo (TSG), Helen Kruh (HK), Kate Godwin-Johnston (KG), Deborah Horton (DH)

General Members – Alissa Fazio (AF), Lucy De Abreu (LDA), Michelle Pellicione (MP), Megan Rank (MR), Jennifer Cotton (JC), Michele Cuthbert (MC), Stephanie Gill (SG)

Other attendees – Toni Kalat (TK), Julie Southwell (JS), Nicole Woodhouse (NW)

**Apologies:** Secretary - Leah Rheinberger (LR), Louise McEntee (LM), Rebecca Exham (RE), Giulia Orlando (GO), Tina Stevens-Galipo (TSG)

**3. Previous Minutes Accepted by:** KG    Seconded by: MHall

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
<b>4. Business Arising from previous minutes – Action Report</b>				
4.1	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>We welcome everyone back to term 3 and thank all staff and Marina in the parish for supporting the Yr 4's faith journey as they prepare for their First Holy Communion.</li> <li>The last day of term was a free dress day with funds raised donated to Caritas and \$500 to Mates Without Borders, the charity chosen by the P&amp;F late last year.</li> <li>Brainstorming sessions - term 1: thanks to parents for their patience in the anticipation of a new playground; greenhouse shade structure has been advertised in the newsletter; this new project will create a positive vibe in our community, build support between parents and provide a fabulous play space for the children within our school ground.</li> <li>We are looking forward to the Quiz Night, Father's Day Breakfast and Guest speaker Claire Orange in Term 3. Volunteers and helpers are needed for the quiz and breakfast events – without your support we cannot run these events.</li> <li>The Good Cup Café now runs only once per term. Encourage everyone to pop in for a cuppa and a chat, the time you take to chat might be just the thing that keeps another parent going for the day.</li> </ul>		
5.2	Principal	<ul style="list-style-type: none"> <li>Welcome new staff Alysha Hunter (4A) and Tara Peters (2A)</li> <li>NAIDOC Week celebrations with activities for all classes and Koora Midi incursion (Y2&amp;4). Mrs Collard also joined us at our School Assembly with a Welcome to Country. Thank you to Miss Paino for organising the activities.</li> <li>Y4 students have been preparing to receive their First Holy Communion, with the first group celebrating their First Eucharist.</li> <li>Nutrition Education sessions with Tanya Jones; Yr 5/6</li> </ul>		

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		<p>Family Life sessions for parents and students; Yr 3/5 Bishops RE Literacy Assessment; many students have taken part in the Performing Arts through Bible Readings, Choral Speech, Christian Dance and Primary Piano.</p> <ul style="list-style-type: none"> <li>• Feast of the Assumption of Mary</li> <li>• Staff Catholic Day – Monday 26 August</li> <li>• Leadership Team met with three Nature Playground contractors. A playground Committee has been formed Mrs Woodhouse, Mrs Southwell, Mrs Erzay, Mrs Cosnett and Mr O'Reilly, Parent representatives Mrs Emma McGivern (Yr 2, Yr 4) Mrs Kelly Hulme (PP, Yr 4) and TK. Contractor quotes/submission will be reviewed shortly. Project will be funded via three sources – school, P and F and a grant application.</li> <li>• Full report attached</li> </ul>		
5.3	Treasurer	<ul style="list-style-type: none"> <li>• Bank balance - \$52,864.78</li> <li>• Please get in your reimbursement forms and receipts!</li> </ul>		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> <li>• No update</li> </ul>		
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> <li>• Forwarding all emails to reps</li> </ul>		
5.6	Parish Representative	<ul style="list-style-type: none"> <li>• No update</li> </ul>		
5.7	PFFWA Report	<ul style="list-style-type: none"> <li>• No update</li> </ul>		
5.8	Sunsmart Representative	<ul style="list-style-type: none"> <li>• No update</li> </ul>		
5.9	News & Info Coordinator	<ul style="list-style-type: none"> <li>• No update</li> </ul>		
5.10	Food Coordinator	<ul style="list-style-type: none"> <li>• No update</li> </ul>		
5.11	MC Dads Group	<ul style="list-style-type: none"> <li>• Billy cart project update - Bunnings will provide 4 in parts to be made so it is not going ahead</li> <li>• Dads dinner Term 3 or 4 TBA</li> </ul>		

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		<ul style="list-style-type: none"> <li>\$400 fee for The Fathering Project – decision made not to continue as services are being delivered with other programs</li> </ul>		
<b>6. Correspondence</b>				
6.1	Fundraising – School Fundraising Colour Run Upgrade August 2019 (option for mini marathon?)	<ul style="list-style-type: none"> <li>Group agreed a colour run would be a great idea for school community</li> </ul>	<ul style="list-style-type: none"> <li>Investigate opportunity further of having a stand-alone colour run or embedding into the Mini Marathon Program</li> </ul>	MHall
6.2	City of Cockburn Dog Safety Program (Rangers incursion) FREE	<ul style="list-style-type: none"> <li>New dog safety program offered by the City of Cockburn Ranger Services; improves child and dog interactions, reducing fear for children and dogs and increasing general awareness for responsible dog ownership</li> </ul>	<ul style="list-style-type: none"> <li>Email information on Ranger Services Dog Safety Incursion program through to admin for dissemination to the board and staff</li> </ul>	VH
6.3	Fundraising – Grill'd Local Matters (up to \$300)	<ul style="list-style-type: none"> <li>Grill'd were approached during the donation request phase of quiz night preparations. They directed the quiz team to their Local Matter Program. Group discussed and decided not to go ahead with this.</li> </ul>	<ul style="list-style-type: none"> <li>No action required</li> </ul>	
6.4	NESA Accredited Symposium – Moving from theory to practise RE in the classroom 12-13 Sept	<ul style="list-style-type: none"> <li>Staff were not aware of this training</li> </ul>	<ul style="list-style-type: none"> <li>Email the promotion through to admin</li> </ul>	VH
<b>7.0 Projects</b>				

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
7.1	Nature Playground	<ul style="list-style-type: none"> <li>As per Principal's Report</li> <li>Grant options still to be explored. Lotterywest not an option as they do not fund school projects; Aloca and Fremantle Ports awaiting responses</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with Alcoa and Fremantle Ports for grant opportunities</li> </ul>	MHall/VH
<b>8.0 Events</b>				
8.1	Quiz Night	<ul style="list-style-type: none"> <li>Thank you to those who have sought donations to date</li> <li>Tables selling fast but still a few left</li> <li>KG queried are we fund raising for a cause? MHall indicated we were waiting regarding the playground discussions, but now the quiz committee is happy to put funds towards the playground and promote that. Group agreed.</li> <li>MHall raised the idea for either mobile EFTPOS or R6 mobile reader for quiz night. Group agreed that EFTPOS machines were a good idea. 2 –3 units would be helpful.</li> <li>TK will open staff car park.</li> <li>Still need help in bar with RSA approved volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Promote that the quiz is fundraising for the nature playground in the next newsletter / FB</li> <li>Arrange contract for mobile EFTPOS capabilities with Westpac</li> </ul>	MHall/ VH
8.2	Father's Day Breakfast	<ul style="list-style-type: none"> <li>Caterers booked - just require hot boxes</li> <li>Seeking more volunteers so please let Oscar or MHall know.</li> <li>LJ can help</li> </ul>	<ul style="list-style-type: none"> <li>Seek additional volunteers</li> </ul>	MHall/ Oscar D'Souza
8.3	Guest Speaker: Claire Orange Monday Sept 9 <sup>th</sup> Sep, 6.30-6.45pm coffee with 7pm start	<ul style="list-style-type: none"> <li>LJ queried if we can promote to the wider community e.g. other local schools. Group agreed.</li> <li>Add event to StickyTickets</li> <li>LJ happy to manage the event as we don't need too many volunteers on the night.</li> </ul>	<ul style="list-style-type: none"> <li>Promote event to wider community</li> </ul>	LJ
8.4	Movie Night – Term 4	<ul style="list-style-type: none"> <li>Event organiser – SG</li> <li>Free event</li> <li>Costs for licence: 'Amalgamated' \$344 (under 500 people); Road show \$350</li> <li>VH queried turnaround time for approval - short timeframe for</li> </ul>	<ul style="list-style-type: none"> <li>Circulate ideas for date options</li> <li>Research and review movie options</li> </ul>	SG

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		<ul style="list-style-type: none"> <li>approval</li> <li>Only movies released on DVD</li> <li>Friday evening (outside school hours) in community centre would be best</li> <li>Popcorn machine hire \$160 from Cockburn Party Hire</li> <li>BYO bean bag, pillows etc</li> <li>DATE TBA- 1<sup>st</sup> or 2<sup>nd</sup> week of term 4</li> <li>Consider busy times - mini marathon week 2; book week in term 4, book fair, Christmas concert</li> <li>Budget - \$1000</li> </ul>		
<b>9.0 General Business</b>				
9.1	Mother's Day Event Summary	<ul style="list-style-type: none"> <li>Not completed yet Check with chiara</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with event coordinator (Ciara Clarson)</li> </ul>	MHall
9.2	Australia's Biggest Morning Tea Event Summary	<ul style="list-style-type: none"> <li>To be finalised Term 4 (wait for Leah)</li> </ul>		LR
9.3	EftPOS Machine (Westpac Community Solutions)	<ul style="list-style-type: none"> <li>See 8.1</li> <li>Group agreed the EFTPOS machines will be valuable for future events other than the quiz night</li> </ul>		See 8.1
9.4	Entertainment Book	<ul style="list-style-type: none"> <li>DH will follow up with the rep</li> <li>Group discussed if we should continue this not the future. Group agreed to offer it but with a digital focus and not send books home in bags.</li> <li>Raised ~ \$2000 last year</li> <li>DH will cross reference sales when we sent books and didn't and books</li> </ul>	Follow up with our ET rep and explore digital option for next round.	DH

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9.5	Responsible Service of Alcohol	<ul style="list-style-type: none"><li>Reminder if anyone wants to do their RSA</li><li>DH is interested</li><li>DH queried if the offer could be circulated to the class reps. Group agreed.</li></ul>	<ul style="list-style-type: none"><li>Email link to DH</li></ul>	VH	
9.6	City of Cockburn VIV Cards	<ul style="list-style-type: none"><li>Arrived and agreed to leave them at the front counter for collection</li><li>2 missing cards – Barbara Thurston and Kate Godwin-Johnston</li></ul>	<ul style="list-style-type: none"><li>Email committee to inform them of the cards</li><li>Email City to arrange missing cards</li></ul>	VH/DH	
10.0 Other Business – Community Questions					
10.1	Plan for veggie beds and worm farm? (VH)	TK indicated the equipment will be relocated and reused in due course as the redesign of the space unfolds. VH indicated an interest in starting a garden club before, after or during school hours. SG said other parents have suggested a similar idea and would be interested.	No action required		
10.2	How is new recycling station managed? (VH)	TK indicated the different materials were taken by different companies – Green Batch recycling is one of them. VH queried if teachers/parents have to take materials offsite themselves or if it gets collected? City of Cockburn have received an enquiry from another local school doing a similar project regarding issues with taking materials to the bulk collection facilities. Program just started but going well.	Enquire with Hayley the management and logistics of the programs (VH interest not an official action to be recorded)	VH	
10.3	Aprons for the community hall (MC)	MH said there are 15 aprons in the centre they just need to be tracked down. No need to purchase further aprons. Some may be with Mater Youth?	Check if Mater Youth have any aprons.	MH	
CLOSE: 10.20am					
NEXT MEETING: 10 Sept		LOCATION: MCCPS Staff Room	CHAIR: Michelle Hall	OPENING PRAYER: Leonie Jones?	
Meeting Schedule:					
13 February 2018 (T1)	13 March 2018 (T1)	10 April 2018 (T1)	8 May 2018 (T2)	12 June 2018 (T2)	24 July 2018 (T3)
10 August 2018 (T3) (10.30am Friday)	10 September 2019 (T3)	22 October 2019 (T4) 7pm	AGM – 20 November 2019 (T4) 7pm		

## Principal's Report P&F Meeting Friday 9 August 2019

The Leadership Team appreciate the morning P&F meeting as this gives parents that are unable to attend a night meeting to come along during the day.

With class teachers accessing Parental Leave we welcomed Alysha Hunter (4A) and on August 27 Tara Peters (2A) will commence. Miss Peters met her students she will be teaching, the staff and had a handover with Mrs Mortimer. This will enable a very smooth transition from one teacher to the next to occur.

This year we celebrated NAIDOC Week with activities for all classes and an incursion – Koora- Midi for the Year Two and Year Four students. Mrs Collard also joined us at our School Assembly with a Welcome to Country. Thank you to Miss Paino for organising all of the activities for the students and staff.

Most of our Year Four students have been preparing to receive their First Holy Communion. Last weekend at three of the Masses the first group celebrated their First Eucharist. This and next weekend will see the remainder of the children and families share in this very special celebration. We continue to keep all the children and their families in our prayers.

Our students have participated in very engaging Nutrition Education sessions with Tanya Jones; Yr 5/6 experienced the Family Life sessions for parents and students; Yr 3/5 took part in the Bishops RE Literacy Assessment and so many of our students have taken part in the Performing Arts through Bible Readings, Choral Speech, Christian Dance and Primary Piano. The teachers and school provide so many fun, educational and great learning opportunities for the children and we are all very appreciative of the hard work that goes into all that is one by our staff.

On Thursday we celebrate the Feast of the Assumption of Mary with a whole school Mass at 9.00am. All are



very welcome.

Each year, staff in Catholic Schools are acknowledged for the many extra after hours and weekend commitments they need to attend with a Staff Catholic Day. This also provides families with a day of no school and hopefully some downtime.

The Leadership Team met with three Playground contractors that work with natural materials to create play spaces. A playground Committee has been formed – Mrs Woodhouse, Mrs Southwell, Mrs Erzay, Mrs Cosnett and Mr O'Reilly, Parent representatives – Mrs Emma McGivern (Yr 2, Yr 4, Mrs Kelly Hulme (PP, Yr 4) and myself. The full committee will meet to discuss the submissions by the contractors and children will also have an opportunity to have input into the elements that will be chosen to create our new playground.

Toni Kalat