



## Mater Christi Catholic Primary School Parents & Friends Meeting

### Meeting Minutes

**Date:** 10 September 2019

**Venue:** MCPS Staff Room

**Chair:** Michelle Hall (MiH)

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

<p>1. <b>Welcome</b> – MiH          Acknowledgement of Country – VH          Opening Prayer - LM</p>
<p>2. <b>Attendees:</b> Executive – Michelle Hall (MiH), Louise McEntee (LM), Vicky Hartill (VH)                            Office Bearers – Helen Kruh (HK), Kate Godwin-Johnston (KG), Giulia Orlando (GO), Marina Hayward (MH)                            General Members – Jennifer Cotton (JC), Kylie Galipo (KG)                            Other attendees – Toni Kalat (TK), Nicole Woodhouse (NW)                            <b>Apologies:</b> Secretary - Leah Rheinberger (LR), Leonie Jones (LJ), Treasurer - Rebecca Exham (RE), Deborah Horton (DH) Julie Southwell (JS)</p>
<p>3. <b>Previous Minutes Accepted by:</b>     MiH    Seconded by: TK</p>

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>				
5.1	President	We have had very social term 3 and some exceptional volunteers who have run these P&F events – thank you to Adele Hugo for		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<p>continuing to run the Good Cup Café once per term. There was a great turnout for the August café, now that the sun is shining more often. All parents are encouraged to support this event next term, the time you take from your day for a chat may just make another parent's day.</p> <p>To the Quiz Team, thank you for their efforts in making the Quiz Night a huge success for Mater Christi. Overall it was a great night, with loads of fun as everyone seemed to be having a blast. It was an entertaining evening with great opportunity to build community spirit and definitely lots of laughs. The biggest win was getting everyone together to raise funds for the P&amp;F and for the benefit of our children and school. A huge thankyou to the P&amp;F volunteers and event coordinators Vicky Hartill and Giulia Orlands who worked tirelessly to bring such an organised event together, and thank you to the parents, staff and friends who joined us on the evening and local businesses who generously donated for the night.</p> <p>Less than a week later was the Fathers Day Breakfast, thanks again Oscar D'Souza and Louise McEntee who coordinated this event and fed around 400 hungry Dads and kids. It is always a well loved morning by the Dads and kids, especially when they get to groove to Old Town Road with their Dad! Thanks Oscar for spruiking it up a little this year.</p> <p>Having new parents involved each year means that we continually have some fresh ideas to keep the fun and excitement in our community events.</p> <p>On Monday evening we hosted Claire Orange, who presented a brilliant session for parents on child social and emotional wellness, resilience and bullying. Thank you Leonie for organising a well attended guest speaker event for this year. Rebecca Rowland provides the Highway Heroes program to the children at school utilising Claire's programs. I would like to remind parents that the Parent Resource Section in the library has some of Claire's resources that parents can access.</p> <p>We have one more meeting for 2019 in October before the AGM in November. Please consider encouraging and inviting a friend along</p>		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<p>to the last monthly meeting, which will again be on a Tuesday evening. The AGM in November is on a Wednesday night.</p> <p>Thank you to everyone for making the time to come along tonight.</p>		
5.2	Principal	<p>Our Sacramental Life continues with First Holy Communion completed and the Sacrament of Reconciliation continuing with approximately 6 students receiving this sacrament for the first time before the 6pm Mass on Saturday. This began mid-year and will continue until November. There will be a gathering celebration where the students receive their certificate and are acknowledged. In a Parish of this size the work behind the scenes is tremendous. Great thanks go to Julie &amp; Marina, together with all the teachers who prepare the children through the RE program.</p> <p>This year it was lovely to have our Catholic Day attached to Wellness Week. Everyone enjoyed the mid-term break.</p> <p>Next Term the school will go through a Cyclic Review which is held every five years. A panel will spend two days in the school speaking to staff, students, parents (P&amp;F/Board), Parish Priest as well as the Leadership Team. We are required to reflect on the past three years in the areas of Catholic Identity, Learning, Community and Stewardship. We also look forward to the next two/three years and expand on where to from here. The Cyclic Review will be held on 13/14 November (Wed/Thurs).</p> <p>Today our Interschool Cross Country Team did us all proud as they achieved many personal bests. Thank you to Ryan and Donna for training the runners twice a week. It is a big commitment by all. It was wonderful to bring home the overall shield. We have won this competition six years in a row!</p> <p>Thank you to the P&amp;F and their committees for a wonderful Father's Day Breakfast and an Incredible Quiz Night. Both events were fantastic examples of great team work, community spirit and generosity. Last night all those present at the Claire Orange evening found her very informative, relatable, engaging and good snippets to take away. Well done to everyone involved with these three events.</p>		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<p>We pray for pleasant weather for the Junior and Senior Carnivals in Week Ten and look forward to many spectators being there to cheer our children on.</p> <p>We are all very excited about the Learning Journey on Thursday night. For your child/children to share their learning – especially the process is very important. It is not all about the finished published piece of writing, rather the learning that has occurred along the way. It is also important that our specialist subjects are part of this sharing and that you can visit their classrooms. I know parents and family members will enjoy this special time with their child/children.</p> <p>Don't forget to come and visit the sausage sizzle team outside the library to purchase dinner!!</p>		
5.3	Treasurer	<ul style="list-style-type: none"> <li>• Bank balance - \$59,021.81</li> <li>• Auditor will be arranged soon</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>• Read by MiH</li> <li>• Thanked Jamie Bebek (Class 3C) for her contribution in 2019 &amp; welcome back in 2020 after trip around Australia</li> <li>• Welcome Jessica Pianta as new Class 3C rep</li> <li>• Entertainment Books – 54 memberships, \$756 raised thus far. Down since last year due to not sending books home. Exclusive offer for discounted Royal Show tickets.</li> </ul>	<ul style="list-style-type: none"> <li>• Update boards and new name cards</li> <li>• Notify parents of discounted Royal Show tickets</li> </ul>	DH
5.6	Parish Representative	<ul style="list-style-type: none"> <li>• HK queried having the Holy land Slideshow on 29<sup>th</sup> Sept</li> <li>• MH agreed to arrange</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange and advertise Holy land slideshow</li> </ul>	MH
5.7	PFFWA Report	<ul style="list-style-type: none"> <li>• Shout out to families who wish to join the Catholic faith, contact MH</li> <li>• JC raised concerns with length of holy communion and mass happening together. MH acknowledged busy timetable and schedule, but it was unavoidable.</li> <li>• Conference 2020 – preparations underway</li> <li>• Next AGM to be held at the Loft, Perth – parent feedback sought</li> </ul>		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> <li>Several committee meetings attended</li> </ul>		
5.8	Sunsmart Representative	<ul style="list-style-type: none"> <li>Stock levels have been checked and will be stocked where needed</li> <li>GO queried where sunscreen kept in classrooms? KGJ said should be 1 in each classroom</li> <li>Reminders about importance of sunscreen application for parents and teachers</li> </ul>	<ul style="list-style-type: none"> <li>Check there is sunscreen in each classroom</li> <li>Place reminder in newsletter about sunscreen application</li> </ul>	KGJ
5.9	News & Info Coordinator	<ul style="list-style-type: none"> <li>MiH moved this section be removed. LM seconded and all agreed</li> </ul>	<ul style="list-style-type: none"> <li>Remove this section from agenda from October</li> </ul>	VH
5.10	Food Coordinator	<ul style="list-style-type: none"> <li>Cake stall to go ahead for sports carnivals (both days if enough volunteers)</li> <li>Food license with Council being arranged</li> <li>Coffee van booked</li> <li>Any interested volunteers to contact GO</li> <li>No nuts and request labels for all food made</li> <li>Promo flyer needs adjustments</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate volunteers and prepare roster</li> <li>Complete flyer, email class reps and place in newsletter</li> </ul>	GO MiH
5.11	MC Dads Group	<ul style="list-style-type: none"> <li>No update. MiH indicated we need to follow up with Corey</li> <li>HK queried the continuation of the soccer program for dad's? All agreed it should continue and to promote it in the newsletter.</li> <li>Dads dinner idea raised</li> <li>Go-carts idea raised again. At the last meeting it was decided this would not go ahead. Perhaps Emmanuel Catholic College wood working could be engaged?</li> </ul>	<ul style="list-style-type: none"> <li>Follow up with Corey on status of dads group</li> <li>Promote dad's soccer program in newsletter</li> </ul>	MiH HK/LM
<b>6. Correspondence</b>				
6.1	City of Cockburn	<ul style="list-style-type: none"> <li>Grants Donations and Sponsorships Open</li> <li>All agreed no projects require specific funding</li> </ul>	<ul style="list-style-type: none"> <li>No action required</li> </ul>	
6.2	City of Cockburn	<ul style="list-style-type: none"> <li>Inspirational Volunteer Awards Nominations Open</li> <li>VH revealed the committee wished to nominate MiH and sought MiH permission to proceed with nomination. MiH agreed.</li> </ul>	<ul style="list-style-type: none"> <li>Submit nomination for MiH</li> </ul>	VH
6.3	CEWA	<ul style="list-style-type: none"> <li>Developing an Attendance Strategy for schools and seeking parent feedback by 24<sup>th</sup> Sept</li> </ul>	<ul style="list-style-type: none"> <li>Circulate via class reps</li> </ul>	MiH
<b>7.0 Projects</b>				

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
7.1	Nature Playground (School project)	<ul style="list-style-type: none"> <li>• TK indicated the committee met 10<sup>th</sup> Sept and met with preferred company. Proposed plan will be resubmitted to committee, costed and shared with a committee of students</li> <li>• Freo Ports Grant application still being explored and provided to TK</li> <li>• MiH moved the P and F could contribute \$80,000 over the next 3 years towards the playground. KG seconded and all approved. Motion passed.</li> </ul>		
<b>8.0 Events</b>				
8.1	Quiz Night	<ul style="list-style-type: none"> <li>• \$6,052.90 Raised</li> <li>• 22 tables</li> <li>• Very successful night and VH acknowledged the quiz committee and thanked everyone for all their hard work</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise event summary</li> <li>• Send thank you letters to all donators</li> </ul>	VH
8.2	Father's Day Breakfast	<ul style="list-style-type: none"> <li>• Very successful event and well attended</li> <li>• Well done to Oscar for his coordination</li> </ul>	<ul style="list-style-type: none"> <li>• Finalise event summary</li> </ul>	Oscar D'Souza
8.3	Guest Speaker: Claire Orange	<ul style="list-style-type: none"> <li>• See Presidents report</li> </ul>		
8.4	Movie Night – Term 4	<ul style="list-style-type: none"> <li>• Further details to be arranged</li> <li>• Check with SG as event coordinator when appropriate due to recent arrival of her baby</li> </ul>	<ul style="list-style-type: none"> <li>• Follow up with SG</li> </ul>	MiH
<b>9.0 General Business</b>				
9.1	Colour Run	<ul style="list-style-type: none"> <li>• MiH presented information about the Colour Run (package deal from the organiser rather than purchasing equipment etc ourselves) and moved a motion for the mini marathon to be replaced by a Colour Run for 2019. VH seconded the motion and all agreed. Motion passed</li> <li>• MiH moved motion that \$7,000 of the fundraising be set aside for Year 6 graduation 2020 with any surplus funds be put towards the Nature Playground. KG seconded and all agreed. Motion passed.</li> <li>• Concerns with asthma, allergies will be addressed before we proceed</li> </ul>	<ul style="list-style-type: none"> <li>• Sign up to Colour Run and arrange fundraising packs for families</li> <li>• Promote Colour Run through class reps and newsletter before the holidays</li> <li>• Organize obstacle equipment</li> </ul>	MiH

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When	
		<ul style="list-style-type: none"> <li>Suggested date Friday 25<sup>th</sup> October and all students to be involved from Kindy – Year 6</li> </ul>			
9.2	Responsible Service of Alcohol	<ul style="list-style-type: none"> <li>Reminder if anyone wants to do their RSA</li> </ul>	<ul style="list-style-type: none"> <li>Promote in the newsletter</li> </ul>	LM	
9.3	Karen Young Presentation	<ul style="list-style-type: none"> <li>MiH raised an idea to engage Karen Young to attend school and deliver presentation in February 2020 (possibly 27). Cost is \$2000. Could apply for a community grant to fund it and invite other local schools as well.</li> <li>MiH moved the motion and KG seconded. All agreed.</li> </ul>	<ul style="list-style-type: none"> <li>Investigate grant opportunities</li> </ul>	MiH/VH	
9.4	Mangoes	<ul style="list-style-type: none"> <li>Mango fundraiser on offer for 10kg box \$20</li> <li>All agreed to leave it for this year.</li> </ul>			
<b>10.0 Other Business – Community Questions</b>					
		<ul style="list-style-type: none"> <li>No questions raised</li> </ul>			
<b>CLOSE: 8.24pm</b>					
<b>NEXT MEETING:</b> 22 October		<b>LOCATION:</b> MCCPS Staff Room	<b>CHAIR:</b> Michelle Hall	<b>OPENING PRAYER:</b> TBA	
<b><u>Meeting Schedule:</u></b>					
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		

