



Mater Christi Catholic Primary School
Parents & Friends Meeting
 Action Report Updated 5 May 2018

MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
11/08/2015	New plaques to be added for recently deceased members of MC family to memorial seat	Aug 2016: Currently being made Mar 2017: to be etched – cheaper April 17 – no update May 17 - no update Aug 17 - no update Sept 17 – no update Oct 17 - Marina will complete by the end of the year Feb 18 - no update. LR to follow up with MaH Mar 18 - no update May 18 - MiH will take this over from MaH (obtain list and purchase plaques) June 18 - the list has been provided to Leonie Jones	Michelle Hall	24/07/2018		
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	Leah Rheinberger	11/09/2018		
13/06/2017	5.3.2 Conduct audit of 2016 P&F books	Aug 17 - find a new auditor, obtain a quote and engage them if the quote is reasonable Oct - no update Feb 18 - a quote has been requested (will be 2016 and 2017 books) Mar 18 - locating all paperwork May 18 - no update June 18 - quote of ~\$3000 for a qualified auditor, but our constitution says we don't need a qualified auditor. Marina will see if a contact can help us out with this.	Rebecca Exham	10/04/2018		
10/04/2018	7.6.1 Easter Colouring In Competition - send certificate of appreciation to Tanya Forzatti		Linda Corlett	8/05/2018		

10/04/2018	7.6.1 Dad and Kids Camp Out - send certificates of appreciation to Coles Beeliar, The Spud Shed, Malones Meat, Perth Ice Works	Two have been done, 2 outstanding	Linda Corlett	8/05/2018		
8/05/2018	7.5.1 Purchase the sports podium from Hart and magnets	June 18 - Toni to check is Ryan has ordered them	Michelle Hall	12/06/2018		
8/05/2018	8.5.1 Consider drive through request	The school is considering the request, and will modify arrangements in Term 3.	Nicole Woodhouse	12/06/2018		
8/05/2018	8.3.1 Book purchase - " A Friend Like Mine "	June 18 - book to be released this month, then we can purchase 3 copies	Michelle Hall	24/07/2018		
8/05/2018	8.6.1 One Drive for P&F documents	June 18 - no update	Kate Godwin-Johnston	30/11/2018		
12/06/2018	8.1.1 Meet and discuss changes to the current constitution		Michelle Hall and Marine Hayward	24/07/2018		
12/06/2018	8.3.1 Discuss the driving situation with the Divine Mercy staff		Toni Kalat	24/07/2018		