## Meeting Minutes

**Date: 12 June 2018 Venue:** MCPS Staff Room

**Chair:** Michelle Hall (MiH)

**Minute Taker:** Leah Rheinberger (LR)

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| 1.Welcome – MiH  Opening Prayer – MiH |
| 2. **Attendees:**  Executive – Michelle Hall (MiH), Leah Rheinberger (LR), Michelle Pellicione (MP), Rebecca Exham (RE)  Office Bearers – Leonie Jones (LJ), Tina Stevens-Galipo (TSG), Marina Hayward (MaH)  General Members – Alissa Fazio (AF)  Other attendees –Toni Kalat (TK)  **Apologies:** Father Joe, Linda Corlett (LC), Helen Kruh (HK), Kate Godwin-Johnston (KG), Vanessa Martins (VM), Deborah Horton (DH), Nik Hofmeester (NH), Nicole Woodhouse (NW) |
| 3. Previous Minutes Accepted by: MiH Seconded by: MP |

| **Ref** | **ISSUE** | | **DISCUSSION** | | | | | **ACTION** | | | | | **By Whom/When** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. Business Arising from previous minutes – Action Report** | | | | | | | | | | | | | |
| 4.1 | Action Report | |  | | | | |  | | | | |  |
| **5. Standing Items - Committee Reports** | | | | | | | | | | | | | |
| 5.1 | President | | * Mother’s Day Stall * Year 3 Mass * Good Cup Café * Australia’s Biggest Morning Tea * Walk to School Day * School photos * P&F Website updated * Will attend June City of Cockburn Council meeting ot discuss the playground equipment | | | | |  | | | | |  |
| 5.2 | Principal | | * Australia’s Biggest Morning Tea – outstanding, sit down was lovely, cupcake bake off was gret * Holy Communion – going well * School Photos – have gone home, lots of positive comments received * Thanks for completing the school survey (~250 respondents) * Good Cup Café – great work – next one is 20/06 with Rebecca Rowland present early on * Kindy 2020 interviews underway – most prospective parents have heard only positive comments about the school | | | | |  | | | | |  |
| 5.3 | Treasurer | | * Bank balance - $33,745.59 * Good Cup cost $35 * Mother’s Day stall – banked $3405.05 * Please get in your reimbursement forms and receipts! | | | | |  | | | | |  |
| 5.4 | P&F Representative to the School Board | | * Mark and Toni – thanks to Tina for Mother’s Day Stall, and best wishes to all the children undergoing confirmation | | | | |  | | | | |  |
| 5.5 | Class Representative Coordinator | | * Emails have been sent to Class Reps for Year 3 mass (bring a plate), Good Cup Café, Australia’s Biggest Morning Tea, * Four new families – are being welcomed by their respective class rep coordinator | | | | |  | | | | |  |
| 5.6 | Parish Representative | | * From Marina   + Launch for Plenary Council (by the Catholic Church) which will survey people in Australia (Catholic and non-Catholic) about what they think the role of the Catholic Church is in the future. The Plenary Council reports to the Pope. The school community will be invited to participate in workshops when appropriate   + First Holy Communion workshops are coming up   + The Chapel is being kept open most mornings, weather dependant * Reported later – RCIA will be starting in July and has been advertised in the school newsletter * Marina will deliver a presentation of her Trip to the Holy Land | | | | |  | | | | |  |
| 5.7 | PFFWA Report | | * PFFWA Conference was held at the end of May and was a great success, the main speaker was fantastic, the CEWA were a great support * PFFWA/CEWA will be looking at co-branding at the next Election * PFFWA name change – need high level approval, we will be notified, nothing will be re-printed until the name change is approved | | | | |  | | | | |  |
| 5.8 | Sunsmart Representative | | * Nothing to report | | | | |  | | | | |  |
| 5.9 | News & Info Coordinator | | * Nothing to report | | | | |  | | | | |  |
| 5.10 | Food Coordinator | | * Year 1 Mass morning tea – 6 plates and 1 helper | | | | |  | | | | |  |
| 5.11 | Community Appreciation Officer | | * Nothing to report | | | | |  | | | | |  |
| **6. Correspondence** | | | | | | | | | | | | | |
| 6.1 | Fundraising – CUA School Fun Run | | * noted by the committee | | | | |  | | | | |  |
| **7.0 General Business** | | | | | | | | | | | | | |
| 7.1 | Mother’s Day Stall – summary | | * Broke even * Father helpers were great * In the future – keep items under $5 * Some children came back at lunch to purchase an extra gift * Sold most items | | | | | |  | | | |  |
| 7.2 | Australia’s Biggest Morning Tea – summary | | * Sit down concept and $5 entry was well received * Not many staff attended – perhaps Wednesday is a busier day for them rather than Friday * It was great having the room the day before to set up * Thanks to all the helpers * Raised $2735ish | | | | | |  | | | |  |
| 7.3 | Bingo night | | * Due to short timeframes and no event organiser, the Committee agreed to postpone this event | | | | | |  | | | |  |
| 7.4 | Father’s Day Breakfast | | * Everyone was happy with the food last year, but we will need a new caterer. This is expected to cost more, as we got an excellent price from Beaumonde Catering * We can use the same suppliers for hot boxes, coffee etc. | | | | | |  | | | |  |
| 7.5 | Afternoon on the Green | | * Discussion about extending to the Parish and wider community. The committee agreed to keep this event a Mater Christi community building event.   + The committee saw value in including the Parish Community, as they are part of the Mater Christi community   + The wider community may be included in future event * Michelle Hall to Chair, subcommittee – Tina Stevens, Michelle Pellicione | | | | | |  | | | |  |
| 7.6 | City of Cockburn Volunteer Cards | | * Decision to add class reps to the VIV list | | | | | |  | | | |  |
| 7.7 | Yr 6 Graduation Arts Award and sponsorship | | * Would the P&F support purchasing of Year 6 Honours Plates? * Yes in principle – subject to design and cost | | | | | |  | | | |  |
| 7.8 | Review of the Healthy Eating & Canteen Policy | | * This policy is being reviewed by 3 staff members, some school students, and a P&F rep | | | | | |  | | | |  |
| 7.9 | Fathering Project | | * Dad’s who were at the camp out are asking “what next” * Arrange an event with a guest speaker from the Fathering Project to speak to the school Dads | | | | | |  | | | |  |
| 7.10 | Charity/Goodwill initiatives | | * Considering Term 3 charities/fundraising:   + Mates without Borders (Venezuela) – perhaps a Free dress day to raise money for this cause?   + Sleeping Bag Drive and deliver to the homeless | | | | | |  | | | |  |
| **8.0 Other Business** | | | | | | | | | | | | | |
| 8.1 | P&F Constitution | | * We have a soft cope only of the current constitution (unless Toni can find one) * At an upcoming meeting, amendments to the current constitution will be proposed | | | | | | 1. Meet and discuss changes to the current constitution | | | | MiH and MaH |
| 8.2 | Library scanning issues | | * The school needed to purchase and install a new system and it should be available next week | | | | | |  | | | |  |
| 8.3 | Drivers on Yangebup Road | | * Divine Mercy parents driving on the wrong side of the road | | | | | | 1. Discuss the driving situation with the Divine Mercy staff | | | | Toni Kalat |
| CLOSE: 9.07 | | | | | | | | | | | | | |
| **NEXT MEETING**: 24 July 2018 | | | | LOCATION: MCCPS Staff Room | | **CHAIR:** Michelle Hall | | | | | **OPENING PRAYER:** TBA | | |
| **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) | | 11 September 2018 (T3) | | | 16 October 2018 (T4) | | AGM - 21 November 2018 (T4) | | |  | |  | |