## Meeting Minutes

**Date: 13 March 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), Michelle Pellicione (MP), Rebecca Exham (RE),Leah Rheinberger (LR)  Office Bearers – Leonie Jones (LJ), Helen Kruh (HK), Kate Godwin- Johnston (KG), Vanessa Martins (VM),Tina Stevens-Galipo (TSG)  General Members – Alissa Fazio (AF), Deborah Horton (DH)  Other attendees – Toni Kalat (TK), Alissa Fazio (AF), Kylie Galipo (KG), Nik Hofmeester (NH), Nicole Woodhouse (NW), Jin Kim, Lucy de Aguiar, Chris McCallum, Karen Hearn (KH)  **Apologies:** Linda Corlett (LC), Marina Hayward (MaH), Father Joe |
| 3. Previous Minutes Accepted by: LJ Seconded by: DH |

| **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 | |  | | | | |  | | | | |  |
| 5.2 | Principal | | * Reminder about safe driving – following road rules, drive through etiquette * The kindy morning tea was well attended * Catholic identity – children enrolled in the Sacrament, Feast of Joseph Mass on Monday 19/03, Father Joe has started classroom visits, Easter Reflection (4A) * Year 6 camp was successful, though costs are going up next year * Swimming carnival next week * Parent Teacher Interviews open 22 March for Week 11 * Oval play equipment – school is paying for repairs ($3400) | | | | |  | | | | |  |
| 5.3 | Treasurer | | * Bank balance - $12014.21 * Spent approx. $5200 so far this year (Mothers’ Day Stall, PFFWA fees) * Michelle Hall is on-line approver | | | | |  | | | | |  |
| 5.4 | P&F Representative to the School Board | | Board meeting was held on 20/03   * New members were welcomed * Induction session at CEWA * The P&F thanked the Capital Development Team for the update in November | | | | |  | | | | |  |
| 5.5 | Class Representative Coordinator | |  | | | | |  | | | | |  |
| 5.6 | Parish Representative | | * Sacrements – published * Parents support Café – progressing well, organising a meeting between the Parish and School * Fortnightly youth group at the church was recently established - for high school age children | | | | |  | | | | |  |
| 5.7 | CSPWA Report | | * CSPWA State Conference 26 May | | | | | 1. Send PFFWA state conference registration form to P&F Committee members | | | | | LR (ASAP) |
| 5.8 | Sunsmart Representative | | * 3 year old kindy sunscreen was checked * Entered a competition for baggy hats * Sunsmart certificate, posters was received | | | | |  | | | | |  |
| 5.9 | News & Info Coordinator | | * Put Term events on P&F board and lobby doors * Wednesday afternoon deadline for newsletter | | | | |  | | | | |  |
| 5.10 | Food Coordinator | | * Year 6 morning tea mass coming up | | | | |  | | | | |  |
| 5.11 | Community Appreciation Officer | | * Completed requested certificates | | | | |  | | | | |  |
| **6. Correspondence** | | | | | | | | | | | | | |
| 6.1 | City of Cockburn Sundowner | | * Michelle P and Kylie G will attend | | | | |  | | | | |  |
| 6.2 | Fundraising - SciTech | | * LR to send information to Michelle P | | | | | 1. Send Scitech fundraising info to MP | | | | | LR |
| **7.0 General Business** | | | | | | | | | | | | | |
| 7.1 | Sundowner | | * 65 parents attended 80 were booked * Alcohol cost $185 (from Karen Simons) * Fundraising on the night was not very successful * Next time – sell tickets to the event to recover costs and get an event licence * Responsible Service of Alcohol - $40 per person | | | | | |  | | | |  |
| 7.2 | Dad and Kids Camp Out – update | | * 140 people booked, with 27 families on the wait list * Put an note in the newsletter that the camp out was sold out | | | | | |  | | | |  |
| 7.3 | Easter Raffle | | * Colouring in competition (four pictures K-PP, 1-2, 3-4, 5-6) * Tanya Forzatti is sponsoring the prize – one easter egg per year group, the P&F will do a random draw for two other children in each year group | | | | | |  | | | |  |
| 7.4 | Mother’s Day Stall | | * Order 1000 white bags for the children to decorate (Karen Hearn) * We will need more than 1000 gifts, some have been ordered and have arrived, will order cookbooks | | | | | |  | | | |  |
| 7.5 | Australia’s Biggest Morning Tea – proposed date change | | * Leonie and Vanessa can run this event * 30 or 31 May – Toni Kalat to confirm | | | | | |  | | | |  |
| 7.6 | P&F Constitution | | * The P&F will be reviewing this in the coming weeks. | | | | | |  | | | |  |
| 7.7 | Fundraising ideas | | 1. Re-usable lunch order bags (KH) 2. Money board at events (KH) 3. Colour run with mini-marathon 4. Casino Bus $10pp on Fri or Sat, we could charge $25pp (MP/TS) 5. Car boot sale on the oval - $10 per car (MP) 6. Pilates (or similar) in the Park ($10pp), instructor could be volunteer or take a few $$ (MP) 7. Hoyts fundraising nights (VM) 8. Family and kids movie night (VM) 9. Kids vs parents/teachers sports event (VM) 10. School recipe book with parents/kids recipes (VM) 11. Water play day at school (VM) | | | | | |  | | | |  |
| 7.8 | Year of the Youth (parish) | | * P&F to help promote the Year of the Youth with the Parish, which leads into World Youth Day * NW and NH are on the youth summit group with CEWA | | | | | |  | | | |  |
| 7.9 | Screenagers Movie | | * Some good points about screen use (kids and parents) raised in this movie, as well as some tips to manage smart phone use (e.g. contracts). * We will not run a screening at this stage, but will advertise other schools/community screenings of this movie * Consider getting a speaker on social media skills | | | | | |  | | | |  |
| **8.0 Other General Business** | | | | | | | | | | | | | |
| 8.1 | Canteen | | * The canteen was closed at 8.15, and a parent couldn’t put a lunch order in. Could the canteen be opened a bit earlier? * There are lunch order bags/baskets in the classrooms | | | | | | 1. See if the canteen can be opened about 8 | | | | TK |
| 8.2 |  | | * School photographer – new provider 3P * Week 1 of Term 2 – Wed, Thurs, Fri * Leonie Jones will organise helpers | | | | | |  | | | |  |
| CLOSE: 9.10 | | | | | | | | | | | | | |
| **NEXT MEETING**: 13 March 2018 | | | | LOCATION: MCCPS Staff Room | | **CHAIR:** Michelle Hall | | | | | **OPENING PRAYER:** Alissa Fazio | | |
| **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) | |
| 11 September 2018 (T3) | | 16 October 2018 (T4) | | | AGM - 21 November 2018 (T4) | |  | | |  | |  | |