## Meeting Minutes

**Date: 13 June 2017 Venue:** MCPS Staff Room

**Chair:** Teresa Lawson (TL)

**Minute Taker:** Michelle Hall (MiH)

|  |
| --- |
| 1.Welcome – TLOpening Prayer – TLGuest Speaker – Theresa MacDonald from PFFWA provided an informative overview of how the PFFWA represents parents and their children’s education. * Advocacy for funding (50% Federal, 20% State, remainder parents)
* Parent engagement – being actively engaged in children’s learning (ie reading, asking questions about learning in class, taking opportunities to use daily situations to enhance classroom learning i.e counting apples, money etc.
* Successful learning in the early years – 2 x 2 hour workshops – TL requested more information on this
* Induction program for new P&F members, on-line program to educate on roles of P&F
* “Federation” – password to affiliate section on the PFFWA website
 |
| 2. **Attendees:**  Executive – Teresa Lawson (TL), Rebecca Exham (RE), Marina Hayward (MaH)Office Bearers – Karen Simons (KS), Deborah Horton (DH), Michelle Hall (MiH), Christine McCallum (CM), General Members – Toni Kalat (TK). Courenty Dunsire (CD), Nicole Cloutt (NC)Other attendees – **Apologies:** Leah Rheinberger (LR), Leonie Jones (LJ), Tina Stevens-Galipo (TSG), Kylie Galipo (KG), Alissa Fazzio (AF), Belinda Weeks (BW) |
| 3. Previous Minutes Accepted by: DH Seconded by: RE |

| **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 | * Thank you’s – MaH and NC/CD esp confirmations, KS for Mother’s Day Stall, DH Entertainment Book
 |  |  |
| 5.2 | Principal  | * Are parents accessing Coneqt for reports?
* Discussion on parent communication

 |  |  |
| 5.3 | Treasurer  | * Unable to provide balance as statements not being received
* Cheques presented:
	+ $10K Mater Christi Wish List (Toni Kalat)
	+ $893 Mother’s Day Stall (Karen Simons)
	+ Deposit of $3791 (Mother’s Day Stall)
	+ $?? Levies
* Registering for online banking – forms have been sent to the bank
* Still no quote received from the auditors – they require more information on constitution – RE to follow up
 | 1. Register for online banking
2. Conduct audit of 2016 P&F books
 | RE (8/08/17)RE (10/10/17) |
| 5.4 | P&F Representative to the School Board | * The Board are happy with the Lifelink bike donation
* Katie NcNally spoke about IT – new lease for iPads and enrichment Y4-6 creative problem solving, robotics
 |  |  |
| 5.5 | Class Representative Coordinator | * Emails sent to class reps for Food (Year 4 Mass and K/PP reading morning teas, and donations for Aust. Biggest Morning Tea)
 |  |  |
| 5.6 | Parish Representative | * Confirmation of 120 children last weekend
 |  |  |
| 5.7 | PFFWA Report | * First Holy Communion – 24/25 June Commitment Mass, workshop booking opened on Monday 12 June
* Mass bookings open Monday 19th June
* Father Dat on seven weeks leave, Father Cyprian Shiakoti (Chaplain at UWA) taking over during this time
* Debbie Pushor – parent engagement specialist from Canada was in WA for three days, MaH attended her workshop at Corpus Christi and has ideas to discuss with TK
* Federal Government has allocated greater funds for parent engagement
 |  |  |
| 5.8 | Sunsmart Representative | * Shade sails are down
* Nothing else to report
 |  |  |
| 5.9 | News & Info Coordinator | * Nothing to report
 |  |  |
| 5.10 | Food Coordinator | * ABMT offer of donations of food received – would like more, send out request in newsletter
 |  |  |
| 5.11 | Community Appreciation Officer | * To be completed
 |  |  |
| **6. Correspondence** |
| 6.1 |  | VOICE newsletter received |  |  |
| 6.2 |  | Fundraiser – wrist bands – no thanks |  |  |
| 6.3 |  | Fundraiser – Hewitt Photography – vouchers send gift certificate $1000 |  |  |
| 6.4 |  | PFFWA – Affiliation Certificate |  |  |
| 6.5 |  | Minister for Ed |  |  |
| 6.6 |  | APC Review – to go into library (TL) |  |  |
| **7. General Business**  |
| 7.1 |  | Mothers’ Day Stall * $3791.50 banked, Profit $420 with jewellery purchased in 2016 removed (Comparison 2016 – banked $3369, profit $422.50)
* Generous children/parents, kids loved it
* Bags and wrapping very well received
* Kindy class – very well organised by Chris (and helper)
* Please thank Vital Packaging – Karen to get a name and Deb to send thanks
 | 1. Thank Vital Packaging for help with Mothers Day Stall – Karen to get a name and Deb to send thanks
 | KS, DH (8/08/17) |
| 7.2 |  | Australia’s Biggest Morning Tea* Tina doing great organising food
* Approached businesses with letter for donations
* Table decorations – Leanne Clarke often pays if out of pocket.
* P&F will cover cost of balloons, mugs and aprons to include in raffle
* Southern Cross village – invites done by graphic designer via DH
* Can the Y6 service tea and coffee? Yes
* Put into the Parish bulletin to invite parishioners
* Raffle tickets sales will commence next week
 |  |  |
| 7.3 |  | Entertainment Books* Selling quite well, no final numbers yet
* Possibility raised about selling EB in courtyard next year
* This year we went with opt out letter as recommended by EB
* Next year sales will start in March so we will hopefully get more sales
* Well done to Kylie Galipo - 27 books sold at her work and volunteered to help DH to sort through books to send out
* 3 books donated for ABMT
 |  |  |
| 7.4 |  | Guest Speaker – Youth Mental Health* Tuesday 1 August, 6pm Wine and Cheese, 7pm talk by Kristi Cronan
* She will contact Rebecca Rowland to discuss content (such as signs, symptoms, management how to access help – is there anything else the school required?)
* CM to liaise with Rebecca Rowland
* CM to organise advertising in the newsletter
* TSG to organise food for the event
 | 1. Liaise with Rebecca Rowland and Kristi Cronan, advertise in the newsletter
2. Organise food for the event

(in action list under action 14/02/17 #7.3.2) | CMTSG |
| 7.5 |  | Swimming lessons* Goal – to get to Cockburn ARC
* Definitely in 2018 Week3-4 in Term 4
* No possible space at the Cockburn ARC for 2017, will remain at Riverton Leisureplex for Term 4, Week 7-8
 |  |  |
| 7.6 |  | Rebecca Rowland to do another talk for parents with a different module. CD will liaise with Rebecca to get her and Claire Orange |  | CD |
| **8.0 Other General Business** |
| 8.1 |  | Emergency service rehearsal – done twice this term (first practice, second gentleman came out to review performance of it – findings were that a practice should have not been performed first) |  |  |
| 8.2 |  | Emmanuel Catholic College Quiz night was excellent |  |  |
| 8.3 |  | Latitude 34 is happy to help out in any way for fundraisers |  |  |
| CLOSE: 8.55 |
| **NEXT MEETING**: 8 August | LOCATION: MCCPS Staff Room | **CHAIR:** Teresa Lawson  | **OPENING PRAYER:** TBA |
| **Meeting Schedule:**  |
| ~~9~~~~th~~ ~~May T2~~ | ~~13~~~~th~~ ~~June T2~~ | 8th August T3 | 10th Oct T3 | 14th November T4 |  |