## Meeting Minutes

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

**Chair:** Teresa Lawson (TL)

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

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| 1.Welcome – TL  Opening Prayer – TL  Guest 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) | | | | CM  TSG |
| 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 | |  | |