



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 16 October 2018

Venue: MCCPS Staff Room

Chair: Michelle Hall (MiH)

Minute Taker: Leah Rheinberger (LR)

1. Welcome – MiH

Opening Prayer – NW

2. **Attendees:** Executive – Michelle Hall (MiH), Leah Rheinberger (LR), Michelle Pellicione (MP), Rebecca Exham (RE)

Office Bearers – Leonie Jones (LJ), Helen Kruh (HK)

General Members – Alissa Fazio (AF)

Other attendees – Toni Kalat (TK), Nicole Woodhouse (NW)

Apologies: Marina Hayward (MaH), Nik Hofmeester (NH), Kylie Galipo (KG), Kate Godwin-Johnston (KGJ), Father Joe, Tina Stevens-Galipo (TSG), Linda Corlett (LC), Deborah Horton (DH)

3. Previous Minutes Accepted by: LJ Seconded by: MiH

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
4. Business Arising from previous minutes – Action Report				
4	Action Report	See action report at the end of the minutes		
5. Standing Items - Committee Reports				

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
5.1	President	<ul style="list-style-type: none"> • Term 4 – world staff appreciation day – morning tea – thanks to Tina for coordinating • Thanks to Nik for his contribution this year at Mater Christi – camp out, sports carnival, helping with P&F Fathering Project • Afternoon on the Green – working hard on activities 		
5.2	Principal	<ul style="list-style-type: none"> • Starting Term 4 - • 5 new families this Term • Thanks to our amazing community - raising \$6100 for drought affected farmers!! Thanks to Megan Hardie and Sarah Cooke • Thanks to the P&F for the Staff Appreciation Day – Tina and Michelle • Next week – hosting interschool spelling bee – wishing our team the best of luck. Thanks to Katie MacNally • 65 nominations for the Student Representative Council for 2019 – SRC Leaders will be attending a Youth Summit (16 November 2018) • Voting for Year 6 Captains for 2019 coming soon • Swimming lessons commence next week – label all items, check all belongings each day • School Audit – held last Thursday (morning was 3 year olds – Year 2, rest of school afternoon) - we are meeting all standards. The staff have been phenomenal – and was acknowledged by the auditors. Thanks to Kayla Trimble, Assistant Principals and all staff. • Bulk order for Kindy – Year 1 – saving money and making life easier, cost for order will be put onto your fees in 2019. <p>Full report at end of minutes</p>		
5.3	Treasurer	<ul style="list-style-type: none"> • Bank balance - \$24,446.96 • Expenses – Father’s Day, Afternoon on the Green, • Cheque from Mr Mocha to be banked • Sturgess accounting is doing the 2017 audit – volunteering his time. Committee agree to purchase a gift of thanks. • Bank signatories form to be signed <p>Full report at end of minutes</p>		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> • No Board meeting since last P&F Meeting 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> • 4 new families, waiting the information from Admin • Emails sent out: <ul style="list-style-type: none"> ○ Staff morning tea ○ Afternoon on the green ○ Good Cup Café ○ Father's Day Breakfast ○ Reminders for Term 4 ○ AGM Reminder • Class Rep gift for 2018 – chocolates and kokedama succulent balls \$20 each for 30 people (Michelle Pellicione organising) 		
5.6	Parish Representative	<ul style="list-style-type: none"> • Afternoon on the Green was advertised in the Parish Bulletin 		
5.7	PFFWA Report	<ul style="list-style-type: none"> • No report 		
5.8	Sunsmart Representative	<ul style="list-style-type: none"> • Request for 2019 Date for Swimming Carnival 	Toni Kalat	
5.9	News & Info Coordinator	<ul style="list-style-type: none"> • No Report 		
5.10	Food Coordinator	<ul style="list-style-type: none"> • No Report 		
5.11	Community Appreciation Officer	<ul style="list-style-type: none"> • No Report 		
6. Correspondence				
6.1	City of Cockburn	<ul style="list-style-type: none"> • Volunteer Awards voting 		
7.0 General Business				
7.1	Father's Day Breakfast – event report	<ul style="list-style-type: none"> • No report 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
7.2	Staff Appreciation Day – event report	<ul style="list-style-type: none"> x 		
7.3	Afternoon on the Green – update	<ul style="list-style-type: none"> 9-20 parent volunteers, 20 high school students (Emmanuel and CBC, Seaton has a conflicting event) P&F info stand Fairy floss tickets Ride tickets Sherbert tubes a variety of prices – cash Crazy hair Jar raffle Art table Co-Health – slinky apples (bananas and apples have been donated) AFL Jerseys – silent auction going well Karaoke Silent Disco Dunk Tank – students can go in it if their parents approve Photography competition – judges have been organised, prizes have been sourced 		
7.4	Good Cup Café – coordinator?	<ul style="list-style-type: none"> Interest in Good Cup café - Olivia Rodrigues (organising tomorrow's one), Bec Exham, Leap Grassa, Adele Still working on finding a permanent coordinator... Milk – school is happy to provide milk 		
7.5	Audit of P&F Books	<ul style="list-style-type: none"> Discussed in the action report 		
7.6	Booklist bursary	<ul style="list-style-type: none"> Proposed to fund two booklists – the school can decide which children to provide it to. Committee approve this 		
7.7	Christmas concert food trucks	<ul style="list-style-type: none"> Nicoletta Nici – asked if the P&F can organise 2019 Christmas Food truck – yes we can Work involved - City of Cockburn paperwork, roping areas off, organising trucks 		
7.8	P&F Constitution	<ul style="list-style-type: none"> Discussed in the action report 		
8.0 Other Business				
8.1		<ul style="list-style-type: none"> New funding model for CEWA will come into effect 2020. 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
8.2		CEWA and all Catholic Systems across Australia are working with the Federal Government on this. Funding for 2019 will remain the same as 2018 with some funding increases.		
8.3		<ul style="list-style-type: none"> Fathering Project – some Dad’s met up and are working on an event 		
8.4		<ul style="list-style-type: none"> Grandparents Day – 9 November – same style of event, changes to be considered and implemented in 2019. 		
8.5		<ul style="list-style-type: none"> Year 1 – can their buddy show the Year 1’s around?? Can their buddy get involved sooner? The older kids can always offer a hand to the Year 1’s. The teachers do a walk around in the early days. 		
8.6		<ul style="list-style-type: none"> Leonie – emailed Claire Orange for Term 2 next year to determine availability/items to present/cost 		
8.7		<ul style="list-style-type: none"> Term 4 Calendar – Mates without Borders (Venezuela) - is there a possibility for a free dress fundraiser on the last day of Term – Toni to consider Nomination forms for 2019 – agree to remove the Community Appreciation Officer role – this work can be done by the Event Coordinator 		

CLOSE: 8.30

NEXT MEETING: AGM

7pm Wednesday
21 November 2018

LOCATION: MCCPS Community Centre

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)		



Mater Christi Catholic Primary School
Parents & Friends Meeting
 Action Report Updated 16 October 2018

MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
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 July 18 - Michelle Hall is meeting with Marina Hayward to progress Aug 18 - As June/July	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. July 18 - an accountants details have been forwarded to Bec. Aug 18 - no update Sept 18 - D Kutty can't audit books, Sturgess Accounting may be able to assist Oct 18 - books are with the auditor (Sturgess Accounting).	Rebecca Exham	11/09/2018		
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 July, Aug, Sept 18 - book is not released yet Oct 18 - been ordered	Michelle Hall	11/09/2018		

8/05/2018	8.6.1 One Drive for P&F documents	<p>June 18 - no update</p> <p>Aug 18 - MC created an account and will finalise soon, may get a cewa email address</p> <p>Sept 18 - P&F have a CEWA Email address, OneDrive is working, Meeting to discuss use of One Drive with Leah Rheinberger and Michelle Hall</p> <p>Oct 18 - 4 years of minutes and key documents have been added.</p>	Kate Godwin-Johnston	30/11/2018	closed	16/10/18
12/06/2018	8.1.1 Meet and discuss changes to the current constitution	<p>July 18 - no update</p> <p>Aug 18 - consultation has occurred with MC Leadership and P&F Exec, proposed amendments have been drafted, to be circulated to the school community and will be voted on in the next P&F meeting (Sept).</p> <p>Sept 18 - after more discussion with PFFWA, changes have been made to the auditing (perhaps annual review, audit every third year) and voting sections.</p> <p>Oct 18 - summary of proposed changes was provided and discussed briefly (attached to minutes of meeting). Voting (8) was discussed - staff are to be "Friends" of the P&F Association - does this need to be worded differently? The proposed revised constitution will be voted on at the November AGM. Current and proposed constitution with brief explanations to be provided to all members 28 days prior to voting (Tuesday 23 October).</p>	Michelle Hall	11/09/2018		
24/07/2018	7.2.1 Afternoon on the Green - Ask Divine Mercy if we could utilise their parking/oval for parking	<p>Aug 18 - meeting is booked to discuss this</p> <p>Sept 18 - in progress</p>	Toni Kalat	11/09/2018		
24/07/2018	7.6.1 Book 3-5 P&F members onto Responsible Service of Alcohol training	<p>Sept 18 - no update</p> <p>Oct 18 - no update - need to find list of interested people (Michelle Bradford, Tina Stevens, Leah Rheinberger)</p>	Michelle Hall	11/09/2018		
11/09/2018	6.1.1 Forward City of Cockburn emails to the P&F committee		Leah Rheinberger	16/10/2018		
11/09/2018	8.1.1 Investigate/purchase raffle barrel	Oct 18 - \$85 raffle barrel from a local Perth company - committee approve the purchase.	Kylie Galipo	16/10/2018		
16/10/18	5.8.1 Advise Kate Godwin dates of the 2019 Swimming Carnival		Toni Kalat	11/12/2018		
16/10/18	8.6.1 MCCPS to consider if we can fundraise via a freedress day in Term 4 for Mates without Borders		Toni Kalat	11/12/2018		

Principal's Report
P&F Meeting – Tuesday 16 October 2018

Term Four commenced calmly and we welcomed five new children and four new families. These families have been welcomed by the Class P&F Reps.

Thank you to our amazing and wonderfully generous community for the \$3,050 raised for the Drought Appeal. \$6,100 has been sent to the Drought Appeal for hay bales and Sacred Heart Primary School in Coolah NSW. This was a very special appeal led by Miss Hardie and Miss Cooke who are both from farming families.

The annual P&F staff appreciation day morning tea was greatly enjoyed and acknowledged by all staff. Thank you to Tina, Michelle and the many parents who supported this initiative.

Next week our school hosts the Interschool Spelling Bee and we wish all our Year 4-6 finalists the very best. Thank you to Katie McNally for promoting and coordinating this event at Mater Christi.

Our Year Five student are preparing their speeches for the various leadership roles at Mater Christi in Year 6. The Years 4-6 students together with the staff vote for our 2019 leaders. Those students chosen as the new SRC Team will take part in the inaugural Primary Catholic Schools Youth Summit on Friday 16 November. The aim is to support the formation and development of our primary school aged leaders.

This year we are trialling a bulk order system for Kindy to Year 1. The savings across the year levels is significant, the carrying in, receiving and sorting of the stock will be much simpler. I hope that parents appreciate that the school is always looking for ways to support our families and alleviate financial hardship. Thank you to Nicole for coordinating this for the parents and staff.

Swimming lessons commence next week so please label all your child's items and keep a check on everything to ensure that what leaves the home in the morning has been returned in the afternoon.

Our School Audit was held on Thursday 11 October. The first half of the day was focused on 3-year old's - Year 2 and National Quality Standards. The second half was focused on the curriculum, management and administration of the school. I am so proud of all of our staff who have worked so hard for the last 2 years in preparing for this. A particular thank you to Kayla, Nicole, Amanda and Nik. The school was deemed an 'exceptional' school and we met all 7 standards and the 40 elements within those standards. There is so much to celebrate at Mater Christi. Our staff know that we are on a continual journey of development and improvement of good practice.

Toni Kalat
Principal

Mater Christi Catholic Primary School

Parents and Friends Association

Treasurers' Report

16 October 2018

Bank Balance

- \$24,446.96

Receipts

- Nil

Outstanding Receipts

- Mr Mocha – (To be deposited) \$210.00

Payments

- 17.09.18 – Father's Day Breakfast (Michelle Hall) - \$359.20
- 17.09.18 – School Photo Grooming Kit (Leonie Jones) - \$38.85
- 17.09.18 – Australia's Biggest Morning Tea (Leonie Jones) - \$86.90
- 17.09.18 – Afternoon on the Green Silent Disco Deposit (Michelle Hall) - \$200.00
- 17.09.18 – Afternoon on the Green Jiving Juke Box Deposit - \$80.00

Interest

- Sept 18 - \$1.91

Audit

- Craig Sturgess has volunteered to perform the MCPS 2016/2017 Audits and currently has the books. He is working on this and will advise us when this is complete.

Rebecca Exham

Treasurer's Report