## Meeting Minutes

**Date: 12 September 2017 Venue:** MCPS Staff Room

**Chair:** Teresa Lawson (TL)

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

|  |
| --- |
| 1.Welcome – TLOpening Prayer – TL |
| 2. **Attendees:**  Executive – Teresa Lawson (TL), Marina Hayward (MaH), Rebecca Exham (RE), Leah Rheinberger (LR)Office Bearers – Karen Simons (KS), Michelle Hall (MiH), Leonie Jones (LJ), Tina Stevens-Galipo (TSG), Deborah Horton (DH)General Members – Belinda Weeks (BW), Kylie Galipo (KG)Other attendees – Alissa Fazio (AF), Courtney Dunsire (CD), Nicole Cloutt (NC), Kate Godwin- Johnston, Michelle Pellicione (MP), Trampas Hall (TH)**Apologies:** Toni Kalat (TK), Guilia Orlando (GO), Nicoletta Nici (NN), Christine McCallum (CM) |
| 3. Previous Minutes Accepted by: DH Seconded by: KG |

| **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 | * Thanks to TSG and the volunteers for the Father’s Day Breakfast – the event was well received
 |  |  |
| 5.2 | Principal  | * Learning Journey – great to see so many Mum’s, Dad’s and kids there. The sausage sizzle was a huge success.
* Father’s Day Mass and Breakfast – thanks to the P&F volunteers
* Year 3 Reconciliation workshops – thanks to MaH and the Year 3 teachers
* Year 5/6 – some students are representing Mater Christi in the State League Tag – good luck!
* Year 6 – Life Skills incursion by Surf Life Saving
* Friday 15/9 – Morning Tea at Mater Christi for residents of the Southern Cross Village
* Term 3 – Giving day for the HOME charity – donations of games and stationary are welcome. PJ Day on last day of Term, with no gold coin donation necessary

 |  |  |
| 5.3 | Treasurer  | * Bank Balance at 12/09/17 - $22595.66
* A few cheques have been received for the expenses on the Father’s Day Breakfast Event
* Reimbursement forms:
	+ Are to be completed for all reimbursements
	+ There is an option for pay directly into your bank account
	+ Copies were provided to committee members that need them
	+ LR to send the electronic form to all P&F committee members
 | 1. Send the electronic reimbursement form to all committee members
 | LR (ASAP) |
| 5.4 | P&F Representative to the School Board | * Some Board and P&F Members had a tour at Emmanuel College with the Principal. There are huge enrolments; the school was outstanding and impressive.
 |  |  |
| 5.5 | Class Representative Coordinator | * Lots of reminders have been sent via the class reps
* Protective Behaviours – raised the need for Cyber Safety. Mater Christi will organise a Cyber Safety session for Year 5/6 and all parents in 2018
* Costume Facebook page – has 302 members, all checked to ensure they are Mater Christi parents
* Kindy kids have been offered special appointment times for the uniform fitting for Pre-primary
* Father’s Day Breakfast – Lakes Laundrette – dry-cleaned the table cloths free of charge. We should thank them.
* School photos – P&F agreed to fund a hair tidy up kit (with baby wipes, pyrethrum spray, hair brush etc). Need two volunteers per session.

 | 1. Send a certificate of appreciation to Lakes Laundrette for drycleaning our table cloths
 | DH (10/10/17) |
| 5.6 | Parish Representative | * Reconciliation workshops are being held at the moment
* Reception of the Sacrament bookings open next week
* The Father’s Day tennis tournament was well received
 |  |  |
| 5.7 | PFFWA Report | * A meeting was held last Tuesday, with the agenda including:
	+ Raising the profile of the PFFWA
	+ Considering a name change to reflect they advocate for parents of children in Catholic Schools
	+ Reps have been meeting with new State Politicians (in Education)
 |  |  |
| 5.8 | Sunsmart Representative | * Nothing to report
* A check of classrooms will be completed before end of Term 3.
* Reminder in the School newsletter to apply sunscreen before school
 | 1. Put a reminder in the school newsletter about applying sunscreen before school
 | MiH (10/10/17) |
| 5.9 | News & Info Coordinator | * Nothing to report
 |  |  |
| 5.10 | Food Coordinator | * Father’s Day Breakfast
	+ There was a Facebook Event created for the event, with over 200 RSVPs
	+ Thanks to Nicole Murtagh for organising the catering, and to the volunteers and subcommittee for their work
	+ Event Report will be provided before the next meeting
* Thanks to those people who brought in personal equipment for this event. Though in future, the P&F committee and volunteers not to bring their personal equipment into events at the school. They are not tagged and tested appropriately and risk getting damaged or lost.
* Hot Chocolate Machine – the P& F committee agreed we should seriously consider purchasing one. They are $600-700 for one 10L machine. TS to provide quotes of hot choc machines for the October meeting
 | 1. Provide an Event Report for the Father’s Day Breakfast
2. Provide a few quotes for hot chocolate machines for P&F consideration
 | TSG (10/10/17)TSG (10/10/17) |
| 5.11 | Community Appreciation Officer | * Nothing to report
 |  |  |
| **6. Correspondence** |
| 6.1 | National Fete Research Project | * Mater Christi has been asked to complete a survey – the P&F Exec decided we will not participate
 |  |  |
| 6.2 | City of Cockburn – Inspirational/ Volunteer Awards  | * The awards were advertised and have applications closed
 |  |  |
| 6.3 | Fundraising – Kids Art Works |  |  |  |
| 6.4 | ABN Request | * Completed
 |  |  |
| 6.5 | City of Cockburn Community Fund | * Applications are open until 29 Sept
* Send the information to the P&F committee
 | 1. Send the City of Cockburn Community Fund to the P&F Committee
 | LR (ASAP) |
| **7. General Business**  |
| 7.1 | Father’s Day Breakfast  | Event Summary – discussed in 5.10 |  |  |
| 7.2 | Afternoon on the Green – Status Report | Event status report:* Council approval received (with the map showing parking in the top oval)
* The circus has been paid (electronically!)
* The P&F Committee agreed to spend $75 for shade-cloth to cover electrical leads
* Lighting has been confirmed at a good price (Kennards)
* Entertainment - can the school choir sing? Ex-Emmanuel student Talia may be able to sing too
* Need to ensure the sprinklers are off – see the gardener
* The oval needs to be free from 1.15 – see Ryan Donnelly
* 25 staff holders have applied
* The P&F Committee agreed to spend $220 for St John ambulance to attend the event
 |  |  |
| 7.3 | 2018 Events – dad's campout and quiz night | Sundowner – Friday 23 February 2018 5.30/6pm start* Karen Simons to head the sub-committee
* Perhaps instead of Term 1 class event
* Charge $10/pp to cover some costs, ensure commitment and add value to the event
* Need liquor licence if you are selling alcohol
* Need Aerogard station (mozzie season)

Dad’s Camp out – Friday 16 March 5pm to 10am* Trampas Hall to head the sub-committee, and recruit a subcommittee
* Dad’s/Males only? Or allow interested Mums too?
* Provide your own tent and camping equipment, BYO dinner
* P&F put on breakfast?
* Activities could include football, soccer, nightwatch
* Nicole Cloutt and Courtney Dunsire are the school liaison people

Quiz night – Saturday 9 June* Michelle Hall to head the sub-committee
 |  |  |
| 7.4 | Class Rep Gift | * The P&F agreed to provide $1000 for a small gift the class reps
* Gifts should not be alcohol or dangerous substance – as the children may have to take this gift home if the class rep is not there on the day
* There are approx. 30 class reps = ~$30 pp
* The class reps will be advised of the new process and notify all parents in the class
* LJ will purchase the gifts, and provide to another parent in the class for presentation on the day teacher presents are provided
* Ideas for gifts are welcome – please advise LJ
 | 1. Advise LJ of gift ideas for the class reps (~$30 each)
 | All |
| **8.0 Other General Business** |
| 8.1 | Playground equipment | * The Capital Development team is working with school leaders and architect to develop a Master Plan for the school, including the oval, playgrounds. The plan will be a joint plan with the City of Cockburn.
* There have been two meetings with the architect and Mater Christi team
* There is a meeting with the City of Cockburn booked soon to discuss the needs of the school into the future
* The community consultation is via the Board so far
* Consultation with the wider school community will happen at appropriate times in the planning process
* Consider forming a sub-committee to purchase/organise portable playground equipment for the students
 | 1. Organise a sub-committee to investigate hire/purchase portable playground equipment for the students
 | TSG, KG, MiH, MP |
| 8.2 | Football Goal Posts |  |
| 8.3 | P&F Facebook Page  | * TL met with TK to discuss this, and TK was not in favour
* TK welcomed anyone wanting to discuss this to make an appointment to meet with her
* MC website upgrade is ongoing
 |  |  |
| 8.4 | Missing school equipment | * The flatbed trolley and some tables were borrowed by P&F Members for events, and have not been returned. Could someone please locate these items and return them to Admin?
 | Locate the MC flatbed trolley and tables that were used for P&F events |  |
| CLOSE: 8.50 |
| **NEXT MEETING**: 24 Oct | LOCATION: MCCPS Staff Room | **CHAIR:** Teresa Lawson  | **OPENING PRAYER:** TBA |
| **Meeting Schedule:**  |
| ~~9~~~~th~~ ~~May T2~~ | ~~13~~~~th~~ ~~June T2~~ | ~~8~~~~th~~ ~~August T3~~ | ~~12~~~~th~~ ~~Sept T3~~ | 24th Oct T4 | 14th November T4 |