## Meeting Minutes

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

**Chair:** Teresa Lawson (TL)

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

|  |
| --- |
| 1.Welcome – TL  Opening 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 | |