



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 22 October 2019

Venue: MCPS Staff Room

Chair: Michelle Hall (MiH)

Minute Taker: Leah Rheinberger (LR)

1. Welcome – MiH Acknowledgement of Country – MiH Opening Prayer - MiH				
2. Attendees: Executive – Michelle Hall (MiH), Louise McEntee (LM), Leah Rheinberger (LR) Office Bearers – Leonie Jones (LJ), Helen Kruh (HK), Kate Godwin-Johnston (KGJ) General Members – Jennifer Cotton (JC), Guilia Orlando (GO), Steph Gill (SG), Vicky Hartill (VH) Other attendees – Nicole Woodhouse (NW), Julie Southwell (JS), Alissa Fazio (AF) Apologies: Rebecca Exham (RE), Marina Hayward (MH), Deborah Horton (DH), Toni Kalat (TK)				
3. Previous Minutes Accepted by: MiH Seconded by: KGJ				
Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	See action report at the end of the minutes		
5. Standing Items - Committee Reports				
5.1	President	<ul style="list-style-type: none"> Welcome back Thanks for coming to our last meeting for 2019 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> Sports Carnival – the cake stall raised over \$1000 – thanks to Guilia and her team, and thanks to those who donated cakes Colour Run – this Friday, thanks to helpers, please keep donations coming in Christmas Food Trucks – thanks to Deb Tan for organising this We are looking for a new Exec Team for 2020 - Please speak to the Exec Team if you are interested in doing a role Thanks to the all P&F team and helpers to run the great events and activities and helping build our school community 		
5.2	Principal	<ul style="list-style-type: none"> We welcomed a new student in 3C Upgrade works – thanks to everyone for working around the closed carparks in the first few days Kindy, Junior and Senior Toilets – refurbished over the holidays!! Year 4C/5 classes – upgrade to furniture Keep the Year 6 students in our prayers (SRC/leadership positions) Working with CEWA to meet Capital Development Program objectives Parish Sacramental Program – Sacrament of Penance Masses this week – All Saints Mass Enrichment testing on Thursday, ready for starting in Term 1 2020 Colour Run – a lot of work has been going on! Looking like it will be amazing, and so much anticipation and excitement - \$8000 raised so far Nature Playground – <ul style="list-style-type: none"> committee met with a few providers Committee have chosen – Nature Based Play Work to commence Week 4 Applied for local grants, hopefully find by out the end of the year, thanks to Vicky for assistance Grant to improve weed management and increase biodiversity Viewed video proposal Viewed plans 		
5.3	Treasurer	<ul style="list-style-type: none"> Bank balance - \$55,807.03 (\$12K remaining for start of next year) Outgoings – <ul style="list-style-type: none"> \$40K for the playground 	Send thanks to Mr Mocha	Guilia Orlando

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> ○ small purchases for the Colour Run - obstacle course • Incoming <ul style="list-style-type: none"> ○ Cake Stall ○ Merchant settlement for ○ Running Club rewards ○ Mr Mocha 		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> • Nil to report 		
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> • P&F committee approved the P&F to pay for a gift for Class Rep Coordinators (\$30 per person, approx. \$900 for all) 	<ul style="list-style-type: none"> • LM to work with Deb on a gift 	LM
5.6	Parish Representative	<ul style="list-style-type: none"> • Marina presented her trip to the Holy Year – highly entertaining • Father Joe – completed his 4 day Bibblemun Track with some colleagues, thought it was amazing, great time for reflection in nature and with God. Considering doing the Cape to Cape, with Air BnB's though! • The Church is looking for a Parishioner to look after the Garden outside the Community Centre. The P&F is happy to donate \$500 – MiH – LM seconded, a few others agreed • Sacrament workshop • New Alter Servers program – intake is open • Catholic Marriage Encounter weekend this weekend 	<ul style="list-style-type: none"> • Ask the Dad's group if there are interested in the Gardening... 	MiH
5.7	CPFWA Report	<ul style="list-style-type: none"> • No report 		
5.8	Sunsmart Representative	<ul style="list-style-type: none"> • Sunscreen is stocked 		
5.9	Food Coordinator	Food required: <ul style="list-style-type: none"> • All Saints Mass (Y6) • Thanksgiving Mass (Y5) • AGM (Board and P&F) P&F provides wine – GO to check with Amanda Burke • No Good Cup Café this term • Thanks for the Cake Stall – helpers and donations of food 	<ul style="list-style-type: none"> • Liaise with Amanda Burke regarding the drinks at the AGM 	Guilia Orlando
5.10	MC Dads Group	<ul style="list-style-type: none"> • Planning on an event this term – Woodman Point morning 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
6. Correspondence				
6.1	Father's Day Breakfast Invoice – Flying Canape			
6.2	Dept of Education/Main Roads – Letter – Review of Type A Children's Crossing	<ul style="list-style-type: none"> Decision by Main Roads to keep crossing as is 	<ul style="list-style-type: none"> LJ to put together an email to respond 	
6.3	Kindy parent night for 2020 – request for Mater Christi 'pockets'	<ul style="list-style-type: none"> P&F agreed to purchase a new batch of pockets 	<ul style="list-style-type: none"> Kylie Galipo to order 	
7.0 Projects				
7.1	Nature Playground (School project)	<ul style="list-style-type: none"> Invoice received (\$40K) 		
8.0 Events				
8.1	Update – Sports Carnival Cake Stalls Monday 23 rd & Wednesday 25 th Sept	<ul style="list-style-type: none"> See Food Coordinator Report 		
8.2	Colour Run Friday 25 th October	<ul style="list-style-type: none"> Waiting on Powder Got enough helpers (60!) Got lots of obstacles 35% of the funds raised back to the organisers Prizes – can be donated back to charity 		
8.3	Movie Night – Friday 8 th November	<ul style="list-style-type: none"> "Mater Christi P&F Family Movie Night A big thank you to Vicki for arranging the popcorn machine, and Louise for arranging the hire of the community centre and producing advertising material." Date is set, venue is confirmed Doors open 5.30, movie starts 6pm sharp licence cost 4pprox. \$350, and 4pprox. \$20 for DVD 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> Raffle off the DVD at the end of the night – sticky tickets are numbered Kids can bring extra food – allergy aware Parish was generous in giving us the Community Centre (it was double booked) – they are going to the Staff Room Sticky Tickets are out! 500 Set up benches outside for the parents 		
8.4	Karen Young Workshop TBA – February Term 1 2020	<ul style="list-style-type: none"> Date TBA – 27 February 2020?? 		
9.0 General Business				
9.1	RSA – any new requests?	<ul style="list-style-type: none"> Kate Godwin 		
9.2	AGM – Committee Nominations Process for 2020	<ul style="list-style-type: none"> Nomination form will be sent home with the eldest child Send out on Facebook pages via Class Reps 		
9.3	Girls Winter Uniform Update	<ul style="list-style-type: none"> Pants for girls in winter 		
9.4	MC 30 th Anniversary 2020	<ul style="list-style-type: none"> Cook book 30th Anniversary tea towel 	Leah Rheinberger to organise	
9.5	Christmas Concert Food Trucks	<ul style="list-style-type: none"> Deb Tan is under control – need a couple more food trucks Considering a sweet truck 		
9.6	Kindy info night	<ul style="list-style-type: none"> Michelle Hall to speak (and include school banking) Current Kindy parents to provide food 		
9.7	P&F Committee Meeting	<ul style="list-style-type: none"> Suggest the new committee to meet in December to plan the events for 2020. 		
10.0 Other Business – Community Questions				
10.1	Cyclic review coming up	<ul style="list-style-type: none"> panel of people to review the school Wednesday 13 November – parent group interviews 1.30 How are the parents being asked for their involvement? NW to ask TK 		
10.2	Seasaw	<ul style="list-style-type: none"> Used by teachers extensively 	<ul style="list-style-type: none"> JS to look into it 	

**Mater Christi Catholic Primary School
Parents and Friends Meeting**

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> Lots of homework that needs printing out, but hard copies not being received (Year 2 especially). Can print outs be provided? 		
10.3	Colour Run	<ul style="list-style-type: none"> All students wear white shirt, old shorts and shoes Bring towel for the car 		
10.4	Inspirational Volunteers of the Year	<ul style="list-style-type: none"> Michelle Hall, Trampas Hall, Louise McEntee, Vicky Hall to attend the awards night 		
10.5	Lifetime P&F Member	<ul style="list-style-type: none"> Michelle Hall proposes Marina Hayward become the inaugural Life Time Member of the Mater Christi P&F. L Jones seconded the motion. Committee agreed unanimously. 	Michelle Hall to organise	

CLOSE: 8.29

NEXT MEETING: AGM
Wednesday 7pm
20 November

LOCATION: Community Hall

CHAIR: Michelle Hall

OPENING PRAYER:

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)	10 September 2019 (T3)	22 October 2019 (T4) 7pm	AGM – 20 November 2019 (T4) 7pm		

Principal's Report
P&F Meeting- Tuesday 22nd October 2019

Welcome

It has been a fantastic start to Term 4 with lots of exciting school upgrades and new events to look forward to. This term we have welcomed one new student into Class 3C, and this family have been welcomed by their Class P&F Rep.

School Upgrades

The first day back was made slightly more challenging with Western Power's last-minute interruptions to the school access; however, the patience of our parents in navigating drop off times and finding alternative parking options alleviated much of the stress- so thank you!

The end of 3rd Term and school holidays saw an abundance of upgrades being completed around the school, including:

- Repairs to weather damage in the 3-Year-Old classroom (MCCC),
- Reroofing to the aging back block near classes 4A and 4B,
- Cleaning of sandpits throughout the school,
- Repairs to Pre-Primary grounds and equipment,
- Modification to Mrs Gladwell's Library desk, which has opened the space up significantly, as well as a slight layout change.

In addition to this our Kindy Toilets and Universal Access Toilets (UAT) were finalised together with the Junior and Senior Toilets receiving a much-needed facelift. There was an excited energy amongst the children as they eagerly waited for the grand unveiling. Our Kindy B & D, Year 2B and 6A classes did a tremendous job to hold up the GIANT ceremonial scissors when cutting the ribbon into the new toilets.

These may very well be the most popular spaces in the school. Second only to our newly updated Year 4/5 block which was given a fresh coat of paint, by Perrott Painting who is a family business within the school, and some sensational new and contemporary furniture. The students in Year 5 and 4C are already making the most of the collaborative learning opportunities that come with their new flexible seating. The Year 5 teachers worked extremely hard throughout much of Term 3 to ensure that all furniture choices would suit the needs of their children, and they also managed to stay under budget which is always a bonus!

Work has now commenced on the Female Staff toilets and should take a couple of weeks to complete. It was fantastic that we could prevent any interruptions to the students by scheduling work to their toilets during the school holidays. We gratefully thank our staff who are now patiently sharing a couple of UATs between them.

The Leadership Team continue to be in close communication with our Architects and CEWA as we work towards finalising the Capital Development proposal. In Toni's absence, I wish to acknowledge the significant work that has gone into and continues to go into these projects.

Parish Sacramental Program

This term sees the continuance of children in year 3 receiving the Sacrament of Penance each Saturday. On the 1st of December, all children who have made their First Reconciliation will receive their certificate and share in a celebratory cake. Fr. Dat and Fr. Joe have both made comments on how well the children have been prepared for participation in the Sacrament passing on this acknowledgement to the teachers.

Masses

Next week we will gather as a whole school community to celebrate Mass. Year 6 will lead us in the Mass of the Solemnity for All Saints. We warmly welcome all parents.

Enrichment Testing

In an effort to best utilise the Enrichment program, testing will now be held in Term Four- Thursday 24th October (a change from the previously stated 25th Oct). This external test will involve our Year 3s, and any new students to the school in Year 4-6. Students who have been successfully chosen for the Enrichment program will be notified by the end of Term Four in preparation for classes beginning in Term One 2020.

Colour Run

We are only days away from the eagerly anticipated Colour Run, and plans are in full swing. Yesterday's meeting with our parent volunteers was strongly attended, and there was a wonderful energy across the room. I would like to sincerely thank Michelle for her incredible work in coordinating this event with me, as well as all other parents who have either donated equipment, funds or their time. We are currently sitting at roughly \$8000 in donations, with 40% of this going back to the organisation. While the workload may have increased from our previously held Mini Marathon, the excitement levels and community-building benefits are incomparable. I look forward to attending Friday night's Emmanuel Awards Night in all my coloured glory.

Nature Playground

Last term, the Nature Playground committee met with several contractors who each brought an interesting scope of work. However, in meeting with the team from Nature Play Solutions, the committee were in strong agreement that the needs of the community and the opportunity for creativity and fun was most effectively addressed. As such, their proposal was accepted and work on the new play space has been scheduled to commence on Monday 4th November (Week 4). We thank those within the committee for their work throughout this process thus far.

Grant Applications

The school has recently submitted three grant applications, one to Fremantle Ports' "Community Investment Program" and two through Josh Wilson's office (Federal member for Fremantle). These being the "Local Schools Community Fund" & "Communities Environment Program". Attached to these applications were an exceptionally well written persuasive letter from a group of Year 4 and 5 students, as well as a video from a couple of Year 2 children. We should hopefully hear back from these applications by the end of the year. A special acknowledgement must go to Vicky Hartill and her incredible efforts in compiling all of the documentation for the environmental grant, which will go towards managing the weeds in the Bush Forever zone at the rear of the school.

Grant applications include:

- Fremantle Ports: Community Investment Program: \$30k
- Josh Wilson: Local Schools Community Fund: \$20k
- Josh Wilson: Communities Environment Program \$5k

Thank you,

Nicole Woodhouse
Acting Principal

NB: Playground plans and Year 2 video to be shown during the meeting

**Mater Christi Catholic Primary School
Parents and Friends Association
Treasurers' Report**

As at 22 October 2019

Bank Balance

- Current balance is \$55,807.03

Receipts

Activities and Fundraising Receipts

- Mr Mocha - \$225.00
- Deposit - \$430
- Deposit - \$986.40
- Merchant Settlement - \$88
- Merchant Settlement - \$50.40

P&F Levy

- Finalised

Interest

- Sept \$4.81

Payments

- Running Club
 - Sarah Correia - \$245.35
- Quiz night
 - Chiara Clarson - \$200.00
 - Vicky Hartill - \$189.34
 - Michelle Hall - \$96.49
- Eftpos Merchant Fees \$46.75
- RSA
 - Michelle Hall - \$24.00
- Father's Day Breakfast
 - Flying Canapes - \$3,460.00
 - Oscar D'Souza - \$194.00

Outstanding Payments

- Nature Play Donation to Mater Christi - \$40,000

Could all volunteers please submit any outstanding reimbursements to me as soon as possible?

Thank you,

Rebecca Exham
Treasurer



Mater Christi Catholic Primary School
Parents & Friends Meeting
Action Report Updated 22 October 2019

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 March 19 - drafted, Leah to circulate to the P&F Exec for final comment prior to finalising	Leah Rheinberger	22/10/2019		
6/11/2019	7.2.1 Michelle to look into grants for P&F funded playground within school	Freo Ports, Alcoa and Lotterywest options. 9/8/12 LW not an option.	Michelle Hall	8/09/2019	Pending	
	9.1.1 Follow up on Mothers Day stall event summary	Emailed Chiara 3.9.19 (VH)	Michelle Hall			
11/09/2019	5.5.1 Update boards and new name cards for class reps	M Hall to follow up with DH	Deb Horton			
11/09/2019	5.11.1 Follow up with Corey on status of dads group		Michelle Hall			
11/09/2019	8.1.1 Finalise quiz night event summary	Almost complete 15.10.19. Seeking a few final details on donations.	Vicky Hartill		Pending	
11/09/2019	8.1.2 Draft and send thank you letters to all donators	Sent thank you emails to approximately half the donators 15.10.19	Vicky Hartill		Pending	
11/09/2019	8.2 Finalise fathers day breakfast event summary		O D'Souza	20/11/2019		
11/09/2019	9.3 Investigate grant opportunities for Karen Young presentation/workshop in February	CoC grant officer advised we apply for the small event grant, must invite other local schools to benefit as well (not just CEWA schools), open all the time CoC suggested applying for a small event grant.	Vicky Hartill			
22/10/2019	5.3 Send a note of thanks to Mr Mocha for the kind donation		Guilia Orlando	20/11/2019		
22/10/2019	5.5 Work with Deb Horton to find a suitable gift for class rep coordinators		Louise McEntee	20/11/2019		
22/10/2019	5.6 Ask the Dad's Group if they are interested in organising the gardening for the Church		Michelle Hall	20/11/2019		
22/10/2019	5.9 Liasise with Amanda Burke regarding drinks for the AGM		Guilia Orlando	20/11/2019		

22/10/2019	6.2 Put an email of response to the Main Roads Department regarding the shool crossing		Leonie Jones	20/11/2019		
22/10/2019	9.4 30th Anniversary - consider cookbook or teatowel		Leah Rheinberger	Mar-20		
22/10/2019	10.2 Investigate use of seasaw in providing homework for students - can print outs be provided instead?		Julie Southwell	20/11/2029		
22/10/2019	10.5 Organise life membership gift for Marina Hayward		Michelle Hall	20/11/2019		