



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 11 February 2020

Venue: MCPS Staff Room

Chair: Stephanie Gill (SG)

Minute Taker: Vicky Hartill (VH)

1. Welcome – SG, Acknowledgement of Country – SG and Opening Prayer - SG
2. Attendees: Executive – Stephanie Gill (SG), Louise McEntee (LM), Jennifer Cotton (JC) Vicky Hartill (VH) Office Bearers – Kate Godwin-Johnston (KGJ), Michelle Hall (MiH), Helen Kruh, Giulia Orlando, General Members – Chiara Clarson (CC), Deborah Tan (DT), Dawnya O'Halloran (DaT), Barbara Thurston (BT), Corey Neira (CN), Dee Amato (DA), Sarah Lentz (SL), Rebecca Exham (RE) Other attendees – Toni Kalat (TK), Nicole Woodhouse, Denise Rowe (DR), Andrea Hegney, Julie Basilo, Renee Lang, Natalie Brown, Alissa Fazio (AF), Marie-Anne Davey, Kirsten Di Lazzaro, Kelly Arbuckle, Leah Rheinberger (LR), Brooke Veltrop (BV) Apologies: Marina Hayward (MH), Rebecca Exham (RE), Kristie Ainsworth (KA), Julie Southwell (JS)
3. Previous Minutes October 2019 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 attached for ongoing actions. *Cookbook for 30 th anniversary celebration. LR will investigate the options and present back at next meeting with all the details. Cookbook will have recipes from students and families and be sold, limited fundraising but could make a small profit. ALL agreed a great idea. LR and LM will coordinate	<ul style="list-style-type: none"> Investigate the costings / details of the cookbook program and report back at next meeting. 	LR
5. Standing Items - Committee Reports				
5.1	President	<ul style="list-style-type: none"> Welcome to new general members and committee and thank you to outgoing committee (full report below) 		

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		<ul style="list-style-type: none"> We will continue our sustainability journey and present items on the TV screen during the meeting and print limited agendas etc Two motions need to be moved: <p>1. <i>Motion 1: Accept nominations of 2020 Executive Committee (that were not filled at 2019 AGM)</i></p> <p>Outgoing president MiH made a motion to accept 3 new nominations for executive positions including President – Stephanie Gill, Treasurer – Jennifer Cotton and Vice President – Louise McEntee. Secretary – Vicky Hartill was elected at AGM. Moved: MiH Seconded: CN</p> <p>2. <i>Motion 2: Remove existing signatories and replace with new executive committee members</i></p> <p>Outgoing president MiH made a motion that the existing signatories of Michelle Hall and Rebecca Exham need to be removed as signatories and the new signatories of the accounts of the Mater Christi P and F Association shall be the Treasurer, Jennifer Cotton, and the President, Stephanie Gill. Any withdrawals and payments from the accounts via EFTPOS and/or Cheque must be co-signed by both the Treasurer, Jennifer Cotton, and the President, Stephanie Gill. Toni Kalat Principal of Mater Christi will remain as a third signatory. Moved: SG Seconded: MiH</p>		
5.2	Principal	See attached.		
5.3	Treasurer	<ul style="list-style-type: none"> Bank balance as 31/01/20 is \$22,906.30 Members equity as at 31/01/20 -\$17,093.70 Noting our annual \$20K commitment to the playground for the next 3 years. <p>JC moved a motion to appoint Craig Sturgess to review the P and F accounts for 2020. Moved: JC Seconded: LR</p>		

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5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> Nothing to report as no meeting for 2020 yet 		
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> MiH reported on behalf of KA All classes have a representative No class rep 'meet and greet' is set, however committee felt there should be a catch up. Possibly Wednesday afternoon. 	<ul style="list-style-type: none"> Liaise with KM to arrange a meet and greet for class reps in Term 1 	<ul style="list-style-type: none"> MiH/ LM
5.6	Parish Representative	<ul style="list-style-type: none"> Help wanted to for 10am Mass to assist with Children's Liturgy as they are very short staffed (need Working with Children Check WWCC) Sacrament program will be announced in the parish bulletin 	<ul style="list-style-type: none"> Liaise with KM to arrange post for class reps for help with Children's Liturgy 	<ul style="list-style-type: none"> MiH
5.7	CPFWA Report	<ul style="list-style-type: none"> No report provided JC will attend the CSPWA Induction Evening 13 Feb 6pm 		
5.8	SunSmart Representative	<ul style="list-style-type: none"> Classes and sick bay fully stocked end of 2019 Need to arrange messages for parents in the newsletter Policy needs to be reviewed Renew membership with SunSmart Council VH had provided KGJ with sunscreen fundraising opportunity via Australia Fundraising Specialists (colour run) DR queried if there could be shade sails installed on the oval playground. TK indicated no shade sails are scheduled for this playground as it will be removed, relocated and replaced as part of the oval redevelopment in partnership with the City of Cockburn 	<ul style="list-style-type: none"> Place SunSmart alert in the newsletter for parents Liaise with school leadership team to review SunSmart school policy Review sunscreen fundraising opportunities with Australian Fundraising laists and report back at next March meeting 	<ul style="list-style-type: none"> KGJ / LM KGJ / VH KGJ
5.9	Food Coordinator	<ul style="list-style-type: none"> Nothing to report 		
5.10	MC Dads Group	<ul style="list-style-type: none"> Position vacant 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
6	Correspondence			
6.1	Mother's Day Catalogues	<ul style="list-style-type: none"> Event coordinator is CC VH has provided all catalogues to CC AF will assist with the event CC will commence ordering 		
6.2	Parent's Business Directory Request – Erin Outram (Autospark Canningvale)	<ul style="list-style-type: none"> VH will update the directory as required MiH indicated it is probably due for review 	<ul style="list-style-type: none"> Add new business request for Autospark Review and update the Parents Business Directory 	<ul style="list-style-type: none"> VH
6.3	CSPWA – Induction Evening Thursday 13 Feb 6pm CSPA Office, Inglewood	<ul style="list-style-type: none"> Information was circulated in the newsletter JC to attend on behalf of Mater Christi 	<ul style="list-style-type: none"> Provide report to P and F on relevant items presented at the induction 	<ul style="list-style-type: none"> JC
6.4	Australian Fundraising Specialists Catalogue 2020	<ul style="list-style-type: none"> Catalogue received for fundraising opportunities Will keep on file 		
7.0 Projects no current projects				
8.0 Events				
8.1	Colour Run	<ul style="list-style-type: none"> Colour run raised about \$11,442.61 (\$7500 for Year 6 graduating class, rest to nature playground) Learning points include mapping event track with cones; review prize structure – do we need prizes? P and F funds used ~ \$300; need to arrange thank you letters/emails for donated items from families Further discussion below in section 9.2 	<ul style="list-style-type: none"> Prepare thank you letters for families who donated items for the Colour run 	<ul style="list-style-type: none"> MiH/VH
8.2	Movie Night	<ul style="list-style-type: none"> Very successful with over 75 students and families attending Popcorn machine was a hit and well worth the money 		

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		<ul style="list-style-type: none"> We haven't listed a movie night for 2020 – can add it in later in the year depending on how other events are going. All agreed. 		
8.3	AGM and Board Meeting 2020	<ul style="list-style-type: none"> Minutes from the AGM and board meeting can be accessed via the school website 		
8.4	Events list	<ul style="list-style-type: none"> SG presented the draft events calendar for 2020. These events are reliant on volunteers so all members invited to assign their name to events they can help with please <p><i>SG moved a motion to budget \$850 for Hey Warrior Karen Young event. \$500 for presenter fees and \$350 for catering (with \$1500 City of Cockburn Small Events Grant), school will fund GST component. Moved: SG Seconded: KGJ</i></p> <ul style="list-style-type: none"> Query regarding p and f meeting time on the 13 March. Incorrect time on the meeting agenda this month. Correct time is 9.45am in community centre after assembly. 		
8.5	Sundowner 22 Feb	<ul style="list-style-type: none"> 7-9pm in community centre Free entry – receive 1 drink and finger food Cash bar available for additional drinks Registrations essential 	<ul style="list-style-type: none"> Advertise sundowner in newsletter and through class reps 	<ul style="list-style-type: none"> MiH/LM /KA
8.6	Hey Warrior Karen Young 27 Feb	<ul style="list-style-type: none"> 6.30pm finger food and tea/coffee, presentation at 7-8.45pm Registrations essential 	<ul style="list-style-type: none"> Advertise Hey Warrior event in newsletter, class reps, Advertise Hey Warrior through neighbouring schools and community centres 	<ul style="list-style-type: none"> MiH/LM /KA VH
8.7	Mc Dads Dinner and Camp Out	<ul style="list-style-type: none"> We require someone to coordinate the dads camp out. Corey is happy to help on the day but does not want to coordinate this year 	<ul style="list-style-type: none"> Request a volunteer coordinator and general volunteers for dads camp out in the newsletter and to class reps 	<ul style="list-style-type: none"> LM/KA/ MiH
8.8	Good Cup Café 5 March 9am Community Centre	<ul style="list-style-type: none"> Adele Hugo has kindly taken this on again this year If anyone can assist, please let exec know 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
8.9	Easter Raffle – Thursday 2 April (KBKD) & Friday 3 April (KAKC - Year 6)	<ul style="list-style-type: none"> • KGJ indicated she will not be involved this year • SG, JC and LR will form the event committee. • Raffle and colouring competition • LR indicated she will once again sponsor the event through her business <p><i>JC moved a motion to allocate \$300 towards the event budget.</i> Moved: JC Seconded: LM</p>		
9.0 General Business				
9.1	Responsible Service of Alcohol (RSA)	<ul style="list-style-type: none"> • P and F offers up to 3 subsidised (~\$25) accreditations per year • We need volunteers with RSA to serve alcohol at our community events • CC and LM are interested 	<ul style="list-style-type: none"> • Send RSA link to interested committee members 	<ul style="list-style-type: none"> • VH
9.2	Colour run Vs Mini Marathon	<ul style="list-style-type: none"> • SG raised the topic of colour run vs mini marathon • 2019 colour run was a great fundraiser, enjoyed by most, but did take a lot of coordination, however we have one under our belts now • Most committee members felt the mini marathon had run its course and the students loved the colour run and are looking forward to the next one • Noting not all students liked the colour run or chose not to participate. Should consider an alternative for these students who do not wish to be covered in colour e.g. bubble tent adventures • It is a family fundraiser as needs parents to get involved to help with fundraising • Could make it smaller and consider a different prize structure • Colour run is supported by P and F instead of mini marathon, need school leadership team to support it to go ahead • Query was made regarding the disco that was cancelled and was this replaced by the colour run? No, the school disco was cancelled for other reasons as is separate to the colour run/mini marathon. Disco will go ahead in 2020. 	<ul style="list-style-type: none"> • Seek school leadership support for the 2020 Colour Run 	<ul style="list-style-type: none"> • VH / SG

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Ref	ISSUE	DISCUSSION		ACTION	By Whom/When
		<ul style="list-style-type: none">BV queried if the disco could also be a fundraiser with sausage sizzle and drinks			
9.3	Request new drink fountain in science area	<ul style="list-style-type: none">SG raised the need for a new chilled water fountain to service the oval and nature playgroundMiH indicated a few quotes were sought last year with best one at ~\$2100 plus installTK indicated the school leadership team will follow up on the quotes and report back at the next meeting for the p and f to consider		<ul style="list-style-type: none">Provide water fountain quotes already sought to school leadership teamReview water fountain quotes obtained and provide report at March meeting	<ul style="list-style-type: none">MiHTK
9.4	Entertainment Book Fundraising	<ul style="list-style-type: none">JC raised an enquiry about entertainment book fundraising for 2020. It is a good fundraiser gaining ~ \$2000 last year.Deb Horton has been running it, so we need to liaise with herBV volunteered to manage it if Deb doesn't wish to for 2020		<ul style="list-style-type: none">Liaise with Deb Horton to see if she wishes to continue to manage the Entertainment book fundraising program	<ul style="list-style-type: none">VH/SG
9.5	City of Cockburn Very Important Volunteer Program (VIV)	<ul style="list-style-type: none">New committee members and class reps will be nominated to receive a card to receive discounts across Cockburn businesses		<ul style="list-style-type: none">Arrange VIV program cards for new 2020 volunteers	<ul style="list-style-type: none">VH
9.6	Running Club	<ul style="list-style-type: none">Running Club has commenced. Every Tuesday at 8am. Head down and sign up with Sarah		<ul style="list-style-type: none">Promote running club in the newsletter	<ul style="list-style-type: none">LM
10.0 Other Business – Community Questions					
10.1	Day on the Green or Community Fair	<ul style="list-style-type: none">SL queried if we could host Day on the Green or Community Fair event.Committee were supported of a family event but were conscious of the number of events already on the 2020 calendarIf SL can get a committee together to run the event and present back at the next meeting, the committee will support it		<ul style="list-style-type: none">Form a committee for Day on the Green style event	<ul style="list-style-type: none">SL
CLOSE: 8.16pm					
NEXT MEETING: 9.45am Friday 13 March 2020		LOCATION: Community Centre		CHAIR: Stephanie Gill	OPENING PRAYER: LM
Meeting Schedule:					
Tues 11 Feb 7pm		Fri 13 March 9.45am		Tues 5 May 7pm	Fri 12 June 9am
Tues 20 Oct 7pm					
				Tues 4 August 7pm	Tues 1 Sept 7pm

Prayer –

Lord,

Look lovingly on this group gathered here.

During this meeting, as we discuss and deliberate on issues of importance to this school, help us to be guided by you Spirit.

May we be wise in our discernment, balanced in our judgment, fair in our decision and visionary in our planning.

Though we may, at times, have differing views, may we listen to one another and be guided by our common goals.

May we always be mindful in our words and actions of what is best for all children in our school.

We ask this through Christ our Lord,

Amen

Acknowledgment of Country-

We acknowledge the Nyungar people of Beeliar boodja. Long ago, now and in the future they care for country. We acknowledge a continuing connection land, waters and culture and pay our respects to the Elders, past, present and emerging.

President Report P and F Meeting #1 11th February 2020

Welcome everyone to our first meeting for 2020. I trust that you all enjoyed the school holidays and your children have settled back in to the school routine. Thank you to all who have been able to attend, I know it is not always easy to leave our little ones.

Thank you to Michelle Hall, Rebecca Exham and Leah Rheinberger for all your hard work as previous P and F Executive. Your time and effort are greatly appreciated. You have left some big boots to fill. Thank you also for continuing as General Committee Members this year.

Thank you to Louise McEntee for continuing as Vice President this year. Thank you Vicky Harthill for taking up the Secretary position after a three month stint in 2019. And thank you to Jennifer Cotton for taking on the role of Treasurer.

If anyone would like to be listed as a General Committee member, please write your name, mobile phone and email address on the list below, plus the grade of your oldest child at Mater Christi.

We have many events in the planning stages already for 2020. If you would like to nominate to assist at any of these events, please write your name on the list. We can then chat to you about more specific tasks later. Please don't be scared to put your name down. You may only have 10 minutes to contribute, you may be able to contribute 10 hours. You may be available prior to the event, or on the day only. Every little bit helps. What is one thing you can do in 2020 to help the P and F?

Principal's Report
P&F Meeting Tuesday 11 February

Welcome back to the 2020 School year.

We've had a terrific start to the new year with radiant cherubs commencing Kindy – some weepy children, weepy parents and even tiny siblings who do not want to leave the classroom.

We hosted our first "Tears & Tissues" morning tea last Monday and Tuesday mornings for the Kindy parents 9-9.30am. Around 20 came on Monday and 15 on Tuesday. It was a good start to what I hope will be an annual event.

All classes commenced brilliantly and got straight into swimming lessons. Thank you to the parents who have made sure all items are labelled and their children being responsible for their items. So far, this year has seen the least number of unclaimed items.

Thank you to the staff for preparing their classrooms for the start of the school year and their presentation for our Family Engagement Evening. This year continues to be a year of learning and professional growth for many staff: - Amanda – Marketing, Nicole – Wellbeing and Julie – Aspiring Principal's Program.

In our marketing we will explore social media platforms for our school and will buddy up with the new Marketing Officer at Emmanuel College – watch this space.

2020 is our 30th Anniversary. We would like this celebration to be special, slightly lower key than the 25th Anniversary and will explore ways to celebrate as a community.

Toni Kalat



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Action Report Updated 11 February 2020

MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
	9.1.1 Follow up on Mothers Day stall event summary	Emailed Chiara 3.9.19 (VH); emailed Chiara 24.2.20 (VH)	Michelle Hall/Vicky Hartill			
11/9/19	8.2 Finalise fathers day breakfast event summary	Emailed Oscar 24.2.20 (VH)	O D'Souza	20/11/19		
22/10/19	5.3 Send a note of thanks fo Mr Mocha for the kind donation	Completed	Guilia Orlando	20/11/19	Completed	19.2.20
22/10/19	9.4 30th Anniversary - consider cookbook or teatowel	Became Action 4.1.1 Investigate the costings / details of the cookbook program and report back at next meeting.	Leah Rheinberger	13.3.20		
11.2.20	5.5.1 Liaise with KM to arrange a meet and greet for class reps in Term 1	MiH and LM liaised with KA and assisted with 2 class rep meetings	Michelle Hall/Louise McEntee/Kristie Ainsworth	18.2.20	Completed	18.2.20
	5.6.1 Liaise with KM to arrange post for class reps for help with Children's Liturgy		Michelle Hall/Kristie Ainsworth	18.2.20	Completed	12.2.20
			Kate Godwin Johnston	18.2.20		
	5.8.2 Liaise with school leadership team to review SunSmart school policy		Kate Godwin Johnston	13.3.20		
	5.8.3 Review sunscreen fundraising opportunities with Australian Fundraising specialists and report back at next March meeting		Kate Godwin Johnston	13.3.20		
	6.2.1 Add new business request for Autospark		Vicky Hartill	30.4.20		
	6.2.2 Review and update the Parents Business Directory		Vicky Hartill	30.4.20		
	6.3.1 Provide report to P and F on relevant items presented at the induction		Jennifer Cotton	13.3.20		
	8.1.1 Prepare thank you letters for families who donated items for the Colour run		Michelle Hall/Vicky Hartill	13.3.20		
	8.5.1 Advertise sundowner in newsletter and through class reps		Michelle Hall/Louise McEntee/Kristie Ainsworth	18.2.20	Completed	12.2.20
	8.6.1 Advertise Hey Warrior event in newsletter, class reps		Kristie Ainsworth/Louise McEntee		Completed	13.2.20
	8.6.2 Advertise Hey Warrior through neighbouring schools and community centres		Vicky Hartill/Deb Tan		Completed	13.2.20
	8.7.1 Request a volunteer coordinator and general volunteers for dads camp out in the newsletter and to class reps	Corey Gaidzionis will coordinate the event with help from P and F with booking and admin	Kristie Ainsworth/Louise McEntee		Completed	14.2.20
	9.1.1 Send RSA link to interested committee members		Vicky Hartill		Completed	17.2.20

	9.2.1 Seek school leadership support for the 2020 Colour Run		Stephanie Gill / Vicky Hartill			
	9.3.1 Provide water fountain quotes already sought to school leadership team		Michelle Hall / Vicky Hartill		Completed	17.2.20
	9.3.2 Review water fountain quotes obtained and provide report at March meeting		Toni Kalat			
	9.4.1 Liaise with Deb Horton to see if she wishes to continue to manage the Entertainment book fundraising program	Deb does not wish to continue to coordinate. She will prepare a handover document. Informed Brooke Veltrop the position is available if she is still keen (24.2.20)	Vicky Hartill/Steph Gill		Completed	17.2.20
	9.5.1 Arrange VIV program cards for new 2020 volunteers		Vicky Hartill	13.3.20		
	9.6.1 Promote running club in the newsletter		Louise McEntee		Completed	13.2.20
	10.1.1 Form a committee for Day on the Green style event		Sarah Lentz			