

Meeting Minutes

Date: 4 August 2020 Venue: MCPS Staff Room

Chair: Stephanie Gill (SG)

Minute Taker: Vicky Hartill (VH)

1.Welcome – Opening Prayer & Acknowledgment of Country (SG)

2. Attendees: Executive – Stephanie Gill (SG), Jennifer Cotton (JC) Vicky Hartill (VH)

Office Bearers - Michelle Hall (MiH)

General Members – Alissa Fazio (AF), Barbara Thurston (BT), Kylie Galipo (KG), Leah Rheinberger (LR)

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

Apologies: Kristie Ainsworth (KA), Guilia Orlando (GO), Louise McEntee (LM), Sarah Lentz (SL) Helen Kruh (HK), Brooke Velterop (BV), Kate Godwin-

Johnson (KGJ)

Meeting opened: 7.05pm

3. Previous Minutes: June 2020 Accepted by: MH Seconded by: JC

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	 VH presented action updates with following queries: KG/MH raised query regarding the purchase of footy jerseys as a set were only recently purchased within last two years – are they needed? KG indicated netball shirts only have position bibs on one side. TK confirmed school will fund the drink fountain NW presented graduation breakdown: 	Determine status of football jerseys /netball bibs and reassess sports uniform request priorities.	TK

ISSUE	DISCUSSION	ACTION	By Whom/When
	 Yearbook \$1800, decorations \$500, Gift bags \$100, Graduation tops \$2700, Graduation pen \$500, Year 6 buses \$2000 = \$7600 (P&F provide \$7500) 		
nding Items - Committee Re	eports		
President	Thank you all for your attendance and ongoing support this year		
Principal	Attached		
Treasurer	 Bank Balance as at 31st July \$30, 314 P&F levy payment \$20,000 received Recent expenses: \$5,000 for the playground to date (another \$5,000 paid in August not included in July bank balance) Discussion was had around Father's Day breakfast and playground repayments (see 8.2) Major Future Payments: Further \$10,000 playground repayment before Dec 2020 \$7,500 for 2020 Graduating Class \$3,000 cookbook printing payment Colour Run TBD 2021 School Fete TBD 		
P&F Representative to the School Board	As per Principal report		
Class Representative Coordinator	No update		
Parish Representative	No update		
CSPWA Report	No update		
SunSmart Representative	No update		
Food Coordinator	See section 8.3		_
MC Dads Group	Still vacant		
	President Principal Treasurer P&F Representative to the School Board Class Representative Coordinator Parish Representative CSPWA Report SunSmart Representative Food Coordinator	Yearbook \$1800, decorations \$500, Gift bags \$100, Graduation tops \$2700, Graduation pen \$500, Year 6 buses \$2000 = \$7600 (P&F provide \$7500) President	Yearbook \$1800, decorations \$500, Gift bags \$100, Graduation tops \$2700, Graduation pen \$500, Year 6 buses \$2000 = \$7600 (P&F provide \$7500) President President Principal Attached Bank Balance as at 31st July \$30, 314 P&F levy payment \$20,000 received Recent expenses: \$5,000 for the playground to date (another \$5,000 paid in August not included in July bank balance) Discussion was had around Father's Day breakfast and playground repayments: Further \$10,000 playground repayment before Dec 2020 \$7,500 for 2020 Graduating Class \$3,000 cookbook printing payment Colour Run TBD 2021 School Fete TBD P&F Representative to the School Board Class Representative No update Parish Representative No update Food Coordinator See section 8.3

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
6	Correspondence			
6.1	City of Cockburn	Events Planning Workshop 19. 8.20		
7.0 S _I	pecial Projects			
7.1	30 th Anniversary Cookbook	 LR reported: 96 recipes – mostly baking and desserts. Widely publicised through a class visit, the newsletter and Facebook pages. Recipe submissions are now closed. Due to limited recipe numbers committee decided to open for a few extra days Advertisers – 6 for a total of \$350 income Thanks to the school for their involvement. All material has been received: why I love mater Christi, photos, welcomes! The children have produced some great work! Naming Competition is currently open to students. Winner to receive a free cookbook Next steps – waiting on clarification on timing from the publishers (Melbourne based): editing recipes and waiting on photos from SL Choosing photos and information collected Decide on style of cookbook and how many to purchase Send to the publisher for collating Pre-sales Review draft book Printing – hopefully received by end of Term 3. Sales – may run into Term 4 thanks to committee who have helped with this! VH motioned retrospectively to pay SL \$100 for the photography services (~4 hours onsite plus 3000 photos taken) 2nd SG TK indicated school will pay 50% Start pre-sale as soon as possible. Prepare a flyer to promote this LR to provide costings outlay to JC once order numbers finalised 	 Prepare Cookbook pre-sale flyer Provide outlay costings to treasurer for cookbook Sought 'play' style recipes from kindy and PP for cookbook Promote cookbook via newsletter and class reps Arrange VHS school tapes conversion to digital format 	VH/MH LR VH LM/KA MH/TK

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		 Include 'play' style recipes from kindy/PP Promote again via class reps MH indicated she located VHS's from archives. A parent can convert them into digital form for \$10 each. TK said school will fund it. 		
8.0 Ev	vents			
8.1	ABMT and Good Cup Café 20 th August	 Catering: a few donations to date but more are welcome. VH queried if we should hire a coffee percolator. Group decided to offer instant coffee, tea with urns. Raffle prizes: ~ 10 prizes collected to date including donated Solid Gold Diamond Necklace *thanks Janelle PPA) Sell Diamond tickets for \$10 (100 in total) General raffle \$2 or 3 for \$5 Sell tickets before and after school up to and at the event. Prepare float Motion: Buy 5 Cancer Council ABMT mugs and tea towels to sell at the event. Moved: MH and 2nd VH. Prepare flyer and promote in newsletter and via class reps 	 Inform Good Cup Coordinator Adele Hugo on event plan and catering updates Purchase ABMT mugs and tea towels Prepare ABMT flyer and promote in newsletter and via class reps. 	VH MH MH/LM/KA
8.2	Father's Day 4 th Sept	 Budget previously set at \$200. Proposed plan presented today (pending restrictions) is to cap event at 200 people, giving preference to year 6 families as its their last year to attend. KG queried \$2000 Father's Day breakfast budget and if it could be increased to offer proper breakfast due to the early start and attendees would not have eaten. Budget was set relative to last year but with cap of 200 attendees due to COVID Motion: Increase Father's Day budget to \$4000 considering restrictions are lifting (15 August). Moved: MH & 2nd LR pending changes to restrictions VH raised query regarding a percolator. Group decided just to use instant coffee with urns, tea and hot chocolate. Need to ensure number of helpers with coordinator as it's a large event. 	Inform Father's Day Coordinator on updated budget of \$4000 (pending restrictions) and event plans.	VH

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
8.3	Sports Carnival 14 & 16 Oct	 Going ahead with cake stall. GO is arranging the temporary food licenses required for the two dates. Promotion to families to take place late August 	 Develop sports carnival cake stall flyer seeking donations and stand volunteers 	GO
8.4	Colour Run October 30 Oct	 MH queried action 8.9.2 Prepare a Colour Run survey for term 3 to determine if community supports event going ahead Motion: Survey is not needed as P&F are elected to make collective decision on behalf of parents. Moved: MH & 2nd SG. All agreed Committee agreed to proceed with event. MH has formed a Committee Josh Wilson office rejected request for prize sponsorship support – need to seek other sponsors. 	 Determine budget required for Colour Run and report to Treasurer Seek Colour Run prize sponsorships. 	MH MH
8.5	MC Fair 2021	 Proposed date 21st March 2021 Avoids Labour day and Easter School camp 3-5th March Propose Dads Camp Out either Feb 20th or March 6th (pending coordinator) All supported date 21st March 2021 	Inform Fair Coordinator the committee supports event date 21st March	VH
8.6	Dads Camp Out 2021	 Seeking a new coordinator for 2021. Promote later in the year. Corey Gaidzionis (CG) has informed P&F Exec he won't be available next year Formally thank CG for coordinating event in the past. 	 Arrange formal thank you email to Corey Gaidzionis for coordinating the Dads Camp Out. Add promotion of new dads camp out coordinator to agenda in October 	VH/SG VH
9.0 Fu	indraising Projects			
9.1	Wisewine	~ \$950 profit to date		
9.2	Entertainment Book	17 sales, \$238 profit to dateNot promoted via class reps as yet	Promote entertainment book via class reps	KA
10.0	General Business			
10.1	Responsible Service of Alcohol			
10.2	Communications Procedures Reminder	Send all newsletter requests to LM		

Ref	ISSUE			DISCUSSION			_	ACTION		By Whom/When
10.3	Poster/Event Displays and raffle ticket stubs		 Purchased 2 	x A5 displays & raffle	stubs 8	need 2 x A4	•	Purchase A4 poster F displays for events ar		VH
10.4	NEW: Mamma Mia Pa Fundraiser	asta	 A few fundra one in early 2 	 A few fundraisers are occurring this year so consider this one in early 2021 Might be a good Year 6 committee fundraiser 			•	Add Mamma Mia Pas for Oct meeting	sta to agenda	VH
11.0 (Other Business - Com	munity	Questions							
11.1 Communications around sports uniforms and washing protocols		und	uniforms • KG raised co to be worn a late of the ap	KG queried the washing protocols for school sports uniforms KG raised concern regarding late notification of sports socks to be worn at events. Recently parents were informed too late of the appropriate socks to be worn which caused concern for parents and students involved.		 Outline protocols for washing sports uniforms and make aware to parents Ensure parents are given adequate time to prepare sports uniforms and are aware of what is expected 		ware to iven adequate s uniforms and	TK TK	
11.2	After school Lego Clu	b		this could take place t it can be revisited in 2		r				
11.3	General Committee Member Addition		KG indicated	I she was not receiving	, minute	es	•	Add Kylie Galipo to 2 mailing list	020 committee	VH
CLOS	SE: 8.38pm									
NEXT MEETING: Tues 1 Sept 7pm 2020 LOCATION: Staff			ff Room	СНА	IR: Stephanie G	ill	OPENING PRAYE	ER: Stephanie	Gill	
Meetir	ng Schedule:		1					1		
Tues 1	1 Feb 7pm	Fri 13 M	larch 9.45am	Tues 5 May 7pm		Fri 12 June 9am	Tues 4	August 7pm	Tues 1 Se	pt 7pm
Tues 20 Oct 7pm										

July Summary		lada Takal	Veer to Deta Total		
Cash Flow Statement		July Total	to Date Total		
Bank at Beginning of the Period	\$	34,937.06	\$	22,904.36	
NET PROFIT	\$	376.96	\$	12,475.66	
Total Liability Payments	\$	5,000.00	\$	5,000.00	
Undeposited Funds			\$ \$	66.00	
Bank Balance at End of Period	\$	30,314.02	\$	30,314.02	
Profit and Loss Statement Total Income	¢	276.06	¢.	20 207 00	
	\$ \$	376.96	\$ \$	20,387.09	
Total Expenses	Ф		D	7,911.43	
Net Profit (Loss)	\$	376.96	\$	12,475.66	
Balance Sheet			As at	31st July 2020	
Total Assets			\$	30,380.02	
Total Liabilities			\$	35,000.00	
Members Equity			-\$	4,619.98	

Action Report August 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); emailed Chiara 13.8.20 (VH)	Michelle Hall/Vicky Hartill		Pending	
	6.2.2 Review and update the Parents Business Directory	Reviewing directory and will complete by end August 2020.	Vicky Hartill	Aug-20	Pending	
11.2.20	9.3.2 Review water fountain quotes obtained and provide report at March meeting	TK 13.3.20. May be able to revive a second hand drink fountain, approx 1 year old, for free. Will then only pay installation. 12.6.20 TK indicated the donated untit was no longer available. TK will review previous quotes and report back to P&F. 4.8.20 TK will arrnage water fountain and school will fund it.	Toni Kalat		Complete	
12.6.20	5.3.2 Provide expenditure breakdown of \$7500 for graduation to P&F committee.	4.8.20 NW presented the following: Year book \$1800, decorations \$500, Gift bags \$100, Graduation tops \$2700, Graduation pen \$500, Camp busses \$2000 = \$7600 (P&F provide \$7500)	Nicole Woodhouse		Complete	4.8.20
	5.3.4 Obtain current quotes for new drink fountain (as free second-hand offer is no longer available)	4.8.20 TK advised school will fund new drink fountain and install.	Toni Kalat		Complete	
	5.9.2 Determine if cake stalls at sports carnival can go ahead under restrictions.	4.8.20 Cake stalls will go ahead. Food coordinator will arrange.	Toni Kalat		Complete	4.8.20
	7.1.2 Invite businesses in parent's business directory to buy advertising space in the 30th Cookbook	26.6.20 sent invitations	Vicky Hartill		Complete	4.8.20
	8.3.2 Source ABMT raffle prize from either community, Josh Wilson office or Entertainment book.	19.6.20 decided not to approach Josh Wilson office (will approach for cookbook and colour run support). 4.8.20	Vicky Hartill/Michelle Hall/Brooke Veltrop		Complete	4.8.20
	8.8.2 Determine if Father's Day breakfast will go ahead and assign a budget at Aug meeting.	4.8.20 Fathers Day Mass & Breakfast to go ahead with 200-400 guests pending restrictions. 12.8.20 Notification from school that the event has been cancelled due to restrictions still in place.	Stephanie Gill/Toni Kalat		Complete	4.8.20
	8.9.1 Determine prize selection and approach Josh Wilson office for colour run prize donations.	23.6.20 emailed Josh Wilson office seeking support. 29.7.20 Josh Wilson office rejected prize sponsorship request.	Michell Hall/Vicky Hartill		Complete	4.8.20
	8.9.2 Prepare a Colour Run survey for term 3 to determine if community supports event going ahead.	4.8.20 committed decided survey was not necessary.	Michelle Hall		Complete	4.8.20
	8.10.2 Set date for 2021 fair/fete.	4.8.20 Date set for 21 March 2021	Toni Kalat		Complete	4.8.20
	9.2.1 Determine which item of sports apparel is the most urgent and inform Mr Donnelly of decision to fund one now and one later pending go ahead of colour run/cookbook success.	16.6.20 VH emailed achool admin to inform Ryan Donnelly. 21.6.20 Ryan Donnelly emailed to say thank you and will get back to us. 29.7.20 Ryan Donnelly indicated footy jerseys are the preference. (See Action 4.1.1 below for August meeting)	Toni Kalat/Ryan Donnelly		Complete	19.8.20
	9.3.1 Determine how to include 'business feature panel' in the P&F section of newsletter after review is finalised.	29.6.20 Emailed admin. 24.7.20 Can be included anytime when ready.	Vicky Hartill		Complete	4.8.20
	9.4.1 Provide update on running club discussions and budget to program coordinator.	15.6.20 emailed Sarah Correia and she is thankful and supportive of decisions	Vicky Hartill	15.6.20	Completed	4.8.20

	9.5.1 Amend agenda format to include fundraising section.		Vicky Hartill	15.6.20	Completed	4.8.20
	9.7.1 Promote the entertainment book in the newsletter	19.6.20 newsletter	Brooke/Louise McEntee	19.6.20	Completed	
	9.7.2 Investigate option to have an active 'fundraising projects' section on the P&F webpage (include entertainment book and wisewine)	29.6.20 Emailed admin. 24.7.20 Discussed at school/P&F meeting and will be investigated. 22.8.20 Follow up email sent to determine best outcome to action	Vicky Hartill			
	9.7.3 Approach Entertainment Book requesting donation for raffle prize for 2020	26.6.20 Emailed ET request. No reponse provided	Brooke Velterop		Completed	
	10.3.1 Scan and upload 2019 Christmas Concert Paperwork to One Drive		Vicky Hartill		Completed	
4.8.20	4.1.1 Determine status of football jerseys /netball bibs and reassess sports uniform request priorities.	19.8.20 Football jerseys were not purchased as per previous decision 2018/19. PandF decision to fund them stands and Ryan has been given the go ahead to purchase as per approval at July meeting. School will fund the netball bibs with missing sides.	Toni Kalat		Completed	19.8.20
	7.1.1 Prepare Cookbook pre-sale flyer		Leah Rheinberger			
	7.1.1 Prepare Cookbook pre-sale river 7.1. 2 Provide outlay costings to treasurer for cookbook		Leah Rheinberger			
	7.1.3 Sought 'play' style recipes from kindy and PP for cookbook		Vicky Hartill		Complete	4.8.20
	7.1.4 Promote cookbook via newsletter and class reps		Leah Rheinberger			
	7.1.5 Arrange VHS school tapes conversion to digital format		Michelle Hall			
	8.1.1 Inform Good Cup Coordinator Adele Hugo on event plan and catering updates		Vicky Hartill		Complete	13.8.20
	8.1.2 Purchase ABMT mugs and tea towels	Purchased 6.8.20	Michelle Hall		Complete	
	8.1.3 Prepare ABMT flyer and promote in newsletter and via class reps.		Michelle Hall/Kristie Ainsworth		Complete	7.8.20
	8.2.1 Phform Father's Day Coordinator on updated budget of \$4000 (pending restrictions) and event plans.		Vicky Hartill		Complete	4.8.20
	8.3.1 Develop sports carnival cake stall flyer seeking donations and stand volunteers		Giulia Orlando			
	8.4.1 Determine budget required for Colour Run and report to Treasurer	Cost for colour is 14x10kg boxes of additional powder @ approx \$80 each =\$1220 + GST and freight (blue, green, orange, yellow, pink, red, purple) (MH 19.8.20)	Michelle Hall			
	8.4.1 Se2ek Colour Run prize sponsorships		Michelle Hall			
	8.5.1 Inform Fair Coordinator the committee supports event date 21st March		Vicky Hartill		Complete	13.8.20
	8.6.1 Arrange formal thank you email to Corey Gaidzionis for coordinating the Dads Camp Out.	Email sent 21.8.20	Steph Gill		Complete	21.8.20
	8.6.2 Add promotion of new dads camp out coordinator to agenda in October		Vicky Hartill		Complete	4.8.20
	9.2.1 Promote entertainment book via class reps		Kristie Ainsworth		Complete	4.8.20
	10.3.1 Purchase A4 poster Perspex displays for events and fundraising		Vicky Hartill		Complete	4.8.20
	10.4.1 Add Mamma Mia Pasta to agenda for Oct meeting		Vicky Hartill		Complete	14.8.20
	11.1.1 Outline protocols for washing sports uniforms and make aware to parents		Toni Kalat			

11.1.2 Ensure parents are given adequate time to prepare sports uniforms and are aware of what is expected	Toni Kalat		
11.3.1 Add Kylie Galipo to 2020 committee mailing list	Vicky Hartill	Complete	5.8.20

Principal's report P&F Meeting Tuesday 4 August 2020

It has been a calm start to Term Three, with everyone still adhering to kiss and drop as much as possible, and we are very grateful to parents in supporting the health and wellbeing of students, staff and families.

Parent helpers have been welcomed back into the classrooms with much joy and appreciation by parents, students and staff.

First Penance/Reconciliation

Last week the first group of Year 3 students made their First Penance/Reconciliation. This weekend Holy Communion celebrations begin with both sacraments continuing for most of the year. We still do not have a date for Confirmation and wait to hear from the Archbishop's Office. Classes have commenced attending Mass with Fr Joe talking specifically with the Year 3 and Year 4 students on their sacrament.

On Friday, we celebrate the Feast of Mary MacKillop (10th Anniversary) Prayer Service. Unfortunately, parents are unable to attend.

Speech Therapy

The new speech service provider will be finalised by the end of this week.

All Kindy students have been screened by Talk the Talk with the parents to receive a report. Talk the Talk will host a couple of parent sessions explaining the assessment later this term. Kindy parents will be informed of the dates and times of these sessions.

Family Life Information sessions

Each year family life sessions for Year 5 and Year 6 students and a separate session for parents are held. The Year 5 student session will be on Monday, and The Year 6 one will be held on Thursday.

Parent-Teacher Interviews

These will take place on Monday 10 August and Wednesday 12 August. It will provide a valuable opportunity for teachers, specialists, and parents to meet, celebrate the child's growth, and discuss ways of supporting their development.

Best Performance – NAPLAN

Year 3 & 5 students take a past NAPLAN assessment to monitor their growth of learning. Parents will not receive a report as in the past; however, they may meet with their child's teacher to discuss results. This is an opportunity to see where the students are at, progress made, their strengths, and any gaps. It will assist with our teaching and 2021 planning.

Stage 15 Building

We are still awaiting the outcome of our application for Stage 15.

Please continue to keep Julie in your prayers on the loss of her Father.

Toni Kalat