



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 20 October 2020

Venue: MCPS Staff Room

Chair: Stephanie Gill (SG) – Vice Chair Louise McEntee chaired meeting

Minute Taker: Vicky Hartill (VH)

1. Welcome – Opening Prayer & Acknowledgment of Country (LM)
2. Attendees: Executive – Jennifer Cotton (JC) Vicky Hartill (VH), Louise McEntee (LM) Office Bearers – Michelle Hall (MiH), Giulia Orlando (GO), Helen Kruh (HK), Kate Godwin-Johnson (KGJ), Marina Hayward (MH), General Members – Alissa Fazio (AF), Deb Tan (DT), Other attendees – Toni Kalat (TK), Nicole Woodhouse (NW), Julie Southwell (JS) Apologies: Stephanie Gill (SG), Sarah Lentz (SL), Barbara Thurston (BT) Meeting opened: 7.03pm
3. Previous Minutes: September 2020 Accepted by: MH Seconded by: AF

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: <ul style="list-style-type: none"> 11.1.1 Review the need for car park wheel stops adjacent to pre-primary fence. TK indicated admin are costing up the project and will report back on progress. 	<ul style="list-style-type: none"> Provide updates on wheel stops in car park project when available 	TK
5. Standing Items - Committee Reports				
5.1	President	<ul style="list-style-type: none"> LM delivered report on behalf of SG Attached 		

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5.2	Principal	<ul style="list-style-type: none"> • Attached • TK sought feedback from P&F on sports carnival. Following comments were made: <ul style="list-style-type: none"> ✓ overall sports carnival was very well received in the new format ✓ set up with parents set back seemed to take the pressure off the kids' performance to allow a fun, competitive day ✓ numbers seemed lower but they may be because spectators were more spread out ✓ one parent commented on the day numbers might be low due to COVID-19 concerns or misinterpretation of the pre-event information for families ✓ coffee van and cake stalls were great 		
5.3	Treasurer	<ul style="list-style-type: none"> • Bank Balance as at end of Sept \$16,415.94 • Summary and profit/loss statement attached <ul style="list-style-type: none"> ✓ Recent Income activity – Cookbook \$3910; cake stalls \$1336 ✓ Motion by JC to accept increase in cookbook outlay to \$4666. 2nd LM. All agreed ✓ Recent expenditure – 50% cookbook \$4666; colour run \$952, class rep gifts \$384, football Jerseys \$975 & graduation and camp bus \$7500 		
5.4	P&F Representative to the School Board	<ul style="list-style-type: none"> • As per Principal Report • No increase in school fees • MiH queried if the P&F levy (currently \$60) should be increased? TK indicated the directive from CEWA CEO is no increases across the board. • MH suggested P&F Constitution should state an increase in line with CPI. MiH suggested it might not be included in the Constitution but can be checked. 	<ul style="list-style-type: none"> • Review P&F Constitution to determine if the levy increases by CPI each year. 	SG
5.5	Class Representative Coordinator	<p>VH reported on behalf of KA:</p> <ul style="list-style-type: none"> • Class rep gifts (Wisewine) purchased and will be delivered to school admin 		

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		<ul style="list-style-type: none"> • Wrap with tissue paper / JC to provide tags / VH to provide string • Monday morning wrap session - anyone interested in helping Kristie wrap the gifts please let her know. LM can help. 		
5.6	Parish Representative	<ul style="list-style-type: none"> • Confirmation going ahead in 2020 • Disappointed restrictions not lifted for phase 5 (still only 10 people including the student) • Christmas Mass will go ahead – 24th Dec 6pm at Emmanuel Catholic College Gym and outdoor area. Nativity on stage, alter on another stage (gymnasium and outdoor areas) • MC sessions - 6pm, 9pm, 12pm Christmas Eve; 8am and 10am on Christmas Day and then normal services following Sat/Sun. Limited to 300 people/session • Researching live streaming, concurrent celebrations • Parish Priest Referrals - arrange ASAP Fr Dat on leave in November • Walking Soccer Fundraising Event Sunday 11- 2.30 for St Vincent de Paul • No reconciliation afternoon tea / certificates etc 		
5.7	CSPWA Report	<ul style="list-style-type: none"> • Virtual conference taking place this weekend • Activities have been difficult with restrictions, online where possible • Planning an induction evening 2021 		
5.8	SunSmart Representative	<ul style="list-style-type: none"> • All classrooms checked and sick bay re-stocked • Another notice has gone in the newsletter • NB: previous minutes stated grant for \$10,000 shade sails competition had been submitted, but it hasn't. • Seeking ideas for the competition, leadership team to provide feedback 		
5.9	Food Coordinator	<p>Sports Carnival Cake Stalls</p> <ul style="list-style-type: none"> • very successful with junior stall raising \$709.50 & Senior stall \$627.05 • Coffee van was very busy on Thurs, bit slower on Friday <p>Staff Appreciation Morning Tea 29 Oct:</p>	<ul style="list-style-type: none"> • Promote staff appreciation morning tea seeking donations in newsletter and via class reps 	GO/KA

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		<ul style="list-style-type: none"> Add in newsletter circulated for donations from parents, delivered to staff room at 8.30am MH will assist with platters/cake stands VH will help set up and deliver President thank you Include in newsletter and provide to class reps 		
5.10	MC Dads Group	<ul style="list-style-type: none"> Welcome Damien who has expressed interest in joining P&F committee in 2021 		
6	Correspondence			
6.1	Comedy for Cause	<ul style="list-style-type: none"> *Fundraising opportunity – sell tickets \$30-35 each, return \$12 / ticket and must sell 100 ✓ Explore further in early 2021 	<ul style="list-style-type: none"> Prepare Comedy for Cause fundraising opportunity for presented Feb 2021 meeting 	VH
6.2	City of Cockburn	<ul style="list-style-type: none"> Online Volunteer Management Workshop Thurs 12 Nov 6.30-8.30 		
6.3	Hamilton's Sunscreen Offer	<ul style="list-style-type: none"> 1L for \$27 (free dispenser worth \$30) ✓ Quite an expensive offer, won't pursue 		
6.4	Cockburn Ice Arena	<ul style="list-style-type: none"> MiH received an email detailing fundraising opportunity at the Ice Arena. MiH forward to VH 	<ul style="list-style-type: none"> Prepare Cockburn Ice Arena fundraising opportunity for Feb 2021 meeting 	VH
7.0 Special Projects				

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
7.1	30 th Anniversary Cookbook	<ul style="list-style-type: none"> Due to colour pages and inclusions the estimated cost has increased from original budget set. 50% payment is ~\$4660 156 pre-sales received Need to sell ~330 to break even MH suggested sales table at masses on 14/15th November pending book delivery. MH will need to confirm by 6th Nov if books available so it can be promoted to parishioners in advance via Mater Messenger Promote to secondary schools: <ul style="list-style-type: none"> ✓ Santa Maria, Mercedes, Iona, Trinity ✓ Previously sent to ECC, Seton, CC (resend) ✓ Send to CEWA (wait for mass sales 1st) Cookbook will be launched – details TBD by committee Kindy Info Night book sales table 24th Nov 6pm 	<ul style="list-style-type: none"> Determine cookbook delivery date and arrange sales table at Nov mass Arrange sales table for Kindy Info Night 24 Nov 2020 	Cookbook Committee
8.0 Events				
8.1	Sports Carnival 15 & 16 Oct Cake Stall	<ul style="list-style-type: none"> As per 5.9 		
8.2	Staff Appreciation Morning Tea	<ul style="list-style-type: none"> As per 5.9 		
8.3	Colour Run October 30 Oct	<ul style="list-style-type: none"> ~ 50 volunteers registered (no spectators) No volunteer meeting before the day, manage all on the day Need to finalise plan details with NW and circulate volunteer guidelines 1st prize – deluxe room for two at Crown. MiH suggested P&F could upgrade with \$500 (or another voucher). Allocated budget will cover this. All agreed. 	<ul style="list-style-type: none"> Explore options to clean the path around Yangebup Lake post Colour Fun Run 	VH

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		<ul style="list-style-type: none"> Received enough donations to have prizes for 1st to 5th place Class prize and raffle for each class as discussed already San Churros have donated kid's churros for two vouchers for every child at school Admin have received one allergy query regarding powder but that has been resolved. City of Cockburn Parks Usage approval pending plan to clean the paths. Staff can change the photo on class page if they wish Donators will be published Kindy can drop of children if not their day 		
8.4	Christmas Concert 10 December	<ul style="list-style-type: none"> Concert will go ahead on 10th Dec with food trucks DT indicated last year food truck didn't have much patronage and queried if: <ul style="list-style-type: none"> ✓ the food trucks could come for free, as last year they had to provide 10 of earnings on the day to the P&F. All agreed not to charge food trucks. ✓ P&F could approach the City of Cockburn to see if any food licences fee exemptions could be possible. VH indicated probably not likely but can investigate. Alternatively, the P&F could fund their food licence application for the event. Food trucks pay upfront and we reimburse them. All agreed. Motion: JC moved a budget of \$200 for the event. 2nd by MiH. All agreed. 	<ul style="list-style-type: none"> Determine if City of Cockburn will offer fee exemptions for food trucks for Christmas Concert Book food trucks for Christmas Concert 	VH DT
8.5	MC Fair 2021	<p>VH reported on behalf of SL:</p> <ul style="list-style-type: none"> Committee of 4 Require school assistance for council application (e.g. toilets, fire plan, public liability) Are admin happy to open up toilets for event? TK indicated yes. Awaiting more details from ride company, could be wristband sales and provide P&F with % sales No budget set as yet – should the event be postponed? It will give committee more time to plan a better event 	<ul style="list-style-type: none"> Arrange meeting with exec and SL to discuss scope, budget and date of proposed 2021 fair 	VH/SG

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		Committee decided: <ul style="list-style-type: none"> • Need to determine scope of event, is it fundraising, cost neutral or giving back to the community? • Need to determine budget once above determined • Probably best to postpone due to this being the last meeting of the year • Exec committee to liaise with SL to determine above and suggest alternative date. 		
8.6	Dads Camp Out 2021	Date TBA/ hold off planning until 2021		
9.0 Fundraising Projects				
9.1	Wisewine	\$1085 (\$384 for class reps minus the \$76.80 for profit)		
9.2	Entertainment Book	\$294 profit		
9.3	Mama Mia	<ul style="list-style-type: none"> • Feb 2021 	<ul style="list-style-type: none"> • Investigate Mamma Mia Pasta fundraising and report back in Feb 2021 	AF/VH
10.0 General Business				
10.1	AGM 18 Nov 7pm. Call for committee nominations. Discuss creche option for AGM.	<ul style="list-style-type: none"> • All positions will be open and nomination forms are with admin • Creche idea discussed. All agreed. ELC is the best location within the community centre. LM & MH will volunteer. LM will seek other volunteers • Role descriptions and creche will be placed in the newsletter • 25 kids maximum (LM talk to tina) • Invite kindy, pp, year 1 parents to AGM via letter. • P&F to arrange beer and wine • Motion: JC moved budget of \$250 for drinks. 2nd LM 	<ul style="list-style-type: none"> • Promote P&F exec roles and creche in the newsletter • Prepare invite letter kindy, pp and year 1 families to AGM via letter informing of creche availability • Purchase beer and wine for the AGM 	LM TK VH
10.2	Class Rep Coordinator Role Review	<ul style="list-style-type: none"> • Query raised regarding process for including new families and role clarification. Now finalised. 		
10.3	MC Oval Redevelopment	<ul style="list-style-type: none"> • School project not really P&F so direct all enquiries to the leadership team 		

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		<ul style="list-style-type: none"> Liaison with Council is ongoing with regards to water licence allocations Further community consultation will take place when project commences again fully Won't be installing shade sails on old playground as it will be demolished 		
10.4	Kindy Info night 24 November 6pm	<ul style="list-style-type: none"> SG can attend and give small 5 minute talk Kindy reps normally help out serving tea and coffee at the beginning Sell cookbooks on the night JC can assist 	<ul style="list-style-type: none"> Inform Kindy class reps of kindy info night tea and coffee serving requirements 	KA
10.5	Magnetic Holders	<ul style="list-style-type: none"> Send home in satchels for all PP students 	<ul style="list-style-type: none"> Arrange magnetic holders for all PP satchels 	VH
10.6	RSA	<ul style="list-style-type: none"> ongoing 		
11.0 Other Business and Community Questions				
CLOSE: 8.54pm				
NEXT MEETING: AGM P&F and School Board Wed 18 Nov 2020				
<u>Meeting Schedule:</u>		LOCATION: Staff Room	CHAIR: Stephanie Gill	OPENING PRAYER: Stephanie Gill
Tues 11 Feb 7pm	Fri 13 March 9.45am	Tues 5 May 7pm	Fri 12 June 9am	Tues 4 August 7pm
Tues 20 Oct 7pm	AGM 18 November			