**MATER CHRISTI CATHOLIC PRIMARY SCHOOL PARENTS AND FRIENDS COMMITTEE**

**AGENDA of GENERAL MEETING**

**16th May 2023, 7pm Staff Room**

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| **1.** | **WELCOME Acknowledgement of Country and Opening Prayer** | ***10mins*** | *Lesley Pascuzzi* |
| **2.** | **ATTENDANCE & APOLOGIES** | *Susannah Griffiths* |
| **3.** | **MINUTES OF PREVIOUS MEETING** | *Susannah Griffiths* |
| **4.** | **BUSINESS ARISING FROM PREVIOUS MINUTES**  -  *ACTION REPORT (Attached)*   * Bank Closure | *Lesley Pascuzzi* |
| **5.** | **REPORTS- attached below** | | |
| 5.1 | President (Rep to School Advisory Committee) | ***30mins*** | *Lesley Pascuzzi* |
| 5.2 | Vice Presidents | *Angela Goldsmith & Kelly Kinahan* |
| 5.3 | Principal | *Toni Kalat* |
| 5.4 | Treasurer  -Vote on Hi-vis vest expenditure  -Financial Management Guide | *Damien Amsuss* |
| 5.5 | Parish Representative | *Tania Nero* |
| 5.6 | CSPWA Representative | *Vicky Hartill* |
| 5.7 | Sun-smart Representative | *Position Vacant* |
| 5.8 | Food Coordinator  -discuss program to co-ordinate food donations  -Resignation, Kate | *Derrick & Delsy Martins* |
| 5.9 | Dads Group | *Drew Williamson* |
| 5.10 | Wellness Coordinator | *Ana Rita* |
| 5.11 | Social Media Coordinator | *Michelle Pozzi* |
| **6** | **CORRESPONDENCE-**  CSPWA newsletter |  | *Susannah Griffiths* |
| **7** | **PROJECTS** | | |
| 7.1 |  |  |  |
| **8** | **EVENTS** | | |
| 8.1 | Parent Social Event Reveal | ***2mins*** | *Lesley Pascuzzi* |
| 8.2 | ABMT | ***2mins*** | *Lesley Pascuzzi* |
| **9** | **FUNDRAISING CAMPAIGNS** | | |
| 9.1 | Cards for Cause | ***2 mins*** | *Rebecca Bates* |
| **10** | **GENERAL BUSINESS** | | |
| 10.1 | School photos- thank you to parent helpers   * Acknowledgement of helpers and to Brooke Velterop for writing up guidelines for future helpers | ***2 mins*** | Toni Kalat |
| **11** | **COMMUMUNITY QUESTIONS** | ***5 mins*** | *Lesley Pascuzzi* |
| **12** | **NEXT MEETING & CLOSE**  20th June, 7pm |  | *Lesley Pascuzzi* |

Presidents Report - Lesley Pascuzzi

Term One ended on quite the high and back with a bang as we saw a tremendous turn out for our Colour Fun Run and Community Sundowner. Having watched the different levels at which our community could fundraise and gather since taking on the President role in 2021, it was truly wonderful to have so many families come together and enjoy the opportunity. An incredible $18161 was our final fundraising total and we look forward to seeing the impact these funds have on the development of our playgrounds as the improvements at Mater Christi continue. Thanks to the P&F Executive for their hard work putting together the sundowner, picking up sausages and bread rolls, organising the lolly bags and working out the technology of ticketing the event! Thanks to Dad’s reps past and present for running the BBQ alongside Derrick Martins and Mr Williamson (grandparent). Expert sauce deliverer Toni Kalat and even the help of some of our kids made the sundowner run with no hiccups. I’ve expressed thanks to Vicky Hartill and Michelle Hall already but what a team they put together in what will be a colour run to remember. The addition of the foam activity and the giant bubbles led to shrieks of joy and delight from children young and old. Thanks to all parent volunteers, both on the day and those who set up and prepared the colour bottles. Truly a demonstration of doing one small thing together makes a great success.

Term Two we look forward to our annual Mother’s Day stall where once again we can expect shrieks of joy when the customers come calling with their pocket monies for mum! Thanks to Chiara Clarson for once again coordinating this event and Drew Williamson for his wonderful idea to get Dad’s on board to sell items and give the mums a rest! Loving your work!

May 31, we welcome Parents and Friends of Mater Christi to join us in fundraising whilst enjoying a cuppa and a cake at the Australia’s Biggest Morning Tea. In the past this event has been emotional, inspiring, reflective and successful in giving back to a charity that touches the lives of almost all of us. With rates of survival increasing from this torturous disease, we are proud to continue offering a contribution to this event. Thanks to Louise Amsuss, event coordinator and the P&F Executive as well as the parent volunteers for dedicating your time to planning what I know will be a wonderful day.

CSPWA are hosting a photography competition ongoing since Term 1 and we will be entering our favourite snaps from P&F events. Keen to demonstrate the opportunities created by P&F’s across the state, CSPWA hope to find 3 winning photos by the end of the term. We hope to win!!!!

In line with the new terms of reference and as we continue to evolve as a new committee with the new ways of working, all exec members have now completed and passed mandatory training in child protection and are undergoing police checks. Keen to use this year as a benchmark for future committees in the new ways of working, thanks to all for accommodating the new requirements.

Look forward to a great term!

Vice President's Report- Angela Goldsmith & Kelly Kinahan

**SUNDOWNER:**

The Sundowner after the colour run was a huge hit!

We had 544 attendees, with minimal left over food. Left over rolls were donated to the church. The online ticketing worked well and enabled us to cater more efficiently. Some parents missed or miss understood the advertising prior to the event . The online ticketing is relatively new and will take time for parents to understand that is the way we will register your spot and ensure you or your child doesn't miss out. On the day we had a few requests for water or juice. We had some water available from a previous event and that went very quickly so next time we will look at offering water or juice boxes as well as look at the food being sponsored or partly sponsored and being along the lines of pizza or subway so there is a vegetarian option, especially if we are running the event during lent. This will minimise the set up and pack time of the event too.

**COLOUR RUN:**

WOW just wow. The best event yet! Massive turn out of Volunteers on the day which is fabulous. We have spoken amongst the exec team and for this event to run again next year and be a success there needs to be more then 2 parents on the initial committee. Michelle and Vicky did a phenomenal job but we feel there needs to be a minimum 5 parents and 1 exec to oversee it all. This will create better lines of communication and back up when one or more of the committee are sick or have other commitments.  Without a committee the event cannot run.

Final amount raised at the colour run was $18161.

**CLASS NEWS:**

Our class reps are doing an amazing job! They are putting in alot of foot work this year to bring back the feeling of community and to encourage parent engagement.

Yr 2 Class assembly Morning Tea had a great turn out. All left over food was sent to the staff room for our school staff to enjoy. This term will be Yr 4 and Yr 6.

**SOCIAL EVENTS:**

Its great to see lots of class social events are being organised by our class reps. The older year levels seem to be opting more for whole year level events and the younger years opting for individual class events.

Work has begun on the term 3 PnF parent event. Parents have / will be sent out a poll to vote for what type of event they would like to see happen.

Principal's Report- Toni Kalat

**Sacramental Life**

Preparation for the Sacrament of Confirmation began with Parent-Child Workshops held in the second week of this term. Thank you to Julie for coordinating this Sacrament and to Renae Zelich, Julie and the Year Six teachers for presenting the workshop this year. We hope the parents were gentle in evaluating us, as we could not secure a CEWA person to take the lead role.

Groups One and Two Candidate & Sponsor sessions will be held tomorrow night with the celebration of Confirmation on Sunday 21 May and Groups Three and Four Wednesday 24 May with the celebration of Confirmation on Sunday 28 May.

We keep the candidates, their sponsors and their families in our prayers.

**School Photos**

We began Term Two with School Photos and everyone was ready for the spotlight to shine on them. Thank you to Renae for coordinating this event and to Brooke & Peter Velterop, who meticulously ensured that everyone’s hair, shirt collars, ties, jumpers etc, looked picture-perfect for the event.

**Mother’s Day Stall**

Last Thursday and Friday excited shoppers came to peruse what was on offer at the annual Mother’s Day Stall. There was a great variety to choose from, and many students had a difficult decision to make. Thank you to Chiara Clarson and Lesley Pascuzzi for coordinating this event and the parent helpers who assisted with the set-up, helping students with their choice of gifts and packing away. I am sure that all mothers will enjoy receiving their gift/s on Sunday.

**School Compliance 2023**

Schools must undertake an audit every five years demonstrating that they fulfil all the registration requirements. Mater Christi is being audited under the Education, Community and Stewardship domains this year.

Education focuses on curriculum, programming, assessment, school improvement, student data, student plans and days and hours of instruction.

Community centres on enrolment and attendance, immunisation, critical and emergency incidents, complaints, protective behaviours curriculum, child abuse prevention, management of student behaviours and age of enrolment.

Within the Stewardship domain evidence is provided on staff to student ratios, teacher registration, staff training on asthma, anaphylaxis, first aid, diabetes, mandatory reporting, staff professional development, premises and facilities, five year maintenance plan, hazardous chemicals register, traffic management, evacuation, contractors, bush fire plan and standard of care for student well-being (which focuses on medical procedures, incursions/excursions, camps, student safety, ICT safety and pastoral care support).

CEWA and the Department of Education auditors review all the documentation. They will via a Teams Meeting engage with the Leadership Team and a representation of staff on Wednesday 21 June for three and a half hours teams meeting.

**NSI Climate Survey**

Parents, staff and students are invited to participate in the bi-annual community climate survey which provides valuable feedback and data to CEWA and Mater Christi on the strengths to be celebrated and areas to review as part of the school’s ongoing improvement.

From the last Climate Survey, parent feedback on Assessment and Reporting assisted us during the Parent Engagement evenings to focus on explaining and unpacking in more detail how this looks at each year level which I know parents found informative and worthwhile.

I encourage as many parents as possible to engage with the survey, send in a screenshot to Amanda Burke, validating they have completed the survey and can enter a raffle for a $100 gift voucher to Hoyts.

I will share highlights from the survey later in the year at an Advisory Council and P&F Meetings and in the newsletter.

**Kindy 2024 Interviews**

I spent a few days interviewing prospective Kindy 2024 students and their parents. Meeting the well-dressed, colour-coordinated, confident and shy little cherubs is always a delight showcasing our school and all we have to offer. I have also shared Plans A and B that will be in place depending on the completion date of the new Kindy/PP Building.

Treasurer’s Report- Damian Amsuss

I hope you all enjoyed the school holidays and Easter break with family – but perhaps have equally enjoyed the kids’ return to school for Term 2.

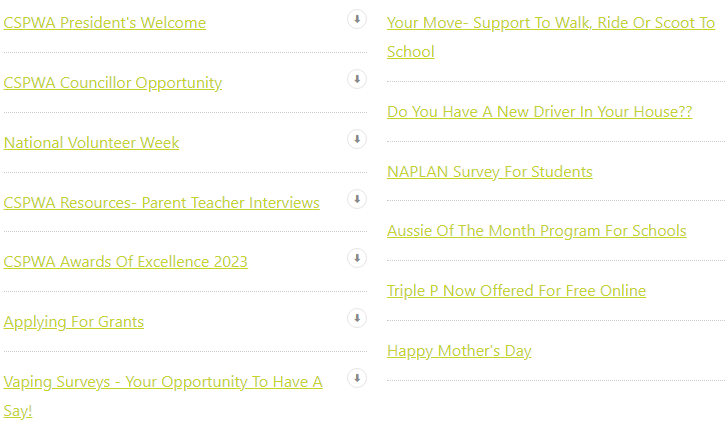
As per usual, I will report upon P&F financial transactions since last meeting during our next meeting. I want to use this report to draw your attention to a new ‘Financial Management’ guide that we have put together for this year. The intent of the guide is to inform P&F members about some of the processes that need to be followed when dealing with P&F finances, including the underlying clauses within the ‘Catholic School Parents and Friends Group Terms of Reference’. This guide is relevant to all members so please do take the time to review (I appreciate that finance isn’t always the most intriguing subject to commit time to) – the document is only a few pages long. We will store this document in the P&F shared drive so can be requested from the Treasurer or Secretary at any point.

Parish Representative, Tania Nero

 No updates to report at present.

CSPWA Report, Vicky Hartill

Term 2 CSPWA Newsletter is out! Topics covered in the newsletter are listed below and accessible via this link: <https://cspwa.schoolzineplus.com/news?nid=46>



Sun-smart Representative, position vacant

Food Coordinators, Derrick & Delsy Martins & Kate

Upcoming Event: **Australia’s biggest morning Tea on 31st May.**

To make this event a success, We would like to get some volunteers to help on the day before and on the day of the event. With Kelly’s help, we will create a link where volunteers can signup online.

We would also like to reach out to the Mater Christi community to donate food items for the event. This year we will have a donut stand setup.

Dads Group, Drew Williamson

No updates to report at present.

Wellness Coordinator, Ana Rita Apps

I have been in contact with both Head Space and Beyond Blue who offer a community speaker program. I am currently in communication with both services to ascertain further information on their service in relation to our particular interests and their availability. The proposal of a mindfulness workshop is still in motion and I am hoping to have more information in the near future.

Social Media Coordinator, Michelle Pozzi

Our FB and Insta followers continue to grow slowly. There are still a lot of parents that are on FB and in our class groups that do not follow main page. FB tells me this, so then I send them an invite to the page which usually results in them following back.

• I used the P&F page to promote the school’s new social media, as many people do not look at the weekly newsletter. I know reps remind parents on their pages to access the newsletter, but it is interesting when talking to other parents how many don’t. I think this is when things get missed by busy parents, and it does tend to fall back on Reps. Reps are for support and whilst we are happy to remind parents from time to time, some parents are reliant on the groups.

• A suggestion one parent had was to remind parents of the Newsletter with a link. My thoughts were as these contain student images that wouldn’t be possible on a main public page. An idea: maybe the school and our page could do a FB reminder of the SZ app to remind parents that every Friday a newsletter is released and what it contains and why it is important to read it?

• The P&F page has a significantly larger audience than the school’s main page –

would they like me to continue to promote the school’s page. One simple way is to share the schools’ posts on our page with a reminder – don’t forget to LIKE and FOLLOW.

• Aside from images etc of children, can I also clarify, is there anything the school does not wish us to post. Are they happy with us helping with reminders about school events even if not P&F related, as we do as class reps? Is there anything else the school or P&F Ex would like from our P&F page. Often when I do a reminder on the main page, I then either share to the Class Rep Main page for reps to reshare or post directly. We are then covering bases.

• The posts on FB and Insta are repetitive, so I think people switch off a bit - feel free to send any ideas to liven it up my way.

• To manage my own workload, I am establishing a habit of scheduling posts on the weekend for the week. If anyone would like anything added to the main page, if you could get to me on a Saturday before that would be appreciated. I read the Friday newsletter and base posts around the news. I then flick Kelly/Ange this snapshot to see if anything else needs to be added.

• The groups are also great and easy to add directly too.

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| **Mater Christi Catholic Primary School** | | | | | | | |
| **Parents & Friends Meetings** | | | | | | | |
| Action Report March 2023 | | | | | | | |
|  |  | |  | |  | |  |
| **MEETING**  **DATE** | | ***ACTION*** | **ACTION UPDATE** | **ACTION ASSIGNED TO** | | **ACTION STATUS** | |
| 21.6.22 | | 10.1.1  Research uniform options and present at September or  October meetings. | Parachute option researched by TK – see minutes above. Result, sports winter uniform to remain the same. | TK | | Complete | |
|  | | 10.4.1 Call out for school photo parent helpers via newsletter/class reps for 2023 photos. | Notice has been put into the end of term newsletter and will also go out to FB class groups | KK | | Complete | |
| 23.8.22 | | 5.5.1 Review P&F wellness program with parish wellness coordinator | 31.10.22 a meeting has been booked | HK/LP | | Pending | |
|  | | 8.2.1 Investigate grant options for publicly accessible defibrillator | SG to follow up with CoC, explore option of private Defib subscription service or moving Church Defib outdoors and securing the box. | S.G | | Pending | |
|  | | 11.3.1  Seek quotes for branded marquees. | TK explained at March meeting Ryan is away for personal reasons, hence enquiry currently on hold | TK | | Pending | |
| 21.2.23 | | 4.1.1 Follow up closure of ABN account | DA to liaise with Barbara regarding confirmation of ABN closure and to report at May meeting. | DA | | Pending | |
|  | | 5.8.1 Source platform/program to coordinate volunteers for food donations | KK to liaise with DM to set up best program for volunteer food donations and present at May meeting. | KK/DM | | Pending | |
|  | | 5.10.1 Prepare plans for Wellness workshop and movie night | Present at May meeting. | ARA | | Pending | |
|  | | 5.11.1 P&F QR codes on lobby doors | SG to print and post on lobby doors and report on completion at March meeting | SG | | Complete | |