



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 20 September 2022 **Venue:** Mater Christi Staff Room & Online

Chair: Lesley Pascuzzi (LP)

Minute Taker: Zoom Recording

1. Welcome – Opening Prayer & Acknowledgment of Country (LP)
2. Attendees: Executive: Lesley Pascuzzi (LP), Barbara Thurston (BT). Office Bearers: Sinead Chidlow (SC), Helen K (HK) General Members: Rebecca Bates (RB), Michelle Hall (MiH) Leadership Team: Toni Kalat (TK), Julie Southwell (JS), Renae Zelich (RZ) Apologies: Vicky Hartill (VH), Damien Amsuss (DA), Derrick & Delsy Martins (DM) Meeting opened: 7.10pm
3. Previous Minutes: 23 August 2022 Accepted by: RB Seconded by: BT

Ref	ISSUE	DISCUSSION	ACTION	By Whom
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	<ul style="list-style-type: none"> Action report attached Entertainment book promotions to be paused (program still available to community) 		LP
5. Standing Items - Committee Reports				
5.1	President (School Advisory Committee Rep)	<ul style="list-style-type: none"> Report attached Seeking Christmas Concert Food Truck Coordinator P&F Afternoon Tea 18 October 2pm 		LP
5.2	Vice President	<ul style="list-style-type: none"> No report – position vacant 		Vacant

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5.3	Principal	<ul style="list-style-type: none"> Report attached Blessing and opening of Year 2/3 Building 2pm, 16 November HK raised question – when will the community centre return to original use? TK indicated pack up will happen on the big day out day in Term 4. Cleaned and prepared for graduation. Following weekend will host Fr Dat anniversary celebration. It may need to be painted in Jan, community centre back to normal function for parish and community from February 2023. 		TK
5.4	Treasurer	<ul style="list-style-type: none"> Available balance: \$33,120 Grandparents Day thank you cookies quote is \$1005 <p>Motion 1: SC moved motion for \$1005 for grandparent's day 300 cookies. 2nd: HK. Motion passed.</p> <ul style="list-style-type: none"> P&F afternoon tea on 18 October requires budget for cake catering. <p>Motion 2: HK moved motion to purchase cake catering at \$150 for P&F afternoon tea on 18 October 2nd: MiH. Motion passed.</p>		BT
5.5	Parish Representative	<ul style="list-style-type: none"> Nothing major to report HK & LP to further discuss collaborative wellness program HK raised a question – will Fr Dat remain at MC? TK indicated leadership team are unsure at the moment. 		HK
5.6	CSPWA Report	<ul style="list-style-type: none"> Term 3 newsletter available on CSPWA website 		LP
5.7	SunSmart Representative	<ul style="list-style-type: none"> No report 		Vacant
5.8	Food Coordinator	<p>LP reported on behalf coordinators:</p> <ul style="list-style-type: none"> Father's Day event was successful, up to 12 volunteers on the day. Comments provided that food wasn't same as last year, not as filling perhaps, however overall catering was well received. Photo booth worked well. More people in attendance this year, than last year. No leftover food this year. Sports Carnivals cake stalls – seeking donations of food or time on the day. 		LP

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5.9	Dad's Rep	LP reported on behalf coordinator: <ul style="list-style-type: none"> 37 families registered for camp out Volunteer numbers good 		LP
5.10	Wellness Coordinator	<ul style="list-style-type: none"> No events to report on as Elephant in the Room series is complete Planning for 2023 underway 		LP
5.11	Social Media Coordinator	<ul style="list-style-type: none"> Instagram over 100 still and FB over 200 Likes are low but posts are being seen 		SC
6.0 Correspondence NIL				
7.0 Special Projects				
7.1	Friendship Bench	<ul style="list-style-type: none"> No updates 		LP/TK
8.0 Events				
8.1	Father's Day Brekkie Update	<ul style="list-style-type: none"> As above 		LP
8.2	Sports Carnivals Cake Stalls 13+14 October	<ul style="list-style-type: none"> As above EFTPOS machine to be booked Coffee van booked 		LP
8.3	Dads Camp Out 22 October	<ul style="list-style-type: none"> As above Places still available for booking 		LP
8.4	Grandparent's Day 11 November	<ul style="list-style-type: none"> Cookie order will be confirmed now motion passed 		LP
8.5	Comedy Night 19 November	<ul style="list-style-type: none"> Early bird tickets \$32 (plus 3 raffle tickets) until 28 October, thereafter \$35 On sale Term 4, week 1 Seeking bar manager for the night 		LP
9.0 Fundraising Projects				
9.1	Cards that Count Update	<ul style="list-style-type: none"> All designs sent to printer 381 designs collated \$1900 profit raised Cards received 1st week November P&F/admin to determine handout process 		RB

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> Funds provided to P&F when cards delivered 		
10.0 General Business				
10.1	Year 2/3 Blessing and Opening 16 November	<ul style="list-style-type: none"> Sundowner could not take place in Term 1. Budget was allocated LP proposed the P&F provide ice creams or coffee van in support at the building opening in lieu of the sundowner Admin will provide afternoon tea or sausage sizzle Disco could occur on the same day as well Reconvene in Term 4, week 1 	Set meeting in early Term 4 to discuss P&F contributions to Year 2/3 blessing and opening.	LP
10.2	AGM and Thank You evening date change	<ul style="list-style-type: none"> TK will provide a date update as soon as possible LP the AGM be on the 23 November? TK indicated yes. New date will be confirmed Golden car bay 2023 – raffle car bays from those that attend the thank you and AGM. Extra bonus to attend the AGM and thank you event 	Confirm revised date for AGM and thank you.	TK/LP
11.0 Other Business and Community Questions - NIL				
11.1	Golden Zone Xmas VIP Raffle	<ul style="list-style-type: none"> RB queried the VIP Xmas golden zone. Promote raffle tickets for Golden Zone Xmas Concert at the sports carnivals \$1 a ticket Could sell raffle tickets for the car bay as well Last year was combined golden zone xmas and car bay Also did Edudance golden seats tickets previously 	Prepare golden zone raffle board for sports carnivals.	LP
11.2	School Tracksuits	<ul style="list-style-type: none"> HK queried the pending action item of tracksuit review. TK will report back in October 		TK
11.3	Interschool Carnival Branded Marquees	<ul style="list-style-type: none"> SC queried if the P&F could fund a MC branded marquee TK indicated they were looking into marquee replacements, if P&F could fund one it would be welcome Don't have any with MC branding TK will seek a quote for a branded marquee No P&F branded marquees RZ indicated ~\$890 for branded marquee 	Seek quotes for branded marquees.	TK
CLOSE: 8.20pm				
NEXT MEETING: 18 October 2022				

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

Ref	ISSUE	DISCUSSION			ACTION		By Whom
<u>Meeting Schedule:</u>		LOCATION: online		CHAIR: Lesley Pascuzzi		OPENING PRAYER: Lesley Pascuzzi	
Tues 15 Feb 7pm	Tues 15 March 2022	Tues 17 May 7pm	Fri 21 June 9am	Tues 23 Aug 7pm	Tues 20 Sept 7pm		
Tues 18 Oct 7pm	AGM 23 Nov						

Mater Christi Catholic Primary School

Parents & Friends Meetings

Action Report September 2022



MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	ACTION STATUS
16.2.21	8.1.1 Review P&F role descriptions and jobs for events	18.5.21 no action as yet. 15.2.22 Role descriptions updated. Event job summaries pending	Exec	Pending
21.6.22	7.1.1 Discuss fundraiser options with year 5 families for following Year 6 graduation.		LP	Pending
	10.1.1 Research uniform options and present at September or October meetings.	Note: not until later 2022 meeting	TK	Pending
	10.4.1 Call out for school photo parent helpers via newsletter/class reps for 2023 photos.	Note: not until 2023	BV	Pending
23.8.22	5.5.1 Review P&F wellness program with parish wellness coordinator		HK/LP	Pending
	7.1.1 Advertise for colour run committee volunteers 2023		VH/MiH	Pending
	8.2.1 Investigate grant options for publicly accessible defibrillator		TS/LP	Pending
20.9.21	10.1.1 Set meeting in early Term 4 to discuss P&F contributions to Year 2/3 blessing and opening.	Meeting set for Monday 17 October.	LP	Pending
	10.1.2 Confirm revised date for AGM and thank you.	Revised date has been set for 23 November from 5.30pm	TK	Complete
	11.1.1 Prepare golden zone raffle board for sports carnivals.		LP	Complete
	11.3.1 Seek quotes for branded marquees.		TK	Pending

