



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 11 June 2021 **Venue:** MCPS Staff Room

Chair: Lesley Pascuzzi (LP)

Minute Taker: Vicky Hartill (VH)

<p>1. Welcome – Opening Prayer & Acknowledgment of Country (LP)</p>
<p>2. Attendees:</p> <p>Executive: Lesley Pascuzzi (LP), Vicky Hartill (VH), Jen Cotton (JC), Kristy Ainsworth (KA)</p> <p>Office Bearers: Tracey Richardson (TR)</p> <p>General Members: (in person & online) – Rebecca Bates (RB), Kylie di Donato (KDD), BChia, Brooke Velterop (BV)</p> <p>Leadership Team: Toni Kalat (TK), Julie Southwell (JS), Renae Zelich (RZ)</p> <p>Apologies: Damien Amsuss (DA), Helen K (HK), Barbara Thurston (BT), Marina Hayward (MH), Tania Nero (TN)</p> <p>Meeting opened: 9.07am (QUORUM of 6 MET)</p>
<p>3. Previous Minutes: May 2021 Accepted by: TR Seconded by: RB</p>

Ref	ISSUE	DISCUSSION	ACTION	By Whom
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	<p>VH outlined action update on action list attached <i>*Action Nov 19 Meeting – 6.4.1 Prepare Cockburn Ice Arena fundraising opportunity for Feb 2021 meeting. VH proposed parking this idea until 2022. All agreed.</i></p> <p><i>*Action 16.2.21 Meeting - 5.01.1 The Fathering Project Membership:</i></p> <ul style="list-style-type: none"> \$1000 + GST & Includes: Family-school partnership review tool – online benchmark survey to identify strengths and 	<ul style="list-style-type: none"> Determine community interest to form Dads Group Leaders for The Fathering Project (pre-membership decision) 	DA

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<p><i>improvement areas for family-school partnerships with a focus on father and father-figures</i></p> <ul style="list-style-type: none"> • <i>Digital educational resources</i> <ul style="list-style-type: none"> • <i>Support with forming, launching and managing a Dads Group</i> • <i>Access to, and provision of, content for members of the Dads Group</i> <p>DA recommends:</p> <ul style="list-style-type: none"> • <i>Garner expression of interest from MC Dad's to be involved as Dad's Group leaders. Not worth the investment if we cannot establish a small group of champions to get started. Pending interest will formerly raise the membership fee at later date.</i> • <i>All supported DA suggestion</i> <p><i>*Action 18.5.21 Meeting: 10.2.1 Provide feedback on ideas for guest speakers to P&F via email. VH indicated no further feedback provided and suggested exec finalise the speaker based on the ideas put forward to date. All agreed.</i></p>		
5. Standing Items - Committee Reports				
5.1	President	<ul style="list-style-type: none"> • Report attached 		
5.2	Principal	<ul style="list-style-type: none"> • Report attached • TK requested feedback from the committee on Evacuation. Feedback included: <ul style="list-style-type: none"> ✓ TR - the instructions were very clear especially for parents that are not familiar with school pick up scenario ✓ RB – very well organised and clear instructions, however the wait in line for an hour was a little difficult, especially for families living within walking distance. Also, the traffic along Osprey Drive, including a bus, was backed up quite badly. Suggest cars use alternative internal roads along 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<p>Yangebup Reserve Bushland to take cars off Osprey Drive</p> <ul style="list-style-type: none"> ✓ VH – son Rhys thought the hour wait in church was a little long and queried in a real emergency would everyone be in danger waiting that long, suggested some students take a bus off site. TK indicated this is an option being explored ✓ LP – staff were so organised and committed • TK requested feedback on including PP in the drive-through (especially as car space limited due to staff parking changes with stage 15 construction starting) <ul style="list-style-type: none"> ✓ TR – chaperone system for families with older kids, PP might get a little distracted by chickens etc. TK indicated there will be staff to walk them ✓ KDD – yes supportive for next year ✓ RB – get a poll vote from families or survey monkey? ✓ LP – it will be a choice for PP parents as some students may not feel confident to do it ✓ BV – as PP might struggle with seatbelts/bags it might slow the drive through down. TK indicated a note to parents t can be sent out to start teaching students about seatbelt independence • Leadership team will circulate feedback request for both items to all families 		
5.3	Treasurer	<ul style="list-style-type: none"> • Bank Balance currently \$28,229.24. • Major incoming: Mother’s Day stall \$3111 (break even event) • Major Expenditure: 2021 graduation, PP wish list, ABMT, Mental Health workshops, home readers, interschool jumpers, Mother’s Day 2022, committed comedy for a cause / Father’s Day breakfast • After expenditure the available balance will be \$11,700 • May 2021 summary and profit/loss statement attached 		
5.4	P&F Representative to the School Advisory Committee	<ul style="list-style-type: none"> • No report as meeting will be held next week 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> No report provided 		
5.6	Parish Representative	<ul style="list-style-type: none"> No report provided 		
5.7	CSPWA Report	<ul style="list-style-type: none"> No report provided 		
5.8	SunSmart Representative	<ul style="list-style-type: none"> No report provided 		
5.9	Food Coordinator	<ul style="list-style-type: none"> AMBT Event Summary as per 8.2 		
5.10	MC Dads Group	<ul style="list-style-type: none"> Dads Camp Out Event Summary as per 8.1 		
6	Correspondence			
6.1	City of Cockburn	Cockburn School Expo: Kindy and PP Parents - 10, 15, 21 June		
6.2	Connecting Communities for Kids:	Community Cuppa 14 & 28 June		
6.3	Connecting Communities for Kids	Long Table Lunch 16 11.30am		
6.4	City of Cockburn	Connecting Women in Cockburn 16 June 6.30pm		
6.5	City of Cockburn	Toilet Training 23 June 10am		
6.6	City of Cockburn	Fun with Fathers Sat 10 July 10-12noon		
6.7	CSPWA	Invitation to State Conference, Dinner & Awards of Excellence 6-7 August		
7.0 Special Projects				
7.1	Mothers Prayers	<ul style="list-style-type: none"> Tues 2pm-3pm each week All welcome 		
7.2	Mental Health & Wellbeing Workshops	<ul style="list-style-type: none"> Final workshop (of 3) completed for term 1 Summary report will be tabled August Meeting Workshops for Term 3 will be announced soon 		
8.0 Events				
8.1	Dads Camp Out Event Summary	VH presented on behalf of DA: <ul style="list-style-type: none"> Super camp out with 10 volunteers; 169 attendees Feedback testimonials: 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ol style="list-style-type: none"> 1. Daniel (DJ) and I had a great time bonding and meeting the other kids and dads. We are very shy people, but we were made to feel at home in the school community thanks to this event. Can't wait for the next one! 2. You've inspired me to get involved in activities like this that the P&F run, so if you have any ideas on how I could be useful I'd love to chat more." <ul style="list-style-type: none"> • Notes for next year: <ul style="list-style-type: none"> ✓ More bacon needed (leftover eggs, bread, milk) ✓ Issues with school building alarms ✓ Plan ahead better for hot weather and more water access. Canteen available water. VH said City of Cockburn have water refill stations that you hook up to a hose so they could be an option ✓ Consider changing time to start earlier on Saturday, as most families packed up early on Sunday 		
8.2	Mother's Day Stall Event Summary	<ul style="list-style-type: none"> • No summary submitted yet 		
8.3	Australia's Biggest Morning Tea Event Summary	<p>TR tabled event summary, highlights:</p> <ul style="list-style-type: none"> • Online bookings were slow and parents didn't seem to realise they needed to book online. Made it hard to cater, set up seating • 56 booked online, 20-25 extra on the day with no booking • Allocated budget invested in graphic designer/promo/ticket printing making it much easier • Parent feedback: <ul style="list-style-type: none"> ➢ Raffle order forms very successful and accessible ➢ Undercover area was more intimate & inclusive ➢ Class reps not promoting the event ➢ BV commented promo materials were circulated well, but offer of help on the day / set up was not responded too ➢ BV free online raffle options available to consider for next time ➢ Positive feedback with guest speaker and kids table ➢ 3 year old kindy class were excited to be involved 	<ul style="list-style-type: none"> • Research options for larger tombola • Research options for online raffle ticket sales and draw 	Exec TR

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> • Money raised \$5825.15. Important to note it's not about beating this amount next year, focus is on the cause. If we don't host an event every year we can still promote the cause • 27 companies donated prizes/food. All will receive a certificate of appreciation and an update on our achievements • Thank you Nicky Thomas – guest speaker, canteen staff, Katherine for tea cups/ crockery, all volunteers: Louise and Dom Amsuss for displays/decoration, LP for MC role, VH for online support, all raffle ticket sellers prize, all food donations, admin team, groundsmen and yr 6's for setup for tables and chairs • Day before set up was essential, thanks to leadership team for doing drive through elsewhere • Lesson learnt: <ul style="list-style-type: none"> ➢ Raffle tickets – include space for names and class rooms for easy return next time ➢ EFSPoS on the day would be good ➢ Too many left over Cancer Council items, consider not buying any next year ➢ Raffle ticket barrel/tombola could have been bigger! Consider buying a larger one for future events ➢ TK – suggested parent help from 1.30-3pm day before next time ➢ Online raffle ticket options can be explored further 		
8.4	Father's Day Breakfast 3 Sept	<ul style="list-style-type: none"> • Oscar D'Souza (OD) will coordinate • Seeking committee volunteers, formerly advertise in newsletter etc in Term 3 • TR queried if she needs to cater this? VH will link OD & TR via email 		
8.5	Comedy for a Cause 4 Sept	<ul style="list-style-type: none"> • Advertise beginning of Term 3 • Starting to research door prize donations • Seeking committee volunteers for bar/snacks serving (RSA), formerly advertise in newsletter etc in Term 3 		
8.6	School Fair 2022	<ul style="list-style-type: none"> • TR & Louise Amsuss have offered to coordinate • Date 2022 TBA • TR is meeting with a few other fair coordinators from other schools to get ideas. TK suggested talk to Michelle Hall 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
9.0 Fundraising Projects				
9.1	Entertainment Book	<ul style="list-style-type: none"> • Advert will go in newsletter this week • Promo flyers printed and will be added to community noticeboards • Advert to be sent to class rep coordinator for circulation 		
10.0 General Business				
10.1	Bushland Weeding	<ul style="list-style-type: none"> • Successful 1st weeding day filling 6 bins and 4 buckets of introduced pigface • 2nd event on 10th June was cancelled due to rain • New dates advertised soon • Yummy morning tea cakes provided 		
10.2	CSPWA Conference & Awards Dinner	<ul style="list-style-type: none"> • CSPWA announced dates 6-7 August • Tickets are \$130 for dinner and conference • All parents are welcome to attend as we are affiliated school and P&F, cost is \$90 for dinner \$120 for dinner and conference <p><i>Motion: LP moved a motion that the P&F fund 4 x tickets valued at \$520 for the executive to attend. If not all 4 executive can attend, tickets will be made available to interested committee office bearers.</i></p> <ul style="list-style-type: none"> ➤ No opposition. 2 x yes online; 4 x yes in room; 2 x proxy (exec) who had exited meeting already 		
10.3	RSA	<ul style="list-style-type: none"> • P&F will fund RSA training/certificate 		
11.0 Other Business and Community Questions				
CLOSE: 10.24am				
NEXT MEETING: Tues 17 August 7pm				
Meeting Schedule:		LOCATION: Staff Room	CHAIR: Lesley Pascuzzi	OPENING PRAYER: Lesley Pascuzzi
Tues 16 Feb 7pm	Fri 19 Mar 9.00am	Tues 18 May 7pm	Fri 11 June 9am	Tues 17 Aug 7pm
Tues 19 Oct 7pm	AGM 17 Nov			Tues 21 Sept 7pm

Mater Christi Catholic Primary School

Parents & Friends Meetings

Action Report June 2021



MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
Nov-19	6.4.1 Prepare Cockburn Ice Arena fundraising opportunity for Feb 2021 meeting	16.2.21 Not discussed. Raise at future meeting. VH raised at 11.6.21 meeting to move this item until Feb 2022, all agreed.	Vicky Hartill		Pending 2022	
16.2.21	8.1.1 Review P&F role descriptions and jobs for events	18.5.21 no action as yet.	Exec		Pending	
	5.10.1 Investigate The Fathering Project current subscription and determine if P&F should re-subscribe	DA provided update to VH on 17.5.21. All agreed for DA to pursue development of dads group and leaders to garner interest 11.6.21	Damien Amsuss		Complete	
18.5.21	9.1.2 Prepare promotion materials for entertainment book fundraiser for class reps to circulate	9.6.21	Brooke Velterop		Complete	
	9.1.3 Print and pin up flyer in community noticeboards	11.6.21	Brooke Velterop/Kristie Ainsworth		Complete	
	10.2.1 Provide feedback on ideas for guest speakers to P&F via email	11.6.21 All agreed the exec will choose a guest speaker based on feedback provided to date	All		Complete	
11.6.21	4.1.1 Determine community interest to form Dads Group Leaders for The Fathering Project (pre-membership decision)		Damien Amsuss		Pending	
	8.3.1 Research options for larger tombola		Exec		Pending	
	8.3.2 Research options for online raffle ticket sales and draw		Tracey Richardson		Pending	

May Summary

	May	Year to Date Total
<u>Cash Flow Statement</u>		
Bank at Beginning of the Period	\$ 34,684.34	\$ 33,474.12
NET PROFIT	-\$ 6,455.10	\$ 14,755.12
Total Liability Payments		\$ 20,000.00
Undeposited Funds		
Bank Balance at End of Period	\$ 28,229.24	\$ 28,229.24

Profit and Loss Statement

Total Income	\$ 3,111.90	\$ 28,995.82
Total Expenses	\$ 9,567.00	\$ 14,240.70
Net Profit (Loss)	-\$ 6,455.10	\$ 14,755.12

Balance Sheet

	As at 31/05/2021
Total Assets	\$ 32,750.57
Total Liabilities	\$ -
Members Equity	\$ 32,750.57

	Budgeted	Actual
Foreseeable Payments for the next few months -		
ABIT	\$ 250.00	
Mental Health WS	\$ 1,200.00	
Interschool Jumpers	\$ 1,500.00	
Comedy Night	\$ 500.00	
Fathers Day	\$ 4,000.00	
Reading Books	\$ 5,000.00	
Mothers Day 2022	\$ 4,000.00	
	\$ 16,450.00	\$ -
 Income for the next few months -		
Anniversary Cookbook Income	???	
	\$ -	
Total Spending Available	\$ 11,779.24	

**Mater Christi Catholic Primary School
Parent and Friends Association
Balance Sheet**

**As at
31/05/2021**

Current Assets	
Petty Cash	-
General Cheque Account	28,229.24
Stock - Anniversary Cookbooks	4,521.33
	32,750.57
 Non Current Assets	
	-
Total Assets	32,750.57
 Current Liabilities	
Payments to be made	-
Loan - Mater Chrsi Primary School (to be paid in 2021)	-
	-
 Non Current Liabilities	
	-
	-
Total Liabilities	-
 TOTAL NET ASSETS	32,750.57
 Members Equity	
Retained Earnings	17,995.45
Current Earnings	14,755.12
TOTAL MEMBERS EQUITY	32,750.57

**Mater Christi Catholic Primary School
Parent and Friends Association
Profit and Loss Statement**

	Actual May-21	Actual Total 2021
Income		
Parent Levies		
Annual Parent Levies		25,000.00
Donations		
Donations		
Grants		
Fundraising Activities		
Entertainment Books		62.00
Sports Carnival - Cake Stall		
Colour Run		
Golden Ticket Raffle		580.50
Gross Profit (Loss) on Events / Projects		
Anniversary Cookbook		30.00
Dad's Camp Out		134.82
Good Cup Cafe		76.60
Mothers Day Stall	3,111.90	3,111.90
Other		
Interest		
Total Income	3,111.90	28,995.82
		-
Expenses		
Governance and Administration		
Bank Charges		
Merchant Fees		
PPFWA Membership		2,733.50
Trading and Operating		
Consumables		
Fundraising Expenses		
Gifts for Volunteers		
Meeting Expenses		99.00
RSA Licences		25.00
Events and Activities		
Australias Biggest Morning Tea		
Dad's Camp Out		
Easter Raffle		32.00
Father's Day Breakfast		
Good Cup Cafe		
Mothers Day Stall		
Movie Night		
Professional Guest Speakers		
Running Club		623.91
Sundowner		560.29
Wellness Week		
Previous Year Expenses		
Donations and Projects		
Consumables - Notice Holders		
Consumables - Sun Screen		
Graduation Expenses	7,500.00	7,500.00
Interschool Sports Uniforms		
Staff Appreciation Day		
Pre Primary Wishlist	2,067.00	2,067.00
Student Donations & Gifts		
Parents Mental Health & Wellbeing		600.00
Total Expenses	9,567.00	14,240.70
Net Profit/(Loss)	-	6,455.10

P&F June Meeting

Presidents Report

11 June 2021

Firstly, how quick is 2021 going. I can't believe it is almost ½ way through the academic year. Term 2 has been a bit quieter within the P&F after a busy term 1.

Whole School Evacuation – I just wanted to extend my thanks to Toni, Renae and Julie and the staff for the successful evacuation a week or 2 ago. I am sure in the worst-case scenario when we have to do this for real, the preparations, experience and knowledge of our children will remind us how important these practice days are. Well done.

Australia's Biggest Morning Tea – Thanks to Tracey Richardson and Louise Amsuss who were assisted by some amazing mums on the day. What a wonderful event it was and an outstanding amount of money raised. I would like to give a special mention to Vicki's mother in law, Di Maker. She came along a very willing volunteer and gave her all. To me, this embodied the spirit of this group being PARENTS AND FRIENDS of Mater Christi. She was one of the last to leave, stood at a sink with me for 2 hours as we washed all the cups, saucers and china plates. What a woman.

P&F Mental Health & Wellness – the programme has gone very well. Feedback is available in the newsletter (11.06). We look forward to commencing our Term 3 programme, all dates are in August 2021 with online bookings open from 19 July. We are still in search of our Parents Mental Health & Wellness Coordinator. If this is you – please get in touch!

CSPWA – Annual Dinner and Awards of Excellence – the P&F Executive along with any interested committee members are looking forward to this event on 6th August 2021 to be held at Crown, Perth. As an affiliated school, we believe it is important to support the ongoing initiatives and work of this organisation.

Thank you.

Lesley Pascuzzi

P&F Meeting
Friday 11 June 2021
Principal's Report

I am delighted to share with everyone that Stage 15 has begun with EMCO coming on site Monday 14 June 2021.

Sadly, after many years as a parent, P&F Executive Member, Sacramental Coordinator, and Parish Secretary, Marina Hayward will conclude her time as Parish Secretary on Friday 25 June. Marina will continue as a parishioner and Sacramental Coordinator. This will be a significant loss to our Parish and School Community. I have had the pleasure of working with Marina during the last six years and have the utmost respect for her and deep-felt gratitude for all that she has done during her time in these roles. The staff will acknowledge Marina at a morning tea on Tuesday 22 June.

Holy Communion

On Wednesday and Thursday of next week, parents and children will attend the Holy Communion Workshops before the Commitment Mass on Sunday 27 June at 2.30pm. We keep all our parish children, whether they attend Divine Mercy, Hammond Park, Mater Christi or a government school in our prayers as they prepare for this very special Sacrament.

Staffing

Rebekah D'Souza has secured the Personal Assistant role at Mother Teresa College, Baldivis. Rebekah concludes at the end of Term 2 and begins her new role next term. Rebekah has been the face and voice of Mater Christi for the last four years, and through her calm strength, diplomacy, friendly manner, attention to detail and excellent work, she has grown this role into what it is today. She will be greatly missed; however, an absolute asset to her new school and position. I wish Bek every blessing for her new adventure.

For term three, we have two teachers joining the Year 6 Team – Bren Ziegelaar (Monday, Tuesday in 6B with Siobhan O'Donnell) and Katie Williamson (Thursday, Friday in 6A with Jacob O'Reilly).

I also wish Katie de Bes a special long service leave as she travels with her husband and dogs to some parts.

Swimming Lessons

Although I was not impressed that the Year One and Two students would not attend swimming lessons this year, I am very grateful that they are not part of the program. It would have been challenging for them with the cold weather. Renae will put in our Term One request for 2022 with Years 1-6 swimming and we will now wait to see where we are placed in the program.

Reports

The teachers are completing their report comments and the Leadership Team is currently in editing mode. I am sure that as parents, you will celebrate your child's learning and achievements and discuss a possible goal for term three. I sincerely thank the students and staff for all their hard work during this semester. We have had a concise term one and a long term two. The holidays look very inviting for everyone.

Evacuation

On Friday 28 May, we held our whole school evacuation. The main focus for this event was to see how our internal process would hold up and what we can learn from this to evacuation.

At the beginning of this term, we communicated with the City of Cockburn and Cockburn Police, sharing our process and map. We also did a leaflet drop to the Pioneer and Pelican Drive residents.

We couldn't control what was happening on the road and how maybe a small number of our parents behaved, but we did an almighty job within the school.

Following the event, we held a staff debrief and will make some minor changes to the evacuation. E.G. having ten pick up bays instead of 8, no numbered cones, rather staff with a numbered vest, sitting the Kindy & 3 year-olds in the main part of the church.

I will send out a questionnaire to the parents for any feedback – this will be quite limited as what happens beyond the school's gates is beyond our control.

Pre Primary drop off

I will be seeking parent feedback on the possibility for PP parents to use drive-through before and after school. Parents would be able to park and bring their child into the classroom in the morning and pick them up in the afternoon. I will send out a questionnaire to the parents next week.

Toni Kalat