



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 19 March 2021 **Venue:** MCPS Staff Room

Chair: Lesley Pascuzzi (LP)

Minute Taker: NIL – Zoom recording

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

2. Attendees:

Executive: Lesley Pascuzzi (LP)

Office Bearers: Damien Amsuss (DA), Tracey Richardson (TR).

General Members: (in person & online) – Brooke Velterop (BV), Alissa Fazio (AF), Michelle Hall (MiH), Laura Anchor (LA), Kylie Di Donato KdD), Shayna Whitmore (SW), Rebecca Bates (RB), Denise Rowe (DR), Tracy Toh (TT), Paula McEvay (PMcE)

Leadership Team: Toni Kalat (TK)

Apologies: Vicky Hartill (VH), Kristie Ainsworth (KA), Jennifer Cotton (JC), Stephanie Gill (SG), Helen K (HK), Barbara Thurston (BT), Tania Nero (TN), Julie Southwell (JS), Marina Hayward (MH)

Meeting opened: 9.05am

3. Previous Minutes: February 2021 **Accepted by:** TR **Seconded by:** BV

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	Action snapshot (full update in action plan): <ul style="list-style-type: none"> Wheel stoppers to be installed in school holidays. Item in newsletter. Comedy for a Cause: update in section 8.6 Review of P&F Job Descriptions - not complete Easter Raffle prizes purchased - complete Mama Mia Pasta fundraising – postponed to 2022 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> Parent names removed from P&F webpage - complete 		
5. Standing Items - Committee Reports				
5.1	President	<ul style="list-style-type: none"> Positive start to the year with successful welcome sundowner event Golden Tickets Raffle: tickets on sale for Edu Dance and Car Bay Term 2 events planning is finalised Good luck for Dad's Camp Out P&F Survey complete and summary of feedback provided in Section 10.1 Thank you to all families who have volunteered so far this year and filled out the survey 		
5.2	Principal	<ul style="list-style-type: none"> Report attached 		
5.3	Treasurer	<p>LP presented:</p> <ul style="list-style-type: none"> Bank Balance currently \$17, 974.45 February 2021 summary and profit/loss statement attached P&F Levy to be paid into account soon Graduation \$7500 (to be paid later in the year) is largest expense Requests for funds: <ul style="list-style-type: none"> Mental Health Workshops \$1200 for 6 workshops \$1500 Interschool jumpers (supported last year by the P&F however not yet purchased) PP chicken coop \$650 and seating furniture \$1460 Run Club – medals \$600 Dads Camp Out – running at \$300 profit. Offer parents a free coffee Sunday morning Exec supports funding all 4 requests. Main large fundraiser Colour Run yet to happen for this year. Comedy Night may make a profit as well. MiH - have multiple quotes been sourced? TK indicated yes for PP and interschool jumpers Committee voted on budget requests – 10 in the room plus 3 proxy (VH, JC, KA) = 13 voted yes; 0 voted no. Budget requests supported. 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
5.4	P&F Representative to the School Advisory Committee	<ul style="list-style-type: none"> Covered by TK in Principal report TT and LP will discuss the role, but LP will remain rep for now 	.	
5.5	Class Representative Coordinator	<ul style="list-style-type: none"> Every class has a rep now – thanks everyone Special mention to Paula (admin) for compiling class parent contact list. All emailed to reps. Hard copies will be provided next week Class reps receiving weekly updates linked to newsletter where appropriate for P&F news <ul style="list-style-type: none"> BV said not all classes have their lists, not clear what action class reps were meant to take with the emailed list Important that all class rep lists are emailed, and hard copies offered to ensure all parents are reached 	<ul style="list-style-type: none"> Follow up on process for class lists dissemination with class rep coordinator 	LP
5.6	Parish Representative	<ul style="list-style-type: none"> Note* received after meeting, attached 		
5.7	CSPWA Report	<ul style="list-style-type: none"> Note* received after meeting, attached 		
5.8	SunSmart Representative	<ul style="list-style-type: none"> No report 		
5.9	Food Coordinator	<ul style="list-style-type: none"> Dads Camp Out: under budget and ready to go General stocktake being completed with balance sheet of consumables for P&F 		
5.10	MC Dads Group	<ul style="list-style-type: none"> Dads Camp Out: <ul style="list-style-type: none"> Ready for the weekend Thank you to TR and VH for support Current ticket sales at ~170 volunteer helpers organised sporting activities arranged thanks for funding parents' morning coffee. MiH indicated hot choc provided to kids in the past. TR said free tea/coffee/milo provided so free coffee van coffee enough, parents can buy hot chocolate if they wish. Use raffle tickets as coffee tokens if required 	<ul style="list-style-type: none"> Investigate <i>The Fathering Project</i> current subscription and determine if P&F should re-subscribe 	DA

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
		<ul style="list-style-type: none"> ○ DR – are tickets still available? Yes email through to P&F (closed for ease of catering purposes) • DA indicated goal to help connect dads with school through quality communication and activation projects • MiH said P&F use to fund subscription for The Fathering Project. Might wish to revisit. 		
6	Correspondence			
6.1	City of Cockburn	<ul style="list-style-type: none"> • Very Important Volunteer Cards. VH arranging VIV Cards for P&F volunteers • Let VH know if anyone has missed out 		
6.2	City of Cockburn	<ul style="list-style-type: none"> • School holiday and other community programs. Check www.cockburn.wa.gov.au 		
6.2	Cancer Council	<ul style="list-style-type: none"> • SunSmart newsletter 		
7.0 Special Projects				
7.1	Mothers Prayers	<ul style="list-style-type: none"> • Tues 2pm-3pm each week • All welcome 		
8.0 Events				
8.1	Sundowner Friday 12 th March	<ul style="list-style-type: none"> • Very successful, under budget • 250 tickets booked • all provided with free coffee and ice creams • ~40-50 unclaimed tickets handed out to those who joined in on the day 		
8.2	Dads Camp Out 20-21 March	<ul style="list-style-type: none"> • As above • Profits to date \$1147 • DR mentioned the coffee van at the sundowner was a bit slow. There were power issues that may have contributed, but also everyone wanted coffee at once. New business so wanted to give them a go 		
8.3	Easter Raffle 31 March / 1 April	<ul style="list-style-type: none"> • Colour in entries close next Wednesday 24, reminder through SZPP /class reps/newsletter 	Arrange Easter colour-in competition reminder through appropriate channels	BV/JC
8.4	Mother's Day Stall 6-7 May	<ul style="list-style-type: none"> • Not discussed 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
8.5	Australia's Biggest Morning Tea 27 May	<ul style="list-style-type: none"> • TR & Louise Amsuss coordinating • Proposed date: 27 May • Venue: undercover area • Time: 8.45-10.30am • Save the dates prepared and will be promoted in last week of Term and in first weeks Term 2 • Volunteer call out for food donations and on the day • Ingredients list proforma prepared • High tea presentation/grazing table set up • \$5 entry fee • Sit down, tables and chairs event • Self Care and Wellbeing Guest speaker – approached Nicky Thomas • Teacups and cake platters needed for loan • Raffles – gender neutral / family friendly donations being sourced. Door prize on the day (wellness package), 3 x large raffle packages (kids raffle, family raffle) \$5 with presale and on the day • Centre piece cake to be donated – can either bid on the cake or cut and eat on the day. All agreed to share on the day • TK invited TR to meet with admin to talk through equipment needs for the day. TR arranged drive-thru with Amanda (admin) already • Budget \$350, however likely not needed. All proceeds to Cancer Council 		
8.6	Comedy Night Term 3 Date TBA	<ul style="list-style-type: none"> • 4 Sept at ECC tentatively booked • \$35 per head (\$32-35), company takes \$12 per ticket • Venue - 750 capacity, with no fees other than a staff member • Need to sell 100 tickets to break even • Sell food and drink on the night – snacks, alcohol • Open advertising to community, YPA, other primary schools • All agreed to proceed 	<ul style="list-style-type: none"> • Confirm comedy night booking with Comedy for a Cause 	VH
8.7	Father's Day Breakfast 3 September	<ul style="list-style-type: none"> • Not discussed 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When
8.8	Colour Fun Run 5 November	<ul style="list-style-type: none"> Not discussed 		
8.9	School Fair 2022	<ul style="list-style-type: none"> SL is not able to coordinate the fair this year Looking for a new coordinator if anyone is interested 		
9.0 Fundraising Projects				
9.1	Entertainment Book	<ul style="list-style-type: none"> No updates 		
9.2	Mama Mia	<ul style="list-style-type: none"> Postpone till 2022 		
9.3	Golden Ticket Raffles	<ul style="list-style-type: none"> TR – is online purchasing of tickets an option? For parents who cannot come into school. Can SZPP accommodate this? TK said not at this stage but admin will look into it. MiH suggested sending home physical forms for parents to fill out and return cash with students LP we've researched online ticket sales but online fees negate the fundraising TR said at Harmony Primary they do it in connection with canteen orders. Canteen is run separate at MC but can explore it further 8 raffles for each dance, plus a winner per term for the car bay, Adventure World tickets donated as well If you win the seats, you're not in the draw for the car bays 		
10.0 General Business				
10.1	P&F Survey Results	<p>Results snapshot:</p> <ul style="list-style-type: none"> Summary posters on notice boards 120 respondents 94% said it's difficult to get to meetings 72% said they've never attended a meeting 87% agreed the P&F provides support to our school community Suggestions on how P&F can support parents as well as students/ funding projects e.g. specific project identified - mental health and wellbeing workshops for parents. Exec 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom/When	
		and admin support this suggestion. Survey to determine topics to be circulated to class reps for promotion			
11.0 Other Business and Community Questions					
11.1	Parking Issues	<ul style="list-style-type: none">Closing off the loop around community centre has created more of a hazard, with more cars reversing on verge and more rows on the ovalTK will review the situation to mitigate safety concerns			
11.2	P&F T-shirts	<ul style="list-style-type: none">Do we have to buy one? Definitely not, just an invitation if you want one as P&F committee member			
11.3	New fundraising ideas	<ul style="list-style-type: none">How to raise new fundraising ideas. LP said to email P&F or raise it with exec to be tabled for next meeting			
CLOSE: 10.28am					
NEXT MEETING: Tues 18 May 7pm					
<u>Meeting Schedule:</u>		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 21 Sept 7pm
Tues 19 Oct 7pm	AGM 17 Nov				

Mater Christi Catholic Primary School

Parents & Friends Meetings

Action Report March 2021



MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION STATUS	DATE CLOSED
20.10.20	6.1.1 Prepare Comedy for Cause fundraising opportunity for presented Feb 2021 meeting	16.2.21 VH to investigate further details with provider and report back at March meeting	Vicky Hartill		Complete	
	6.4.1 Prepare Cockburn Ice Arena fundraising opportunity for Feb 2021 meeting	16.2.21 Not discussed. Raise at future meeting	Vicky Hartill		Pending	
16.2.21	8.1.1 Review P&F role descriptions and jobs for events		Exec		Pending	
	8.4.1 Purchase easter raffle prizes	19.3.21	Jen Cotton		Complete	
	9.3.1 Investigate Mamma Mia Pasta fundraising and report back in Feb 2021	16.2.21 AF will review project from the company, comments have been made it it quite time consuming. Reassess at March meeting. Agreed to postpone to 2022 19.3.21	Vicky Hartill/Alissa Fazio		Complete	
19.3.21	5.5.1 Follow up on process for class lists dissemination with class rep coordinator	23.3.21 LP discussed with SG. Error with original class lists that had to be replaced. Hard copy dissemination delay. All sorted.	Lesley Pascuzzi		Complete	
	5.10.1 Investigate The Fathering Project current subscription and determine if P&F should re-subscribe		Damiam Amsuss		Pending	
	8.3.1 Arrange Easter colour-in competition reminder through appropriate channels		Brooke Velterop/Jen Cotton		Complete	
	8.6.1 Confirm comedy night booking with Comedy for a Cause		Vicky Hartill		Complete	

Mater Christi Catholic Primary School
Parent and Friends Association
Balance Sheet

As at
29/02/2021

Current Assets

Petty Cash	-
General Cheque Account	13,453.12
Stock - Anniversary Cookbooks	4,521.33
	<u>17,974.45</u>

Non Current Assets

-

Total Assets

17,974.45

Current Liabilities

Payments to be made	-
Loan - Mater Chrisi Primary School (to be paid in 2021)	-
	<u>-</u>

Non Current Liabilities

-

Total Liabilities

-

TOTAL NET ASSETS

17,974.45

Members Equity

Retained Earnings	17,995.45
Current Earnings	- 21.00

TOTAL MEMBERS EQUITY

17,974.45

February Summary

	February	Year to Date Total
<u>Cash Flow Statement</u>		
Bank at Beginning of the Period	\$ 33,532.12	\$ 33,474.12
NET PROFIT	-\$ 79.00	-\$ 21.00
Total Liability Payments	\$ 20,000.00	\$ 20,000.00
Undeposited Funds		
Bank Balance at End of Period	\$ 13,453.12	\$ 13,453.12

Profit and Loss Statement

Total Income	\$ 20.00	\$ 78.00
Total Expenses	\$ 99.00	\$ 99.00
Net Profit (Loss)	-\$ 79.00	-\$ 21.00

Balance Sheet

	As at 28th Feb 2021
Total Assets	\$ 17,974.45
Total Liabilities	\$ -
Members Equity	\$ 17,974.45

	Budgeted	Actual
Foreseeable Payments for the next few months -		
2021 Graduating Class	\$ 7,500.00	\$ 7,500.00
Sundowner	\$ 750.00	\$ 614.09
Fathers Camp Out	\$ 500.00	
Easter	\$ 350.00	\$ 332.00
CSPWA	\$ 3,000.00	\$ 2,733.50
ABIT & Walk to School	\$ 750.00	
Comedy Night	\$ 500.00	
Fathers Day	\$ 4,000.00	
	\$ 17,350.00	\$ 11,179.59
Income for the next few months -		
Final Payment P&F Fees	\$ 20,000.00	Due May
Anniversary Cookbook Income	???	
	\$ 20,000.00	
NET AMOUNT OF SURPLUS	\$ 2,650.00	
Total Spending Available	\$ 16,103.12	

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

	Actual Feb-21	Actual Total 2021
<u>Income</u>		
Parent Levies		
Annual Parent Levies		
Donations		
Donations		
Grants		
Fundraising Activities		
Entertainment Books	20.00	48.00
Sports Carnival - Cake Stall		
Colour Run		
Gross Profit (Loss) on Events / Projects		
Anniversary Cookbook		30.00
Quiz Night		
Other		
Interest		
Total Income	20.00	78.00
		-
<u>Expenses</u>		
Governance and Administration		
Bank Charges		
Merchant Fees		
PPFWA Membership		
Trading and Operating		
Consumables		
Fundraising Expenses		
Gifts for Volunteers		
Meeting Expenses	99.00	99.00
RSA Licences		
Events and Activities		
Australias Biggest Morning Tea		
Dad's Camp Out		
Easter Raffle		
Father's Day Breakfast		
Good Cup Cafe		
Mothers Day Stall		
Movie Night		
Professional Guest Speakers		
Running Club		
Sundowner		
Wellness Week		
Previous Year Expenses		
Donations and Projects		
Consumables - Notice Holders		
Consumables - Sun Screen		
Graduation Expenses		
Interschool Sports Uniforms		
Staff Appreciation Day		
Student Donations & Gifts		
Nature Playground		
Total Expenses	99.00	99.00
Net Profit/(Loss)	- 79.00	- 21.00

**P&F Meeting
Friday 19 March 2021
Principal's Report**

Thank You P&F

Congratulations to the P&F on their very successful and inclusive Welcome Family Sundowner. I have heard from several children and families that they had a great time, felt welcomed and appreciated the coffee and ice-creams on offer.

3-Year-Old Program

A second day was offered to the 19 families with a child in the 3-year-old program. Ten families have accepted the placement for their child at \$600 per term, and four new children will commence at the beginning of Term Two at \$850 per term.

Mrs Wade will teach on both days with Mrs Cattalini as EA. The current children will have a smoother transition as they know their teachers. I will send a letter to the 3-year-old families confirming the changes from the start of Term Two.

Staffing

I am delighted to have secured an outstanding Assistant Principal for Mater Christi who will bring a wealth of experience and knowledge to the role. Renae Zelich is from Sydney, where she worked in schools and the Catholic Education Office in the Curriculum area. She has also been the APRE in a school. She is currently at Newman College, and I thank Principal John Finneran for enabling Renae to apply for the position and possibly release her for nearly two years. He now needs to find an AP for the Years 3-6 students.

Renae will come to MC to work with Julie and me as we welcome Renae, do a handover and begin planning for next term.

Grace Richards is a new Science Teacher. She will be coming next week to do a handover with Haylee Klup, observe some Science lessons and see how Haylee works with the Science Captains and the sustainability area.

Parent-teacher Interviews

I am continually in awe of my staff and all they do for the children and families, whether small or big. The teachers have been preparing their information on each child to share with parents during the interviews. Some parents attended an Individual Education Plan Meeting for their child.

So much reflection, moderating and work goes into preparing these documents and informing parents on their child's emotional, social, behavioural and academic progress. I know that parents will be most appreciative in finding out more about their child's progress, things to celebrate and continue to develop.

Stage 15

On Wednesday 17 March Tender for the new Year 2 and 3 classrooms and support rooms closed. The architects will now review and assess all the tender submissions with the Quantity Surveyor over the coming days to prepare the CEWA results of tender form as required.

CEWA will then review all the documentation, do a background check, etc before the decision is made.

Harmony Day

Monday the 15th of March marked the start of **Harmony Week**. Harmony Week is a *time to celebrate Australia's multiculturalism, and the successful integration of migrants into our community. Australia is one of the most successful multicultural countries in the world and we should celebrate this and work to maintain it. Harmony Week is about inclusiveness, respect and belonging for all Australians, regardless of cultural or linguistic background, united by a set of core Australian values.*

Mater Christi will launch **Harmony Week on Monday the 22nd** by having a **free dress day**. On this day children (and staff) are invited to wear **free dress** that includes an **orange accessory** and make a gold coin contribution to project compassion and the bush fire appeal. A flyer to promote the free dress will be on Seesaw and in the Newsletter. The day will commence with the School Band busking before school and the children have learned a lovely Harmony Day song that will round up the live music. We are also lucky enough to have Harold from the Life Ed Program visiting us on this day. He will be walking around the school at lunch to promote inclusivity and friendships. Students will have opportunities during the week to view various Caritas videos showing where, to whom and how the funds we raise go to help.

Evacuation

In the likelihood of an evacuation, the Church is the new evacuation centre. Thank you to Fr Dat for allowing us to use the Church as the Community Centre is unavailable.

We believe that it will be important to have a mock trial with all students, staff and parents involved. A proposal of an early close-1.30pm would enable us to have a test run at what this would look like and learn from the trial. For this to happen, we need approval from the Executive Director for an early close and to communicate this event to the City of Cockburn, local Police and residents.

I want to ask the P&F for their thoughts about this proposal.

School Events

The last few weeks of term are very busy with many things on offer to our students. We had a very successful Swimming Carnival and acknowledge Ryan Donnelly, staff, and parent volunteers' great work. Approximately 30 of the Years 4-6 will attend the Interschool Swimming Carnival at the Rockingham Aquatic Centre.

On Friday 19 March the Year 4 students and teachers will attend the Production of Annie at Emmanuel Catholic College. This is an excellent experience for the students. Thank you to Emmanuel for providing the buses to and from the event.

Each year, Mrs Pottier, our Drama teacher, chooses a group of students to reenact the significant Stations of the Cross for our Holy Week Reflection.

The students will share this reflection with the Parish at 6pm on Friday 26 March and 1 April with the school students. I thank Mrs Pottier for her creative flair and meaningful reflection.

One highlight of the term is the Edudance Concert. We have 3 concerts - A, B and C classes. Unfortunately, only one adult per family will be able to attend.

After a slow start and a big finish, everyone is looking forward to having a fabulous Easter Break and School Holidays to recharge the batteries for a new beginning to Term Two.

Toni Kalat

CSPWA Report March 2021

After the successful appointment of Jen Cotton as our Finance Officer (thanks Jen!), we are also in the process of appointing a new Administrative Assistant which has in the meantime contributed to the increased workload of our existing office staff while new people are placed.

Our Liaison Officer and Executive Officer have in the lead-up to the state election, assisted many schools' parents to be more informed of the role of the state government in their Catholic Schools and are now changing their focus slightly to gear-up to inform parents of the role of the National Government in their Catholic schools in the lead-up to that election.

Lots of preliminary work is being attended to currently to put in place this year's AGM and Conference.

At this stage it is looking like we will have another online AGM to accommodate all of our local as well as rural and remote parents – more details will be available over the next month or so.

We are also doing lots of work around revamping the presentation of our conference for this year. This looks like it will be towards the end of August and will provide lots of opportunity for information gathering and sharing as well as networking with other parents and groups from around the state. Information will be released as soon as we are able especially around the Awards of Excellence as well – stay tuned!

Remember, as an affiliated member of CSPWA, any questions or queries anyone has either as an individual or as a group, you are more than welcome to approach our staff either by phone or email. Thanks everyone!

PARISH REP REPORT March 2021

This weekend we are able to increase our capacity in the church to 75% which takes us to 404 people able to attend each Mass. So we are still required to count attendances but it is getting a little easier to fit in everybody.

Fr Dat continues to offer live-streaming of Masses – available through our parish facebook page – link available from the parish website.

This offers a reasonable alternative if they are unable to attend Mass or services – especially through the Easter Season.

As we progress through the Season of Lent, Stations of the Cross are held each Friday evening at 6pm – a beautiful reflection and preparation for Holy Week and Easter.

We had available for parishioners the Little Black Book a lovely simple reflective booklet with a daily prayer and thought for the Season of Lent.

Mass times for Holy Week are set and will be in print in the Mater Messenger this weekend and available in the schools newsletter next week.

Sunday 28th March is Palm Sunday

Holy Thursday evening Mass with the Washing of the Feet – very symbolic and meaningful reflection by Fr Dat and Fr Peter our 'Suppling assistant priest'

Good Friday 10am Stations of the Cross and 3pm Passion of Our Lord

Holy Saturday – Easter Vigil commencing with the Ceremony of Light outside at 6pm

Easter Sunday – normal parish Mass times

This Sunday 2:30pm is the Confirmation Commitment Mass for all children in the parish who are receiving the Sacrament this year. Children are to attend and are encouraged to bring their families. Commitment brochures available for collection from the foyer of the church prior to Mass. Confirmation Parent/Child workshop bookings opened last Monday in preparation for the workshops late April.

Children's Liturgy is returning to the 10am Mass at the commencement of Term 2 – we are currently looking for more people to join the team of Children's Liturgy teachers – very simple programme. If any one is interested in helping out – usually once or twice a term – please contact the parish office!

We are looking at reintroducing Altar Servers as well as running a training programme as well. More information will become available when dates have been set.