

# Mater Christi Catholic Primary School Parents & Friends Meeting

	Meeting Minutes
Date: 15 February 2022	Venue: Online
Chair: Lesley Pascuzzi (LP)	
Minute Taker: Vicky Hartill (\	/H)
1.Welcome – Opening Pray	er & Acknowledgment of Country (LP)
2. Attendees:	
Executive: Lesley Pascuzzi	(LP), Tracey Richardson (TR), Barbara Thurston (BT), Vicky Hartill (VH)
	nsuss (DA), Helen K (HK), Derrick Martins (DM), Sinead Chidlow (SC), Sarina Paratore (SP), Oscar de Souza (OdS), Kylie di Donato (KdD), a Lewis (LL), Vincent Ferraro (VF), Kellie Jones (KJ), Peter Velterop (PV), Sarah Correia (SC), Renee Conran (RC), Terri-Ann Ramsamy Mel, IPAD)
General Members: Teri-Ann	n Ramsamy (TaR), Alan Correia (AC)
Leadership Team: Toni Kal	at (TK), Renae Zelich (RZ), Julie Southwell (JS)
Apologies: Stephanie Gill (S	SG), Alissa Fazio (AF)
Meeting opened: 7.05pm	
3. Previous Minutes: Octob	per 2021 Accepted by: TR Seconded by: RB

Ref	ISSUE	DISCUSSION	ACTION	By Whom						
4. Bus	I. Business Arising from previous minutes – Action Report									
4.1	Action Report	<ul> <li>11.6.21 – 4.1.1: Determine community interest to form Dads Group Leaders for The Fathering Project (pre- membership decision). Due to limited interest the P&amp;F won't pursue membership with The Fatherly Project</li> </ul>	Promote Dad's Group idea to community to seek interest for MC.	DA						
5. Sta	nding Items - Committee Re	eports								

Ref	ISSUE	DISCUSSION	ACTION	By Whom
5.1	President (School Advisory Committee Rep)	Report attached		LP
5.2	Vice President	<ul> <li>VP role changed slightly for 2022 with inclusion of class rep role to better manage communication and information dissemination</li> </ul>		TR
5.3	Principal	Report attached		ТК
5.4	Treasurer	<ul> <li>BT moved motion to remove Jennifer Cotton as signatory and replace with Barbara Thurston, incoming Treasurer. Lesley Pascuzzi will remain as 2<sup>nd</sup> signatory, along with Toni Kalat Principal of Mater Christi as 3<sup>rd</sup> signatory. Any withdrawals and payments from the accounts via EFTPOS and/or Cheque must be co-signed by both the Treasurer, Barbara Thurston, and the President, Lesley Pascuzzi.</li></ul>		BT
5.5	Parish Representative	<ul> <li>Request: Seek parent input on the role of the parish representative, what do parents need/want from this role?</li> <li>TK indicated 2 new staff at the parish, school admin can assist to determine best contact &amp; communication practice between P&amp;F and parish with Fr Dat</li> <li>In early April Bishop Don Sproxton will visit the community</li> <li>BV queried how school sacraments will be run this year?</li> <li>LP/TK indicated a sacraments meeting will take place on 16 February to plan for 2022</li> </ul>	Prepare and circulate survey to parents to seek input on the parish rep role	НК
5.6	CSPWA Report	<ul> <li>LP reported this position is still vacant. Expressions of interest to the P&amp;F – <u>materchristipandf@cewa.edu.au</u></li> <li>LP outlined CSPWA affiliation and moved motion to pay affiliation annual invoice \$2800</li></ul>		LP

Ref	ISSUE	DISCUSSION	ACTION	By Whom
5.7	SunSmart Representative	<ul> <li>VH reported on behalf of SG:</li> <li>Audit complete; sunscreen purchased and restocked.</li> <li>Due to COVID requirements school staff will restock when needed, inform P&amp;F when stock slow</li> <li>Thanks to P&amp;F Exec for assistance</li> </ul>		SG
5.8	Food Coordinator	<ul> <li>Thanks to TR for her support and role handover</li> <li>Settling in and determining requirements for the role and will manage events with the Exec as they can unfold</li> </ul>		DM
5.9	Dad's Rep	<ul> <li>Dad's camp out postponed for Term 1</li> <li>Focus for 2022: Connect with Father's who are not engaged but want to be; investigate best communication avenues to reach out; what interactions are Father's looking for at MC</li> </ul>		DA
5.10	Wellness Coordinator	<ul> <li>Wellness team met and mapped out a plan for 2022</li> <li>Online Presentation: Terry Andrews – Building Resilience for ourselves and children 22 Feb 7.30pm (Register at <u>www.stickytickets.com.au/tt0cb</u>, link provided after registration)</li> <li>Online Presentation: Laura Allison, Team Leader CEWA Psychology, late March, details released soon</li> <li>Term2/3: launching a panel style conversation series called 'Elephant in the Room' addressing difficult conversation topics our families e.g. post-natal depression, infertility and miscarriage, pornography.</li> <li>Coordinators are not experts, just wishing to open the door to discuss difficult questions, many may want to have answered</li> <li>Term 4 – watch this space</li> </ul>		VC
5.11	Social Media Coordinator	<ul> <li>SC managing Instagram account – 75 followers. Promote usernames more.</li> <li>SP managing FB account - ~150 followers.</li> <li>✓ Can potentially connect Instagram/FB</li> <li>✓ A few ideas to improve that can be worked through over the next few weeks</li> </ul>	Promote Instagram and FB usernames via class reps and newsletter.	TR

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul> <li>TR indicated the usernames have been sent to all class reps already</li> <li>BV queried communication avenues. LP indicated avenues are newsletter, highlights to class reps via TR and to Instagram/FB via SC/SP</li> <li>VC identified information overload at the beginning of Term 1. Reminder for people what is important/happening will be useful</li> </ul>		
6.0 Co	orrespondence NIL to report			
7.0 Sp	pecial Projects NIL to report			
8.0 Ev	vents			
8.1	Events Calendar & Budget 2022	<ul> <li>Welcome Sundowner, Dad's Camp Out and Wellness Cuppas on Oval postponed for Term 1 due to COVID-19 requirements. Hopeful we can celebrate later in the year</li> <li>LP presented 2022 events calendar and budget.         <ul> <li>✓ Seeking ABMT coordinator</li> <li>✓ Easter raffle budget should be \$400, not \$300</li> <li>✓ Father's Day Breakfast should be \$5000, not \$3000</li> <li>✓ Sundowner \$750 and Dads Camp Out \$850 to be included on budget and treasurer's report</li> <li>✓ OdS will be Father's Day Coordinator</li> <li>✓ HK suggested we fund a coffee van for Grandparents Day. Ideas supported in principle. Discuss further at March meeting</li> <li>✓ Fair fundraising separately, no budget allocated</li> <li>✓ LP moved motion to approve the events budget:</li></ul></li></ul>	Discuss ideas for supporting Grandparents Day at March meeting	LP
9.0 Fı	undraising Projects			
9.1	Tea Towel Fundraiser (for fair fundraising)	<ul> <li>Fundraising will support set-up for the fair</li> <li>HK is white our only option? TR indicated yes, great quality</li> <li>VC will every child's drawing be on the tea towel? TR indicated yes</li> <li>Orders in by 11 March</li> <li>\$15 each, \$25 for 2; \$40 for 3</li> </ul>		TR

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul> <li>Only cash payments available, return to teachers with order form</li> <li>Reminders will go out again</li> </ul>		
9.2	Entertainment Book	<ul> <li>Continue fundraiser into 2022</li> <li>Will circulate 1 promotion per term</li> <li>Fence banner is up on PP fence</li> <li>Promote via normal channels</li> </ul>		BV
9.3	Golden Tickets	<ul> <li>Planning to do golden tickets for edudance, but due to COVID-19 restrictions we cannot.</li> <li>Plan was to provide free raffle tickets to give back to our community</li> <li>Revisit golden tickets later in year for Christmas concert</li> </ul>		
10.0 0	General Business			
10.1	Music Program Request	<ul> <li>LP presented the request from the MC Music Program seeking funding to purchase new musical instruments and equipment to the value of \$6434.40.</li> <li>TaR queried if instruments could be loaned? TK indicated not at this time, but will research company options to inform parents</li> <li>VC queried if any other department requests have been submitted? LP indicated no. If and when requests come in later in the year the P&amp;F can assess.</li> <li>LP moved motion to fund the program at \$6434.40.</li> <li>✓ 20 yes votes, no objections. Motion passed.</li> </ul>	Research options for loaning musical instruments from external company	ТК
10.2	Cashless Payments	Postpone for now		TR
10.3	Online Raffle System	Postpone for now		TR
10.4	Tear Drop Banners	Postpone to March meeting		VH
10.5	City of Cockburn Very Important Volunteer (VIV) Cards	<ul> <li>All volunteers connected with P&amp;F will receive a VIV card</li> <li>Will go home in satchels</li> </ul>		VH
11.0 0	Other Business and Commu	nity Questions		
11.1	Christmas Concert – Grandparent Attendance	AC queried how we can ensure grandparents/extended family can be invited to the Christmas concerts. TK indicated normally everyone is involved, COVID has		

Ref	ISSUE			DISCUSSION				ACTION		By Whom
				numbers to date. Hopeful we can be open all extended family members and prepare lier.						
11.2						ler to all families about parl e and current parking arrar		тк		
11.3 School assemblies •			indicated wil community c gather as pe	f junior and senior asso l continue junior and se centre is free. At this tin r CEWA COVID-19 red ve streamed is possible	enior a ne yea quirem	ssemblies until r groups cannot				
CLOS	SE: 9.10pm									
NEXT	MEETING: 15 Ma	rch 2022	2							
Meeting Schedule: LOC		LOCATION: online	nline CHAIR: Lesley Pascuzzi		cuzzi OPENING PRAYER: Lesley Pascuz		zzi			
Tues 1	5 Feb 7pm	Tues 15	March 2022	Tues 17 May 7pm Fri 21 June 9am		Tues 9 A	l Aug 7pm	Tues 20 S	Sept 7pm	
Tues 1	8 Oct 7pm	AGM 16	S Nov							

#### Mater Christi Catholic Primary School

#### Parents & Friends Meetings

Action Report February 2022



MEETING	ACTION	ACTION UPDATE	ACTION	DUE DATE	
DATE			ASSIGNED TO		STATUS
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. Hold off until ready for new fundriaiser 15.2.22 (remove as action, retain in fundraising folder)	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. 15.2.22 Role descriptions updated. Event job summaries pending	Exec		Pending
11.6.21	4.1.1 Determine community interest to form Dads Group Leaders for The Fathering Project (pre- membership decision)	17.8.21 - 5.10.1: DA will action this soon. 24.9.21 promotion in newsletter. Promote again to the community and seek interest 15.2.22	Damien Amsuss		Pending
	8.3.2 Research options for online raffle ticket sales and draw	17.8.21 TR will research further. 15.2.22 TR presented ideas.	Tracey Richardson		Complete
17.8.21	10.3.1 Investigate cookie dough fundraising option and report back at September meeting	14.9.21 further information will be tabled in Feb 2022 Hold off until ready for new fundraiser (remove as action, retain in fundraising folder)	Tracey Richardson		Pending
21.9.21	10.1 Investigate P&F FB page for 2022.	Complete and in action	Lesley Pascuzzi		Complete
	10.2 Provide a report on communications survey results to community in Term 4	Complete October 2021	Lesley Pascuzzi		Complete
	10.3.1 Book First Aid and CPR training with St John for Term 1 2022	Was booked for Term 1, 16 March 2022 (post-poned and will be rescheduled later in 2022)	Tracey Shaw/Lesley Pascuzzi		Pending
19.10.21	5.5.1 Coordinate canvassing of class reps for 2022 once class lists have been released in November		Stephanie Gill		Completed
	8.2.1 Share colour fun run link for donations and volunteering to class rep coordinator	22.10.21	Michelle Hall		Completed
	8.2.2 Place request on Dads FB page to set up the large business marquees and collect/return tyres to Yangebup Tyre and Brake	Email request sent 25.10.21	Vicky Hartill		Completed
	8.2.3 Seek parents (registered nurses) to run first aid station for colour fun run	21.10.21 2 x nurses locked in	Michelle Hall		Completed
	8.4.1 Purchase drinks for volunteer thank you and AGM 2021		Vicky Hartill		Completed
	8.5.1 Seek kindy class reps to help with kindy info night.	23.10.21 Tracey Shaw available to help	Vicky Hartill		Completed
	9.1.1 Promote new sales promotion with Woolworths groceries offer via class reps and newsletter		Brooke Velterop		Completed
	10.4.1 Plan Sundowner 2022	15.2.22 Sundowner not going ahead due to COVID-19	Exec		Completed
15.3.21	5.5.1 Prepare and circulate survey to parents to seek input on the parish rep role	28.2.22 Complete	LP/HK		Completed
	5.11.1 Promote Instagram and FB usernames via class reps and newsletter.	25.2.22 Complete	TR		Completed
	8.1.1 Discuss ideas for supporting Grandparents Day at March meeting	28.2.15 added to draft March agenda	VH		Pending
	10.1.1 Research options for loaning musical instruments from external company		тк		Pending
	11.2.1 Reminder to all families about parking etiquette and current parking arrangements		тк		Pending

# Mater Christi Catholic Primary School Parent and Friends Association

Current bank account balance as at 7/02/2022		\$38,348
2022 Budget		
Income		4 000
Mother's Day Stall Parent levies		4,000
Parent levies		25,000
Estimated Total Income to be received		\$29,000
Outgoings		
Tissues and Tears		70
Easter Raffle		400
Sunscreen		335
Wellness workshops		1,700
CSPWA		2,800
Mother's Day Stall		4,000
Graduation		7,500
Australia's Biggest Morning Tea	250	
CPR training	300	
Comedy Night	300	
Wellness Cuppa on Oval	1,500	
Father's Day Event	5,000	
School Wishlist items – Music	6,435	
School Board and P&F AGM and Volunteers Thank You	150	
Family Picnic Sundowner	750	
Dad's Camp Out	850	
	000	
Estimated Total outgoings	\$15,535	\$16,805
Estimated funds available to P&F for 2022		\$50,543

# Presidents Welcome – February 2022 Meeting

Good evening everyone and welcome to our first P&F meeting of 2022. Its lovely to see so many of you joining us from home. We'll start with our welcome to country and our prayer then I'll go through a few housekeeping items before we get started.

- 1. Microphones on mute unless you want to contribute to the discussion or wish to ask a question
- 2. It helps us for the purpose of taking minutes if your name is displayed on the screen. If you need to change the name to yours then you can do this by clicking on your name as you see it on your screen and changing accordingly.
- If you wish to contribute to discussions or ask questions and would prefer to use the chat function within zoom, you are welcome to type a message either to everyone or privately to Vicky or myself by selecting that option in the drop down chat menu.
- 4. You are welcome to keep your video turned off if you prefer but we do love to see your faces!

We will do our best to keep the meeting moving swiftly along, we notoriously run over time in meeting 1 with a lot to go through so lets get started. Vicky will take us through the minutes from the previous meeting and take any apologies from the community.

# Presidents Report – February 2022

I'd like to start this year's report by welcoming all our new families to Mater Christi and hope the settling in for you and your little ones is as smooth as these changes can be. I'd like to formally welcome Tracey

Richardson and Barbara Thurston to their executive positions as Vice President and Treasurer respectively. I'd like to once again extend my thanks to Kristie Ainsworth and Jennifer Cotton for their voluntary hours dedicated to their positions last year. I'd like to welcome Derrick and Delsy Martins to their role as Food Coordinators, Vanessa Chase to her role as Mental Health & Wellness Representative, Sinead Chidlow and Sarena Paratore to their roles as social media representatives and thank our returning office bearers and general members for their continued investment in building our community. I wanted to explain to the wider community, some of you might be joining us for the very first time, the difference between general members and members! We are all members of the P&F as soon as we enrol our children to Mater Christi. The Parents and Friends association is yours and your voice is welcome. We will do our best as volunteering parents to represent you all and to do the best we can to serve in our roles. We are working parents and we are volunteers. General membership of the P&F means you will be kept up to date with email correspondence related to meeting planning for example before the wider community. We are not a closed circle and I encourage anyone with specialist interest, skills and experience that you believe we can learn and grow from, please do come forward. We are always looking to our community. There are a lot of us parents in Mater Christi and a small number of us here in the association. We have room to grow.

Before we go on in the meeting to update you on how the current conditions of the pandemic are changing our calendar of events, I wanted to acknowledge and extend my thanks and gratitude to Toni, Julie, Renee and the entire staff for what may have been one of the most challenging starts to an academic year in a long time. Speaking on what I have seen in my own children's start to school and that of my friends, the children have settled in and are unaware to some extend of the wider challenges facing you all as you lead and provide education daily. We've come to realize that your management of these challenges and the adaptations put in place by the staff are exceptional. But I know behind the masks and the smiles are lives outside of work where you will all carry your own stresses, anxieties, worries around your own health, that of your families and the long overdue reunions with loved ones interstate and overseas. Whilst saying thank you, we too are aware these are challenging times outside of our families.

Finally, just to say whilst there have been some changes to the calendar of events we hope to bring another year of building our community here at Mater Christi and our main platform for sharing information will be the weekly newsletter. Highlights will be shared to class reps for Facebook groups and alerts issued to the social media pages. At any time you can contact the P&F with ideas or feedback using our email address.

Lets have a great year!

#### P&F Meeting Tuesday 15 February 2022 Principal's Report

Welcome to the 2022 new school year and especially to the new P&F Executive and those at home joining us for the first time. We have had an energetic yet calm start to the year, focusing on those children starting school for the first time and the Year Six students commencing their schooling in a new space. Everyone has settled in very well and it is incredible to see the Kindy children waving their parents off, assuring them they will be fine.

#### Catholic Identity

#### **School Mantra for 2022**

This year's mantra is: Using our gifts and talents for the good of all. Peter 4:10.

This came about from our Staff Faith PD at the end of last year when we explored the Mater Christi Charisms. Staff voted for one of three bible verses. This verse was chosen by most of the staff.

Due to the COVID restrictions on activities, the Staff Commissioning Mass with Emmanuel College, Hammond Park Catholic Primary School and Mater Christi has been cancelled.

## **Sacramental Program**

Last Friday, enrolment Forms for Penance, Holy Communion and Confirmation were sent home. The Sacramental Parent Meeting, which was to occur in Week Five, has moved to a Parish Help Desk concept. This will be available after the 8am and 10am Masses during three weekends. We will be meeting with Fr Dat and the Parish Team to determine how we will celebrate the Enrolment Mass later this term. All dates for Terms 2-4 will remain the same until further notice.

# Leadership Group

Yesterday we celebrated Blessing of Student Leadership Group with only the Year Six students attending Church. It was an exceptional Blessing Service acknowledging all the students as leaders and presenting badges to those in a leadership role. The service was recorded and shared with the Year Six Families.

# <u>Education</u>

Due to the restrictions of families coming into classrooms, the Family Engagement Evening was different this year. Year Level teachers sent via Seesaw the information handouts and also shared a video on three key focus areas. First, all year levels explored assessment and feedback. This was due to the feedback we received from families from the School Climate Survey. Also, teachers spoke about online learning and how this would look in their year level. The teachers have completed two weeks of online learning and this is ready to be deployed if and when required.

Edudance has begun with great excitement and I hope that the final concerts can go ahead as planned.

Year Six camp has been postponed and we hope to book a new date within the week.

## **Community**

Due to the restrictions, parent meetings will not be there will be no face-to-face. Instead, teachers will be speaking with parents via phone.

## <u>Stewardship</u>

We have had new staff commence at the beginning of this year. They are: Miss Carvalho – P.P.- Yr 4 Music Teacher and PPB Teacher for one day; Miss Harwood and Miss Iacopetta in Year Two; Miss Hicks in Year Three and Mr Brennan in Year Five. Returning part-time for 2022 is Miss Ross Yrs 4-6 Music, Mrs Williamson in Yr 6 and Mrs Cunningham in Yr 6. They have felt very welcomed and are making themselves at home at Mater Christi.

Last year we ordered 180 ipads forming the new lease. Only 50 ipads have arrived. These have been set up and are shared amongst the Year 4-6 classrooms.

Finally, I would like to acknowledge the work of the P&F. Even though we are unable to control what is to come, the Executive are remaining positive, agile and ready to reinstate activities that have had to be postponed. I am looking forward to a great 2022.

Toni Kalat

P&F Events Schedule for 2022							
Event	Week	Event Organiser	Time & Date	Budget	Comments		
Term 1	1						
Tissues and Tears	1	School	31.1/1.2.22	\$70	Gift pack		
P&F Meeting #1	3	P&F Exec	15.2.22 7pm	NA	Online Only		
Wellness Wksp - Terry Andrews	4	Wellness Comm	22.2.22	NA			
P&F Meeting #2	7	P&F Exec	15.3.22 7pm	NA	Online Only		
Wellness Wksp - Laura Allison	9	Wellness Comm	30.3.22	\$1,700	All workshops		
Easter Raffle	9,10	Brooke Velterop	Drawn on 7th	\$400	No sponsor		
Welcome Sundowner (postponed)	ТВА	P&E Exec	ТВА	\$750			
Dad's Camp Out (postponed)	ТВА	Vacant	ТВА	\$850	\$10/site		
Term Project: Tea Towel Fundraise	r, Keeps	akes Australia					
Term 2							
Mother's Day Stall	2	Chiara Clarson	4/6.5.22	\$4,000	Cost recovery		
P&F Meeting #3	4	P&F Exec	17.5.22	NA			
Wellness Cuppa on Oval	5	Wellness Comm	24.5.22	\$500	Coffee van		
Australia's Biggest Morning Tea	6	Vacant	1.6.22	\$250			
P&F Meeting #4	9	P&F Exec	21.6.22	NA			
Comedy for Cause Night	9	Vicky Hartill	25.6.21	\$300			
Wellness Week Workshops	TBA	Wellness Comm	TBA				
Term 3							
P&F Meeting #5	4	P&F Exec	9.8.22	NA			
Wellness Cuppa on Oval	5	Wellness Comm	16.8.21	\$500	Coffee van		
Father's Day Breakfast	7	Vacant	2.9.22	\$5,000			
P&F Meeting #6	10	P&F Exec	20.9.22	NA			
Wellness Workshops	TBA	Wellness Comm	TBA	TBA			
Term 4							
Cake Stall Junior Carnival	1	Food Coordinators	13.10.22	NA			
Cake Stall Senior Carnival	1	Food Coordinators	14.10.22	NA			
P&F Meeting #7	2	P&F Exec	18.10.21	NA			
Staff Appreciation Day	3	Food Coordinators	26.10.22	NA			
Fair	4	Fair Committee	5.11.22	NA			
Wellness Cuppa on Oval	5	Wellness Comm	14. 11.22	\$500	Coffee van		
School Board and P&F AGM and	6			\$150			
Volunteers Thank You	0	P&F Exec	16.11.22	9130			
Kindy Info Night	7	P&F Exec	21.11.22	NA			
P&F Exec & Board Dinner	7	School Admin	22.11.22	NA			
Christmas Concert Food Trucks	10		8.12.22	NA			