



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 21 September 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), Jennifer Cotton (JC), Kristie Ainsworth (KA), Vicky Hartill (VH)</p> <p>Office Bearers: Damien Amsuss (DA), Helen K (HK)</p> <p>General Members (in-person and online): Alissa Fazio (AF), Brooke Velterop (BV), Rebecca Bates (RB), Barbara Thurston (BT), Michelle Hall (MiH), Tracy Shaw (TS), Sinead Chidlow (SC), Stephanie D’Ulisse (SD), Carol Zhang (CZ)</p> <p>Leadership Team: Toni Kalat (TK), Renae Zelich (RZ), Julie Southwell (JS)</p> <p>Apologies: Tracey Richardson (TR), Stephanie Gill (SG)</p> <p>Meeting opened: 7.07pm</p>
<p>3. Previous Minutes: August 2021 Accepted by: TS Seconded by: AF</p>

Ref	ISSUE	DISCUSSION	ACTION	By Whom
4. Business Arising from previous minutes – Action Report				
4.1	Action Report	<ul style="list-style-type: none"> Update provided by VH and attached 		
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 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
5.3	Treasurer	<ul style="list-style-type: none"> Bank Balance currently \$ 19,610.39 Major expenditure: ABMT payments, Father's Day Breakfast, Comedy Night Income: ET book August 2021 summary and profit/loss statement attached 		JC
5.4	P&F Representative to the School Advisory Committee	<ul style="list-style-type: none"> Staff recruitment to cover parental leave, high calibre of applicants Learning Journey thanks to staff for great night 		LP
5.5	Class Representative Coordinator	No report provided		
5.6	Parish Representative	<ul style="list-style-type: none"> Holy communion last Sunday was a great service. Fr Peter made it very special which was appreciated JS informed indicated Fr Dat is back from leave 		HK
5.7	CSPWA Report	No report provided		
5.8	SunSmart Representative	No report provided		
5.9	Food Coordinator	<p>VH reported for TR: <u>Sports Carnival October 14/15th</u></p> <ul style="list-style-type: none"> Volunteer and Food Donations Flyer - school newsletter, class Facebook pages and in the P&F notice boards <ul style="list-style-type: none"> ✓ Classroom doors? TK indicated yes Coffee Van – Bee Delighted Mobile Café 8am-12pm both days (just drinks) Council approval completed <ul style="list-style-type: none"> ✓ Groundsmen request 3 tables, 3 chairs and a gazebo for the cake stall please for both days TR present both days 7.30-1pm JC to arrange float <p><u>Staff Appreciation Day October 27th</u></p> <ul style="list-style-type: none"> Flyer is being designed (released T4, W1) Need food for 70 staff Sweet and Savory items needed <ul style="list-style-type: none"> ✓ Request budget of \$50 for items such as tea, milk, sugar, coffee TK indicated school can supply tea, coffee, milk supplies 		

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5.10	MC Dads Group	Fathering Project Update: <ul style="list-style-type: none"> Request for expression of interest to go in newsletter Aiming for half a dozen dads JC mentioned MC FB Dads Group. DA is aware. Jeff Lambert is admin for the page. DA will connect with Jeff and promote on FB page 		DA
6	Correspondence			
6.1	CSPWA	Newsletter		VH
6.2	City of Cockburn	School Holiday Programs – visit City website: Events & Workshops Tab		VH
7.0 Special Projects				
7.1	Mental Health & Wellbeing Program	LP reported in behalf of Kylie & Oscar: Proposed Term 4 Wellness Week Coffee Van on Oval <ul style="list-style-type: none"> Concluded workshops for 2021 Attendance was quite low in Term 3 compared to Term 2 Debrief to occur Term 4 with Coordinators Feedback – lecture format maybe Q&A; review times of sessions; investigate webinar options (pending topics); mindful of recording/confidentiality Working group is open to anyone to join (not closed group) BV queried if subjects covered can be listed on P&F webpage. Check with presenters for sharing presentations topics. LS moved motion (on behalf of Oscar/Kylie) to have a coffee van on a morning in Term 4 in lieu of Good Cap Café with \$500 cap. ✓ Votes: 5 online / 8 in room = 10. Motion passed. 	7.1.1 Book coffee van for mental health and wellbeing coffee on oval event 9 November.	LP
8.0 Events				
8.1	Father's Day Breakfast 3 Sept Summary	VH tabled summary: <ul style="list-style-type: none"> Just under budget 400 participants Nosh Catering - very positive feedback 		VH

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> • Over catered with wraps, fruit, muesli bars • Excess welcomed by PP Father's Day Olympics and staff • Event layout on lawn worked well, good to have a 2nd drink stations, signage to promote areas e.g. drinks, buffet, hot chocolate etc • Percolator worked well and worth hiring • Pre -volunteer survey – confused people, 54 volunteers was really only ~10 volunteers on the day • Thanks to all volunteers 		
8.2	Comedy for a Cause 4 Sept Summary	VH tabled summary: <ul style="list-style-type: none"> • Small profit – ticket sales ~ \$900, snack bar ~\$500. Exact profit TBA • 80 tickets sold (75 attended on the night) • Thank you to Emmanuel Catholic College for hosting • Bar – prosecco and red wine most popular, handful of coffees and soft drink • Thank you to family donations and companies that donated door prizes. These were very well received • Thank you to volunteers 		VH
8.3	Colour Fun Run 5 Nov	<ul style="list-style-type: none"> • Mycause.com website ready for donations • Flyer promoted - cash or online • Thank you to teachers for naming teams • Link sent to teachers so they can share their pages with seesaw as well • Donations being collected • Event plan similar to last year (just oval) • Obstacles on oval – hiring water slides; 2 x water slides for \$700, twin lane flat slide, high elevated slide, for 3-hour timeframe • Propose to stay on the oval until 4pm. TK confirmed yes that is fine. Operators stay onsite. • Need power and water supply. TK confirmed electricity is fine and will check hose distances for water. Will require P&F rep to ensure water and power disconnected. • Website feedback: <ul style="list-style-type: none"> ✓ VH queried if classes could be in number order. MiH indicated no, alphabetical ✓ Class and name of team to be included 	8.3.1 Book water slides for colour fun run. 8.3.2 Purchase make.do.au cardboard making kits.	MiH VH

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> BV – is buying slides an option? Hired slides are massive and safety requirements met RZ information gone home to parents as requested VH introduced cardboard tunnel idea. Reece plumbing will donate boxes. Au.make.do sell packs of cardboard screws for \$10 (50 pack) plus need screw drivers \$10 (5 x pack) – suggest 200 screws \$40 and 6 x packs screwdrivers \$60 – request to use \$200. Donate screws to kindy and PP for box-a -rations afterwards. All agreed to use Colour Run Funds and regroup if need to request more. 		
8.4	School Fair 2022	VH reported on behalf TR: <ul style="list-style-type: none"> Champion Coordinators Flyer released this week Date is pencilled in for 30th October 2022 (TBD) Fundraiser for fete for first Term 1 2022 – hand drawn tea towels Main roles have been filled – Tracey and Louise for Conveners, Joseph Pascuzzi for treasurer, Lisa Bregila for Secretary. VH volunteered for sustainability champion. Once all champion positions have been filled, committee meeting will occur in Term 4 		
9.0 Fundraising Projects				
9.1	Entertainment Book	BV reported: <ul style="list-style-type: none"> Flyers going out in message bags tomorrow <ul style="list-style-type: none"> ✓ MiH suggested next time state just for eldest child ET company offered free membership <ul style="list-style-type: none"> ✓ Activated before end of November ✓ JC suggested door prize for AGM. All agreed 		BV
10.0 General Business				
10.1	P&F Communication Survey Outcomes	LP presented survey results: <ul style="list-style-type: none"> 4 options received similar responses, showing varied community needs and preferences. Results will be reported back to community in Term 4 Stick with FB/ email for highlights with all detailed information going in the newsletter weekly 	10.1 Investigate P&F FB page for 2022. 10.2 Provide a report on communications survey results to community in Term 4	LP LP

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> Investigate FB page for P&F for 2022 – information sharing only, no comment availability 		
10.2	Executive and Office Bearer Nominations - AGM 17 November	<ul style="list-style-type: none"> Nomination forms available in admin and via newsletter Digital forms can be distributed 		
10.3	CPR & First Aid Informal Training	<p>TS shared her personal story with a family emergency and wanted to propose:</p> <ul style="list-style-type: none"> P&F fund a 2-hour informal first aid and CPR training with St John in Term 1 2022. Lecture style with minor hands-on component, hosted at school. Numbers only limited by space to meet COVID 1.5m rule requirements. Not a formal qualification. Cost: \$300 MiH queried if an accredited course would be more appropriate. Try this informal training first and see what community needs after that BV suggested it should be a regular yearly item TK had offered Royal Life Saving option (formal, with a lot of pre-reading, more expensive) TK indicated school and parish have internal defibrillators and staff do First Aid Refresher each year and full course every 3 years VH indicated grants available for defibrillators. Consider installing one outside on school grounds accessible to the public LP moved motion to budget \$300 to provide this training for families in Term 1 2022: ✓ Voted yes: 7 in room / 7 at home. All agreed 	10.3.1 Book First Aid and CPR training with St John for Term 1 2022	TS/LS
11.0 Other Business and Community Questions				
CLOSE: 8.37pm				
NEXT MEETING: 19 October 2021				
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 September 2021



MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	DUE DATE	ACTION 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.	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. 17.8.21 under review.	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	Damien Amsuss		Pending
	8.3.2 Research options for online raffle ticket sales and draw	17.8.21 TR will research further	Tracey Richardson		Pending
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	Tracey Richardson		Pending
21.9.21	7.1.1 Book coffee van for mental health and wellbeing coffee on oval event 9 November.		Lesley Pascuzzi		Complete
	8.3.1 Book water slides for colour fun run.		Michelle Hall		Complete
	8.3.2 Purchase make.do.au cardboard making kits.		Vicky Hartill		Complete
	10.1 Investigate P&F FB page for 2022.		Lesley Pascuzzi		Pending
	10.2 Provide a report on communications survey results to community in Term 4		Lesley Pascuzzi		Pending
	10.3.1 Book First Aid and CPR training with St John for Term 1 2022		Tracey Shaw/Lesley Pascuzzi		Pending

August Summary

	August	Year to Date Total
<u>Cash Flow Statement</u>		
Bank at Beginning of the Period	\$ 19,702.74	\$ 33,474.12
NET PROFIT	-\$ 92.35	\$ 6,228.62
Total Liability Payments		\$ 20,000.00
Undeposited Funds		
Bank Balance at End of Period	<u>\$ 19,610.39</u>	<u>\$ 19,702.74</u>

Profit and Loss Statement

Total Income	\$ 98.00	\$ 28,154.32
Total Expenses	\$ 190.35	\$ 22,018.05
Net Profit (Loss)	<u>-\$ 92.35</u>	<u>\$ 6,136.27</u>

Balance Sheet

	As at 31/08/2021
Total Assets	\$ 24,131.72
Total Liabilities	\$ -
Members Equity	<u>\$ 24,131.72</u>

	Budgeted	Actual
Foreseeable Payments for the next few months -		
Comedy Night	\$ 500.00	
Fathers Day	\$ 4,000.00	
Mothers Day 2022	\$ 4,000.00	
	<u>\$ 8,500.00</u>	<u>\$ -</u>
Income for the next few months -		
Anniversary Cookbook Income	???	
	<u>\$ -</u>	
Total Spending Available	<u>\$ 11,110.39</u>	

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

**As at
31/08/2021**

Current Assets

Petty Cash	-
General Cheque Account	19,610.39
Stock - Anniversary Cookbooks	4,521.33
	<u>24,131.72</u>

Non Current Assets

-

Total Assets

24,131.72

Current Liabilities

Payments to be made	-
Loan - Mater Chrsi Primary School (to be paid in 2021)	-
	-

Non Current Liabilities

-

Total Liabilities

-

TOTAL NET ASSETS

24,131.72

Members Equity

Retained Earnings	17,995.45
Current Earnings	6,136.27

TOTAL MEMBERS EQUITY

24,131.72

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

	Actual Aug-21	Actual Total 2021
<u>Income</u>		
Parent Levies		
Annual Parent Levies		25,000.00
Donations		
Donations		
Grants		
Fundraising Activities		
Entertainment Books	98.00	160.00
Sports Carnival - Cake Stall		
Colour Run	-	939.50
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
Other		
Interest		-
Total Income	98.00	28,154.32
		-
<u>Expenses</u>		
Governance and Administration		
Bank Charges		
Merchant Fees		
PPFWA Membership		2,733.50
Trading and Operating		
Consumables		
Fundraising Expenses		
Gifts for Volunteers		
Meeting Expenses		621.00
RSA Licences		25.00
Events and Activities		
Australias Biggest Morning Tea	153.35	258.35
Dad's Camp Out		
Easter Raffle		97.00
Father's Day Breakfast	37.00	37.00
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
Interschool Sports Uniforms		
School Donations & Gifts		8,362.00
Student Donations & Gifts		
Nature Playground		
Parents Mental Health & Wellbeing		1,200.00
Total Expenses	190.35	22,018.05
Net Profit/(Loss)	-	6,136.27

President's Report

September P&F Meeting

I can't quite believe it is almost the end of Term 3. What another enriching term at Mater Christi. We are beginning to turn our attention to 2022 and what opportunities lie ahead for our community. Volunteering is such an Important part of what makes our community connect here at Mater Christi and I wanted to use tonight's meeting to shine a light on what volunteering means to you. For me, at the start of 2021 when I agreed to be President it was a time where I did feel anxiety around would I be able to do 'it all', to get 'it right' and do what was needed. But what I think has made all the difference is being able to volunteer within part of a team of likeminded parents where every little bit does help and together we can achieve great things. We will vacate all P&F positions for 2022 so please do consider what volunteering means to you and get involved in any way you can.

Thanks to Vicky and the army of volunteers who worked together to bring Father's Day breakfast to fruition. This was the start of an epic weekend for the P&F as we followed up this with our inaugural Comedy for a Cause. Another great evening of community building. Thanks to Emmanuel College for the donation of their SPACE where we hosted the event.

As we look forward to 2022, thanks to those who have volunteered for our community this year and for those who wish to get involved, there are some great opportunities ahead in Term 4.

P&F Meeting
Tuesday 21 September 2021
Principal's Report

We have come to the end of our very busy, productive, and high achieving term. So, everyone, staff, students and families are ready for a well-earned holiday.

Our Religious Education program and the living out of the gospel is at the core of who we are and what we do at Mater Christi. We have celebrated approximately 40 Holy Communion Masses. Last week, the children preparing for the Sacrament of Penance took part in the Parent-Child Workshop and attended their Enrolment Mass on Sunday.

ACARA asked Mater Christi for some of our Year Three and Five students to participate in the Naplan Item Assessment Trial for 2022 in Numeracy and Conventions of Language. The Year 3A & 5B students completed the trial last Monday and Tuesday.

At the Catholic Schools Performing Arts Final Concert, Alonzo Rodrigues (5B) was awarded the Monseigneur James Nestor Award for Bible Reading and MC Drama Team was awarded the CCI Primary Drama Award. Congratulations to Mrs Pottier, staff, and students who participated in the Festival and As One Voice during Term Three.

The culmination of all the students' work this term was showcased at the Learning Journey. There was such a buzz around the school, in the classrooms and specialist areas. I acknowledge all the staff and students for their tremendous work. I also thank the remarkable The Office and Leadership Teams for feeding everyone and all with a smile.

PP Use of Drive Through

From the beginning of next term, any PP parent whose child can unbuckle and buckle themselves will be able to use the drive through. In addition, I will have an Education Assistant in the undercover area each morning and afternoon.

P&F Comedy Night

Congratulations to the P&F organising committee, who ensured that all had a great night of laughter at the Comedy night held at Emmanuel College. Thank you to Leo Di Gregorio, College Principal and his team for allowing us to host the event there.

Year Five Sleepover

The Year Five students are super excited to have a sleepover tonight in preparation for Camp 2022 and as a reward for all their hard work this term. There are nine staff, including myself, sleeping over and others joining us for breakfast tomorrow morning. Again, our staff are incredibly giving of themselves to provide opportunities for our children and support each other. Thank you, especially to the Year Five teachers for organising the sleepover and the astronomy incursion on the oval tonight.

I would also like to acknowledge and thank Bren Ziegelaar and Katie Williamson for stepping into the Year Six classes this term. Well done to Jacob O'Reilly in undertaking the roles of IT Coordinator and Enrichment Teacher during Term Three. I wish Pat Pottier the best for her Long Service Leave and I would sincerely like to thank Simone Douglas, who has been an outstanding Uniform Shop Manager.

Simone finishes tomorrow and Permapleat has appointed Clare Yakas to take on the role from the beginning of next term. I met up with Simone this afternoon and presented her with a gift of appreciation. I have also spoken with Clare and welcomed her to the position. Clare currently has two children at Mater Christi in Years 5 and 6.