



Mater Christi Catholic Primary School Parents & Friends Meeting

Meeting Minutes

Date: 22nd August 2023 **Venue:** Mater Christi PS Staff room & Online via Zoom

Chair: Lesley Pascuzzi (LP)

Minute Taker: Susannah Griffiths (SG)

1. Welcome – Opening Prayer- Tania Nero & Acknowledgment of Country (LP)				
2. Attendees: Executive: Lesley Pascuzzi (LP), Susannah Griffiths (SG), Kelly Kinahan (KK), Damien Asmuss (DA), Angela Goldsmith (AG) Office Bearers: Derrick Martins (DM), Drew Williamson (DW), Ana Rita Apps (ARA), Tania Nero (TN) General Members: Renee Conran (RC), Helen (H), Joanna Xu, Yorina Poorun, Rebecca Bates (RB) Leadership Team: Toni Kalat (TK), Julie Southwell (JS) Apologies: Michelle Pozzi (MP), Vicky Hartill (VH), Renae Zelich (RZ) Meeting opened: 7.09pm				
3. Previous Minutes: June 2023 Accepted by: KK Seconded by: DW				
Ref	ISSUE	DISCUSSION	ACTION	By Whom
4. Business Arising from previous minutes				
4.1	Action Report	See attached report: August 2023		
5. Standing Items - Committee Reports				

Ref	ISSUE	DISCUSSION	ACTION	By Whom
5.1	President (School Advisory Committee Rep)	<p>Report Attached</p> <ul style="list-style-type: none"> • Handover from SAC Meeting- • There will be a meeting between architects and builders to review stage 16 and provide a new estimate of completion dates. • Plan A & B prepared for kindy classes dependant on opening dates. Current plan is for 3 days/week program. • 90 places for Kindy list are full and there is now a wait list for Kindy enrolments. • SAC -raised question about whether increase in kindy applications is due to social media and recruitment strategies. TK explained that this information will come in time. • LP commented that this is a celebration of another wave of new families entering Mater Christi. • CSPWA Awards night- chance to listen to those in high positions and reflect on what they said- their comments focused the lense on what parents are doing in schools and how having parents being involved created an equal voice. • L.P gave acknowledgement of what has been done thus far in term 3: Paint & Sip and Crunch & Sip. Both events bringing richness, gathering and something for all members of the community. • L.P extended thanks to all staff and particularly those efforts recently in the arts and interschool sports. Teachers' participation in extracurricular activities provided in the school is something to be thankful for, especially the range of activities have to choose from. • LP will not be here for the September meeting as she is overseas. AG as Vice President will chair the Sept meeting. 		
5.2	Vice Presidents	<p>Report Attached <i>AG and KK</i></p> <ul style="list-style-type: none"> • AG feels the year was all about community and said this has really come together with everyone finding their groove. • Volunteers have been outstanding, especially for Paint & Sip and Crunch & Sip • This term we have the Father's Day Breakfast and looking for volunteers • We also need volunteers for Dad's Campout • Current P&F team will sit down and work through job roles and descriptions. AG and KK have found job sharing worked very well. This way we can provide cover if someone is away. • Afternoon Tea in October to recruit new P&F members for different roles. 		
5.3	Principal	<p>Report Attached</p> <ul style="list-style-type: none"> • Holy Communion Sacrament celebrations have just finished. Great connection with Father Peter and Father Nicolas this year. 		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		<ul style="list-style-type: none"> • Reconciliation is the next sacrament. Wonderful leadership by parents and staff. • Staff for 2024 being addressed earlier than normal as CEWA asking schools to have budget completed by Sept instead of Nov. Things will be finalised soon, may only need to advertise for a couple of positions. • Performing Arts is outstanding. Choral speeches and 2 songs by choir. Congratulations to Jen Forbes. • Tomorrow night year 1 & 2, MC Dream team- led by Sophia Berini has been working very hard. • Wellness week again outstanding- Coffee van, Crunch and Sip was a great success. Even year 6 boys really enjoyed the fruit. Children that wouldn't normally eat fruit were eating the fruit/veges. • RZ did a great job with the year sixes coordinating wellness week. Opportunity for year sixes to appreciate what the staff do. Tremendous work from SRC's and Sports captains and staff that supported them. Unfortunately, only year 6 students made it to the Assumption mass due to the weather. Prayer service on Thursday, Liturgy of the Word, to make up for this-Mary not forgotten and celebrated. • Congratulations to P&F people that were nominated for the CSPWA awards. Great night, unfortunately no awards won but a special mention to LP, VH, Michelle Hall and Chiara- they are all winners to Mater Christi for their tireless work. • Playground for kindy/PP area- Julie to invite staff and parents to join playground committee. P&F to email Amanda B to invite those parents to future meetings. • TK away for last 4 weeks of term. Friday is the last day at school. School being left in extremely capable hands of JS and supported by RZ and April Chalak. 		
5.4	Treasurer	<p>Report Attached</p> <ul style="list-style-type: none"> • Available balance as at 21st August 2023: \$49,015.25 • In July/August we had income from the Paint & Sip event and a Donation for the Year Six Graduation. • Expenditures for July/August were focused on: Paint & Sip, Crunch & Sip, Coffee Van, Father's Day Breakfast and Assembly Morning tea incidentals. • D.A clarified the discrepancy between opening balance 7/6/23 and 30/6/23 by approximately \$9000. Barbara said this was related to transactions in June and adjustments to GST. This will be followed up by Damien and minuted in his report. <p>Financial Report Accepted: 1st by DM, 2nd by KK.</p>		

Ref	ISSUE	DISCUSSION	ACTION	By Whom
		Father's Day Breakfast- additional budget \$2000 (already approved \$3000). Therefore \$5000 total required. <i>Motion passed by LP to approve proposal of above additional expenditure of \$2000- No objections, approved by majority of general members.</i> <i>Motion Accepted by: 1st: TN and 2nd by RC</i>		
5.5	Parish Representative	Plans to meet with Father Peter.		
5.6	CSPWA Report	Please review CSPWA Newlsetter. New Council Members required for CSPWA. Only criteria to be part of the council is to have a child in a Catholic School. LP explained it is similar to a P&F, provide forum to parents to bring a voice to different topics. For information on the positions- go to link on CSPWA or P&F page. Meetings are once a term and nothing more than attending the meeting and work at that advocacy level.		
5.7	SunSmart Representative	Position Vacant		
5.8	Food Coordinator	DM thank you to KK for her help on the Father's Day Breakfast. Food permission licence done by DM. LP has confirmed that we can use the hall and kitchen for the Father's Day Breakfast. Set up on Friday morning and plan to have multiple tables to disperse the crowds of people and avoid queues of people. DM presented idea to purchase Coffee Percolator for events. KK already done a little bit of research and found \$35 to hire, \$70 to buy. KK to do further research of where to buy online. Will present at Sept meeting.	Further research the cost of Coffee Percolator	KK
5.9	Dad's Rep	LP, DA, DW to meet in a week and then consult with JS to start planning and see if there is anything that needs to be approved at the next meeting. Plan for \$20 a ticket per family. \$20 to offset the cost of food supplied. Rough numbers by end of the term. Numbers currently capped at 100 (based on 80 from the year before).		
5.10	Wellness Coordinator	Report Attached <ul style="list-style-type: none"> LP mentioned plan to catch up with ARA & SG Idea to bring the Wellness Coordinator role to do Crunch & Sip in term 4 		
5.11	Social Media Coordinator	Report Attached Apologies LP mentioned linking school social media page with P&F social media pages. HK highlighted that permission not sought for photos that were posted on the P&F social pages from Paint & Sip event. Issue discussed and plan made for one line disclaimer on		

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		booking site of tickets for events- TK acknowledged then that the responsibility falls back on purchaser of the ticket and they have the opportunity to make it known what their choice is.		
6.0 Correspondence				
6.1		No Correspondence		
7.0 Special Projects				
	Crunch & Sip Summary	Tony Ale's very good to deal with. JS has feed back from staff and students from survey undertaken in relation to Crunch & Sip: All classes participated every day of the week. Bulk of classes did it in the first period. 2/3 ate while doing their work. Little kids did have a dedicated brain break. Staff and students overwhelmingly said they want to do it every week in the term. Students feedback examples: I love fruit it's so healthy, More energised, less hungry. LP asked when we could implement this as ongoing initiative. JS suggested starting with "Munching Monday". SG mentioned having it everyday, as students and staff will adapt quickly. Plan to review frequency with JS and staff and possibly commence Crunch & Sip in 2024 officially.		
8.0 Fundraising Projects				
8.1	Cards that count	Bec updated 128 packs of cards sold. Orders close 1 st September. Plan to add to Newsletter and to Social Pages. Tania/Amanda to add to school notices		
9.0 General Business				
9.1	Great Vege Crunch	Suggested by Sinead Chidlow that the school participate in "The Great Vege Crunch". We have missed the application date however LP suggested that we incorporate it into the Wellness week- basically have one day dedicated to veges only.		
9.2	Christmas Concert Vendors	Amanda Bourke has asked if P&F would like to organise Food Vendors for Christmas Concert again this year. Requires applications to Council. Suggestion to put call out to Cockburn chat to look for local food vendors.	DM to share document templates from previous years' applications to KK	KK to complete applications.

Ref	ISSUE	DISCUSSION	ACTION	By Whom	
9.3	Grand parent Day	RB- asked if Grandparent day happening? TK confirmed that it is on, however the date is TBC. Will need to discuss with Father Peter.			
10.0 Other Business and Community Questions – Julie Southwell gave update on last Pupil free day and what was involved for the staff. This day was about team building for the staff. 4 groups formed. Group 1- Cooking for homeless, St Vinnies- meal and dessert made Group 2 – Making dog toys for RSPCA Group 3. Cooking for staff- morning tea and lunches. Group 4. Toiletry packages for homeless – St Patrick’s ST Vinnies came out to speak to year 5 students and starting to get them involved in Mini Vinnies. LP summed up, at MC we are living out the motto, Charity in our Hearts.					
CLOSE: 8.34pm					
NEXT MEETING: 22 nd August 2023					
<u>Meeting Schedule:</u>		LOCATION: MC Staff room & online	CHAIR: Angela Goldsmith	OPENING PRAYER: Tania Nero	
Tues 21 Feb 7pm	Tues 21 st March 7pm	Tues 16 May 7pm	Tues 20 June 7pm	Tues 22 Aug 7pm	Tues 19 Sept 7pm
Tues 17 Oct 7pm	AGM Wed 15 Nov 6pm				

Presidents Report - Lesley Pascuzzi

On behalf of our community, I would like to offer continued prayer for Thomas family following the recent bereavement of their father. I remember fondly meeting Mr Thomas at our Australia's Biggest Morning Tea in 2021 when the family were new to our school. A lovely man. May he rest in peace.

Last week (4), I attended the Catholic School Parents WA Awards of Excellence with nominees from Mater Christi as well as a host of other schools across our state. As always these evenings are a great moment to stop and reflect on what is unique about educating children in the catholic faith. We were able to hear from Dr Debra Sayce, Executive Director of Catholic Education as well as Ms Eva Skira AM, Chairperson of Catholic Education. Listening to their acknowledgement of the pivotal role parents have as the first educators of our children and the way that role changes as our children move through their school years was a great reminder of the value to volunteering within our school.

The parents, their participation and their support within our community is a huge part of why we have a strong community culture within our school. Thank you to those who have taken time to volunteer within the school so far in Term 3, especially those parents in Kindy and PP who have put up their hand to assist with Paint & Sip and Crunch & Sip this term. Its been lovely to meet more of you and witness your enthusiasm to get involved.

Term 3 has been rich in opportunity for our parents. Almost 100 keen painters enjoyed a different Saturday evening in Week 2 learning a new skill from our Visual Arts specialist, Caroline Kiely. Initially an idea for something different to bring people together, this event exceeded our expectations. Receiving feedback from parents who attended complementing the teaching, the organisation and the atmosphere that was created as lovely to hear. Thank you to Angela Goldsmith for a successful 1st event in charge. Your leadership was 5* and deserved a merit award! Thanks also to the team of volunteer parents who assisted with setting up the evening, running the bar, cleaning up and making sure it was a huge success. A strong contender to appear in the 2024 calendar!

Our wonderful social media coordinator, Michelle Pozzi brought to the P&F the idea of introducing Crunch & Sip during Wellness Week. What a success! Thanks to Susannah Griffiths for her networking and sourcing of the best value for money from Tony Ale in Success making sure there was plenty of fruit ready to be cut up and sent to each class this week (5). Thanks to all those who have volunteered to make it successful. Its been exciting to hear the children talk about what they enjoyed and maybe tomorrow I'll grab something different!

With children in the upper school, I've been out and about at Interschool Sports and Performing Arts activities. As I have said before, what a richness of teaching staff we have at MC and their passion for our children shines in these opportunities outside of our classrooms. Thank you for continuing to show up for our children with your dedication and enthusiasm. It is well known that these are trying times for the teaching profession with a shortage of personnel across Australia. On behalf of all of us parents, I'd like to extend our thanks and appreciation to all of you.

Look out – Term 4 is coming with the return of Dads Camp Out!!!!!!

Finally, I will be travelling overseas from Week 9 so would like to inform you Angela Goldsmith will occupy the chairperson position for the next P&F meeting.

Stay well,
Lesley

[Vice President's Report- Angela Goldsmith & Kelly Kinahan](#)

Wow what a buzz the Paint and Sip night was. The event ran smoothly and it would be wonderful to run it again next year for anyone who missed out. Massive Thankyou to Kelly, Susannah, Kate, Ellie, Michelle, Vicki, Barbara and Michaela for being part of the organisation and near perfect execution.

The use of the community centre for this event made us realise we have run out of a lot of items in the community kitchen. We are in the process of going through and restocking / cleaning out the kitchen to make it easy for all to use.

Wellness week's crunch and sip program was such a fantastic idea. With a lot of positive feedback. Thankyou to the executive team for making that possible and Susannah -Thankyou for your behind the scenes organisation of the fruit and vege.

Our next events we are looking forward to are Father's Day Breakfast, Dads Camp out and the October PnF Volunteer afternoon tea, prior to this we will be going over the roles within the PnF to help simplify the role description and attract parents into the PnF .

Principal's Report- Toni Kalat

Holy Communion

Once again, the school and parish worked closely to prepare the children, support families and celebrate the Sacrament of Holy Communion as a faith community. Thank you very much to Fr Peter, Fr Nicholas, Mrs Southwell, Mrs Johnson, the Parish Sacramental Team, Year Four teachers and staff. As always, so much work goes on behind the scenes and Mrs Southwell has been tireless in her work with and supporting the Parish and School. Having such a presence and input from Fr Peter and Nicholas has been fantastic.

Staffing

I am currently working on staffing for 2024, hoping we do not have to advertise any positions. All contracts should be finalised by the end of this term with only unexpected positions to be filled.

Catholic Schools Performing Arts

What incredibly talented students and staff we have at Mater Christi. The students have participated in Choral Speech, Singing and Dance. Congratulations to all the students and their teachers. They have worked so hard and should be very proud as we are proud of them. Special mention of 3B who received an Excellence Award for their Choral Speech. On Monday 21 August, the Choir performed and on Wednesday 23 August the MC Junior and Senior dances will perform at the Convention Centre. Many staff members are going in support of our children and the dance teachers. Special mention must be made of Mrs Pottier, Miss Harwood, Ms Sita, Miss Berini, Miss Macainsh, Mis Carrello, Mrs Hampson, and Miss Ruocco. Our staff are incredible. We are grateful to them for offering these opportunities to the children.

Wellness Week

On Tuesday of Wellness Week, we prepared to come together to celebrate the Feast of the Assumption of Mary into Heaven with a beautiful Mass full of joy and beautiful singing. Unfortunately, due to the weather and in consultation with Fr Peter, only the Year 6 students attended Mass. Fr Peter could not have a Mass or service at another time due to commitments at Hammond Park CPS and Emmanuel College. We held a Liturgy of the Word

Service on Thursday for all the students. The Student Councillors worked so hard with the Year Six teachers and Mrs Zelich to prepare a very exciting Wellness Wednesday. All Year Six students were involved throughout the day and worked solidly to make it enjoyable for the rest of the school. This was one of those days when the students said this was the best day ever and we had so much fun. Seeing how gentle and patient the Year 6 students were with their little friends was beautiful.

P&F

Congratulations to the P&F nominations for the Catholic School Parents Awards – Lesley Pascuzzi, Vicky Hartill, Michelle Hall and Chiara Clarson. Although we were not winners on the night, these ladies are winners in our eyes and within our community. We are so thankful for all you have brought to your roles and the difference you have made in the lives of the students, families and staff.

As I prepare to embark on my journeys overseas, I want to wish Julie every blessing in the role of Principal. She will lead the MC Community with distinction and will be incredibly supported by Renae Zelich and April Chalak. Until my return at Term Four's beginning, I wish everyone a fabulous end of term and school holidays.

Toni Kalat

Treasurer's Report- Damian Amsuss

MAY/JUNE FINANCE REPORT

		Actual	Budget	Variance
Opening Balance at 10/05/23		\$58,748.80	\$42,129.89	\$16,618.91
plus				
Income	<u>Mothers Day</u> Stall	\$4,123.70	\$4,000.00	\$123.70
	Australia's Biggest Morning Tea Fundraising	\$5,135.05	\$0.00	\$5,135.05
	Colour Run Donations	\$847.00	\$0.00	\$847.00
	Subtotal	\$10,105.75	\$4,000.00	\$6,105.75
minus				
Expenses	<u>Mothers Day</u> Stall	(\$375.00)	(\$5,000.00)	\$4,625.00
	Australia's Biggest Morning Tea	0	(\$500.00)	\$500.00
	Australia's Biggest Morning Tea Fundraising	(\$5,135.05)	\$0.00	(\$5,135.05)
	Wellness Week Coffee	(\$486.36)	\$0.00	(\$486.36)
	Colour Run	(\$233.02)	\$0.00	(\$233.02)
	Playground Donation	(\$14,537.55)	\$0.00	(\$14,537.55)
	Adjustment P&F Levy	(\$242.45)	\$0.00	(\$242.45)
	First Aid Class	\$0.00	(\$350.00)	\$350.00
	Contingency	\$0.00	(\$194.44)	\$194.44
	Subtotal	(\$21,009.43)	(\$6,044.44)	(\$14,964.99)
equals				
Available Balance 07/06/23		\$47,845.12	\$41,585.44	\$6,259.68



JULY/AUGUST FINANCE REPORT

		Actual	Budget	Variance
Balance at 07/06/23		\$47,845.12	\$41,585.44	\$6,259.68
Balance at 30/06/23		\$56,270.13	\$41,585.44	\$14,684.69
plus				
Income	Paint N' Sip	\$872.27	\$0.00	\$872.27
	Donation Y6 Graduation	\$200.00	\$0.00	\$200.00
	Subtotal	\$1,072.27	\$0.00	\$1,072.27
minus				
Expenses	Paint N' Sip	(\$2,395.21)	(\$4,928.50)	\$2,533.29
	Crunch N' Sip	(\$925.30)		(\$925.30)
	Wellness Week Coffee	(\$540.00)	(\$3,000.00)	\$2,460.00
	Fathers Day Breakfast	(\$4,397.54)	(\$3,000.00)	(\$1,397.54)
	Assembly Morning Tea Incidentals	(\$69.10)		(\$69.10)
	Contingency		(\$388.89)	\$388.89
	Subtotal	(\$8,327.15)	(\$11,317.39)	\$2,990.24
equals				
Available Balance 21/08/23		\$49,015.25	\$36,268.05	\$12,747.20



Parish Representative, Tania Nero

No updates to report at present.

CSPWA Report, Vicky Hartill

[Catholic School Parents Western Australia eNewsletter \(schoolzineplus.com\)](http://schoolzineplus.com)

Sun-smart Representative, position vacant

Food Coordinators, Derrick & Delsy Martins

Upcoming events, Preparation for fathers day celebration. Kelly has been of great help in helping out make this day a success. There is a shout out gone for volunteers. I would like to reach out again to gather some more participation to make this event a success. If possible we would like to have 2 groups of volunteers on that day. A small group in the morning to set it up and a group of 6-7 volunteers to help after 9.00am to help clean up after.

Also I would like to float the idea of having the event in the parish hall. I believe this will help us setup the event efficiently. Setup can be done the day before, ferrying food will be quicker too.

Lastly we are going with the school recommended caterers “ Nosh caterers” As we will be above the budget allocated, I would like to add in an additional \$600 to caterer for juice, milk, muffins, fruits, picklets etc.

Thank you,

Derrick

Dad's Group, Drew Williamson

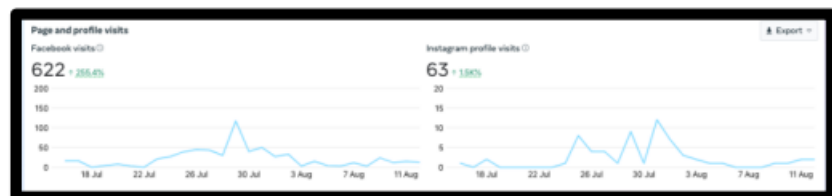
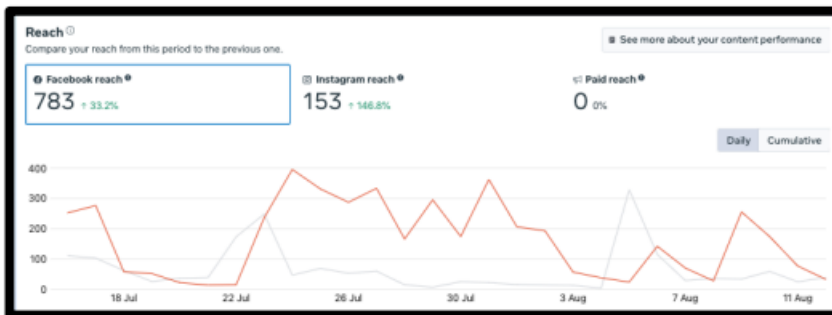
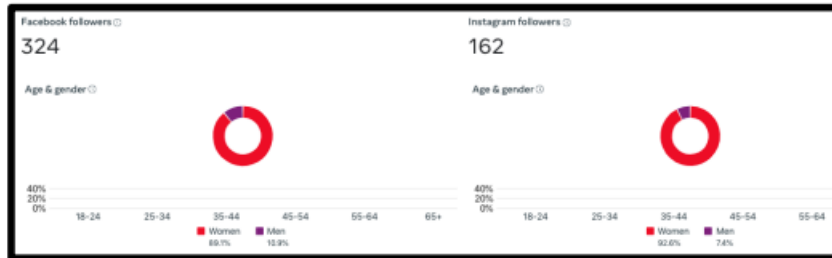
To be presented at the meeting

Wellness Coordinator, Ana Rita Apps

No updates to report at present.

Social Media Coordinator, Michelle Pozzi

- Both accounts have increased in followers this month. No unfollows! Yay!
- FB still the more popular source of communication.



- Crunch & Sip provided to be a popular post with parents which is encouraging.



- Paint n sips was a successful event - and popular on socials. Lots of interactions on posts with photos from the big event.



Mater Christi Catholic Primary School Parents & Friends Meetings

Action Report August 2023

MEETING DATE	ACTION	ACTION UPDATE	ACTION ASSIGNED TO	ACTION STATUS
23.8.22	5.5.1 Review P&F wellness program with parish wellness coordinator	31.10.22 a meeting has been booked	HK/LP	Pending
	8.2.1 Investigate grant options for publicly accessible defibrillator	SG to follow up with CoC, explore option of private Defib subscription service or moving Church Defib outdoors and securing the box.	S.G	Pending
	11.3.1 Seek quotes for branded marquees.	TK explained at March meeting Ryan is away for personal reasons, hence enquiry currently on hold	TK	Complete
	5.10.1 Prepare plans for Wellness workshop and movie night	Presented initial info at May meeting. Plan to d/w TK and Exec team further details of speaker and date in Term 3/4	ARA/Exec/TK	Pending
16.5.23	7.1.1 Mother's Day Stall Summary	Complete final summary and add to OneDrive	LP/SG	Pending
22.8.23	5.8.1 Research the cost of Coffee Percolator	KK has already looked at the cost of hire vs buy, however will further research online	KK	Pending
22.8.23	9.2.1 Complete registration for Food Vendors at Christmas Concert	DM to share application sent to Council from last year with KK	KK	Pending