## Meeting Minutes

**Date: 16th May 2023** **Venue:** Mater Christi PS Staff room & Online via Zoom

**Chair:** Lesley Pascuzzi (LP)

**Minute Taker:** Susannah Griffiths (SG)

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| **1.Welcome** – Opening Prayer by (TN) & Acknowledgment of Country (LP) |
| **2.** **Attendees:**  **Executive:** Lesley Pascuzzi (LP), Susannah Griffiths (SG), Angela Goldsmith (AG), Kelly Kinahan (KK), Damien Asmuss (DA)**Office Bearers:**  Derrick Martins (DM), Vicky Hartill (VH), Ana Rita Apps (ARA), Tania Nero (TN)**General Members:** Rebecca Bates (RB)**Leadership Team:** Toni Kalat (TK), Julie Southwell (JS)**Apologies:** Renee Conran (RC), Brooke Velterop (BV), Drew Williamson (DW), Michelle Pozzi (MP), Renae Zelich (RZ)**Meeting opened: 7.06pm** |
| **3.** **Previous Minutes:** October 2022 **Accepted by:** Angela Goldsmith **Seconded by:** Vicky Hartill |

| **Ref** | **ISSUE** | **DISCUSSION** | **ACTION** | **By Whom** |
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| **4. Business Arising from previous minutes – Action Report** |
| 4.1 | Bank Closure & ABN closure | * During the school holiday break, LP has closed the Westpac Bank account from previous years.
* ABN de-registered by TK.
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|  | Platform to co-ordinate volunteers for food donations | The platform, “Sign-up”, KK has established today that we can allocate food as well as people to this program, which will help us to co-ordinate everything for the ABMT event coming up. |  |  |
|  | Action report | * + See attachment below
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| **5. Standing Items - Committee Reports**  |
| 5.1 | President (School Advisory Committee Rep) | ***Report Attached**** National Volunteer Week- Acknowledgment from CSPWA of the daily involvement of volunteers in schools, especially those involved in the P&F. We should be proud that we have the level of involvement that we do at Mater Chrisiti, especially when some schools can’t manage to get enough people to have a P&F.
* LP has 2 children reflecting on why it’s important to have parents involved in the P&F in one of the posts by the CSPWA.
* Colour Fun Run Total higher than reported.
* This was the last year Chiara was organising the Mother’s Day Stall and LP wanted to say a special thank you, as she has come back year on year- which is another level of volunteering!
* First year having the Dad’s serving the kids at the Mother’s Day stall and it was a lovely way to get everyone together. Dad’s very nurturing and enjoyed the day. Drew (Dad’s Rep) was the driving force behind organising Dad’s to help with this event. Dads so well represented and invested in helping.
* Mandatory Reporting and National Police Check attended by all executive committee members of the P&F in line with the New Term’s of Reference.
* Confirmation of Wellness van Friday 26th May 2023.

**Handover from SAC Meeting-**  Update of New Build Completion- moved from early December 2023 to 8th January 2024This means we can hopefully keep with Plan A, with Kindy kids moving in for the beginning of Term 1, 2024. |  |  |
| 5.2 | Vice Presidents | ***Report Attached****AG speaking for her and KK** Felt volunteering of Colour Run going into next year we will need at least 5 or 6 Volunteers to manage such a big event. Perhaps have a rep from the Exec committee and from the school leadership group and then 4 or 5 other parents and ensure communication is optimal.
* ABMT update- 74 adults and 14 children’s tickets sold to date.
* Raffle tickets for sale from tomorrow for the ABMT prizes.
* Some class year groups have contributed to the ABMT prizes by making up and donating themed baskets. E.g Beach trolley, Ice cream, Slime and Games night themed baskets. Year PP, 2 and 6 have helped so far with these prizes. 1st prize as Necklace and then plan other prizes and how they will be raffled closer to the date.
* KK will be sorting out the food for the ABMT with Derrick & Delsy via “Sign up” platform.
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| 5.3 | Principal  | ***Report Attached**** Excited about the faith element of our school as we celebrate the sacrament of Confirmation in the next few weeks. First 2 groups have their practice run tomorrow evening with their sponsor, for Confirmation this Sunday. This weekend the majority of candidates are from Hammond Park Catholic PS and Devine Mercy. The following weekend many candidates will be from Mater Christi PS. The year 6 teachers have worked very hard in preparing the children with knowledge about the sacrament of Confirmation and JS has been helping in preparing them in the celebration of the sacrament.
* A big shout out to P&F collectively because there have been some big tickets items last term and this term that celebrate community and celebrate wanting to give back to families, not always asking for money or donations and remembering why we’re here, is for our children. Thank you to Michelle and Vicky for spear-heading the Colour run and working so hard for many weeks and Brooke and Peter that got all the kids looking great for the school photos. Thank you to Chiara for organising the Mother’s Day stall- the excitement for the kids was great and there was feedback about how wonderful the gifts were.
* As a leadership team, we have been working on a few things. 1) Every 5 years as part of their registration- they are audited for compliance and have been working on a lot of documentation behind the scenes for that and we also have the audit from the 21st June from the Dept Ed to make sure we are abiding by everything we need to, ensuring that the school can continue to be registered and open.
* NSI parent survey, sweetener this year for $100 Voucher at Hoyts- send a screen shot of completed survey. Feedback Important to have voice of students, parents and staff. This survey happens every 2 years. Last survey the feedback from parents was about assessments and reporting. Parent Engagement Night- 5min time slot made a focus for parents. Feedback is important in continuing to improve things each year. Thank you to those that have done the survey.
* Interviewing Kindy families with beautiful families coming through the school.
* Building on target for Plan A: for 3 kindy classes to start in Feb 2024. Plan B: classes commence as they currently do and then move into the 3 days. Most parents understanding of the situation in building industry at the moment.
* Communication imperative to families starting in Kindy and aim is to create a good pathway going forward. Exciting to see the steel frame going up and that the construction will go smoothly ahead.
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| 5.4 | Treasurer  | ***Report Attached**** Slight variance in Colour Run numbers with last minute donations. April/May financial statements we didn’t see the full amount of funds raised as we did receive funds from the platform we were using in the month of March. Total amount raised for the Colour Run was $18294.67. There were a few fees that came out the My Cause platform that we used to receive the donations.
* Cash at Bank is about $17000 more than what we budgeted for this year but keep in mind that doesn’t account for the Colour run funds that was budgeted for the Playground project.
* Income for Mother’s Day stall has also not been banked yet and therefore not on the statement.
* It can be hard to track the money so DA has created a table of what we have spent vs what we have budgeted for. It shows restraint as we haven’t spent the full amount for any events planned so far.
* P&F Finance Guide document created this year off the back of CSPWA new finance Terms of Reference. Guide created for consistency and awareness and to make sure people are not using their own finances. A big change was moving from an independent bank account to using the school’s bank account. Now the P&F don’t have their own debit/credit card. To help with this they have created a guide. That document is available from DA or SG and it is stored on the P&F One Drive. Best to get vendor to invoice school and use vendors that have accounts with the school as preference. Details also about how to accept sponsors. Important to be aware if organsing events- that you have an allocated budget and to work to that budget.
* AG presented Hi-Vis vests for P&F events but also for use within the school, parents helpers on excursions etc. Initial quote $600 but AG found a parent at school that does screen printing, and she bought the vests from Kmart for $10 each. Decision made at meeting to purchase 20 vests. Bright yellow vest has Mater Christi logo and “Volunteer” printed on the front and “We Can Help” printed on the back. $200 cost for 20 vest + $120 for screen printing = $320 Total.

*Motion passed by LP to approve proposal of $320 expenditure on Hi-Vis Volunteer Vests.**Motion Accepted by: 1st: RB and 2nd by ARA* *Financial Report Accepted: 1st by ARA, 2nd by DM.* |  |  |
| 5.5 | Parish Representative | *No update to report at present.* |  |  |
| 5.6 | CSPWA Report | ***Report Attached*****CSPWA Newsletter is out. Main topics covered below:*** Seeking new volunteers to join their Senate Council.
* Nominations open for Awards in Excellence through CSPWA
* Survey out from Commissioner for children and young people in relation to vapes.
* Naplan survey- children’s perspective

These are the main 4 things- link in report below.See SG as P&F secretary for access to the newsletter- link attached to report. |  |  |
| 5.7 | SunSmart Representative | Position Vacant |  |  |
| 5.8 | Food Coordinator | ***Report Attached***LP announced that Kate Pow has resigned due to personal circumstances.Derrick- working with Louise in the background for catering of the ABMT. Thank you to Kelly for setting up “Sign-up” as a centralised place to receive food. We need volunteers and donations to make it a successful day. Louise is putting together a Donut stand as a special feature of the ABMT. |  |  |
| 5.9 | Dad’s Rep | Apologies given. LP- Drew extended thanks to the Dad’s that helped at the Mother’s Day stall. |  |  |
| 5.10 | Wellness Coordinator | ***Report Attached**** ARA- coffee van organised next week for wellness week/walk to school Friday (150 free coffees available).
* ARA- Discussed getting guest speaker related to mental health. Research thus far: Beyond Blue do not have professional trained speakers, only people giving personal experiences. Head Space- Lee from Fremantle (Clinical lead)- believes year 6 and above is a great age to start preparing children for general mental health issues- e.g anxiety, dealing with social media, depression and the signs and symptoms. These speakers are community health coordinators with professional training. Head Space is a free service that offer 30-40 min speakers. 3-4 weeks’ notice required for Head Space. Consider using social pages to gauge attendance numbers.
* Prior to next meeting, LP suggested to discuss dates and how we can tie this into other events in term 3 or 4. Will come back to this event in the June meeting. DM – mentioned SJOG mental first aid training he received through work. DM given a free app that includes Head Space. DM will email details to P&F. Toni clarified that these speakers would be for parents and teachers, not the children.
 | Begin planning dates | ARA, Exec Committee |
| 5.11 | Social Media Coordinator | ***Report Attached**** Apologies as unwell
* Michelle is taking on the role of the Entertainment books- Brooke Velterop has handed over the information and has made a comprehensive info sheet for future management of this role which is now stored on the P&F One Drive
* LP mentioned social media pages are going well and the key is getting photos from events to maximise interest in fb and Instagram.
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| **6.0 Correspondence**  |
| **6.1** |  | CSPWA newsletter- link available in the reports. |  |  |
| **7.0 Special Projects**  |
| **7.1** | Mother’s Day Stall | * LP presented unofficial summary of Mother’s Day Stall.
* $5000 budget, approx. $4800 spent on stock, including tissue paper and bags.
* Cash on day $4300 + Float $250
* 2 boxes of stock left to carry over for next year.
* Official report will be in June report.
 | * Complete Summary of event
* Enter summary onto One Drive
 | * LP
* SG
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| **7.2** | Australia’s Biggest Morning Tea- Cancer Council | * Raffle ticket sale starts tomorrow for 2 weeks. Top prize is the diamond necklace and advertised in socials and newsletter for a few weeks.
* Thank you to Janelle for the generous donation of the diamond necklace.
* Event time 9-11am, 31st May
* $10 Entry and kids free
* Singers & Speaker- (Andy cancer survivor) organised.
* Music teacher has proposed for students to perform xylophones at the event.
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| **8.0 Fundraising Projects** |
| 8.1 | Colour Run | * Final summary report entered onto One Drive
* Thank you to all volunteers on the day and to the P&F Exec
* Money coming in after due date and personal matters relating to organisers contributed to extension of time to tie things up. Highlighting the need to have more than 2 people organising the event in the future.
* Water trailer was a great asset on the day- used the entire tank!
* St John First Aid, really helpful for children that got bubbles or soil in their eyes, frees up volunteers and staff from having to manage these issues on the day.
* Great community effort, just as important as the money raised.
* VH recommended doing every 2 years.
* VH happy to help anyone that is looking at doing it for next year.
* Disco lunch prize- PPA & PPB were the top fundraising classes. Celebration possibly in the last week of term.
* 1st Individual prize- bike voucher, to be awarded at assembly this week by David Scaife.
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| 8.2 | Reveal of Term 3 Event | * People’s first choice was: Paint & Sip!
* Planning will start for term 3 and date TBC.
 | Confirmation of Paint & Sip date | TK & Exec |
| 8.3 | Cards that count | * Registration required by 30th June- plan to do asap
* They will send templates straight away to start working on them.
* Complete templates by week 2 of Term 3.
* Order week 4-6 of Term 3.
* Delivered Term 4.
* Plan to order 715 templates.
* Packs are $18 to purchase. $5 per pack for fundraising.
 | Complete registration for cards that count. | RB |
| **9.0 General Business** |
| 9.1 | School Photos | * TK- thank you to Brooke and Peter Velterop and other volunteers that assisted in making the kids look amazing for the school photos.
* TK suggested to continue to have helpers in future years for school photos.
* Brooke has written a comprehensive guide for future years to encourage volunteers.
* SG has stored guide on OneDrive.
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| **10.0 Other Business and Community Questions –** * ***Mother’s Day Mass***

LP brought up logistics of Mother’s Day Mass and asked for people’s feedback.Topics discussed:* Children trying to find mothers after role call- caused anxiety to staff, kids and parents, unsure where they were going.
* When is a good time to bring the children and when to do the role?
* Is there a possibility to change time to accommodate working mothers?
* Could children sit as a class and not with mothers?
* Children sit with Fathers at Father’s Day mass.
* We had a record number of mothers and grandparents this year, post Covid restrictions.
* Consideration of 2 masses needed to accommodate the numbers of people.
* TK and team have had a debrief to consider changes to help with logistics and will also discuss this with Father Peter for next year.
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| **CLOSE: 8.37pm** |
| **NEXT MEETING**: 20th June 2023 |
| **Meeting Schedule:** | LOCATION: MC Staff room & online | **CHAIR:** Lesley Pascuzzi | **OPENING PRAYER:** Lesley Pascuzzi |
| ~~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

Term One ended on quite the high and back with a bang as we saw a tremendous turn out for our Colour Fun Run and Community Sundowner. Having watched the different levels at which our community could fundraise and gather since taking on the President role in 2021, it was truly wonderful to have so many families come together and enjoy the opportunity. An incredible $18161 was our final fundraising total and we look forward to seeing the impact these funds have on the development of our playgrounds as the improvements at Mater Christi continue. Thanks to the P&F Executive for their hard work putting together the sundowner, picking up sausages and bread rolls, organising the lolly bags and working out the technology of ticketing the event! Thanks to Dad’s reps past and present for running the BBQ alongside Derrick Martins and Mr Williamson (grandparent). Expert sauce deliverer Toni Kalat and even the help of some of our kids made the sundowner run with no hiccups. I’ve expressed thanks to Vicky Hartill and Michelle Hall already but what a team they put together in what will be a colour run to remember. The addition of the foam activity and the giant bubbles led to shrieks of joy and delight from children young and old. Thanks to all parent volunteers, both on the day and those who set up and prepared the colour bottles. Truly a demonstration of doing one small thing together makes a great success.

Term Two we look forward to our annual Mother’s Day stall where once again we can expect shrieks of joy when the customers come calling with their pocket monies for mum! Thanks to Chiara Clarson for once again coordinating this event and Drew Williamson for his wonderful idea to get Dad’s on board to sell items and give the mums a rest! Loving your work!

May 31, we welcome Parents and Friends of Mater Christi to join us in fundraising whilst enjoying a cuppa and a cake at the Australia’s Biggest Morning Tea. In the past this event has been emotional, inspiring, reflective and successful in giving back to a charity that touches the lives of almost all of us. With rates of survival increasing from this torturous disease, we are proud to continue offering a contribution to this event. Thanks to Louise Amsuss, event coordinator and the P&F Executive as well as the parent volunteers for dedicating your time to planning what I know will be a wonderful day.

CSPWA are hosting a photography competition ongoing since Term 1 and we will be entering our favourite snaps from P&F events. Keen to demonstrate the opportunities created by P&F’s across the state, CSPWA hope to find 3 winning photos by the end of the term. We hope to win!!!!

In line with the new terms of reference and as we continue to evolve as a new committee with the new ways of working, all exec members have now completed and passed mandatory training in child protection and are undergoing police checks. Keen to use this year as a benchmark for future committees in the new ways of working, thanks to all for accommodating the new requirements.

Look forward to a great term!

Vice President's Report- Angela Goldsmith & Kelly Kinahan

**SUNDOWNER:**

The Sundowner after the colour run was a huge hit!

We had 544 attendees, with minimal left over food. Left over rolls were donated to the church. The online ticketing worked well and enabled us to cater more efficiently. Some parents missed or miss understood the advertising prior to the event . The online ticketing is relatively new and will take time for parents to understand that is the way we will register your spot and ensure you or your child doesn't miss out. On the day we had a few requests for water or juice. We had some water available from a previous event and that went very quickly so next time we will look at offering water or juice boxes as well as look at the food being sponsored or partly sponsored and being along the lines of pizza or subway so there is a vegetarian option, especially if we are running the event during lent. This will minimise the set up and pack time of the event too.

**COLOUR RUN:**

WOW just wow. The best event yet! Massive turn out of Volunteers on the day which is fabulous. We have spoken amongst the exec team and for this event to run again next year and be a success there needs to be more then 2 parents on the initial committee. Michelle and Vicky did a phenomenal job but we feel there needs to be a minimum 5 parents and 1 exec to oversee it all. This will create better lines of communication and back up when one or more of the committee are sick or have other commitments.  Without a committee the event cannot run.

Final amount raised at the colour run was $18161.

**CLASS NEWS:**

Our class reps are doing an amazing job! They are putting in alot of foot work this year to bring back the feeling of community and to encourage parent engagement.

Yr 2 Class assembly Morning Tea had a great turn out. All left over food was sent to the staff room for our school staff to enjoy. This term will be Yr 4 and Yr 6.

**SOCIAL EVENTS:**

Its great to see lots of class social events are being organised by our class reps. The older year levels seem to be opting more for whole year level events and the younger years opting for individual class events.

Work has begun on the term 3 PnF parent event. Parents have / will be sent out a poll to vote for what type of event they would like to see happen.

Principal's Report- Toni Kalat

**Sacramental Life**

Preparation for the Sacrament of Confirmation began with Parent-Child Workshops held in the second week of this term. Thank you to Julie for coordinating this Sacrament and to Renae Zelich, Julie and the Year Six teachers for presenting the workshop this year. We hope the parents were gentle in evaluating us, as we could not secure a CEWA person to take the lead role.

Groups One and Two Candidate & Sponsor sessions will be held tomorrow night with the celebration of Confirmation on Sunday 21 May and Groups Three and Four Wednesday 24 May with the celebration of Confirmation on Sunday 28 May.

We keep the candidates, their sponsors and their families in our prayers.

**School Photos**

We began Term Two with School Photos and everyone was ready for the spotlight to shine on them. Thank you to Renae for coordinating this event and to Brooke & Peter Velterop, who meticulously ensured that everyone’s hair, shirt collars, ties, jumpers etc, looked picture-perfect for the event.

**Mother’s Day Stall**

Last Thursday and Friday excited shoppers came to peruse what was on offer at the annual Mother’s Day Stall.  There was a great variety to choose from, and many students had a difficult decision to make. Thank you to Chiara Clarson and Lesley Pascuzzi for coordinating this event and the parent helpers who assisted with the set-up, helping students with their choice of gifts and packing away. I am sure that all mothers will enjoy receiving their gift/s on Sunday.

**School Compliance 2023**

Schools must undertake an audit every five years demonstrating that they fulfil all the registration requirements. Mater Christi is being audited under the Education, Community and Stewardship domains this year.

Education focuses on curriculum, programming, assessment, school improvement, student data, student plans and days and hours of instruction.

Community centres on enrolment and attendance, immunisation, critical and emergency incidents, complaints, protective behaviours curriculum, child abuse prevention, management of student behaviours and age of enrolment.

Within the Stewardship domain evidence is provided on staff to student ratios, teacher registration, staff training on asthma, anaphylaxis, first aid, diabetes, mandatory reporting, staff professional development, premises and facilities, five year maintenance plan, hazardous chemicals register, traffic management, evacuation, contractors, bush fire plan and standard of care for student well-being (which focuses on medical procedures, incursions/excursions, camps, student safety, ICT safety and pastoral care support).

CEWA and the Department of Education auditors review all the documentation. They will via a Teams Meeting engage with the Leadership Team and a representation of staff on Wednesday 21 June for three and a half hours teams meeting.

**NSI Climate Survey**

Parents, staff and students are invited to participate in the bi-annual community climate survey which provides valuable feedback and data to CEWA and Mater Christi on the strengths to be celebrated and areas to review as part of the school’s ongoing improvement.

From the last Climate Survey, parent feedback on Assessment and Reporting assisted us during the Parent Engagement evenings to focus on explaining and unpacking in more detail how this looks at each year level which I know parents found informative and worthwhile.

I encourage as many parents as possible to engage with the survey, send in a screenshot to Amanda Burke, validating they have completed the survey and can enter a raffle for a $100 gift voucher to Hoyts.

I will share highlights from the survey later in the year at an Advisory Council and P&F Meetings and in the newsletter.

**Kindy 2024 Interviews**

I spent a few days interviewing prospective Kindy 2024 students and their parents. Meeting the well-dressed, colour-coordinated, confident and shy little cherubs is always a delight showcasing our school and all we have to offer. I have also shared Plans A and B that will be in place depending on the completion date of the new Kindy/PP Building.

Treasurer’s Report- Damian Amsuss

I hope you all enjoyed the school holidays and Easter break with family – but perhaps have equally enjoyed the kids’ return to school for Term 2.

As per usual, I will report upon P&F financial transactions since last meeting during our next meeting. I want to use this report to draw your attention to a new ‘Financial Management’ guide that we have put together for this year. The intent of the guide is to inform P&F members about some of the processes that need to be followed when dealing with P&F finances, including the underlying clauses within the ‘Catholic School Parents and Friends Group Terms of Reference’. This guide is relevant to all members so please do take the time to review (I appreciate that finance isn’t always the most intriguing subject to commit time to) – the document is only a few pages long. We will store this document in the P&F shared drive so can be requested from the Treasurer or Secretary at any point.

Parish Representative, Tania Nero

 No updates to report at present.

CSPWA Report, Vicky Hartill

Term 2 CSPWA Newsletter is out! Topics covered in the newsletter are listed below and accessible via this link: <https://cspwa.schoolzineplus.com/news?nid=46>



Sun-smart Representative, position vacant

Food Coordinators, Derrick & Delsy Martins & Kate

Upcoming Event: **Australia’s biggest morning Tea on 31st May.**

To make this event a success, We would like to get some volunteers to help on the day before and on the day of the event. With Kelly’s help, we will create a link where volunteers can signup online.

We would also like to reach out to the Mater Christi community to donate food items for the event. This year we will have a donut stand setup.

Dads Group, Drew Williamson

No updates to report at present.

Wellness Coordinator, Ana Rita Apps

I have been in contact with both Head Space and Beyond Blue who offer a community speaker program.  I am currently in communication with both services to ascertain further information on their service in relation to our particular interests and their availability. The proposal of a mindfulness workshop is still in motion and I am hoping to have more information in the near future.

Social Media Coordinator, Michelle Pozzi

Our FB and Insta followers continue to grow slowly. There are still a lot of parents that are on FB and in our class groups that do not follow main page. FB tells me this, so then I send them an invite to the page which usually results in them following back.

• I used the P&F page to promote the school’s new social media, as many people do not look at the weekly newsletter. I know reps remind parents on their pages to access the newsletter, but it is interesting when talking to other parents how many don’t. I think this is when things get missed by busy parents, and it does tend to fall back on Reps. Reps are for support and whilst we are happy to remind parents from time to time, some parents are reliant on the groups.

• A suggestion one parent had was to remind parents of the Newsletter with a link. My thoughts were as these contain student images that wouldn’t be possible on a main public page. An idea: maybe the school and our page could do a FB reminder of the SZ app to remind parents that every Friday a newsletter is released and what it contains and why it is important to read it?

• The P&F page has a significantly larger audience than the school’s main page –

would they like me to continue to promote the school’s page. One simple way is to share the schools’ posts on our page with a reminder – don’t forget to LIKE and FOLLOW.

• Aside from images etc of children, can I also clarify, is there anything the school does not wish us to post. Are they happy with us helping with reminders about school events even if not P&F related, as we do as class reps? Is there anything else the school or P&F Ex would like from our P&F page. Often when I do a reminder on the main page, I then either share to the Class Rep Main page for reps to reshare or post directly. We are then covering bases.

• The posts on FB and Insta are repetitive, so I think people switch off a bit - feel free to send any ideas to liven it up my way.

• To manage my own workload, I am establishing a habit of scheduling posts on the weekend for the week. If anyone would like anything added to the main page, if you could get to me on a Saturday before that would be appreciated. I read the Friday newsletter and base posts around the news. I then flick Kelly/Ange this snapshot to see if anything else needs to be added.

• The groups are also great and easy to add directly too.

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| **Mater Christi Catholic Primary School** |
| **Parents & Friends Meetings**  |
| Action Report May 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 | Pending |
| 21.2.23 | 4.1.1 Follow up closure of Westpac Bank Account and ABN. | LP closed Westpac bank account from last year. TK completed closure of ABN | LP/TK | Complete |
|  | 5.8.1 Source platform/program to coordinate volunteers for food donations | “Sign-up” program used for ABMT to allocate and coordinate food donations. | KK/DM | 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. | 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 |
|  | 8.2.1 Confirmation of Term 3 Event date: Paint and sip | To liaise with TK/Exec best date for Term 3 event | TK/Exec | Pending |
|  | 8.3.1 Cards that Count | Complete registration for cards that count | RB | Pending |