

P&F Minutes
Monday, 4 June 2018
7.00pm Mater Dei School Camden

Chairperson – Karen Witherspoon (KW) – P&F President 2018

Minutes – Shonagh Bennett (SB) - P&F Secretary 2018

Agenda Items

Meeting Opened : 7.07pm

Item	Description	Person	Time / Action
1.0	<p>Welcome, introductions & apologies Welcome: Prayer – Sr Jeannie</p> <p>Apologies: Jill Gooden and Tracey Patterson Attendance: See separate attendance register</p>	TF	5 minutes

Reports – President, Secretary & Treasurer

2.1	<p>2018 President – Karen Witherspoon (KW)</p> <p>Since the last P&F meeting the following events were held:-</p> <ul style="list-style-type: none"> • Mother’s Day Liturgy – Wednesday, 9 May • Lipstick Luncheon – Friday, 11 May. It was a fantastic day. I would like to acknowledge Catherine and her team and the Committee for all of their hard work. • Country Fair Mufti Day 1. A disappointing number of donations were received on the day. A lot less than previous years, however, a number of donations were received after the day, which brought the number of donations up to close to the number received last year. • School photo’s were taken • Pupil Free day last Friday • Mother’s Day stall was held. Thank you to Maree, Linda, Lauren and Jo for all of their work in the lead up to and on the day of the stall. <p>GDay and Athletics Carnival will be held this Friday and will include the P&F run Cake Stall. Reminder note about the cake stall will be going out tomorrow. We have enough volunteers to help on the day, so we are ready to go and just now need the cake donations from the school community.</p> <p>School banking is now up and running. Thank you to Jo Perrin for all of her work in re-establishing school banking.</p> <p><u>P&F Survey Proposition</u></p>	KW	5 minutes
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	<p>I would like to put forward the suggestion of sending out a P&F Survey to the School Community.</p> <p>The reason being that attendance numbers at P&F Meetings have been quite low this year and it would be interesting to find out if people would be interesting in attending P&F meetings if they are held at a different time. Also, it would be interesting to know if parents are not interested in attending the P&F meetings but would be interested in volunteering at P&F run events.</p> <p>Action : All agreed that the P&F Survey was a good idea and TF had no objection, so KW to make some changes to the draft format and content for the Survey that she presented to the meeting, based on feedback from those in attendance, and then speak to Catherine from Development about how to set it up and send out to the School Community via Survey Monkey. . KW to confirm final survey with TF before it is distributed to parents and carers.</p> <p>2.2 Copy of full report available upon request.</p> <p>2018 Secretary – Shonagh Bennett (SB)</p> <p>2.3 Nil correspondence received since last meeting.</p> <p>2018 Treasurer – Jo Perrin (JP)</p> <p><i>P&F Account Balance as at 4 June 2018 - \$12,457.93.</i></p> <p><i>Income received since last P&F meeting includes:-</i> <i>Canteen 13/4/18 = \$365.25</i> <i>Mother’s Day Stall = \$1,349.40</i> <i>Country Fair Stallholders x 6 at \$80 = \$480,00</i></p> <p>Copy of full report available upon request.</p>	<p>SB</p> <p>JP</p>	
Reports from sub-committees (Canteen & County Fair)			
<p>3.1</p> <p>3.2</p>	<p>2018 Canteen - Caroline Bambagiotti (CB)</p> <p>CB and KW will be preparing Volunteer expression of interest forms and sending these out with the menu this week</p> <p>CB will be undertaking her Safe Food Handling course this week also.</p> <p>2018 Country Fair – Caroline Bambagiotti (CB)</p> <p>CB advised:-</p> <ul style="list-style-type: none"> • She will be contacting all food stall holders to find out who is definitely coming again this year and for those who are, gathering their insurance papers etc. <p>Action : CB to contact the Food Stall Holders</p> <ul style="list-style-type: none"> • She is still working on finalising the new banners so that they are ready to be displayed in the areas allocated by Council in the lead up to the Country Fair. 	<p>CB</p> <p>CB</p>	<p>20 minutes</p>

- Some great raffle prizes have already been confirmed, including a Security Door, Esky/towel/umbrella pack, Quilt, Lawn Mower. CB is still trying to source more prizes. Prizes need to be finalised by the end of this term, so that the tickets can be designed and printed in time for the first week or two of Term 3 when they will start to be distributed.
- She has contacted the Ride guy and asked if Dodgem Cars can be guaranteed this year in advance, as they are such a favourite with the kids and were really missed last year. He said he will contact the Dodgem Car supplier and advise once he knows.
- The Rose Society have confirmed that they will be attending again.
- The BBQ breakfast man may not be coming this year, so CB will contact Kylie and see if she can run the morning BBQ Breakfast for the volunteers.

Action : CB to contact Kylie regarding the BBQ Breakfast.

- She will be contacting Camden Hire to place the order, which will now include an extra tent with sides for the ex students* plus 50 extra chairs for the ex student tent.

Action : CB to contact Camden Hire and place the order.

*TF advised that he was working through the idea of having a tent set aside for the ex students to come to and to sit together and chat and perhaps have some refreshments etc. As such, he has asked the P&F if they could set aside room for a tent for the ex students. More details on the ex student reunion function to come.

KW advised:-

- Country Fair Flyer has been updated and has been sent to the School, Development and Early Intervention for distribution. School have advised that the Flyer will be attached to the next School Newsletter.
- The Country Fair Donation letter has been updated and sent to whoever needs/has requested it.
- NSW Ambulance have been contacted and asked to attend – awaiting reply.
- RFS have been contacted and have confirmed their attendance.
- Wood turners have been contacted and confirmed their attendance.
- Police have been contacted and asked to attend – awaiting reply.

- She has suggested that we don't sell the ride wrist bands in advance this year, in case we cannot get some of the rides but rather, just sell them on the day. This will also cut down on some pre Fair work. All agreed.
- She has emailed the Sam Giles and Eryn Lonergan about the artwork prepared for the children for sale at the Country Fair and suggested that they could ask the teachers to have the children in their class do the artwork anytime between now and the Country Fair, rather than wait until the week or so before the Country Fair and be rushed to do it.
- We need to address the issue of a space to store items that are donated, as we have less space available to us than last year. Particularly in regard to storing items for the White Elephant Stall and Book Stall. After some discussion, it was decided not to run a book stall this year (as there were a lot of books left over last year and we have limited space to store them in the lead up to the Country Fair) and to ask Sister Mary if we could store the items for the White Elephant stall at Wivenhoe during the week before the Country Fair.

Action : CB to contact Sister Mary and ask if we can utilise a space in Wivenhoe for storing White Elephant stall items in the lead up to the Country Fair and also if we can use some space for the preparation of the baskets for the Chocolate Wheel, which Linda and Maree have agreed to put together again this year.

- Steven Weatherly is not available to be Parking Co-ordinator at this year's Country Fair as he will be away. We need to identify someone to take over this very important job, which involves set up the day before and then co-ordinating parking on the day. It was suggested that we approach Kevin Cottle and Bill Morris to see if they are both interested in undertaking or sharing the role and we could also put a note in the School Newsletter calling for volunteers.
- We also require an Entertainment Coordinator, which is a huge job, as the person will need to liaise with/organise the performers and stage entertainment. It was suggested that we put a note in the School Newsletter calling for volunteers for this role as well.

Action : KW or CB to prepare some wording for inclusion in the School Newsletter calling for Volunteers for the Parking Coordinator, Entertainment Coordinator and Country Fair Volunteers in general.

KW put forward a suggestion to TF that we hold another Mufti Day and call for donations of Laundry (non toxic), Kitchen and Baby type items, so that we can make up some different types of baskets (ie; Baby Gift Basket etc). TF said he had no objection to this and said KW just needs to liaise with Eryn Lonergan as to the most appropriate date to do this.

Action : KW to discuss possible date for an extra Mufti Day with Eryn Lonergan.

Principal/CEO Report

<p>4.1</p>	<p>Principal – Tony Fitzgerald (TF)</p> <p>Dr Bree Jimenez and TF presented at the Special Education Principal’s Conference in Adelaide 3 weeks ago and their presentation was well received and it provided some great exposure/promotion for Mater Dei.</p> <p>The Tempus 2017, (Mater Dei School Year Book) has been published and will be sent home to all families tomorrow.</p> <p>The Mater Dei School Staff undertook their mandatory Child Protection Training last Friday on Pupil Free Day.</p> <p>Sam Giles’ last day will be this Friday, 8 June, which is also GDay and the Athletics Carnival. There will be a presentation to her from the School Staff and also the P&F (KW and JP) at the Assembly that day. Erin Lonergan will be stepping up and relieving in the Assistant Principal role, until the job is advertised and filled. The role will be advertised at the end of term 3 or start of term 4, with the view to the successful candidate commencing at the start of the 2019 school year.</p>	<p>TF</p>	<p>10 minutes</p>
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General Business

	<p><u>Presentation To Sam Giles</u></p> <p>KW asked when the P&F could present their farewell gift to Sam Giles. TF advised that he will ensure a 2 min slot is put aside for a brief presentation by the P&F to Sam during the Assembly on GDay this Friday.</p> <p>House Colours</p> <p>KW asked when the Kindergarten children and any other children who are new to the school would be advised of their Sport House Colours, as some Kindergarten parents had indicated to her that they did not know their child’s Sport House Colours and wanted to know prior to the Athletics Carnival.</p> <p>TF said he would ensure that all Kindergarten and other children new to the school/their parent/carers were informed this week prior to the Athletics Carnival.</p>		
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Meeting Close : 8:08pm

Next Meeting : Monday, 6 August 2018 at 7.00pm