

<b>Minutes</b> <b>Monday, 6 August 2018</b> <b>7.00pm Mater Dei School Camden</b>			
<b>Chairperson – Karen Witherspoon (KW) – P&amp;F President 2018</b>			
<b>Minutes – Shonagh Bennett (SB) - P&amp;F Secretary 2018</b>			
<b>Agenda Items</b>			
<b>Meeting Opened : 7.02pm</b>			
Item	Description	Person	Time / Action
1.0	<b>Welcome, introductions &amp; apologies</b> <b>Welcome:</b> Prayer – Sr Jeanie  <b>Apologies:</b> Caroline Bambagiotti <b>Attendance:</b> See separate attendance register	KW	5 minutes
<b>Reports – President, Secretary &amp; Treasurer</b>			
2.1	<b>President’s Report – Karen Witherspoon (KW)</b>  St Benedict’s Feast Day Mass was a beautiful day. Congratulations to the award winners – Stefan Males who received the Student Hospitality award and the Scarce family of Camden Hire who received the Community award.  GDay and the Athletics Carnival were also a great day. Thank you to all who supported by donating cakes, selling food on the day, purchasing food on the day and/or attending. The Cheese Toasties sold on the day were very well received, with a lot sold and good feedback received about them, so they will definitely be considered for sale at future events.  The Mufti Days held so far this year have gone well in terms of donations received. Thank you to Jo Perrin who has been co-ordinating the collating of the donations that are received.  <i>Full report available upon request.</i>	KW	5 minutes
2.2	<b>Secretary’s Report – Shonagh Bennett (SB)</b>  Nil correspondence received since last meeting.  <i>No report submitted.</i>	SB	
2.3	<b>Treasurer’s Report – Jo Perrin (JP)</b>  The P&F Accounts have been audited and found to be in order with no discrepancies.	JP	

	<p><u>Current balance of P&amp;F account as at 6 August 2018 = \$13,136.00</u></p> <p>Of this, \$720.00 is for 8 stall holders at the 2018 Country Fair and \$1,127.85 income made at the G Day Cake Stall.</p> <p><i>Full report available upon request</i> correspondence received since last meeting.</p>		
<b>Reports from sub-committees (Canteen &amp; County Fair)</b>			
3.1	<p><b>2018 Canteen</b> - Caroline Bambagiotti (CB)</p> <p>CB was an apology for the meeting.</p> <p>JP submitted a Profit and Loss report for the canteen, which indicates that, as at 27 July 2018, the Canteen bank account has a balance of \$365.02.</p> <p><i>Full report available upon request.</i></p>	CW	20 minutes
3.2	<p><b>2018 Country Fair</b> – Caroline Bambagiotti (CB)</p> <p>CB was an apology for the meeting.</p> <p>No report submitted.</p> <p>The following points were raised/discussed:-</p> <p>KW advised that the raffle prizes have now been finalised with the donation of a 55 inch TV worth approximately \$1,000 today, which will now be added as 3<sup>rd</sup> prize. The raffle prize list / raffle ticket design will be sent to the printers this week, with the view to the ticket books being printed and ready to distribute within the next 2 weeks.</p> <p>JP has asked TF if a note can be sent out to all families advising that there will be no book stall this year – so please do not send in any book donations and please don't send in any donations for the White Elephant stall as yet, as we have nowhere to store them. Donations for the White Elephant stall are not to be sent in until the week of the Country Fair.</p> <p>KW advised TF that we need a space to store items the week before the Fair and also a space to assemble and store the 80 gift baskets for the Chocolate Wheel.</p> <p><b>Action : TF to speak to Pamela from EI and ask if there is a space within MDEI that the P&amp;F can use for this purpose the week of the Country Fair.</b></p> <p>KW asked TF if there would be any parts of the Country Fair that the young people in Pathways could undertake as a project from start to</p>	CB	

finish, such as the Showbags – seeking donations for them, assembling them, marketing them, selling them etc.

**Action : TF to speak to Tennille – Director of Pathways about this.**

**Action : SB suggested that we send a copy of the Country Fair Project Plan to CB and ask her to indicate against each task whether or not it has been completed, is underway or is yet to be actioned, so that the P&F Executive can get a better handle on the current status. SB to email CB and copy in KW and JP.**

Once CB has provided this information, a meeting will be arranged to go through all of the outstanding items and assign someone to undertake each of them.

KW advised that we still need an Entertainment Coordinator to liaise with the entertainers in the lead up to the event, prepare a Run Sheet for the day and co-ordinate the Entertainers on the day / run the stage on the day.

KW also advised TF that we will need a space for the Entertainers to get changed. TF advised that there was no space available, so it was agreed to add another 6 x 3 marquee plus 2 x tables and 10 x chairs to the Camden Hire order for a changing area / rest area for the Entertainers.

TF also advised that he would require another 6 x 3 marquee plus 2 x tables and 15 x chairs for the Ex Student Union VIP type tent/area.

JP then asked if the Camden Hire order had been placed (no one was sure as CB was not in attendance), so JP offered to speak with Camden Hire and place the order if it was yet to be placed.

**Action : JP to check with Camden Hire and place the order for the Country Fair, if it had not been placed already and add the additional marquees, tables and chairs for the Entertainers Changing / Rest area and also the Ex Students VIP Tent.**

KW also advised that we will require a Sound System with Microphone and AUX cable for the stage area as the lady who has supplied this in the past will not be doing so this year.

**Action : JP to add the sound system with microphone and AUX cable to the Camden Hire order.**

**Principal's**

4.1	<p><b>Principal's Report – Tony Fitzgerald (TF)</b></p> <p>The recent St Benedict's Feast Day was a wonderful day. The award winners were all very well deserving</p> <p>The 2018 Race Day was the most successful Race Day financially that we have ever had. The total profit was significantly up on any Race Day's held previously with a profit of approximately \$51,000, as opposed to the 2017 Race Day profit of approximately \$34,000. This year's Race Day attracted a very different audience to the Lipstick Luncheon and the Foundation Dinner, which was wonderful as it gave more people exposure to and awareness of Mater Dei.</p> <p>Sam Giles' last day was lovely and she had a wonderful send off. KW advised that Sam did send a lovely Thank You card to the P&amp;F, which she will bring to a future meeting.</p> <p>The Foundation Dinner is already sold out and there is currently a Wait List.</p> <p>Dr Bree Jimenez continues to work with the Mater Dei Teachers and Teacher's Aides and the team undertaking the Engineering is Elementary project. Bree ran master classes for the teachers last term for 30 mins after school for 6 weeks and Teachers had the option of attending on a Tuesday or Thursday afternoon, with Bree selecting the topic presented, based on feedback from Teachers as to what they wanted to learn. The Master Classes will continue this term. Bree has also presented at 3 conferences recently under the Mater Dei name. In her time here, she has presented at 12 to 15 conferences, all under the name of Mater Dei, which is wonderful exposure for our school. Some of the Mater Dei Teaching staff are now starting to co-present with Bree at conferences, which is a fantastic development opportunity for them. The Engineering is Elementary Project, which Bree manages, is also going extremely well.</p> <p>Kate Bonfield started today as the Teacher in 5 Gibbons. Kate has worked previously at Mater Dei, both as a Teacher's Aide whilst she was going through Uni completing her Teaching Degree and then as a Casual Teacher. She is a great addition to the Mater Dei Teaching staff.</p> <p>Psychometric Assessments have been undertaken at Mater Dei previously at significant points during a student's progression through Mater Dei. The needs of Mater Dei in this regard and the needs of the NDIS in terms of the reports that they require for Planning purposes do not match, as the NDIS require the assessments every 2 to 4 years, which does not match up to Mater Dei's requirements. The NDIS also require reports that are a lot more in depth and that can take anywhere from 4 to 6 hours for the Psychologist to produce. As such,</p>	TF	10 mins
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	<p>the Mater Dei Executive are currently looking at how they can better arrange things to meet both the needs of Mater Dei and also the needs of the NDIS. This is a work in progress, however, it is already evident that Mater Dei cannot sustain the \$110 nominal fee they currently charge families to have the Psychometric Assessment administered and the report prepared. It is likely that the fee will be increased to a more realistic fee. More information will be advised soon in this regard.</p> <p>TF also advised that it is currently difficult for the school to manage the demands of families for the provision of assessments / reports for NDIS Planning purposes, as the school do not currently know which students already have an NDIS Plan and if they do, what the review date for their current Plan is. TF is just flagging this now but will probably be seeking information from families soon as to whether their young person at Mater Dei currently has an NDIS Plan and if so, when it is due for review.</p>		
<b>General Business</b>			
5.1	Nil	All	
	<p><b>Meeting Closed : 7.50pm</b></p> <p><b>Next Meeting : Monday, 3 September 2018</b></p>		