

**P&F Minutes**  
**Monday, 3 September 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 : 7.05pm**

Item	Description	Person	Time / Action
1.0	<p><b>Welcome, introductions &amp; apologies</b>  <b>Welcome:</b> Prayer – Sr Jeannie</p> <p><b>Apologies:</b> Nil  <b>Attendance:</b> See separate attendance register</p>	KW	5 minutes
<b>Reports – President, Secretary &amp; Treasurer</b>			
2.1	<p><b>President’s Report</b> – Karen Witherspoon (KW)</p> <p>Thank you to all who have attended and/or supported the following events which have occurred during the past month:-</p> <ul style="list-style-type: none"> <li>• Father’s Day Stall – thanks to Maree, Lauren, Megan and Jo for organising the gifts and/or running the stall on the day;</li> <li>• Mater Dei Feast Day Mass and Celebration of Learning;</li> <li>• K-6 Book Week Parade;</li> <li>• Mufti Day Number 4 – thank you to all of the families who sent in donations;</li> <li>• Diocesan Athletics Carnival – a fantastic opportunity for some of our students to showcase their athletic ability. Thank you to Mrs Rebecca Hanrahan and Nadine (TA) for assisting the students on the day; and</li> <li>• Parent/Teacher Interviews – thank you particularly to the teachers for giving of their time.</li> </ul> <p>Upcoming Events:-</p> <ul style="list-style-type: none"> <li>• Country Fair Mufti Day Number 5 (Gift cards and lollies donations); and</li> <li>• Foundation Dinner this Saturday night.</li> </ul> <p>Full written report submitted and is available upon request.</p>	KW	5 minutes
2.2	<p><b>2018 Secretary</b> – Shonagh Bennett (SB)</p> <p>Nil correspondence received since last meeting.</p> <p>No report submitted.</p>	SB	
2.3	<p><b>2018 Treasurer</b> – Jo Perrin (JP)</p> <p>The balance of the P&amp;F accounts, as at 3 September 2018 are \$14,996.20.</p>	JP	

	Full written report submitted and is available upon request.		
Reports from sub-committees (Canteen & County Fair)			
3.1	<p><b>2018 Canteen – Jo Perrin (JP) and Caroline Bambagiotti (CB)</b></p> <p><u>Canteen Financial Report</u></p> <p>The total profit for canteen so far this year is \$537.82.</p> <p>To date we have only run 8 canteen days this year.</p> <p>Full written financial report submitted and is available upon request.</p> <p><u>Canteen Report</u></p> <p>Canteen has been going well and most children seem to be enjoying the new menu items.</p> <p>Caroline advised that she will be preparing a visual canteen menu, as she believes that some children keep ordering the same item on each canteen day, as they do not understand/realise what other food items are available to order.</p> <p>There was a spot inspection of the Canteen by the Council Inspector last week. The inspection went well, with the only thing that was identified / raised by the Inspector (which was only a minor issue) was that the hot food should be at approximately 60 degrees when handed out to the children. The hot food being handed out was at a slightly lesser temperature than that but that was for safety reasons, as it was felt that it would be dangerous to hand hotter food out to some of our children.</p>	JP             CB	20 minutes
3.2	<p><b>2018 Country Fair – Caroline Bambagiotti (CB)</b></p> <p>Caroline advised that arrangements are progressing well and provided the below update as to the current status:-</p> <ul style="list-style-type: none"> <li>• Flyers have been finalised;</li> <li>• Some of these flyers will be sent to the local Information Centre;</li> <li>• Raffle tickets have been printed and will be distributed from tomorrow;</li> <li>• Council Banners have been booked;</li> <li>• Several hire businesses have been approached in writing to seek a donation of a mobile light up type banner for the week leading up to the Country Fair, to further advertise the Fair;</li> <li>• Volunteer forms will be sent to families this week and following return of those, the staffing roster for the day will be prepared with jobs assigned;</li> <li>• Fridge hire order has been placed;</li> <li>• Camden Hire order has been placed;</li> <li>• Rides have been booked</li> <li>• A number of businesses have been written to seeking sponsorship to hire the Dodgem Cars (as these are not guaranteed to be at the Country Fair, unless they are paid for);</li> </ul>	CB	

- The owners of Hooters Towing have a child at Mater Dei and they have been approached in regard to providing some financial sponsorship, which if received, will be assigned to either the bill for Camden Hire or to the hire of the Dodgem Cars;
- The Chocolate Wheel has been hired;
- Various retailers from Narellan Town Centre have been approached to provide donations for the Chocolate Wheel baskets;
- The Farm Yard owners have been contacted – currently waiting for confirmation back from them as to their attendance;
- Cleaners have been booked;
- Wood turners have been contacted and will be attending;
- New floor of BBQ area has been finalised and is ready for use;
- Cake stall has been organised.

TF confirmed that the Early Intervention hall can be used during the week of the Country Fair for assembling and storing the Chocolate Wheel baskets. Maree has indicated that she is happy to coordinate the assembling of the Chocolate Wheel baskets.

KW advised that she expects that the vintage cars will just turn up again, as they do each year.

A Milk Shake stand will be run at the Country Fair this year.

CB has written to Channel 7's "Sunrise" morning TV show and nominated KW as a "Community Hero". The reason being is that if KW is selected, Sunrise will donate \$7,000, which can be put towards the costs associated with the running of the Country Fair.

Kevin agreed to coordinate the Parking at this year's Country Fair.

#### Action Items

- ***JP to contact Rotary and ask if we can borrow their portable BBQ trailer on the day of the Country Fair.***
- ***CB to arrange for a note to go out to all families which includes:-***
  - ***Call out for donations for items for the Showbags;***
  - ***Ask if anyone has MC type experience or knows someone who has who could MC the entertainment at the Country Fair;***
  - ***Ask families not to send in any donations for White Elephant stall at this stage; and;***
  - ***Call out for Volunteers***
- ***CB and KW to review shopping lists for BBQ, Devonshire Tea etc***
- ***CB and KW to then advise Kevin the number of loaves of bread, bread rolls, scones, sausages, frankfurts, packets of bacon and cartons of eggs will be required.***

	<ul style="list-style-type: none"> <li>• <b>TF to ask staff at the relevant local high schools if they can provide students to assist with Face Painting, Devonshire Tea and clean up on the day.</b></li> <li>• <b>CB to write to C91FM and ask if they have any staff who would be available and willing to donate their time to MC the Entertainment at the Country Fair.</b></li> </ul>		
<b>Principal's / CEO Report</b>			
4.1	<p><u>Community Based Preschool</u></p> <p>TF advised that the Early Learning Groups finish at the end of this term and that Mater Dei is progressing an application to become a Community Based Preschool. It is envisaged that, if approved, the preschool will run 5 days per week, be community based and will be open to preschool aged children of all abilities. The plan is to commence running the preschool in the current location at Mater Dei initially but as it grows, it will move to larger premises elsewhere, which are yet to be identified. The application for this preschool was lodged last week.</p> <p><u>Pathways</u></p> <p>Office space has been secured in Narellan Town Centre from next year, for the purpose of being a second site in which to operate Pathways out of and also, as a second site to run Therapy sessions for children from Early Intervention through to Pathways. There will still be Therapy sessions run at Mater Dei but it will just mean that both Pathways and Therapy will operate out of two sites from next year. The site has a reception area, good parking and good access to the community for the Pathways participants.</p> <p><u>Foundation Dinner</u></p> <p>The Foundation Dinner will be held on Saturday.</p>	TF	10 mins
<b>General Business</b>			
5.1	<p><u>School Banking</u></p> <p>JP advised that she is happy to continue administering School Banking until the end of this year but that it should be reviewed for next year and a decision made as to whether or not it will continue next year. The reason being that there are currently only 3 to 4 children participating and there is quite a bit of administration involved and it may not be feasible to continue for that small number.</p>		
<b>Meeting Closed : 7.58pm</b>			
<b>Next Meeting : Monday, 5 November 2018</b>			