

P&F Minutes Monday, 5 November 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 : 7.10pm			
Item	Description	Person	Time / Action
1.0	Welcome, introductions & apologies Welcome: Prayer – Helen Flett Apologies: Tracey Patterson, Caroline Bambagiotti Attendance: See separate attendance register	KW	5 minutes
Reports – President, Secretary & Treasurer			
2.1	2018 President – Karen Witherspoon (KW) It has been 2 months since our last meeting and so much has happened. <ul style="list-style-type: none"> ● Foundation Dinner was a great success and I would like to thank all of the Development Team for their efforts for the Foundation Dinner and school staff for the work that they did preparing the children in the Choir so well; ● 2019 Kindy Parents Welcome Afternoon Tea was held on 17 October and was a lovely afternoon. We have 12 new children/families starting in Kindergarten next year. Thank you Marion for assisting on the afternoon; ● Country Fair was a success again this year and there are many people to thank but I particularly wanted to thank and acknowledge the following for their contribution to the success of the Country Fair this year:- <ul style="list-style-type: none"> ➤ Caroline Bambagiotti, the Country Fair Coordinator; ➤ Mater Dei Early Intervention Program for the production and supply of 250 Showbags which were well a hit; ➤ Mater Dei School – Tony and all the Staff for their assistance and support in the lead up to the Country Fair, on the day and in a variety of aspects; ➤ The Mater Dei Parents and Carers for their support in the lead up to and/or on the day, including their support of the numerous Mufti Day donations and for the volunteers who helped in the lead up to and/or on the day of the Country Fair; ➤ The Mater Dei kids for their support of the Country Fair; and ➤ All of our wonderful Sponsors and other Supporters. 	KW	5 minutes

- The recent McDonalds Charity Night was a great success and well supported by staff, students and families
- The School Leadership Speeches held last week were great and all of the kids who spoke did very well. Wishing them all the best of luck.

The following events are still to come in Term 4:-

- PAN Matinee and Evening – for which there is much anticipation from the kids and families;
- Country Fair Thank You Assembly, which will be held on Friday, 30 November;
- The Last P&F Meeting for 2018 / Christmas Dinner will be held on Monday 3 December at 7pm at the Crown Hotel in Camden. RSVP required.
- The Canteen Christmas Day for Kids and Staff will be held on Friday 7 December. Morning tea will be provided for all and lunch will need to be ordered by staff and students. Order forms sent out the week prior.

I would like to take this opportunity to thank my fellow P&F Executive Committee members, Shonagh Bennett (Secretary) and Jo Perrin (Treasurer) for their work on the Committee this year.

I would also like to thank Caroline Bambagiotti for her work as both the Canteen Coordinator and Country Fair Coordinator this year.

Thank you also to Jill Gooden for being the Country Fair Stall Coordinator, this is a huge job and also for being a regular attendee at P&F Monthly meetings and a regular Canteen Volunteer.

Thank you also to Megan, Maree and Marion, who were our other regular Canteen Volunteers this year.

In addition to those thanked earlier in my report for their assistance with this year's Country Fair, I would also like to thank and make special mention of the following supporters of the Country Fair:-

- The Prout family for arranging the donations from Toro Australia and JYC Narellan;
- The Labib Family from Kings Security Doors for their donation of a \$1,000 security door and work at Devonshire Tea;
- The Chaghoury Family for their donation of a \$250 Voucher and a car service;
- The Cottle Family (Kevin, Kylie and her mum) for arranging the purchase and pick up of all the Meat for the BBQ and Scones and Bread from Woolies, and for Kevin's work on the Saturday to set up the parking and then to co-ordinate the parking on the Sunday;
- The Briggs / Egan Family for all of their assistance on set up day of the Fair;

	<ul style="list-style-type: none"> ● The Buda family for organising the donation of the Harvey Norman Voucher; ● The Sammut/Abalos Family for the donation of the BBQ; ● The Templeton family / Toolbox Bowral for their prize donation and assistance on the day with running the raffle; ● The O’Keefe and Toole Family for running the Chocolate wheel; ● The Siciliano Family for running the Drink Stall; ● The Montgomery Family for help with Camden Hire Order and for co-ordinating the BBQ on the day; ● Helen Flett for keeping us all on track in the lead up to the Country Fair and for whom nothing is ever too much bother; ● Michael, who we would be lost without, for being wonderful and doing so much for us and for whom, like Helen, nothing is ever a bother – collecting plants, getting things out of storage, cleaning up, packing away; ● Neris , who is the quiet achiever who does everything from bin runs to putting baskets together; ● Anne L – for supplying necessary equipment and keeping us on track with WHS. ● Alison and the Development Team who has prepared all of the official Thank You’s. <p><i>Copy of full written report available upon request.</i></p>		
2.2	<p>2018 Secretary – Shonagh Bennett (SB)</p> <p>Nil correspondence received since last meeting.</p> <p>No report provided.</p>	SB	
2.3	<p>2018 Treasurer – Jo Perrin (JP)</p> <p><u>P&F Account</u></p> <p>Balance as at last meeting on 3 September 2018 = \$16,176.50</p> <p><u>Balance as at this meeting on 5 November 2018 = \$32,333.97</u></p> <p><i>Copy of full written report tabled at meeting and is available upon request.</i></p> <p><u>2018 Country Fair Financials</u></p> <p>Financials are still being prepared as some invoices are yet to be received and paid, however, as at today (5/11//18), the 2018 Country Fair profit is sitting at \$20,000.17.</p> <p><i>Copy of full written report was tabled at the meeting and is available upon request.</i></p>	JP	

Reports from sub-committees (Canteen & County Fair)			
3.1	<p>2018 Canteen - Caroline Bambagiotti (CB)</p> <p>Canteen Report provided by Jo Perrin.</p> <p>Current Canteen account balance as at 5 November 2018 is \$664.06.</p> <p><i>Copy of full written report was tabled at the meeting and is available upon request.</i></p>	CB	
3.2	<p>2018 Country Fair Wrap Up– Caroline Bambagiotti (CB)</p> <p>Refer notes above in both President’s Report and Treasurer’s Report.</p> <p>Karen Witherspoon once again acknowledged the amount of time and effort that Caroline Bambagiotti’s put into this year’s Country Fair.</p> <p>She also advised that Caroline had received some feedback after the Country Fair and had taken that feedback on and was working through that.</p> <p>Final financial results and feedback on the 2018 Country Fair will be distributed formally in writing to the Mater Dei community during Week 6</p>	CB	20 minutes
Principal/CEO Report			
4.1	<p>Principal – Tony Fitzgerald (TF)</p> <p>Tony advised that he would like to suggest a full review of the Country Fair and a discussion about the future of the Country Fair.</p> <p>He said he believed that there was still a place for an event on the same weekend each year that the Country Fair is held and that the event should capture all of the good things about the current Country Fair but it may not be a Country Fair as such or an event that is in the same format. He felt it was timely to have an honest discussion about the Country Fair and look at the positives and the negatives.</p> <p>He believes that the good things of the Country Fair is that it:-</p> <ul style="list-style-type: none"> ● Provide a sense of fun and opportunity for our kids; ● Provides an opportunity to open Mater Dei up to the community; ● Gives P&F ownership of an event; and ● Raises some money <p>However, any review should also consider the ‘costs’ of staging the event. For example:</p> <ul style="list-style-type: none"> ● The extraordinary amount of work done by only a handful of people - most school fetes are run by a much larger school communities of say 500+ students/families which equates to more volunteers, sponsors etc; ● The amount of work to be done takes a long time – essentially the whole school year; 	TF	10 minutes

	<ul style="list-style-type: none"> ● The amount of time spent by Mater Dei staff is a large hidden cost; ● It is the only event run that has no support from the school’s Development Office; ● The cost to relationships that this event causes. If one of the costs of running the event is fractured relationships, which has happened now over a number of years, that is a concern and should be considered and ● The amount of money raised is not the driver of the event but it is one measure of it and the amount raised does not seem to equate to the amount of time and effort put into it. <p>Tony would like the P&F, himself and the Development team to have a frank discussion about the future of the Country Fair and to possibly get some feedback from other members of the school community and then make a decision as a group, whether or not we continue the Country Fair in its current form or design a new event based on the identified positives of the current Country Fair</p> <p>Tony, Catherine and Sarah from the Development team all said that they think it is possible to run an event on the same weekend each year, that the kids are still happy to come to, the local and ever expanding community wants comes to, which raises money for the school and which the P&F can still run.</p> <p>However, the event can be run in a way that eliminates a whole lot of work.</p> <p>We could perhaps start by looking at the things that that raise a lot of money such as the Raffle and Chocolate Wheel and incorporate these things plus fun activities for the kids as a starting point.</p> <p>Tony also said that he felt that, in the current climate of 2018 and beyond, that Risk Management was becoming more of an issue and he could see a number of potential major risks associated with the Country Fair in its current state.</p> <p>Tony reiterated that if, after a fullsome review, the decision was taken to continue with the Country Fair in its current format, that Tony and the organisation would continue to be fully supportive of the P&F.</p> <p>The decision was made for Sarah from the Development team to book in a meeting with herself, Catherine, Tony and the regular members of the P&F, before the end of this year, to discuss this matter further.</p>		
General Business			
5.1	<p><u>Hand Over of P&F Accounts and Treasurer’s Records</u></p> <p>Jo Perrin raised the issue of trying to succession plan and identify /start speaking to parents/carers, before the end of the year, who may be willing to nominate for P&F Executive roles next year, particularly as she will not be seeking re-election to the role of Treasurer (as her son Tom will be finishing school at the end of 2018).</p> <p>Jo advised that she has spoken to Anne Lauder about the P&F Laptop and the fact that it needed a software update and she booked it in</p>	JP	

5.2	<p>with the school's IT people who are currently working on it and Jo will pick it up at the end of the week. It will then be returned to the P&F room. Once the laptop upgrades have been completed, the P&F laptop, together with all of the necessary P&F accounts documentation, cheque books and deposit books, are to be left securely on site, as is a requirement.</p> <p>First Aid and EpiPen Training for School Taxi Drivers</p> <p>Shonagh Bennett enquired as to what first aid training and EpiPen training that school Taxi drivers have, as it recently came to her attention that her son's Taxi driver was not EpiPen trained and her son carries an EpiPen to and from school on the Taxi. She had been informed when he started at Mater Dei at the start of 2015, that all School Taxi drivers were either currently trained or in the process of being trained. Current action plan must be updated as possess a huge risk.</p> <p>Tony advised, that the Taxi drivers employed directly by the school are First Aid and EpiPen trained, however, it is not a requirement for Taxi drivers employed by external contractors to be First Aid and EpiPen trained.</p>	SB	
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Meeting Closed :8.45pm

Next Meeting : Monday, 3 December 2018 – Final P&F Meeting for 2018 and End of Year/Christmas Celebration

Meeting will be held at the Crown Hotel in Camden