

**P&F Meeting Minutes**  
**Monday, 7<sup>TH</sup> August 2023**  
**7.02pm - Mater Dei School, Camden NSW**

**Chairperson** – Karen Witherspoon P&F President 2023

**Minutes** – Laurie Cuthbert P&F Secretary 2023

Agenda Items	
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Item	Description	Person	Time / Action
1	<b>Welcome, introductions &amp; apologies.</b> <b>Welcome:</b> Prayer <b>Apologies:</b> <b>Attendance:</b> Laurie Cuthbert; Mel Pascoe; Jenny Foldes; Rebecca Hanrahan; Karen Witherspoon; Maree Buda; Marion Abalos; Karen Arthur.	KW	5 minutes

## Time / Action

5  
minutes

2	Reports – President, Secretary & Treasurer
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<p><b>2023 President – Karen Witherspoon (KW)</b></p> <ul style="list-style-type: none"> <li>• Farwell to Paul and Thank you – Congratulations to Jenny, acting Principal. CEO/Principal role to be split, all families received communication via COMPASS advising of the changes.</li> <li>• Second Hand Uniform Sale – Lots of donations, huge success \$900+ in sales.</li> <li>• Athletics carnival – great success thank you Mrs Hanrahan and staff.</li> <li>• Celebration of Learning Sessions, assembly and picnic lunch enjoyed by students and families. Thank you to staff for all their hard work.</li> <li>• Father’s Day Stall – Information distributed to families, request for volunteers via the newsletter &amp; Compass. Thank you, Maree for purchasing and organisation of gifts. Reimbursement for purchases has been completed.</li> <li>• <b>Country Fair</b></li> <li>• Mufti Days - #4, 1 more this term – Week 10, vouchers/gift cards – Woolworths &amp; Coles</li> <li>• Raffle live – link sent to families and added to Country Fair FB page.</li> <li>• Thank you, Mel &amp; Laurie, for your continued outstanding work behind the scenes.</li> <li>• <b>Canteen</b></li> <li>• Term 3 – 3 days, one cancelled, I had, I to go. Must make sure money is banked.</li> <li>• Need to look at finding a coordinator in Term 4 for 2024, Food Safety course, new compliance rules – all volunteers to complete the free council training. Link to be provided.</li> <li>• Inspection – all good, couple of minor things that have been addressed.</li> <li>• <b>2nd Hand Uniform Stall</b></li> <li>• Times / Dates TBC for Term 3 collection and sale ready for summer.</li> <li>• Possibly look at setting up at new parent's information</li> </ul>	<p>KW</p> <p>MA</p>	<p>10 minutes</p>
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10  
minutes

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	<p>session Term 4, Week 1</p> <p><b>2023 Treasurer</b> – Marion Abalos (MA)</p> <ul style="list-style-type: none"> <li>• Current balance is \$82,205.06.</li> <li>• \$17994.61 DET cheques to be processed.</li> <li>• \$6745.52 DET cheque to be processed.</li> <li>• Balance \$57464.93</li> </ul>		
<b>3 Reports from sub-committees Canteen</b>			
	<p><b>2023 Canteen</b> – Marion Abalos</p> <p>Based off 2 canteen dates:</p> <ul style="list-style-type: none"> <li>• Income: \$661.51</li> <li>• Expenditure: \$248.51</li> <li>• Profit: \$413</li> </ul>	MA	10 minutes
<b>4 Acting Principal report Jenny Foldes</b>			
	<ul style="list-style-type: none"> <li>• Paul has finished up his contract.</li> <li>• Discussions to split the CEO and Principal roles have been approved by the board to dedicate a leader for every aspect in Mater Dei with a CEO to oversee the whole organisation.</li> <li>• Recruitment for a CEO and Principal are underway.</li> <li>• Thank you for the second-hand uniform shop. Lee has advised there are more uniforms that have arrived.</li> <li>• The assemblies and celebration of learning were very well supported.</li> <li>• Outstanding levels of representation and success in sporting events.</li> <li>• Jack and Lilly-Rose have made NSW All Schools team for Cross country and are off to Nationals.</li> <li>• 8 primary and 12 secondary students represented at the Wollongong Diocese Athletics Carnival.</li> <li>• A soccer gala day will be happening. Selections have commenced for selected students in Year 3-6.</li> <li>• Gratitude Day Mass was postponed due to weather and the air conditioner not working. Looking at a new date in term 4.</li> <li>• 100 days of kindergarten was successful.</li> </ul>	JF	15 minutes

	<ul style="list-style-type: none"> <li>• All systems go for St Benedict's Feast Day on Friday.</li> <li>• New staff member Thea Wylie joins us from the early childhood learning.</li> <li>• Skye Mordocco has joined the administration team.</li> </ul>		
<b>5</b>	<b>Country Fair- Mel Pascoe</b>		
	<p>* A big thank you to everyone for the basket donations and Karen for your endless hours putting the raffle together and Laurie for outside stall emails that don't stop coming in.</p> <p>* Food stalls, waiting on 1 payment for pancakes. 37 stalls including 2 doubles. Have freed up space for 20 additional stalls.</p> <p>* Sponsorship - TRN Group and Magnificent Nails Spa Camden \$2500 each.</p> <p>* Meat Man donating everything for the BBQ.</p> <p>* St Gregs email to be sent by Jenny Foldes to help pack up.</p> <p>* Rides being looked after by Karen.</p> <p>* Farmyard booked \$1100 to be covered by TRN.</p> <p>* Games 2 U \$990 TRN to cover cost.</p> <p>* Approval for Dev Tea table decorations, table clothes etc to the value of \$300.</p> <p>* New stall signs donated by Mel.</p> <p>* Volunteer letter to go out week 6 in paper form.</p> <p>* Shades to be purchased to replace ones damaged in last years rain. Approval to purchase 5 shades. Marion has reached out to BBQ Galore.</p> <p>* Date on sign to be changed by Mel.</p> <p>* Entertainment is booked.</p> <p>* Asked if the choir or dance troupe would like to perform.</p> <p>* Maree will ask Downes Wholesale Nursery to donate for plant stall.</p> <p>* Mel will ask Development team if they are happy to help with BBQ again.</p> <p>* Camden Hire quote \$3900- toilets tables, chairs cool room, BBQ.</p> <p>* Chocolate Wheel – Baskets to be purchased by Mel. 15 already left over from 2022.</p> <p>* Show bags will be prepared by MDECE.</p>	MP	15 minutes

	<ul style="list-style-type: none"> <li>* Mel will make signs for raffle.</li> <li>* Chocolate for Suzanne's stall will use Lolly Land donations.</li> <li>* Jenny will follow up school cleaner and first aid.</li> </ul>		
<b>6</b>	<b>General Business</b>		
	<p>Maree-</p> <ul style="list-style-type: none"> <li>• Father's Day stall gifts have been purchased another 70 to be purchased.</li> <li>• 2 volunteers already.</li> </ul>		
<p><b>Meeting ended: 8:21</b></p> <p><b>Next Meeting:</b></p> <p><b>4th September – Mater Dei School, Camden NSW</b></p>			