

Annual General Meeting and P&F Meeting

Monday, 2 March 2020

7.00pm - Mater Dei School, Camden NSW

Chairperson – Karen Witherspoon P&F President 2019

Minutes – Shonagh Bennett P&F Secretary 2019

Agenda Items

Meeting Opened : 7:15

Item	Description	Person	Time / Action
1	<p>Welcome, introductions & apologies</p> <p>KW formally welcomed new school Principal Mark Raue.</p> <p>Welcome: Prayer – “A Prayer by Saint Oscar Romero”</p> <p>Apologies: Maree Buda and Lauren Golden</p> <p>Attendance: See separate attendance register</p>	KW	5 minutes
2	Reports – President, Secretary & Treasurer		
	<p>2019 President – Karen Witherspoon (KW)</p> <p>Welcome to new Principal Mark Raue. Wishing Mark and everyone at Mater Dei a fabulous 2020.</p> <p>Thank you to those in attendance tonight. We will continue to try and think of different ways to encourage more attendees at the P&F meetings again this year, as it would be good to increase attendance.</p> <p>Thank you to Jill Gooden who undertook the role of P&F Treasurer for the first time in 2019. It was a big year for Jill as she had to prepare for her first P&F audit, as well as learning the role and undertaking the day to day financial work. Jill did a fabulous job as Treasurer and also undertook the role of Stall Co-ordinator again at the 2019 Country Fair. This is another big job and we really appreciate Jill's hard work.</p> <p>Thank you to Shonagh Bennett for her work again this year as the P&F Secretary and for her assistance at the Country Fair. Even though she works full time and is not able to assist at events during school hours, she gives as much time as she can and this is really appreciated. It is important that people feel they can contribute in any way that they can and Shonagh is an example of this.</p> <p>We have made little changes to the Mother's Day and Father's day stalls over the past few years. It has been good to have fresh ideas. Thank you to the wonderful stall coordinators, Maree Buda and Lauren Golden who do a wonderful job.</p> <p>G Day Cake Stall was very popular again this year. Thank you to all of the families who donated cakes and other treats.</p>	KW	10 minutes

Last year we introduced a monthly P&F Newsletter and received great feedback, so we will continue that this year.

We also trialled a day P&F meeting last year, in an effort to attract more attendees, however, the turnout was poor, although a few did send apologies on the day. We need to think about whether it is worthwhile trialling it again this year – perhaps 4 times during the year. The idea being to hold a normal P&F meeting on the Monday night and then repeat the meeting, covering the same business/items, on a day during the same week. Something for everyone to think about.

We reflected on the Country Fair at the start of last year ie; what is the purpose of the Country Fair, is it still feasible etc. It is the main fundraiser for the year for the P&F but that is not really why we do it. The profit earned is a bonus. The success of the Country Fair is not the money made but the smiles on the children's faces and the sense of community – that is what we do it for. KW had an email after last year's Country Fair from a Mater Dei parent who had never attended the Fair with her child who had some behaviours of concern. Prior to the Fair, she had spoken to KW who urged her to come and bring her family. She did attend and brought all of her children and she emailed KW after the Fair to say what a wonderful day they had and that they were so glad that they went.

Members of the Mater Dei community have the opportunity to contribute in many ways to the Country Fair, either by donating an item for the Fair at a school mufti day or volunteering to help in the lead up to or on the day of the Fair. It is a great school community event.

Thank you to Caroline Bambagiotti who took on the role of both Canteen Coordinator and also Country Fair Coordinator again this year. It takes a lot of work to run the school canteen, from preparing a menu that caters for sensory, dietary and other needs, to tally orders, purchasing supplies etc and coordination of the Country Fair is always a big job.

2019 was a wonderful year with many more highs than lows and I would like to thank everyone who helped the P&F in some way.

Full written report available upon request.

2019 Secretary – Shonagh Bennett (SB)

SB

Operationally, I can report that all P&F Minutes for 2019 have been prepared and sent to the Mater Dei School for approval and publishing.

Any correspondence received by the Mater Dei P&F in 2019 has been allocated and/or actioned accordingly.

I would like to thank my fellow 2019 P&F Executive, Karen Witherspoon and Jill Gooden and Canteen Coordinator and Fair Coordinator, Caroline Bambagiotti for all of their hard work during 2019 and for the hours and hours of time they have volunteered to the P&F and the Mater Dei school community.

In particular I would like to acknowledge the work that Karen

	<p>Witherspoon does. She not only undertake the role of P&F President but does so much else in support of the children at Mater Dei from assisting with Country Fair organisation, to working in the Canteen, to arranging the new parent morning team to organising the Christmas Canteen to organising the GDay cake stall and the list goes on and on. I am sure that many members of the Mater Dei school community would have no idea how much work she does and time that she volunteers in support of the children of Mater Dei but I thought that it be acknowledged and that Karen be thanked publically.</p> <p>Thank you to all of the other parents and carers who attend P&F meetings, help in the Canteen, contribute to the Country Fair by way of donations and/or volunteering their time, send in cupcakes for Christmas Canteen, send in cakes and slices for GDay and to the ladies who coordinate and run the yearly Mother's Day and Father's Day stalls.</p> <p>I wish the incoming P&F Committee for 2020 all the very best and also welcome our new Principal, Mark Raue.</p> <p><i>Full written report is available upon request.</i></p> <p>2019 Treasurer – Jill Gooden (JG)</p> <p>The Mater Dei P&F Income and Expenditure summary 2019 was tabled, with copies handed out to those in attendance.</p> <p>The summary indicates a balance in the P&F bank account of \$40,352.61. However, this amount includes a DET Taxi Rebate which was deposited into the P&F bank account and has since been paid to Mater Dei School. As such, the balance of the P&F bank account as at today (2/3/20) is \$28,169.05.</p> <p>The final profit of the 2019 Country Fair was \$13,672.37. This figure is down on the 2018 Country Fair profit and can be explained by the fact that there were no showbags sold and no 100 club sold at the 2019 Country Fair and also we did not receive a donation to cover the cost of the Dodgems. The Dodgems were booked on the basis that we received a verbal commitment of a financial donation to cover their cost but to date, that donation has not actually been paid.</p> <p>KW explained that whilst the profit for the Country Fair is not large, the community spirit that it creates, the joy it brings to the children of Mater Dei and the opportunity for Mater Dei families to access the community with their child/children and not feel uncomfortable is priceless.</p> <p>Thank you to Karen, Shonagh and Caroline for their support this year, particularly as it was my first year as Treasurer and I had a lot to learn.</p> <p><i>Full written report is available upon request.</i></p>	JG	
3 Reports from sub-committees (Country Fair & Canteen)			
	<p>2019 Canteen - Caroline Bambagiotti (CB)</p> <p>The Mater Dei Canteen report for 2019 was tabled, with copies handed out to those in attendance.</p>	CB	10 minutes

	<p>Thank you to everyone who volunteered their time to assist at Canteen this year. Without the volunteers, there would be no Canteen.</p> <p>The students and volunteers all gain a lot of pleasure from the canteen and the students learn new skills. It is quite amazing to see the students grow in confidence with ordering, handling their money and their social skills.</p> <p>Total Canteen income for 2019 was \$1,594.00 and expenditure was \$902.62 with the overall profit being \$692.03. The profit helps to fund the special Canteen days held throughout the year, which the students really enjoy.</p> <p><i>Full written report is available upon request.</i></p> <p>2019 Country Fair – Caroline Bambagiotti (CB)</p> <p>The Country Fair would not happen without a lot of help from Karen, Jill, Shonagh and all of the other volunteers.</p> <p>We hope that this year the Mater Dei Preschool families and young people who attend Next Path may become involved. Perhaps the Preschool families could arrange the showbags and the young adults at Next Path could run a stand (a Milkshake stand perhaps) and use the opportunity to run it as a project and decide what to sell at the stand, how to advertise their stand, the design of the stand, how to roster people to work on the stand etc.</p> <p>Action : Mark Raue to contact the Director of the Preschool and Director of Next Path and ask if they would like to have a stall / be involved in this year's Country Fair.</p>	CB	
4	Election of members of the P&F Executive for 2020		
	<p>Mark Raue (MR) Mater Dei Principal, facilitated the election of the P&F Executive for 2019.</p> <p>2019 P&F Executive were asked to stand down and nominations were called for the following positions for the 2020 Mater Dei P&F Committee:-</p> <p><u>Executive</u></p> <p>President</p> <p>Caroline Bambagiotti nominated Karen Witherspoon</p> <p>Marion Abalos seconded the nomination</p> <p>Karen Witherspoon accepted the nomination</p> <p>There were no further nominations</p> <p><u>Karen Witherspoon was elected President of the Mater Dei P&F for 2020</u></p> <p>Secretary</p> <p>Karen Witherspoon nominated Shonagh Bennett</p>	MR	15 minutes

Jill Gooden seconded the nomination

Shonagh Bennett accepted the nomination

There were no further nominations

Shonagh Bennett was elected Secretary of the Mater Dei P&F for 2020

Treasurer

Shonagh Bennett nominated Jill Gooden

Karen Witherspoon seconded the nomination

Jill Gooden accepted the nomination

There were no further nominations

Jill Gooden was elected Treasurer of the Mater Dei P&F for 2020

Sub Committee

Canteen Coordinator

Karen Witherspoon nominated Caroline Bambagiotti

Marion Abalos seconded the nomination

Caroline Bambagiotti accepted the nomination

There were no further nominations

Caroline Bambagiotti was elected Canteen Coordinator of the Mater Dei P&F for 2020

Country Fair Coordinator

Marion Abalos nominated herself for the position

Caroline Bambagiotti seconded the nomination

Marion Abalos accepted the nomination

There were no further nominations

Marion Abalos was elected Country Fair Coordinator of the Mater Dei P&F for 2020

Note : Maree Buda and Lauren Golden, neither or whom were at the meeting, had advised prior to the meeting, that they were both happy to coordinate the Mother's Day and Father's Day stalls again in 2020.

MR

Thank you to Eryn Lonergan (EL) for attending the meeting tonight, my first Mater Dei P&F meeting, to support me. I couldn't have gotten through the past 5 weeks without Eryn's support and guidance. All of the staff and parents have made me feel very welcome.

There are currently 142 students enrolled at Mater Dei. 15 students left at the end of 2019, the majority of which were the graduating Year 12 students. 16 new students commenced this year, the majority of whom are the Kindergarten students.

There are 6 new staff at the school this year, (including Mark himself) plus 2 new teachers, 2 new TA's and a new Administration staff member. In addition, there is a new staff member in the Development team and a new HR Manager.

Our recent School Open Day was very successful. Those who attended were impressed with the school and amazed at the facilities. We are now moving into enrolments for 2021.

The school had to close on 10 February due to flooding in the area and on roads around the school.

The School Opening Mass was extremely impressive. It was beautifully done and the way the staff prepared the children was wonderful.

The Mater Dei Golf Day is this Friday. There has been incredible support from sponsors already and it promises to be a great day.

The Swimming Carnival / Water Play Day is coming up and I am looking forward to it.

The MacDonalDs charity night is on Wednesday, 1 April.

The Stations of the Cross is coming up soon and I am also looking forward to that and have heard that too is beautifully done.

We have run the students and staff threw a few evacuations, both of which went well and communication was sent to parents afterwards.

The school will be undergoing registration and accreditation on 22 July. This is a light touch review and will be done by a representative from NESAs. Myself and the School Executive are very confident that the review will go well. Eryn has done a lot of work in the past few years updating policies and procedures and ensuring that all records are in order. The registration and accreditation process occurs every 5 years and spot inspections can also be done at any time.

Dr Bree Jiminez will finish her placement at Mater Dei in May and will return to the USA with her family and take up a role at the University of Texas. The staff and students have benefited greatly from her time with us and her teaching and guidance has ensured that the reputation of the school is very high and is now known for implementing world's best practice in terms of

15
minutes

	<p>education for students such as ours. We are currently discussing with Bree how to continue our working relationship with her. We will also plan a farewell for her.</p> <p>As a final note, I wanted to say that whilst the P&F membership is currently small, that a small group can still be a good group and an effective group, so you should not be concerned about low membership numbers.</p>		
6 General Business			
6.1	<p>Hospitality and Barista Certificates for 2020 Year 12 students</p> <p>SB raised the issue of whether or not the Year 12 students this year would have the opportunity to undertake the Hospitality 11 Certificate and a Barista Certificate, as Year 12 students in some previous years have done, now that the teacher who used to teach these courses has left.</p> <p>EL explained that the school does not currently have a suitably qualified teacher to teach these course and attempts to employ a teacher or engage a suitable Registered Training Organisation (RTO) have not been successful to date.</p> <p>The students will continue to use the Hospitality Suite to undertake their Food Technology subjects. The School will try to employ a RTO to run the Year 12 students through a Barrista course.</p> <p>Action : SB to send EL contact details for an RTO that she is aware of who may be able to assist.</p>	SB	
6.2	<p><u>Post School Meeting For Year 12 Students</u></p> <p>SB raised the matter of the Post School Meeting that each Year 12 student is to attend with their parent/guardian. She advised that she was recently called by Jenny Twine to explain that the meeting would be held later in the year and that not only would the Year 12 student and their parent/guardian be in attendance but also herself, the class teacher and a representative from Next Path.</p> <p>SB enquired as to why a representative from Next Path was in attendance at a confidential meeting held at the school, as they are not school employees and the student or parent had not invited them to the meeting.</p> <p>EL explained the purpose was not a tactic to sell their services but to be there to answer any questions that the student or their parent/guardian have in regard to post school options.</p> <p>After some discussion, SB suggested that, to allow for “choice and control” and transparency, rather than it be automatically assumed that the Next Path representative be at these meetings, that instead the student and parent/guardian be given the option (ie; opt in rather than opt out).</p> <p>EL advised that she would consider that and discuss with the relevant staff involved.</p>	SB	

<p>6.3</p>	<p><u>Next Path</u></p> <p>KW enquired on behalf of a number of parents who had approached her, why a message was recently sent out that the School Holiday program at Next Path would not be running during the next school holidays.</p> <p>MR advised that he did not know why but would ask the question.</p> <p>Action : MR to contact Next Path Director and ask why the School Holiday program would not be running during the April school holidays and advise at next P&F meeting.</p>	<p>KW</p>	
<p>6.4</p>	<p><u>Bunnings BBQ</u></p> <p>Megan Toole (MT) has offered to arrange a Bunnings BBQ as a fundraiser for Mater Dei P&F. She has run them previously for the foundation that she founded and they have been quite successful financially.</p> <p>All thought it was a good idea.</p> <p>MT also mentioned that Gregory Hills Bunnings allows a Cake Stall to be run alongside the BBQ, so if possible, we will look to do the BBQ at Gregory Hills to try and maximise the fundraising opportunity.</p> <p>Action : KW to email Anne Lauder and ask for a copy of the School's Public Liability policy, as this will be required.</p> <p>Action : KW to also prepare a volunteer form to be sent out to all families.</p>	<p>MT</p>	
<p>6.5</p>	<p><u>P&F Newsletter</u></p> <p>A draft copy of the first P&F Newsletter for 2020 was handed to all in attendance for review.</p> <p>The names of the 2020 P&F Executive will be added to the newsletter and then it will be circulated with the next School Newsletter.</p>	<p>KW</p>	
<p>6.6</p>	<p><u>Country Fair – Portable ATM</u></p> <p>MT advised that her family ran the Chocolate Wheel at the Country Fair last year, as they have done for many years, however, last year they noticed a significant increase in the number of people who asked if there was a portable ATM at the Country Fair. She asked if it would be possible to get one for this year's Country Fair.</p> <p>KW explained that it had been looked into before but was very expensive and not financially feasible. However, she said she would investigate it again.</p> <p>Action : KW to speak to Anne Lauder and get a quote on hiring a portable ATM for this year's Country Fair.</p>	<p>MT</p>	

6.7	<p><u>Canteen App</u></p> <p>MT recently became aware of a Canteen App, which allows families to place and pay for orders online and asked if this was something the school could look into – www.flexischools.com.au</p> <p>KW advised that the school had looked into it before but it was quite expensive and as we are such a small school and the canteen only operates one day per week, it was not financially feasible.</p>	MT	
6.8	<p><u>Playground</u></p> <p>MT advised that the Playground is split into an area for K to 2 and then an area for Year 3 to Year 12. She was concerned about her 9 year old daughter playing in a playground with Year 12 boys, in terms of their size compared to her daughters and the risk of her being knocked over and hurt.</p> <p>EL agreed with her concerns but said that she was not sure if they had enough space to make a separate playground area for say Year 3 to Year 6. She also advised that there are staff on playground duty in each area who keep a close eye on the playground, to try and ensure that such accidents were avoided.</p> <p>Action : MR and EL have offered to look into the feasibility of setting aside space for a Year 3 to Year 6 playground – they are not sure if they have the space to do it but will certainly investigate it. They would also raise the concern at the next executive meeting.</p>	MT	
6.9	<p><u>Parent Picnic Day</u></p> <p>KW explained that in past years there has been a Mater Dei Picnic, which is arranged by the P&F and held on a Sunday between 10am and 2pm on Mater Dei grounds. Families bring their own food and drink, chairs etc and kids bring their bikes and scooters. It has been washed out for the past few years.</p> <p>The P&F have offered to arrange it again this year and to pay for sausages and rolls, if MR is in agreement.</p> <p>Note that someone from the school would need to override the gate on the day, so that families could gain access to the school grounds.</p> <p>MR advised that he was open to the idea.</p> <p>Action : KW to email Mark with suggested dates.</p>	KW	
6.10	<p><u>Girls School Uniform</u></p> <p>Marion Abalos asked if it would be possible for school trousers to be brought back for the girls. The reason being that the summer uniform is white and after a few washers becomes a bit see through. The winter tunic is quite thick and can become very hot. Some girls would feel more comfortable in and like the option to wear a school shirt and trousers instead of a dress or tunic.</p> <p>EL advised that she had recently met with representatives from</p>	MA	

<p>Yeronga School Uniforms to discuss this matter and also asked for the band to be put back onto the bottom of new school shirts that they produced (school shirts always used to have a band at the bottom but have recently disappeared). They have asked Yeronga to explore the option of a navy skort for the girls for summer navy pants for winter. This would give the girls the option of a skort/pants and shirt in summer and winter or a dress/tunic.</p>		
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Action : EL to continue discussions with Yeronga and provide update to P&F at next meeting.

Meeting Closed : 9:01pm

Next Meeting : Monday, 6 April 2020

7.00pm – Mater Dei School, Camden NSW