

# Matthew Gibney Catholic Primary School

## Parents and Friends Meeting Minutes



**Date:** March 22nd, 2023

**Location:** MGCPs Library

**Attendees:** Kellee Seden, Steph Kaciuba, Emmilly Gibb, Kara-Lee Moore, Jenny O'Meara, Melinda Vajas, Meagan Collins, Caroline Arlt, Esther Brockwell, Caris Smith, Amanda Cronin, Kaitlyn Gelmin, Kate Rampellini, Kacey Waddington, U-Jay Siena, Therese Hussey, Karen Keddie, Christina Zurzolo

**Apologies:** Katelyn Kollar, Simone Cain, Sarah Young, Heidi Moothoo, Katrina Harnett, Jess Hunter, Adam Bennetts, Lara Bateman, Elizabeth Daly, Cherie Perella

**Meeting Opened:** 7:39pm

### Acknowledgement of Country

### Opening Prayer

**Attendance Book:** circulated to register attendance and record apologies

### Acceptance of Previous Minutes

Moved: Emmilly Gibb

Seconded: Kaitlyn Gelmi

### Correspondence

- Catholic Schools Guide 'Find the Treasures' Competition. Steph will email Therese the details so the competition information can be distributed to parents and families.
- ACNC Registration was revoked
- EZY Fundraising Pegs information has been added to the One Drive
- STEM incursions with Stephen Doran. Steph will email Therese the information.
- CSPWA Photo Competition closes on 1<sup>st</sup> July 2023 and offers great prizes. A few photos will be taken of the P&F members volunteering (sans children) at their next events and will be submitted to the competition.

### President Report

It's been a successful start to the year and feedback from families is positive regarding the changes to our normal friend/fundraisers. Thank you to everyone for the ideas and suggestions. Thank you to the Year 6 and Pre-primary Parent Representatives, the Welcome Night was a huge success. The pizza van cancelled at the last minute; however, pizzas were provided by Matteo's, so we will use them in future. Thank you to our DJ, Shaun Collins, who supplied the DJ equipment and donated his time. Thank you to the Year 4 and Kindy Parent Representatives for arranging the Cadbury Chocolates fundraiser which was highly successful. This is the first time the P&F has conducted this fundraiser. The use of the google form made the process easy for ordering and ensured we ordered the correct amount maximising profits. Thank you to the all the Parent Representatives for arranging the donations for the Class Easter Raffles. This process is different to previous years, but the feedback has been positive.

### Treasurer Report

See attached.

### Principal Report

See attached.

**Motion that the President, Treasurer and Principal reports be accepted.**

Moved: Jenny O'Meara

Seconded: Meagan Collins

**School Advisory Council Report**

The School Advisory Council is in the early stages of organising a car park upgrade which will potentially see 20 additional bays.

**Parish Report**

The Parish AGM was held in the Church Hall on 26<sup>th</sup> February where the two vacancies on the Council were filled. The fundraising for the development is running behind expectations, therefore, all Parish groups were asked to plan something to assist with fundraising for the new Parish Centre. St Vincent De Paul closed their Parish pantry in preparation for demolition and will now operate as an E-conference providing food vouchers to needy families. They ask in place of non-perishable food donations people place money in the Poor Box in the Church foyer. The Women's Fellowship held a morning tea in the Church Hall on 15<sup>th</sup> March. People wore green to Mass on 17<sup>th</sup> March for St Patrick's Day and brought a plate to share for a special morning tea. The RCIA member has planned a takeaway Food Fair with international flavours to be held after all Masses on the weekend of 25<sup>th</sup>-26<sup>th</sup> March to raise funds for the new Parish Centre. All contributions are greatly appreciated. This is a bring and/or buy fundraiser, make a purchase to take home to share with the family. Contact Diedre on 94536847 for further information.

**Motion that the School Advisory Council and Parish reports be accepted.**

Moved: Jenny O'Meara

Seconded: Esther Brockwell

**Road Safety**

Therese Hussey, Christina Zurzolo and Karen Keddie have presented role play road safety lessons with the students and an article was placed in the newsletter outlining important information regarding carpark courtesy and etiquette. Kaitlyn Gelmi has investigated the application process for obtaining a traffic warden on Wittenoom Rd. The first step in the process is to use clickers to count the number of children who cross the street and the number of cars that drive passed on a couple of mornings and afternoons. Once the data has been collected and application with a council member endorsement can be submitted. Kaitlyn will arrange a roster of parent volunteers to collect data which will include 'Kindy' days.

**Child Safety – Keeping Safe Workshop for parents**

The Keeping Safe Workshop will provide important information about the protective behaviours curriculum that the children will be learning at school. Chloe will deliver this workshop for parents on 30<sup>th</sup> March.

**CPSWA Induction Night**

Adam attended the CSPWA P&F Induction Night on 2<sup>nd</sup> March which provided information about the benefits of parent's volunteering at their children's school which includes a positive impact on their wellbeing, their attitude toward school and the school community plus others will see the beneficial work you are doing and will want to join in. The new P&F structure and roles (Chair, Deputy Chair, Secretary, Treasurer, P&F Representative to the School Advisory Council, Class Representatives) was briefly discussed. The event provided an insight into the way other P&F groups work, for examples some have no Class Representatives, some work directly with teachers for school funding and some don't

fundraise due to the levies in place. It was helpful to hear all the different successful fundraising ideas, for example a raffle to win back a year's school fees. There was also information regarding accessing government grants, finance and spending funds. Adam believes the MGCPS P&F is very well placed, managed and structured and will have a lot of success in the years to come.

### **City of Kalamunda \$5000 Grant**

This grant for up to \$5000 is for health initiatives. Steph will email the information to Karen to investigate which could be used for mental health initiatives or parent workshops.

### **Family Camp**

There has been a good response to the introduction of a Family Camp with an estimated 16 families attending. The location is close and convenient, sponsorship letters have been distributed, t shirt order forms have also been distributed and the flexible itinerary has been developed. The camp has been planned for early in the year as to leave time between Family Camp and Fathers and Kids Camp in case families would like to attend both events. The P&F donated soft drink to the Fathers and Kids Camp last year because there was an excess of soft drink left over from an event, therefore, the P&F will do the same for the Family Camp this year along with bubbles left over from the Welcome Night. However, donations to these two camps may not be ongoing, resources will be assessed at the time.

### **Upcoming Events**

#### *Cadbury Chocolates Fundraiser – Kindy & Y4*

This new fundraiser was budgeted to raise \$2000, however 145 boxes were sold with \$20 from each box going to the P&F, raising a total of \$2900.

#### *Easter Raffle – all Class Parent Representatives*

Representatives took the donated easter chocolates home and created three prize baskets; the remaining chocolates will be placed in the office to be donated to the Church. Each student in the class will receive a hunting egg each so these were also set aside. The baskets and a separate bag containing the hunting eggs will be delivered to the classroom teachers on Wednesday 5<sup>th</sup> April in preparation for the teachers to draw the raffles on Thursday 6<sup>th</sup> April. Michelle Steward will arrange a morning tea on Thursday 6<sup>th</sup> April, and she will request for parent volunteers.

#### *Mother's Day Morning Tea & Gifts – PP & Y6*

The flyer has been created and the gifts are being decided. Parents will donate a plate for morning tea and some sandwich platters will be purchased from Costco. Thinking about gifts. Parent morning tea donations and Sandwiches platters from Costco.

#### *Mother's Day Stall – Sheree, Y2 & Y5*

The stall will run over two days and is all organised. Sheree sourced the donations, and all items are priced at \$5.

### **General Business**

- BHP Donation Matching Application process is more rigorous than expected, however, Adam will continue with the application.
- Induction for new Parent Representatives. Suggestions to include where things are and how things run i.e. shed, liturgy, Facebook pages, meeting attendance. Information can be in the form of videos posted to the Facebook group and stored on One Drive. A physical induction can

be arranged after the Community Meeting which will include meeting the Parent Representative Coordinator and discussing the calendar for the new year.

- The P&F eskies need replacing. Steph will seek new eskies on wheels to be donated from Bunnings.

#### **Questions**

- Can the Newsletter link be placed in Seesaw? Therese will arrange for this to occur.
- When will the 'old' P&F bank account close? The account won't be closing. It will be under the school account but remain separate and renamed.

**Confirmation of the next meeting:** Wednesday 26th April at 7:30pm

**Meeting Closure:** 8:32