

**P&F Meeting Minutes – Monday 5<sup>th</sup> August 2024**

**7.00pm - Mater Dei School, Camden NSW**

**Chairperson** – Karen Witherspoon P&F President 2024

**Minutes** – Karen Arthur P&F Secretary 2024

**Agenda Items**

Item	Description	Person	Time / Action
1	<p><b>Welcome, introductions &amp; apologies:</b> KW</p> <p><b>Welcome:</b> Prayer (Toni Sillis)</p> <p><b>Apologies:</b> Nil</p> <p><b>Attendance:</b> Laurie Cuthbert, Michelle Noble, Karen Arthur, Toni Sillis, Jenny Foldes, Karen witherspoon</p>	<p>KW</p> <p>JF</p>	<p>5 minutes</p>
<b>2 Reports – President, Secretary &amp; Treasurer</b>			
	<p><b>2024 President</b> – Karen Witherspoon (KW)</p> <ul style="list-style-type: none"> <li>2023 Financial Audit completed and signed off by KW and LC. 2023 accounts all balanced and approved.</li> <li>Upcoming evens – Father’s Day stall. KW reports that parcels have started to arrive, call-out for volunteers by way of Compass and Facebook group has already happened.</li> <li>Country Fair going ahead but will be managed by MD Development Team. KW has had meetings with Development Team already.</li> <li>KW reported on the health of Helen Lupton who regularly donate to the Country Fair. Helen is an ex-student.</li> <li>Last Canteen Day in Term 2 was a success – Thank you Michelle and the volunteers.</li> </ul> <p><b>2024 Secretary</b> – Karen Arthur (KA)</p> <ul style="list-style-type: none"> <li>Nil report</li> </ul> <p><b>2024 Treasurer</b> – Laurie Cuthbert (LC)</p> <ul style="list-style-type: none"> <li>Opening balance from May/July 2024 of \$100,185.09</li> <li>Less expenses of \$54,139.20 comprised of Assisted travel (ATSP) payment and cheque for new uniform tubs</li> <li>Actual balance of \$64,270.31</li> </ul>	<p>KW</p> <p>KA</p> <p>LC</p>	<p>10 minutes</p>
<b>3 Reports from sub-committees - Canteen</b>			
	<p><b>2024 Canteen</b> – Michelle Noble (MN)</p> <ul style="list-style-type: none"> <li>1 canteen day in Term 2, three helpers, all ran smoothly</li> <li>Apple slinkys changed due to unreliable tool – now have apple slices on menu</li> </ul>	<p>MN</p>	<p>5 minutes</p>

	<ul style="list-style-type: none"> <li>• Next canteen day is this Friday but only one person is available to assist MN on day.</li> <li>• JF will organise a Compass shout post to attract volunteers.</li> <li>• September canteen day will have over the counter sales, confirmed by MD Executive Team.</li> <li>• Friday 6 December – will be a Christmas canteen day (last day of term).</li> <li>• Feedback from JF– generous leftovers for staff, but given the time of year, perhaps redirect to students. MD staff (60) to be given token of appreciation rather than food platter from P&amp;F.</li> <li>• P&amp;F approval for KW to purchase physical gifts for staff.</li> </ul>		
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<b>4 Principal / Deputy Principal Reports - Jennifer Foldes (JF) / Toni Sillis (TS)</b>			
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	<p><u>JF report</u></p> <p>Governing Council (layer of governance within Good Samaritan Schools) and Principals visited MD, great success.</p> <p>Recent sport successes for MD at Diocesan and school level in cross country, athletics and swimming.</p> <p>Kindy enrolments completed for 2025. MD was overwhelmed by numbers, and 10 families have been accepted.</p> <p>St Benedict’s Feast Day was a success, well supported by MD community, schools and families.</p> <p>Community Award – Tony Wolf &amp; Son Quality Printers – Unable to attend on the day.</p> <p>Hospitality Award – Zack Patterson – Year 11.</p> <p>100 Days of Kindergarten was a happy and successful occasion.</p> <p>Green and Gold Day celebrated at MD.</p> <p>Student Leaders from other Good Samaritan schools joined MD student leaders for Prophetic Voices.</p> <p>Various immersion programs with connected schools.</p> <p>Sacramental program commenced and to be held on 31st August 2024 with the Bishop.</p> <p>Staff spirituality day coming up, to be reminded again in newsletters. No school for students.</p> <p>Celebration of Learning/Father’s Day liturgy coming up, all caregivers welcome.Commonwealth</p> <p>Country Fair – preparation and organisations underway, bookings being taken, KW helping with transition, letters to go to Parents who have agreed to help, staff volunteer forms have gone out.</p> <p>Disability Royal Commission – NSW and Commonwealth governments have put out recommendations, no school closures, left to each state and territory to make decisions/choice. Means that special education settings such as Mater Dei will continue.</p>	JF	15 minutes
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	<p><u>TS report</u></p> <p>Kindergarten 2025 transition, there will be a term 4 parent information session, and 4 transition to school sessions (3 of which are compulsory). 1<sup>st</sup> day of school will start at 10am on same day as other students (3 Feb). Previously, kindy students had a half day, but we acknowledge most would be accustomed to a pre-school routine so now starting with a full day. 'Cheers and tears' for parents re-introduced. Kids will get a pack over Christmas period (t-shirt etc). P&amp;F previously used to do a pack, happy to do so again, with an information/welcome pack – Sticky Beak lunch bag to be purchased and ready to on-sell. Information afternoon scheduled for 23 October (Week 2, term 4).</p> <p>Response to school report survey - 10 parent responses so far, open longer because only one initial response. The purpose is to make sure it is written for Parent audience; teachers want to give an authentic view of student process. Report has changed, KW notes some people were disappointed with changes made without parent consultation, and no personal information about child. P&amp;F to invite parents to come along to meetings and give input to changes. KW to add link to the survey to the Facebook page to encourage parent voice.</p>		
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<b>5 General Business</b>			
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	<ul style="list-style-type: none"> <li>• School uniform (Winter) in 2025 – TBC, jumper and track pants and jacket.</li> <li>• Donation to school from P&amp;F – JF suggests items kids can use at break time, maybe technology – TBC.</li> <li>• COLA has gone out to tender. Money committed from previous Foundation Dinner.</li> <li>• New trampoline has arrived.</li> <li>• KW requested for notification when staff are away/change in staff – JF says this can be done by way of Compass.</li> <li>• Engagement – Compass is a challenge, seeing personalised information or photos about their children is an incentive, contemporaneous updates about class are great for discussions with children. JF will follow up. Communication has stalled. JF will get feedback at executive meeting, wants some consistency about use of Compass.</li> <li>• Compass – reminder about the poster extending the end date as otherwise posts are deleted after a month.</li> <li>• JF to seek an update from Development about TEMPUS.</li> <li>• Companion Card – put a link to the application form on Compass and the newsletter.</li> <li>• Suggestion for Handy Hints in newsletter ie student concession card, companion card.</li> <li>• Assisted School Travel Program – Parents have found this to be a very disheartening process.</li> </ul>	KW	10 minutes
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<b>Next Meeting: Monday 2nd September 2024</b> <b>7.00pm – Mater Dei School, Camden NSW</b>			
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