P&F Meeting Agenda

Monday, 6th Nov 2023

7.00pm - Mater Dei School, Camden NSW

Chairperson – Karen Witherspoon P&F President 2023

Minutes – Laurie Cuthbert P&F Secretary 2023

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|--|---|------------|------------------|--|--|--|
| Agenda Items | | | | | | |
| Item | Description | Pers on | Time / Action | | | |
| 1 | Welcome, introductions & apologies. Welcome: Prayer Apologies: Mel Pascoe, Marion Abalos Attendance: Jennifer Foldes (JF); Rebecca Hanrahan (RH); Lauren Golden (LG); Karen Witherspoon (KW); Laurie Cuthbert (LC) | KW | 5 minutes | | | |
| 2 | Reports – President, Secretary & Treasurer | 1011 | I | | | |
| | PAN – Thank you to all the staff and students for a wonderful night. The work, planning and preparation that goes into a night like to tonight is very much appreciated and a highlight for students and families. Foundation Dinner – Great evening with the students as always the stars of the evening. CoL sessions – Thank you to the staff. Father's Day Stall – Thank you to all our families for supporting and our volunteers for supporting students. Thank you to Maree the stall coordinator. Families and students looking forward to attending the CDF sports awards. Thank you to Mrs Hanrahan for your continued commitment to providing representative pathways for our students. Country Fair – Thank you to Mel & Laurie for your fabulous work. Our most successful Fair ever. To all our families for supporting mufti days, volunteering and supporting on the day. To all the staff across the Mater Dei organisation your support, time and contribution is very much appreciated. Canteen – Thank you to Marion our 2023 Canteen coordinator and all our volunteers who make this possible for the students. For many canteen days are their favourite days. Finally thank you to Jenny and Rebecca for your support and help during 2023 ensuring that we could continue to contribute to many areas. Thank you to the 2023 P&F executive team for your time and dedication in ensuring amazing things happen for our students and families – Laurie, Marion and Mel. 2023 Secretary – Laurie Cuthbert (LC) Nothing to report. 2023 Treasurer – Marion Abalos (MA) No report tabled. | LC MA | 10 minutes | | | |
| 3 | Reports from sub-committees (Canteen & Country Fair) | | I | | | |

| | 2023 Canteen | | |
|---|---|----|---------------|
| | No report tabled. | | |
| | KW – Christmas Canteen Day This Friday is our last regular canteen for 2023. Special Canteen Day is on the 24th of November. No lolly bags – do a Santa chocolate instead. Order forms going out as paper copies, K-6 and 7-12 form. Rebecca has asked for a list of canteen volunteers at least 3 days prior to canteen and count day, to confirm WWC checks in place – KW to forward a list of volunteers. Need to make sure we have a list of ingredients for all items. Morning tea provided for all staff as a thank you from P&F – Jenny to advise staff. | | |
| | 2023 Country Fair Wrap!!! | | |
| | Mel Pascoe (absent) | | |
| | I want to say thank you to Laurie and Karen for all the hard work that was put in. Without you both I couldn't have done it. With a record profit this year and no rain we did extremely well to produce a successful and fun day. Thanks to all the staff and parents who gave up their time to volunteer. | | 10 minutes |
| | Rebecca Hanrahan | | |
| | Advised that we need to ensure person who is collecting the student artwork is the person on the order form. | | |
| | Families were found in the stair well near the Devonshire Tea. In future we will block the door with the table as well as in the Wivenhoe building. | | |
| | Possible alternatives for Country Fair mufti days moving forward. | | |
| | Jennifer Foldes | | |
| | Any certificates/communication that are going out to sponsors or stall holders be run past the school prior to sending. | | |
| | Reports of flyers being put on car wind shields Karen will follow up. | | |
| 4 | Principal/CEO report – Mrs Jenny Foldes (JF) | | |
| | Acknowledged that all Mater Dei events couldn't happen without our parents. | JF | |
| | Inaugural Christmas Carols coming up 1st of December. | | 15 |
| | End of year assemblies and Year 12 formal. | | minutes |
| | We welcomed Mr Matt Cleary as CEO. | | |

| 5 | Staff Movements Michelle Fogarty has departed. Mel Radburn has joined the staff. More staffing announcements in coming weeks General Business | | | | |
|----------------------|--|--|---------------|--|--|
| | Due to the volume of events in the next few weeks a decision has been made to not have the P&F Christmas Dinner this year. | | 15 minutes | | |
| Meeting ended 8:33pm | | | | | |

Next Meeting: Annual General Meeting – Monday 4th March 2024 at 7pm

Mater Dei School, Camden – All welcome .