

MARY IMMACULATE PARISH PRIMARY SCHOOL
PARENTS AND FRIENDS ASSOCIATION MEETING – Term 1

ANNUAL GENERAL MEETING

TUESDAY 7th February 2017

Meeting Opened: 1910

1. Welcome: Mrs Teneille Campbell and introduction of all present (See attached list)
2. Opening prayer: Mr Don Spencer
3. Apologies: Father Slawek, Mrs Rebecca McHale
4. Acceptance of previous minutes: Accepted by Bev Meares & Toni Regan
5. Matters Arising from previous minutes:
 - Peanut /products containing peanuts. As always these are discouraged but it is very difficult to monitor. All parents will be reminded and any children with allergies are monitored in consultation with parents and family doctors.
6. Parish Report Nil
7. Principals Report (attached)
8. Presidents Report (attached)
9. Vice Presidents Report
 - Heather Franshaw-Thomas spoke to all present about her positive experience being on the P & F committee and encouraged all present to consider a role on any of the committee's.
10. Secretary's report
 - Bev Meares advised of receipt of a nomination from Nicole Leechburch for the Spring Fair committee.
11. Treasurers Report (attached)
12. Subcommittee Reports:
 - a. Canteen

- Mrs Tonya Grech confirmed that this function was now obsolete as this was now being done through a sub contractor.
- Mrs Kelly Brereton of KC Catering Services was present and advised that canteen services had commenced on Monday 6th February. The first week was going well. She advised that any queries could be directed to the school to pass on to her or directly to herself. Kelly is onsite every afternoon.

b. Fundraising (Mrs Kirstie Hayes)

- Mrs Kirstie Hayes advised that all had gone well in the previous year and she was able to get volunteers when needed.

c. Hospitality (Mrs Angela Vicario)

- Mrs Angela Vicario advised that all had gone well in the previous year.

13. Election of 2017 Executive committee and sub committees, chaired by Mr Don Spencer:

- **Executive Committee**

President: Rebecca Whitburn (second – Bev Meares)

Vice President: Kristy Rodriguez (second – Bev Meares)

Secretary: Bev Meares (second – Hannah Crane)

Treasurer: Lorraine Brown (second – Teneille Campbell)

- **Sub Committees**

Fundraising – Hannah Crane and Nicole Leechburch

Hospitality – Maria Manjon

Spring Fair – Nomination received from Nicole Leechburch to assist on the committee. Mr ADon Spencer to speak to Father Slawek as this is a joint event with the Parish. Further notices will be sent to get a co-ordinator/s for this committee.

Mr Don Spencer thanked the out going Executive and Sub Committee co-ordinators for all their assistance during 2016. He welcomed the new Executive Committee and Sub-Committee.

General Business

- A. Mr Don Spencer thanked all present for attending this meeting and welcomed new families present.
- B. Mr Don Spencer advised that the Kindergarten Welcome BBQ will be held on Wednesday 8th March 2017.
- C. Mr Don Spencer spoke about the success of the various fundraising events held in 2016 and advised that volunteers were always required during the

year. A note/notice on Skoolbag is usually sent if additional volunteers are required for events throughout the year. Outgoing Fundraising Co-ordinator, Kristie Hayes advised that she would be happy to continue to assist wherever possible. Mr Spencer suggested we look into an open air cinema night to be held on the newly turfed area. Mrs Angela Vicario also advised that she would assist whenever possible with any events during the year.

- D. Mr Don Spencer advised that Father Slawek wants to assure all families that in light of the Royal Commission into the Catholic Church, all procedures and policies are always followed in our Parish and School and should anyone have any concerns at all, they are able to contact Wollongong Diocese directly.
- E. Mr Don Spencer confirmed that the synthetic turf had been completed in the back play area. P & F is to fund half the cost of this project as agreed upon in the previous general meeting held on 25th October 2016. Mr Spencer advised that a tree arborist would look at removing the huge trees in that area then we can look into getting quotes for landscaping in the area and possibly include some seating and suitable play equipment. Mr Don Spencer showed a powerpoint presentation of the completed synthetic turf.
- F. Mr Don Spencer advised that the school may need to look into purchasing new technology this year, including Laptops & I-pads. As technology is constantly upgrading, consideration may be given in the future to the “bring your own device” option.
- G. Mr Don Spencer presented a powerpoint presentation on the school review and plans for this year, including trailing the Phonics program from Macquarie University as well as an Ecology area.
- H. Mr Don Spencer advised that together with the school staff, they would be looking at getting some school events and photos mentioned in the local newspapers in the Macarthur area to ensure our school has a presence in the community. Further, twitter and other social media platforms could be used to show case and promote activities in each class. As always parents need to educate children in the use of social media. A great deal of care and monitoring would be implemented should further social media platforms be used in the school.
- I. Mr Don Spencer advised that the Electronic Sign for the front of the school was on hold at present until the relocation of the Administration block was confirmed.
- J. Mrs Nicole Leechburch asked about the possibility of having before and after school care on the school grounds. Mr Don Spencer advised that this was a future plan but at present could not be considered while renovations were taking place and the use of the school hall is not guaranteed on a daily basis as this is a shared space with the Parish.
- K. Mrs Kerry Watson advised that she has noticed that the driveway to the entrance of the church and school was still being used during the morning

and afternoon drop off and pick up and that this was a danger to children and pedestrians. Mr Don Spencer advised he would consult with Father Slawek and that he was on hand most mornings at the drop off zone .

- L. Mrs Heather Franshaw Thomas asked if we would be getting stingless bees for the ecology area and Mrs Hannah Crance asked about getting a worm farm. Mr Don Spencer advised that this was being considered and further advises would be sent once the area was set up.
- M. Mrs Nicole Leechburch asked if plans were available for viewing of the new classrooms. Mr Don Spencer advised that he would make them available for viewing when it was possible to do so.
- N. Mrs Christel Edwards asked if there was a calendar of events available. Mr Don Spencer advised that a list of important dates and events would be available from tomorrow, 8th February and would also be published on the Skoolbag.
- O. Mrs Nicole Leechburch asked if the Facebook page was regularly updated. Mr Don Spencer advised that this was only used by the P & F and only to advertise events and not used for general discussions. Mrs Nicole Leechburch advised that she would be happy to update P & F notifications when needed.
- P. The school website was also mentioned as not having up to date information. This will be looked at.
- Q. Mr Don Spencer thanked all present for attending this meeting.

Meeting Closed: 2035

Next P & F Association Meeting: Term 2, 2017 – TBA

Thank you for your attendance at tonight's meeting.

“CHRIST OUR WAY AND LIFE”

MARY IMMACULATE PARENTS AND FRIENDS ASSOCIATION
ANNUAL GENERAL MEETING
7 FEBRUARY 2017
PRINCIPAL'S REPORT

Last year was a very special year due to the special celebrations for the Parish and school. Staff, students and parents of Mary Immaculate Catholic Parish Primary School have again endeavoured to work in partnership in order to make our school a Quality Catholic School. We constantly strive to provide the best possible Catholic Education to the children in our care.

The following points give a very brief overview of the fantastic things, which have taken place over the last 12 months at Mary Immaculate.

Religious Life

- Our opening school mass was held on Thursday 18 February. School leaders were commissioned.
- Seasons for Growth was offered to children.
- Year 6 School Leaders attended the Diocesan project compassion launch at Holy Spirit Bellambi
- A Lenten program was again offered to parents.
- As a school community we celebrated special liturgies such as the Ash Wednesday, St Patrick's Day, Holy Week and Easter, Mission week, Feast of Sacred Heart, Feast of the Assumption and also St Mary of the Cross Mackillop feast day.
- Our school feast day mass was a special event due to the 30 yr celebration. Thank you to the P and F for organising the sausage sizzle.
- Our School continued to support the Parish Sacramental Programs. Yr 3 (First Communion) and Yr 6 (Confirmation). Father Slawek has introduced changes to the sacramental program, which will be introduced this year.
- Children in Year 4 completed the Wollongong Diocese RE literacy assessment.
- Children in Years 5 and 6 again had the opportunity to enter the Christmas art competition.
Chloe B was awarded the Directors choice award.
- The Mary Immaculate RE Literacy and Christmas Art showcase was held.
- The children and families contributed to the various mission appeals and the generosity displayed is to be congratulated.
- The Grandparents Day Mass, which was held in Catholic Schools Week. Special thanks to the hospitality committee for the fabulous morning tea.
- Our school hosted Yr 6 'Gathering with the Bishop'.

I would like to acknowledge and thank Father Slawek and Father Donal for their support and assistance. I also like to thank Liz McGinnity, Kirsty Simpson and the school RE Team for their work in organising and preparing the various liturgies we celebrate.

Learning and Teaching.

- Year 6 attended their Canberra excursion. The Yr 5 children participated in the overnight Leadership camp. Special thanks to staff and parents for giving up their time and taking on the enormous responsibility in organising and attending the experiences such as these.

- The Peer Support program was again well received by the children and the Yr 6 leaders were responsible facilitators.
- Mary Immaculate was represented at the Wollongong Diocese Regional Public Speaking competition. Krystal G from Yr 6 won the regional section and represented our school in the final.
- Staff focused on the talking and listening component of the English Curriculum.
- Our school introduced several programs such as minilit and the reading tutor program to assist students with their literacy development.
- Catholic Schools Week was a major celebration week. Parents and friends had the opportunity to visit classes. The day was very well attended. The book fair, which was held during the week, was also a great success.
- Student Led Conferences were held at the end of Terms 1 and 3.
- Several children in stages 2 and 3 were given the opportunity to participate in the SPLICED program.
- Our NAPLAN results showed that the children were working at or above state averages for writing and reading in Yr 5 Literacy and Number in Numeracy
- Assemblies for all grades were held.
- Staff participated in a Staff Development Day – The day was facilitated by a speech pathologist. Focus of the day was on the teaching of quality talking and listening episodes.
- Children in Yrs 1, 3 and 5 participated in Life Education.
- Children had the opportunity to participate in the Science, Writing, Spelling, English and Maths ICAS assessments.
- We celebrated Book Week. The children and staff enjoyed the book week parade.

Staff

- Our school community welcomed new staff members for the 2016 school year. Miss Megan O'Sullivan, Miss Sarah Struyk, Mrs Shirley Suggan
- Our school community farewelled Chloe Maitland, Kirsty Simpson, Megan O'Sullivan and Sarah Struyk

Sporting Achievements.

- We held our annual school cross-country, athletics and swimming carnivals. Thanks to all parents who assisted.
- We sent school teams to Diocesan Swimming, Cross-Country, Athletics, Netball, Basketball and Soccer carnivals.
- Children have progressed through the representative process and have represented at Mackillop level.
- Children trialled for Wollongong Diocesan teams.
- Children participated in the Rugby League Knockout. Our Opens team made the final.
- School team entered the Mark Taylor Shield cricket competition. Our school team made the final.
- Swimming program for Kinder, Year 2 and Year 4 was held in Term 4.
- Funds from the Sporting Schools program were used to allow specialist personnel to give the children experience in hockey, athletics, and gymnastics.

Thanks to the many parents for assisting with all sporting endeavours. Special thanks to Mrs New, who coordinated many of the sporting events.

Special Events

- Mary Immaculate Spring Fair was held on Saturday 15 October.
- The Lap – A - Thon was held. Thanks again to Kirstie Hayes for her organisation and the many parents who assisted.
- Our School Captains and Mrs Dell attended the annual CCC Communion Mass. The Catholic Club gave a donation of \$10000 to the parish, which was used to paint the current Yr 6,1 and 4 building.

I would like to thank the staff of Mary Immaculate for their support and commitment to the learning, teaching and management of our school. Special thanks to Lillian Del-Giudice, Assistant Principal and the Leadership Team for their support throughout the year.

I would like to thank the parents of our school for their continued support.

Finally, thank you to Tennille Campbell and the outgoing executive and the various coordinators for their hard work and support. Your commitment to the P and F and your support is very much appreciated.

Thanking you
Don Spencer.

Principal
Mary Immaculate
Catholic Parish Primary School.

PRESIDENTS REPORT – AGM 07 FEBRUARY 2017

2016 has been another busy and successful school year for the Parents' and Friends' Association (P&F), with a significant amount of money being raised by our Fundraising Committee. Some of the funds have been used to purchase laptops and iPads as well as reading materials for the school. Funds have also been used to provide hospitality for the school and parish communities at several functions throughout the year, including our school 30-year anniversary celebration. It was discussed that we would look to install synthetic turf in the playgrounds, with the first part being completed this week. We are still looking to purchase an electronic sign for the school, however this will have to wait until the administration refurbishment has happened. The canteen has continued to run successfully this year, and we have now tendered the canteen out Kellie who will now handle anything related to the canteen from now on. We have again been fortunate to have a wonderful core group of volunteers who have gone above and beyond to support the needs of our students and the schools. Thank you so much to all the volunteers and school staff who have helped us have an amazing year at Mary Immaculate Parish Primary School. All your time and assistance has been greatly appreciated.

It is with regret that I must resign from the position of P&F President for the time being. I have been given the opportunity to take on a temporary full time role in a primary school with my own class. In addition to this, I have 3 children 6 & under at home, am completing my accreditation, and have two family members who are unwell and are unlikely to be here for Christmas this year. I need to prioritise family at this point in life and am grateful for the support from all of our team. Thank you to all who have been a part of our P&F for making last year so successful, and for helping me fit in. I am grateful for the friendships I've made in these experiences. I will still be volunteering where I can, and will try and support our new P&F execs as much as possible.

PARENTS & FRIENDS ASSOCIATION
TUCKSHOP ACCOUNT
2016 CASH REPORT

Opening Balance (01/01/2016)			\$22,049.39
Add:	Receipts		
	Takings	\$33,452.70	
	Total Receipts:		<u>\$33,452.70</u>
			<u>\$55,502.09</u>
Less:	Expenses		
	Global Quality Foods	\$20,940.99	
	Parmalat	\$2,082.50	
	Unilever	\$2,176.28	
	Metro Ice Cream	\$118.80	
	Repairs & Maintance	\$578.44	
	Cash Float: Stock Purchased	\$2,526.70	
	Cash Float: Equipment	\$247.00	
			<u>\$28,697.01</u>
			<u>\$4,755.69</u>
			<u>\$57.57</u>
	Cash Float Remaining	\$26.30	
	Total Expenses: Net Surplus - YTD		
Add:	Interest Received		\$57.57
Closing Balance (31/12/2016)			\$26,862.65

Reconciliation to Bank Statement

Closing Balance per Bank Statement		\$26,862.65
Add:	Outstanding Deposits	
	Nil	\$0.00
		<hr/>
	Total Outstanding Deposits	<u>\$0.00</u>
		\$26,862.65
Less:	Outstanding Invoices	
	Nil	\$0.00
		<hr/>
	Total Outstanding Invoices	<u>\$0.00</u>
		\$26,862.65

PARENTS & FRIENDS ASSOCIATION GENERAL ACCOUNT 2016 CASH REPORT

Opening Balance		\$61,303.71
Add:	Receipts	
	Petty Cash 2015 Balance	\$24.10
	Easter Fundraising	\$959.00
	Mothers' Day Stall Fundraising	\$534.10
	Lap-a-thon Fundraising	\$9,696.90
	Fathers' Day Stall Fundraising	\$787.53
	Trivia Night Fundraising	\$2,168.50
	Disco Fundraising	\$1,722.60
	Spring Fair	\$16,000.00
	Incorrect Deposits (Tuckshop)	\$564.49
	Total Receipts:	<u>\$32,457.22</u>
		<u>\$93,760.93</u>
Less:	Payments	
	Tax & Accounts	\$385.00
	Hospitality - 2016 P& F Meetings	\$122.30
	Hospitality - Swimming Carnival	\$56.00
	Hospitality - Opening Mass Morning Tea	\$80.45
	Hospitality - Kindy Welcome BBQ	\$312.10
	Hospitality - Grandparents Day	\$1,334.95
	Hospitality - Cross Country	\$100.10
	Petty Cash	\$357.10
	Hospitality - Athletics Carnival	\$140.20
	School Grants	\$28,014.49
	Hospitality - Kindy Morning Tea	\$43.70
	Hospitality - Morning Tea with the Bishop	\$118.35
	Hospitality - Feast Day	\$564.65
	Hospitality - 30 Yr Bush Dance Celebration	\$598.91
	Staff Farewell Gifts	\$558.68
	Year 6 Graduation Celebration	\$784.20

