



MAZENOD COLLEGE

Parents & Friends - Minutes 13 March 2018

Meeting Opened: 07:01 pm

Apologies: Maria Pagotto, Shayla Strapps, Steph Bewick and Rachel Theuniessen

Present: Andrew Watson, Sue Dupont, Kelli Peters, Susi Purcell, Tony Checker, Jeff Ronan, Joel Nevin, Siobhan Allen, Tony Perkins and Ann Bond

Opening Prayer: 'In God's Presence' read by Tony

Minutes of previous meeting

- Minutes of Tuesday 6 February 2018:
 - Moved: Joel Nevin
 - Seconded: Kelli Peters

Business arising from previous minutes:

- Nil (being covered in general business)

Principal's report:

- Last Parent Information Evening last night, for Year 12 parents.
- iGloo – parent log in, is now up and running. All appears to be going along well, except some parents have found they have to use log in and password at every site.
- Wagin Woolamara was attended last Friday and Saturday. On Friday 3 staff members and 4 or 5 students attended and on Saturday Lyn, Richard and myself attended. Great to connect with families in the country areas.
- Sundowner last Friday night went really well. Thanks to P&F for assistance on night with serving.
- We've had the student leadership for the Year 7 and 8 leaders with them attending Shopfront last Thursday with Damien Wallis's assistance. Leaders also gained insight into Young Vinnies.
- Two weeks ago, four students attended the Oblate Student Leaders Conference in Melbourne. It was a great opportunity for the students to network with other Oblate students from the Eastern States.
- Recently had the Boarders Parent Forum. Peter Douthie gave IGLOO presentation. Great way to improve communication. Will continue to use SWAY for the boarders, which allows parents to see what boys are doing whilst at Boarding house.
- Mazenod Literature Festival has just finished with four authors presenting. It was a great success and the diversity of the presenter's provided inspirational for students.
- This Friday we have the annual Father's and Friends breakfast.
- We are currently conducting Year 7 interviews for 2020.

Joel inquired if boarding parents' forum has raised any queries about the P&F. Andrew advised no, but boarding parents were able to see where P&F funds had been spent and were grateful for funding.

President's report:

I have such an easy job to do today.... all I can say is fantastic.

Since our last meeting we have had three functions that show just what it is like to be a member of the Mazenod Community. Starting with the Welcome Mass, followed by the BBQ and then the Parent Sundowner. This is why we belong to this community of great people who care about students and their families.

I won't say too much about these events as I am sure they will be covered by other people in this meeting. But it is fair to say that when Mazenod staff, Parents and students come together – we know how to make a great event.

Open Day promises to be another great opportunity to come together and celebrate our school.

I am really looking forward to kicking off the raffle again soon. We are in very capable hands with Tony offering his time to organise this fundraiser.

Treasurer's report:

Bank Balance brought forward as at 6 February 2018	\$ 70,365.52
<u>Plus</u>	
Deposits (IGA \$407.55, 2017 P&F Ledger \$2224.42)	<u>\$ 2,632.07</u>
	\$ 2,632.07

<u>Less</u>	
Expenses (BBQ \$1116.21, Mazza Mums \$145.73, Re-surfacing U/Croft-Science Yr9/10 \$21030, Boarding house refurbishment \$15300)	\$ 37,591.94
Cheques not yet presented	<u>\$ 29,380.50</u>
Provision for Budgeted Items	\$ 66,972.44

Cash Book Balance as at 13 March 2018	<u>\$ 6,026.15</u>
Bank account balance as at 13 March 2018	<u>\$ 35,406.65</u>

Cheques to be written as this meeting for:	
IGA BBQ Expenses (Sauce & cups)	<u>\$ 22.34</u>

NOTES:

General P&F Ledger balance 2018	\$ 40.00
Provision for budgeted items 2016	
Backboards for gym	\$ 1,000.00
Provision for budgeted items 2017	
Items listed below:	\$28,380.50

\$ 25,000-may be spent on bus	towards upgrade of school bus drop-off/pick-up
\$ 380.50-2 purchased & paid for	purchasing of 3 C Pen readers (1 still to be purchased)
\$ 3,000-boarding house gardens	assist with purchasing raised garden beds, etc

Cheques to be presented: Nil

Budgeted items summary:	\$28,380.50
Bus area or bus	25,000.00
C Pen x 1	380.50
Garden beds o/s boarding	3,000.00

Account balance less Provision for budgeted items

\$35,406.65 less \$29, 380.50 TOTAL: \$6926.15

Mazza Mums

- Wednesday 7 February 2018 –morning tea following Opening School Mass. New Yr. 7 mums and Grandma's assisted with this event. It was great to meet new parents and welcome them to the College Community. Thanks also to families who donated food towards morning tea.
- Have four weeks to go till Open Day on Thursday 12 April 2018. We will be starting to email families and place notices in newsletter in late March looking for assistance for helpers and food donations for afternoon tea.

Correspondence in:

- PFFWA bill and conference information. Bill is 2018 Affiliation Fee, 854 students, total cost \$3,307.90. PFFWA Dinner is on Friday 25 May 2018 at Crown Perth and Conference is on Saturday 26 May 2018 at St Brigid's College, Lesmurdie. Flyer to be placed on newsletter for information to all families. Siobhan mentioned it would be wonderful if parents could attend conference, especially with it being held at St Brigid's. Main topic of the forum is about bullying in the school.

Correspondence out:

- Nil

General business:

- **Welcome BBQ (report from Tony)**

The Welcome BBQ on Saturday 24 February 2018 was an overall success. We had a slow start but numbers steadily increased.

Slight hiccup in beginning as security had locked gym after Dave had opened gym. New BBQ's work well.

Feedback from parents – split decision about having event on grass area near slide. As bottom of slide faced south, parents could not see children on slide. Suggested for next year to remain with both tables under patio area (less tables set up) but have slide bottom facing west, this will mean parents will still be able to see kids on slide from patio area.

Operators of slide advised it was an easy gig as boys and girls were well mannered and behaved.

Sam Graham provided background music for the evening on small sound box, which was a great success. Thanks from P&F to Sam for music.

For 2019 – decision made not to provide cordial, as not utilised by children.

Decision made by those present at meeting to give remaining icy-poles to school, to use as they wished.

- **Term 1 Sundowner (ex Joel)**

Evening went really well. Food and drinks were amazing. Andrew advised with parents and staff, approximately 150 attended evening. Mostly parents of junior years, years 7 and 10. Andrew and Jeff happy with evening.

Andrew advised looking at something similar for Parent Volunteer Thank-you evening, as restricted with numbers when held in Boarding Dining Room. More volunteers could then be invited to evening. Evening would be a stand-up, finger food evening.

- **2018 Raffle**

Information presented by Tony

CURRENT FORMAT

Significant Fund Raiser. The raffle is a good fund raiser, raising more than \$15,000

Effort Required. The raffle requires significant effort from the families, College and us.

Risks. There are the following risks:

- The raffle fails to raise sufficient funds, due low family engagement.
- The raffle violates WA gaming legislation.
- The raffle results in adverse media about the College.
- The raffle reduces family engagement with the College

Costs. The costs are about 7%, through: licence fee, printing and postage, advertising. We have never tracked volunteer and college staff hours. Limited catchment. The raffle catchment is limited to families and their immediate social network.

Mixed participation. Family participation is low: 43% of families purchase the whole book, 31% books remain unsold.

This is the biggest cause of low/unrealised revenue.

FUND RAISING PRINCIPLES

To evaluate the raffle options, used the following principles:

- Minimise impact on College.
- Minimise family effort.
- Maximise the catchment area.
- Minimise costs.
- Minimise the effort of the Parents and Friends volunteers.

RAFFLE OPTIONS

There are the following raffle options for 2018:

- Status Quo.
- Fewer Tickets per book.
- Single Ticket.
- Online Raffle.

EVALUATION OF RAFFLE OPTIONS

	College Impact	Family Effort	Catchment	Minimise Costs	Low P&F Effort
Status Quo	High	High	Low	Highest	High
Few Ticket	High	Reduced	Low	Reduced	Reduced
Single Ticket	Low	Low	Low	Lowest	Low
Online Raffle	Nil	Lowest	National	High	Low

ANALYSIS

Based on the evaluation above, from least preferred to most preferred: preferred order:

- The Status Quo
- Fewer Tickets

- Single Ticket
 - Online Raffle. Most preferred, but illegal in WA (and only WA).
- Of the four options considered, a single ticket raffle is the preferred option.

SINGLE TICKET PROPOSAL

The single ticket raffle would consist of:

- A single ticket per family
- A higher value prize pool, but with reduced number of prizes
- The ticket is purchased online or by credit card. No cash or cheque sales
- Rejected tickets are offered for re-sale.

Propose the following raffle structure:

- Purpose: Contribute towards a new bus for the College
- Revenue target \$36,000
- First Prize of \$7,500 (equivalent to annual school fees), with additional smaller prizes.
- Individual ticket price of \$50.00
- Total number of Tickets 720 (assuming 720 families in 2018)
- Expected profit: \$26,000 (assuming \$10,000 in costs, and 100% Tickets sold)

COMPARISON BETWEEN 2018 AND 2017 RAFFLES

- Ticket price of \$50.00 is less than the total 2017 book price of \$60.00.
- Total revenue for 2018 is \$36,000, is less than the total target revenue in 2017 of \$43,000
- Assuming 71% participation in 2018, the expected revenue would be \$25,560.
- Prize pool for 2018 is 20% of revenue (recommended ratio), significantly greater than 2017 first prize.
- Probabilities of winning in 2018 are 20 times greater than in 2017 (higher with more prizes).
- The higher probability of winning, and the higher value prize pool may encourage greater participation.
- Reduced costs are expected through reduced printing costs.

IMPLEMENTATION

Worst Case:

- Posting individualised Tickets to each family, with instructions for BPAY or to pay via credit card.
- Families pay via BPAY or credit card. Admin staff monitor payments and update the register.
- Raffle Coordinator sends a confirmation email to the family.
- During the selling period, Raffle Coordinator follows up on unsold tickets.
- Raffle Coordinator promotes relinquished tickets via the Newsletter and Facebook to sell.
- At the raffle close date, all unsold tickets are considered null.
- Raffle Coordinator prints tickets for the draw, and the draw is conducted.

Left Field Idea

We sell a seat on the new bus, a bus with 720 seats.

- Through a service (not yet identified), families purchase a seat. Each seat corresponds to a ticket in the raffle.
- The event is promoted through the web site, newsletter, direct emails, and the Facebook page.
- Families log directly into the service to buy a ticket.
- The Raffle Coordinator monitors sales and sends the families a ticket corresponding to their "seat", with the required raffle details.
- When the sale closes, all unsold tickets are null. There are no unsold tickets to be returned.
- Draw is conducted as per usual.

A general discussion then took place, with view to moving towards single ticket raffle.

Siobhan raised query about increasing P&F Levy, then P&F could look at different ideas to raise money.

Joel raised issue about how the raffle can build community feeling and fundraiser is way to give back to school community.

Jeff queried if one ticket would disengage those families who purchase only some of the tickets in a booklet, as per previous years.

There was suggestion of book of three tickets.

Final decision, agreed to by all present, was to have simple survey drawn up regarding raffle – single ticket or remain same as previous years and also whether to increase P&F Levy in 2019 and there cease raffle.

Results of survey will determine how 2018 Raffle is to be conducted.

Raffle preparation will commence just after Easter/early April.

- **Funds Allocation/Fund Raising ideas for 2018**

Andrew advised Leadership Team still working on wish list. Bus, whether new or second-hand, is still being considered. Andrew hopes to have ideas for presentation at next meeting.

- **P&F Constitution**

Tony still to meet with Andrew and go through Board suggestions for Constitution.

Joel advised when Constitution is ready to be adopted, then extraordinary general meeting to be held within normal meeting for Constitution adoption.

- **College Website**

Mazza Mum section now had 'Privacy' note for volunteers and also list of events for 2018.

P&F section now has minutes and agenda being placed on site for everyone to view and read.

Upcoming events:

- P&F Meeting – Tuesday 10 April 2018 at 7pm
- Mazenod Open Day – Mazza Mums Afternoon Tea Thursday 12 April 2018

Meeting closed: 8.20pm