



MAZENOD COLLEGE

Parents & Friends Minutes

Annual General Meeting

13 November 2018

Meeting Opened: 07:00 pm

Apologies: Anne Greenley, Shayla Strapps, Norah Flanders, Sue DuPont, Maria Pagotta & Steph Bewick

Present: Siobhan Allen, Susi Purcell, Kelli Peters, Tony Perkins, Jeff Ronan, Andrew Watson, Rachel Theunissen, Sharlene Willock, Joel Nevin, Tony Checker and Ann Bond

Opening Prayer: 'Prayer for Meeting' read by Joel

Minutes of previous meeting

- Minutes of 16 October 2018 accepted by Joel Nevin and seconded by Sharlene Willock
- Minutes of 2017 AGM on 14 November 2017 accepted by Joel Nevin and seconded by Sharlene Willock

Business arising from previous minutes:

- Nil

Principal's report: Principal's Report to Mazenod Parents & Friends Association AGM

This summary captures the work of the College in addressing the annual focus of the College Strategic Plan.

Faith and Stewardship

In 2018, we have developed several areas under our strategic heading of Faith and Stewardship

- Wednesday morning Mass 8.10 am. Designed to include various year groups, houses and interest groups on a roster of attendance and participation in the Mass. Numbers attending and the students' understanding of the importance of Mass celebration has been encouraging
- Support for Missions - MMD has worked with MAMI to fund 60 water filters in the Sri Lankan province. The relationship between Sri Lanka and Mazenod has grown this year.
- Hosting Oblate visits - Fr Davine, Fr Sherman and Fr Dileepa (Sri Lanka) have spent extended times at Mazenod this year to work with the students and staff.
- Keep Cups - addressing sustainability and a means to further fundraising for missions, the 'Keep Cup' idea has begun well.
- Waste Management (Stewardship) - the introduction of a more sustainable collection of waste and commitment to recycling has begun in Term 4 and will be a feature of student leadership in 2019.
- Provence Design & Technology Centre (stewardship) - the opening and functioning of the centre has two benefits: Firstly, it reinforces our Oblate story in name. Secondly, the facilities and programs students can now access and add significant value to the education of boys at Mazenod.
- The further work on Cebula Boarding community facilities has meant we are developing plans for further upgrades.

- Legends at Lunchtime - Mazenod Old Boys from all 'walks of life' have returned to the College this year to hold talks at lunch. The focus is to provide for students a connection to careers and understand the ways in which Old Boys continue to hold the values of the College post-school.
- The focus on an annual value - 'Courage and Passion' in 2018 helps promote a strong understanding of the Mazenod story.

Excellence

- The creation of the Productive Classroom which was designed by students and staff spells out the conditions teachers and students create in the classroom to bring about effective learning.
- Staff Development goals were refined in their process in 2018.
- The Gifted and talented program has begun in 2018. In 2019 it will be provided as an option in Year 8 and 9 called RIOT (Research, Investigation and Original Thinking).
- 'Awards' structures aligned with College values headings

Community

- We have focused on developing an already strong aspect of Mazenod - Community. The strategy has been to develop a sense of belonging and connection with all members of the community
- Developing further connections with the Mazenod Old Boys Association (Remembrance Mass, Remembrance Day assembly, term-based sausage sizzles with Year 12, Old Boys' Football match, sponsorship of awards by Mazenod Old Boys Association, creating the Year 12 BBQ Breakfast event in Term One).
- Launch the Igloo portal for parent involvement in student progress.
- Revamped the College web site for various stakeholders and prospective parents.
- Introduction of the College Tour program (twice a term for prospective families and families in the admission process).
- Increase the networking with boarding families through the 'roadshows, TransitUs incoming Year 7 program, Boarding Parent Forums and inclusion in P&F (remote access).
- Workshop with CEWA community consultant to define new ways in which to include community (undertaken at the end of Term 3... next stage to be confirmed).
- Introduce the Parent Sundowner in Term 1 to provide another opportunity for parents to connect to the College.
- Working with feeder Catholic primaries (Virtual Reality workshops with Matthew Gibney Year 5 and 6).

Courage and Passion

- Increase the breadth of co-curricular offerings for students.... Every boy's interest. Examples: Circus Skills workshop in Term 1; Theatre Sports program in Semester One; extend Drama Club, offering of Philosophy Club at lunch time; introduction of Games Club after school.

Charity

- Further development of the Hands of Eugene service learning for Year 11-12. Linking with Mary's Mount Catholic Primary.
- Expansion of the Adopt-a-Spot program for Year 7 students.
- Consolidation of 2017 initiative 'Dump a Jumper' program.
- Sri Lankan focus on fundraising.

The College's gratitude to the Parents & Friends Association

In addressing these areas in 2018, I express the College's gratitude to the Parents & Friends Association for their generous support of many of the initiatives undertaken. The focus of the association in supporting the work of the College has led to great outcomes for our students and school facilities in 2018. Whether assistance in the provision of learning aids, funds for the upgrade of the cricket nets, money directed towards the associated clubs of the school or the support of functions through Mazza Mums, the Mazenod P&F has endeavoured to support community and bring the voice of families into the education of Mazenod students. Personally, my role as Principal and the work of the College Leadership Team has been enhanced by the Parents & Friends support and I acknowledge the Executive and members who have given of their time throughout the year. They have been a source of wisdom and feedback.

President's report:

Mazenod Parents and Friends Association – AGM 2018 – President's Report

Thank you all for coming to our AGM. It only seems like yesterday that we were preparing for the Welcome BBQ earlier in the year. Now we are together again for the last meeting of the year! 2018 has been a wonderful year for our P&F and the countless volunteers that lend a hand throughout the year. We launched into the Digital Age. Ann helped improve our online presence on the new school website. Our annual raffle was cashless and tickets were issued via email and then we extended the reach of our meeting by telephone and video conferencing (thanks to Hugo and the IT team).

We started the year with two functions to welcome families and friends to our school community. Starting on the first day of school with a morning tea for new families, then the Welcome BBQ. These were really well attended and a testament to how we do things around here!

At the end of Term 1 we celebrated Open Day. We had our information on a display board again this year. But to be honest, it's the Mazza Mums (and Dads, Grandparents and friends) that are the best advertisement for our community.

Tony worked his magic with the raffle again this year. Thank you, Tony, for encouraging us to take the step to an online raffle. It was great not to be counting 5c pieces this year. I know an enormous amount of planning, checking and double checking went into the raffle this year. This task is greater than one person, and I thank everyone from the Admin staff, teachers, families and friends for making sure that this year's raffle was a success.

Mazza Mums have kept very busy this year. Thank you to Ann and Kelli for coordinating the Mums (Dads, and other family members). Life is so busy these days so we are very lucky to have these ladies at the helm. It seems that the Mazza Mums always pull through – even though sometimes we think there will not be enough food and helpers. Thanks to your gentle prodding and poking, the community always comes together to help.

We are very grateful to have the support and guidance from the College Leadership Team. Thank you to Andrew and Jeff in particular for coming to our meetings and to the other members of staff that come along to share information about what is going on around the school. It is hard to keep track of the many programs and initiatives that are happening each day, all designed to give our boys the very best education. Thank you for giving the P&F the opportunity to be involved in some small way.

We must celebrate our achievements as a group. This year we have allocated over \$44,000 to projects around the school. These include, C Pen Readers, contributions to college sporting clubs, donations to various educational areas such as Library, PE, Ed Support and increased budgeted supported for the new school bus. Not to mention the countless cups of tea and baking.

Our fundraising activities with the raffle and entertainment book sales have raised over \$16,000. Thank you to Tony and Karen for leading these fundraisers. Thank you also to all parents who make a contribution to the P&F funds.

We are continuing to build our Terms of Reference document. This will be finalised in the new year and will be a valuable document to guide our P&F in the coming years.

My thanks go to the Executive Committee, Tony, Ann and Susi for your fantastic reports, exact minutes and balanced financials. And to the many parents and friends who have attended our meetings and events throughout the year. It is an absolute pleasure to be a part of this group.

We must also thank the college staff and teachers for their support and assistance throughout the year. Many of our activities would not be possible or as enjoyable, without their involvement.

My final thanks go to Rachel as she moves from Parent to Friend. I first got to know Rachel when she would help me with the raffle. Thankfully she was happy to share her financial skills and take on the role of Treasurer until the beginning of this year. Thank you, Rachel.

At the end of the President's report, Joel presented a thank you gift to Rachel. Rachel thanked the P&F and Mazenod Community for the gift and stated as a full time working parent it was wonderful to still be involved in her son's education by being part of the Mazenod P&F.

Treasurer's report

In 2018, the P&F assisted the College with items listed in the Treasurers Report.

Starting the school year, the students returned to find newly re-surfaced areas and upgrades made to the Boarding House.

Another enjoyable Welcome BBQ was held in February - with sporting games, inflatable water slide, a tasty BBQ and refreshments.

We also remained members of PFFWA and had parents attend their informative Conference Dinner, which was held in May.

The Sporting Clubs have appreciated the assistance from The P&F - with new playing singlets for the Year 7 Basketball teams, pilot program for the Hockey players and new game balls for the Cricket players.

The P&F have allocated funds towards other areas within the College, such as:

- upgrading the cricket nets at Mackintosh Oval
- new netting behind the school soccer goals
- C pens - Education support
- Library craft supplies
- bike trailer for outdoor education
- Robotics
- **and the School Bus.**

All of this has been made possible from contributions made by parents from donations, fees, cook book sales, the fundraising raffle - Thank-you to Tony and the Entertainment book sales - Thank-you to Karen.

Thank-you to all those involved for your fantastic effort, in making these things happen for the students to enjoy. Well done!

Bank Balance brought forward as at 16 October 2018	\$ 86,497.09
Plus	
Deposits (Entertainment Books – K Hegarty)	<u>\$ 28.00</u>
	\$ 28.00
Less	
Lesmurdie Mazenod Cricket Club \$1500, Ledger \$1810	\$ 3,310.00
Cheques not yet presented (Raffle Prize)	\$ 300.00
Provision for Budgeted Items 2017-\$3000, 2018-\$65,300	<u>\$ 68,300.00</u>
	\$ 71,910.00
Cash Book Balance as at 13 November 2018	\$ 14,615.09
Bank account balance as at 13 November 2018	\$ 83,215.09

Cheques to be written at this meeting for:

NOTES:

General P&F Ledger balance	\$ -
Provision for budgeted items 2017	
\$3,000 assist with purchasing raised garden beds	\$ 3,000.00
Provision for budgeted items 2018	
Items listed below	\$ 65,300.00

\$1,000	Digital Technology – Lego Robotics purchase & registration fee
\$1,000	Education Support – 3 x C Pens
\$1,300	Library – Maker/Craft Supplies
\$4,000	PE/Outdoor Ed – assist with trailer purchase to transport bicycles
\$15,000	PE/Outdoor Ed – completion of cricket net upgrade
\$8,000	PE/Outdoor Ed – barrier netting behind soccer goals on lower oval
\$35,000	towards bus (\$25,000 carried over from 2017, plus \$10,000 from 2018)

Account balance less Budgeted items, less not yet presented:

\$83,215.09 - \$63,300.00 - \$300.00 = \$14,615.09

LEDGER:

Raffle payouts \$6,600 less \$40 Cookbook sale, less 96 raffle payments at \$40=\$3,840, =\$2720
\$2720.00 less owing \$910.00 TOTAL \$1810.00 PAID

Mazza Mums 2018 Report – Kelli Peters and Ann Bond

MAZZA MUMS REPORT FOR 2018 AGM

This year saw Mazza Mums cater for the following events:

- Term 1 – Opening School Mass Morning Tea and Open Day food/beverage
- Term 2 – St Eugene de Mazenod Feast Day Mass morning tea
- Term 4 – Yr. 12 Farewell Assembly Morning tea and Yr. 7 Orientation Afternoon tea (to be held next Friday)

We also catered for the welcome morning tea on the first day of school for the Yr. 7 parents. This event has been held in the PAC foyer in past years, but this year saw an increase in the number of parents who attended, so we will be looking where we could hold this event in 2019 so parents don't turn away, as some did this year.

Unfortunately, with everyone leading such busy lives at the major events we found we had to not only place notices in the newsletter, but Lyn had to forward several emails to parents seeking assistance with food donations.

During the meeting in April this year it was decided we would ask the following year groups for assistance with the major events:

- Open Day – Yr. 9 & 10 families
- Yr. 12 Farewell Assembly – Yr.11 families and
- Yr. 7 Orientation – current Yr. 7 families

The Masses will be a general call out to the Mazenod school community for assistance.

What we have found is people are more than happy to help but they get so busy they forget to reply to emails or text messages. It has been suggested we look at utilising Facebook to assist with people registering either to help or send food into these events and we will be looking into this avenue to engage with families next year.

Hands on help remains constant at every event and we thank those families who have been able to assist us.

Kelli and Ann would like to thank all our Mazza families for their much-appreciated contributions during the year. Without the continuing help from families we would not be able to provide catering for the events. A special thanks to the boarding families who contributed money towards the Yr.12 Farewell Assembly, their money was used to purchase cakes and ingredients for gourmet sandwiches.

We sincerely thank Lyn McDonald who diligently sends emails out, to Nikki Opechowski who places our newsletter inserts in the school newsletter for us and to all the office staff for helping any which way they can, always with a smile on their face. Thank you also go to Andy Barnett and Dave Vallis for helping with set up and the laundry staff for sometimes washing tablecloths. To Joel and the P&F executive committee, thank you for leading the P&F and supporting us. Thank you also to Anne Greenley, who always checks if we need anything or need extra help, and securely stores some of our supplies.

All that is left to say, even though it is a bit early still, is have a safe and happy Christmas.

Thank you.

Election of 2019 Office Bearers: Chaired by Jeff after all members stood down and positions declared vacant.

Following general discussion the following Office Bearers were elected for 2019:

- ✚ President – *position vacant*
- ✚ Vice President – Tony Checker
- ✚ Treasurer – Susi Purcell
- ✚ Secretary – Ann Bond

At the conclusion of the office bearers election Joel, as our retiring President, was presented with a thankyou gift. Joel thanked the P&F for her gift.

Correspondence in:

- Sanderson Road IGA – cheque received for \$476 (percentage of money spent at store which store owners give back to college. This is achieved by shoppers placing their dockets into the Mazenod College box at the store. From 28 Oct 2017 to 21 Oct 2018 \$3,699.45 was spent by the Mazenod Community, with \$476 being returned to the College).

- Entertainment Book invoice from Karen – advising sale of electronic and hardback books raised \$938 for the College.
- APC Review, Third School Term publication, with information for Parent Group/P&F Induction Evening being held on Thursday 21 February 2019 from 6.15pm to 8.30pm at St. Peter's Catholic Primary School in Ingelwood.

Correspondence out:

- Thank you card and flowers to be arranged by Joel for Karen Hegarty (friend of college), who coordinated the sale of Entertainment Books again this year.
- Thank you certificate for Sanderson Road IGA for their ongoing support of the College.

Sharlene suggested we could also offer both Karen and owners of Sanderson Road IGA complementary tickets to College play 'Oliver' in 2019, as a further thankyou gift.

Joel offered to complete thank you to both Karen and Sanderson Road IGA.

General business:

- **P&F Term of Reference**

Tony advised he is still working on wording of document, mainly in relation to the delegation of the committee and how it falls within the School Board constitution. Tony will continue to work on document and forward it to members for feedback. Envisage having final document ready for first meeting in 2019.

- **Principal's Report**

Last few weeks have seen many final events occurring. Yr.12 final assembly, which saw Yr.7 boys providing a guard of honour as the boys departed from the assembly. The assembly was followed by the Valedictory Mass and Dinner.

We also had the Presentation Evening and Sportsman Dinner to finish off final events.

WACE exams finish today for all Yr.12 students.

Currently have Yr.9 and Yr.10 Outdoor Ed students away at camp.

Also have Yr.10 Peer Support camp at same time in Binningup.

This Friday sees the last tour morning for interested families.

We are currently looking at the planning strategy in regards to the School Improvement Plan.

Our Remembrance Service was a sombre but wonderful event.

Recent assembly was hosted by the Yr.7 students and it was great to see how well they presented the assembly. The incoming prefects spoke about their future roles.

We are now moving into the last few days of Yr.11 where they will finish on Thursday and then head into exams.

Upgrade to cricket nets has been greatly welcomed by everyone who uses the nets (sporting clubs, school PE department and boarders). Thanks again to the P&F for funding the upgrade.

School recently held Triathlon and it was wonderful to watch boys compete in various sections of the triathlon.

Finally we held the Tutor's Choice evening last Tuesday, which was again a wonderful event showcasing the musical and drama students.

Siobhan mentioned the Valedictory Dinner was a great night and it was wonderful to watch the boys interacting with each other and their teachers. The camaraderie between the boys was remarkable to see and their maturity was seen by all. Siobhan thanked the college for providing the building blocks to the boys to grow into delightful young men. Siobhan stated she had recently been at a conference, seated next to Ray Collins, Acting Director for National Catholic Education and they were discussing 'why parents choose Catholic Schools?' Siobhan stated she had seen the answer to this question whilst watching the boys at the Valedictory Dinner.

Joel also wanted to thank all the Yr.12 teachers who went above and beyond by providing their own time to the boys whilst they prepared for their final exams. The support was appreciated by parents and Joel asked Andrew to convey the parents thanks to all the teachers for this.

Andrew also mentioned the school will be holding the 2021 Yr.7 Parent Information Session on Wednesday evening.

Also the Thank-You evening for all volunteers is on Thursday night.

- **Orientation Day – Yr. 7 2017** Orientation Day is on Friday 23 November

P&F and Mazza Mums will both give short presentation to parents during afternoon orientation session, prior to afternoon tea.

- **Family Welcome BBQ 2019 – Saturday 23 February 2019**

Will be organised as per this year (Tony has all relevant details, i.e. amount of buns/sausages needed etc.). Susi will organise hiring of water slide. Flyer for evening will be in Yr.7 Orientation Information Brochure and we will utilise Facebook and newsletter to promote event. Event open to everyone, but usually mainly attended by Yr.7 families.

BBQ is on the weekend before the Yr.7 camp. Sharlene inquired if school will be using Trybooking site. Andrew will advise if this is an option or not. (School has not used site before).

- **Welcome Morning Tea – Yr. 7** first day of school to be confirmed: will either be on Tuesday 30 January or Wednesday 31 January 2018 (when whole school resumes). This is small affair where Yr. 7 parents can come along for a cuppa once they boys have settled into class on the first day. Cuppa is completed by Mazza Mum's and P&F Executive attend to welcome parents to Mazenod.

- **Arts/Crafts festival followed by Carols by Candlelight Saturday 1 December**

Andrew advised this is an inaugural event and school looking forward to evening promoting students art and school band's performing Christmas Carols. Friends of Performing Arts will be promoting evening through school newsletter/Facebook and parent support. Evening will run from 4.30pm to 8pm with Christmas Carols from 7pm.

- **iGloo Feedback**

Jeff asked members present how much they were utilising the iGloo site and if any parents took time to look at daily notices. General feedback given to Jeff from members present.

Upcoming events:

- Friday 23 Nov – Orientation Day (P&F and Mazza Mum presentation and Mazza Mum afternoon tea).
- Wednesday 5 Dec – Thanksgiving Mass and last day of school year.

- First day cuppa for Yr.7 parents in 2019 (Jeff asked if Mazza Mum's would be happy to hold event in quadrangle. Ann advised this would be a good location for morning. Finer details to be confirmed by end of this school year).
- 2019 events: Welcome BBQ and February 2019 meeting.

Meeting closed: 08.15 pm and was followed by social gathering of members present.

Footnote: The following dates have been confirmed for 2019

P&F Meetings

Tuesday 12 February

Tuesday 12 March

Tuesday 14 May

Tuesday 11 June

Tuesday 13 August

Tuesday 10 September

Tuesday 15 October

AGM – Tuesday 12 November

P&F Welcome BBQ

Saturday 23 February