

# Parents Association Meeting - Minutes



<b>Meeting Date</b>	11 November 2025	<b>Meeting Location</b>	College Boardroom
<b>Meeting Opened</b>	6:35pm	<b>Opening Prayer</b>	Meegan Mirco
Attendees			
<b>College Representatives</b>	Simon Harvey, Principal Beau Hemley, Assistant Deputy Principal Administration Fr Michael Twigg OMI, Rector Brett Scarey, Community Relations and Marketing Manager		
<b>Parents Association Executive</b>	Daniela Tonon, President Meegan Mirco, Vice President Cheryl Sharland, Treasurer Sarah Adams, Secretary		
<b>Parent Representatives</b>	Sarah Keough, Coordinator – Mazenod Helping Hands		
<b>Guests</b>	NA		
<b>Apologies:</b>	Wes Bancroft, Liz Hilditch		

## 1. Welcome

- Opening Prayer – Meegan M
- Acknowledgement of Country – Daniela T
- Introductions / Apologies

Daniela introduced Cheryl S to the meeting and shared that she has volunteered for the Treasurer role. Outgoing Treasurer, Dan Watson, had already delivered a 'handover' with all files.

Daniela shared apologies for parents, Wes B and Liz H.

## 2. Formal appointment of Treasurer

Nominated: Daniela T  
Seconded: Sarah K

Cheryl S was formally endorsed as the new Treasurer for the Parents Association.

## 3. Minutes of previous meeting held on 16 September 2025

Moved: Sarah K  
Seconded: Brett S

The Minutes were approved as a true and accurate record of the meeting held on 16 September 2025.

## 4. Reports & Updates

### *Principal's Report*

Mr Harvey thanked the Parents Association members and our new Executive Committee for their continued contribution to the College. Full report attached at **Annexure A**.

### ***President's Report***

Daniela T thanked everyone involved in the Parents Association. In particular she thanked Mr Harvey and presented him with a small token of appreciation on behalf of the Parents Association. Full report attached at **Annexure B**.

### ***Treasurer's Report***

Cheryl S presented the Treasurer's report for the reporting period 17/09/2025 to 11/11/2025. Full report attached at **Annexure C**.

**Action:** Daniela T to contact Marina Raschella regarding Ferragosto Lunch (August 2025)

**Action:** Mr Harvey to follow up on outstanding 'Awaiting Approval' items and liaise with College Finance.

### ***Update from the College Rector***

Fr Michael shared that money raised on Mazenod Mission Day has been donated to efforts in Vietnam to assist local communities and has made an important impact on the local families.

Fr Michael also shared that the boarding students involved in 'The Mazenod For...project' have delivered a range of meaningful projects in the regions. The network has expanded from Mazenod College to link with local Bishops who have also donated \$1000 towards community projects. The initiative now provides important links for boarding students to the Perth archdiocese as well as their local communities.

### ***Update from the Mazenod Helping Hands Coordinator***

Sarah K shared that the budget was effective for recent catering events. She plans to reflect on planning for future events to ensure we can ensure sufficient food is available. She suggested reviewing the timing so that the focus can remain on the Year 12s. She thanked Tim F (Chef) and Wes B for their support as well as the Year 8 students who assisted (arranged by Vicky Pulford). Their contribution was valuable and something that enriched the event.

Sarah acknowledged that there has been great support for the transition to the new name of Mazenod Helping Hands and appreciates all those who have assisted throughout the year. She thanked Helen Botica for her assistance with the Community Kitchen facilities. Sarah confirmed a reviewed budget for 2026 would be made available early in the new school year.

**Action:** Sarah K to review budget for catering and advise Parents Association of suggested allocation in 2026

## **5. Update on PA Contribution towards College initiatives/projects**

- Helen Botica emailed Daniela T an update to confirm that work on the Sustainability Garden project has commenced, in collaboration with Ben Burette (Mazenod Old Boy Class of 2022).
- Mr Harvey confirmed that the College has decided to proceed with the three proposed initiatives/projects:
  - Y11 Lockers;
  - Air Conditioning in PAC/Science Labs; and
  - Yarning Circle.
- The full \$100k contribution from the Parents Association will be invoiced once the projects are completed. All three projects will be completed over the summer break with anticipated completion for the beginning of the 2026 School Year.
- Lauren Johnson emailed Daniela T an update to confirm that works will start on the Yarning Circle on 8 December 2025.

**Action:** Executive Committee to monitor payment for 100k contribution and to liaise with College as required.

## 6. PA Grant Applications/Requests for consideration & discussion

- **Fr Michael Twigg OMI: Mural Project**

Fr Michael shared that the proposed project draws on the existing talent within the Art Department and seeks to strengthen the aesthetic of the school grounds through student and staff collaboration. Request to the Parents Association to fund \$20,000.00 towards the project (total cost \$30,000).

**Approved, pending formal College approval of project commencement.**

- Brett S raised the opportunity to purchase additional frames for the quadrangle to mirror the presentation on both sides. A booking system will be created for College staff to reserve the frames for special events and occasions.

**Action:** Brett S to proceed with purchase of 8 x additional frames to complete the installation. Printing costs can be discussed in 2026 based on need due to the size of printing required.

Discussion regarding future plans for a lift to be installed in the Senior Block. Mr Harvey confirmed that the College was considering this as a capital expense and that the College would likely fund in full. Possible expansion to a second lift in the Junior Block in due course.

## 7. Other business

Daniela T thanked Brett S for the new Parents Association badges and handed them out.

Discussion of Parents Association supporting workshops in 2026 for students and parents. Daniela T raised the possibility of focusing on social media ban and the new laws being introduced for teenagers as an opportunity to engage with the broader parenting community.

## 8. Meeting dates for 2026

Mr Hemley confirmed that the following dates will be added to the College calendar:

Term 1	Week 4 – TBC – PA Executive Meeting Week 6 – Friday 6 March – Welcome Sundowner Week 8 – Tuesday 17 March – PA Meeting
Term 2	Week 6 – Tuesday 26 May – PA Meeting
Term 3	Week 4 – Tuesday 11 August – PA Meeting Week 9 – Tuesday 15 September – PA AGM
Term 4	Week 6 – Tuesday 17 November – PA Meeting Week 7 – Thursday 26 November – Volunteers Thank You Sundowner

Meeting Closed 7:54pm

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# Principal’s Report – 11 November 2025

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The Principal’s Report to the Board endeavours to address our Strategic Plan (**Aspire**) and provide members with a snapshot of progress and important developments in the College between meeting dates. The Pillars set out in **Aspire 2022-2026** act as headings to the report.

## **Faith & Identity**

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➤ **Promotion of Charism**

Masses in recent times

Year 12 Valedictory Mass

Farewell events – thanks you to Sarah and the Helping Hands Team for the morning tea

Old Boys Memorial Mass

Grandparents Mass

Continued preparations for the 60th Anniversary celebrations including, but not limited to;

Confirmation of the Commissioning of the 60th anniversary art project

Confirmation of Anniversary Mass with the Archbishop on Friday 22nd May at St Mary’s Cathedral, with the Gala Ball on Saturday 23rd May.

**Immersion and Engagement**

Mission Immersion to Vietnam, fact finding mission and risk assessment for 2026.

Primary school visits to grow connections and relationship.

Year 9 Pilgrimages from Subiaco – St Mary’s Cathedral – Burswood

Launch and commenced preparations for the Year 13 program for 2026, with the current Year 12 students.

**Witness and Service**

Student Leadership program – followed by the announcement of the **Year 12/2026 Student Leaders**.

Service Learning at St Mary’s Cathedral with Shop Front.

Mazenod For...Project continues to provide the opportunity for the Year 10 Boarders to give back to their local town communities

## **Learning**

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➤ **Term 4 schedule**

The key focus in Teaching and Learning in Term 4 will be assessment and reporting, including examinations for Years 10–12 and the final reporting cycle for Years 7–11. These processes provide valuable data to inform ongoing monitoring of student progress and achievement across cohorts.

The Academic Leadership Team (ALT), in collaboration with Learning Area staff, has also been allocated structured time to review and refine teaching and learning programs in preparation for 2026. This work is centred on curriculum alignment, assessment design, and the integration of evidence-informed practices to support continuous improvement in student outcomes.

Work continues in Term 4 on the 2026 timetable – staff, student and rooming allocations.

- **Areas of focus for our Academic Learning Team planning for 2026**
  - Using the Australian Education Research Organisation (AERO) documents;  
To build a whole school literacy using our NAPLAN data and drawing on AERO's writing instruction model.  
Continuing to develop the College approach to the use of Artificial Intelligence.
  - Learner capabilities – gives us a snapshot of domains we can look at supporting students, individually (through differentiation) and collectively (future-focussed).  
Pedagogy guide – guidelines for differentiation  
Development of a Graduation/Outcome statement – what do we strive to develop in our graduating students.

## **Wellbeing**

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- **Recent College events**
  - Year group socials
  - College Sports Awards Night
  - Annual Creative Arts Exhibition

All have a positive impact on wellbeing...

**World Teachers' Day – thank you to the Parent Association for sponsoring the morning tea to acknowledge our staff.**

## **Boarding**

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- **Boarding – Promotion and Marketing**  
2025 regional visits with SBC; *in addition to Fr Michael's weekend visits;*  
Term Four:
  - Narrogin Agriculture Show
  - Kojonup & Katanning
  - Esperance
  - Geraldton
- **Boarding Building – re-development of Wilson House**  
To accommodate an additional 12 boarders expected in 2026. This will bring the boarding house population to about 97 expected, which is capacity.

## **Safety**

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- **Staff Professional Development**  
**Berry Street Education Model – Day 2: Monday 13 October**  
Day 2 focusses on the domain of *Relationships*;  
*Concepts such as Unconditional Positive Regard and Empowering Student Agency – prominent messages in this program, that are so integral to Child Safe practices.*
- **Child Safety awareness**
  - Maintenance of awareness amongst staff of legislated practices and procedures;
    - Mandatory Reporting
    - Professional Code of Conduct
    - TRBWA Teacher-Student Professional Boundaries
  - Evidenced through action and discussion

**Simon Harvey**  
11 November 2025

## Annexure B – President’s Report

Welcome to the final Parents Association (**PA**) meeting for 2025.

I'd like to officially welcome both Meegan M and Cheryl S to the Executive Committee, I look forward to working with you as Vice President and Treasurer respectively.

Since our last PA meeting, as Simon mentioned, the College hosted the Year 12 Farewell Assembly & Morning Tea. I'd like to thank our Mazenod Helping Hands (**MHH**) Coordinator, Sarah K for her tremendous efforts both in the lead up and on the day. Thanks also to the MHH team (comprising Wes B and Liz H), Tamara L, Brett S and our Chef, Tim, for their assistance.

As many of you are aware, the PA has proudly funded a number of initiatives this year – which were listed in my last President's Report delivered at the AGM (so I won't repeat them tonight). At the last PA Meeting following the AGM, the PA made a significant contribution to the Garden Project (already underway), the Yarning Circle, the replacement of Year 11 Lockers and the purchase/installation of air-conditioning in the PAC and Science Labs.

I'd also like to acknowledge that this is Simon's last PA meeting at Mazenod College. On behalf of the Mazenod College Parents Association, we would like to thank you for leading our community with strength, vision, excellence, respect, compassion and passion. Your commitment to living the core values of St Eugene de Mazenod has enriched our College spirit of community and service. As parents, we have been truly blessed to work with you and we're grateful for your kindness and support. I know I echo everyone's sentiments when I say that you will be missed. We wish you every happiness and success in your next principalship. On behalf of the Parents Association, we would like to present you with a small gift as a token of our appreciation.

Finally, we look forward to attending the upcoming Volunteers' Thank You Sundowner on Thursday night, where we will have an opportunity to properly thank all volunteers.

## Annexure C – Treasurer’s Report

MAZENOD COLLEGE PARENTS ASSOCIATION

Meeting - 11 November 2025

| Treasurer's Report: Reporting period 17/09/2025 to 11/11/2025 |                                                                                                             |           |                      |                     |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------|----------------------|---------------------|
| Transactions during reporting period                          |                                                                                                             |           |                      |                     |
| Date                                                          | Item                                                                                                        | Debit     | Credit               | Pending             |
|                                                               | Bank account as at 17/09/2025                                                                               |           | \$ 275,812.14        |                     |
| 1/10/25                                                       | Credit Interest                                                                                             |           | \$ 416.52            |                     |
| 21/10/25                                                      | World Teacher's Day: Staff morning tea (Canteen reimbursement)                                              | \$ 290.51 |                      |                     |
| 23/10/25                                                      | Year 12 graduation morning tea drinks (Sarah K reimbursement)                                               | \$ 107.93 |                      |                     |
| 30/10/25                                                      | Direct Credit Entertainment Pu                                                                              |           | \$ 122.00            |                     |
| 1/11/25                                                       | Credit interest                                                                                             |           | \$ 492.45            |                     |
| 6/11/25                                                       | 8 * A2 clip frames and 8* A2 Helping Hands prints (Exec Com approval 14/10/2025)                            | \$ 290.40 |                      |                     |
|                                                               | <b>TOTAL</b>                                                                                                |           | <b>\$ 276,154.27</b> |                     |
| Budgeted items for 2025                                       |                                                                                                             |           |                      |                     |
| Await Approvals                                               | Visual Art Building 301, 401 & 402 Mural Project (Fr Michael Twigg 10/11/25)                                |           |                      | \$20,000.00         |
| Await Receipts                                                | Ferragosto Lunchtime Friday 15th Aug (Marina Raschella 12/5/25)                                             |           |                      | \$ 1,625.00         |
| Await Receipts                                                | Year 13 Programme (Fr Michael Twigg 26/6/25)                                                                |           |                      | \$ 3,800.40         |
| Await Approval                                                | PA Funding Initiatives - Covered Walkway, cost TBA (Exec Com 8/7/25)                                        |           |                      |                     |
| Await Approval                                                | Combined PA Funding Initiatives - Yr 11 Lockers, PAC/science lab air con & Yarning circle (Exec Com 8/7/25) |           |                      | \$100,000.00        |
| Await Receipts                                                | Project Community Garden (Helen Botica 12/8/25)                                                             |           |                      | \$ 13,272.96        |
| Await Receipts                                                | Ad hoc tokens of appreciation (Exec Com approval 31/10/25)                                                  |           |                      | \$ 300.00           |
| Await Receipts                                                | Additional 8 * A2 clip frames (Exec Com approval 11/11/2025)                                                |           |                      | \$ 246.40           |
|                                                               | <b>TOTAL</b>                                                                                                |           |                      | <b>\$139,244.76</b> |
|                                                               | <b>Total funds available</b>                                                                                |           | <b>\$ 136,909.51</b> |                     |