



MAZENOD COLLEGE

Parents Association Meeting

08 November 2022 Minutes

Meeting Opened: 6.30pm

Opening Prayer: Read by Sue

Apologies: Ben, Christie, Natalie

Attendees:

- **In person:** Rachel (President), Tony (Vice President), Daniel (Treasurer), Andrew Watson (Principal), Simon Harvey (Principal Elect), Jeff Ronan (Deputy Principal - *Administration*), Brett Scarey (Community Relations and Marketing Manager), Belinda (Mazza Mums Coordinator), Sue, Daniela
- **Via Zoom:** N/A

Minutes of previous meeting:

Minutes of the Parent Association meeting held on 11 October 2022 were presented. Taken as read. Moved by Belinda, Seconded by Brett.

Actions arising from previous meeting:

No.	Action	Status
1.	Year 7 2023 Orientation Day, Friday 25 November 2022: Immediate Past President to speak on behalf of the Parents Association.	<i>Carried over</i>
2.	Parent Association Grant Application Form: Daniela to liaise with Andrew to prepare a draft form for presentation at the next meeting.	<i>Completed – see below</i>
3.	Parent Association Terms of Reference: Rachel to circulate by email.	<i>Carried over</i>
4.	Mazza Mums email address: Following Kelli's departure, Jeff to check with Lyn McDonald (PA to the Principal) that the new email address is being used (in place of Kelli's gmail address).	<i>Completed</i>

Principal's report

- Year 12s: Farewell celebrations have concluded. Thanks to Belinda and team (Mazza Mums).
- Year 11s: Students are finishing up this week ahead of exams.
- Arts: Tutors Choice Music Evening was held on Thursday 3 November 2022. A very well attended event, hosted by incoming Arts Captain (Jack), who performed a great job as MC.

- Year 7 Mothers and Mentors afternoon tea held on Tuesday 25 October 2022. A great celebration which is gaining momentum.
- Mazenod Old Boys Memorial Mass was held on Sunday 5 November 2022, following on from All Souls Day. Many past families involved. Fr Ousley presided.
- Country Link Luncheon (scheduled for Thursday 17 November 2022) will be postponed until 2023. Annamaria Cream (Director of Boarding) will put a question out to the Community to identify a more suitable date.
- Volunteers' Thank You Sundowner (Scheduled for Friday 11 November 2022) has been postponed. Next preferred date: Tuesday 29 November 2022.
- Upcoming College events:
 - 2025 Year 7 Intake Parent Information Evening - Wednesday 9 November 2022
 - 2022 Presentation Evening - Monday 14 November 2022
 - Year 7 2023 Orientation Day - Friday 25 November 2022
- Mazenod College was awarded a Merit award for Stewardship at the 2022 Quality Catholic Education (QCE) Awards in recognition of Beth Murphy's "Encircle, Guide, Inspire Initiative" (Assistant Deputy Principal - *Pedagogy & Practice*).
- Welcome to Mr Simon Harvey, Principal Elect. Simon is honoured to be given the privilege to follow Andrew's footsteps. He has heard many positive comments about the College, Staff, Students and Community and looks forward to commencing in Term 2, 2023.
- The handover to the Principal Elect has started. Staff, boarders and students have been introduced to Simon.

President's report

- Term four is progressing well.
- Students seem motivated, especially the Industry and Enterprise students.
- Good reports in the newsletters – everyone kept well informed.
- Great support from the College – thank you.
- College to advise if any help is required with the upcoming Volunteers' Thank you Sundowner. Andrew advised that catering has been arranged through Boarding.
- Rob to be officially thanked for his role as Immediate Past President.
- Keen to arrange a welcome in Term 1, 2023 for new students and parents. Welcome box to be arranged for the new Principal.

Treasurer's report

- One expense presented: Reimbursement for Year 12 Mass = \$209.30 for catering etc...
- No other receipts presented. Approximately \$21K balance.
- Outstanding Projects: Quote for sun shade to be followed up. Yarning Circle is still a work in progress.
- Discussion regarding 2023 PA Levy and whether it should be increased. The number of families remain relatively consistent (approx. 620 families). 2023 Estimated Revenue (\$100 per family) = \$62K. It was decided that there is no need to increase it at this stage.

- Potential future project: New ergonomic chairs for classrooms.
- **ACTION:** Daniel to send to Andrew a list of outstanding expenses for 2022 for follow up through Accounts.

Parent Association Grant Application Form (*Daniela*)

- Daniela presented a draft Parent Association Grant Application Form developed with Andrew's assistance. Thanks to Andrew for providing current "Parent Association Wish List Proposal" form.
- Draft Form approved by the Committee, subject to the following proposed changes:
 - Include: Fifth Strategic Priority on page 1 (hidden in text box);
 - Condition 2: Additional grant purpose to be included as "2 a. iv." for Co-Curricular activities (Faith & Mission, Leadership, Sports, Arts, Academic);
 - Condition 5: To be amended to confirm that Forms submitted by Staff are to be approved by the Principal and all others Forms submitted to be approved by the President, Vice President or Treasurer of the Parent Association; and
 - Insert: Application Date, Review Date and "Approved/Not Approved".
- **ACTION:** Daniela to revise Form and send through to the College.
- Discussion about publishing the Form on the Mazenod College website and including a link in the Newsletter. It was decided that a blurb should accompany the Form, including a list of items that have previously been funded by the Parent Association (eg. Mazenod Junior Football Club Indigenous jerseys).
- **ACTION:** Brett to identify items previously funded by the Parent Association.
- **ACTION:** Daniela to provide Brett with a draft blurb (by next Wednesday 16 November 2022) to be finalised for use in the upcoming Newsletter.

Mazza Mums (*Belinda*)

- Farewell for Year 12s – completed.
- Belinda recognised the significant help two of the long-standing members of Mazza Mums. It was suggested that a thank you gift be arranged – names to be embroidered on aprons. All in favour.
- **ACTION:** Belinda to liaise with Andrew to arrange thank you gifts.

Terms of Reference (*Rachel*)

- The Parent Association Terms of Reference, together with copies of Minutes of Meeting etc, to be uploaded to the Mazenod College website.
- **ACTION:** Rachel to send Terms of Reference and copies of Meeting Minutes to Emma Van Niekerk (ICT Liaison).

Engagement ideas (*Rachel*)

- Discussion about recruiting new Committee members at the upcoming Sundowner. It was suggested that all volunteers attending should "Bring a friend".

- Rachel suggested that personal invites via one-to-one phone calls, emails etc... is a great way to do this.
- Discussion regarding the “Parent Association” tab on the Newsletter.
- **ACTION:** Brett to add a tab, include link to Form, blurb and photos.
- Facebook profile - Brett happy to promote the Parents Association via Facebook.
- It was suggested that the Parent Association sponsor a “Coffee morning” by funding the coffee beans for the students to run the U-Bean Coffee Van. It was suggested that this could align with upcoming date(s) for Year 7 2023 Uniform Fittings. All in favour.
- Discussion regarding Year 7 2023 Orientation Packs – A flyer setting out volunteering opportunities with main contacts to be included (for example, Parent Association, Mazza Mums, Chapel Roster, Friends of the Arts (FOBA), Coaching for Sports Clubs etc...).
- **ACTION:** Brett to investigate including list of volunteering opportunities in Year 7 2023 Orientation Packs.
- Daniela mentioned that promotion had started in relation to the 2023 Chapel Flower Roster. Flyer shared to SBC Year 6 Facebook Page. Mel will continue in her role as Co-ordinator. It was suggested that a thank you gift be arranged.
- **ACTION:** Daniela to liaise with Andrew to arrange thank you gift.

Parent Association meetings and events for 2023 (Jeff):

- Volunteers’ Thank You Sundowner: 6pm – 8pm, Tuesday 29 November 2022
- First Parent Association Meeting for 2023: Tuesday 14 February 2023 (Valentine’s Day)
- Parent Association Sundowner: Friday 10 March 2023
- Second Parent Association Meeting for 2023: Tuesday 14 March 2023

Correspondence In – Bank statement given to Daniel.

Correspondence Out – Email from Rachel to the Mazenod Junior Basketball Club regarding recently approved grant.

General Business

- Tonight’s minutes were taken by Daniela in absence of a Secretary.
- Everyone to consider parents who may wish to take on the Secretary role for 2023.
- Thank you to Mr Simon Harvey for joining us.

Meeting closed: 7.45 pm

ACTION REGISTER:

No.	Description of Action	Person(s) Responsible	Timeframe
1.	Representative to speak on behalf of the Parents Association at the upcoming Year 7 2023 Orientation Day.	Rob	1.30pm, Friday 25 November 2022
2.	A list of outstanding expenses for 2022 to be sent to Andrew for follow up through Accounts.	Daniel	ASAP
3.	Terms of Reference to be circulate to all.	Rachel	ASAP
4.	Terms of Reference and copies of Meeting Minutes to Emma.	Rachel	ASAP
5.	Revise draft Parent Association Grant Application Form and send through to the College.	Daniela	ASAP
6.	Identify items previously funded by the Parent Association.	Brett	ASAP
7.	Provide Brett with a draft blurb regarding Parent Association (and new Form) for use in the upcoming Newsletter.	Daniela	By no later than Wednesday 16 November 2022
8.	Liaise with Andrew to arrange thank you gifts for two Mazza Mums	Belinda	ASAP
9.	Add "Parent Association" tab in Newsletter, include link to Form, blurb and photos.	Brett	By no later than Wednesday 16 November 2022
10.	Investigate including list of volunteering opportunities in Year 7 2023 Orientation Packs.	Brett	Before Orientation Day – Friday 25 November 2022
11.	Liaise with Andrew to arrange thank you gift for Chapel Flower Roster Co-ordinator	Daniela	ASAP