

Parents Association Meeting – Minutes



Meeting Details			
Meeting Date	10 October 2023	Meeting Location	Mazenod College Board Room
Meeting Opened	6:34pm	Opening Prayer	Simon Harvey
Attendees			
College Representatives	Simon Harvey, Jeff Ronan		
Parents Association Executive	Daniela T (President), Christie vdB (Vice President), Dan W (Treasurer), Sarah A (Secretary)		
Parent Representatives			
Guests	Siobhan Allen (CSPWA)		
Apologies:	Brett Scarey, Belinda V (Mazza Mums Coordinator)		
Minutes of previous meeting	Moved:	Christie	
Date: 12 September 2023	Seconded:	Dan	

1. Daniela welcomed College Representatives, Parents Association Executive and Guest Speaker Siobhan Allen and opened the meeting with an Acknowledgement of Country.

2. CSPWA Presentation and Q & A (Guest: Ms Siobhan Allen)

Ms Allen is the Executive Director, Catholic School Parents WA (**CSPWA**); Deputy Chair, Catholic School Parents Australia, Director on the Mazenod College Board of Directors; Chairperson of the St Brigid's College Advisory Council.

Ms Allen outlined the following:

- A school's P&F plays a role in creating a sense of community in the school and a sense of belonging for students and families.
- The CSPWA is a body representing catholic schools and families and constitutes a significant and informed voice federally.
- CSPWA aims to ensure schools maintain membership to protect ongoing advocacy and representation for schools at state and national level, and preserve government funding for catholic education.
- Parent voice contributes to creating a safe space in schools where students can flourish. Parent engagement in schooling improves educational and post-school outcomes for students and CSPWA actively advocates for this voice.
- The CSPWA is currently exploring how parent engagement can become embedded in schools practices. This is consistent with the AITSL standards - Standard 3: Plan for and implement effective teaching and learning - 3.7 (Engage parents / carers in the educative process) and Standard 7: Engage professionally with colleagues, parents/carers and the community 7.3 (Engage with the parents/carers).
- CSPWA looks at how parents can assist in consolidating learning at home and encourage this relationship development within schools. Ms Allen explained that parental expectations are a significant factor in outcomes for students. She acknowledged goals should be suitable to the needs of the school and would look different for each context.
- CSPWA meet regularly with ministers to promote the needs of students and schools
- WA does not receive capital grants from the government, so CSPWA lobbies and advocates for this funding on the behalf of schools so physical environments are fit for purpose.
- CSPWA has a liaison officer who supports parent groups with obstacles encountered.

- National group meets four times annually, school membership supports WA representation at these events and overcomes barriers through virtual attendance.
- The current CSPWA Terms of Reference were developed to ensure risk was mitigated, and also so parents still had sufficient agency. They developed consistency amongst schools as previously each school had their own terms of reference. Daniela acknowledged the hosting of financial accounts by the school, as opposed to autonomously, protects risk for the parents association and its members.
- Ms Allen suggested taking an annual approach to funding allocation where the upcoming calendar is considered and funding opportunities identified in advance.
- Discussion of small grants and their alignment with the school's five pillars being appropriate.
- A focus on 'friendraising' rather than fundraising to encourage the growth of the school to ensure the development of the Mazenod community. Daniela agreed and noted the Mazenod Open Day, in particular is, a key event in fostering community awareness of the school and making new families feel welcome on campus.
- Ms Allen acknowledged that showing families the value of a school is important, particularly in the current economic climate with increasing financial pressures on families.
- Discussion of the positive reputation of Mazenod and its strengthening relationship with St Brigid's College. Opportunity to collaborate with SBC in terms of future Parents Association meetings. Mr Harvey agreed that working closely with SBC is important and they are considering how this can be developed over a variety of levels of governance.
- Ms Allen offered to consider the Mazenod Parents Association current Terms of Reference and provide feedback for discussion as to its consistency with the CSPWA Terms of Reference.
- Christie raised the goal for Parents Associations to strike a balance in how funding is spent to ensure it considers the varied needs of students and support academic as well as wellbeing. There was a collective agreement that funds should be spent across a diverse range of areas including different learning areas and to support the varied interests of students. Christie raised that over the past few years this has been a strong focus, particularly considering other aspects of College life such as boarding.
- Ms Allen suggested developing year group communities so support for students and their families is developed over time. Discussion of the role of the Parents Association in promoting opportunities for families to connect to increase the network for families and sense of belonging for students eg. Coffee mornings, sundowners, guest speakers, workshops, seminars for parents etc.
- Dan raised that CSPWA offer a range of courses including inductions for officer bearers. Siobhan confirmed they are usually offered towards the end of February each year to support schools.
- 2024 Conference – CSPWA 70th Anniversary theme 'Communication for connection'
- CSPWA fee (2024) is calculated at \$3.85 per student
- CSPWA is liaising with CEWA to establish Parents Association communication channels for all schools and hope to finalise this soon.
- Ms Allen offered ongoing support as required and is happy to be contacted as needed by the Parents Association for guidance.
- Daniela thanked Siobhan for her time and sharing her knowledge and expertise.

Action – Daniela to liaise with Siobhan and provide the current Mazenod College

Parents Association Terms of Reference for review (and comparison against the CSPWA Terms of Reference). Email IT department to update website.

3. Minutes of Previous Meeting & Actions arising from previous meeting

- Minutes of previous meeting held on 12 September 2023 approved (see above).
- Status of Actions – See Annexure A

4. Principal's Report

The Principal's Report to the Board endeavours to address our Strategic Plan (Aspire) and provide Directors 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

- Our Lady of Lourdes Parish

Early next week – welcome Fr Mathew Raj from Iona in Brisbane. He will be accompanied by our Provincial –Fr Fini. The Oblates (with Fr Raj as the Parish Priest) will return to ministry and administration of the parish.

Learning

- Learning Area activities in the latter parts of Term 3;
Year 7 RE Spirited Arts Competition There were some terrific art pieces from our Year 7 boys – but even more so, the depth and thought of their written work was really pleasing – a really creative and educative learning experience.
- Year 7 Liveability & Water Expo – Tuesday 19th September
Great ideas, presentations and obvious engagement by the boys.
- Craftsman of the Year – week 10
- Exhibition in the Provence Centre, of some amazing pieces from the boys in their D&T courses. Great credit to the boys and their teachers – also the facility that is so conducive.

Wellbeing

- R U OK ? Day activities – in previous meeting report. Awareness raising activities for students, staff and parents.
- Staff PD – Monday 9th October – yesterday
“School Response and Planning Guidelines for students with suicidal behaviour and non-suicidal self-injury”
- World Mental Health Day today

Community

- MOBA v Students AFL match for Men's Mental Health
Gathering and interactions afterwards.
- ACC Athletics Carnival – A Division.
Re-scheduled from Wednesday 13th to Monday 18th Sept.
Some disruption but worthwhile to allow our athletes to compete after about 8 weeks of training. 3rd in senior boys division, 5th overall.

College Events of note

- As detailed on the agenda
Focus for the next few weeks at least, is on the Year 12 Graduation/Valedictory events

5. President's Report –

Daniela shared an update regarding the grant approved at the last meeting on Brett's behalf. Brett has arranged the lighting for the Arts Exhibition. He has also worked in partnership with the D&T Department to custom create brackets for their installation.

Orientation Day – Daniela raised that the Parents Association would need representation to promote the PA to new families.

Action – volunteer to be identified to speak on behalf of the group

6. Treasurer's Report –

Mazenod Parents Association - Treasurer's Report				
Reporting period 12/9/2023 to 10/10/2023				
Transaction Date	Item	Debit	Credit	Pending
	Bank Account as at 12/9/2023		\$ 226,476.86	
1/10/2023	Credit Interest		\$ 483.98	
	TOTAL		\$ 226,960.84	
Budgeted items for 2023				
Await Purchase	Chimes for Concert and Jazz Band (June2023)			\$ 584.90
Await Purchase	13 Whiteboards & 2 Mobile Whiteboards (March2023)			\$ 1,827.00
Comp T/Fer Not	Coffee Cart lockable shed (March 2023)			\$ 279.00
Postponed	ySafe cyber safety presentation (March 2023)			\$ 890.00
Await Purchase	Y11 & Y12 Outdoor Table Tennis + possible extra additional options (March 23)			\$ 2,839.10
Await Purchase	Climate Clever Annual Subscription (March 2023)			\$ 1,650.00
Await Purchase	Exhibition Lights for Visual Arts (September 2023)			\$ 1,400.00
Await Purchase	Pasta Machine for English (September 2023)			\$ 200.00
	TOTAL			\$ 9,670.00
	Total Funds available after no Debts		\$ 217,290.84	

Mr Harvey reiterated the College is committed to the shade sail project to be finalised in 2024.

Discussion of the ideas raised by students and the importance of consideration of their requests for equipment and funding.

Discussion of the new gym construction that has been proposed. Plans for the existing gym to be considered once planning for new construction has been finalised. The Boarding construction is to remain the College's priority until completion (est. 2025). Parents Association will consider funding contribution in planning as appropriate.

Action – funding opportunities to be discussed at the next meeting. Christie and Daniela to meet with Mr Harvey to progress list of suggested items for the PA's consideration. Simon to provide Christie with suitable meeting dates.

Discussion of outstanding grants items. Invoice for Wind Chimes (Arts Department) to be provided for acquittal. Confirmation for whiteboards to be removed from outstanding funding.

Action - Committee to create an application success process for informing applicant and indicating the next steps. Dan to email Eric and cc Simon regarding items.

Invoice for Climate Clever to identified - Sarah to check Parents Association archive for funding request details.

7. Correspondence –

IN - Nil

OUT - Nil

8. PA Grant Applications –

Nil

9. Other upcoming College events –

- Friday 20 October 2023 – Year 12 Farewell Assembly
- Saturday 21 October - Year 12 Valedictory Mass and Dinner
- Friday 27 October – Sportsman’s Dinner
- Wednesday 8 November – Grandparents Mass
- Friday 10 November – Volunteers Sundowner
- 14th November – Presentation Night
- Thursday 23 November – De Mazenod Vinnies Christmas Appeal Morning
- Friday 24 November – Orientation Day

10. General Business

- Renewal of CSPWA membership

Discussion - Committee greatly appreciates Ms Allen’s time and detailed information about the importance of the CSPWA. The committee unanimously agreed to continue membership given the value to students, the college and its community

Resolved.

- Parents Association 2024 - currently \$100 per family.

Discussion regarding cost of living pressures on families and financial standing of the committee. Unanimous agreement that the current fee should not be changed.

Recommended to College to maintain the fee at the current level.

Resolved.

- 2024 Meeting and event dates to be communicated as quickly as possible to college.

Request for College to consider placing key dates in the newsletter and/or social media channels to identify dates such as Boarder’s long weekend. Query whether this could also be included in the school welcome pack and orientation pack for new students.

Action – Daniela to liaise with Mr. Harvey to discuss. Committee to email proposed dates to Jeff for inclusion in draft 2024 College calendar.

Action – College to explore communication opportunity with families

Families indicating to college their interest in Parents Association

Can Committee be advised of forms where this has been indicated so we can connect with families.

Action: Christie to contact Lyn to clarify process in accessing this information.

- Thank you to Mr Ronan

Mr Harvey raised that this would be Jeff Ronan's last meeting. Daniela thanked him for all his support on behalf of the Committee and wished him well for his plans in the coming year.

11. Next PA meeting

- 6.30pm, Tuesday 21 November 2023
-Meeting is to be cancelled due to conflicting College engagements.
- First meeting for 2024 TBC.

Closed: 8:24pm

ANNEXURE A - Actions arising from previous meeting

No.	Description of Action	Person(s) Responsible	Status
1	Parents Association tab on website is available to promote work of the Parents Association. Action: Photo of new committee to be provided	Brett	Resolved
	<i>Update - Brett has updated the website</i>		
2	Grant application process – Treasurer (Dan W) to see the invoices before the meeting to support efficacy of process during meetings. Mr Harvey suggested requests be sent to committee prior to meeting so there is time to consider the detail of applications prior to meeting. Action: Monitor as new applications are made	Simon/Daniel	Resolved
	<i>Update – Discussion that process is stable and can be revised as applications are received</i>		
3	Review grant form to make any further changes as required Changes to grant form – on hold until governance discussion has been completed Action: Hold over	Daniela	Resolved
	<i>Update – Committee agrees to remove from ongoing actions as governance change not being pursued.</i>		
4	College purchase of table tennis equipment. The college is going ahead with 1 table and monitoring use to inform future purchase. Action: College to supply invoice when finalised.	Simon	
	<i>Update: Tennis table has been selected. Action: Daniela to email Teresa to confirm purchase can proceed and invoice to be provided to Dan</i>		
5	Brett to check with IT if we could have a contact email on our section of the college website. Brett will arrange for IT to link address to Rachel and other office bearers Action: Committee members to supply email address for forwarding purposes to support clearer communication with PA going forward.	Brett	
	<i>Update – Jeff has secured option to create new communication channels at college level. Action - committee to confirm email addresses and provide to Jeff</i>		
6	Christie provided a detailed overview of the suggestions provided at the student workshop in July. Action: Christie to provide a summary to the College for further consideration	Christie	Resolved
	<i>Update – Christie has provided the information to Mr Harvey. Work with students and the college has begun to address the feedback of the students.</i>		