

Parents Association Meeting – Minutes



Meeting Date	12 February 2024	Meeting Location	Mazenod College Board Room
Meeting Opened	6:30pm	Opening Prayer	Mr Harvey
Attendees			
College Representatives	Simon Harvey, Brett Scarey, Beau Hemley		
Parents Association Executive	Daniela T. Christie VB., Dan W., Sarah A., Belinda V		
Parent Representatives	Sue D, Paul K,		
Guests			
Apologies:			
Minutes of previous meeting	Moved:	Christie	
Date: 10 October 2023	Seconded:	Dan W	

1. Actions arising from previous meeting

See Annexure A

2. Principal's Report – Mr. Simon Harvey

See Annexure B

3. President's Report – Daniela Tonon

- We are all familiar with Mazenod College's Mission, which is "...to be a welcoming learning community following Jesus Christ in the footsteps of St Eugene de Mazenod".
- However, I wanted to start by reminding everyone that the PA's key objective is to serve and support the College in its Mission by:
 - (i) Investing in the educational, creative, sporting and pastoral amenities;
 - (ii) Providing a means of support, information and involvement of parents, guardians and carers in their son's education and the College community;
 - (iii) Encouraging collaboration and communication between parents, guardians and carers of the College; and
 - (iv) Supporting and nurturing the College community.
- This year we have a real opportunity to commit the PA funds to furthering some of the ideas and plans we have been discussing and to enhance our sons' experiences at Mazenod College, including some of the items on the students' wish list from late last year.
- In the spirit of Community, we look forward to hosting the PA Welcome Sundowner on Friday evening (16 February 2024). If you haven't already, please RSVP (cut-off is tomorrow – Tuesday 13 February 2024) and I would encourage each of you to touch base with another family and invite them to join us, particularly any Year 7 and/or new families who have joined the College this year. So far, we have approximately 80 people registered to attend the event. Fingers crossed for some cooler weather!
- I was delighted to receive, over the holidays, a letter from the owners of the Sanderson Road IGA (Karen and Steve Gurney) attaching a cheque for \$583.00 for their latest contribution from the "School Loyalty Program" (representing 1% of school support's shopper docket put into the ballot box at the front of the shop up until November 2023). A total of \$5,876.35 has been donated by the Sanderson Rd IGA to Mazenod College to date. Their (ongoing) generous contributions to the PA will be acknowledged at the Sundowner.
- A volunteer has been found for Mazza Mums – Sarah Keogh. Sarah has already begun shadowing Belinda and helping out. A big thank you to Sarah for her support.
- Thanks again for your support of the PA and I look forward to working with you to action some exciting plans in 2024.
- Our Treasurer, Dan, will update us on total funds available in the PA's kitty for 2024.

4. Treasurer's Report – Dan Watson

Mazenod Parents Association - Treasurer's Report				
Reporting period 21/11/2023 to 12/2/2024				
Transaction Date	Item	Debit	Credit	Pending
	Bank Account as at 21/11/2023		\$ 227,447.57	
27/11/2023	Exhibition Lights	\$ 880.00		
30/11/2023	Orientation Day afternoon tea (November 24th)	\$ 127.78		
1/12/2023	Credit Interest		\$ 521.60	
8/12/2023	Jeff Ronan Gift	\$ 149.00		
22/12/2023	Direct Credit Entertainment Pu		\$ 28.00	
1/01/2024	Credit Interest		\$ 549.11	
24/01/2024	Cheque Deposit Sanderson Rd IGA Shop for school donation		\$ 583.00	
1/02/2024	Credit Interest		\$ 553.67	
	TOTAL		\$ 228,526.17	
	Budgeted items for 2023			
Comp T/Fer Not	Chimes for Concert and Jazz Band (June 2023)			\$ 465.41
Comp T/Fer Not	13 Whiteboards & 2 Mobile Whiteboards (March 2023)			\$ 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
27/11/2023	Exhibition Lights for Visual Arts (September 2023)	\$ 880.00		
	Pasta Machine for English (September 2023)			\$ 200.00
30/11/2023	Orientation Day afternoon tea (November 24th)	\$ 127.78		
8/12/2023	Jeff Ronan Gift	\$ 149.00		
	TOTAL			\$ 8,150.51
	Total Funds available after no Debts		\$ 220,375.66	

5. Mazza Mums – Belinda

- Sarah Keogh is assisting and will take over as Mazza Mums co-ordinator from 2025.
- Mazza Mums will call upon assistance for upcoming events as required.

6. Correspondence –

IN:

- December 2023: Christmas cards from former Parents Association President, Rachel Grguric, and the Hon Matt Keogh MP.
- January 2024: Email update from Siobhan Allen, CSPWA and cheque from Sanderson Rd IGA.
- Email from Rachel Grguric regarding volunteering opportunity – Park Run – provided to the college for sharing with the staff as part on ongoing community involvement.

OUT :

- January 2024: Thank you email to Sanderson Rd IGA.
- **Action: Daniela and Dan to check PA pigeon-hole for correspondence from time to time.**

7. 2024 PA Levy

- Mr Harvey asked to clarify the PA Levy that families pay.
- Discussion about altering the format of the fees on invoices to show the Parents Association levy is paid per family. The amount is \$100 **per family** (unchanged in amount) not per student.
- Structure of fees invoice to be reviewed for 2025 to itemise the amount in support of clear communication with families. Contribution to CSPWA may also be highlighted (included in the current fee).
- **Action – College to refer matter to accounts team to review.**

8. PA Grant Applications –

- **Application for Acoustic Screens for exhibitions - \$5980 + GST (B. Scarey)**
 - Used for water expo, careers expo, open day, and other exhibitions throughout the year. Previously the college has hired however long term it is more economical to purchase rather than lease.
 - Brett has applied on behalf of Careers and Art Department
 - Requesting 20 boards (ideally the college would benefit from 30, however storage is a limitation).
 - Unanimously **APPROVED**.
- **Funding for students' requests (2023)**
 - Part meeting between Simon, Daniela and Christie commenced 12/02/2024, further meeting is being scheduled.
 - Discussion of cashless purchases via Quickcliq to bring in payments. Could be added to the smartrider services. The college is continuing to consider options that balance the mobile phone policy and need for flexible payment options.
 - There are suggested projects that will be taken to the college leadership for consideration of what falls within the college's responsibility and what would be more appropriate for the parent's association. Some opportunities for the Parent's Association include seminars for the college community.
 - The college will need to investigate further specific items to see what may have already been covered through the college's upgrades to facilities.
 - **Action: Christie and Daniela to report back after meeting with Simon.**
- **Shade Sail Project – update**
 - Project area runs from the Science Block past the Performing Arts and to the covered seating outside the gym.
 - Drainage works involved to improve safety during Winter.
 - PA needs an updated quote to commit funds. In 2022 the quote was est. \$275k.
 - College to provide drawings for the committee to consider.
 - **Action – Simon to request updated details of project costing.**
- **Christie – query re: process for grant applications.**
 - Christie requested the PA clarify the process for parents who may wish to make application for a particular project.
 - A new arts committee has been started, predominantly students.
 - Looking to create a calendar of events from visual and performing arts.
 - College used to have a program called 'Stomp' – could the PA potentially fund a choreographer to deliver curriculum/support skill development for students.
 - Daniela confirmed that the PA wants to support a broad need at the college across different interests.
 - Simon suggested the students work with the Head of Department to develop an application and then work with the college to consider logistics prior to submission to ensure successful acquittal of funds.

- Daniela asked if there was an opportunity for St Brigid's and Mazenod to collaborate on tuition or programming moving forward.
- Discussion of a possible joint SBC and Mazenod meeting to consider joint projects.

9. Parents Association Welcome Sundowner: Friday 16 February 2024 –

- Lyn has requested some PA support including Responsible service of alcohol (RSA) certified member for serving drinks. Dan currently training, Daniela holds RSA.
- Up to 100 respondees.
- Time to be confirmed – volunteers to arrive just before opening (5:45pm).
- **Action: Daniela to liaise with Lyn regarding volunteers.**

10. Other upcoming College events –

- Tuesday 13 February: Parent Information Night.
- Wednesday 14 February: Opening and Ash Wednesday Mass.
- Friday 1 March to Monday 4 March: Boarders' Long Weekend.

11. General Business –

NA

12. Next PA meeting: 6.30pm, Tuesday 30 April 2024.

Meeting closed 8:07pm

ANNEXURE A - Actions arising from previous meeting

No.	Description of Action	Person(s) Responsible	Status
1	<ul style="list-style-type: none"> Follow up on Table Tennis Purchase College to supply invoice when finalised. 	Simon /Dan	Table has arrived and is awaiting installation
		Brett	Photo to be taken when assembled
2	<ul style="list-style-type: none"> 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. 	Daniela	Completed 09/02/2024.
		Brett	Completed October 2023.
3	Volunteer to be identified to speak on behalf of the group at Year 7 Orientation.	Daniela	Completed 24/11/2023 with thanks to Belinda for representing committee (in Daniela's absence).
4	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.	Christie/Daniela	Meeting arranged for 27/11/2023 - postponed to 12/02/2024.
5	Funding Applications - Committee to create an application success process for informing applicant and indicating the next steps. Dan to email Eric and cc Simon regarding items.	All	Resolved
6	Invoice for Climate Clever to be identified Sarah to check Parents Association archive for funding request details.	Sarah	Unable to locate in documents provided by outgoing committee. Discussion about ongoing use. No longer renewed/ in use- Resolved
7	Dates for 2024 Meetings and growing support for PA <ul style="list-style-type: none"> Daniela to liaise with Mr. Harvey to discuss. Committee to email proposed dates to Jeff for inclusion in draft 2024 College calendar. College to explore communication opportunity with families. Christie to contact Lyn to clarify process in accessing list of parents interested In joining/supporting PA via college form. 	Daniela College Christie	Resolved – raised during PA

Mazenod Parents Association

Principal's Report – 12 February 2024

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.

2024 Catholic School Improvement Plan

This item is scheduled on the Board meeting template for Monday 25 March and so further insights and discussion will be shared then. The areas for focus in 2024 have been identified as;

- **Oblate and House charism**
- **Christian service program priorities**
- **Whole of school approach to writing**
- **Whole school approaches to student behaviour, respectful relationships.**
- **Staff and student wellbeing**

Start of the year

The start to the 2023 year focusses on assisting the new students transitioning to Mazenod. The hot weather has provided challenges and we continue to make adjustments on days of extreme temperature. To assist with the commencement of the school year, we have facilitated the following;

- **Opening College Assembly:** Monday 5 February
- **Hello High School** – introductory session on wellbeing for Year 7 students (Claire Eaton)
- **Parent Information Night:** Tuesday 13 February

Faith & Identity

- **Mass and Liturgical celebrations to commence the year;**
 - Combined Mazenod and St Brigid's Staff Mass: Monday 29 Jan
 - CEWA Staff Commissioning Mass: Monday 29 Jan
 - Year 12 Mass: Wednesday 31 January
 - Opening College and Ash Wednesday Mass: Wednesday 14 February
- **Christian Service Learning opportunities**
 - Shopfront at St Mary's Cathedral: Wednesday evenings
 - Mary's Mount PS tutoring: Monday mornings
 - Young Vinnies
 - Mary's Mount PS "Twilight in the Park".
- **Student Leadership Day**
 - Year 12 Captains and Prefects: Monday 12 February
 - Breakfast with St Brigid's student leaders.
 - 2024 Formation and Preparation.
- **De Mazenod Family events**
 - National Oblate Youth Encounter: 3 – 7 January
 - Student Leadership Conference: 20 – 24 February

Learning

- **Year 12/2023 achievements**
 - Wonderful achievements of the Year 12/2023 cohort. Student recipients of SCSA awards were introduced and acknowledged at the Opening College Assembly.
- **Academic Awards assembly**
 - Current Year 8 – 12 students were also acknowledged at the Opening Assembly for their academic achievements in 2023 – Certificates of Distinction and Excellence were presented.

Wellbeing

- **Staff wellbeing group**

A group of staff have committed to a working party to address wellbeing at the College. Michael Anderson is facilitating this group. The working group is designed to focus on the strategic priorities around respectful relationships, staff and student wellbeing and student behaviour. Also determined to focus on developing and articulating a Mazenod Wellbeing Framework that would include these and other elements.
- **Student wellbeing initiatives**
 - Year 7 Hello High School – Dr Claire Eaton: Tuesday 6 February
 - The Year 9 Rite Journey – Calling and Departure ceremonies (week 4)
 - Year 11 Armed for Life presentation: Tuesday 19 March
 - Year 10 – 12 Respectful Relationships: Daniel Principe and Justin Coulson (week 6 – 7). Parent presentation in week 7 (Tuesday 12 March)

Stewardship

- **New staff**

We have had 12 new staff commence at Mazenod College this year.
- **Staff Professional Development**

Aboriginal Education – Cultural Awareness Training: Friday 1 March.

Boarding

- **Move to Mercy House**
- **Boarding Building update**

Safety

- **Crisis Management and Incident Response Plan – Steve Dunn**

Staff PD Day (30 Jan), Preparation session with staff (7 March), Incident Response Drill – (11 March)
- **Clearing the Air Vaping Presentations**

Presentations for students and parents to raise awareness about the health risks associated with vaping and some key concepts and theories around vaping and nicotine addiction.
- **Year 12 RAC Road Safety**

Presentation for our Year 12 students designed to help keep them safe on the roads by influencing risk reduction, increasing resilience and encouraging responsible behaviour. The Year 11 students will be attending a full-day workshop at RAC Arena later in the term – RAC bstreetsmart (March 26).

Simon Harvey

12 February 2024