

Parents Association Meeting – Minutes



Meeting Date	23 April 2024	Meeting Location	Mazenod College Board Room
Meeting Opened	6:30pm	Opening Prayer	Simon Harvey
Attendees			
College Representatives	Simon Harvey, Beau Hemley, Brett Scarey		
Parents Association Executive	Daniela T, Christie VB., Dan W., Sarah A., Belinda V (Zoom),		
Parent Representatives	Sarah K, Suzanne P, Faye B, Neil C, Melinda L		
Guests			
Apologies:			
Minutes of previous meeting	Moved:	Christie VB	
Date: 12 February 2024	Seconded	Dan	

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

See Annexure C

4. Treasurer's Report – Dan Watson

Mazenod Parents Association - Treasurer's Report				
Reporting period 23/4/2024 to TBA/2024				
Transaction Date	Item	Debit	Credit	Pending
	Bank Account as at 23/4/2024		\$ 224,711.13	
	TOTAL		\$ 224,711.13	
	Budgeted items for 2024			
Postponed	ySafe cyber safety presentation (March 2023)			\$ 890.00
Await Purchase	Climate Clever Annual Subscription (March 2023)			\$ 1,650.00
Comp T/Fer Not	Coffee Cart lockable shed (March 2023) Still no receipt			\$ 279.00
Comp T/Fer Not	Materials for Coffee Cart hard shelter built by students (August 2022) No Final Invoice			\$ 1,624.61
Comp T/Fer Not	Pasta Machine for English (September 2023) Still no receipt			\$ 200.00
Comp T/Fer Not	CSPWA 2024 Affiliation Fee (Ext GST) Transfer requested 6/4/24			\$ 3,311.10
Comp T/Fer Not	20 Partitions for events (Brett) Feb 2024 (Exc GST) Transfer requested 17/4/24			\$ 5,980.00
Await Purchase	Additional 2nd Outdoor table tennis. (Teresa) Feb 2024 (EXC GST)			\$ 3,066.00
Await Transfer	MCHC Turf & Training fees (Neil and Melinda) April 2024			\$ 9,900.00
Await Purchase	All year group trial Jazz Dance classes (Christie) March 2024 (Exc GST)			\$ 1,600.00
Await Board Approval	Large scale hard shade and seating for students outside PAC & GYM April 2024			\$125,000.00
	TOTAL			\$153,500.71

5. Mazza Mums report – Belinda Varischetti

- Belinda thanked Sarah Keough for her support with the Mazza Mums group
- Belinda thanked Anne Greenly for stepping in to assist in coordinating the Open Day and the smooth running of this event.
- The next Mazza Mums event is the Eugene de Mazenod feast day (Wed May 15)

- Sarah said it was wonderful to have parents volunteering to help. She added it would be very helpful to know volunteers early to help with events. Asked if there were possible ways to increase the number of volunteers to help spread the load and build a sense of community for families within a high school context to support parents engaging with each other and foster a sense of community within the volunteer group.

6. Correspondence –

- Various email correspondence in/out regarding tennis tables – See Item 7
- Various email correspondence in/out regarding PA grant application from Mazenod College Hockey Club (MCHC) – See Item 8

7. PA Grant Applications – Approved by Circular Resolution

- 28 February 2024: Circular Resolution # 1, 2024 - Resolution to allocate funds of the PA for the purchase of an outdoor tennis table for the Senior Block (\$3,066.00 plus GST approved by email dated 8 March 2024) **\$3,066.00 plus GST**
 - Subsequent purchase of three additional tables to be discussed with the college. In principal support from the Parents Association for the purchase provided. PA awaiting final costing to be agreed to by circular resolution.
 - Follow up the provision of bats and balls as listed on the invoices.
- 5 April 2024: Circular Resolution # 2, 2024 – Resolution to allocate funds of the PA for to fund weekly (extra-curricular) dance classes for all year groups, with an initial trial period for Terms 2 and 3, 2024 **\$1,600.00 plus GST (if applicable)**
 - Trial commences on Friday of Week 2, Term 2.
 - Initiative has been publicised on social media and via email to parent group.
 - Thanks to Christie for liaising with Cor Studios to arrange this opportunity for students.

8. PA Grant Applications (to be considered) –

- 27 March 2024: Grant application received from Melinda Ladhams, Secretary of the MCHC, seeking funds to pay for turf fees for training and game days (for the duration of the hockey season - March to October 2024): \$9,900.00.
 - Melinda and Neil Connan (Club President) attended in person to present application.
 - MCHC has a history of arranging extra-curricular activities such as a trip to Brisbane in 2023 that benefit student development.
 - The club plays an important role in developing the wellbeing of students and fostering a sense of community for the boarding students involved.
 - The club used to have six teams each year but has dropped to three teams post-covid. The numbers directly impact training costs and the club needs support.
 - The club is actively pursuing a relationship with the Curtin hockey club which may provide access to additional training facilities as well as relationships with coaches.
 - Due to numbers, two teams train Tuesday and one on Wednesday – this increases the turf fees payable due to the split training schedule.
 - There are approx. 40 boys enrolled in the club. This includes est 13 players in Y7/8, 13 players in Y9/10, and 13 players in 11/12; There are 8 boarders who are involved.
 - The club has had to increase their fees in 2024 to cover costs but this creates an issue with competitiveness with other clubs that MCHC is mindful of.
 - Training occurs before and after the playing season to support skill development.

- The grass at Mazenod isn't appropriate for training as they need to train on turf which is similar to playing conditions. The school facilities are jointly used by other sports such as Soccer and Football, so there isn't the opportunity to maintain the appropriate conditions for training.
- The club incurs a match day fee every time the club plays on turf – it can fluctuate depending on the location but is often around \$120 per game.
- The club has had several years of financial impact due to decline of funds; short-term viability is currently in doubt. Previous sound financial standing has been eroded due to the impact on sports post-covid.
- Costing in the grant application doesn't include finals, depending on team success.
- Question if Hartfield Park is suitable for training, being more local. Neil suggested this was not appropriate. Instead, Curtin had a number of Mazenod Old Boys and potentially offered free training for juniors during the week. This could significantly improve the standing of the club moving forward.
- Question if there were other facilities locally – Response that Kalamunda field is shared with the T Ball club, so availability is limited due to the shared schedule.
- Question about the 2024 fees being calculated to cover the season sufficiently Response indicated the 2024 fee per player doesn't sufficiently cover the costs for the 2024 season and was reliant on cash reserves that had already been impacted heavily by covid and the past few playing seasons.
- Discussion of the fees applicable to other sports and how this is paid by families – consideration of the position of the Parents Association contributing to sports clubs at a broader level.
- Question about the efforts made by the club to respond to the changing financial position of the club eg. Fundraising. Response indicated that MCHC has been fundraising consistently including holding stalls at local events, held a BBQ at Bunnings in 2023 – funds assisted with the Brisbane trip.
- Association asked if there is further fundraising planned for 2024? MCHC outlined that every two years there will be a fundraising drive to support this. However also recognised that it was typically the same families were under pressure to participate as well as perform other duties within the club.
- Recalculation of Training costs \$7740
- \$5000 PA grant was provided to the Hockey Club in 2023 for gear.
- Discussion of popularity of the other sports that enhances their financial standing and the benefits of ensuring a wide variety of opportunities for students
- Mr Harvey outlined his confidence in the club and their long history with the College.
- Discussion of the risk of losing the club if numbers drop and viability is compromised.
- Vote held – unanimously supported.
- Shade Sail Project: Updated quote from quotation from Perth Better Homes – The Shade Structure Specialist (Awaiting final costings)
 - Mr Harvey outlined the location of the structure and its long-term benefits to the College community.
 - Shade Sail Project is likely to have a positive impact on student behaviour given the improved physical environment for students.
 - Initial plans were approved in 2022 with works planned for 2023, however the Boarding accommodation works commenced, delaying the project.
 - The contractors have contacted the College today and advised the costing would be very similar due to the supply being stable and costs should not significantly increase beyond a few percent (and not likely to exceed \$250k total).

- The College Board will need to approve the overall project, with any contribution of the Parents Association known, to ensure a transparent discussion of the viability of the project.
- Christie outlined that the original contribution of the Parents Association was within the range of 30-50%.
- 2024 student levies are yet to be forwarded to the Parents Association, supporting a sound financial position for supporting the completion of the Shade Sail Project.
- Discussion of the amount to provide given the amount held by the Association.
- Discussion of whether the project is likely to be viable short term and able to be commenced this school year.
- Discussion of 50% of the project cost, not exceeding \$125k.
- Vote to provide \$125,000 to the College for the project, subject to College Board approval – unanimously supported.

9. Other upcoming College events –

- See Principal’s Report

10. General Business –

- Brett asked if the College could support by sharing anything in the Newsletter, via Social Media or SEQTA.
- Discussion of school communication systems – referred to College for consideration.

11. Next PA meeting:

PA Meeting Tuesday 6 August 2024 / AGM Tuesday 10 September 2024

ANNEXURE A - Actions arising from previous meeting

No.	Description of Action	Person(s) Responsible	Status
1	PA pigeon-hole to be checked for correspondence from time to time.	Daniela and Dan	Resolved
2	PA Levy on fees to be referred to College for review and clarification	Simon	Resolved
3	Meeting with College Principal regarding funding projects raised by student representatives – PA to liaise with Simon and report back after meeting complete	Daniela and Christie	Resolved
4	Updated costing for shade sail project to be requested by the College and provided to PA for consideration	Simon	Resolved
5	PA Welcome Sundowner (Friday 16 February 2024) – PA to liaise with Lyn regarding volunteers	Daniela	Resolved

ANNEXURE B - 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

○ Mass and Liturgical celebrations;

- House Feast Day Masses
- Holy Week Mass
Whole College Mass – Wednesday 27 March – 9.30am

○ International Women's Day -

Friday 8th March
Acknowledgement and recognition – student led activities from our Year 12 Student Leadership Team.

○ Harmony Day

- Celebrated on 18 – 22 March – badge making, gelato sales, host of games with an international origin eg. Gaelic football, European Handball. Led by our Year 12 Student Leadership Team.

○ College Open Day

- Wednesday 27 March from 3pm.
College Tours, presentations, exhibitions.

We thank the parents who contributed time, talent and treasure to the afternoon tea.

○ Term 2 Events

- ANZAC Day service: Friday 26 April
- Mother's Day Mass: Friday 3 May
- St Eugene de Mazenod Feast Day Mass: Wednesday 15 May
- Year 10 Mothers and Female Mentors Supper: Tuesday 21 May
- Year 7 Mothers and Female Mentors Afternoon Tea: Tuesday 28 May

Wellbeing

○ The Mazenod Journey

- Mazenod Journey project has now settled on an articulated wellbeing framework using the CEWA Strategic Wellbeing Framework;

Good Standing Policy

The Mazza Way

The Productive Classroom

- Staff wellbeing working group update
Meetings of this group have commenced with a broad collection of staff – discussion centred on initiatives to promote staff and student wellbeing. Walking group commenced Thursday 21 March.

○ **Student wellbeing initiatives – recent**

activities - Year led socials with SBC;

Year 11 Quiz Night – Thursday 14 March

Year 10 Dance lessons and Dance Social – Thursdays until 21 March

- Presentations
Daniel Principe: Respectful Relationships (Years 10 and 12): Tuesday 5 March
Armed for Life (Year 11): Tuesday 19 March

○ **Term 2 Events**

- Year 7 and Year 11 Elevate sessions
- Year 10 Zero2Hero talk
- Push-Up Challenge
- Year 10 Jade Lewis Presentation – Just Say No
- Year 7, Year 9 and Parents ySafe Presentations
- Year 12 Red Frogs Party Safe presentation
- Year 7 and Year 8 Social
- Year 12 Ball

Stewardship

○ **Term 2 staff changes**

Principal's Executive Assistant : Tamara Laurito

College Nurse: Angela Urbani

○ **Aboriginal Education**

- Cultural Awareness – Aboriginal Education: Friday 1st March. Engaging presentation from the Madalah schools team titled “Understanding Cultural Sensitivity”.
- Appointment of an Aboriginal Teaching Assistant – process continuing.

○ **Parent Engagement – possibilities**

- Coffee Catch-Ups: informal gatherings (1 – 2 per term).
Parents invited to come along. U-Bean cart, CLT on hand, specialist staff on occasion.
- University of New England and Catholic School Parents Australia – research project *School – Parent Communication: how to build and maintain it*. Will be seeking volunteer parents to be interviewed.

Boarding

- **Boarding Building and Mercy relocation update** The build is progressing as planned to date. We continue to enjoy the provision of boarding at Mercy House – working positively with SBC.
- **Regional visits coming up;**
 - Wagin Woolarama: 8 – 9 March.
 - Jurien Bay: 2 – 3 May
 - Karratha/Wickham/Point Samson: 3 – 4 August
 - Mingenew: 8 – 9 August
 - Dowerin: 28 – 29 August
 - Newdegate: 4 – 5 September
 - Narrogin: 12 – 13 October
 - Esperance: 18 – 19 October
 - Albany: 8 – 9 November

Also looking at Kalgoorlie as a possibility.

Safety

- **Crisis Management and Incident Response Plan – Steve Dunn**
 - Introduction to the streamlined approach endorsed through all CEWA schools.
 - Whole of school Incident Response Drill planning underway to encompass;
 - Shelter-in-place
 - Fire drill
 - Fire drill (moving to the school’s Safer Location – Ray Owen Reserve)

Simon Harvey

23 April 2024

ANNEXURE C – President’s Report

Welcome to Term 2, 2024. Judging by the calendar, we face another busy term ahead.

Thank you to the Executive Committee who continue to work tirelessly behind the scenes – and in between Parents Association (PA) meetings.

At the last Parents Association (PA) meeting, I highlighted that the PA’s key objective is to serve and support the College in its Mission:

Encouraging collaboration and communication between parents, guardians and carers of the College

I am pleased to report that the PA Welcome Sundowner was held on Friday evening (16 February 2024). It went well and it appears everyone enjoyed themselves.

I received positive feedback and I also received some constructive feedback in relation to the timing of the event. The Sundowner was held in the same week as the first PA meeting for the term and the Yrs 7-10 Parent Info night and the same night as the Year 7s returned from camp. Given that we were looking forward to welcoming new parents to the College, we may need to take this into account next year and consider holding it later in the term.

Other suggestions for encouraging collaboration and communication between parents/guardians/carers are welcome.

Investing in the educational, creative, sporting and pastoral amenities

Since the last meeting the Executive Committee approved:

- Funding for an additional table tennis for the Senior block; and
- Funding for extra-curricular dance lessons which commence on Friday 26 April 2024.

These will be noted shortly (Agenda, item 7).

Providing a means of support, information and involvement of parents, guardians and carers in their son’s education and the College community

“At the end of the day, the most overwhelming key to a child’s success is the positive involvement of parents”. (*Jane D Hill*)

– taken from the *Benefits of being involved* pamphlet produced by the Catholic School Parents WA Inc. (CSPWA).

The Mazenod College PA continues to be affiliated with CSPWA. As in previous years, Catholic Education Western Australia Limited continues to endorse CSPWA as the only peak national parent body representing parents of children at Catholic schools in Australia.

CSPWA focuses on three key areas: Advocacy, Representation and Support. A link to the CSPWA newsletter is shared via the Mazenod College newsletter and the CSPWA website contains some very useful links to ‘Parent Engagement Resources’ and ‘Webinars, YouTube Pages and Podcasts’:

<https://www.csp.wa.edu.au/>

Supporting and nurturing the College community

I welcome suggestions for how the PA can support and nurture the College community.

Late last year The Mazenod Community welcomed the new Parish Priest of Our Lady of Lourdes, Lesmurdie, Fr Mathew Raj OMI, who also resides in the Oblate community at the College.

In July we will welcome Fr Michael Twigg OMI to Mazenod College as the new Rector, working with our Principal Simon Harvey, and we will farewell Fr Joe Antony OMI. We will arrange a small farewell gift from the PA as a token of our thanks.

Other activities

The Jazz Parents have been involved in fundraising (Open Day and upcoming Fundraising Concert) to send the Jazz Band to Mt Gambier, SA for the Generations in Jazz festival (3 – 5 May 2024).

I have been assisting Mrs Alessandra Hardwick to coach the (two) Mock Trial teams, comprising mostly Year 10s and a couple of Year 11s. The teams will head to the Supreme Court (for Round 2) on Monday 13 May 2024. This year is the first time Mazenod College has participated in the Law Society of WA's Mock Trial Competition.

Daniela Tonon
President
Mazenod College Parents Association