

**SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING**

**MINUTES OF MEETING
7.30pm, Thursday 10 November 2011**

ITEM	DISCUSSION / ISSUE
PRESIDENT'S REPORT	<p>Meeting opened at 7.30pm with everyone joining in a prayer, followed by attendance and apologies.</p> <p>Business arising from previous meeting / current business:</p> <ul style="list-style-type: none"> • Cordless barcode scanner for library – A proposal was submitted at the P&F meeting last term to look into purchasing a cordless barcode scanner. Julie Caldwell advised we would not be purchasing one at this stage, Fiona Graham Coffey was on extended leave this term and we wouldn't make any changes while she was on leave. Julie also advised there was a large project for the playground which she would like to use P&F funds for. • AGM – Current P&F Members / New Nominations - Dom advised we would be holding our AGM following the meeting and advised Brett Dickson (treasurer), Kerrie Andrews (secretary) and he would be stepping down. Dom also thanked Mandy Allen, Pam Alexopoulos, Suzy Caruso and Darren Parker for their work on the P&F committee during his time as president. Dom spoke of the many achievements for the school during the three year term. • School Maintenance – Julie Caldwell advised the school would be having a major makeover of the oval area during the Christmas school holidays. This would involve building substantial retaining walls and laying astro turf on the oval, down to the orange seat area. This project will cost approximately \$100,000 to \$120,000 and Julie requested a portion of this be paid with P&F funds. <p>DIOCESAN PARENT COUNCIL REPRESENTATIVE – Report from Cathy Kellick and Leonie Scarlett attached. The DPC have a new website www.brokenbayparentcouncil.org which has information for P&F teams, schools and information on parent seminars. The CSO has released P&F Healthy Fundraising Guidelines and all schools in the diocese have been asked to develop their own guidelines in 2012. Cathy & Leonie will attend a workshop about this in November and meet with Julie to work out a process for Sacred Heart. Parents will be invited to have input.</p> <p>PARISH LIAISON REPORT – Report from Suzy Caruso attached.</p>
TREASURER'S REPORT	<p>Balance Sheet, Profit & Loss and Cash Flow statements attached.</p> <p>We currently have approximately \$64,000 in the bank with one more fundraising project to complete the year (calendars). This money should cover the cost of computers purchased, with approximately \$15,000 to be paid to the school.</p> <p>The uniform shop has not been as profitable this year, however that is due to the purchase of computer equipment to run the shop, the change of some items of the winter uniform (new jackets and long socks), and bringing up stock levels.</p>
PRINCIPAL'S REPORT	<p>Julie Caldwell addressed the meeting with an overview of "a day in the life of a principal". Julie ran through a typical day which included parent meetings, meetings with the Parish, and Director/Principal meetings at the CSO. Some items discussed at those meetings were:</p> <ul style="list-style-type: none"> • In 2012 we will have a new REC as Kath Gibson will be relocating to the Central Coast in 2012.

ITEM	DISCUSSION / ISSUE
	<ul style="list-style-type: none"> • Brother Tony has now completed 11 years with the Diocese and will be retiring, with a new director being announced in the next week. David Walker will retire in two years' time, giving the new Director time to settle into the new position. • At the Director/Principal's meeting it was announced that school fees would be increased by 5%, and discussion of action by the Teachers Union regarding teacher salaries. • Catastrophic bushfire strategies – ways of notifying parents as our school is listed as a level 2, indicating some children would need to travel through level 1 areas to get home from school. • Funding for school has been granted for 2012, approximately \$5,000 per child. A report shows that if schools were not funded, they could only operate for one month. • LTLL – our school has received a grant to support numeracy. <p>Julie discussed in detail a recent LTLL 2010-2011 presentation – Leaders Transforming Learners & Learning and reported on the 2010-2011 school goals and achievements. Parents were shown the school's new tracking sheets for mathematics, the changed scope and sequence, the interviews the school has adopted and the weekly differentiated program now in use. Parents were shown the achievements the school has made in technology, especially the integration of technology into the curriculum and the class blogs that have been used to share class journeys. Data for literacy and changes to weekly programming was also explained, as well as individual assessments, Naplan results, how our school and students compare with other schools, teacher methods and future challenges for our school.</p>
<p>MATTERS FOR FUTURE CONSIDERATION</p>	<p>P&F MEETING ATTENDANCE – Discussion regarding low attendance at P&F meeting and how to increase attendance. Suggestions for consideration are an electronic forum for questions to the P&F such as a blog or email page (a "suggestion box" in the past was not successful); or informal "chats" by our principal as an option. It was felt that minutes on the website and agendas in the breezeway were not enough and we need to be more electronically accessible.</p> <p>BAND HIRE SCHEME – Discussion are ongoing with Julie Caldwell regarding a hire/rental scheme for band instruments.</p>
<p>ANNUAL GENERAL MEETING</p>	<p>Following the conclusion of the P&F meeting at 8.45am, all current committee members stepped down from their roles.</p> <p>Jennifer O'Carroll and Fiona Ngamu then chaired and declared the floor open for re-election of Committee members.</p> <p>PRESIDENT: Dom Sudano retired from the position of President. Mark Tyler nominated for the position of President and was proposed by Jennifer O'Carroll and seconded by Brett Dickson.</p> <p>VICE PRESIDENT: Mark Tyler retired from the position of Vice President. Dom Sudano nominated for the position of Vice President and was proposed by Jennifer O'Carroll and seconded by Mark Tyler.</p> <p>TREASURER: Brett Dickson retired from the position of Treasurer. No nominations were received for the position of treasurer and the role will be vacant.</p> <p>SECRETARY: Kerrie Andrews retired from the position of Secretary. No nominations were received, however Lynette Suchanek expressed interested and subsequently was elected as secretary.</p>

ITEM	DISCUSSION / ISSUE
	<p>PARISH LIAISON REPRESENTATIVE: Suzy Caruso sought re-election to the position of Parish Liaison Representative and was proposed by Jennifer O'Carroll and seconded by Juliana Johnston.</p> <p>DIOCESAN PARENT COUNCIL: Cathy Kellick and Leonie Scarlett sought re-election to the position of DPC and were proposed by Jennifer O'Carroll and seconded by Dom Sudano.</p> <p>UNIFORM SHOP: Veronika Sljokic and Clare Butt sought re-election to the position of Uniform Shop and were proposed by Jennifer O'Carroll and seconded by Janelle Osborne.</p> <p>SOCIAL CLUB: No nominations were received for the position and it remains vacant.</p> <p>Jennifer O'Carroll declared the AGM closed at 9.30pm.</p>

**SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING**

ANNUAL GENERAL MEETING - ELECTION OF P&F COMMITTEE MEMBERS FOR 2012

7.30pm, Thursday 10 November 2011

NOMINATIONS RECEIVED / PERSONS SEEKING RE-ELECTION

POSITION	CURRENT 2010 MEMBER	SEEKING RE-ELECTION	NOMINATIONS RECEIVED
PRESIDENT	Dom Sudano (3rd year)	No, stepping down, nominating for VP	Mark Tyler (current VP)
VICE PRESIDENT	Mark Tyler (1st year)	No, stepping down, nominating for President	Dom Sudano (current President)
TREASURER	Brett Dickson (2nd year)	No, stepping down	No nominations received
SECRETARY	Kerrie Andrews (3rd year)	No, stepping down	Lynette Suchanek appointed post AGM
PARISH COUNCIL LIAISON	Suzy Caruso (1st year)	Yes	Suzy Caruso (current member)
DIOCESAN PARENT COUNCIL	Cathy Kellick & Leonie Scarlett (1st year)	Yes	Cathy Kellick & Leonie Scarlett (current members)
UNIFORM SHOP	Veronica Sljokic & Clare Butt (1st year)	Yes	Veronica Sljokic & Clare Butt (current members)
SOCIAL COMMITTEE	Vacant	-	No nominations received

ELECTED MEMBERS FOR 2012

POSITION	ELECTED FOR 2011
President	Mark Tyler
Vice President	Dom Sudano
Treasurer	Vacant
Secretary	Lynette Suchanek
Parish Council Liaison	Suzy Caruso
Diocesan Parent Council	Cathy Kellick & Leonie Scarlett
Uniform Shop	Veronica Sljokic & Clare Butt
Social Committee	Vacant

**SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING**

**AGENDA
7.30pm, Thursday 10 November 2011**

OUTLINE OF MEETING

1. Welcome and Prayer

Lord, we are meeting today to conduct matters of business.
Guide our hearts and our minds
in the spirit of fairness, right thought and speech.
Impart your supreme wisdom upon our activities
so that our affairs may reach a successful conclusion.
Thank you for being our source of guidance today.
Amen

2. Introduction and President's Report – Dom Sudano

- Attendance and apologies
- Business arising from previous meeting / current business
 - **Cordless barcode scanner for library** – It was asked whether a cordless barcode scanner could be purchased for the library.
 - **2011 Major Fund Raiser** – The Island Trivia Night was held early in Term 4 and made a \$10,615.44 profit.
 - **2012 P&F Team** – Following this meeting, we will be holding our P&F AGM to elect our new P&F team for 2012. All positions are available for nomination regardless of whether a current member is seeking re-election. If you haven't handed in a nomination, but would like to nominate yourself at the meeting, your nomination will be accepted for consideration.
 - **Subcommittee reports** – Parish Liaison, Diocesan Parent Council

3. Treasurer's Report – Brett Dickson

4. Principal's Report – Julie Caldwell

5. DPC Representative Report – Cathy Kellick / Leonie Scarlett

6. Matters for future consideration

7. Close of P&F meeting

SACRED HEART P&F– NOTICE Of AGM

The Annual General Meeting of the Sacred Heart P&F Committee will be held immediately after the P&F meeting in Term 4 on Thursday 10 November 2011.

The P&F meeting / AGM is an important opportunity for our school community to engage in, and discuss, the ongoing operations and functional needs of our school community.

At the AGM, **all** positions on the P&F Committee will be available for nomination and election. Nominations are called for from any parent who would like to participate in the running and development of the P&F Committee.

Positions on the Committee are usually held for a **three year term**. The positions to be voted on at the AGM are:

- President
- Treasurer
- DPC Representative
- Social Committee
- Vice-President
- Secretary
- Parish Liaison Representative
- Uniform Shop

The Committee members of the P&F shall not hold office for more than three consecutive years in the same position, however members may nominate for an **alternative** position. The following members will be vacating their roles at the end of 2011:

- President Dom Sudano
- Treasurer Brett Dickson
- Secretary Kerrie Andrews

The following Committee members have indicated that they will nominate/seek re-election in 2012:

- Mark Tyler (current Vice President)..... will nominate for role of President
- Dom Sudano (current President)..... will nominate for role of Vice President
- Suzy Caruso seeking re-election to Parish Liaison Representative
- Cathy Kellick & Leonie Scarlett seeking re-election to DPC Representative
- Veronika Sljokic / Clare Butt (TBC) seeking re-election to Uniform Shop

The following positions will become vacant at the end of 2011. Nominations welcome.

- Secretary
- Treasurer An accounting background would assist in this role
- Social Committee Currently vacant (this position is best filled with minimum two people)

Handover will be provided by former members to new members.

This information is provided in the interests of transparency. All Committee positions are declared vacant at the AGM and the current Committee members actively step down from the above positions, irrespective of whether or not they are seeking re-election.

Please feel free to contact a Committee member if you would like to discuss a position you are considering nominating for or want to find out more about it or the Committee in general.

If you would like to nominate for a position, please complete the slip below and return to the school office.

Kerrie Andrews, P&F Secretary

NOMINATION FORM FOR ELECTION TO SACRED HEART P&F COMMITTEE 2012

I nominate for the following position on the 2012 P&F Committee:

- President
- Treasurer
- DPC Representative
- Social Committee
- Vice-President
- Secretary
- Parish Council Delegate
- Uniform Shop

.....
Signed

.....
Print Name

.....
Date

**SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING**

**SUBCOMMITTEE REPORTS
7.30pm, Thursday 10 November 2011**

TREASURER – Brett Dickson

See separate spread sheets.

PARISH COUNCIL LIAISON – Suzy Caruso

Sacramental Programme for 2011

This year saw 152 children receive the sacrament of Confirmation, 145 children receive the sacrament of reconciliation and 141 children completed their Christian initiation with First Eucharist.

Sacramental Programme for 2012

Dates for our Sacramental Programme for the coming year are being finalised at the moment and will be distributed in December 2011. For children currently in year 1 and year 2, they will be sent home with the school newsletter. For older children who are interested in receiving the sacraments, they will also be available on this website and available from our parish office.

Next year, we are further developing our sacramental programme with the introduction of reflection days during the preparation of Confirmation and First Eucharist. Thank you to Julie Caldwell for her support of these retreats and the permission to use the school grounds for these days.

The sacramental team is made up of a group of parent volunteers who are able to help the coordinator in her role by assisting her at enrolment times, helping with the organisation of manuals and distribution of information packs at parent information sessions, organising children at the times of the Sunday rituals, leading a group through their weekly sessions and coordinating the ceremonies for the sacraments. We would love to have you as part of our sacramental team. If you would like to be involved, please contact Suzy Caruso on 9997 7311 (ext 13) or 0411 54 33 66 or pittwatersac@exemail.com.au

Family Masses for Term 4

Our next and last family mass for the year to be hosted by a Sacred Heart school year is the year 5 family mass and will be held at 6.00pm on Sunday 20 November (Soul Mass).

Christmas Masses

Christmas Eve masses will be celebrated in the Sacred Heart school grounds at –
5.00pm – Christmas Eve family Mass, including nativity re-enactment with the children
9.00pm – Christmas Eve Soul Mass (candlelight)

Christmas Eve Masses will be celebrated at Maria Regina Church at – 6.00pm

Christmas Day Masses will be celebrated at Sacred Heart Church at – Midnight, 8.00am and 9.30am

Christmas Day Masses will be celebrated at Maria Regina Church at – 9.00am

If you would like to be involved in the Christmas Eve preparations, please complete the tear-off slip in week 4's school newsletter.

DIOCESAN PARENT COUNCIL REPORT – Cathy Kellick & Leonie Scarlett

Term 3

Last term on 31 August Sacred Heart hosted the Peninsula Cluster meeting of Diocesan Parent Council representatives. It was a very informative evening, with all schools sharing their fundraising experiences and ideas.

Cathy and Leonie attended the DPC Seminar held at Our Lady of Good Counsel Forestville, which was “The Power of Parenting - how to bully proof your kids.” Over 100 people attended to hear Brett Murray, who has lots of experience working with young people and parents around the issue of bullying.

The second DPC seminar in Term 3 was “The Impact of Giftedness on Emotional Well-Being”. Both sessions were held on the same nights as the Sacred Heart Musical Alice in Wonderland, so no one from Sacred Heart made it (as far as we know!).

Term 4

End of year dinner: On Monday 7th November, Cathy Kellick attended the 2011 End of Year Diocesan P&F Teams Dinner and DPC AGM at the Catholic Schools Office in Pennant Hills.

New Parent Council website: The staff who support the Parent Council have worked very hard developing a new website for the DPC. It contains great information for parents and P&F teams about all sorts of issues, as well as information about upcoming DPC events. Check it out at www.brokenbayparentcouncil.com. The site will also enable schools to share ideas and experiences of strengthening the community between their school, parents and parish.

New Support Framework for P&F Teams: This new framework was launched at the dinner on 7th November. It forms part of the new Parent Council website, and has three parts:

- P&F Matters
- Building Community
- Healthy Fundraising

In 2012, each school is expected to develop their own Healthy Fundraising Guidelines to suit their needs and fit within the Diocesan Healthy Fundraising Guidelines. At the dinner of Monday night we heard from Holy Family at Lindfield about the development of their *Healthy and Sustainable Fundraising Guidelines*. Parents at Sacred Heart will have plenty of opportunity to contribute to our school's guidelines in 2012.

“Understanding Adolescents” presented by Colleen Zurowski. Don't miss the last DPC Seminar for 2011 which will be held on Wednesday 23 November at Mater Maria College from 7.30 to 9pm.

**SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING**

**TREASURER'S REPORTS
7.30pm, Thursday 10 November 2011**

SACRED HEART CATHOLIC SCHOOL PARENTS AND FRIENDS ASSOCIATION BALANCE SHEET AS AT 31 OCTOBER 2011		
	Financial Year	
	Oct 2011	Dec 2010
	\$	\$
Current Asset		
Cash on hand & at Bank	63,832	53,731
Receivables	1,100	550
Prepayments	0	0
Inventory - uniform shop	51,250	33,119
	116,182	87,400
Non Current Asset		
Fixed assets	1,952	0
	1,952	0
Total Assets	118,134	87,400
Current Liabilities		
Creditors & Accruals	1,596	1,227
Total Liabilities	1,596	1,227
Net Assets	116,538	86,173
P & F Funds		
Opening balance	86,173	52,902
Profit for the period	39,756	72,498
Distribution to school	(9,391)	(39,227)
Closing balance	116,538	86,173

**SACRED HEART CATHOLIC SCHOOL
PARENTS AND FRIENDS ASSOCIATION
PROFIT AND LOSS STATEMENT
FOR THE PERIOD ENDED 31 OCTOBER 2011**

	Financial Year	
	Oct-11	Dec-10
	\$	\$
Revenue		
Fundraising		
Major fundraiser	21,060	32,058
Children's fundraiser	18,631	14,713
Mothers/Father's day	7,578	10,633
School disco	0	7,302
Year 6 welcome BBQ	6,415	5,867
Kindy sausage sizzle	908	1,177
Other fundraising	0	301
	54,592	72,050
Uniform shop	55,429	62,074
Interest	999	1,180
Total revenue	111,020	135,304
Expenditure		
Major fundraiser	(10,392)	(11,973)
Children's fundraiser	(10,432)	(6,445)
Mothers/Father's day	(2,701)	(3,176)
School disco	0	(3,317)
Year 6 welcome BBQ	(2,623)	(1,862)
Year 6 dinner	0	(2,500)
Kindy sausage sizzle	(254)	(227)
	(26,402)	(29,499)
Uniform shop	(43,974)	(32,136)
Other expenses	(188)	(284)
Bank charges	(700)	(887)
Total expenditure	(71,264)	(62,806)
Net profit for the year	39,756	72,498

Summary		
Fundraising	28,190	42,552
Uniform shop	11,455	29,938
Interest	299	293
Other	(188)	(284)
	39,756	72,498

SACRED HEART CATHOLIC SCHOOL PARENTS AND FRIENDS ASSOCIATION CASHFLOW FOR THE PERIOD ENDED 31 OCTOBER 2011		
	Year to Date	Full Year
	2011	2010
	\$	\$
Receipts		
Uniform shop	55,429	62,074
Major fundraiser	21,060	32,058
Childrens fundraiser	18,631	14,713
Mothers/Father's day	7,578	10,633
School disco	0	7,302
Year 6 welcome BBQ	6,415	5,867
Kindy sausage sizzle	908	1,177
School calendars and cards	0	282
Other fundraising	0	301
Bank interest	999	1,180
	111,020	135,586
Payments		
Uniform shop	(61,532)	(45,575)
Major fundraiser	(10,943)	(11,973)
Childrens fundraiser	(10,432)	(6,445)
Mothers/Father's day	(2,701)	(3,176)
School disco	0	(3,317)
Year 6 welcome BBQ	(2,623)	(1,862)
Year 6 dinner	0	(3,050)
Kindy sausage sizzle	(254)	(227)
Fixed asset purchases	(2,155)	0
Other expenses	(188)	(284)
Bank charges	(700)	(887)
	(91,528)	(76,794)
Net cash inflow	19,492	58,792
Opening cash	53,731	34,166
Cash available for distribution	73,223	92,958
Distribution to school	(9,391)	(39,227)
Closing cash	63,832	53,731
Summary of Net Cash Flow		
Uniform shop	(6,103)	16,499
Major fundraiser	10,117	20,085
Childrens fundraiser	8,199	8,269
Mothers/Father's day	4,877	7,457
School disco	0	3,985
Year 6 welcome BBQ	3,792	4,005
Year 6 dinner contribution	0	(3,050)
Kindy sausage sizzle	654	949
Fixed asset purchases	(2,155)	0
School calendars and cards	0	282
Other fundraising	0	301
Other expenses	(188)	(284)
Bank interest/charges (net)	299	293
	19,492	58,792