

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

**MINUTES OF MEETING  
7.30pm, Tuesday 15 February 2011 – School Hall**

**Meeting opened at 7.30pm**

Prior to the official start of the P&F meeting, Julie Caldwell introduced all class teachers to attendees at the P&F meeting.

**Kindy** Mrs Jayne Wheen/Mrs Michaela Browne, Mrs Laura Brady  
**Year 1** Mrs Lisa Ess, Mrs Jenine Brown  
**Year 2** Mrs Lisa Firman, Mrs Fiona Ngamu  
**Year 3** Mrs Bernadette Sheehan/Mrs Leanne Wood, Mrs Sarah Russell  
**Year 4** Miss Carmel Mitchell, Mrs Louise De Bresac  
**Year 5** Mr Stephen Behan, Miss Kathleen Gibson/Mrs Driscoll, Mrs Simone Donnelly  
**Year 6** Miss Susan Rudd, Mrs Trish Johns

**Assistant Principal** Jennifer O'Carroll  
**REC Coordinator** Kath Gibson  
**PBL/Pastoral Care** Lisa Firman  
**Maths Coordinator** Fiona Ngamu  
**IT Coordinator** Simone Donnelly

ITEM	DISCUSSION / ISSUE
<b>PRESIDENT'S REPORT</b>	<p>Dom Sudano welcomed new families to the school and introduced new members of the P&amp;F committee following elections in Term 4, 2010. New members include Vice President, Mark Tyler; DPC Representative Julie Tyler; Parish Council Liaison Suzy Caruso and Uniform Shop Veronica Sljokic and Clare Butt. Returning members include President Dom Sudano; Treasurer Brett Dickson and Secretary Kerrie Andrews.</p> <p>The P&amp;F Constitution which is drafted by the CSO has now been signed by the current P&amp;F Executive and governs the way the P&amp;F is run. Slight changes were made to the Constitution to tailor it to the needs of Sacred Heart. The Constitution will be forwarded to the CSO.</p> <p>Subcommittee report from Suzy Caruso, Parish Council Liaison is attached.</p> <p>Dom went over the goals of the P&amp;F, to increase our involvement in the school community. Our school has a great reputation and our enrolments each year confirm this.</p> <p>The P&amp;F will continue to work to raise money for the provision of school supplies, having done extremely well in the past year.</p> <p>Dom will hold a meeting in the coming weeks for all Class Parents and Event Teams. We would like to build on our resources within each year, and have a contact list available to all class parents and event coordinators to assist with organising events and outings.</p> <p>Years 1 and 5 were still needing event teams, however Dom was advised at the meeting these positions had been filled. (Names to be provided to P&amp;F). Table showing class parents and event coordinators for 2011 attached.            Note: Year 5 event coordinator position is in fact still vacant.</p> <p>We have received a Wish List as follows:</p>

ITEM	DISCUSSION / ISSUE
	<ul style="list-style-type: none"> <li>• At the end of 2010, we have approximately \$50,000 in the bank.</li> <li>• \$10k to be applied to "learn to read" resources specifically for K-Yr 2.</li> <li>• We would like to purchase more computers.</li> <li>• Approximately \$800 to be spent on an art appreciate collection. This specific art work will be curriculum based (sourced by Jackie Brown, parent). This was raised as an item for future consideration at the P&amp;F meeting in Term 3 last year. Details will be published in the newsletter next week.</li> <li>• We would like to streamline the uniform shop, looking at an electronic system of ordering, stock take and inventory. This would cost approximately \$1,000.</li> <li>• We would like to upgrade some of our play equipment, particularly for infants. The current equipment is to be removed (retaining the slide section), and purchase a more "infant orientated" section for the younger children.</li> </ul>
<b>TREASUER'S REPORT</b>	<p>Brett Dickson outlined the current status of the accounts. Our accounts will be audited in the coming months (as are all school P&amp;F accounts). The last two years have had excellent revenue from the social committee and uniform shop. Last year we paid \$39,000 back to the school for computers, maths resources and our Sacred Heart marquee.</p>
<b>PRINCIPAL'S REPORT</b>	<p>Julie Caldwell addressed the meeting.</p> <p>The year started off on 25 January with Julie, Jennifer O'Carroll and the leadership team meeting with other Broken Bay Diocese schools. Specific goals are now on board, with all school sharing similar goals. We are working with lecturers from the University of New Zealand, who are all very supportive and we are now in our second year of our leaders "leading and working with our teachers".</p> <p>Our main goal in Catholic life and mission remains to have a spirit filled catholic community, working in partnership with both school and parish. Father George is very supportive of this goal.</p> <p>A breakfast meeting was held with Father George, Julie Caldwell and principals from Mater Maria and Maria Regina confirming we all hold the same goals.</p> <p>Our REC Coordinator, Kath Gibson, has been recognised by the Diocese for her excellent work and will be travelling to Madrid, Spain for World Youth Day. Kath will be keeping a blog so the school can follow her journey.</p> <p>Social Justice Plan – our children continue to support various initiatives, flood relief, make a friend day.</p> <p>The Catholic Guy – will be coming to our Parish on 21-25 March, holding morning, afternoon and evening sessions. A great way to connect with your spirituality.</p> <p>Teaching and Learning – we have a great community of leaders. Jennifer and Julie continue to work with other consultants, and hold a leadership meeting every Monday afternoon. We are covering all aspects of authentic learning, and growing our teachers as leaders. Once again working with the Australian Catholic University and the New Zealand researchers.</p> <p>Our teachers are leaders and life long learners. We are teaching our children how to access learning, cyber safety and the internet. We have a shared understanding, specific use of data. Our teachers are creative teachers, committed to the learning journey.</p> <p>Student welfare and pastoral care – we continue to have many well being initiatives – meditation, anxiety (with Trish Johns), a school counsellor on</p>

ITEM	DISCUSSION / ISSUE
	<p>premises, the Seasons Program, Mr Scary Program and the Chill Program.</p> <p>At lunchtime we have several teachers hold various "clubs" for children who enjoy less boisterous activities – meditation, drawing, library/reading, lunch club (in the cooler months we will have knitting and dance clubs).</p> <p>Facilities and Resources – our building phase is nearly complete, with some final talks still taking place. Our new Sacred Heart sign is now up and we now have communications connected to the new hall building. Many thanks to Kathy Vidulic and Veronica Sljokic for their help, and to Peter Martin (maintenance man) for fitting out the new uniform shop. Keenan Kids, Uniform Shop and School Archives have all moved. We have also built a pergola on the veranda of the staffroom to cool the room.</p> <p>School Hall – the official opening will be on 25 March 2011. The Mayor of Pittwater has been invited, as well as local member Rob Stokes. Everyone is welcome to attend the opening which will involve a short liturgy and ceremony.</p> <p>Thanks to the P&amp;F for their community building, enrolments have increased as a result of community spirit.</p> <p>Open Day 2011 – to be held on 25 March 2011. CSO open week is not until May this year.</p> <p>The new P&amp;F social committee structure which started in 2010 has proved to be easy for others to step in. Many thanks to Suzy, Pam and Rachel for setting it up ready to move forward.</p>
<p><b>MATTERS FOR FUTURE CONSIDERATION</b></p>	<p><b>Air conditioning</b> – <i>can we consider air conditioning in the classrooms, as a starting point one year per year (ie Yr 6 this year, Yr 5 next year etc).</i>  <b>Action:</b> Julie advised not a definite "no", however the cost factor is a big issue. On top of the cost of the air conditioners themselves, is the cost to run the machines. We have received approval to apply for a \$50k grant for solar panels. The parish has just installed solar panels and Mark Tyler will look at the cost effectiveness.</p> <p><b>Maintenance</b> – <i>there is a tree dropping large seed pods on the stairs at the school entrance – slipping hazard.</i>  <b>Action:</b> We have just received council permission to remove a large tree near the bus stop. We will look into the seed pod tree. Julie Tyler suggested the gardener at the church could clear the path with his blower, however that is only once a week.</p> <p><b>First Aid Training</b> – <i>can we run first aid courses for parents and the wider community from the school?</i>  <b>Action:</b> Yes definitely. Courses are offered via the SAN Hospital, the school office is currently looking into the cost and we will ask for expressions of interest in the school newsletter. Provided we have enough people interested, courses will definitely be run and dates set. Courses can be tailored to paediatric first aid, including anaphylactic and diabetes.</p> <p><b>DEFIB machine</b> – <i>do we need one at school?</i>  <b>Action:</b> Dom Sudano (being an intensive care paramedic) advised the age group of our children were not in the risk factor group.</p> <p><b>PA system</b> – <i>we can't hear at assembly or sporting events.</i>  <b>Action:</b> PA system was fixed (at a cost of \$5,000) last year however following the building works the system is now out of sync again. This will be looked into.  Swimming and athletics carnivals – we currently use the PA facilities at the venue as Sacred Heart do not own a portable PA system. Mark Tyler will look into portable PA systems.</p>
<p><b>MEETING CLOSED. NEXT MEETING WILL BE IN TERM 2, APPROXIMATELY WEEK 3 (DATE TO BE ADVERTISED IN NEWSLETTER)</b></p>	

### 2011 CLASS PARENTS AND EVENT TEAMS

YEAR	CLASS PARENTS	EVENT TEAMS	EVENT
Kindy	Elissa Crick Anna Russell	Janelle Osborne, Zoe Wooldridge, Clare Butt	Woolworths BBQ
Year 1	Christine Dickson Karen Willding	Karen Locke, Angela Bell Dan Separovic	End of Year BBQ
Year 2	Margaret Perusich, Leonie Scarlett Rebecca Molinaro,	Marie Nero Anna Russell	Father's Day B'fast
Year 3	Lucy Burt, Belinda Thompson	Belinda Thompson, Lisa Wonders, Dee Natoli, Mel Smith, Linda Maras, Mary Taylor-Cross, Rachel Sudano,	Major Fund Raiser (kids)
Year 4	Vera Hannan, Marisa Reddy, Belinda Carroll, Sonia Stackhouse	Mandy Allen Tracey O'Brien	Mother's Day B'fast
Year 5	Rosalie Nolan Clare Butt, Kerryn Odell	<b>VACANT</b>	Major Fund Raiser (adults)
Year 6	Vera Hannan Cath Lock	Suzy Caruso Pam Alexopoulos	Welcome BBQ

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

**AGENDA**

**7.30pm, Tuesday 15 February 2011 – School Hall**

**OUTLINE OF MEETING**

1. Welcome and Prayer

Father

We thank you for the opportunity to begin the Sacred Heart school year, and we ask that you bless our school, our students, and our families.

We pray that you will guide us in all ways, and that we will seek your will in everything that we do.

We ask this in the name of Jesus Christ our Lord.

Amen

2. Introduction and President's Report – Dom Sudano

- Attendance and apologies
- Business arising from previous meeting

Following elections at the P&F AGM in Term 4, 2010, we confirm the 2011 P&F Committee is made up of the following parents:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ President – Dom Sudano</li> <li>○ Vice President – Mark Tyler</li> <li>○ Treasurer – Brett Dickson</li> <li>○ Secretary – Kerrie Andrews</li> </ul> | <ul style="list-style-type: none"> <li>○ Parish Council Liaison – Suzy Caruso</li> <li>○ Diocesan Parent Council Representative – Julie Tyler</li> <li>○ Uniform Shop – Veronica Sljokic &amp; Clare Butt</li> </ul> |
|--|--|
- P&F executive to sign Constitution - The P&F Constitution has been available for viewing on the school website since early Term 4, 2010. The Constitution was drafted by the CSO, with minor changes to suit Sacred Heart.
  - Subcommittee reports – Parish Council, Diocesan Parent Council
  - Positions Vacant: Social Committee Coordinator (best filled with two people)

YEAR	CLASS PARENTS	EVENT COORDINATORS	EVENT
Kindy	Elissa Crick Anna Russell	Janelle Osborne, Zoe Wooldridge, Clare Butt	Woolworths BBQ
Year 1	Christine Dickson Karen Willding	<b>VACANT</b>	End of Year BBQ
Year 2	Margaret Perusich, Leonie Scarlett Rebecca Molinaro,	Marie Nero Anna Russell	Father's Day B'fast
Year 3	Lucy Burt, Belinda Thompson	<b>VACANT</b>	Major Fund Raiser (kids)
Year 4	Vera Hannan, Marisa Reddy, Belinda Carroll, Sonia Stackhouse	<b>VACANT</b>	Mother's Day B'fast
Year 5	Rosalie Nolan	<b>VACANT</b>	Major Fund Raiser (adults)
Year 6	Vera Hannan Cath Lock	Mandy Allen Suzy Caruso, Pam Alexopoulos	Graduation Welcome BBQ

- 3. Treasurer's Report – Brett Dickson
- 4. Principal's Report – Julie Caldwell
- 5. Matters for future consideration
- 6. Close of P&F meeting

**SACRED HEART SCHOOL MONA VALE**  
**PARENTS & FRIENDS COMMITTEE MEETING**  
**SUBCOMMITTEE REPORTS**  
**7.30pm, Tuesday 15 February 2011 – School Hall**

**TREASURER – Brett Dickson**

See separate spreadsheet.

**DIOCESAN PARENT COUNCIL REPORT – Julie Tyler**

No significant news to report at this stage.

**PARISH COUNCIL LIAISON – Suzy Caruso**

**Parish News - Reconciliation Programme for 2011 – Year 3 and Above**

Children who are currently in year 3 or above and who have received the Sacrament of Confirmation are eligible to receive the Sacrament of Reconciliation.

Our parish will be taking enrolments for the Reconciliation programme for 2011 at the following times -

- 5.00pm mass at Mona Vale on Saturday 19 February
- 8.00am mass at Mona Vale on Sunday 20 February
- 9.30am mass at Mona Vale on Sunday 20 February
- 6.00pm mass at Mona Vale on Sunday 20 February

If you would like to take part in the Reconciliation programme, please ensure that you attend one of these masses. The Sacrament of Reconciliation at Pittwater Parish will take place at the following times –

- 1 - Tuesday 29 March at 5.30pm at Maria Regina Avalon
- 2 - Wednesday 30 March at 5.30pm at Sacred Heart Mona Vale
- 3 - Wednesday 30 March at 7.00pm at Sacred Heart Mona Vale

**Parish News – Sacramental Programme for 2011**

A full brochure with all the dates for the full Sacramental Programme for 2011 with all the dates and information is available from the Sacramental Ministry dropdown menu on the parish website - [www.pittwaterparish.org](http://www.pittwaterparish.org)

**Children's Liturgy**

All children between the ages of 5-9 years are welcome to join us at Children's Liturgy. The liturgy runs every Saturday at the 5.00pm Family Mass time at Mona Vale, during the school term (but not during school organised Family Masses). Any children under the age of 5 are also welcome to come along if they are supervised during the Liturgy by a parent or carer. The Liturgy is run by mums who volunteer from the Parish. At the beginning of Mass, following the opening prayer the children are asked to join the Liturgy group. The group then moves from the church to the Chapel or Crying room. We usually start with a prayer, sometimes read a short story from a children's bible and do activities from a worksheet. Generally the Liturgy runs for about 15-20 minutes and we then move back into the church where the children gather at the back ready to present the gifts during the Offertory Procession, after this they may rejoin their families for the remainder of the Mass. Please encourage your children to join us for the Liturgy.

**Family Masses for Term 1**

Our next family mass will be hosted by Year 3 and be held at 5.00pm on Saturday 19 March.

**SACRED HEART SCHOOL MONA VALE**  
**PARENTS & FRIENDS COMMITTEE MEETING**  
**TREASURER'S REPORT**

7.30pm, Tuesday 15 February 2011 – School Hall

<b>SACRED HEART CATHOLIC SCHOOL</b>		
<b>PARENTS AND FRIENDS ASSOCIATION</b>		
<b>BALANCE SHEET AS AT 31 DECEMBER 2010</b>		
	<b>Financial Year</b>	
	<b>2010</b>	<b>2009</b>
	\$	\$
<b>Current Asset</b>		
Cash at Bank	53,731	34,166
Receivables	550	282
Inventory - uniform shop	33,119	22,105
	<b>87,400</b>	<b>56,553</b>
<b>Total Assets</b>	<b>87,400</b>	<b>56,553</b>
<b>Current Liabilities</b>		
Creditors & Accruals	1,227	3,651
<b>Total Liabilities</b>	<b>1,227</b>	<b>3,651</b>
<b>Net Assets</b>	<b>86,173</b>	<b>52,902</b>
<b>P &amp; F Funds</b>		
Opening balance	52,902	11,050
Profit for the year	72,498	56,853
Distribution to school	(39,227)	(15,000)
<b>Closing balance</b>	<b>86,173</b>	<b>52,902</b>

**SACRED HEART CATHOLIC SCHOOL  
PARENTS AND FRIENDS ASSOCIATION  
PROFIT AND LOSS STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2010**

	Financial Year	
	2010	2009
<b>Revenue</b>		
Fundraising		
Major fundraiser	32,058	20,548
Feast & Fun Day/Walkathon	14,713	10,499
Mothers/Fathers day	10,633	3,144
School disco	7,302	0
Year 6 welcome BBQ	5,867	0
Kindy sausage sizzle	1,177	0
School calendars and cards	0	6,354
Other fundraising	301	0
	<b>72,050</b>	<b>40,545</b>
Uniform shop	62,074	62,966
Interest	1,180	268
<b>Total revenue</b>	<b>135,304</b>	<b>103,778</b>
<b>Expenditure</b>		
Fundraising		
Major fundraiser	(11,973)	(9,048)
Feast & Fun Day/Walkathon	(6,445)	0
Mothers/Fathers day	(3,176)	(1,140)
School disco	(3,317)	0
Year 6 welcome BBQ	(1,862)	0
Year 6 dinner	(2,500)	(257)
Kindy sausage sizzle	(227)	0
School calendars and cards	0	(2,399)
	<b>(29,499)</b>	<b>(12,844)</b>
Uniform shop	(32,136)	(32,598)
Other expenses	(284)	(515)
Interest paid	(887)	(969)
<b>Total expenditure</b>	<b>(62,806)</b>	<b>(46,925)</b>
<b>Net profit for the year</b>	<b>72,498</b>	<b>56,853</b>

<b>Summary</b>		
Fundraising	42,552	27,700
Uniform shop	29,938	30,368
Interest	293	(701)
Other	(284)	(515)
	<b>72,498</b>	<b>56,853</b>

**SACRED HEART CATHOLIC SCHOOL  
PARENTS AND FRIENDS ASSOCIATION  
CASHFLOW FOR THE YEAR ENDED 31 DECEMBER 2010**

	Financial Year	
	2010	2009
	\$	\$
<b>Receipts</b>		
Uniform shop	62,074	62,966
Major fundraiser	32,058	20,548
Feast & Fun Day/Walkathon	14,713	10,499
Mothers/Fathers day	10,633	3,144
School disco	7,302	0
Year 6 welcome BBQ	5,867	0
Kindy sausage sizzle	1,177	0
School calendars and cards	282	6,072
Other fundraising	301	0
Bank interest	1,180	268
	<b>135,586</b>	<b>103,496</b>
<b>Payments</b>		
Uniform shop	(45,575)	(53,286)
Major fundraiser	(11,973)	(9,048)
Feast & Fun Day/Walkathon	(6,445)	0
Mothers/Fathers day	(3,176)	(1,140)
School disco	(3,317)	0
Year 6 welcome BBQ	(1,862)	0
Year 6 dinner	(3,050)	(257)
Kindy sausage sizzle	(227)	0
School calendars and cards	0	(2,399)
Other expenses	(284)	(515)
Bank charges	(887)	(969)
	<b>(76,794)</b>	<b>(67,614)</b>
<b>Net cash inflow</b>	<b>58,792</b>	<b>35,882</b>
Opening cash	34,166	13,284
Cash available for distribution	92,958	49,166
Distribution to school	(39,227)	(15,000)
<b>Closing cash</b>	<b>53,731</b>	<b>34,166</b>

<b>Summary of Net Cash Flow</b>		
Uniform shop	16,499	9,680
Major fundraiser	20,085	11,500
Feast & Fun Day/Walkathon	8,269	10,499
Mothers/Fathers day	7,457	2,004
School disco	3,985	0
Year 6 welcome BBQ	4,005	0
Year 6 dinner contribution	(3,050)	(257)
Kindy sausage sizzle	949	0
School calendars and cards	282	3,673
Other fundraising	301	0
Other expenses	(284)	(515)
Bank interest/charges (net)	293	(701)
	<b>58,792</b>	<b>35,882</b>