

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

**MINUTES OF MEETING
7.30pm, Wednesday 25 May 2011 – School Hall**

Meeting opened at 7.30pm

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:</p> <p>EVENT TEAMS - Dom Sudano held a meeting with event teams early in Term 1. This meeting was to ensure all teams are working towards the same goals and have a clear understanding of their roles.</p> <p>ART RESOURCES - Jackie Brown addressed the meeting and brought in the art work purchased with P&F funds. Jackie selected specific artwork to fit in with the syllabus, including a broad range of artists from Australia, Asia, Europe and Aboriginal artwork. The posters have been laminated and teachers will now be able to borrow and display in classrooms when studying particular artists. Jackie will prepare some "leading questions" for the back of each piece of artwork to prompt discussion.</p> <p>Jackie is also working on the children's' artwork for our major fundraiser. Artwork for kindy and year 5 have been completed and we have a team of approximately 15 people on the art committee.</p> <p>FIRST AID COURSE - Following a request at the term 1 P&F meeting to run a first aid course, we scheduled a course to be run by the SAN Hospital at school on Saturday 14 May 2011. Unfortunately we only received eight enrolments, and SAN required a minimum of 10 in a class. Links to alternative courses were advertised in the school newsletter, run by St Johns Ambulance, SAN Hospital and Northern Beaches Community College. At the meeting it was asked if we could set another date for a course to be run at school, however given the lack of response to our first course, and many people mentioning they have sport for the children on weekends, we do not anticipate we would receive a greater response second time around, and therefore will not be pursuing this.</p> <p>For those interested in attending a First Aid course, other options available outside the school (with a variety of dates/times) are:</p> <p>SAN Hospital Education (at the hospital) - http://www.stjohnnsw.com.au/publications/Brochures/Timetables/2011/SJO_STATE_Timetable_Jan2011_WEB.pdf</p> <p>St Johns Ambulance (at Balgowlah or Forestville) - http://www.stjohnnsw.com.au/publications/Brochures/Timetables/2011/SJO_GreaterMetro_Timetable_Jan2011_WEB.pdf</p> <p>Northern Beaches Community College (Narrabeen or Brookvale) - http://www.mwcc.nsw.edu.au/docs/accredited.php</p>

ITEM	DISCUSSION / ISSUE
	<p>SCHOOL MAINTENANCE – two large trees have now been removed from the front of the school. The tree at the entrance stairs was dropping large seed pods which was a safety issue. It also became apparent the large tree on the other side of the school entrance was in poor condition and this tree was also removed. The tree near the school bus stop was removed as it was damaging the base wall of the school fence. New flowering gums have been planted to fill in these areas.</p> <p>A small fence is to be erected around the play equipment outside the canteen to deter children climbing on the equipment unsupervised. This fence will be purchased by the school. The taller "monkey bars" section of the equipment has also been removed as it was unsafe.</p> <p>2011 MAJOR FUND RAISER – we have received a request for a float of \$700 to purchase items to prepare for the major fundraiser. This has been approved by the P&F executive and the float will be kept in the school office.</p> <p>PORTABLE PA SYSTEM – the P&F have now purchased two portable PA systems for the school at a cost of \$3,400. Several different systems were tested and we purchased PAs with CD, USB and iPod interface, slave unit, wired or unwired microphones, stands and wheels.</p> <p>CANTEEN – the online ordering system is now up and running and Kay and Marie have received many positive comments.</p> <p>DIOCESAN PARENT COUNCIL REPRESENTATIVE – nominations were received from Cathy Kellick and Leonie Scarlett to share this role. Both were voted in at the meeting by the P&F executive and seconded by Kathy Vidulic. Cathy and Leonie introduced themselves to the meeting and explained how the shared role will work.</p> <p>PARISH LIAISON REPORT – Suzy Caruso's report outlining parish activities is attached. Suzy briefly outlined what was covered in her report.</p>
<p>TREASURER'S REPORT</p>	<p>Christine Dickson attended on Brett Dickson's behalf. Financial spreadsheets are attached. As at the end of April, we currently have approximately \$52,000 in the P&F account. We are yet to reimburse the school for the PA systems.</p> <p>A proposal has been submitted by the uniform shop to purchase a computer, scanner, printer, prepaid mobile broadband and Reckon (Quickbooks) software to run the shop more efficiently. This would cost approximately \$2,500. This is part of a three phase upgrade for the uniform shop. This proposal was approved by the P&F executive.</p>
<p>PRINCIPAL'S REPORT</p>	<p>Julie Caldwell addressed the meeting and discussed the following:</p> <p><i>Create a Spirit Filled Community</i></p> <p>Goal 1: Strengthen community partnerships between school and parish</p> <ul style="list-style-type: none"> ü Promotion of Catholic Guy Sessions within school ü Pittwater's Got Talent ü Oh What a Night ü Proposed parent prayer group

ITEM	DISCUSSION / ISSUE
	<ul style="list-style-type: none"> ü Reconciliation and Confirmation support <p><i>Exercise Responsible Stewardship</i></p> <p>Goal 1: Promote appropriate social and environmental action that makes a difference</p> <ul style="list-style-type: none"> ü School/Parish Earth Hour Liturgy ü Continued Planet Green <p>Goal 2: Nurture the wellbeing of all members of our community</p> <ul style="list-style-type: none"> ü Continued and expanded program of support programs ü Increased budget for Learning Support ü Better liaison with Parish for support <p><i>Develop a Community of Leaders</i></p> <p>Goal 2: Provide opportunities to support and build leadership capacity.</p> <ul style="list-style-type: none"> ü All teachers have leadership responsibilities within the school ü Professional Learning Teams very successfully moving towards their goals led by staff members (IT, Maths, Literacy) <p><i>Create a community of lifelong learners</i></p> <p>Goal 1: Develop a shared understanding of the principals that transform learners and learning</p> <p>Goal 2: Align classroom principles with agreed principles</p> <ul style="list-style-type: none"> ü All teachers working in learning teams to align their understandings, goals and principles around those of Authentic Learning. <p><i>Facilities and Resources</i></p> <ul style="list-style-type: none"> ü School Opening end last term ü Currently applying for the \$50 000 solar grant round 2 ü Trees removed and replace with smaller flowering gums ü Playground equipment quotes sought re relocation – instead playground equipment will be fenced for safety

ITEM	DISCUSSION / ISSUE
	<p>Recent Events</p> <ul style="list-style-type: none"> ü Change in swimming carnival procedures worked well, much safer format still allowed whole school to participate. ü Winning school in Cross Country ü A3 music (singing lessons by Australian Girls Choir) being enjoyed by Years 5 and 6 ü Yamaha festival preparation going ahead. ü Alice in Wonderland production has begun <p>Parents and Friends</p> <ul style="list-style-type: none"> ü Diocesan Parent Council Forum held at Mona Vale re Anxiety – well attended ü Uniform shop working well and new uniform very successful ü Mother’s Day event very successful – thanks to Tracey O’Brien and Year 4 ü Welcome BBQ well attended and very successful. <p>Many thanks to the community of Sacred Heart who are lead by the P and F. They are a productive and well organised team. I appreciate their enthusiasm, drive and balanced approach towards building community and running a successful school.</p>
<p>MATTERS FOR FUTURE CONSIDERATION</p>	<p>UNIFORM SHOP ELECTRONIC EQUIPMENT PURCHASE – Phase 1 of a three phase upgrade of the uniform shop. P&F executive approved the purchase of equipment at a cost of approximately \$2,500. Action: This equipment will be purchased by Christine Dickson/uniform shop.</p> <p>P&F Photo Sheet – <i>can we update this please.</i> Action: Kerrie Andrews will update photos and new photo sheet will be placed in breezeway.</p> <p>P&F Shed – discussion regarding food items in P&F shed (tea/coffee etc for events such as Mothers Day b’fast etc), can these items be stored in the canteen pantry/consolidated with school supplies for use in hall. Action: We will draw up a proposal for the cost of having joint supplies, what they would be used for and the cost split.</p>
<p>MEETING CLOSED AT 8.25PM.</p> <p>NEXT MEETING WILL BE IN TERM 3 (DATE TO BE ADVERTISED IN NEWSLETTER)</p>	

SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING
AGENDA
7.30pm, Wednesday 25 May 2011 – School Hall

OUTLINE OF MEETING

1. Welcome and Prayer

I dreamed I stood in a studio, and watched two sculptors there.
The clay they used was a young child's mind, and they fashioned it with care.

One was a teacher – the tools he used, were books and music and art:
and one was a parent – with a guiding hand, and a gentle, loving heart.

Day after day the teacher toiled, with a touch that was loving and sure
while the parent laboured by his side, and polished and smoothed it some more.

And when at last their task was done, they were proud of what they'd wrought.
For the things they had put into the child, could neither be sold or bought.

And each agreed he would have failed, if he had worked alone,
for behind the parent stood the school, and behind the teacher stood the home.
Amen

2. Introduction and President's Report – Dom Sudano

- Attendance and apologies
- Business arising from previous meeting / current business
 - **Event Teams** - Dom Sudano held a meeting with class parents and event teams in early Term 1 to ensure everyone is aware of their roles.
 - **Art Resources** – lack of art resources was an issue raised by Jackie Brown at the Term 4, 2010 meeting – art supplies have now been purchased primarily from the Art Gallery of NSW and arrived at school at the end of Term 1.
 - **First Aid Course** – parent suggestion at Term 1, 2011 meeting – we proposed running a first aid course on 14 May 2011, however we only received 8 bookings and the minimum required to run the course was 10 attendees. Therefore the course was unable to proceed.
 - **School Maintenance** – two large trees have now been removed from the front of the school. The tree at the entrance stairs was dropping large seed pods which was a safety issue, and a large tree near the school bus stop was removed as it was damaging the base wall of the school fence.
 - **2011 Major Fund Raiser** – the Event Team from year 5 would like a float of \$300 to purchase decorations, art supplies etc while organising the event. P&F will be providing these funds.
 - **Canteen** – the online ordering system went live at the beginning of Term 2.
 - **Diocesan Parent Council Representative** – nominations have been received from Cathy Kellick and Leonie Scarlett for this position. The role will be shared and both Cathy and Leonie will be elected at the meeting.
- Subcommittee reports – Parish Liaison, Diocesan Parent Council
- Positions Vacant: The role of Social Committee Coordinator remains vacant, in the meantime events are running with Event Teams/Coordinators.

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, Wednesday 25 May 2011 – School Hall

TREASURER – Brett Dickson

See separate spreadsheet.

PARISH COUNCIL LIAISON – Suzy Caruso

Confirmation for 2011

Enrolments have now closed for the Sacrament of Confirmation.

This year things are very different to how they have been in the past. Parish visitations, World Youth Day in August and Ad Limina in October has greatly reduced the amount of suitable days on which Confirmations can occur in our Diocese. For all parishes, Confirmations will take place in a school hall, with larger numbers of candidates in each session, sometimes combining with another parish.

The Diocesan Liturgy Commission is working towards ensuring that the halls are decorated with a liturgical feel. There will be at least one other Bishop Confirming with Bishop Walker so they don't anticipate the liturgy to take much more time than previous years.

So - what does this mean for us – As we already have a combined parish, Mona Vale and Avalon to make Pittwater parish, we will not be combined with any other Parishes on the day of Confirmation.

Our Confirmation will be held in the gym of Mater Maria College in Warriewood (the Catholic high school of our parish) on Sunday 5 June at 12 noon.

We anticipate we will have 152 candidates.

We are very fortunate to have our own Bishop in our Parish who will be assisting Bishop Walker at most of the Confirmations, including ours. Bishop Bernard is known to many of the children in our Parish, especially at Avalon.

First Holy Communion for 2011

Our next enrolment period will be for the Sacrament of First Holy Communion for children in year 3 or above who have completed the Sacraments of Baptism, Confirmation and Reconciliation.

Enrolments will take place on 29 and 30 July 2011 at all mass times at Maria Regina Church, Avalon and on 5 and 6 August 2011 at all mass times at Sacred Heart Church, Mona Vale. A copy of the child's Confirmation certificate must be provided at the time of enrolment, along with an enrolment fee of \$35.00.

There will also be a Compulsory Parent Information Evening held on Tuesday 9 August 2011 at 7.30pm for all parents of First Eucharist candidates at Sacred Heart Church, Mona Vale.

Full details of the whole programme of First Holy Communion - with all the dates and information is available from the Sacramental Ministry dropdown menu on the parish website - www.pittwaterparish.org

Family Masses for Term 2

Our next family mass will be hosted by Year 4 and be held at 5.00pm on Saturday 28 May.

DIOCESAN PARENT COUNCIL REPORT – Cathy Kellick & Leonie Scarlett

Cathy Kellick and Leonie Scarlett are our new DPC representatives and will be elected to this role at the P&F meeting. Cathy/Leonie will be attending the DPC Cluster Meeting for the Peninsula on Thursday 26 May 2011.

DIOCESAN PARENT COUNCIL SEMINAR – TERM 2, 2011

Understanding Behaviour and Learning

How can we as parents assist our kids to develop behaviour that will assist their learning?

This seminar will provide parents with an understanding of:

- What is behaviour?
- The science of behaviour and learning
- Promoting appropriate behaviour.
- Responding to behaviour
- When and how to seek help

It will also outline services available in our schools through the Catholic Schools Office.

Day-Time Seminars - 10 - 11.30 am

Wednesday 1 June - Our Lady of the Rosary Catholic School, Wyoming

Wednesday 8 June - St John the Baptist Catholic School, Freshwater

Night-Time Seminars - 7.30 - 9pm

Tuesday 31 May - St Cecilia's Catholic School, Wyong

Tuesday 7 June - Corpus Christi Catholic School, St Ives

RSVP Cathie 9847 0340 or parentcouncil@dbb.catholic.edu.au

SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING
TREASURER'S REPORTS
7.30pm, Wednesday 25 May 2011 – School Hall

SACRED HEART CATHOLIC SCHOOL		
PARENTS AND FRIENDS ASSOCIATION		
BALANCE SHEET AS AT 30 APRIL 2011		
	Financial Year	
	April 11	Dec 2010
	\$	\$
Current Asset		
Cash at Bank	51,900	53,731
Receivables	550	550
Inventory - uniform shop	54,805	33,119
	107,255	87,400
Total Assets	107,255	87,400
Current Liabilities		
Creditors & Accruals	15,225	1,227
Total Liabilities	15,225	1,227
Net Assets	92,030	86,173
P & F Funds		
Opening balance	86,173	52,902
Profit for the period	5,856	72,498
Distribution to school	0	(39,227)
Closing balance	92,030	86,173

**SACRED HEART CATHOLIC SCHOOL
PARENTS AND FRIENDS ASSOCIATION**

PROFIT AND LOSS STATEMENT

FOR THE PERIOD ENDED 30 APRIL 2011

	Financial Year	
	Apr-11	Dec-10
	\$	\$
Revenue		
Fundraising		
Major fundraiser	0	32,058
Feast & Fun Day/Walkathon	0	14,713
Mothers/Fathers day	0	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	0
Other fundraising	0	301
	7,323	72,050
Uniform shop	18,056	62,074
Interest	331	1,180
Total revenue	25,709	135,304
Expenditure		
Fundraising		
Major fundraiser	0	(11,973)
Feast & Fun Day/Walkathon	0	(6,445)
Mothers/Fathers day	0	(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)
	(2,877)	(29,499)
Uniform shop	(16,549)	(32,136)
Other expenses	(188)	(284)
Interest paid	(240)	(887)
Total expenditure	(19,853)	(62,806)
Net profit for the year	5,856	72,498

Summary		
Fundraising	4,446	42,552
Uniform shop	1,507	29,938
Interest	91	293
Other	(188)	(284)
	5,856	72,498

SACRED HEART CATHOLIC SCHOOL PARENTS AND FRIENDS ASSOCIATION CASHFLOW FOR THE PERIOD ENDED 30 APRIL 2011			
	Year to Date		Full Year
	2011	2010	2010
	\$	\$	\$
Receipts			
Uniform shop	18,056	18,279	62,074
Major fundraiser	0	0	32,058
Feast & Fun Day/Walkathon	0	0	14,713
Mothers/Fathers day	2,748	1,677	10,633
School disco	0	0	7,302
Year 6 welcome BBQ	6,415	5,867	5,867
Kindy sausage sizzle	908	1,177	1,177
School calendars and cards	0	282	282
Other fundraising	0	301	301
Bank interest	331	178	1,180
	28,458	27,760	135,586
Payments			
Uniform shop	(26,983)	(7,985)	(45,575)
Major fundraiser	0	(506)	(11,973)
Feast & Fun Day/Walkathon	0	0	(6,445)
Mothers/Fathers day	0	(591)	(3,176)
School disco	0	0	(3,317)
Year 6 welcome BBQ	(2,623)	(1,862)	(1,862)
Year 6 dinner	0	(2,500)	(3,050)
Kindy sausage sizzle	(254)	(227)	(227)
Other expenses	(188)	(75)	(284)
Bank charges	(240)	(202)	(887)
	(30,288)	(13,948)	(76,794)
Net cash inflow	(1,830)	13,813	58,792
Opening cash	53,731	34,166	34,166
Cash available for distribution	51,900	47,979	92,958
Distribution to school	0	0	(39,227)
Closing cash	51,900	47,979	53,731

Summary of Net Cash Flow			
Uniform shop	(8,927)	10,293	16,499
Major fundraiser	0	(506)	20,085
Feast & Fun Day/Walkathon	0	0	8,269
Mothers/Fathers day	2,748	1,086	7,457
School disco	0	0	3,985
Year 6 welcome BBQ	3,791	4,005	4,005
Year 6 dinner contribution	0	(2,500)	(3,050)
Kindy sausage sizzle	655	949	949
School calendars and cards	0	282	282
Other fundraising	0	301	301
Other expenses	(188)	(75)	(284)
Bank interest/charges (net)	91	(23)	293
	(1,830)	13,813	58,792