

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

**MINUTES OF MEETING
7.30pm, Wednesday 24 August 2011 – 2N Classroom**

ITEM	DISCUSSION / ISSUE
<p>PRESIDENT'S REPORT</p>	<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"> • Uniform Shop proposal – A proposal was submitted at the P&F meeting last term to purchase a computer, scanner, printer, prepaid mobile broadband and Reckon (QuickBooks) software to run the shop more efficiently. This equipment was purchased in the school holidays and has now been set up. This equipment was purchased with P&F funds. Many thanks to Christine Dickson and Margaret Perusich for setting this up for the uniform shop. Veronika has advised the new computerised system is saving approximately 4-6 hours per week. We are now looking into setting up online ordering. In preparation for kinder orientation, the uniform shop will be setting up "uniform packs" containing all essential items. • P&F Photo Sheet – it was requested at our last meeting that this sheet be updated. This was done and the new sheet is in the breezeway. • "Lunch Club" resources – our teachers are now running extra "clubs" at lunchtime for the children. These include "construction club", "reading club", "knitting club", "board games club" etc. The P&F have purchased approximately 20 games for the board games club, with a few more to come. Total expenditure for the board games, including plastic containers to store them in, is approximately \$350. These clubs were an initiative of the teachers, and are run by the teachers in their own time, during lunchtime. Clubs will vary from term to term. • School Maintenance – a new safety fence was erected during the holidays around the play equipment to ensure children do not climb the equipment unsupervised. There is one section of the fence still to be completed, and we currently have a temporary panel of fencing in place. The company suggested by the Diocese to erect the fence went into liquidation which is why the fence is incomplete. We have been advised the missing panel will be installed shortly. <p>Peter Martin, our handy man, is continuing to paint the railings around the school. Most of these have been done on weekends, however due to many rainy weekends, a few railings have been taped off to allow Peter to complete the painting.</p> <p>The shade cloth from the orange seats area has been temporarily removed as it was in poor condition and creating a safety hazard. A decision will be made whether to repair/clean/replace the shade cloth.</p> <p>The school is currently looking into replacing the astro turf on the oval with a more luscious faux grass. This will involve installing a retaining wall and building up the ground slightly. Faux grass would also be installed around the sandpit area. • 2011 Major Fund Raiser – a float has now been set up with P&F funds for the Event Team which is being used to purchase decorations, art supplies etc while organising the event. The year 5 event team have the venue booked, tickets have gone out, all the bookings and organisation has been done, however they are in need of year 5 parents to help on the night. • 2012 P&F Team – at the P&F AGM in term 4, we will be electing our new P&F team for 2012. There will be some vacant positions which are outlined in the attachment to these minutes. The Notice of AGM is also on display in the breezeway. All positions are available for nomination </p>

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	<p>regardless of whether a current member is seeking re-election. Nominations can be handed to the office at any time, for the attention of Kerrie Andrews (P&F Secretary).</p> <ul style="list-style-type: none"> <p>Current P&F Positions Vacant - The role of Social Committee Coordinator remains vacant, in the meantime events are running with Event Teams/Coordinators. We would still like to have a Social Committee Coordinator to oversee all events.</p> <p>DIOCESAN PARENT COUNCIL REPRESENTATIVE – Report from Cathy Kellick and Leonie Scarlett attached. Cathy and Leonie will be hosting a DPC Peninsula Cluster Meeting on Wednesday 31 August 2011 at our school. Cathy and Leonie have been attending all forums held by the DPC, and will provide feedback via the school newsletter when appropriate.</p> <p>PARISH LIAISON REPORT – Report from Suzy Caruso attached.</p>
TREASURER'S REPORT	Balance Sheet, Profit & Loss and Cash Flow statements attached.
PRINCIPAL'S REPORT	<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"> ✓ Pittwater's Got Talent Oh What a Night very successful raised \$8000 for WYD trip ✓ Confirmation very successful held at Mater for 1000 ✓ Disability awareness for seniors recommended by RE department at CSO ✓ Year 4, 1 and 3 family masses held at parish Kinder this Saturday ✓ Miss Gibson completing WYD in Spain ✓ Staff development Day on new mass and liturgical music – new resources bought ✓ RE tests conducted across diocese. <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"> ✓ Continued Planet Green ✓ Plan for social action in fundraising and awareness activities for the students <p>Goal 2: Nurture the wellbeing of all members of our community</p> <ul style="list-style-type: none"> ✓ Continued and expanded program of support programs ✓ Learning Support at the school which goes above and beyond the expectations of CSO ✓ Supported by PBL, revitalised SRC and lunch clubs ✓ I am privileged to hear daily the conversations between teachers who are concerned for their students, always looking for ways to improve their teaching, their assessments and their programming in order to meet the needs of their students because they know that what they do

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	<p>makes the most difference in a classroom.</p> <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"> ✓ Professional Learning Teams: currently Mrs Wheen and Mrs Brady providing Literacy support for Stage 2. ✓ School partnership through LTLL with ACU \$20 000 over 2 years ✓ Diocesan partnership with Auckland University with Leading Learning initiative <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"> ✓ All teachers working in learning teams to align their understandings, goals and principles around those of Authentic Learning. ✓ Current Learning Teams: ✓ Stage Three: In depth look at individualising mathematics and especially in the area of assessing mathematics for those children at the upper range. ✓ Stage Two: In depth look at spelling especially in the phonemic area. These teachers are piloting a strategy for the whole school. ✓ Stage 1 ES1: Improving the integration of technology into literacy. <p><i>Facilities and Resources</i></p> <ul style="list-style-type: none"> ✓ OH and S audit in December this year ✓ Looking at ways to improve the playground and surrounds. ✓ Painting of railings being undertaken at the moment ✓ Playground equipment has been fenced for safety <p><i>Recent Events</i></p> <ul style="list-style-type: none"> ✓ Recent events: Visits from Brother Tony Whelan, Mr Peter Hamill, Mr Tony Bracken and Miss Anne Duncan all from the Catholic School Office ✓ A3 music very successful event this year – may go ahead next year ✓ Yamaha festival very successful ✓ Marana festival very successful (need to look into our participation in large events) ✓ Linda Anstiss on leave – Sarah Shaw replaced Linda. ✓ Alice in Wonderland production in full swing ✓ School sports carnival very successful ✓ Kinder enrolments still open for 2012 ✓ Gala Days netball and league

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	<ul style="list-style-type: none"> ✓ Principal position for Peninsula sports ✓ Amelia won Peninsula Public Speaking <p>Parents and Friends</p> <ul style="list-style-type: none"> ✓ Diocesan Parent Council meeting to be held here next week ✓ Father's Day Breakfast next week ✓ Year One end of year function – very low key event in conjunction with Andrew Chin concert <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>
MATTERS FOR FUTURE CONSIDERATION	<p>CORDLESS BARCODE SCANNER IN LIBRARY – It was asked by a library volunteer if we could have a cordless barcode scanner in the library. Action: This will be looked into, however we already have scanners and new scanners are approximately \$600.</p>
<p>MEETING CLOSED AT 8.15PM.</p> <p>NEXT MEETING WILL BE IN TERM 4, AND WILL BE FOLLOWED BY THE AGM (DATE TO BE ADVERTISED IN NEWSLETTER)</p>	

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

AGENDA

7.30pm, Wednesday 24 August 2011 – 2N Classroom

OUTLINE OF MEETING

1. Welcome and Prayer

Lord, fill our hearts with a desire to seek truth and rejoice in beauty.
Help us to know what is pleasing to you
and to understand what is right and good in your sight.

Give us the spirit of learning
that we may please you by our thoughts
and love you in your creation.

Give all teachers your constant encouragement
and guide them in their good work.
Lord, make us effective witnesses of your truth
to all whose lives we touch.

We ask this in the name of Jesus the Lord. Amen.

2. Introduction and President's Report – Dom Sudano

- Attendance and apologies
- Business arising from previous meeting / current business
 - **Uniform Shop proposal** – A proposal was submitted at the P&F meeting last term to purchase a computer, scanner, printer, prepaid mobile broadband and Reckon (QuickBooks) software to run the shop more efficiently. This equipment was purchased in the school holidays and has now been set up. This equipment was purchased with P&F funds.
 - **P&F Photo Sheet** – it was requested at our last meeting that this sheet be updated, this has been done and the new sheet is in the breezeway.
 - **"Lunch Club" resources** – our teachers are now running extra "club" at lunchtime for the children. These include "construction club", "reading club", "knitting club", "board games club" etc. The P&F have purchased 17 games for the board games club, with a few more to come. Total expenditure for the board games, including plastic containers to keep them in will be approximately \$350.
 - **School Maintenance** – a new safety fence was erected during the holidays around the play equipment to ensure children do not climb the equipment unsupervised.
 - **2011 Major Fund Raiser** – a float has now been set up with P&F funds for the Event Team which is being used to purchase decorations, art supplies etc while organising the event.
 - **2012 P&F Team** – at the P&F AGM in term 4, we will be electing our new P&F team for 2012. There will be some vacant positions which are outlined in the attachment to the agenda. All positions are available for nomination regardless of whether a current member is seeking re-election. Nominations can be handed to the office at any time, for the attention of Kerrie Andrews (P&F Secretary).
 - **Current P&F Positions Vacant** - The role of Social Committee Coordinator remains vacant, in the meantime events are running with Event Teams/Coordinators.
 - **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. The time and date of the meeting will be advised in early Term 4.

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, Wednesday 24 August 2011 – 2N Classroom**

TREASURER – Brett Dickson

See separate spreadsheet.

PARISH COUNCIL LIAISON – Suzy Caruso

First Holy Communion for 2011

Enrolments have now closed for the Sacrament of First Holy Communion. We will have 140 candidates this year who will receive the Body of Christ for the first time in our Parish. The Sacrament of First Holy Communion at Pittwater Parish will take place at the following times -

- 1 - Saturday 10 September 2011 at 5.00pm at Maria Regina, Avalon
- 2 - Sunday 11 September 2011 at 9.00am at Maria Regina, Avalon
- 3 - Saturday 17 September 2011 at 5.00pm at Sacred Heart, Mona Vale
- 4 - Sunday 18 September 2011 at 9.30am at Sacred Heart, Mona Vale
- 5 - Sunday 18 September 2011 at 6.00pm at Sacred Heart, Mona Vale

Bishop's Birthday

Bishop Bernard is celebrating his 80th birthday today (24 August). Bishop Bernard is known to many of the children in our Parish, especially at Avalon, where he resides.

WYD 2011

27 members of our parish joined 20 other members of other Salvatorian Parishes in Broken Bay to have the experience of Pilgrimage to World Youth Day and also of our Salvatorian Spirituality. This pilgrimage, lasting for 25 days will travel through Rome, Assisi, Paris, Lourdes, San Sebastian, Loyola, Madrid and a post WYD retreat in Zakopane, Wadowice and Krakow in Poland. We wish the members of our parish and all the youth travelling to Spain a safe and amazing journey. We can't wait to hear all about it on their return!

Family Masses for Term 3

Our next family mass will be hosted by Kindergarten and will be held at 5.00pm on Saturday 27 August.

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). 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 Meeting Room. They 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 then they 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.

DIOCESAN PARENT COUNCIL REPORT – Cathy Kellick & Leonie Scarlett

Our Diocese of Broken Bay has a Parent Council which aims to strengthen partnerships between home, school and parish and to support parents in their role. Cathy Kellick and Leonie Scarlett are Sacred Heart's Representatives and attend meetings of the Peninsula Cluster each term.

Cathy attended her first meeting as DPC Representative in Term 2 at St Rose Collaroy on 26th May. A range of issues were discussed including:

1. Parent Seminars:

The DPC organises free seminars for parents each term. The Parent Seminar for Term 2 was *Understanding Behaviour and Learning*. Leonie Scarlett attended with another Sacred Heart School parent. Some information from the seminar is available on the DPC website at www.brokenbayparentcouncil.org

2. Fundraising Framework

Carmel Hewitt and Helen Bentham from CSO attended the meeting and outlined their plans for a Fundraising Framework. They get lots of inquiries from people so they are planning to set up a system to enable sharing of resources and ideas. They plan to build up a pool of resources which we could all share.

3. Healthy Fundraising Guidelines

Part of the Fundraising Framework would be the development of Healthy Fundraising Guidelines which the CSO wants all schools to do in conjunction with their Principal later this year. Carmel and Helen presented a draft "P&F Health Fundraising Guidelines" and they are considering developing a template that schools can use. They don't want to be prescriptive about it – each school can make their own decisions about how they will fundraise.

For Term 3, the DPC has organised two free seminars:

The Power of Parenting – How to Bully Proof your kids

When: 7.30 – 9pm on Tuesday 23rd August (the night before P&F Meeting at Sacred Heart)

Where: Our Lady of Good Counsel Catholic School Forestville

The Impact of Giftedness on Emotional Well-Being

When: 7.30 – 9pm on Wednesday 14 September

Where: Prouille Catholic School Wahroonga

The Parent Council has a great website with lots of information for parents. Check it out at www.brokenbayparentcouncil.org

The Term 3 DPC Peninsula Cluster meeting is on the 24th August, the same night as Sacred Heart P&F, so Cathy will attend P&F and Leonie will attend the Cluster Meeting.

If you'd like further information or have any ideas for DPC representatives, please call or text us:

Cathy: 0401 180 043

Leonie: 0409 991 562.

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

**TREASURER'S REPORTS
7.30pm, Wednesday 24 August 2011 – 2N Classroom**

BALANCE SHEET

SACRED HEART CATHOLIC SCHOOL PARENTS AND FRIENDS ASSOCIATION BALANCE SHEET AS AT 31 JULY 2011		
	Financial Year	
	July 11	Dec 2010
	\$	\$
Current Asset		
Cash on hand & at Bank	48,228	53,731
Receivables	1,100	550
Prepayments	223	0
Inventory - uniform shop	54,120	33,119
	103,671	87,400
Non Current Asset		
Fixed assets	2,131	0
	2,131	0
Total Assets	105,802	87,400
Current Liabilities		
Creditors & Accruals	160	1,227
Total Liabilities	160	1,227
Net Assets	105,642	86,173
P & F Funds		
Opening balance	86,173	52,902
Profit for the period	23,827	72,498
Distribution to school	(4,358)	(39,227)
Closing balance	105,642	86,173

**SACRED HEART CATHOLIC SCHOOL
PARENTS AND FRIENDS ASSOCIATION
PROFIT AND LOSS STATEMENT
FOR THE PERIOD ENDED 30 JULY 2011**

	Financial Year	
	Jul-11	Dec-10
	\$	\$
Revenue		
Fundraising		
Major fundraiser	0	32,058
Children's fundraiser	18,580	14,713
Mothers/Father's day	4,582	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
	30,485	72,050
Uniform shop	44,990	62,074
Interest	699	1,180
Total revenue	76,174	135,304
Expenditure		
Fundraising		
Major fundraiser	0	(11,973)
Children's fundraiser	(10,432)	(6,445)
Mothers/Father's day	(1,859)	(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)
	(15,168)	(29,499)
Uniform shop	(36,464)	(32,136)
Other expenses	(188)	(284)
Interest paid	(527)	(887)
Total expenditure	(52,347)	(62,806)
Net profit for the year	23,827	72,498

Summary		
Fundraising	15,317	42,552
Uniform shop	8,526	29,938
Interest	172	293
Other	(188)	(284)
	23,827	72,498

SACRED HEART CATHOLIC SCHOOL			
PARENTS AND FRIENDS ASSOCIATION			
CASHFLOW FOR THE PERIOD ENDED 30 JULY 2011			
	Year to Date		Full Year
	2011	2010	2010
	\$	\$	\$
Receipts			
Uniform shop	44,990	35,477	62,074
Major fundraiser	0	6,840	32,058
Children's fundraiser	18,580	14,631	14,713
Mothers/Father's day	4,582	7,476	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	699	428	1,180
	76,174	72,478	135,586
Payments			
Uniform shop	(58,508)	(25,549)	(45,575)
Major fundraiser	(773)	(2,104)	(11,973)
Children's fundraiser	(10,432)	(6,445)	(6,445)
Mothers/Father's day	(1,859)	(1,327)	(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)
Fixed asset purchases	(2,155)	0	0
Other expenses	(188)	(75)	(284)
Bank charges	(527)	(487)	(887)
	(77,319)	(40,576)	(76,794)
Net cash inflow	(1,145)	31,903	58,792
Opening cash	53,731	34,166	34,166
Cash available for distribution	52,586	66,069	92,958
Distribution to school	(4,358)	(12,000)	(39,227)
Closing cash	48,228	54,069	53,731

Summary of Net Cash Flow			
Uniform shop	(13,518)	9,928	16,499
Major fundraiser	(773)	4,736	20,085
Children's fundraiser	8,148	8,186	8,269
Mothers/Father's day	2,723	6,149	7,457
School disco	0	0	3,985
Year 6 welcome BBQ	3,792	4,005	4,005
Year 6 dinner contribution	0	(2,500)	(3,050)
Kindy sausage sizzle	654	949	949
Fixed asset purchases	(2,155)	0	0
School calendars and cards	0	282	282
Other fundraising	0	301	301
Other expenses	(188)	(75)	(284)
Bank interest/charges (net)	172	(59)	293
	(1,145)	31,903	58,792

