

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

**MINUTES OF MEETING
26 August 2010**

ITEM	DISCUSSION / ISSUE	ACTION	WHO / WHEN
Meeting opened at 7.30pm			
PRESIDENT'S REPORT	<ul style="list-style-type: none"> • The meeting was opened with Dom Sudano welcoming and asking everyone to join in our evening prayer. • Apologies – from Kathy Gray (Parish Council Representative), Rachel Homan (DPC Representative), Pam Alexopoulos (Social Committee) and Rachel Sudano (Social Committee). • Dom reported on the following: <ul style="list-style-type: none"> ○ Maths - The school has purchased new maths resources with funds raised by the P&F. New maths resources were on Mrs Caldwell's wish list at the beginning of the year. These new resources were distributed to the classrooms over two months ago. Photos of these fantastic hands on resources are on the "What's New at Sacred Heart" flyer in the breezeway. ○ Library – We have new books in the library following the Book Fair. ○ Playground - During the school holidays a new cubby house was built for the children, and garden beds for the Planet Green team. Planet Green have now planted vegetable seedlings. Photos of the cubby house and garden beds can be seen on "What's New" flyers on the window in the office. ○ Technology - 23 new computers for the students and office have been purchased by the school and were installed last week. Every classroom has 4-5 new computers. The school will be reimbursed by the P&F with proceeds from the masquerade night. ○ Positions Vacant – the P&F position of Vice President is currently vacant. Diocesan Parent Council Representative (1 position) and Uniform Shop (4 positions) will become vacant at the end of 2010. These positions have been advised in the school newsletter. Julie Tyler has nominated for the position of DPC Representative for 2011. ○ Business arising from previous meeting – Question asked re girls' winter uniform – can we have the option of long socks and tights? <p>Following many requests for an alternative to the winter tights for girls, we have purchased some dark green knee-hi socks for trialling. Photos were passed around at the meeting and</p>		

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	<p>discussion had. The school proposes to introduce this option in Winter 2011. The knee-hi socks are an alternative to tights and are not compulsory. We hope this will eliminate short white socks being worn with the winter uniform.</p> <p>Mrs Caldwell also proposed moving forward the date the children swap from Summer to Winter uniform to Mothers Day – this would mean nearly two full terms in our winter uniform. If weather was particularly warm towards the end of Term 3, a decision could be made to go into Summer uniform early (as we did with our winter uniform this year).</p> <ul style="list-style-type: none"> • Subcommittee reports for the following are attached: <ul style="list-style-type: none"> ○ Diocese Parent Council – Rachel Homan ○ Parish Delegate – Kathy Gray ○ Gwen Stephens – Uniform Shop 		
TREASUER'S REPORT	Brett Dickson took us through the current spreadsheet (copy attached). At the end of July, profit was nearly \$32,000 (excluding some proceeds from the Masquerade Ball). The Sacred Heart Feast & Fun day raised over \$8,000, the Masquerade Ball raised approximately \$20,000. The bank account currently has approximately \$50,000. We do owe the school cheques for computers, maths resources and the Sacred Heart marquee.		
PRINCIPAL'S REPORT	Julie Caldwell's report is attached.		
SOCIAL COMMITTEE	<p>Suzy Caruso addressed the meeting, confirming the new social structure is working well.</p> <p>We have two more events to be held this year, the first being the Fathers Day Breakfast to be held on Friday 3 September 2010. We are expecting 400 people for breakfast. The school band will be playing at the breakfast, and classrooms will be open so children can show their dads their work. The Fathers Day Breakfast will be run by year 2 event coordinators, together with the social committee.</p> <p>Our last fundraiser for the year will be the End of Year Christmas Disco/BBQ. This will be held on Friday 3 December 2010. All family members are welcome. The disco will be held in the new MPR. There will be two discos, one at 5pm for children up to year 3 (including preschoolers), the later disco will be for year 3 children upwards. This event will be run by year 2 event coordinators, together with the social committee.</p>		

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<p>CANTEEN NEWS</p>	<p>Kay Neale addressed the meeting.</p> <p>We will be introducing a new online ordering system in the canteen through “School 24” (www.school24.com.au). There will be a demo of the system at our next P&F meeting. Three different companies were looked at, with School 24 being the most favourable. Two other companies both charged a fee, whereas School 24 is set up by volunteers. It has been running successfully for three years and is very secure. Advantages of online ordering are:</p> <ul style="list-style-type: none"> • Lunch orders can be ordered four weeks in advance • No need for brown paper bags and searching for change (bags purchased/supplied by canteen) • Can be used for “special lunch” days like hot dog days • Parents can view menus and prices online • Parents can track their spending • Allergies can be loaded onto the system • Ordering can be done 24/7 • Orders can be sent in up until 9am for same day • Canteen volunteer roster will be on the system • Emails can be sent from canteen supervisor direct to parent when lunch orders forgotten • Funds can be loaded via internet banking or cash/cheque to the office (eliminating canteen supervisors counting coins at the beginning of the day) <p>The children will still use their coins for “over the counter” items at recess and lunchtime.</p> <p>The system will have a laptop and mini printer in the canteen. It will tally up all orders for the day and print out labels for each order which are simply stuck on a paper bag.</p> <p>The system will be trialled with approximately 15-20 families initially. If you would particularly like to be included in the trial, please speak to Kay or Maree in the canteen.</p> <p>How is School 24 free? On the canteen website for the school, small businesses within the school can advertise on the website and a percentage of this advertising fee goes to School 24.</p> <p>If the system runs well, School 24 do have a similar system for running the uniform shop.</p>		

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<p>MATTERS FOR FUTURE CONSIDERATION</p>	<p>Jacqui Palmer raised the issue of art and art appreciation in our school and provided the submission below. It was suggested that the school could purchase some art posters which could be laminated for teachers to borrow as part of their integrated unit. Education packages are available from the Art Gallery.</p> <p>Jacqui will speak to Susan Rudd regarding art.</p> <p><i>Recently there has been a great deal of focus on schools being accountable for education standards in key areas such as literacy and numeracy. It is probably overlooked at what an important role the creative arts play in the overall academic achievements of our children. In terms of child development and education, findings suggest that the creative arts have a positive impact on intellectual development and emotional well being. Research has shown that the arts have a positive influence on memory, motivation, creativity, critical thinking skills and overall cognitive development.</i></p> <p><i>We live in a world where we are bombarded with visual images. Children need to gain the skills to read these images and make their own choices. Learning about how artists and designers use colours and images to convey messages is an important skill to have to navigate our way through life in modern times. We want our children to foster curiosity, exploration, discovery, innovation and creativity to have the best chance to be successful in a competitive world.</i></p> <p><i>It is therefore my proposition that the P&F committee consider allocating some funds towards raising the profile of the visual arts within the school by purchasing posters of a selection of art images for the classroom teachers to use as a resource. The images could be stored in the library and borrowed out to teachers to display in their rooms. Appropriate images that relate to integrated units could be purchased and information and discussion questions about the artists and artwork could be attached to the posters to aid teachers.</i></p> <p><i>(Reference made to the article, Creativity in the Classroom, Michael Nagel, 2010 and my own study and years of teaching art)</i></p> <p><i>Jacqui Palmer</i></p>		
<p>Our next meeting in Term 3 will be in our new hall.</p> <p>Meeting closed at 8.25pm.</p>			

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**SUBCOMMITTEE REPORTS
26 August 2010**

DIOCESAN PARENT COUNCIL REPORT - RACHEL HOMAN

There is going to be a parent conference held on the weekend of the 11 and 12 September 2010. Outcomes from the conference will be relayed to the school community in due course.

Rachel Homan will be stepping down from her DPC Representative position at the end of 2010 and we will be looking for a new DPC Representative starting 2011. The role of the DPC and the DPC Representative is:

Diocesan Parent Council - Peninsula Cluster

The ethos is parents walking together with school and parish.

The DPC holds Cluster Meetings once a term at one of the Peninsula schools in the evenings. Discussions range from family mass attendance to topics such as "Our Shifting Economic Environment – What are the implications for P&Fs and building community today? What can we do – how can we do it – how can we think differently for the future".

The Diocesan Parent Council also co ordinates Workshops for all school P&Fs and hosts a range of speakers on topics ranging from Raising Teenagers to How Our Children Learn.

Diocesan Parent Council Representative's Role

The DPC Representative's role within the school is to ensure the workshops are advertised in our school newsletter, attend the DPC meetings and providing feedback to the school Principal. The DPC representative also gives a brief report for the P&F meeting once a term.

PARISH DELEGATE – KATHY GRAY

- Charity concert fundraiser SONGS FOR SOIBADA is on at Mater Maria on Saturday 4 September. Not to be missed! The night will star an international artist.
- Sacrament of First Communion will be held at Sacred Heart on the weekend of 18/19 September, and at Maria Regina on 11/12 September 2010.
- Pittwater Master Chef will be held on Tuesday 14 September 2010.
- New RCIA on 31 August at Sacred Heart Parish.
- Pittwater International Festival will be held on 30 October at Sacred Heart School.
- First Annual Light of the World Annual Gathering with Bishop Walker will be held at Entrance Parish on Saturday 30 October 2010.
- Youth Group for year 5/6 children is held at Mater Maria every Friday in the school term from 5.00-6.15pm.

UNIFORM SHOP – GWEN STEPHENS

No significant changes in the running of the uniform shop to date. The current team of volunteers will be stepping down at the end of 2010. Anyone interested in volunteering for the uniform shop should drop a note into the school office.

TREASURER – BRETT DICKSON

See separate spreadsheet.

TREASURER'S REPORT
26 August 2010

SACRED HEART CATHOLIC SCHOOL PARENTS AND FRIENDS ASSOCIATION CASHFLOW AS AT 31 JULY 2010			
	Year to Date		Full Year
	Jul-10	Jul-09	2009
	\$	\$	\$
Receipts			
Uniform shop	35,477	35,874	62,966
Feast & Fun Day/Walkathon	14,631	9,649	10,499
Major fundraiser	6,840	0	20,548
Mothers/Fathers day	7,476	2,208	3,144
Year 6 welcome BBQ	5,867	0	0
Kindy sausage sizzle	1,177	0	0
School calendars and cards	282	3,312	6,072
Other fundraising	301	0	0
Bank interest	428	68	268
	72,478	51,111	103,496
Payments			
Uniform shop	(25,549)	(34,989)	(53,286)
Feast & Fun Day/Walkathon	(6,445)	0	0
Major fundraiser	(2,104)	0	(9,048)
Mothers/Fathers day	(1,327)	(1,140)	(1,140)
Year 6 welcome BBQ	(1,862)	0	0
Year 6 dinner	(2,500)	0	(257)
Kindy sausage sizzle	(227)	0	0
School calendars and cards	0	0	(2,399)
Other expenses	(75)	(257)	(515)
Bank charges	(487)	(561)	(969)
	(40,576)	(36,947)	(67,614)
Net cash inflow	31,903	14,164	35,882
Opening cash	34,166	13,284	13,284
Cash available for distribution	66,069	27,448	49,166
Distribution to school	(12,000)		(15,000)
Closing cash	54,069	27,448	34,166
Summary of Net Income			
Uniform shop	9,927	885	9,680
Feast & Fun Day/Walkathon	8,187	9,649	10,499
Parent fundraiser	4,736	0	11,500
Mothers/Fathers day	6,148	1,068	2,004
Year 6 welcome BBQ	4,005	0	0
Year 6 dinner contribution	(2,500)	0	(257)
Kindy sausage sizzle	949	0	0
School calendars and cards	282	3,312	3,673
Other fundraising	301	0	0
Other expenses	(75)	(257)	(515)
Bank interest/charges (net)	(59)	(493)	(701)
	31,903	14,164	35,882

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

**PRINCIPAL'S REPORT
26 August 2010**

Catholic Life and Mission

- Sacrament of Confirmation – we held three beautiful ceremonies, last year our ceremonies were very large, this year we spread the children out over three smaller ceremonies, each with the church less crowded.
- Congratulations to Suzy Caruso on her appointment as Sacramental Coordinator for the Pittwater Parish.
- We held a beautiful Mothers Day Breakfast followed by Mothers Day Mass. Thank you to the year 4 event coordinators and the social committee.
- Fr George is currently away on leave.
- During the past few months we have had our year 4 class mass, year 3 class mass, Ascension Liturgy and this Saturday kindergarten will celebrate their class mass.
- Ministry of Teachers – Jennifer O'Carroll, Lisa Firman and Karen Pezzuto have attended with the Bishop, with excellent feedback.
- Enrolments for 2011 – our enrolment period has now finished and we have two extremely full kindergarten classes for 2011. All other years are also at capacity. We received enrolment applications for three kindergarten classes, and have a waiting list. Capacity is 34 per class, our two kindy classes in 2011 will each have 32 children. In 2011 we will have approximately 420 students and 15 classes.
- Sacred Heart Feast Day – a very successful day for the children, with thanks to the year 3 event coordinators and the social committee.
- Altar Server training has now been completed, many thanks to Dave Austin for training the children.
- Mission Mass – Liturgy Team.
- Timor Connection – a team from Avalon and Sacred Heart are working together to send funds.
- Karen Pezzuto (REC and year 1 teacher) will commence maternity leave on 27 August 2010. Tania McLean and Kath Gibson will share the REC role.

Teacher and Learning

- Current focus for all professional learning is on mathematics and technology. All teachers are engaged, working hard and very professional. All our teachers are also undertaking leadership roles in various areas.
- Assistant Principal and Principal are both involved in professional learning, attending approximately two sessions each term.
- LTLL (Leading Teachers Leading Learners) – have spent two days with Australian Catholic University, focusing on moral purpose and data collection.
- Sports news- we have held the Sacred Heart athletics carnival, Eagle Tag/Rugby Gala Day (Sacred Heart came 1st), and the Peninsula Athletics Carnival (Sacred Heart came 2nd)
- Band news – we performed at the Yamaha Music Festival and won Gold, performed at the Marana Music Festival and will be playing at the Father's Day Breakfast.
- Two year 6 students attended Public Speaking, one of our students (Eddie) progressed to the Diocesan Final.
- Debating trials will begin on 27 August 2010.
- Years 5 and 6 are currently involved in maths enrichment.

Student Welfare

- We continue to run the Chill Program, with professional psychologists attending the school.
- Seasons Program – Grief and Loss, run by Trish Johns.
- Triple P Parenting Program (PPP) – Centacare will be running this program at our school over four Monday evenings, free of charge. We have over 40 replies already.

Facilities and Resources

- The building works are running behind schedule by approximately 4-6 weeks.
- Julie Caldwell will be meeting with the builders on 27 August to discuss removing the old kitchen from the lower level of the building, and using this area for learning and office spaces. The building is light, spacious, has good breeze flow, will be cool in Summer and warm in Winter. Money has been spent on good chairs and audio visual equipment.

Year 1 will be relocating into new classrooms in the new building, with the third classroom being used for meetings, music and various other professionals who visit the school and require a space (eg OT). The satellite class will relocate to the new building, as well as the special needs unit. Keenan Kids will be relocated to the room currently occupied by 1MP, and will continue to use the canteen kitchen for food preparation.

- Thank you to the P&F for 23 new computers which have been purchased. We now have 4-5 new computers in each classroom.
- The play equipment is aging and is requiring maintenance. This is becoming a risk management issue and we are currently looking at various options. Some of the equipment will be relocated further down in the playground, and possibly fenced off to deter toddlers playing on the equipment before/after school. We are also looking at opening up the asphalt/soft play area by removing the rails along the walkway, to give one large open play area.

Strategic Planning

- School Improvement Plan has been submitted.
- Welcome to Maree Nero, canteen supervisor (job sharing with Kay Neale)
- Office planning – there will be some changes in the administration of the office, with relocation of some administrative tasks to back office to streamline the running of the office and administrative jobs. One secretary will relocate to the back office to look after finances and enrolments, and one secretary will look after the front office.

Parents and Friends

- The new model social committee has been a huge success. Events so far have been:
 - Mother's Day Breakfast Year 4
 - Major Fund Raiser Year 5
 - Sacred Heart Feast Day Year 3
 - Father's Day Breakfast Year 2 (on 3 Sept)

General News

- I will be on leave from 8 September, returning during the school holidays.
- We will be farewelling Ray Werren, the Principal of Mater Maria. Ray will be taking up a position as Secondary Schools Consultant for the Broken Bay Diocese.
- We also farewell Michelle Smith, the Primary Schools Consultant for the Peninsula. Michelle is retiring.

SACRED HEART SCHOOL MONA VALE
PARENTS & FRIENDS COMMITTEE MEETING

AGENDA

26 August 2010

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
- The school has purchased new maths resources with funds raised by the P&F. Photos of these fantastic hands on resources are on the "What's New at Sacred Heart" flyer in the breezeway. New maths resources were on Mrs Caldwell's wish list.
- During the school holidays a new cubby house was build for the children, as well as garden beds which now have vegetable seedlings growing.
- 23 computers for the students and office have been purchased by the school. The school will be reimbursed with proceeds from the masquerade night.
- Subcommittee reports – Parish Council, Diocesan Parent Council, Uniform Shop
- Business arising from previous meeting –
 - Question asked re girls' winter uniform – can we have the option of long socks and tights?

3. TREASURER'S REPORT – BRETT DICKSON

4. PRINCIPAL'S REPORT INCLUDING BUILDING WORKS UPDATE – JULIE CALDWELL

5. SOCIAL COMMITTEE REPORT – PAM ALEXOPOULOS, SUZY CARUSO, RACHEL SUDANO

6. CANTEEN NEWS – KAY NEALE

7. MATTERS FOR FUTURE CONSIDERATION

8. CLOSE