Title: P & F General Committee Meeting
Date: Monday 03 November 2014
Start time: 7.15 pm

1. Prayer and welcome
Katherine Sainsbury

2. Record of attendance & apologies

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Position</th>
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<tr>
<td>Carmel Healey</td>
<td>Principal</td>
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<tr>
<td>Liz Calabria</td>
<td>Assistant Principal</td>
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<tr>
<td>Katherine Sainsbury</td>
<td>President</td>
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<tr>
<td>Elizabeth McJannet</td>
<td>Secretary</td>
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<tr>
<td>David Jenkins</td>
<td>Treasurer</td>
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<tr>
<td>Dean Cox</td>
<td>Fundraising</td>
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<tr>
<td>Justine Whiting</td>
<td>Diocesan Parent Council Representative</td>
</tr>
<tr>
<td>Bernadette Chapman</td>
<td>Social Coordinator</td>
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<tr>
<td>Amy Blazer</td>
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Apologies:
Jon Anstee, Steve Varnum, Liz Calabria


3. Confirmation and acceptance of minutes of previous meeting:
Previous minutes of Monday 04 August confirmed and accepted

4. Business arising from minutes of previous meeting

4a School sports tops – response from uniform shop to Rosie Danielian’s email Sonya has investigated alternative suppliers for sports tops and new stock will be ordered about mid-2015 once existing stock has been exhausted.

4b POSH Ball photos and certificate of appreciation Justine is compiling and distributing photos and Bernadette is compiling and distributing certificates of appreciation. Both hoping to be distributed by 1 December.

4c Format of P&F meetings – distributing reports prior to meetings and tabling at meetings (see President’s report)

4d Committee structure for 2015 We are hoping for a Vice-President who will undertake the role with a view to taking over the President’s role in 2016 – subject to the new Committee agreeing to this. We are also hoping to create a Community Building Committee of between 6 to 10 people to assist in the organisation of events. This will be especially important if a fair or fete is held in 2015.

4e Welcoming new families package Kate and Carmel to work on a package for new families, to be completed by 1 December.

4f Pedestrian Crossing Near Church The Parish has informed the school that a pedestrian crossing will be created when the line marking is done during the January school holidays.
Public access to School Newsletter

Access to the newsletter is now available from the School’s website, accessible by using a password.

5. Correspondence: incoming & outgoing

5a **Incoming: Lions Football Club – request for contribution to drainage maintenance** – The Lions Football Club requested a contribution of $1400 from the P&F for the works needed for the oval drainage. The P&F were keen to support the Lions Football Club because of the close association between the two – eg football club donating left over drinks and tomato sauce from their end of year function as well as two memberships plus kit as silent auction items at the ball. However, the Constitution provides that the P&F may only use its money for matters identified by the School as part of the school’s strategic plan. The oval drainage is not part of the school’s strategic plan. The P&F has suggested, subject to the 2015 Committee agreeing, that the Soccer Club could hold a cake stall, with P&F support on election day in March 2015 and donate the remaining drinks from the Family Fun day to be sold on this day.

5b **Bendigo Bank – offer of $1500 for a project.** Bendigo Bank has offered the school $1500 for a project. Bendigo Bank are also keen to set up school banking at the school. Staff from Bendigo Bank would collect the satchels and bring them back a couple of days later.

5c **Drive through procedure.** A parent has raised concerns about the safety and logistics etc for drive through. This has been forwarded to the School for consideration.

6. Reports:

<table>
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<tr>
<th>Discussion items:</th>
<th>Discussion and conclusions</th>
<th>P &amp; F Member</th>
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<tr>
<td>a. President</td>
<td><strong>Community Building</strong></td>
<td>Katherine Sainsbury</td>
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2014 has been a wonderful year for community building at Sacred Heart. This year the P&F hosted many of the events which have been held in previous years: Tears and Tissues for the parents of children starting Kindergarten on the day the children start school; the Welcome Cocktail Party to welcome new families; and an event for Dads – barefoot bowls in term four.

The POSH Ball, which had a masquerade theme was also a community building event, but with a large focus on fundraising. The Trivia Night is primarily a social event and this year the theme of “Myths and Legends” produced some great themed tables.

In addition to these, the P&F held the stadium seating blessing and the camp out on the oval in term one, and the family fun day in term three. Both were well attended by Sacred Heart families.

Coffee mornings have also been held throughout the year after morning drop off down at the oval so that mothers could chat and toddlers could play on the play equipment.

**Fundraising**

After many years of fundraising for the stadium seating, it was decided that there would be greater focus on community building this year. Our
fundraising focus was on raising money for our pastoral care program for families in need, and for technology to assist learning in the classroom. We raised our funds through the POSH Ball ($11.3k) the raffle ($5.6k) and the Trivia Night ($2.9k). Funds raised at the oval camp out were donated to charity, and the family fun day was cost neutral as intended.

The P&F have also continued to support the music program and have helped to subsidise the cost of child care for parents attending the Ripples exercise and mediation programme.

See the Treasurer’s report for details of money raised and spent.

Survey
The P&F have conducted a survey on the events held this year and views on events to be held in 2015 to help to inform the incoming committee in its planning for 2015. A copy of this survey is attached to these minutes.

P&F meetings – format and speakers
This year the P&F trialled a few ideas to try to boost the number of parents attending the P&F meetings. In term 1, we held an extra-curricular activities fair so parents could find out more about extra-curricular activities at Sacred Heart. In term 2, Robyn from the Ripples exercise and mediation programme came to talk about the programme. In term 3, Kylie Lloyd-Jones spoke about the use of technology in the classroom. This talk was presented in the afternoon of the meeting and also at the meeting. Unfortunately the attendance at these events was low.

In terms 3 and 4, we changed the format of the public meetings so that reports are posted on the School’s website on the Wednesday prior to the meeting, with the reports tabled at the meeting so there is more time to discuss fundraising and community building ideas activities.

Thank you
I would like to thank the P&F Committee for their fantastic efforts this year: David our Treasurer, Elizabeth our Secretary; Justine our DPC representative; Dean our fundraising co-ordinator and Bernadette our social co-ordinator and Paul for overseeing the final stages of the stadium seating. It has been great fun working with you this year. I would also like to extend special thanks for Anne and Jodie in the office who have so willingly and generously responded to the many requests from the P&F this year. Special thanks also goes to Amy, the P&F angel who was always available to help out, to Rosie who assisted so ably with the ball; and Daniella for making our invitations to events much more inviting. Also a big thank you to Carmel and Liz for letting the P&F try out a few different things this year. Without your support, they would not have happened. Finally, to the parents and teachers of Sacred Heart: thank you for your support throughout the year, demonstrated in your generous response to our fundraising and attendance at the events.
### Financial update – Term 4 and annual.

**Funds available to the P&F are currently $67,195. This consists of:**

- Cash in our bank accounts & held at school of $67,445
- Add amounts we expect to receive $450 (Raffle donation $300, POSH Ball artwork $150)
- Less amounts we are committed to paying $200 (nominal, for POSH photo processing)

**Significant changes since 29 July 2014 results**

- Trivia Night: + $3,740. (Movement is from -$850 net balance at July.)
- Music Program: -$990 (Keyboard Amp and bus travel.)
- Bank Interest: +$193

**Year to Date Summary**

- We started the year with a considerable cash balance of $96k. This balance was much higher than usual for the start of the year as it was in preparation for the oval seating project.
- Major expenditure to date includes a contribution to the oval seating ($43k), the regular start of year cocktail party ($3k) and support of the band ($2k). We raised just over $600 for the Parish and Caritas at the Oval Camp Out early in the year.
- The oval seating was less costly than expected, allowing us to provide additional support for the school – we expect to outlay $40k for new technology in the school. In addition we have $13k earmarked for pastoral care although at this stage the eventual spend will likely be lower than this, with some of these costs expected to extend later into 2015.
- As always, the POSH Ball was the major source of funds, with $11k raised. The raffle and trivia nights were also significant, raising $6k and $3k respectively, see attached reports.

**Changes to banking**

- We decided to shift our banking from the Commonwealth Bank to Turramurra Community Bank (Bendigo Bank). This decision was driven by lower fees and better interest as well as an alignment of values
- As a result of this move we have also embraced electronic banking which significantly speeds up payments as well as reducing logistical overhead.
- Most funds have moved across although the Commonwealth account remains open given the outstanding donation. Subject to a decision of the AGM to write off the outstanding donation, this account will be closed shortly.

**Full Year results for 2013**

I am required to present the full year results for 2013 to the AGM. I have spoken to these results back in term 1 and so do not intent to do so again at this meeting.
### Attachments:
1. Year to date financial results
2. Full Year results for 2013
3. Audit of 2013 results

#### c. DPC report

**Thank you!**
I’d like to start by thanking Carmel, Liz, Kate, Elizabeth and all the P&F for their support this year. Particular thanks to Kate, Elizabeth and Carmel for joining me at the DPC Leadership Evening in term 1 and the DPC AGM this past Monday. It has made my role in the DPC really enjoyable and productive. I look forward to welcoming the new DPC representative to their role in the P&F – I’m sure you’ll love it!

**DPC Annual General Meeting**
As mentioned above, I recently attended the DPC Annual General Meeting with Kate, Elizabeth and Carmel. After a quick recap on DPC developments in 2014, we were treated to another wonderful presentation, this time by Dan Haesler on the subject of personal wellbeing. Dan was a great speaker and I really enjoyed his take on the importance of recognising and using our character strengths and looking for meaning IN life rather than looking for the meaning OF life.

(To learn more about character strengths, for both parents and children, visit [http://www.brokenbayparentcouncil.com/wellbeing.html](http://www.brokenbayparentcouncil.com/wellbeing.html))

We also heard about the DPC’s 3-year strategic plan, which is being formulated for 2015-2017 and we look forward to hearing more about this at the next Leadership Evening in term 1, 2015.

#### d. School report

Sacred Heart’s Annual School report is published on the school website. The 2014 report will be uploaded on our school website in the new year.

**Catholic Life & Mission**

**2014 Goal:** For the students to develop a knowledge and understanding of the Beatitudes as a guide to how we live our lives in relationship with God, others and the environment.

The essence of our school motto, Esse Non Videri, “To be and not to seem” ensures that the Catholic heritage of Sacred Heart is reflected in everyday school life. The school’s life and mission is embodied by the values that are integral to The Beatitudes (Matthew 5:3-10), including helpfulness, justice, strength, endeavour, humility, honesty, forgiveness and hope.

**Student Learning:**
- School motto – “To be & Not to Seem”;
- Relationship with God, others & environment; and
- Social Justice Initiatives: Catholic Mission “Socktober” – fundraising and educational exploration of how the fundraising dollar is distributed to communities in need. St Vincent de Paul – Christmas appeal.

Teacher Professional Learning:
• Focus on beatitudes – call to relationships;  
• Evaluate CL&M goal and develop pray & liturgy resources for class & whole school use; and  
• Staff Development Day – “The Joy of the Gospel”.

Parent Learning:  
• Outreach: support of ‘The Dish’; and  
• Ripples Program: Faith/Family/Fitness.

Learning & Teaching  
2014 Goal: To extend all students’ understanding of and ability to write effectively.

Student Learning:  
• Continued analysis of children’s writing samples across all KLAs. CASL’s (Conversation about Student learning) are opportunities for individual student’s learning, to be discussed at ‘round table’ conference to discern best practice for teachers to bring about richer/deeper learning for students;  
• Resources: updating of both written & digital; and  
• Writing goals – learning to improve our learning.

Teacher Learning:  
• Deep analysis of NAPLAN data as school wide assessment of Learning/teaching programs and identification of areas of celebration along with development/attention;  
• Specific allocation of professional learning time each week addressing student learning needs based on school wide goal;  
• Emphasis on developing explicit learning intents – for children to gain an understanding of the learning focus; and  
• Lesson Inquiry – working closely with Education Officers from CSO.

Parent Learning:  
• Class communication through Google apps; and  
• Understanding own child’s writing goal.

Pastoral Care & Wellbeing  
2014 Goal: Students have opportunities to articulate their understanding of themselves in relation to the part they play as active members of the Sacred Heart Community.

Student Learning:  
• Continuing focus on PBL – whole school management;  
• Student lead PBL lesson focus – whole school assembly;  
• PBL book written by Year 5 & Kindy – 2014 Kindergarten; and  
• Pray for people in our community.

Teacher Learning:  
• PBL team – gathering data/providing direction & feedback; and
• Teachers, in stage groups, review & edit lesson plans for PBL.

Parent Learning:
• PBL input at Parent night beginning of school year;
• Supporting families in our community; and
• Pastoral Care Co-ordinator.

OSHC
OSHC is now established in the school grounds. Parents avail themselves of the facility at various times with the greater number of children participating in after school care. Vacation Care is offered and children from neighbouring schools join in the program.

Facilities
The development of the seating on the oval has been a huge success. The facility is well used, including the sand pit and rock ‘garden’.

The Sacred Heart block has been freshly painted and carpeted and guttering replaced around the building and Marian Hall.

Through the generosity of the parent community via the tireless work of the P&F executive in coordinating 2014 events we have been able to make a second purchase of iPads – 80. Giving us a total of 120 iPads for children’s learning.

Thank You
I take this opportunity to sincerely thank the members of the 2014 P&F executive. To Kate for her energy and enthusiasm and collaborate style of leadership. To Elizabeth for keeping us on track & with timely communication; David for ensuring finances are always in order and liaising with the school office; Justine who has so ably represented us in the Diocesan Parent Council keeping up well informed and up to date; Dean for your ability to turn an idea into a fund raising opportunity; Bernadette who has been the constant link for our class parents as well as supporting our various activities both social and fundraising.

It is through their tireless, unselfish efforts of our executive committee that we have been able to enjoy many fun filled community activities along with successful fundraising which has not only allowed for the school to be supported in its strategic plan but has brought a strong sense of community to our school: a place where families can feel welcomed and included. Thank you all.
### 7. Matters arising from Executive Committee Meeting

#### 7a Tri Force/Sports loyalty program
- Triforce Sports has entered into an agreement to provide a 10% discount to Sacred Heart Families and to donate 5% of takings back to Sacred Heart in the form of sporting equipment. Parents are encouraged to shop at Triforce Sports (on the Pacific Highway between Gordon and Pymble).

#### 7b Matters for early 2015:
- **(I)** Champagne and Tissues – Monday 2 February 2015, 9.15am
- **(II)** New P&F to meet staff in week 2 term 1 2015
- **(III)** P&F meeting with Principal and Class Parents in week 3 2015

#### 7c Election of Committee for 2015
- All positions were vacated.
- The following were nominated, seconded and elected unopposed:
  - President – Kate Sainsbury
  - Treasurer – David Jenkins
  - DPC Representative – Steve Varnum
  - Fundraising Co-ordinator – Dean Cox
  - Social Co-ordinator – Bernadette Chapman

- The position of Secretary – unfilled.

- New positions of Vice-President and Events Co-ordinator created, but unfilled.

#### 7d Motions for expenditure

The following motions were moved, seconded and unanimously adopted by the meeting:

1. The P&F increase the technology donation from $40,000 to $40,440 to cover the cost of purchasing ipads.
2. The P&F pre-authorises Sacred Heart Pymble to spend up to the annual budgeted amount of $3000 on the music program, subject to copies of receipts being provided to the P&F Treasurer.
3. The P&F allocate up to $6000 of the pastoral care budget for a holiday for the Forwood family, with an expectation of $5000 being spent, likely in 2015.
4. The P&F allocate up to $1000 for childcare for parents participating in the Ripples programme from the pastoral care budget.
5. The P&F allocate up to $3500 for the Cocktail Party if one is held in early 2015.
6. The P&F provide office staff with a gift up to the value of $50 each, and allocate $200 for gifts for class parents and other helpers.
7. The $300 receivable from Eussen be written off from the P&F accounts, but that this payment will be accepted with thanks should it be made to the P&F.
8. The $150 receivable for an unsold art work from the POSH Ball be written off from the P&F accounts.
9. The Sacred Heart P&F Commonwealth Bank accounts be closed, and all monies transferred to the Bendigo Bank accounts.
10. The incoming Secretary be added as a signatory to the Bendigo Bank account and become the holder of the electronic token for internet banking.
8. Matters for future consideration meeting: | Community building and fundraising activities for 2015 to be considered at first meeting of 2015
---|---
9. Confirmation of next meeting date | Monday 23 February 2015
10. Conclusion: | The meeting closed at 9:10 pm
Sacred Heart P&F Fundraising and Community Building Survey 2014

Summary

Please tick the box which best reflects your participation in the Welcome Cocktail Party in 2014

- I attended the Welcome Cocktail Party in 2014 - 18 (62%)
- I was unable to attend the Welcome Cocktail Party in 2014 - 8 (28%)
- I chose not to attend the Welcome Cocktail Party in 2014 - 3 (10%)

The Welcome Cocktail Party is a good way to welcome new families to the Sacred Heart community:

- Strongly agree - 15 (52%)
- Agree - 13 (45%)
- Don't know / no view / undecided - 1 (3%)
- Disagree - 0 (0%)
- Strongly disagree - 0 (0%)
The Sacred Heart P&F should hold the Welcome Cocktail Party in 2015:

- Strongly agree: 15 (52%)
- Agree: 9 (31%)
- Don't know / no view / undecided: 4 (14%)
- Disagree: 1 (3%)
- Strongly disagree: 0 (0%)

Please offer any other suggestions about a Welcome Event for 2015

- New Kindergarten Families Sunday Picnic
  I like that this is a complimentary event and I think remain that way should funding allow.
  It really seems a fun way to start the year, no fundraising pressure, just could old fashioned mingling. A school picnic might be fun......
  I dint meet any P&F representatives that night. It would have been nice to have had a chat.
  Family fun day on the oval to great new families
  The cocktail party is fantastic and it might be nice for some of the existing parents to make sure the new kindy parents know what a relaxed and fun evening it is.

Please tick the box which best reflects your participation in the POSH Ball in 2014

- I attended the POSH Ball in 2014: 18 (62%)
- I was unable to attend the POSH Ball in 2014: 3 (10%)
- I chose not to attend the POSH Ball in 2014: 8 (28%)
The POSH Ball is the best way to raise the majority of P&F funds

- Strongly agree: 3 (10%)
- Agree: 13 (45%)
- Don't know / no view: 6 (21%)
- Disagree: 7 (24%)
- Strongly disagree: 0 (0%)

The POSH Ball is a worthwhile social event for Sacred Heart Families

- Strongly agree: 8 (28%)
- Agree: 12 (41%)
- Don't know / no view: 5 (17%)
- Disagree: 4 (14%)
- Strongly disagree: 0 (0%)
The Sacred Heart P&F should hold the POSH Ball in 2015

Strongly agree 8 28%
Agree 6 21%
Don't know / no view 10 34%
Disagree 5 17%
Strongly disagree 0 0%

Please offer any other suggestions for a major fundraising event for 2015

Fete will be another option - it is obvious there will be more work involved to prepare, but it is an event children love and participate and a production like this will enhance stronger community bond. Previously we have held a fair. I know it is a lot of work but it may be worthwhile doing once every 3 years or so.
It's expensive. Suggest don't need so many silent auction items unless need funds for specific purpose. Could be an event held every second year rather than every year. As a family that has moved interstate and has no "family babysitters" available, the posh ball would have been a very expensive night for us. Events that are more family based or not as expensive to attend appeal more to us.
Can't think of any other event that could raise as much - I know OLPS combined trivia night with major fundraising auctions etc so if you wanted a change maybe consider this? Still same amount of work getting prizes etc though . . . .and ball is a lot of fun . . . . !
Do we have to have a fundraiser formal ball every year? How much money does the school require every year? Perhaps it could be held every second year. Some people find it quite expensive in addition to babysitters and donations etc. Can there be an option for each family to just pay the school a base 'nominated' fundraiser fee so to speak, to lessen the pressure to have so much raised during this function. The evening was an excellent event however for some families could be cost prohibitive. It was well attended however could have its numbers & funds improved possibly the costs were considered. Instead of the ball a cocktail party Art work only fundraiser maybe hold the ball every alternative year Fete/small fair home made jam/preserve drive
If you run the baby-sitting auction again at the POSH ball, maybe auction off each individual baby sitting offer rather than as a complete bundle. Might get more lower bids than just one high bid. ie 5 x $200 is better than one bid of $600.. if you get what I mean. LOVED the silent auctions... that was so much fun. Please keep that going.
Fete.
Fete
As the tickets are quite expensive perhaps that is not the best avenue for fundraising
Casino Night
Please offer any other suggestions for other fundraising activities for 2015

A school a friend of ours attends has an art auction where each child does a piece of art (limited to a couple of different ones per year), these are then framed and can be bought by parents for $25. Giving a return of approx $20 per child, Then the whole class contributes to an art work which is then auctioned not a silent auction but with a proper auctioneer, there school is similar size to ours and they made just under 10k

Maybe looking at whether another set of pavers are available for sale. For those families new to the school it would be nice to see your name somewhere to create a sense of history. At a few other schools there is a raffle where families by a ticket for say $30 and they get the chance of winning a term's free school fees - not sure if we have enough families to make that work. Looking at the possibility of a Building fund to allow people to make tax deductible donations.

Outdoor cinema on the oval. A charge per family and everyone BYO food/snacks

Only fundraiser if there's a need for money. Should activity be linked to fundraising only or to raising awareness of sacred heart in the community? Community fair where stall holders pay to have a stall

A barn dance might be fun? An art exhibition each school student contributes to and the parents buy them. To include themes, and diverse art media. Have an opening night (fri) with drinks and nibbles parents supply and perhaps offer a weekend day (sun- sat has too much sport commitment) that friends and relatives to come and see the works with a gold coin entry donations. Band could play......choir could sing........

One Stop Drop Sales Drive

It would be great to see the school switch the school photos to be done by someone like sandpit photos (who do great natural shots of kids in the outdoors etc rather than the boring grey background) and then have a family photo day - on a Saturday where a portion of the photography fee goes back to the schools fund-raising. This is done through many KU preschools and is really successful.

Please tick the box which best reflects your participation in the Trivia Night in 2014

I attended the Trivia Night in 2014 15 52%
I was unable to attend the Trivia Night in 2014 13 45%
I chose not to attend the Trivia Night in 2014 1 3%
The Trivia Night is a worthwhile social event for Sacred Heart parents

Strongly agree 13 45%
Agree 14 48%
Don't know / no view 2 7%
Disagree 0 0%
Strongly disagree 0 0%

The Sacred Heart P&F should hold the Trivia Night in 2015

Strongly agree 12 41%
Agree 13 45%
Don't know / no view 3 10%
Disagree 0 0%
Strongly disagree 0 0%

Please offer any other suggestions for social events for parents in 2015

A new trivia master should be used. he has been coming for too many years and it is time for a change so much effort goes into the theme and costumes it would be good if the trivia had a link to the theme of the evening. someone a little less rude/sarcastic and more encouraging would be a welcome change. The effort everyone makes for the night is fantastic - warn new families of this in the prelim's. It is really good that the teachers come and participate - they should be more encouraged and thanked for this. Maybe a picnic on the oval with games rather than the full on camping event... though I hear the camp out was a huge success. It could even be a twilight picnic in the summer months so the kids aren’t up too late (especially those of us with little ones).

Cheap night which is a great way for people to mix across years
I enjoy the trivia night but does it always have to be dress up?? Another suggestion is bogan bingo.
Change of the Trivia Master.............not so trivial!
Trivia night is great. Please keep it. So pleased the staff came as well. Bingo night?

Please tick the box which most reflects your participation in the Camp Out on the oval

Members of my family attended the Camp out on the oval in 2014 12 41%
My family was unable to attend the Camp out on the oval in 2014 10 34%
My family chose not to attend the Camp out on the oval in 2014 7 24%

The Camp Out on the oval is a good form of family fun

Strongly agree 7 24%
Agree 16 55%
Don't know / no view 6 21%
Disagree 0 0%
Strongly disagree 0 0%
The Sacred Heart P&F should hold the Camp Out on the oval in 2015

- Strongly agree: 4 (14%)
- Agree: 16 (55%)
- Don't know / no view: 8 (28%)
- Disagree: 1 (3%)
- Strongly disagree: 0 (0%)

Please tick the box which most reflects your participation in the Family Fun Day

- I attended the Family Fun Day in 2014: 13 (45%)
- I was unable to attend the Family Fun Day in 2014: 13 (45%)
- I chose not to attend the Family Fun Day in 2014: 2 (7%)

The Family Fun Day is a good form of family fun

- Strongly agree: 13 (45%)
- Agree: 13 (45%)
- Don't know / no view: 3 (10%)
- Disagree: 0 (0%)
Strongly disagree 0 0%

Strongly agree 11 38%
Agree 11 38%
Don't know / no view 7 24%
Disagree 0 0%
Strongly disagree 0 0%

Please provide any further suggestions for family fun activities for 2015

Previously we have held a fair. I know it is a lot of work but it may be worthwhile doing once every 3 years or so.
Disco (daggy disco dancing and fun dress up) night for all the family,
There just seemed to be a lot of PnF activities in term 3- perhaps it they were spread out a bit? Only one per term. At the fun day, there was a long wait for food, compared to when the activities started. Not everyone could to did participate, and we're not able to get food....it was also very evident the younger grades were more represented and catered for by activities.perhaps some thought on how to engage older kids and their families. The camp night was a great for families. Kids had a ball.
Can't think of anything but just wanted to say it's good to see activities for families as a whole as well as for parents.
Camp out isn't for everyone but a great initiative, especially for the older kids to come together and show leadership. Family fun day is a great idea to bring families together.

Do you have any other comments or suggestions for the P&F?

Please keep cocktail party!!
Yes. Are we able to have more of a say about how the money we raise is spent within the school? Can we ask for a full time librarian, can we get more books for the library? Can we pay for a full time sports teacher so that the kids do more sport? Like more little athletics activities? Can we have a vegie garden?
Unfortunatley due to other commitments we were unable to attend most of the events this year
Overall I feel the P&F does a wonderful job. It would be nice to see a few more new faces there so the jobs don't fall on the same group of families year in year out. I think the school would be worse off without a P&F because attending a local school is really all about community. Some people are financially going through tough times but throwing in your time to assist is just as valuable. Any committee where there are many people assisting spreads the workload & responsibilities and should therefore make it easier for the people following in the committee members footsteps.
You've done a great job this year. Thanks for all the effort you've put in.
The Core P&F team is amazing. As fulltime working parents we so value what you do and really appreciate your efforts. We do our bit by way of donations and attending as many functions as we can and we are so very grateful to you.
An end of year blessing from the school for all volunteers who have given up time to help out with all school and parish activities.
Great job team! Well done
Camp out was good but perhaps not annually.
Kids loved the camp out on the oval - should definitely do it again!
# SACRED HEART PARENTS & FRIENDS ASSOCIATION

## Sacred Heart P and F
### Financial Summary 20 October 2014 & Full Year Forecast

<table>
<thead>
<tr>
<th>Financial Summary</th>
<th>20 Oct Actual</th>
<th>Forecast</th>
<th>Change in YTD since last P&amp;F</th>
<th>Adjust for outstanding payables/(receivables)</th>
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<tr>
<td>Operating Cash</td>
<td>98,217</td>
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<td>Funds Raised</td>
<td>20,565</td>
<td>20,827</td>
<td>3,662</td>
<td>(300.00) RAFFLE unreceived donation</td>
</tr>
<tr>
<td>Funds Paid Out</td>
<td>(49,336)</td>
<td>(103,364)</td>
<td>(54,028)</td>
<td>(150.00) POSH Minor</td>
</tr>
<tr>
<td>Cash Available &amp; Uncommitted</td>
<td>67,445</td>
<td>13,879</td>
<td>3,007</td>
<td>(250.00) POSH Photo Processing</td>
</tr>
<tr>
<td>Adjust for Outstanding payables/(receivables)</td>
<td>(250.00)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P&amp;F Cash at bank &amp; school acct</td>
<td>67,195</td>
<td>13,879</td>
<td>2,010</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funds Raised - Detail</th>
<th>2014</th>
<th>2014</th>
<th>Change in YTD since last P&amp;F</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSH Ball (net proceeds)</td>
<td>11,303</td>
<td>11,303</td>
<td>26</td>
</tr>
<tr>
<td>Raffle (net proceeds)</td>
<td>5,551</td>
<td>5,251</td>
<td></td>
</tr>
<tr>
<td>trivia night (net proceeds)</td>
<td>2,890</td>
<td>2,890</td>
<td>3,740</td>
</tr>
<tr>
<td>Other Activities</td>
<td>185</td>
<td>600</td>
<td>39</td>
</tr>
<tr>
<td>Bank interest received</td>
<td>720</td>
<td>867</td>
<td>143</td>
</tr>
<tr>
<td>Bank interest lost</td>
<td>(85)</td>
<td>(85)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>20,585</td>
<td>20,927</td>
<td>3,997</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Funds Allocated - Detail</th>
<th>2014</th>
<th>2014</th>
<th>Change in YTD since last P&amp;F</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Space</td>
<td>42,750</td>
<td>42,750</td>
<td></td>
</tr>
<tr>
<td>Kindy Parents Welcome (Champagne/Issues)</td>
<td>163</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>Cocktails</td>
<td>3,041</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Music Development programme - SH Band</td>
<td>1,938</td>
<td>3,000</td>
<td>990</td>
</tr>
<tr>
<td>Technology</td>
<td>40,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pastoral Care</td>
<td>30</td>
<td>13,000</td>
<td></td>
</tr>
<tr>
<td>Education</td>
<td>1,414</td>
<td>1,414</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>49,336</td>
<td>103,364</td>
<td>980</td>
</tr>
</tbody>
</table>

**Notes:**
1. Financial data. The bank account is closed. Funds are included in the general account, with an allocation set aside to ensure funds are available.
2. Cash at Bank is made up of:
   - Bendigo Bank Chq | 24,725.55
   - Bendigo Bank Term | 20,183.84
   - Commonwealth Chq | 12,511.67
   - Held at School | 8,723.87
   - **Total Cash** | 67,195.81

3. Other activities include:
   - Sales of Cookies, Cookbook | 146
   - Fun Run | 21
   - Scooter Bikes | 80

4. Open Space is allocated as follows:
   - Oval: Seating, Stairs | 84,100
   - Aquabilities contribution from pool deal (funds already with school) | 20,000
   - Soccer Club Contribution | 3,000
   - **Net cost of Oval refurbishment to P&F** | 31,100
   - Additional P&F Cost for Funding | 11,650
   - **Total Cost of Oval to P&F** | 42,750

5. Funding allocated to school music program is for teacher's aids and sheet music, possibly a scholarship:
   - Music scores for band (2019 cost recognised in 2014) | 328
   - Instruments (percussion) | 620
   - Keyboard Amp | 390
   - Bus Travel for Band Trip | 600
   - **Total Music Programme** | 1,938

6. "Jumping Jacks" - bend auction item (2013 cost, payment in 2014) | 400
   - Payment for cookbooks (2013 cost recognised in 2014) | 670
   - Non P&F Staff Bonus for Hall | 144
   - **Total "other"** | 1,114

---

*Adjusted value based on financial summary.*
SACRED HEART PARENTS & FRIENDS ASSOCIATION

Sacred Heart P and F
Financial Summary 31 December 2013 & BUDGET 2013

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</thead>
<tbody>
<tr>
<td>Opening Cash</td>
<td>85,087</td>
<td>85,087</td>
<td>77,828.90</td>
<td>49,701</td>
<td>45,799</td>
<td>15,990</td>
<td></td>
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<tr>
<td>Add pastoral care</td>
<td></td>
<td>1</td>
<td>936.40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds Raised</td>
<td>26,511</td>
<td>33,800</td>
<td>26,072</td>
<td>32,553</td>
<td>41,712</td>
<td>51,021</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Funds Paid Out</td>
<td>(15,382)</td>
<td>(117,500)</td>
<td>(19,702)</td>
<td>(7,732)</td>
<td>(38,178)</td>
<td>(21,124)</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Cash Available</td>
<td>96,217</td>
<td>1,387</td>
<td>85,135</td>
<td>74,523</td>
<td>49,332</td>
<td>45,887</td>
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<td></td>
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<td></td>
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<tr>
<td>unpresented cheques/accruals</td>
<td>0</td>
<td>(48)</td>
<td>3,306</td>
<td>369</td>
<td>(89)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cash at bank plus float</strong></td>
<td><strong>96,217</strong></td>
<td><strong>1,387</strong></td>
<td><strong>85,087</strong></td>
<td><strong>77,829</strong></td>
<td><strong>49,701</strong></td>
<td><strong>45,799</strong></td>
<td></td>
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</tbody>
</table>

**Corporate Sponsorship**

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>McGrath sponsorship</td>
<td>1,500</td>
<td>1,000</td>
<td>2,250</td>
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</table>

**Fundraising**

<table>
<thead>
<tr>
<th></th>
<th>2013 Actual $</th>
<th>2012 Actual $</th>
<th>2011 Actual $</th>
<th>2010 Actual $</th>
<th>2009 Actual $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cake stalls</td>
<td>1,818</td>
<td>1,880</td>
<td>1,131</td>
<td>825</td>
<td></td>
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<tr>
<td>Mum's flick night</td>
<td></td>
<td>241</td>
<td>1,192</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer Sausage sizzle</td>
<td>1,168</td>
<td>840</td>
<td>650</td>
<td></td>
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</tr>
<tr>
<td>Tea Towels</td>
<td></td>
<td>2,571</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner Dance</td>
<td>18,223</td>
<td>19,503</td>
<td>19,166</td>
<td>19,094</td>
<td>16,852</td>
</tr>
<tr>
<td>Raffle tickets</td>
<td></td>
<td>1,990</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Entertainment books</td>
<td>254</td>
<td>837</td>
<td>1,199</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trivia Night</td>
<td>3,962</td>
<td>3,765</td>
<td>4,072</td>
<td>2,876</td>
<td>6,598</td>
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<tr>
<td>Soccer presentation day BBQ</td>
<td>1,275</td>
<td>726</td>
<td></td>
<td>740</td>
<td></td>
</tr>
<tr>
<td>Dad's night out</td>
<td>(367)</td>
<td>329</td>
<td>11,677</td>
<td>14,385</td>
<td></td>
</tr>
<tr>
<td>Moonlight Markets</td>
<td></td>
<td>3,044</td>
<td>3,441</td>
<td></td>
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<tr>
<td>Melbourne Cup Lunch</td>
<td></td>
<td>251</td>
<td></td>
<td>775</td>
<td></td>
</tr>
<tr>
<td>Family Photography</td>
<td></td>
<td>180</td>
<td></td>
<td></td>
<td>742</td>
</tr>
<tr>
<td>Cake Stall, Melb Cup Lunch &amp; Ent books</td>
<td>394</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Proceeds from Building celebrations</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bunnings BBQ</td>
<td></td>
<td>742</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Activities (Sticker Sales &amp; Cookbooks)</td>
<td>551</td>
<td>2,300</td>
<td>2,917</td>
<td>602</td>
<td>233</td>
</tr>
<tr>
<td>Net bank interest received</td>
<td>1,956</td>
<td>3,000</td>
<td>2,917</td>
<td>602</td>
<td>233</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>26,511</td>
<td>33,800</td>
<td>26,072</td>
<td>41,712</td>
<td>51,021</td>
</tr>
</tbody>
</table>
## SACRED HEART PARENTS & FRIENDS ASSOCIATION

### Funds Allocated

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Costs</th>
<th>P &amp; F money raised</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Space</td>
<td>95,000</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Landscape design for open space</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Cocktail party, Kindy Morning tea etc.</td>
<td>3,748</td>
<td>3,000</td>
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</tr>
<tr>
<td>Music Development programme - SH Band</td>
<td>891</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>School promotions and parent marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscaping and Commemorative garden</td>
<td>3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>10,000</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Charity Donation</td>
<td>1,500</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2011 costs</td>
<td></td>
<td>3,429</td>
<td></td>
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<tr>
<td>Social Justice School Fund</td>
<td>278</td>
<td>1,500</td>
<td></td>
</tr>
<tr>
<td>End of Year Presentations/Class Parents Nig</td>
<td>465</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swimming Pool loan repayment</td>
<td></td>
<td>30,000</td>
<td></td>
</tr>
<tr>
<td>School pavers (from 2008)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15,382</td>
<td>117,500</td>
<td>19,702 7,732 38,178 21,124</td>
</tr>
</tbody>
</table>

### Notes:

1. The pastoral care bank account has now been closed and the monies will be included in the general account.
2. Cash at Bank is made up of:
   - Cheque account: 44,339
   - Term Deposit #1: 50,472 (Waiting to be re-invested)
   - G/L with SHCPs: 1,405
   - Total: 96,217
3. McGrath signed a contract in 2010 to provide the school with $1,500 sponsorship. This was only invoiced in May 2011 and we have been chasing them for payment but it has not been paid.
4. Funding allocated to School Music programme for instruments and sheet music (possibly $500 allowance for scholarship as per 2012).
5. Open Space is allocated as follows:
   - Estimated Costs: 150,000
   - P & F money raised: 100,000
   - From swimschool in accordance with pool deal: 50,000 (Money currently held by the school)
   - Total: 150,000
   - Note: $4,98k has already been spent on the stadium seating.
   - Note: costs above per treasurer report 2010 - forecast costs to be updated once we know scope of works.
6. Funding allocated to Library technology for 40 ipads & other items.

### Next Key Items on the Schools Strategic Plan (per 2010 finance report) are:

- **Concrete paths**: Behind the carpark spaces in the bottom carpark
- **Closing in the undercroft**: For multipurpose use including playground and before and after school care
- **Fencing**: The embankment, behind the stadium seating, behind the old library, across the entry (near admin)
- **Concrete/Paved Area**: in front of the enclosed undercroft - the drainage in the area and wear means the grass will not last
- **Retaining Walls**: A small retaining wall to prevent eroded soil washing across the bottom carpark
- **New Gate**: Separating Church and school parking

Item a, b, and d is included in Parish redevelopment proposal.
Mr Jon Anstee  
Treasurer  
Sacred Heart Catholic School Pymble  
Parents and Friends Association  
4 Richard Porter Way  
PYMBLE NSW 2073  

24 February 2014  

Dear Jon  

ANNUAL AUDIT FOR THE YEAR ENDED 31 DECEMBER 2013  

I have completed my audit of the Sacred Heart Catholic School Pymble Parents and Friends Association for the year ended 31 December 2013.  

It should be appreciated that my audit procedures are designed primarily to enable me to form an opinion on the financial statements as a whole, and may therefore not bring to light all the errors or weaknesses that may exist in terms of internal controls and procedures. It is the Treasurer’s responsibility to maintain an adequate system of internal control as the principal safeguard against irregularities, which an audit examination may not disclose.  

In my opinion, the financial reports present accurately, in all material respects, in accordance with the guidelines described in the “Annual Audit” section of the P & F Operational Handbook for the Diocese of Broken Bay. This includes the financial summary, the cash book, bank reconciliations and other documents provided for the position of the association at 31 December 2013 and the results of its operations for the year then ended.  

I would like to take this opportunity to thank you for your assistance and cooperation during the audit.  

Should the principal, a member of the Parents and Friends executive or the President of the Diocesan Parent Council wish to discuss any matters in relation to the above, please contact me.  

Yours faithfully  

George S Hajos