Title: P & F General Committee Meeting

Date: Monday 19 May 2014
Start time: 7:25 pm

1. Prayer and welcome
TBC

2. Record of attendance & apologies

<table>
<thead>
<tr>
<th>Attendees</th>
<th>Position</th>
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<tbody>
<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 Rep</td>
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<tr>
<td>Bernadette Chapman</td>
<td>Social Coordinator</td>
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<tr>
<td>Amy Balzer, Jon Anstee,</td>
<td></td>
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<td>Jason Neal</td>
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Apologies: Carmel Healey

3. Guest Speaker: Robyn Gallagher

Robyn Gallagher provided a presentation on the Ripples programme, which focuses on fitness, faith and family. She outlined the components of the programme – fitness – aerobic and strengthening exercise; faith – meditation and the importance of finding time to stop and find stillness; and family – a cuppa and a chat. Robyn also talked about some of the other programmes she offers, including weekends away for mothers which interested many of the mothers present. The option of having a session 1pm - 2.15pm so those dropping and picking up from pre-school was discussed. It was noted that the Ripples Programme is organic, and responsive to the needs of the school community. The possibility of the P&F funding the childcare component of the programme ($360 per term for a small amount of children, $600 for larger numbers) was also discussed. Further inquiries robyn@ripples.net.au.

4. Confirmation and acceptance of minutes of previous meeting:

Previous minutes of 24 March 2014 confirmed and accepted

5. Business arising from minutes of previous meeting

a. Change of banking - see Treasurer’s Report
b. Parent survey regarding big ticket fundraising items – see Fundraising target report
c. Canteen – see School Report
d. Parent directories – see President’s Report
e. Nude food Friday – see School Report
f. Pedestrian Crossing Near Church – see School Report
g. Public access to School Newsletter – see School Report
### 6. Correspondence: incoming & outgoing

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<tr>
<td>6a</td>
<td>Outgoing – email and letter requests to businesses for sponsorship for the ball</td>
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<td>6b</td>
<td>Uniform – request to introduction of skorts for girls. This was investigated with the uniform shop. It would not be financially viable to introduce skorts. &lt;br&gt;Uniform - sports top – better quality, easier to wash option. The uniform shop is investigating this. &lt;br&gt;In the meantime, for those who are having trouble removing stains, try a tip from the lovely lovely Jane Wilkins, before you try ANYTHING else on the stain, just squirt some dishwashing detergent (whatever brand you have) onto the stain, let it sit for a minute or so and then pop it in the wash as usual. Has been known to get rid of quite a range of stains and is cheaper than pre-wash stain removers!</td>
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### Reports:

<table>
<thead>
<tr>
<th>Discussion items:</th>
<th>Discussion and conclusions</th>
<th>P &amp; F Member</th>
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<tr>
<td><strong>a. President’s Report</strong></td>
<td>Blessing of the Oval and Stadium Seating, Mass, Sausage Sizzle and Camp out Saturday 29 March: This event was a great success. 268 sausages were pre-ordered, 65 families rsvp’ed to the blessing and sausage sizzle, and 34 families camped. It was cost neutral, because families purchased sausages. In addition from the extra money made from the sausages, $248 was collected on the night, so the P&amp;F were able to give a $324.50 donation to Caritas, and $324.47 to the Sacred Heart Parish to contribute to remedial work on the church statue. &lt;br&gt;Coffee mornings: We have hosted two coffee mornings, one on 14 March, and one on 14 April. Both were attended by between 40 and 50 parents. Two more coffee mornings will be held this term, on Friday 23 May and Friday 20 June. Class artworks for the POSH Ball will be on display, with bidding sheets in the library on Friday 23 May before the coffee morning. &lt;br&gt;POSH Ball: preparations are well underway for the POSH Ball. The focus of the fundraising is on Pastoral Care. &lt;br&gt;Raffle: We have some great prizes for a raffle, and will be sending out two books of tickets to all families. There is no obligation to sell the tickets, but if families are able, that would contribute to our fundraising efforts this year. All tickets must be returned to the school prior to the drawing date. &lt;br&gt;Term 3 and 4 events: As was the case in first term, the focus of third term will be on community building events. The P&amp;F will hold the trivia night on 30 August, with the theme of Myths and Legends. &lt;br&gt;The meeting discussed having a fun family sports day on Sunday 14 September on the school oval, with school colour houses competing against each other – families to come dressed in the house colour. It was noted that Robyn Gallagher and her husband may be able to assist with ideas/running the day.</td>
<td>Katherine Sainsbury</td>
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**Term 4:** Always is a bit crazy, so the only P&F event will be a Dad’s evening.

**Parent Directory:** A big thank you to the Carmel Healey for responding to parent feedback and printing the parent directory again this year, and to Anne Kirwan and Jodie Devitt for putting it all together. The parent directory is a fantastic resource for getting in touch with other families.

**Mothers’ Day Morning Tea and Mass:** A big thank you to the school for hosting the wonderful Mothers’Day breakfast and the Mass.

**Format of P&F Meetings:** The meeting discussed the possibility of distributing reports electronically prior to the meetings, tabling them at the meetings and including the reports in the minutes, so the time at the meetings could be used for discussion, rather than the reporting of contentious issues.

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<tr>
<th>b. Treasurer – update</th>
<th>Financial update</th>
<th>David Jenkins</th>
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<td>Current cash position $56937, less unpresented cheques $1462, leaves us cash available $55475 (some of this is dedicated to the ball however)</td>
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<td>Change since February meeting</td>
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<td>o Oval: cost of fencing, handrails $11650. This now reflected in full year forecast</td>
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<td>o POSH Ball summary</td>
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<td></td>
<td>▪ Income: $8640 in tickets banked plus $500 Luschwitz</td>
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<td>▪ Expenses: $1090 in artwork, $1000 venue deposit, $214 on invitations</td>
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<td>o Additional budget set aside for pastoral care provision – now $13k</td>
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<td>Oval blessing proceeds are not in accounts as blessing occurred during Lent so all to charity</td>
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<td>o Income (Sausages + donations) = $923.95</td>
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<td>o Expenses = $274.98</td>
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<td>o Surplus = $648.97. Therefore Caritas=$324.50, Parish=$324.47</td>
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<td>Audit results</td>
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<td>o Sent to DBB P&amp;F Parent’s Council.</td>
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<td>o Sent to DBB Schools Office with summary of donations</td>
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**Changes to banking**

- Note that Commonwealth Bank term deposit has been transferred to cheque account, to avoid fees, prepare for transfer or use of funds.

- Proposal to transfer banking.
Our needs: cheque account, ideally electronic transaction, interest on surplus funds.
I reviewed cheque and term deposit accounts from Big 4 banks as well as Bendigo.
For term deposits, Bendigo has best range of terms, best rates
For cheque accounts, none offer decent interest although Westpac was slightly better.
Westpac is probably best for pure banking – no monthly fees, all transactions free.
Current account at Commbank charges fees if balance drops below $10k. No problems while accumulating funds for oval, however more of an issue now.
Bendigo has no monthly fees, most transactions fee free, no minimum balance. This is close to Westpac. Bendigo however also gives non-financial support eg PoS machines, community sponsorship etc.

Therefore I recommend we move to Bendigo Bank.

The following resolutions were unanimously adopted by the meeting:

1. The Sacred Heart Parents and Friends Association (‘the P&F’) will transfer its banking to **Turramurra Community Bank Branch of Bendigo Bank** as follows:
   a. The P&F will open a Bendigo Bank School Cash Management Cheque Account, and from time to time as needed, open and close Bendigo Bank Term Deposit Accounts.
   b. Electronic banking, with at least two authorities for each transaction will be allowed on each account.
   c. Any withdrawal, by cash or cheque will require at least two signatories.
   d. Authorised signatories to be:
      i. President (Katherine Sainsbury)
      ii. Secretary (Elizabeth McJannet)
      iii. Treasurer (David Jenkins)
      iv. Principal (Carmel Healey)
   e. There will be an electronic banking transaction limit of $5000. Higher amounts will be by cheque.

2. The Sacred Heart Parents and Friends Association will close its Premium Cheque account with the Commonwealth Bank once all cheques have cleared.

It was also noted that the Sacred Heart Pymble P&F declares that it is not subject to tax. It is a not-for-profit unincorporated association. It acts as a parent consultative body for the school, and raises funds for improvements to the school and its community.
### SACRED HEART PARENTS & FRIENDS ASSOCIATION

<table>
<thead>
<tr>
<th>Section</th>
<th>P&amp;F Executive Meetings</th>
<th>P&amp;F Public Meetings</th>
<th>Meeting Dates for 2014</th>
<th>Elizabeth McJannet</th>
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<tr>
<td>c. Secretary – meeting dates for 2014</td>
<td>Term 3 – Week 2, Monday 28 July</td>
<td>Term 3 – Week 3, Monday 4 August</td>
<td>Term 4 – Week 3, Monday 27 October</td>
<td>Hornsby Police – <strong>Action: Dean Cox to contact</strong></td>
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<tr>
<td>d. Social Coordinato r report</td>
<td>Year group social functions: All year groups have held social functions for parents and activities for kids. More are planned throughout the year.</td>
<td>POSH Ball: Preparations are well under way. We are expecting 120 people. We have had generous donations. We will be using these for live auctions, silent auctions and also for the raffle. We will also be holding last man standing. Numbers can be purchased by those not attending the ball. 50 tickets at $20, with $500 cash prize, and $500 going to fundraising.</td>
<td></td>
<td>Bernadette Chapman</td>
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<td>e. DPC report</td>
<td>DPC Listening Tour – Parent Friendly Schools – Tuesday 13 May 2014</td>
<td>The framework for thinking about Parent Friendly Schools is based on a book called “Beyond the Bake Sale”, which is trying to get P&amp;Fs to think beyond being mainly fundraising groups. (There’s a document on the DPC website called “Parent Friendly Schools – Starting the Conversation”) It involves three key principles: 1. The school is a welcoming place. 2. Honouring who the community is - making sure it is inclusive, being aware of cultural perspectives and how they sense their engagement; also the engagement between the staff and the P&amp;F/parents. 3. Connecting parents to what matters most - keeping them involved in learning. We had to reflect on an action we could engage in to improve one of these things, and we came up with the first two, and the others were things we thought would also be worth considering.</td>
<td></td>
<td>Justine Whiting</td>
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- Welcoming new families: Developing a set of actions to occur when a new family comes to the school to get them engaged with the school community. This would be a joint activity between the school and the parent community. We’re not sure what is available at present, but we thought that it could include:
  - A pack which includes information about: canteen – how it runs, uniform shop opening hours, list of extra curricula activities, contact information for school sporting clubs – netball, soccer, afterschool care (we suspect the information related to the school is already provided but I’m not sure about contacts for soccer, netball, etc)
  - A letter from the P&F to welcome the family, introduce the P&F and give them an idea of what we do, and which introduces the class parents in their child’s year group and lets the family know that they will be contacted by the class parents to see if there is anything they want to discuss.
### SACRED HEART PARENTS & FRIENDS ASSOCIATION

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<td>The office would inform the class parents about the new family, and the class parents would contact the person, and introduce themselves and offer assistance on school matters, and also ask if they need help with anything else – eg locating doctor, ballet class etc – and if class parent doesn’t know, try to find someone who does</td>
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- Class parent send an email to all parents in the class, including new parent, welcoming the family, and saying who the child is, and saying that at the next class event that the parent/family will be welcomed.  
- A welcome to the family in the newsletter, and which classes the children are in.  
- Some schools in the cluster also organise one or two “buddy” families to step up and help the families settle in, helping with the first couple of weeks in terms of any questions they might have, helping kids feel welcome, helping parents out with some of the “settling in” questions/help they might need.  

This was discussed and supported by the meeting.  

2. **Engagement between staff and P&F/parents:** An informal meeting – eg at morning tea time for P&F to meet the staff or have one of the stages’ teachers at a P&F meeting (see below). Timing and invitees would be dependent on the purpose of the meeting – eg. Many P&F/parents might not know any of the teachers beyond those who teach their kids, might be nice for them to recognise faces of teachers in the playground, etc.  

3.A **Honouring who the community is:** Some of the other schools are initiating programmes for parents whose children are not Catholic. One idea was to have a ‘Fast five’ at the end of the P&F meeting - the P&F could determine the first lot of fast five that people may want to know about. This would be five issues which could be dealt with quickly – eg 3 minutes each.  

One of these could be explaining some of the aspects of mass/ the sacraments (timed to coincide with when one of the sacraments is coming up); or just schoolyard culture eg) how to play handball; what kids are into – eg loombands, card swapping - and explain what the benefits/rules of those things are. In future, they will seek a fast five from the parent community.  

Another idea would be to have eg K-2 teachers come along to the P&F meeting, and parents submit a fast five questions prior to the meeting for the teachers to answer.  

Might be about classroom learning, teacher expectations, year-group info eg) Naplan, EMU, how teachers deal with a particular tricky issue/question in the classroom, etc.  

A neat suggestion was that having teachers come and talk to P&F meetings about particular classroom learning and how it happens, can link nicely to the P&F’s fundraising strategies if they are intended to help develop students’ learning.  

3.B **Honouring who the community is:** Exploring methods of engagement and blockers for particular cultural groups. This would involve smaller conversations with people from those communities to explore those issues. Eg) some schools have found that certain cultural groups in their community feel intimidated by some of the larger school events but are quite happy to
participate in smaller events.

4. **Using the website:** Using links in the newsletter to the website to get people on there – eg a link to the year calendar. Once people are on the website, they might have a look around the website. Include information on the website to demonstrate the role the P&F has in the community – eg helping to purchase ipads etc – which may encourage people to become more involved and come to meetings. Also have a quick report on P&F meeting highlights in the newsletter with a link to the full minutes on the school website, for those who want the full details of matters discussed.

5. **Having educational talks prior to P&F meeting:** One school had a very well attended P&F meeting which was preceded by a talk about EMU. Another school at Epping had a parent who was trained in KidsMatter come and talk to the parents for 20mins before a meeting and they had an excellent turnout and great feedback from the parents.

6. **Using P&F money to train a parent in a SIP Student well-being goal:** A school sent a parent to a 2 day KidsMatter training course, that parent then presented a child resilience workshop at the school (Epping, see above), then the parent spoke to P&F, year six groups.

7. **SIP Goals across three areas:** There was a sheet that showed school SIP goals being split into three areas:
   - Mission (we believe for us this is the Beatitudes)?
   - Teaching and Learning (new focus on making students effective writers while continuing focus on value and place number)
   - Student wellbeing (do we have a SIP goal in this area?)

Most of the primary schools in our cluster have introduced the “KidsMatter” programme, which takes a holistic approach to students’ wellbeing. Justine asked about PBL vs KidsMatter and whether the two are mutually exclusive. The response was that PBL looks at behaviours for learning and that this is more of a sub-set of the areas covered by the KidsMatter programme. Here is a description of KidsMatter from the website:

**Through KidsMatter Primary, schools undertake a two-to three-year cyclical process in which they plan and take action to be a positive community; one that is founded on respectful relationships and a sense of belonging and inclusion, and that promotes:**

- social and emotional learning (including evidence-based social and emotional learning programs)
- working authentically with parents, carers and families
- support for students who may be experiencing mental health difficulties.

**When schools take on KidsMatter, they build on the work that they are already doing in these areas.**

KidsMatter was extensively evaluated in 2009 by Flinders University. The evaluation found clear benefits for students, school staff and for schools.

**Benefits for students included:**
- Increased positive mental health (eg optimism and coping)
- Reduced mental health difficulties (eg emotional symptoms, hyperactivity,
conduct problems and peer difficulties)
  • Improvements in behaviour and motivation for students already experiencing mental health challenges

Benefits for staff included:
  • Increased staff satisfaction
  • Professional learning opportunities
  • Improved student learning and behaviour

Benefits for schools included:
  • Stronger parent engagement and parenting capacity
  • More effective partnerships with community
  • Improved student educational outcomes

A subsequent analysis of the data found that “...KidsMatter appears to be positively associated with the level of student academic achievement, equivalent to 6 months more schooling by Year 7, over and above any influence of socio-economic background.”

We both thought the KidsMatter programme sounded really interesting, particularly the benefits for students’ mental wellbeing and resilience.

It was noted by Liz Calabria that it is planned to introduce KidsMatter to the school.

The meeting supported the idea of the Fast Five.

f. Open Space report
See School report

Principal’s Report 19.05.2014

Staff: We have advertised for a canteen manager working 15 hours @ week. We have short listed, interviewed and now in the process of checking referees and completing appropriate checks. The announcement of the successful applicant will be made as soon as the processes have been followed. We intend opening the canteen the same days / hours as before and will continue to call on our parents for their volunteer support.

Religious Education
Last term was a real focus on Lent in preparation for Easter. The enormous generosity of the community saw us raise in the vicinity of $2700:00 for the women of Candela as well as $2500.00 for Caritas Australia AND the unknown support of the Kids Cancer Research Project where many families donated online.
We have celebrated Easter & continue of focus to be ‘easter’ people.

Ripples: today was the first day of the program for 2014. 14 women

Liz Calabria on behalf of Carmel Healey
registered & there were 5 toddlers in child minding facility. We are working with Robyn to secure funding which we hope will offset the cost of the child minding. Also, there is a commitment that no women, wishing to participate, will be excluded because of financial reasons.

Teaching and learning – SIP - School Improvement Plan
We continue to grow in our understanding of children’s ability and what they can demonstrate is their learning. In our cycle of review we have developed an English goal:-

To extend all students understanding of and ability to write effectively.

Over the next 12 months our professional learning will deepen our understanding of the children’s writing ability, we’ll improve our understanding of the criteria of effective writing and improve our skills in teaching the children to understand and write effectively.

Our shadow School Improvement Plan goal remains “To improve students’ conceptual understanding of counting and place vale”. Being a ‘shadow’ goal we monitor growth, evaluate the students’ learning experiences and reflect on the effectiveness of what we have learned and done in achieving the goal.

Building & Grounds
During the recent holiday period we had a new roof put on the Year 4 block. The Year 4 veranda has been treated with non-skid paint. The surrounding pathways have been commercially cleaned.

Pastoral Care Coordinator
There have been a number of families in need of help over last term. However the biggest need remains the Forwood family. We don’t usually name families but Tom & Ursula along with Charlotte & Luke are ‘out there’ raising awareness and much needed funds for Kids Cancer Research. They are of course very grateful for all the support they receive from the Sacred Heart Community and we will continue to do so.

Mothers’ Day Breakfast & Mass
We have a very successful day with over 200 guests for breakfast + the children. The church was packed with mothers as well as significant others in our life who came along to help us celebrate Mothers’ Day.

Molly, a very senior parishioner, passed away Saturday. Molly worked tirelessly for the parish and was seen at Mass daily. She was a great help to the children at school masses. She has been less noticed over these past years. Her funeral will be held this coming Friday. May she rest in peace.

Nude Food Friday – purpose – to raise awareness of amount of food packing and waste. Children are asked to bring their food in containers that are sustainable. Environmental committee ‘measure’ the amount of waste produced on a regular day and compares it to the Nude Food day.

Pedestrian Crossing near Church – Father Zygy is aware of the issues and
Public Access to Newsletter moves are being made to have a direct link on our website to access the Weekly School Newsletter. Following Diocesan recommendations re privacy, student surnames are recorded with first initials only and photos are used with permission.

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<tr>
<th>h. Fundraising Report</th>
<th>It was noted that $10,000 of this years’ funds would go toward the pastoral care of two families in need, to assist with utilities bills and a family holiday. It was noted that the school is hoping to purchase a suite of ipads and laptops. It was agreed that at the next P&amp;F meeting there would be a more detailed discussion about short-term, medium and long-term fundraising goals, and the extent to which the P&amp;F would contribute towards the purchase of this technology, in addition to the $40,000 forecast for 2014. Other longer term goals included an upgrade to the hall. Other continuing goals could be for funding the childcare component of the Ripples programme.</th>
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<td>Elizabeth Calabria on behalf of Carmel Healy</td>
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<th>Matters arising from Executive Meeting: Nil</th>
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<td>Specific items to discuss at next meeting:</td>
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<td>Next meeting:</td>
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<td>Close:</td>
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