Sacred Heart Parents & Friends Association

MINUTES of meeting held on Monday 23rd May 2016 –

Meeting opened: 7:30 pm.

1. Prayer and welcome – Neidra

2. Record of attendance and apologies:

   Present: Carmel Healey, Liz Calabria, Kelly Clouston, Laura Munce, Libby Scarfe, Tamara Chew, Gisela Abate, Jo Crighton, Justine Whiting, Rebecca Down, Neidra Motha, Dean Cox, Chris Tucker, Denise McGrath, Anne Douglas, Katherine Stonestreet, Nives Tanti

   Apologies: None noted

3. Confirmation and acceptance of minutes of previous meeting:

   Minutes of the previous ordinary meeting of Tuesday 16th February 2016 were confirmed and accepted – resolution moved by Justine Whiting and seconded by Jo Crighton

4. Business arising from previous minutes

   a. Amendment of signatories to bank accounts – Katherine advised this is complete.

   b. Parent business directory – Chris advised he had included in newsletter again but no further responses.
c. Bendigo bank - Photo opportunity with the handing over of a novelty cheque to be completed. Anne advised the Bank was happy to have a photo outside new landscaping near Sacred Heart block. They would like some students to be included in the photo – Carmel and Anne to liaise to arrange this.

d. Parent library – Justine has provided book reviews for inclusion in the library section in the newsletter and the first has appeared in last week’s newsletter.

e. Ripples – Louise Elms has been liaising with Robyn Gallagher, Louise has insurances in place – agreed to continue to follow this up for next meeting.

f. List of helpers for each event to be maintained so that people can be thanked at the end of the year – document has been created and Denise is updating it as required, so please pass details of helpers to her.

g. Bike racks – Chris advised that Dean had obtained a quote for bike racks at $270 for steel rack for 5 bikes. Carmel requested 2 further quotes from other suppliers, as that is required under CSO for any purchases. Dean and Chris will follow up and pass quote details to Carmel.

5. KidsMatter update

Laura Munce and Libby Scarfe provided an excellent presentation on the school’s preparation for the introduction to KidsMatter at Sacred Heart. Key points included:

- KidsMatter is a children’s mental health and wellbeing framework that is present in all schools in the Diocese of Broken Bay.

- It is backed by the Australian Government, Beyond Blue and the Australian Psychological Society.

- KidsMatter addresses children’s social and emotional development. Research shows this development is just as important as the development of cognitive /academic and physical health in children.

- This year is the development year for KidsMatter at Sacred Heart. The school has put together its action team, comprising both staff and parent representatives.

- Staff and parents attended the first workshop on Component One: building a positive school community in term 1 – feedback from CSO was that they were really impressed by the engagement from the parent community and staff and the great number of parents who were invited (able) to attend.

- Libby and Laura provided feedback from the KidsMatter survey sent out last year – again, the number of responses from parents was far greater than the CSO has seen at other schools so our Sacred Heart parents were thanked for their commitment to KidsMatter and
their willingness to be involved. The key points parents highlighted in the survey were the availability of positive relationships at school and ensuring that children know where to go to ask for help with any issues.

- The school is now embedded in the preparation phase of KidsMatter and preparing the framework for KidsMatter at Sacred Heart. Once that framework has been put together, the teachers will receive continued / further training on how the framework will work. There are four components in total. It is hoped that the official “launch” of KidsMatter for the students will occur in 2017.

- It was noted that KidsMatter does not replace our PBL framework but rather complements it and that our students will have a headstart on understanding the KidsMatter “language” because it will fit into our existing PBL framework. So in 2017, parents will start to see the social and emotional learning language and implementation come home via the children and communication from the school, just as the current PBL language does.

Carmel and Liz thanked Libby and Laura for their leadership and dedication in implementing KidsMatter at Sacred Heart. All those present greatly appreciated the time that both Libby and Laura took to update us on KidsMatter and we thank them for a fantastic and engaging presentation.

6. Reports

President’s Report.

Fundraising goals for 2016: In accordance with the P&F Constitution, the fundraising goals must align with the School’s strategic goals. What we are proposing for 2016 are:

- Support for pastoral care programme
- Support for music programme
- Development of a learning garden – photos to give parents an idea of what this will look like have been forwarded by Carmel. The P&F committee and Carmel and Liz need to discuss and agree how to communicate this to the parents.
- Assistance with Learning for English – purchase of new readers
- Charity - Peru, Caritas

Community building and fundraising events for 2016: The calendar for 2016 has been finalised by the committee and agreed to by the school. We have been really pleased with how the events have gone so far. The support from the P&F committee, parents and the school staff in helping to organise and publicise the P&F events has been greatly appreciated by Denise and myself. Each event has felt like a real team effort and we hope that this will continue throughout the year.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td><strong>Term 1</strong></td>
<td></td>
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<tr>
<td><strong>Friday 29 January to Friday 8th April</strong></td>
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<tr>
<td>Saturday 20th February</td>
<td>Welcome Cocktail Party - Thank you to Tania and Michael O'Sullivan for hosting this event. Thanks also to Justine, Tamara and Nives for their organisation. It was a great success. Approximately 170 people attended compared with 95 in 2015. Lots of comments were received on how great the night was. We overspent by $335 but, considering how many people attended, we considered this to be justifiable, as this year's budget was identical to last year's.</td>
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<td>Saturday 2nd April</td>
<td>Camp Out – Another success. Thanks to Neidra and Nives for all their hard work and to all the P&amp;F committee and parents who helped out on the evening. RSVPs indicated that 275 people attended. One concern expressed by a parent was that no-one was given sole responsibility of making sure children were safe around the firepit. Recommendation that there should be a roster for this role next time.</td>
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<tr>
<td><strong>Term 2</strong></td>
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<td><strong>Tuesday 26 April to Friday 1st July</strong></td>
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<tr>
<td>Saturday 4th June 2016</td>
<td>An enchanted evening at Monash Country Club. Preparations are well under way for the biggest P&amp;F event of this year. The theme has been decided. Invitations have been sent and RSVPs are coming in already. Table and room decorations have been finalised, as has the menu. The artworks have been completed and the P&amp;F committee have obtained most of the auction items. MC and auctioneer have been chosen.</td>
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<tr>
<td><strong>Term 3</strong></td>
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<tr>
<td><strong>Monday 18th July to Friday 23rd September</strong></td>
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<tr>
<td>Saturday 13th August</td>
<td>Trivia Night - We have already booked Wayne Shapiro to host/MC the trivia night again this year. Theme – Rio 2016.</td>
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</table>
Saturday 10th September  |  Dads Event @ Pub - Wallabies vs South Africa. Greengate Hotel – Chris has booked a table for 7pm.
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Sunday 11th September |  Mum’ s High Tea

**Term 4**

**Monday 10th October to Tuesday 20th December**

Friday 28 October |  Halloween Disco (K-2 & 3-6)
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Sunday 13 November |  Barefoot Bowls @ West Pymble bowling club - this date will need to change also as year 3 Holy Communion is now on the 13th. We will communicate the change of date after the ball.
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Friday 25 November |  Thank you to class parents and P&F Helpers

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**Treasurer’s Report as at 17 May 2016**

**Financial update**

Attachment 1 contains financial results for the year to date. In summary:

- Funds available for the P&F are currently $29,390. This consists of:
  - Cash in our bank accounts & held at school of $29,430.
  - Less amounts we have committed to pay of
    - $40 reimbursement remaining for the cocktail party.
- Significant financial movements in the period: Cocktail party: -$1,635, Music program -$595, Other income, $518, POSH Ball $5,704

**Banking**

Our term deposit matured on 22 Mar 2016 and was reinvested for 3 months. It is worth $13,842.

**Major changes since last meeting**

**Oval Campout:**

This was not a formal P&F fundraising event with no net impact on the P&F results. Income was used to offset expenses paid, with the surplus donated to Caritas.
• Receipts from sales were $1226.
• Cash from Caritas Collection was $206.
• Expenses were $670.
• Surplus of $762.50 donated to Caritas
• $40 was raised by the coffee van for Pastoral Care.

Cocktail Party:
• Total Expenses of $3334.94, including $40 still pending payment, $1635 paid since last meeting.
• Total expenses exceeded forecast of $3000 due to larger than expected attendance. 2016 forecast has been adjusted to reflect the extra expense. The P & F recommends that the forecast for 2017 be increased to $3500 due to the increasing popularity of this event.

Music Program
The P&F supported the school music program by funding the purchase of Music Stands for $595.

Other income
Other income is valued at $518 since last term. This consists of:
• $465 from the latest 20c coffee sales at Jack and Co;
• $53 from the X-presso coffee van sales.

POSH Ball
• Income $7000 from ticket sales
• Expenses: $506 for venue deposit; $100 for DJ deposit; $478 for artwork expenses; $211 for invitations.

Authority to Operate P&F Accounts
The P&F Constitution addresses authority to operate bank accounts in section 13.2b). It states that “the president, treasurer, secretary and principal shall be authorised signatories to the account.”

Since the last meeting Katherine Sainsbury, David Jenkins and Elizabeth McJannet. have had their authority to operate P & F Bendigo Bank accounts revoked. Carmel Healey remains a signatory to the P and F accounts. Anne Douglas, president, Tamara Chew, vice-president, Katherine Stonestreet, treasurer and Justine Whiting, secretary have become signatories to operate the P and F Bendigo Bank account. Anne Douglas and Katherine Stonestreet have electronic banking access. namely authority to view balances and to co-approve withdrawals. Two signatories are required to authorise any withdrawal.
Results for 2015 full year

Audited full year results for 2015 are now available. As a result of the audit there were no changes to the financial summary.

The full year results were discussed at the February meeting and so won’t be addressed here. They will be formally presented at the P&F AGM in term 4.

Resolution 1: That the P&F notes the audited full year results and approves them for submission to the DPC.

Resolution 2: That the P&F thank Jon Anstee for conducting the audit, and acknowledge his assistance with a small token of our appreciation.

Attachment 1: Detailed financial summary for 2016 year to date and DRAFT full year forecast.

Attachment 2: Audit Report on 2015 Full Year Financial Results
Sacred Heart P and F  
Financial Summary at 17 May 2016

<table>
<thead>
<tr>
<th>Financial Summary</th>
<th>2016 Actual $</th>
<th>2016 Forecast $</th>
<th>Change since last P&amp;F</th>
<th>Payments/(receipts) not yet processed at end of period - detail</th>
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<tbody>
<tr>
<td>Opening Cash at Bank</td>
<td>28,093</td>
<td>28,093</td>
<td></td>
<td></td>
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<tr>
<td>less prior period unprocessed adjustment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Opening Cash Available &amp; Uncommitted</td>
<td>28,093</td>
<td>28,093</td>
<td></td>
<td></td>
</tr>
<tr>
<td>plus Funds Raised (detail below)</td>
<td>6,317</td>
<td>24,918</td>
<td>6,314</td>
<td></td>
</tr>
<tr>
<td>less Funds Allocated (detail below)</td>
<td>(5,020)</td>
<td>(28,077)</td>
<td>(3,318)</td>
<td></td>
</tr>
<tr>
<td>Cash Available &amp; Uncommitted</td>
<td>29,390</td>
<td>24,934</td>
<td>3,095</td>
<td></td>
</tr>
<tr>
<td>plus payments/(receipts) not yet processed</td>
<td>40</td>
<td></td>
<td>(1,762)</td>
<td></td>
</tr>
<tr>
<td>Cash at bank &amp; school acct</td>
<td>29,430</td>
<td>24,934</td>
<td>1,334</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Actual $</th>
<th>Forecast $</th>
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<tbody>
<tr>
<td>Funds Raised - Detail</td>
<td></td>
</tr>
<tr>
<td>POSH Ball</td>
<td>5,704</td>
</tr>
<tr>
<td>Raffle</td>
<td>6,000</td>
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<tr>
<td>Trivia Night</td>
<td>3,000</td>
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<tr>
<td>Walkathon</td>
<td></td>
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<tr>
<td>Art Show</td>
<td></td>
</tr>
<tr>
<td>Other Income</td>
<td>518</td>
</tr>
<tr>
<td>Interest Received</td>
<td>94</td>
</tr>
<tr>
<td>Subtotal</td>
<td>6,317</td>
</tr>
</tbody>
</table>

| Funds Allocated - Detail | |
| School improvement | 15,000 | | |
| Kindy Parents Welcome | 42 | 42 | |
| Cocktail party | 3,295 | 3,335 | 1,635 |
| Music Program | 595 | 4,000 | 595 |
| Parent Library | 97 | 200 | 97 |
| Pastoral Care | 750 | 5,000 | 750 |
| Ripples | | | |
| Other Expense | 242 | 500 | 242 |
| Subtotal | 5,020 | 28,077 | 3,318 |

Notes:
1. Cash at Bank is made up of:  
   - Bendigo Bank Chq | 13,152 |
   - Bendigo Bank Term | 13,842 |
   - Held at School | 2,436 |
   **Total Cash** | **29,430** |

3. Other activities include:  
   - X-presso coffee van contribu | 53 |
   - Jack and Co - Coffee | 465 |
   **Total Other Income** | **518** |

4. Funding allocated to School Music program  
   - Music stands | 595 |
   **Total Music Programme** | **595** |

5. Pastoral care is a general allocation managed outside the P&F.

6. Other Expenses include:  
   - Flowers for admin staff | 100 |
   - Reimburse postage costs for mailout | 142 |
   **Total Other Expenses** | **242** |
Mr David Jenkins  
Treasurer  
Sacred Heart Catholic School Pymble  
Parents and Friends Association  
4 Richard Porter Way  
PYMBLE NSW 2073

14 May 2016

Dear David

**ANNUAL AUDIT FOR THE YEAR ENDED 31 DECEMBER 2015**

I have completed my audit of the Sacred Heart Catholic School Pymble Parents and Friends Association for the year ended 31 December 2015.

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 2015 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

[Signature]

Jon Anstee
At the Term 2 Cluster meeting, the attendees discussed the ways different schools are approaching parent and school engagement. Some schools using newsletter, skoolbag app, sending alerts, the “just one thing” idea to get parent involvement, facebook page, etc.

DPC is seeking topics of interest from P&Fs for their seminar for Term 3. Eg) social and emotional learning at home by Carmel Hewitt or Alex (KidsMatter) or John Hession from CSO on Cybersafety. Both of these speakers would be free as they are from CSO. Another possibility would be follow-up seminar from Justin Coulson.

Re: Robyn and Ripples, Virginia Ryan from CSO Mission Services is employing a replacement for Robyn now that they have moved to Wollongong.

DPC is calling for helpers to assist in organising the 2017 CCSP Conference in Manly. P&Fs also asked to consider paying for a parent to attend and bring learning back to the school.

The North Shore DPC cluster meeting was held on Wednesday 2nd March at Sacred Heart Pymble library. It was well attended by schools tat are part of the North Shore.

THE MAIN QUESTIONS RAISED WERE:

1. What does a P&F do?
2. How can we engage parents?
3. How our P&F activites can pass an Engagement Litmus Test?

Appended are some of the topics that were brought up and discussed:

- Co-representatives on P&F Committees are being encouraged and are gaining popularity. Having co-reps allows for the work load to be shared and also gives a sense of "im not in this alone".

- Some schools are taking a small fee for attending school events. it was felt that this adds more value to an event and also results in fewer drop outs

- P&F committees are being encouraged to make parent engagement a top priority followed by fund raising. it was mentioned that in the past the main focus of the P&F was fund raising. there has to be a shift in mindset and P&F committees are being asked to now make community building and parent engagement their main focus.
• Some ideas for parent engagement were suggested which were having a "literacy evening" or an EMU workshop for parents

• Another idea for parent engagement is also having a parent led FB page. The page is administered by a parent volunteer and is a closed group. It does not allow posting of pictures but more for social interaction amongst the school families. (eg)play in the park or mum’s coffees etc

• Carmel Hewitt mentioned that every school has a wellbeing teacher. it was also suggested that a "student/child wellbeing" workshop be conducted - as an idea for parent engagement. The workshop could focus on how as parents we can ensure the social and emotional wellbeing of our children carrying on from what is taught at school.

• The group also talked about collecting a "levy" from each family for the school to cover the fundraising aspect. A couple of schools in the North Shore CLuster follow this practise. If a levy is collected then as per the constitution the P&F isnt allowed to actively fundraise.

The meeting ended with a lot of positive ideas on how as a P&F we can work on a greater parent engagement in our school.

Summary of Michael Grose talk at Prouille School in March 2016.

The 5 main points he covered are:

1) Parenting Style - REDUNDANCY.
   - Raising CAN DO kids.
   - Save some problems....for kids to solve
   - Behaviour rehearse

2) Small family should think and have a mindset like a big family.
   - "Don't love them helplessly, love them confidently"

3) Three tips for a functioning family are:
   I) Family ritual eg mealtime
   II) one one time
   III) Downtime.

4) Parenting Styles (autocratic, authoritative, under parenting, permissive).
   - Autocratic - hi standards and low nurturance
   - UnderParenting - Low standards and low nurturance
   - Authoritative - hi standards and high nurturance
- Permissive - Low standards and high nurturance.
How do you manage your reactivity?
Parenting style can change over time and each day.

5) Manage like a cat and nurture like a dog.
To manage like a cat:
- Don’t use too many words
- Will manage visually
- Don’t issue demand like a dog.
- Act

To continue to follow Michael all are invited to:
- sign up to his FREE weekly newsletters at www.parentingideas.com.au
- like and follow his Facebook page - Parentingideas.com.au

His 4 books are now available in the School Library for ALL PARENTS to borrow.

7. Fundraising

   a. Discuss fundraising objectives for 2016 – Carmel has forwarded photos of examples of the proposed outdoor learning space. Committee discussed how best to provide this information to parents at the Ball. Decided to have a short description of each of the fundraising objectives, including photos of learning space, and have this on each table on the flip side of the list of auction items. Carmel to provide descriptions to Anne by end of the week, Anne and Denise will then prepare document for tables at the ball.

   b. Discuss whether a fundraising levy should be introduced next year with a view to making the key objectives of the P&F community building not fundraising. Pros and cons of a fundraising levy were discussed, ultimate consensus was not to go ahead with a levy but maintain fundraising as an integrated part of community building, as parents may disengage from the community building if a levy was introduced.

8. P&F events for Term 2. - An enchanted evening at Monash – Provide overview of current status. Denise and Anne advised that the ball preparations are well in hand, all artworks complete and bids already received for all of them. Chris advised no further auction items required. Denise requested committee to spread word that assistance will be required on Friday 3rd June for set-up and on Sunday 5th June for clean-up.
9. Communication between teachers and parents – some sort of communication so that children are not solely responsible for communicating key information. Anne raised issue of children not necessarily communicating some important information (eg uniforms, swimming days) in a reliable manner. Carmel noted and will ensure these are picked up in future and communicated by e-mail.

10. Any other business

a. Chris Tucker advised that he has been approached by a business that provides outdoor movie screens and beanbags etc for school movie nights. Committee open to the idea of having a school movie night. Suggestion of having the movie “Inside Out” to coincide with the launch of KidsMatter in term 1, 2017 (as 2016 calendar is pretty full).

b. Discussion around the lack of Catholic secondary school places for boys on the North Shore, particularly at St Pius X College in Chatswood, our closest Catholic boys’ school. Mention made of Sacred Heart being omitted from feeder list for Pius. Carmel and Liz both stressed that they do their utmost to support parents seeking a place at Pius and will continue to do so. They encourage parents seeking a place at Pius in particular, to talk to them so they can liaise with Pius on their behalf, particularly for Year 7.

Parents with concerns about the current situation with Pius and feeder schools or about the general lack of places for boys in Catholic schools in North Shore may wish to write to the Bishop to express their views so he can understand the impact this is having on local families.