Welcome to Carmel Hewitt from DPC presenting on “Ages & Stages”.
Social and emotional skills are important factors of well-being and social development. Children can learn some of these skills which help them to manage friendships, work better with others and develop their understanding of how to be responsible for themselves and their emotions.

**The session covered**
- Social & Emotional Stages of Development
- Brain development and learning
- How to develop your child’s social & Emotional Skills

Carmel concluded with advising helpful websites to visit like [www.parenttoolkit.com](http://www.parenttoolkit.com)
Carmel would be happy to return another time to present Stage 2 of this presentation. Parents please let Juliana know if we would like this to be organised.

A thankyou from Julianna was given to Carmel with a gift of a bouquet of flowers to show our thanks for her time.

**Introduction and President’s Report – Juliana Johnston**

- Apologies – Suellen Garey

- **Business arising from previous meeting**

Juliana Johnston addressed the meeting:

*Welcome to everyone.*

*Last year we spoke about changing our name as there is a stigma attached to the name Parent’s & Friends (P&F) around fundraising. Many people seem to believe that fundraising is all the P&F do so we are focusing on ‘Engagement’, with parents, children, teachers, the parish, and the community. Suggestions for names have been put forward and the votes have been tallied – the winner is “Sacred Heart Hub”.*

*Please share this news with all parents and we thank everyone in advance for welcoming this change with lots of positivity. We feel the Hub = “Embrace our parish, family, broader community” – The Sacred Heart Hub: (formally the P&F) are bigger than just a school hub a lot happens in our community – how can we help?*

- **50 Year Jubilee Gala Dinner**

Karen Locke our Event’s co-ordinator for the Gala Dinner addressed the meeting.

*Social night to be held at Bayview Golf Club on 13 June. All tickets have been sold but now finalising everyone’s payment is a priority as this will secure their spot & if not will allow for any on waitlist to purchase. The evening will have a drink on arrival, dinner, art auction and conclude with dancing/DJ. Dress code is smart, with a touch of gold - suggest wearing Mother’s Day Bracelet.*

*Many thanks to Jackie Brown and all who worked on the Class Artworks. Karen is hoping for some of these Artworks to be on display ahead of time in the office for parents to view. Please spread the word that anyone who cannot attend on the night can still bid for these artworks.*

- **Golf Day**
For the third year running Luke & Sam Downs coordinated a Golf Day for the second last Friday of term 1 at Bayview Golf Club. The team raised $1,010 and advised it was a great success!!

- **Celebration Movie Night**
  Julianna addressed the meeting.
  This will be the official celebration for our 50th year Jubilee at Sacred Heart. It will be held on 17 October 2015. The evening will commence with an outdoor mass lead by Father George just like our Christmas Eve Mass. Lots of important people will be attending like our Bishop and local dignitaries, past and current students of Sacred Heart Primary and our Parish Community. There will be memorabilia on display to view.
  After Mass the celebrations continue with an outdoor movie just like the setup we had last year and there will be vote by the students which movie will be aired on the night so it’s “Children’s Choice”. We are still working on a final timetable for this evening and will update as all gets finalised.
  Rebecca Capell advised that this is going to be a big set up and lots of helping hands are needed. Please advise the committee if you can help.

- **Review of the role of the P&F, our new name and goals.**
  Julianna addressed the meeting.
  The list of the Sacred Heart Hub’s Goals are as follows:
  1. Teaching and Learning: increase parent engagement, this aligns well with the introduction of Sip N Sip as this is something Mrs Garay has suggested in line with the School Improvement plan.
  2. Mission
  3. Pastoral Care
  These are not the only strategies but these are the areas that we can achieve. We will review these goals each year and would love to hear feedback on what we could work on next year plus comments on how we could achieve these goals successfully.
  To help launch the “Hub” we will announce our new name in the Newsletter and request for the list of goals to be uploaded to the website.
  It has been suggested that the “Hub” to circulate a separate more detailed update from the one we place in each weeks Newsletter. This would be produced either once a month or once a term and advise Parents in the Newsletter that this update it’s on its way in the Newsletter.

- **New Business**
  - **SIP ‘n’ SIP**
    The introduction of SIP n SIP was very successful and this has been received very positively from parents. The kids have done an amazing job with showing the parents their skills in the classroom relating to the topic discussed. Items raised for future consideration was the length of time of this presentation and to make sure it’s no longer than 1 hour. Plus the suggestion of child minding in the library whilst parents visit the classrooms. Would need parent volunteers to make this successful plus a parent willing to co-ordinate the volunteer roster for this. Next meeting will be held on Friday 29 May after assembly in the Library: 9-10am. This discussion will be on Mathematics.

- **Kiss and Drop**
  It has been decided for various reasons that teachers will not be on kiss n drop duty of a morning except for our Satellite teachers. Currently we have one parent volunteer for each morning duty but we really need to increase our numbers and have two. This will need to be raised in the Newsletter and parents encouraged to volunteer if they can. Plus we need to reinforce with parents at kiss n drop if the children are old enough to open doors and hop out of their car independently in a safe manner then please do so. It is to be highlighted that there is no change to the afternoon pick up – teachers will continue to be on duty for this.

- **Playground usage at Lunchtime**
  There is a suggestion in place that a new lunchtime routine could commence at Sacred Heart being that year 5 & 6 could visit Kitchener Park during their lunch break. The plan: this would take place during 12:30pm to 1:30pm.
  To enable the school to allow this to happen we will need parent volunteers to assist the teacher who will be walking the children from school to Kitchener
Park and then back again to the school. It needs to be something like 1 x teacher plus 2 x parent volunteers. Initially this will be once a week but with the hope to increase to 2 to 3 times per week. It will be compulsory for all children in that year to attend. For Parent volunteers they need to have their working with children check form completed and given to school office plus on the day please do not bring along any younger siblings. This will not be offered to other years at this stage especially the kindy & year 1 students at the school due to danger concern.

- **Marc Reicher, Principal from Mater Maria, has offered to speak at a later meeting on transitioning to high school**

During the last “Hub” (formally P&F) meeting of this year the Principal of Mater Maria has offered to come and speak to parents (essentially year 6 parents) to help with any questions regarding transitioning from Primary to High School. But this information could be helpful for any parent so please do mark this meeting in your calendar if you would like to attend. At this stage it’s scheduled to be held on 18 November.

**Subcommittee reports**

**DIOCESAN PARENT COUNCIL (DPC) REPRESENTATIVE** – Eloise Critchley addressed the meeting.

Eloise gave a brief rundown of the DPC and thanked Carmel for attending tonight’s meeting.

18th June – there will be talk held at Mater Maria on Cyber Safety: this talk is aimed at high school students but the DPC encourage year 5 & year 6 parents to attend also.

**SOCIAL JUSTICE COORDINATOR** – Virpi Tuite addressed the meeting.

Virpi spoke about her role as Social Justice Coordinator, how she works with Chris McBryde on Mini Vinnies. Virpi is passionate about our sister school in Timor Leste (East Timor). Virpi has organised a special event at the school for East Timor Day: this will be held on Friday (22 May) students are to wear mufti and bring in a gold coin donation plus there will be stalls at school for the children to purchase items - the Mini Vinnies will be running the stalls. Sister Loudes from East Timor will be our special guest and she will talk about our sister school in Timor Leste. Plus Tamara will also be visiting the school for this special occasion.

The focus for Social Justice during the first half of the year is “International” which included the sale of cupcakes in term 1 which was a success plus the East Timor day to be held in term 2.

Then in term 3 the focus will shift to “Homelessness” and in term 4 it will be “Christmas Hampers”. Virpi raised a concern she has in regards to messages that go out to parents via the schools APP. She wanted to send a message to parents via our schools APP to remind them of East Timor Day & for the children to wear mufti as she had heard there was a concern on what was the actual date for this event. Virpi wanted to know: can general messages be sent out via the APP or is it only for Emergencies?

Mrs Wheen was in attendance at our meeting so she kindly responded: Yes the use of messages for this AP is primarily for emergencies only and anything else needs to have approval from our Principal. In Mrs Garey’s absence you would need to seek the approval from Deputy (Mrs Wheen).

Virpi would like these guidelines to be circulated to parents especially those who organise events for the school.

If anyone would like to join Virpi and assist with Mini Vinnies and Timor Leste then you can contact her via the school office or email: virpituite@bigpond.com.

**CANTEEN REPORT** – Kay Neale addressed the meeting.

The canteen is fully on-line

Kay wanted to highlight that we were the first school canteen to go on-line but the last to go fully on-line

Kay opened the room for any comments/suggestions regarding the canteen and she was keen to hear feedback on how everyone felt about the Mother’s Day Gift going on line? Response was positive from all in the room.

Price increase update – only slight and it’s a move that is unfortunately a necessary one but it’s a decision never taken lightly it comes from reasons like price increases from suppliers.
Kay & Marie are very passionate about the canteen & even go to canteen expo’s to stay up to date with checking out how other school run their canteens and where they are at.

Question from the room: could families from all years bake cupcakes to sell in the canteen?
Kay’s response: unfortunately “no” due to nut & other allergies and health regulations etc.

Canteen future plans are to have special days a few times a year like “Hot Dog Day”.

Question: can the list of menu/prices be uploaded to the schools AP?
It was pointed out that the canteen menu is on the school website. A canteen fact that they would like more parents to know is that a fee of 25 cents per lunch order is currently being paid by the school which is a huge undertaking. This might need to be reviewed for the future but for now the school covers this fee and the canteen plus parents express a big thank you for that.

Question: can year 6 children help out in the canteen at lunch – response: unfortunately “no”.

Suggestion from the room – can some items be priced at 50 cents?

**UNIFORM SHOP**

Apologies given.

EFT/IT issues all resolved and now seem to running very well.

They do a wonderful service to the school and we thank them.

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<tr>
<th>TREASURER’S REPORT  (Rebecca Molinaro)</th>
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<td>Delay with the Treasurer’s report however when figures have been consolidated with Uniform Shop and P&amp;F a report will be forthcoming followed by an external audit report.</td>
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<th>PRINCIPAL’S REPORT  (Suellen Garey)</th>
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<td>No report this meeting as Suellen’s attending a conference for catholic school Principals</td>
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**Matters for future consideration**

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<th>Matters for future consideration – as mentioned at the last meeting.</th>
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<td>LUNCHEON CLUBS HAVE NOW COMMENCED:</td>
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<td>✔ Radio club</td>
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<td>✔ Knitting club</td>
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<tr>
<td>✔ Writing club</td>
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<tr>
<td>✔ Choir</td>
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<td>✔ Library</td>
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Diversify our income – Although they cannot offer a ‘loyalty program’ Waratah Pharmacy offered to donate a Father’s Day Hamper to Sacred Heart as well as some sun screen for the children and make up for the school musical. Thanks to Rebecca Davies.

Can we enter into a Solar Panel Scheme to offset the cost of electricity which would be generated should we go ahead with air conditioning?

**Response:** Mrs Garey has considered this and for the moment this is a “no”, however this is not a no forever it’s just not something that will be actioned this year. There are a few other items that are on the “To Do’s List” that take priority like the taps in bathrooms they are very old and need updating and location of school office and if it is to be relocated to a position where admin staff can view who is entering the school.

Banking: It was raised at our last meeting could this be something introduced for our students. One of parents kindly looked into this and it really is a big undertaking lots of parents would need to volunteer & be involved together with a bank representative from say the CBA Bank.

**New Matters raised for future consideration**

Blinds for the School Hall would assist the band and choir during their rehearsals. At certain times of the year the sun coming through the window is so strong and literally in your face, it is distracting and children have trouble seeing their music. Blinds would make for a more comfortable environment for all.
**Response:** This is a matter that needs to be raised with the School Executive.

Is it possible for Sacred Heart to offer a language eg Italian to be taught at school?

**Response:** This is something for the school to decide and at this stage no other school offers learning a language. It could possibly be offered as an after school activity?

Suggestion of Years 5&6 being taken to Village Park next to Pittwater library or Kitchener Park to run around and get rid of their excess energy, particularly the boys. Perhaps one or two lunch times a week.

**Response:** Please refer to above.

Chocolate drive – In future if you choose not to take part in this can you make a donation?

**Response:** This option could be added to the form sent out to those who don’t wish to take a box to sell. This is absolutely not compulsory and if you would prefer not to take part please know you can always hand the box back in there is no pressure at all to sell a box or make a donation.

It should be noted that this is a very successful fundraiser, as it stands now the boxes went out only two weeks ago and there are none left to sell. Cadbury donate some chocolates as prizes to give to the highest fundraiser but we believe it would be ideal to use these hamper as raffle prizes for events like Father’s Day and the P&F can purchase book vouchers instead.

**Questions from Parents that attended the meeting**

Mother’s Day Stall – next year could we look at supporting either a local business in the community or a Mum that creates items to buy as gifts? Then could it be a stall where the children pick their gift? There was then a suggestion that the Mini Vinnies could run the stall and we could have items to buy that support our sister school Timor Leste.

**Response:** We are looking at a change for next year’s Mother’s Day Gift and we will take all suggestion under consideration.

Could we look at re-introducing Learn to Swim as part of our Sports Programme? Could it be held at the new Brooke Withers Pool?

**Response:** From previous years it has been concluded that these types of programmes are very time consuming and was there a need? We will put it forward to the school for consideration.

Recycling – suggestion could a focus in class be about recycling? Can the children be taught more about understanding rubbish and where it needs to go? A recycling bin is not in the playground? Could there possibly be one day a week or once a term where the children are encouraged to not have any plastic packaging in their lunch box?

**Response:** This could be an SRC Initiative & paper recycling is encouraged in the classroom.

Will the “Hub” have a logo?

**Response:** TBA.

If parents have suggestion or items to be raised & added to the agenda who can they advise?

**Response:** Please send an email to the “Hub” (formally P&F) email which is shpandf@gmail.com

It should be noted that some of the issues raised tonight do not come under the banner of P&F committee but are matters for the school executive, however, the P&F will gladly contribute to any of the above if & when asked.

Close of P&F meeting

Next meeting to be held 12th August @ 7.30pm

Meeting closed at 10.30pm