

ST BERNADETTE'S SCHOOL CASTLE HILL
PARENTS & FRIENDS ASSOCIATION
MINUTES OF P & F MEETING WEDNESDAY 27th May 2009

1. Welcome and Opening Prayer

Meeting opened 7.25pm with a welcome and prayer from the President

2. Apologies and Attendance List

Apologies

Sue Duggan, Nella Bertuccio, Karen Byrnes, Jenny Zadro, Minna Koo, Cecile Patchell, Deidre McLoughlin

Present:

Daryl Hill, Paul Colyer, Lois Donnelly, Elizabeth Evans, Lisa Biasucci, Karen D'Souza, Anthony Hurst, Joe Boudib, Bernadette Rushe, Vanessa Wadih, Clare Parker, Brendan McEntee, Fiona Carrozzi, Katrina Leonardi, Rachel Gibb, Narelle Charker, Sonia Gibson, Corrie Batty, Sonia Kassis, Therese Qasabian, Elizabeth Jilek, Jennifer Wakeling, Mirella Erwin, Pam Waters, Donna Zammit, Kerri Maggs.

3. Passing of Minutes 1st April 2009

Minutes passed by Fiona Carrozzi

Minutes seconded by Brendan McEntee

4. Principal's Report – Mr Paul Colyer

- Belinda Burgess – School Counsellor – to present on social skills, including resilience, in Term 3
- Driving and building work completed
- Roof replacement (kindergarten block) put on hold – now to go ahead
- Government Building/Job Creations Project: Year 5 and 6 block to be extended 7m towards car park and entrance ramps addressed; with open learning spaces for Years 5 and 6 to be built
- Maths Learning Groups: trialled this year and currently being evaluated
- Staff Development Day Friday 5th June on Quality Teaching Framework
- Apple laptops arrived; resources also being allocated to teacher assistance
- Letters being sent home to offer email rather than paper communication; also to introduce SMS notification regarding cancellation of events
- Proposed House Acquisition
- House next door to school is for sale; on talking with Father John a bid has been made, and if successful would belong to the trustees of the diocese

5. Reports

a) Treasurer's Report

Prepared by Clare Parker

Report of Income and Expenses for Period

24th February 2009 to 15th May 2009

- **Opening bank balance as at 24th February, 2009 is \$24,894.16**
- **Closing bank balance as at 15th May, 2009 is \$36,191.63**
- Tuckshop shows a net loss of \$1,939.25.
- Uniform shop shows a net profit of \$3,537.80
- Further to last P & F meeting – we have now finalized the Trivia Night. The total amount raised was \$2,018.00. Well done.
- Mother's Day Stall – is yet to be finalized.
- Mother's Day Breakfast cost \$193.54
- Easter Egg Raffle raised \$1,298.00. Well done – great achievement

Issues to Raise

- I am in the process of putting together a folder on event procedures and evaluations. A template will be sent out to all organizers shortly and as the events occur. This will ensure we keep a record on file on all the details of the events, how they were organized, what/who was involved and a final evaluation of the event to ensure to improve, where possible, next time we run the event. The secretary will keep a copy of this file.

b) Canteen Report

- Operating at a loss - this is expected at this time of year
- Tuckshop Committee meeting held – minutes to be communicated to P&F

c) Uniform Shop

- Carpet removal is now complete
- Marissa Carnevale has moved on and we would like to thank her for her wonderful contribution, and congratulate and welcome Pam Waters who has commenced in the position

d) Hospitality Committee (formerly known as Parent Contact Coordinators)

- Mother's Day breakfast was well attended, however some feedback received requesting an earlier Mass
- Small but efficient group of Dads served breakfast for the Mother's Day celebration

e) Maintenance Coordinators

- Working Bee this Saturday cancelled

f) Social Committee

- Certificates have been distributed by Vanessa to businesses who assisted with Trivia Night – P&F agreed this was a great idea
- Dinner Dance 4th July: 100-120 max in the Sovereign Room; need to decide on music by the end of the week

g) Parent Representative Council

Nil report

h) Class Parent Coordinator

Nil report

i) Sponsorship Committee

- Negotiating with Century 21 for sponsorship of sports shirts
- Phil Nery from Lollipop's Playland generously donating 10% of monies spent on casual play and parties
- Sixteen families have taken up Aussie Direct fundraising option

j) Presidents Report

- Fun Fair and Main Event two major functions for the remainder of the year

6. Items for Discussion

- St Bernadette's Cookbook suggested as a fundraising idea; P&F agreed this was a great idea

7. General Business

- Concern highlighted regarding kindergarten children having access to the school canteen
Action: To be followed up at the next Canteen Committee meeting
- Concern raised regarding after school collection procedure
Action: After school collection procedure to be highlighted once again in the school newsletter

8. Close

Meeting closed at 8.10pm

Fun Fair Meeting

1. Establish Fun Fair Committee

Fun Fair committee comprised of:

Rachel Gibb (Coordinator)

Sonia Kassis

Lisa Biasucci

Fiona Carrozzi

Sonia Gibson

Lois Donnelly

P & F Executive

2. Review 2007 Fun Fair Activities and Request Volunteers

- Raffle – biggest earner of the Fun Fair. Suggested prizes included Good Guys voucher and a weekend away
- Kerri Maggs (distributor of Samsung products) offered donation of goods
- Elizabeth Evans offered to make a quilt
- Register to be maintained in front office for donated items – Vanessa Wadih to compile

- Rides provider has been booked
- To introduce Laser Tag at this year's Fun Fair
- The following people volunteered to be responsible for the stalls held at the last Fun Fair:
 - Italian - Lisa Biasucci
 - Baskets – Karen D'Souza, Suellen Hurst and Narelle Charker
 - Cakes - ?Catherine Langford
 - BBQ /Lebanese – Sonia Kassis
 - Plants – Deidre McLoughlin
 - Canteen – Donna Zammit
 - Coffee Cart – haven't heard back as yet
 - Lollies – Contact Joe Boudib
 - Gelato – ?
 - Bottles – teachers to be responsible for this
 - Craft- Scrapbooking (Sonia Gibson) and craft (Corrie Batty)
 - Face Painting – Nerida Beaty
 - Books – Lois to ask teachers
 - Attraction – science hands on/ show (Lois has details); reptile man
 - Chocolate wheel – Fun Fair committee to organise
 - Sand Art – Fiona Carrozzi
 - Fairy Floss

3. Additional Ideas

a) New Stalls: other suggested stalls/acts were:

- Dessert Stall – desserts cut up and sold next to coffee cart
- Band – St Bernadette's band
- Dance school
- Visit from local police / fire brigade

b) Sponsorship of stalls – Century 21 have offered to sponsor a stall, which involves companies displaying/distributing advertising material in response for financing of a stall. A letter is to be sent out to parents to see if those with their own business would like to be involved.

c) Other – suggestion made to utilise class parents in the allocation of stalls to certain grades to encourage parent and student participation.

4. Job List

- Bins
- Set up coordinators
- Clean up coordinators
- Electrical equipment
- Counters
- Stall coordinator
- Sponsorship and prizes

Meeting closed 9.20pm