1. Welcome and Opening Prayer
Meeting opened at 7.10pm with a prayer by Mrs Nettleton.

2. Apologies and Attendance
Apologies: Rose George

3. Correspondence In and Out
nil

4. Minutes from Previous Meeting
Minutes of 7th August 2013 meeting passed by Karen Orsini, seconded by Sarah Hope.
Matters arising from Previous Minutes : nil, focus was on Fun Fair

5. Reports
President’s Report (Jeff Younis)
2013 has been a fantastic year for the St Bernadette’s Parents and Friends Association. We have continued to build a strong and harmonious community spirit and have also raised a substantial amount of money. I would like to acknowledge the great work of past committees which have helped us greatly in 2013.

Our aim was to make 2013 a year where the P&F was all about the children having fun and putting a smile on everyone’s face. The whole school community should be congratulated on the way everyone has got involved. We started the year on a high with a very successful movie night thanks to the efforts of Sarah Hope. We continued this throughout the year with the following great events:

- Mums Night Out – Jo Porte Co-ordinator (Catering by Fiona Carrozzi & Katrina Leonardi)
- Mother’s Day & Father’s Day Stalls – Lisa Biasucci
- Mother’s Day & Father’s Day Morning Tea – Fiona Carrozzi & Katrina Leonardi
- Grandparents Day Morning Tea – Katrina Leonardi & Fiona Carrozzi
- Working Bees – Combined Parish & School – Stu Thom (Catering by Fiona Carrozzi, Katrina Leonardi & Marnie Parrington)

We then finished off the year with record breaking Fun Fair thanks to Lara Thom and the entire school community. The Fun Fair was more than just the Friday the 8th of November. It was about building excitement through early morning starts at Kiss and Drop, lunch time promotions from the students, a lunch time disco and building a social media community.

I know there were a number of evenings that Lara, Stu and I went past midnight working hard on Fun Fair logistics and I know these were only a small percentage of the nights when Lara was up till the early hours working away. Lara Thom, I congratulate and thank you for the excellent way in which you undertook the role of Fun Fair co-ordinator. I would also like to thank Rachel Gibb for the assistance and expert advice.

To Mrs Nettleton and her teaching staff we say thank you for your dedication and commitment to the education of our children. The extra hours, including many late nights, haven’t gone unnoticed and are definitely appreciated.
Katrina Leonardi and Fiona Carrozzi, who were our hospitality coordinators, deserve a special mention as they put on several fantastic morning teas for Mother’s Day, Father’s Day, Grandparent’s Day, as well as catering for numerous other special occasions throughout the year.

The work that Lisa Biasucci has put into St Bernadette’s Castle Hill for so many years now is Legendary. It is with great sadness that I thank Lisa as this is the last year that she and Enrico will have a child at our school. Her shoes will be huge ones to fill and I pray we have people willing to take on the vital role of Mother’s Day & Father’s Day Stall coordinator.

Every committee member of the P&F has played an important part in making 2013 a very successful year. I would like to acknowledge each by name as this will be the final year for some members.

Vice President
Jennifer Wakeling

Secretary
Karen Grace

Treasurer
Brenda Hughes

Grade Parent Coordinator
Alison Silvester

Maintenance Coordinator
Stu Thom

Executive Members
Sarah Hope & Katrina Leonardi

Parent Representative Council
Karen Orsini, Naffa Arraf and Nicole Willioghby

Book Club Coordinators
Cherie Kelly & Lucy Losurdo

Donations & Sponsorship Committee
Helen Stockdale & Sarah Hope

Uniform Coordinators
Therese Qasabian & Pamela Waters

In 2013, Duncan Everett retired after 11 years of service. Duncan had attended every P&F Working Bee and Fun Fair that was held over those 11 years. Duncan was farewelled at a very moving and fitting ceremony, which Sarah Hope and I were lucky enough to attend.

I would like to thank our new maintenance man Len (or as the kids call him, Mr B) for the assistance he has provided the P&F with the working bee and Fun Fair.

My beautiful wife Therese and my three children need to be acknowledged for their support and patience.

Finally, I would like to thank God for the many blessings he has bestowed on our school. Whilst we have a challenging site, we have shown and will continue to show that when we work together, and with God’s help, we can achieve great things.

Principal’s Report
Mrs Nettleton reiterated sentiments in President’s report. Very successful year in terms of education and building works. School received government grant of $45,000 which was used for professional development particularly in maths. Also the school’s Facebook page has been a great success. Congratulations to Karen Orsini for her expertise and hard work in developing the page. More focus on technology in 2014 – will look at using the Skoolbag App. Looking at increasing the school’s wifi capability as more ipads and laptops have been purchased. Parramatta Diocese has recently changed its policy and will allow primary school children to bring their own devices to school in 2014. The school and P&F will need to decide how this will be implemented and what rules will govern it. The CEO will assist in providing information about how it can be implemented.

The Parramatta CEO is paying $54,000 for refurbishment of the toilet block outside the staff room and also providing $57,000 to help replace the shade cloth on bottom court.

Kindergarten toilets will be refurbished over the Christmas holidays at a cost of around $81,000. There are lots of activities before the end of the school year and the site continues to pose challenges as the church is still out of action. Will need to look at options to Year 6 graduation mass and the end of year award ceremony.

Overall a very successful year in all respects.
Treasurer’s Report (see Attachment A)
Brenda mentioned a special thank you to Chris and Dawn in the office for their many hours of counting the money from the Fun Fair.

Uniform Shop
Mrs Nettleton wanted to thank Therese and Pam for their hard work and pastoral care provided through the uniform shop.

Hospitality Report (see Attachment B)

Maintenance Co-ordinator’s Report
Working bee with Parish went very well – will be more combined working bees next year.

Parent Representative Council (see Attachment C- Karen Orsini)

Grade Parent Co-ordinator Report
Many grades are organising their end of year get togethers. Will pick up early in the new school year.

Book Club Report
It was decided to cancel the Term 4 book club due to the Fun Fair. Will start up next year. From the Fun Fair book stall -over 1000 books were donated to the Rotary Club for distribution to isolated communities.

Car Park Report
During Term 4 I handed over the responsibility of Kiss and Drop to Jeff Younis as I was reaching the end of my pregnancy. The car park volunteers have continued with their role during Term 4 whilst also helping to collect items from the car park for the funfair. Unfortunately through out Term 4 we have had some parents still continue to do the wrong thing and endangering their children’s and other children’s safety. There have been children getting bags from boots, children getting out of the right hand side of the car into passing traffic and most disturbing a child leaning from the passenger side and steering the vehicle. I am hoping that in Term 1 2014 we will continue to have a group of volunteers available in the morning to help our new kindergarten families. Unfortunately I will be unable to continue in this position but am hopeful someone else might be able to take on the role, even if it is just for Term 1. I would like to Thank all the volunteers, Fiona Carrozzi, Katrina Leonardi, Marnie Parrington, Julieann Gething, Cherie Kelly, Bernadette Rushe and Jeff Younis who have all given up their mornings to help others. Thankyou also to Mrs Nettleton who has been a great support in keeping our car park and children safe.

Sarah Hope is standing down in 2014. Jeff wanted to mention a thank you to Stephen Leonardi for his many afternoons assisting in the car park. When he was on duty the traffic flowed very well.

Jeff and Mrs Nettleton thanked Lisa and Enrico Biasucci for their dedication to the school, noting that this is their final year as parents of a child at St Bernadette’s. Lisa graciously responded.

Fun Fair Co-ordinator Report (See Attachment D)
Jeff thanked Lara for all her hard work and attention to detail and congratulated her on the outstanding result of the Fun Fair. Lara acknowledged the work of the whole school community. She recommended that the Fun Fair Facebook page be converted, if possible, to a P&F Facebook page and a position be established to administer this page.

6. General Business
P&F Committee, on recommendation from the Treasurer, proposed a donation of $80,000 be made to the school. The donation was supported by Jennifer Wakeling, seconded by Pam Waters and unanimously carried by the Committee.
7. **Meeting Closed 8:19pm** – followed by AGM for coming school year 2014

Attachment A:

**TREASURERS REPORT**  
27-Nov-2013

Prepared by Brenda Hughes

**Report of Income and Expenses for Period**  
1 January 2013 to 26 November 2013

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening bank balance as at 1 January 2013</td>
<td>$35,810.81</td>
</tr>
<tr>
<td>Closing bank balance as at 26 November 2013</td>
<td>$103,118.01</td>
</tr>
<tr>
<td>Previous years unpresented cheques-now presented</td>
<td>$15,012.98</td>
</tr>
<tr>
<td>Unpresented Cheques/Outstanding Deposits as at 26/11/13</td>
<td>$15,188.41</td>
</tr>
<tr>
<td>Net Profit/(Loss) for the 11 months to 26 November 13</td>
<td>$67,131.77</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>$(2,344.90)</td>
</tr>
<tr>
<td>Umbrellas</td>
<td>$180.00</td>
</tr>
<tr>
<td>Movie Night</td>
<td>$957.69</td>
</tr>
<tr>
<td>Hospitality</td>
<td>$(3,672.85)</td>
</tr>
<tr>
<td>Welcoming BBQ</td>
<td>$(816.34)</td>
</tr>
<tr>
<td>Mothers Day Breakfast</td>
<td>$(501.42)</td>
</tr>
<tr>
<td>Fathers Day Breakfast</td>
<td>$(881.71)</td>
</tr>
</tbody>
</table>

Note $524 (deposit paid) was expensed in LY's accounts, therefore actual profit = $957.69-$524.70 = $432.99
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misc (W/Bee, Teacher's Day)</td>
<td>$(1,473.38)</td>
</tr>
<tr>
<td>Mother's Day Stall Profit</td>
<td>$3,911.75</td>
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<tr>
<td>Father's Day Stall purchases</td>
<td>$3,326.50</td>
</tr>
<tr>
<td>Mum’s Night Out Profit</td>
<td>$1,555.08</td>
</tr>
<tr>
<td>Excess re Yr 6 2012 Yr Book, Graduation Supper &amp; Decoration</td>
<td>$130.00</td>
</tr>
<tr>
<td>Loan to 2013 Yr 6: Deposit for End of Year Formal</td>
<td>$(365.00)</td>
</tr>
<tr>
<td>Commission : That's Mine Labels</td>
<td>$485.30</td>
</tr>
<tr>
<td>Commission : Aussie Farmers</td>
<td>$458.64</td>
</tr>
<tr>
<td>Interest Received</td>
<td>$34.40</td>
</tr>
<tr>
<td>Supply &amp; finish of footpath and shed space</td>
<td>$(1,595.00)</td>
</tr>
<tr>
<td>Power of One Anti-bullying workshop</td>
<td>$(880.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funfair</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross Takings</td>
<td>106,453.53</td>
</tr>
<tr>
<td>Expenses</td>
<td>-32,603.53</td>
</tr>
<tr>
<td>Float</td>
<td>-8,400.00</td>
</tr>
</tbody>
</table>

| Profit as published :   | 65,450.00 |

**Additional Funfair proceeds to be collected, expenses to be paid, Wishing Tree Donation to be made (total approx $500).**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance per bank statement as at 26-Nov-13</strong></td>
<td><strong>103,118.01</strong></td>
</tr>
<tr>
<td>Unpresented cheques @ 26-Nov-13</td>
<td>(18,566.74)</td>
</tr>
<tr>
<td>Outstanding deposits @26-Nov-13</td>
<td>3,378.33</td>
</tr>
<tr>
<td>Uniform shop proceeds per advice rec'd 26-Nov-13</td>
<td>3,176.00</td>
</tr>
<tr>
<td>Telstra inv rec'd 26-Nov-13</td>
<td>(55.97)</td>
</tr>
<tr>
<td>Misc Funfair banking</td>
<td>465.00</td>
</tr>
<tr>
<td>Uniform Shop orders per P.Waters &amp; T.Quasabian</td>
<td>(1,100.00)</td>
</tr>
<tr>
<td>Uniform Shop: Gazal invoice recd, due Feb 2014</td>
<td>(2,364.78)</td>
</tr>
<tr>
<td>Proposed Donation to School for y/e 2013</td>
<td>(80,000.00)</td>
</tr>
<tr>
<td><strong>Expected Balance @ 31 December 13 (Before expected Uniform Shop sales To End of School Year)</strong></td>
<td><strong>8,049.85</strong></td>
</tr>
</tbody>
</table>

This balance should increase by 31 December, as Uniform shop takings increase over the next few weeks from new Kindy sales.
Attachment B:

HOSPITALITY REPORT – November 2013

- At the very end of August we held our Fathers Day breakfast for approximately 500. The church ceiling had collapsed since our last function and we no longer had access to the use of the hall. Instead, we held the breakfast on top court. Although logistically challenging (and tiring for some of our helpers running back and forth), the feedback was really positive as we were able to serve the many dads quickly and they were able to socialise with each other more freely in the larger space. One drawback was that many people did not attend the mass or left the mass early, making noise, distracting those in mass and causing a rush on the bbq’s before the expected time. Something we need to address with many of our events.

- The rescheduled working bee was held on 19th October. The P&F hosted school families and some parishioners for morning tea and a BBQ lunch. This was well received, particularly by the parishioners that attended.

- On Friday 25th October, the teachers were treated to lunch for International Teachers Day.

- It has been a big year for the entire school and we are always grateful to those parents that gladly volunteer their time and hard work at P&F hosted events and make each occasion so enjoyable for all those attending.

- Next year’s events will start with Tea and Tissues for all the new kindy families, quickly followed by the P&F Welcome BBQ for all new families to the school.
Attachment C:

PRC term 4 meeting

Guest speaker Mr. John Decourcy (Gifted and talented education in Catholic schools)

- How do we as an edu system and we as parents go about getting the best out of our students?
- How do we go about getting the best out of our real bright sparks?
- Discussion around why Catholic system doesn’t have selective Catholic schools...why? In a nutshell...because selection doesn’t work.
- The process of selection is the problem. It will typically take in the top 5% of each of the schools in the area. Will work for those children who end up in the top 5% of the selective school. The next 20% will do slightly better! the rest will do worse or the same as a general school.
- The reason for this is that children who go in believing they are bright, will come out thinking they’re average therefore dropping motivation, children feeling less than worthy and not competitive, also their drive to succeed and achieve is lessened. In a general school, their brightness is celebrated as it compared to the norm rather than the top 5%.
- In order to motivate children, of course we give them love and want their happiness, but we need to work on self concept. The fact that they can achieve what they set their mind to, not that they are lovely, beautiful. It needs specifics.

Meeting

- End of year discussion.
- Next year AGM Monday 3rd March, 2014

Cluster meeting

- Reflective day in May - traditional retreat day
- Live life well at school pack
- AMF strike a thon fund raising options
- Organising PRC welcome packs for all our new families starting in 2014
- Getting the calendar of events for next year

1. iPad awareness
2. Resilience workshop towards the HSC
3. Reflection day in May
4. Bishop Anthony guest speaker
5. Presentation on choices in HSC subjects
6. Learning difficulties presentation
7. Andrew Martin workshop on anxiety in children (Sept Richmond)
8. Whole school approach to live life well (obesity)

Attachment D: Executive Summary for St Bernadette’s Fun Fair, prepared by Lara Thom, Fun Fair Coordinator
EXECUTIVE SUMMARY

- The Fun Fair was a phenomenal success and raised far more than we had hoped or anticipated.
  - Gross takings: $186,453.53
  - Expenses: $32,403.53
  - Float: $8,490
  - Net Profit: $51,550
- The Wishing Tree raised $484.20 for the Bishops Bushfire Appeal and the Rural Fire Service.

Why so successful?
Based on advice from 2011 and 2012 Fun Fair Co-Ordinator Rachel Gibb, we made a conscious decision to focus on FUN first knowing that profits would match the level of fun our children and families were having. Value for money as well as ensuring our families had a fabulous afternoon was a strong focus and it paid off. Everyone had more than enough to do and the set up and event schedule ensured that no one got too tired or bored enough to go home!

- Key reasons for the Financial and Social/Community success of the Fun Fair:
  - Family Donations - Without the support of our families who donated everything from baskets and goods to the ENTIRE contents of the food they make for our food stalls; Chocolate wheel prizes, the Live and Silent auction prizes and more, we simply would not have been able to reach our goal.
  - Sponsorship - Over $10,000 worth of corporate sponsorship was generated from our major sponsors. The key to replicating this in the future will be to convince Sarah Hope and Helen Stockdale to take on the sponsorship roles again or find two people who are as committed as they do it again. Their success in sourcing all but 2 prizes across the entire Fair means that our raffle was 100% profit and money that would have normally been used to pay for prizes could be used for other activities like Putt Putt Golf. They started in March 2013 and were relentless in their pursuit for sponsors which ended with a phenomenal success.
  - Facebook - The use of Facebook as a communication channel changed everything. We were able to ask for assistance at moments notice, send reminders about collection days that would otherwise have been forgotten, put random calls for help for outdoor lighting out to the community and ‘via’ all of a sudden we had free lighting set up in addition to being able to thank the many people who were providing assistance along the way. The community responded so much to the positivity they were seen on Facebook and that translated into the help we received throughout the year and the actual success of the day.
  - Food Court and Chocolate Wheel Seating - Giving people permission to sit, eat and a meal ensured people weren’t burnt out before they started and they were all entertained throughout the afternoon with the Chocolate Wheel, Pilates and Auctions.
  - Weather - The weather played a huge part in the success of many stalls (drinks, gelato) which was ironically to the detriment of other stalls. Food stalls possibly suffered earlier on with the 36 degree heat however we ran out of drinks and water within the first hour and food did pick up later in the evening.
• Pricing - Prices were very intentionally kept to an affordable limit to keep families at the Fun Fair for longer. Many families felt the Fun Fair represented great value for money and therefore stayed longer and were prepared to spend more.

• New Stalls - This year 15 of the 57 Fun Fair stalls were NEW stalls which kept the Fun Fair interesting and fresh. These new stalls included: Live Auction, Silent Auction, Wishing Tree, Toddlerland, Side Show Alley, Fun Fizz, Photo booth, Petting Zoo, Misscrafts, Haunted House, Bouncing Pony, Ferris, Donate, Christmas Craft and Asian Food.

• Branding – Never underestimating the potential of a brand, we kept the look and the feel of the Fun Fair consistent and professional throughout the year. This ensured that our sponsors really received maximum value for their money and that kids, parents and friends had a brand, logo and theme to connect with for Fun Fair 2013.

• The Success Stories:

  1. **Raffle**
     - 2013 Fun Fair TOP 5 Most profitable stalls/activities
     - 2013 Fun Fair: Total $10,698
     - 2011 Fun Fair: Total $3,960

  2. **Rides**
     - 2013 Fun Fair: Total $5,280
     - 2011 Fun Fair: Total $3,960

  3. **Sponsorship**
     - 2013 Fun Fair: Total $7,143 (Three thousand dollar increase on FT 2011)

  4. **Lehancott**
     - 2013 Fun Fair: Total $4,700

• The Plant Stall increased their profit by a whopping $2,400 compared to 2011.
• The Chocolate Wheel increased their profit by $7,200 compared to 2011.
• The Cake Stall increased their profit year on year by $1,000.
• Popcorn / Sushies were flat but all right and increased their profit by $800.
• Lollies increased their profit by $200 and this is with the stall having over costs this year because we chose not to ask parents to donate dollars – phenomenal.
• The Silent Auction raised $7,120 in profit with no cost!

Recommendations for next time:

• Bigger cool room or perhaps 2.
• Be more prepared for hot weather / drinks / ice etc
• Have more people on set up throughout the day
• More coffee and donuts to the food court
• Cut at least 2- 4 of the 2013 stalls and introduce new ones to ensure the Fun Fair remains Fun and interesting/ new.