



Our Lady of the Sacred Heart School

P&F ANNUAL GENERAL MEETING MINUTES

12 February 2026 | 3:15 - 4:30

Attendees	Alex Thomas, Katrina Coastes, Madonna Currie, Sallyella Sloss, Leigh Bell, Sarah Tedder, Jess Jeffrey, Mel Bowcock, Ekaterina Vostroukhina, Rachael Milbourne, Brendon Cousemaker, Deneille Cousemaker, Nick Williams, Sarah Lake and David Graham.
Apologies	Roxy Gibson, Tehneel Currin and Tari Sagigi

1.	MEETING OPEN: 15:23 opening prayer by David Graham
2.	INTRODUCTION OF ATTENDEES: Excellent turn out of new families – all introduced selves to the group.
3.	AGM PRINCIPAL REPORT <ul style="list-style-type: none"> • No written report provided; verbal update delivered by David Graham. • Significant focus on staff inductions, school culture, and supporting new team members. • Current enrolment at 154 students, an increase from last year. • The school ran at a ~\$100k deficit last year, with hopes for improvement this year. • The parent calendar has transitioned to a fully digital, online format. • Funding for upcoming building works was outlined. Work can commence in areas not scheduled for demolition, with a clear plan for staged upgrades. A blueprint will be shared once architectural work is finalised. • Class numbers are now evenly distributed across year levels. Previous small classes have been addressed. Year 1 has a larger cohort due to an influx of Montessori students, and Prep is no longer a small group
4.	AGM FINANCIAL REPORT Written report provided by Genella Santos - Refer to Attachment 2. ACTION: Report to be signed by President and returned to Genelle Santos.
5.	ELECTION OF EXECUTIVE COMMITTEE: All members who were present were given the opportunity to nominate for executive position. Member nominations were put forward at the meeting for each position. Nil out-of-session nominations were received. Members present supported the creation of an additional committee position, Vice Secretary. The 2026 OLSH P&F Executive Committee members are: President – Katrina Coates Vice President – Rachelle Milbourne Treasurer – Alex Thomas Secretary – Ekaterina Vostroukhina Vice Secretary – Nick Williams
6.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING: MOTION: The minutes of the previous meeting confirmed as a true and correct record. MOVED: Elise McKee SECONDED: Katrina Coates
7.	BUSINESS ARISING FROM PREVIOUS MEETING



Action Item	Responsible	Status
Follow up on fan installation/fundraiser, potential installer suggested.	Alex / Jess R	Fans require qualified installer. New contractors approached; quotes pending. Issue – David gave brief explanation of funding for building which included demolition of the undercover area which may impact this. On hold pending building upgrade details.

8. GENERAL AND OTHER BUSINESS:

Digital Parade Proposal

- Madonna raised the idea of running a digital parade to help manage heat during assemblies.
- David noted the importance of maintaining whole school gatherings, which occur only 3–4 times per term.
- Work is underway to identify an alternative space suitable for whole school events in line with 2022 funding proposal.

Fundraising Schedule

- The committee agreed to aim for one fundraising activity per term, with planning and delegation to occur ahead of time. The process for organising events outside regular P&F meetings was outlined. A disco is typically held in Term 1.
- Discussion was held regarding the most suitable week for the Term 1 disco. Madonna and Rachael Milbourne expressed interest in assisting. The preferred date is Friday 6 March, aligning with Wongai. Paul Bonetti was suggested as a potential DJ if Connie Pedro is not available.
- Katrina will confirm with Briohny whether Year 6 intends to run the Mother’s Day Stall this year. P&F will run an event if year 6 not intending to use as camp fundraiser.
- Rachael is leading planning for the Wongai Ball. Last year’s event did not proceed due to limited volunteer availability. The date of 6 June is booked for this year. A planning committee is already in place, and additional volunteers are welcome. Interested members were encouraged to contact Rachelle to join the planning group.
- Alex suggested purchasing a screen to support a movie night fundraiser, paired with a sausage sizzle. Funding for food may be available through CEQ.
- Mel Bowcock proposed a potential \$200 Club event later in the year, typically involving ticket sales (around \$150), nibbles, and a drink.
- Popcorn machine no longer working. Purchase of a popcorn machine was noted for future discussion.

Academic Bursary

- The bursary for excellence awarded last year was discussed to raise awareness with new members.
- Katrina noted there is a possibility of expanding it to more than one student this year, dependent on interest.
- The bursary is presented at the annual awards ceremony.

Lunch Break Timing

- A question was raised regarding changes to lunch breaks. David confirmed they are approximately two minutes shorter. This adjustment supports the school’s strategic goal of consistent literacy and numeracy blocks, with one hour sessions across the whole school to allow students to move between groups based on learning level.

Heat in the Church

- Families have expressed concerns about heat during events held in the church and asked whether the



school or P&F could contribute to air conditioning.

- David advised that the school cannot donate to the church due to its for profit status, but the P&F may choose to fundraise on the church's behalf if desired.

Inclusion and Support Staffing

- David outlined increased allocation within Inclusion, with a focus on upskilling staff to meet diverse student needs.
- While teacher numbers are fixed, extra support can be added noting that additional SLOs have been hired.
- Teacher release time has been restructured so that two teachers are present during literacy blocks. Small group structures have been refined, with data showing the need to reduce the number of groups and reallocate teachers back into classrooms.

9. NEXT MEETING: Term 1 Week 7 (12th March) 3:15-4:30pm The Hub.
Meeting Closed 4:15

Action Item	Responsible	Status
Follow up on fan installation/fundraiser, potential installer suggested. Quotes pending for installation. Possibly impacted by proposed building works.	Alex / Jess R	On hold pending building upgrade details. David to advise when details available.
Confirm if Year-6 intent to run a Mother's Day stall	Katrina	NEW
Financial report to be signed by President and returned to finance officer	Katrina	NEW
Purchase of popcorn machine for fundraising events	Unassigned	For discussion at next meeting