



Our Lady of the Sacred Heart School

P&F GENERAL MEETING MINUTES

Thursday 22nd August 2024 3:15- 4:30

Attendees	Jess Jeffrey, Alex Thomas, Sarah Sparrow, Elise McKee and David Graham.
Apologies	Katriona Coates, Sallyella Sloss, Tehneel Currin, Katherine Robinson, Grace Heathcote and Kath McBride-Hellewell.

1.	MEETING OPEN: 3:23hrs – opening prayer by David Graham.		
2.	INTRODUCTION OF ATTENDEES: (Only if new members present) – N/A		
3.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING: MOTION: The minutes of the previous meeting confirmed as a true and correct record. MOVED: Elise McKee SECONDED: Sarah Sparrow		
4.	BUSINESS ARISING FROM PREVIOUS MEETING:		
	Action Item	Responsible	Status
	Organise repair of fairy floss machine	Elise McKee	Brent may be able to fix – ongoing.
	Seek response to letter to diocese re. junior secondary	David Graham	Ongoing – no response as yet. Provide contact details to Sallyella to follow up directly. hours care
	Carry over discussion of development for fishing shirt as fundraising opportunity	TBA – discuss next meeting	TBA Next Meeting.
	Follow up on year 6 fundraising efforts via email	Kath	Will distribute to committee chat when received. Island harvest donation approved out of session by committee members for \$1250 – has been paid.
	Provide updated feedback on the newsletter	P&F members	Distributed Week 5 – continue with new schedule. Complete.
	Publish calendar.	David	Complete.
	Parent survey conducted re: consent for ICT.	David	To be sent out. Caroline, survey on ICT Usage. School taken proactive response by removing all unnecessary browsing from devices including YouTube Kids.
	MTSSE details/invitation to be shared with P&F.	David	To be sent out. Discuss Behaviour Policy, once a term, current focus is Tier behaviour. Ongoing extension of invite to P&F.
	Year 6 P&F funding support request.	Kath	Year 6 reached targeted donation amount including a grant of \$24,310.
	Confirm \$5000 offer for silent auction	Jess Milbourne	Letter to be drafted. Confirmed \$2000 in goods



with Mitre 10.		have been donated for Silent Auction.
Silent Auction planning.	Tehneel Currin	Working with Jess Milbourne to arrange. Tehneel away part of this week – Jess Milbourne to cover if Tehneel is unable to attend.
Advertise for volunteers for Wongai Ball	David/Sarah	Complete.
Out of session invoice approvals – approved by executive committee outside of scheduled meetings.	All P&F members	Approved and paid invoices for purchased made since previous meeting – List of approved purchased below (excerpt from email with Genelle). <ul style="list-style-type: none"> • Katherine Robinson \$625.62 Bookshelf/QBD Books • Katherine Robinson \$138.70 Disco Supplies/Prizes for Writing Competition • IBIS \$1002.33 Disco Catering • IBIS \$105.23 Disco Catering • Katrina Coates \$78.65 Liquor Permit – Wongai Ball • IBIS \$20.52 Catering – P&F Meeting • Katrina Coates \$39.72 Catering – P&F Meeting • Katherine Robinson \$368.94 Disco supplies • Katrina Coates \$84.00 Catering P&F AGM • Island Stars \$300.00 P&F Gift to Majella Lynch-Harlow
Kirriiri P&F Subcommittee	All P&F members	Katherine interested running – will follow up at next meeting. Aim for next term to attend. Will take offline.

5. PRINCIPAL UPDATE:

- Feedback received on the books and breakfast indicating some would have like to see more First Nations input into the planning. David noted the limited advertisement may have led to some families not being prepared with money to participate. Endeavour to advertise earlier in future.
- Looking to bring in new staff and taking on casuals to do work in a flexible setting appropriate to them to ensure positions such as ground maintenance are filled.
- QCC funding expired – need to reapply for redevelopment. Several possibilities for improvements being considered including reclaiming the out of hours care building and using for the Prep class with OLSH to run outside of school hours as an internal service. Additional staff would require housing, could look at bringing unit 1 and 2 back online. House usable for potential new staff
- Restorative work to under cover area – not included in scope of works. Quote to get repainted.
- Flooring building rotted.
- It has been noted that the appropriate processes may be currently occurring with regards to purchasing with P&F funds. Suggest tightening this up to ensure executive committee and school leadership remain across all purchases before occurring.
- MOTION: Require the executive committee sign off on all P&F purchases prior to finalising purchase. MOVED: Alex Thomas | SECONDED: Sarah Sparrow. ACTION: Jess to Contact Genelle around authority to purchase. Investigate cash float for All additions to term calendar cut off in term 2.

6. WONGAI BALL PLANNING DISCUSSION:

- Outstanding tasks: PKA invoice not yet received, keys to hall tomorrow, to be returned on Monday.
- Ticket sales going well – 130 tickets through school, 10 tickets put aside, 10 tickets on hold for business purchase
- EFTPOS machine and tickets being taken to PKA tomorrow for any more sales



- Supply challenges for the event include alcohol order delayed due to warehouse collapse and SeaSwift vessel issues resulting in catering delivery not arriving in time for event. coming Tuesday. Wongai committee have organised produce to be purchased in Cairns and brought back with community members returning to TI.
- Kim from Torres Hotel noted the amount of alcohol to be supplied will be met, though there may be different brands provided than the original order request.
- David happy to print signs and laminate for drinks at last minute when stock known.
- Ferry – booking to be confirmed by David. Ideal time, Hammond-Horn-TI, 5:30 pick up. Departure – latest run possible (event ends 12pm). Yellow Seacat to be hired. David confirmed with the ferry provider during the meeting.
- Security is booked but remains an area of concern for potential cancellation.
- Volunteers confirmed – all bases covered. Run sheet available for committee reference.
- Carly Willis Torres News will do photography in exchange for free attendance and will do a write-up in the newspaper on the event.
- Future consideration to be made to review the event. Difficulty in garnering school and community support suggest the fundraising format may no longer be working – to be discussed in more detail prior to event next year.

7. SUB COMMITTEE UPDATES:

Disco

- No future events planned for this year – remove from agenda.

Trivia

- No planning or updates so far this year – remove from agenda.

8. ISLAND HARVEST PROJECT

- Ms Kath is not available to give an update – defer to the next meeting.
- Funding requested for project was approved out of session – see action items above.

9. GENERAL AND OTHER BUSINESS:

- Invoices for approval
Office works - \$56.65
Wongai Decorations - \$193.04

MOTION: Move to approve payment to reimburse for forementioned expenses.

MOVED: Alex Thomas | SECONDED: Jess Jeffrey.

P&F Meeting on Kirriri

- Discussion to be taken offline for further consideration in committee chat.

Bingo Fundraiser

- Proposal to run Bingo as a new fundraising activity.
- Can be run on school grounds in under cover area.
- Only \$80 to purchase the required materials for initial set up.
- David noted that the bowls club donated bingo dotters previous – P&F to investigate storage area.
- Potential for movie night for kids to expand reach – would need teacher/parent support in this.

Event planning for next year – suggestions from Alex Thomas:

- Suggest devising event calendar early on and having one event per term.
- Some proposed purchases for next year to use in fundraising activities:



dunk bucket and other carnival themed game items

- PKA suggested a carnival themed event for which PKA will donate space for free.
- David indicated carnival games could cause some discomfort as could be perceived as going in competition with church fundraising efforts.
- To be discussed in more detail next term and early next year.

Teacher support for children with ADHD/ASD

- Some parents expressed concern in the use of exclusionary language in report cards indicating limited understanding of ADHD/ASD children and their diverse needs. Enquired whether the school offered support and learning to teachers in this area.
- David advised there is a leader of diversity who manages a team in this space and the school has one dedicated diversity teacher (Hub teacher).
- There is a team of consultants within the diversity team that provide training in this space.
- David to take feedback on board and highlight the importance of identifying diverse learning needs and capabilities in the classroom.

Grant writing

- Need to have people willing to write grants proposals for next year to fund P&F activities.
- David Graham and Jess Jeffrey have offered their assistance in this space.
- Jess to track recurring grants and endeavor to do this early next year where possible.

10. NEXT MEETING:

Term 4 | Week 3 -

Meeting Closed 4:45pm

Action Item	Responsible	Status
Organise repair of fairy floss machine	Elise McKee	Brent may be able to fix – ongoing.
Carry over discussion of development for fishing shirt as fundraising opportunity	TBA – discuss next meeting	TBA Next Meeting.
Discuss with Genelle around authority to make purchases with P&F funds	Jess Jeffrey	