Our Lady of the Sacred Heart School
P&F GENERAL MEETING MINUTES
5 June 2025 | 3:15 - 4:30

Attendees	Jess Jeffrey, Katrina Coates, Elise McKee, David Graham
Apologies	Alex Thomas, Tehneel Currin, Sallyella Sloss, Megan Barnetti, Jessica Roberts

1.	**MEETING OPEN 15:18 –** Opening Prayer by David Graham.
2.	**INTRODUCTION OF ATTENDEES:** Not Applicable.
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: David Graham
4.	**BUSINESS ARISING FROM PREVIOUS MEETING**

Action Item	Responsible	Status
Complete set up of Square app on P&F iPad, linking to P&F bank account	Katrina Coates	Ongoing – process more involved than initially thought. Further investigation required.
Move ahead with accepting quote for Hammond Island playground and commence construction	David Graham	Playground has been purchased – installation set for December. **Close Item**
Obtain quote from Big Ass Fans for fans of a size suitable for the undercover area. Possibly seek grant funding depending on cost.	Elise McKee	Not yet progressed - David to provide undercover area measurements to facilitate order.
Create a P&F welcome letter to include in the enrolment or welcome pack for new students. Letter to be emailed to David Graham.	Alexander Thomas	Provided to the David who transferred to letterhead and sent back to Alex. Hold over to the next meeting pending feedback from Alex.
Write up a proposal to outline a combined trip to the Children's Writers Festival in Adelaide to present to schools.	Sallyella Sloss	Not present. Offline update provided – seeking funding opportunities to support event. Can be raised again when there are further developments. **Close item.**
Write applications for TSRA grants to assist with funding the trip to the Children's Writers Festival in Adelaide.	Megan Barnetti	Not present – hold over to next meeting.
Ask staff for their current opinions on the farewell arch process and if a change is desired.	David Graham	Survey developed and distributed to staff. Primarily positive feedback with some minor suggestions for improvement. Consensus, no change is required. **Close Item.**
Document ways to better prepare students and families for the emotional experience of the	Megan Barnetti	Prepared by Megan and sent to Principal for consideration. **Close Item.**

	farewell arch.		
	Speak to Mr Lochie about alternative activities on Athletics Carnival and reaching out to parents to volunteer on the day to man extra activities.	Jessica Roberts	Not present – hold over to next meeting.
	Laminated sign to be made and hung on the fence as a gentle reminder for parents to remain in undercover area for pick-up.	David Graham	Situation has improved – no signage required at this point. **Close Item.**
	Obtain quote for table tennis tables (including delivery) for purchase consideration	Jessica Roberts	Not in attendance – hold over to next meeting.
	Obtain a quote for the purchase of High Jump equipment and submit a grant application to TSRA to fund the purchase.	Megan Barnetti	Grant submitted – successful applicants not yet announced. Hold over pending outcome.
	$621.70 to be forwarded to year 6 camp fundraising funds.	Katrina Coates	Formal request sent to finance officer. **Close Item.**
	Create a Facebook post to acknowledge the success of the event and to thank all relevant parties.	Katrina Coates	Not yet complete – hold over.
	Wongai Ball Committee to meet and begin sourcing volunteers for specific tasks.	Wongai Ball Committee	Discussions have been conducted offline, some tasks have been assigned, and leads on more affordable catering options have been identified. **Close Item.**

5. PRINCIPAL UPDATE:

- Purchased new playground for Hammond – to be installed by December
- Capital works update: QCEC has resubmitted an application to keep funds while scaling back the project. A letter was provided by David and submitted on Monday. Today's meeting was not promising, and if funding is revoked, a new application with a revised project will be submitted.
- Peddells has requested bus stop – Mayor noted request, verbally supported concept.
- The school is planning NAIDOC celebrations and a feast day. Support for the feast day is requested, and parental assistance is needed to manage the food service in Ms. Chi's absence. The event will take place in Week 10 (26th June). Cooking will begin at 12:30 PM for lunch service at 1:30 PM. P&F supportive of helping with this event.
- National funding for chaplaincy; Catholic schools have a school wellbeing officer, currently Daisy Lui, who can run sessions and provides a safe space for children in the prep classroom. This position requires P&F endorsement for continuation of funding.

  MOTION: Request P&F support for continuation of well-being officer position at school.

  MOVED: Katrina Coates SECONDED: Elise McKee
- Farewell traditions – staff forum conducted. Most responses in support of farewell tradition with some recommendations for minor change. David to send a full list of feedback to P&F Exec committee for noting.

6. Fundraising Planning

Year 6 Fundraising

- Ms Judy not present. Update provided by Jess Jeffrey.
- The Kai Kai sale will take place this Friday, with families and school staff preparing dishes. P&F obtained CEQ funding of $300 to purchase ingredients for the event. For ingredient requests exceeding CEQ funding, P&F discussed an out-of-session request to assist with funding additional ingredients for the event. All P&F executives agreed to provide an additional $300 to support the purchase of ingredients.

	Jess Jeffrey will provide the funds and seek reimbursement after the event. • Advised Principal that condition of CEQ funding is to promote their sponsorship – CEQ logo to be used on all future promotional material for the event. <u>Father's Day Stall</u> • Katrina contacted Ms Judy to offer the event to Year 6 to run as a camp fundraiser. Awaiting response to determine ownership of event. If P&F run event the funding will go toward P&F projects, not camp. <u>Other P&F Fundraising Events</u> • The focus at present remains Wongai Ball planning, nil further events planned for this term.
7.	**INVOICES FOR ENDORSEMENT:** • Judy Hart submitted a payment claim form for $546.36 to reimburse Mother's Day stall items. Katrina confirmed it was approved in an earlier meeting. Genelle has been given the minutes for confirmation. • Jess Jeffrey is to be reimbursed $300 for the P&F sponsorship of the Year 6 Kai Kai fundraiser, supporting the Year 6 camp. This was approved by P&F out of session, with all members in agreement.
8.	**GENERAL AND OTHER BUSINESS:** <u>Student Sponsorship Request (Taye Sagigi – AFL representative sport)</u> • The Sagigi family has requested P&F sponsorship to send Taye on a representative sport trip for AFL. This request was received via email, and we need to decide and provide a written response. • David suggested creating an award or bursary for future sponsorship of students at the end-of-year awards ceremony, similar to the pharmacy sponsorship of the science award. He proposed a Sports Person of the Year award with a monetary prize intended to support the cost of sending children to representative sports. • The P&F exec committee have discussed offline the idea of an ongoing bursary for students, with the format to be determined but initially intended as a set amount available each term for students to apply for. P&F supportive of celebrating student achievements at the end-of-year awards ceremony. Those present are supportive of developing 2-3 bursaries, although further discussion is required to define the target age group and criteria for each award. ACTION: Discuss specific awards at the next meeting and develop specific awards/bursaries for presentation at the end-of-year awards ceremony. • A response needs to be provided to the Sagigi family regarding the outcome of their request. ACTION: Jess to respond to the email requesting funding to advise of the outcome. <u>Road Safety on John Street</u> • There is a safety concern due to the lack of a footpath around John Street and the absence of a school zone sign. David advised that because it is a new street (despite being a continuation of bitumen), we would need to apply for an additional sign to be placed on John Street. • The P&F will petition the council for a pathway and signage to improve safety for students walking or riding home. As a cost-effective alternative, may consider requesting a crossing rather than a pathway to reduce expenses for the Council and increase the likelihood of positive action.
9.	**NEXT MEETING:** Term 3, Week 3 (31 July 2025) | 3:15-4:30pm The Hub. **Meeting Closed 4:00pm**

Outstanding Actions Items close of meeting:

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Complete set up of Square app on P&F iPad, linking to P&F bank account	Katrina Coates	
Obtain quote from Big Ass Fans for fans of a size suitable for the undercover area. Possibly seek grant funding depending on cost. David to provide undercover area measurements to facilitate order.	David Graham / Elise McKee	

Create a P&F welcome letter to include in the enrolment or welcome pack for new students. Letter to be emailed to David Graham. David confirmed the letter was received and returned to Alex on the school letterhead. Hold over to the next meeting pending feedback from Alex.	Alexander Thomas	
Write applications for TSRA grants to assist with funding the trip to the Children's Writers Festival in Adelaide.	Megan Barnetti	
Speak to Mr. Lochie about alternative activities on Athletics Carnival and reaching out to parents to volunteer on the day to man extra activities.	Jessica Roberts	
Obtain quote for table tennis tables (including delivery) for purchase consideration	Jessica Roberts	
Obtain a quote for the purchase of High Jump equipment and submit a grant application to TSRA to fund the purchase. Grant submitted – successful applicants not yet announced. Hold over pending outcome.	Megan Barnetti	.
Create a Facebook post to acknowledge the success of the event and to thank all relevant parties.	Katrina Coates	
Develop 2-3 specific student awards/bursaries for presentation at the end-of-year awards ceremony.	All P&F	
Provide a written response to the funding request for Taye Sagigi to participate in representative sport.	Jess Jeffrey	