



Our Lady of the Sacred Heart School

P&F GENERAL MEETING MINUTES

12 March 2026 | 3:15 - 4:30

Attendees	Katrina Coates, Ekaterina Vostroukhina, Madonna Currie , David Graham , Nicholas Williams , Rachael Milbourne , Alexandra Hofstadter, Elise McKee, Tehneel Currin, Veronica Small
Apologies	Jess Jeffrey, Alexandra Thomas , Mel Bowcock

MEETING OPEN 3:20pm – Opening Prayer by Katrina Coates		
INTRODUCTION OF ATTENDEES: Welcome extended to Veronica Small		
CONFIRMATION OF MINUTES FROM PREVIOUS MEETING: MOTION: The minutes of the previous meeting confirmed as a true and correct record. MOVED: SECONDED:		
BUSINESS ARISING FROM PREVIOUS MEETING		
Action Item	Responsible	Status
Popcorn machine <ul style="list-style-type: none"> • Discussion about the popcorn machine, which was discarded due to its poor condition. • Decision to consider purchasing a new popcorn machine. • Madonna suggested of other options such as fairy floss machine. • Discussion regarding a safer storage once a new machine will be purchased. 	Alex Thomas	



	<ul style="list-style-type: none"> Library was proposed as a possible storage venue. 		
	<p>Mother's day stall</p> <ul style="list-style-type: none"> Tehneel agrees to set up the Mother's Day stall with profits donated to the year six camp. Discussion about the catalogue and items to be purchased, aiming for around \$1,000 worth of goods. Decision was made to finalize the order and set up the stall on the 6th and 7th of May. Timing: 8:30am start -11:30am closure. Need for additional staff to help run the stall on the 6th and 7th. Nicholas has volunteers to assist. 	<p>Katrina</p>	
	<p>PRINCIPAL UPDATE:</p> <p>New school hats</p> <ul style="list-style-type: none"> A new school hat will be introduced. (hardcopies of hat design were handed over to participants) Design will be similar to the current bucket hat but with updated colours. Hats will be compulsory as part of the school uniform. Estimated cost: approximately \$50 per hat. 		



QCEC Directors visit/building proposal

- Introduction of a proposed master plan for the school, focusing on incremental improvements. (hardcopies of the plan were handed over to participants)
- Discussion about the removal of the 12 block and the creation of a new canteen area.
- Emphasis on the need for a manageable and sustainable approach to school infrastructure.

Yadha Muru Foundation

- The school has received a grant through the Yadha Muru Foundation City Country Partnerships Program.
- The program supports educational opportunities for Aboriginal and Torres Strait Islander students through partnerships between remote and city schools.
- Schools involved in the program will share resources and collaborate on educational activities.
- Program representatives may visit the school for several days to run workshops and activities.
- In previous years, groups of students travelled between partner schools, including trips where local students visited the partner school and partner school students visited the island.
- Through the program, the school has also received a significant number of new educational resources.

P&F FUNDRAISING PLANNING

- Katrina reported that approximately \$1,200 was raised from the school disco. A thorough clean-up was carried out afterwards, and the PK Hall was inspected and confirmed to be in good condition.
- Feedback on the disco event included the need for improved supervision and safety measures. Madonna raised concerns about too many open access points during the event.
- Nicholas suggested that the DJ could include interactive games for the children at future events.



- Vanessa suggested introducing a “+1” ticket/payment option for adults accompanying children to help increase fundraising outcomes.
- It was noted that more sausages should be ordered for future events.

GENERAL AND OTHER BUSINESS:

CEQ Sponsorship and Contact Person

- Discussion about the CEQ sponsorship for events, including the need for a single point of contact.
- Rachel has volunteered as the contact person for CEQ sponsorship.
- Clarification on the process for requesting sponsorship and submitting feedback.
- Agreement to keep the process simple and efficient for future events.

Music Program and Teacher Accommodation

- Question from Alex Hofstadter if there is any music program available for students.
- David stated that there is a lack of a standalone music teacher at the moment.
- Potential for independent music programs and external instructors to fill the gap.
- Issues with teacher accommodation and the need for more housing to attract and retain staff.
- Consideration of alternative solutions, such as using existing staff for music programs.

Under 8 Shirts

- Clarification was requested regarding the use of Under-8 commemorative shirts.
- It was confirmed that these shirts are not part of the official school uniform policy.



- The school has recently been reinforcing this policy, although some students may still wear them possibly due to uniform shortages.

Future Events and Logistics

- Planning for the next school meeting and potential changes to the schedule.
- Face painting as possible activity for the genius hour was suggested by Rachael.

NEXT MEETING: Term 2 13th of April 2026

Meeting Closed at 4:30

Outstanding Actions Items close of meeting:

Action Item	Responsible	Status
Speed up - contact David to confirm timing of the end-of-term rewards day and request that the date/timing be communicated earlier next term	Katrina	
Approach David to propose running face-painting / creative sessions in Term 2 genius hours and confirm required resources or budget	Jess	
Serve as the single point of contact with CEQ for sponsorships and handle sponsorship requests and vouchers (including submitting the event feedback form and photos)	Rachael	
Complete and submit the CEQ feedback form for the disco and provide requested photos from the event		
Research and propose suitable replacement options for the popcorn machine and report	Alexandra	



findings back to the group		
Finalize and place the Mother's Day stall order (approximately \$1,000 of goods) and proceed with delivery preparations	Katrina	
Seek parent volunteers to assist with future school events , including providing supervision for children and monitor attendance by keeping truck who arrives and leaves.	Madonna	