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

Attendees	Tehneel Currin, Sallyella Sloss, David Graham, Alex Thomson, Jess Jeffrey, Elise McKee, Katrina Coates, Roxanne Gibson, Judy Hart and Megan Banetti
Apologies	Rhesa Baumann

1. **MEETING OPEN 15:18:** opening prayer by David Graham

2. **INTRODUCTION OF ATTENDEES:**
New members introduced themselves.

3. **AGM PRINCIPAL REPORT**
Written report provided by Principal Graham – refer to Attachment 1.

4. **AGM FINANCIAL REPORT**
Written report provided by Genella Santos - Refer to Attachment 2.
ACTION: Report to be signed by outgoing committee members and returned to Genelle Santos.

5. **ELECTION OF EXCUTIVE COMMITTEE:**
All members who were present were given the opportunity to nominate for executive position. Member nominations were put forward at the meeting. Four executive positions received one nomination each – nil out of session nominations were received. All proposed executive committee members nominations were passed by all members present.

The 2025 OLSH P&F Executive Committee members are:
President – Katrina Coates
Vice President – Alex Thomas
Treasurer – Elise McKee
Secretary – Jess Jeffrey

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
Conduct a start-of-year stock take on popcorn/slushy supplies.	2025 P&F committee	Alex to action.
Locate Marques	2025 P&F committee	David believes they have been located. The principal raised a proposal to move P&F supply to the shed. Committee supportive – to organise working bee. ACTION: David to advise Katrina when ready to coordinate move.
Follow up with school on potential donation of an	2025 P&F	iPad provided already – sitting with

iPad for use by the P&F fundraising activities.	committee	Katrina to set up. **Close action.**
Speak to uniform supplier about including hat with a chin strap. Principal was not present to provide an update at last meeting – progress in 2025.	David Graham	No more hats purchased. David advised stock take done; bulk order likely in 4-6 months will transfer to chin straps. David raised a suggestion to transition to sublimated polo for formal uniform (same material as Hearts at Play shirt). The general consensus of committee was supportive of change to sublimated shirts. David also suggested the design could be reviewed – P&F not supportive of change in design at this stage. **Close Action.**
Meet with Genelle to discuss correct procedures for purchasing items with P&F funds and initial planning for 2025 Wongai Ball. Katrina to meet with Genelle on 10th December – update to be provided in 2025.	Katrina Coates	Katrina noted a meeting was booked with Genelle on this date but was overlooked – no committee members attended. David noted the key issues with financial recording for P&F related to signatories on P&F account. He noted all subcommittees need to have an Executive Committee Member endorse their purchase orders. David clarified Fundraising must go to what is specified for each activity defined – no sharing of funds across fundraising goals. Committee noted this. **Close action.**
Email school to seek nominations from staff around projects that could be supported through P&F grant funding applications.	Jess Jeffrey	Email sent at end of school year advising request for teacher guidance – nil response received. David noted the school has budget for some vortex, but a high-jump mat would be beneficial. He highlighted that Hammond Island playground is not compliant with safety requirements – quote received a few years ago but did not progress. David seeking new quote, noting a bulk order is being placed for Tagai schools and may be able to reduce shipping fees if we jump on with

		Tagai order. Alex advised some funds already earmarked for this from previous fundraising. ACTION: David to provide cost indication on playground to inform a P&F contribution. David to ask school for Wishlist – ACTION: Jess to create a Google form and send to David.
Raise suggestions for alternative school leaders with school for 2025. To be tabled at 2025 meeting, Sallyella to commence talks ahead of meeting. Sallyella raised a suggestion for a diversified portfolio of leaders including cultural, environmental or musical leaders etc. Assign as 'prefect' style – not set each year but provide wider	Sallyella Sloss	David does not want to impede student council operation. Suggests this could be a year 6 prefect - students that are not successful in captainships to be assigned as a prefect to recognise their commitment to school community. David noted all leaders must be sworn in; timeline not possible to progress this for 2025. Sally happy to workshop this to year 6 and make a legacy item for implementation in 2026 – Judy supportive. Sallyella to report back to P&F on progress.
How to improve engagement and include more families	P&F and Principal	David suggested including a P&F tick box on enrollment applications with the school to provide P&F with parent contact details with their consent. David noted folders for confirmation of enrollment have been developed and suggest this as an opportunity for P&F to include a flyer. ACTION: Tehneel to develop flyer for inclusion in enrolment pack. Sallyella suggested distributing a form or survey for volunteer contribution – ACTION: Alex to create a list of volunteering opportunities with P&F. This will be provided to families after they have expressed interest in joining P&F.
Concern raised about access to shared spaced during lunch breaks i.e. soccer. Suggestion of alternate staggered lunchtimes.	Principal	David noted unable to mix age groups due to safety issues. Staggered breaks are not possible due to staffing levels. **Close Action.**

Signed letter written for Katherine	Sallyella Sloss	Letter signed at end of last year, Sallyella to post the letter. **Close Action.**
Ongoing communication issues; include notifying of award and events. Suggestion received that school implements a minimum standard of communication across all year levels.		David noted he is happy to share list of activities – still working out the Term program. He noted that each term has EOI for teachers to run clubs – is progressed according to teacher interest. **Close Action.**
Change date of sports carnival to progress kids to peninsular/state level		Lachie suggested cross country and athletics carnivals be switched – unsure if he is aware of context David noted he is open to it change – will liaise with Mr. Lachie.
Special needs student support. Tehneel expressed concerns with disparity in support needs, noted a lower level of support compared with mainland schools.		David noted the allowance of employees is set by the diocese. He noted the school has made changes to improve support for students with special needs. Mr. Jonathon is a permanent special ed support and runs ‘The Hub’, he no longer provides relief support. Leadership roles moved back onto classrooms to improve support of students. Peta Mawn (head of diversity) is a dedicated special needs teacher, as of this year the role will take on a more classroom focus with 50% of her role now based in the classroom. David noted improvements are ongoing, but the school is better equipped to support students’ special needs than in previous years. David clarified that student needs are determined at start of year, decision made based on a range of factors and The Hub has several streams of specific needs. David noted plans to work on Catholic early learning care with proposal to take ownership of catholic hall and make a Kindy there. P&F will continue to discuss concerns as they arise. **Close action.**

8. **PRINCIPAL UPDATE:**

- Week 9 – swimming carnival
- Weke 8 – NAPLAN
- Week 7 – Suggested week to hold disco
- Week 6 – beginning of Lent
- Week 5 – family learning breakfast.

9. **FUNDRAISING:**

- Year 6 camp – Judy requested feedback on current camp structure – will be repeating last year's camp. Jess raised request to substitute the reef experience for another activity noting most families have boats and this would not be a new experience. David noted partnerships with other schools could provide opportunity to do other activities not available to students on Thursday Island such as mountain biking. Judy is open to suggestions for other activities.
- Suggestion by Sallyella to have the camp earlier in the year to enable earlier relationship building in the year 6 coho\rt
- Alex raised that P&F wants clear indication on fundraising – happy to support the camp but need an indication of expected level of financial support to allow P&F to pass motion of financial support.
- Sallyella also expressed parent support for fundraising efforts, happy to support bake sale or kai kai events with parent support.
- Alex suggested specifying fundraisers in the event calendar for Year 6 camp.

10. **2025 Events/Fundraising Opportunities**

Containers for Change

- Tehneel noted possibility of Torres Hotel providing cans for recycling as fundraiser.
- David supportive but expressed

Event Schedule for 2025

- The committee discussed and supported continuing disco and bingo fundraisers – all in support.
- Wongai Ball not discussed due to time constraints – to be raised at next meeting.

Disco

- Committee noted disco should be held early in the year, prior to junior league starting.
- Alex proposed holding in week 7 (4th March) – Committee supportive. to be held week 7 (4th March).
- Alex and Megan expressed interest in coordinating this event.

Bingo

- Suggested date of 24th April.
- Biggest barrier to bingo planning was acquiring prizes. Sallyella suggested grade 6 and write letters to businesses for sponsorship support. Sallyella to be P&F liaison for grade 6 fundraising.
- Suggest running this event as a fundraiser for year 6 camp.
- Children's and adult games separate, Judy happy to provide supervision of children during event.
- Suggestion made to use P&F funds for some of the prizes

MOTION: P&F to provide $300 toward the purchase of prizes for the bingo event.
MOVED: Katrina Coates SECONDED: Alex Thomas.

Books related events

- Sallyella expressed interest in running several book related events throughout the school year.
- Books and Breakfast, Writing competition and author workshops.

Breaky and Books

- Sallyella noted the pancake breakfast was unsuccessful last year.
- A similar event was held at Tagai where parents provided cooked food.
- Strong uptake of the event and lots of kids went home with books. Suggest holding 2 events, roughly week 7 in terms 2 and 4. David will advise Sallyella of available dates.
- Sallyella to coordinate the event. Books will be free, will seek donations from families (drop to school). Will seek CEQ funds for food purchase.
- Committee supportive of holding these events, dates to be confirmed.

Writer's workshop

- Sallyella advised the author Andy Griffiths has expressed interest in visiting Thursday Island to do writers' workshop.
- Committee supportive of idea, suggested to try and coordinate with book week.
- Sallyella expressed interest in expanding the invitation to several authors and holding a panel of authors.
- David noted there may be some capacity to provide financial support for the travel.
- Sallyella to coordinate contact and get proposal.

ACTION: Sallyella to bring proposal to David for consideration.

Writing competition

- Sallyella noted the work of outgoing P&F member Katherine Robinson in establishing the annual writing competition and expressed interest in continuing this.
- Suggest holding during book week (term 3) flag as potential event.
- Sallyella to coordinate this event in conjunction with teacher librarian.

Subcommittee nominations

Not discussed due to time constraints – table at next meeting.

STEM Funding and Schools Partnership

- David won federal funding of $400k in partnership with St Thomas Moore College and St Finbar's (8th top performing school in QLD).
- Funds will facilitate cross visits between all three schools. Visiting teachers will gain cultural experiences and share their teaching programs.
- Teachers will transition between schools, knowledge sharing with STEM as the primary focus.
- STEM MAD and exhibitions will be held at the schools.
- The initiative is ongoing and primarily focused on Indigenous children, with opportunities for non-Indigenous children (funded by the school).
- Resourcing of $50k is allocated to the school to revitalise STEM resources.
- Sunnybank will feature virtual and augmented reality with an aeronautics division.
- These resources will benefit all year levels, initially targeting higher year levels (Year 6)
- Further details will be provided by David at a later date.

11. GENERAL AND OTHER BUSINESS:

Assembly time change

- Some parents expressed concern over the time change of the school assembly, noting fans are needed due to excessive heat. Sallyella expressed support for the time change. Further discussion not possible due to time constraints – raise action to discuss further at next meeting.

12. NEXT MEETING: Week 7 3:15-4:30pm The Hub.

Meeting Closed 17:01

Action Item	Responsible	Status
Financial report to be signed by outgoing committee members and returned to Genelle Santos.	P&F Committee	
Conduct a start-of-year stock take on popcorn/slushy supplies.	Alex Thomas	Alex to action.
P&F to move equipment to shed.	Katrina Coates & David Graham	David to inform Katrina when ready to coordinate move.
David to provide cost indication on Hammond Island playground to inform a P&F contribution.	David Graham	
David to ask teachers for their wish list for school supplies to inform P&F donations.	David Graham & Jess Jeffrey	Jess to create a Google form to streamline submission to P&F directly.
Sallyella to work with grade-6 class to workshop introduction of new leaders for the 2026 cohort. To provide regular updates on progress.	Sallyella Sloss	Updates to be provided at P&F meetings.
Develop P&F information flyer to include in enrollment pack.	Tehneel Currin	
Create a list of volunteer opportunities with P&F. This will be provided to families after they have expressed	Alex Thomas	
Change date of sports carnival to progress kids to peninsular/state level. David expressed support – to liaise with PE teacher.	David Graham	David to provide an update at the next meeting.
Draw up proposal for writers workshop and provide to the principal for consideration.	Sallyella Sloss	
Some parents expressed concern over the time change of the school assembly, noting fans are needed due to excessive heat.	David Graham	To be raised for further discussion and principal input at the next meeting.