



# Our Lady of the Sacred Heart School

## P&F GENERAL MEETING MINUTES

### 23 October 2025 | 3:15 - 4:30

<b>Attendees</b>	Alex Thomas, Katrina Coates, Elise McKee, Jess Jeffrey, Sallyella Sloss, Rachael Milbourne, Jess Roberts & David Graham
<b>Apologies</b>	Nil noted

<b>MEETING OPEN 3:21pm</b>	– Opening Prayer by Katrina Coates	
<b>INTRODUCTION OF ATTENDEES:</b>	Welcome extended to Rachael.	
<b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING:</b>	MOTION: The minutes of the previous meeting confirmed as a true and correct record. MOVED: Elise McKee SECONDED: Alex Thomas	
<b>BUSINESS ARISING FROM PREVIOUS MEETING</b>		
<b>Action Item</b>	<b>Responsible</b>	<b>Status</b>
Develop 2-3 specific student awards/bursaries for presentation at the end-of-year awards ceremony.	All P&F	Executive committee meeting booked to discuss bursary configuration. Outcome to be communicated to Principal and reported at next meeting.
Explore option of competition for P&F logo design	Alex Thomas.	Flyer developed with two-week turnaround. Distribution deadline: 8 November. David to manage distribution. <b>Close Item.</b>
Follow up on fan installation/fundraiser, potential installer suggested.	Alex, Jess R	Fans require qualified installer. New contractors approached; quotes pending.
<b>PRINCIPAL UPDATE:</b>		
<u>Hammond Playground Update</u>	<ul style="list-style-type: none"> <li>Parts arriving on Saturday. Expected to be ready for Term 1 next year.</li> </ul>	
<u>Support for parish fete</u>	<ul style="list-style-type: none"> <li>Parish requested assistance with baked goods, setup, and stall operations.</li> <li>P&amp;F to contribute slushy machine (popcorn machine broken).</li> <li>Fairy floss: David to contact Margaret's family regarding support.</li> <li>Jess to post call-out on P&amp;F Facebook page (complete).</li> </ul>	
<u>Master plan and BGA update</u>	<ul style="list-style-type: none"> <li>QCEC requested return of consultancy fees (~\$1M).</li> <li>New staged master plan in development.</li> <li>Focus areas: classrooms and toilets.</li> <li>Retrofit and build structures suggested for phased progress</li> </ul>	
<u>Access to all</u>	<ul style="list-style-type: none"> <li>Free school fees initiative launched; academic awards assembly on 21 November.</li> <li>Stationery fee remains; term fees abolished from next year.</li> </ul>	



### Year 6 Graduation Support

- David seeking assistance with decoration for the year 6 graduation. Both acquiring of decorations and set-up on the day.
- Event date: 25 November - Theme: Galaxy, Venue: Bowls Club (roast meals and drink vouchers; 2 attendees per family).
- Katrina to audit shed for usable Wongai supplies to use for decoration.
- Will carry on conversation in year-6 parent chat in addition to request for P&F support.

### **Sportsperson Trophy – End of year awards**

- P&F provided shield for sportsperson of the year at end-of-year awards
- Lochie seeking additional prize for winner.
- P&F to incorporate this into the bursary meeting scheduled for tonight.
- Outcome to be reported to David and Lochie.

### School Captain Nominations

- Process explained, announcements at awards ceremony.
- Concerns raised about public voting in some classes. Discussion indicated this voting related to SRC or sport captain nominations which is managed by teachers.
- David to raise confidentiality of balloting with teachers.

## **P&F FUNDRAISING PLANNING**

### Term 4 Events

- Bingo night proposed as only P&F for term 4
- Alex to coordinate, noted need for prize donations or funds to purchase prizes.
- Proposed date: Friday, 14 November.
- Fundraising Purpose noted as contributing to fans for undercover area.

### Wongai Ball 2026

- Current Wongai committee to reconvene to plan event for early 2026.
- PKA Hall approached for Term 1 dates (possibly March).
- Security course on TI may provide event security, which was previously an issue. David to ask teachers if they're interested; P&F may fund course.

## **GENERAL AND OTHER BUSINESS:**

### Purchase Suggestions:

- Discussion around suggested future purchases using P&F funds: Popcorn machine (current machine broken).
- Raised the sale of fairy floss as potential P&F endeavor. Noted ongoing association with Ms Margaret – concern around emotional connection with this. Raised suggestion to seek family support to sell fairy floss. Determine family intent with fairy floss machine – P&F supportive of purchasing if family no longer wishes to carry on business. David to approach family for input.

### Face Paint

- Jess R is stepping back from face-painting. Suggestion: teach Year 6 students to face-paint.
- Kits to be purchased for student use at school/P&F events.



- Jess is supportive of running workshops to teach students skill to run the stalls. Promote to Year 5s.
- P&F is not supportive of gifts but will fund supplies for events.

#### Canteen options

- A family has raised lack of gluten free (coeliac friendly) options for their child at canteen.
- Only safe options are salad or curry, which is only available on Wednesdays.
- David is supportive of expanding available gluten free options and will explore purchase of bread/wraps to maximize available options.

#### Christmas concert

- Sallyella sought clarification around plans for Christmas concert this year.
- David noted likely no official concert with Christmas movie night planned.
- Michelle and Peta coordinating
- Current plan is a movie night with possible small carols performance (one song per class prior to the movie).

#### Year 1 class size

- Queries around size of year one class for 2026, following influx of participants to transition day.
- David clarified interviews are in progress with current class list of around 28 students between both campuses. David noted it is likely the class will have a waitlist, but current numbers are not excessive.

**NEXT MEETING:** Term 4, Week 7 (20 November) 3:15-4:30pm The Hub.

**Meeting Closed at 4:32pm**

#### **Outstanding Actions Items close of meeting:**

Action Item	Responsible	Status
Develop student awards/bursaries for presentation at the end-of-year awards ceremony. Executive committee meeting booked to discuss bursary configuration. Outcome to be communicated to Principal and reported at next meeting.	All P&F	
Follow up on fan installation/fundraiser, potential installer suggested. New contractor engaged – quotes pending.	Alex Thomas	
Consult Seekee family on P&F intention to sell fairy floss. Seek	Alex Thomas / David Graham	