



Our Lady of the Sacred Heart School

P&F GENERAL MEETING MINUTES

7 August 2025 | 3:15 - 4:30

Attendees	Sallyella Sloss, Alex Thomas, Katrina Coates, Jess Jeffrey, David Graham, Lochie Dunford
Apologies	Tehneel Currin, Elise McKee

MEETING OPEN 15:22	– Opening Prayer by Davd Graham	
INTRODUCTION OF ATTENDEES:	Not Applicable.	
CONFIRMATION OF MINUTES FROM PREVIOUS MEETING:	<p>MOTION: The minutes of the previous meeting confirmed as a true and correct record.</p> <p>MOVED: Katrina Coates SECONDED: Alex Thomas</p>	
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	Finance Officer advised EFTPOS is preferable. A second machine has been ordered, and P&F can use it upon request. 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. David to provide undercover area measurements to facilitate order.	David Graham / Elise McKee	Quote received - \$15k approximately for the size of area. Needed quote to apply for grant. Emailed local electricians to enquire about accreditation requirements and cost for installation. Quote and timeline for electrical work then apply for grant. Close Item.
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	Supported – Close Item.
Write applications for TSRA grants to assist with funding the trip to the Children’s Writers Festival in Adelaide.	Megan Barnetti	Sallyella noted working with Megan, who provided some options. Babcock approached for support but not consistent with needs. Postpone till next year. Close Item.
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	No progress, insufficient time to action. Close Item.



Obtain quote for table tennis tables (including delivery) for purchase consideration	Jessica Roberts	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. Grant submitted – successful applicants not yet announced. Hold over pending outcome.	Megan Barnetti	Lochie sought quotes which equate to around \$9k with shipping. TSRA grants are not yet announced. Will update when outcome announced. Close Item.
Create a Facebook post to acknowledge the success of the event and to thank all relevant parties.	Katrina Coates	Close Item.
Develop 2-3 specific student awards/bursaries for presentation at the end-of-year awards ceremony.	All P&F	P&F committee to discuss development of awards out of session to be presented at a future meeting. David suggested generic bursaries rather than targeted awards.
Provide a written response to the funding request for Taye Sagigi to participate in representative sport.	Jess Jeffrey	Complete - letter cleared by P&F committee and distributed via email. Close Item.

PRINCIPAL UPDATE:

Return from Leave

- First week back on site following leave.

QCC Funding Update

- Unfortunately, QCC funding must be returned due to non-compliance with funding rules.
- Final attempt to retain funds involved engaging the Minister's attention.
- Positive outcome: the issue is now on the radar, and QCC representatives will visit at the end of the year.
- Plan moving forward is to reapply in the next funding round, requesting full funding rather than a mixed model (grant + school funds).
- This will delay the build timeline by 1–2 years. Two new classrooms are anticipated, with space continuing to be a key planning challenge.

Budget and Financial Position

- Budget repair efforts are underway. Expenditure has been reduced, but the school remains in deficit.
- Forecast has improved from -\$800K to -\$339K. This can be further addressed through increased enrolments. \$35K has been secured for Indigenous and high-needs funding.
- Additional funding opportunities exist—need to initiate applications earlier in the cycle.

School Fees and Equity Measures

- Approval received to remove general school fees, while retaining stationery fees – in line with Tagai SS.
- A scholarship model was previously considered; abolishing fees is more equitable for access.
- Targeting rollout by Term 4. Enrolments have declined due to families relocating, but there has been an increase in local enrolments, particularly from Horn Island.

Kindergarten Update

- Kindergarten program is unlikely to proceed.
- Parish dependent on financial contribution from the rent and is reluctant to release Lady Gowrie.



- Tagai has addressed issues around kindergarten services in the area.

YEAR 6 FUNDRAISING UPDATE

Fundraising Goals & Events

- The target is to raise \$6,000 to cover Year 6 camp costs
- David shared that the school would contribute approximately \$22,000 towards camp and graduation expenses

Disco & Kai Kai Night – 22nd August

- A Disco and Kai Kai Night is scheduled for Thursday, 22nd August, coinciding with Book Week and the dress-up parade.
- Tehneel to be asked to assist with lighting setup for the disco and supply of ice.
- Year 6 has requested to borrow P&F supplies for the disco, including popcorn and slushie machines – committee supportive.
- David flagged the need for clear communication around the handling and storage of P&F equipment when borrowed
- Year 6 has queried P&F support in providing volunteers for upcoming events.

Bingo Night – 4th September

- A Bingo Night is planned for Thursday, 4th September, as Friday is a public holiday
- The Bingo date was flagged as a potential clash with other events, date to be reassessed.
- David suggested the P&F purchase prizes from Judy and consider hosting a separate Bingo event later in the year.

Father's Day Stall

- Year 6 will coordinate the Father's Day stall; Judy will lead the planning and event.

P&F FUNDRAISING PLANNING

Wongai Ball Update

- Community concern of the date clashing with Church Fete. David advised date had been provided to Church and he was not concerned around timing as it is not in the same week as the fete.
- Dates were sourced, date picked based on volunteer availability and venue availability. No possibility to move the date. Pushed to early term 4 due to insufficient volunteers.
- Committee raised concerns around ongoing obstacles in planning. Significant issues in planning expected.

Other P&F Fundraising Events

- Nil being explored at this stage.

GENERAL AND OTHER BUSINESS:

Sports shed shelving

- Request for support to purchase industrial shelving for the sports shed to store new sporting equipment acquired through grant funding
- Initial supplier cancelled the order; new quotes sourced range from \$3,000 to \$9,000, depending on delivery to Thursday Island. Seeking endorsement for P&F to assist with the purchase of shelving. P&F expressed support for a monetary contribution toward the shelving purchase.
- MOTION: P&F to contribute \$2,000 towards shelving for school sporting equipment in the sports shed. MOVED: Katrina Coates SECONDED: Alex Thomas
- Has noted improvement in student participation and community engagement, with potential for peninsular involvement in school sporting activities.



Goodbye archway – parent notification

- Parent has request to be notified of them occurring. Noted some children are presenting home significantly upset without prior knowledge of an upcoming departure.
- Request is to notify parents of upcoming archways; suggested possibility of offering early collection. Also provides opportunity for parents to discuss upcoming student departure with their child to better prepare for the event.
- Has been explored to only hold these once per term at the end of term.

P&F Logo Development

- Logo for P&F; David noted artwork for uniform cost \$1000 for school artwork – Joey Laifoo
- Suggesting creation of a new logo for P&F using either AI design, paying an artist or ask year 6 students. Sallyella requested it not be put on year 6 students as they have significant commitments already taking way from curriculum.
- Suggest extra-curricular competition for students to design the P&F logo, Alex to explore this.

Compliment received

- A parent provided compliment out of session around support their child has received since transitioning to OLSH from Tagai.
- Noted significant improvement in behaviour at home and school and thankful for the support provided to their child and family.

Calendar

- Was flagged that not all parents receiving school calendar with some unaware of upcoming events – including book week and sports carnival.
- David acknowledged this is likely due to his absence. David to distribute calendar.

NEXT MEETING: Term 7, Week 3 | 3:15-4:30pm The Hub.

Meeting Closed 16:29

Outstanding Actions Items close of meeting:

Action Item	Responsible	Status
Obtain quote for table tennis tables (including delivery) for purchase consideration	Jessica Roberts	Hold over to next meeting.
Develop 2-3 specific student awards/bursaries for presentation at the end-of-year awards ceremony.	All P&F	P&F committee to discuss development of awards out of session to be presented at a future meeting. David suggested generic bursaries rather than targeted awards.
Explore option of competition for P&F logo design	Alex Thomas.	