



# Our Lady of the Sacred Heart School P&F

## P&F MINUTES

**Thursday 20<sup>th</sup> July 2023 3:15- 4:35pm**

<b>Attendees</b>	Katrina Coates, Cherie Cefai, Sharon Stewart, Jessica Roberts, Sallyella Sloss, David Graham, Danielle Wylie, Shelley Abraham
<b>Apologies</b>	Alex Peacocke, Sarah Sparrow, Katherine Robinson, Alex Thomas, Tari Sagigi,

ITEM	DISCUSSED	ACTIONS
1. Opening Prayer	David opened in prayer	
2. Introductions of attendees		
3. Last meeting Minutes received	Members acknowledged that minutes were received and correct	
4. Business arising from last meeting <ul style="list-style-type: none"> <li>• Party Machinery</li> <li>• Next P&amp;F Organised Event</li> <li>• New Library books update</li> </ul>	<u>Party Machines</u> <ul style="list-style-type: none"> <li>• Don't believe popcorn machine has been ordered</li> </ul> <u>Next P&amp;F Organised Event</u> <ul style="list-style-type: none"> <li>• Cherie: Peta Mawn has advised Cherie that Year 6 would like to do a movie night as a fundraiser, They will also do Father's day stall. Would P&amp;F like to run a breakfast for fathers day?</li> <li>• Movie night will be held in Term 4 due to football term 3. It will be a Year 6 fundraiser for graduation-20<sup>th</sup> Oct. P&amp;F can assist.</li> </ul>	<ul style="list-style-type: none"> <li>• Sallyella to send David options for popcorn machine and he will liaise with Sallyella to order one.</li> <li>• David to add Year 6 fundraiser- movie night to school calendar</li> </ul>

	<ul style="list-style-type: none"> <li>• Sallyella &amp; Shelley (Year 6 parents): Not aware of Year 6 organising a Father’s Day stall . They believe it is not necessary and rather not do that. Children spending a lot of time out of class time for these events. All member present agreed this is not necessary.</li> <li>• David: School can organise a Father’s Day breakfast. P&amp;F can assist</li> <li>• David: Token process has changed and it will take longer for the reward. The next token reward event is scheduled for 14<sup>th</sup> Sept. School will organise. P&amp;F can support</li> <li>• Katrina: When purchasing graduation big items could we buy not year specific things to reuse again, eg. Banner that says 2022 in it.</li> </ul> <p><u>New Library books update</u></p> <ul style="list-style-type: none"> <li>• Sallyella and Katherine are allocating each sub category funds and choosing books at the moment.</li> <li>• \$1500 will not go very far as some sets of books cost \$300+</li> </ul>	<ul style="list-style-type: none"> <li>• David to speak to Peta/Year 6 teacher about not doing a father’s day stall</li> <li>• David will schedule a Father’s Day breakfast in. P&amp;F can support if required</li> </ul>
5. Book Week	<p>David:</p> <ul style="list-style-type: none"> <li>• Book Week 7: 21<sup>st</sup> Aug-25<sup>th</sup> Aug</li> <li>• Range of activities available through arts council during Week 7</li> <li>• Dress up with Hammond Campus.</li> <li>• P&amp;F members welcome to attend school meeting on Book Week : 27<sup>th</sup> July 3:15</li> </ul>	<ul style="list-style-type: none"> <li>• If P&amp;F members would like to join the Book Week school meeting contact David.</li> </ul>
6. Writing Competition	<p>Cherie on behalf of Katherine:</p> <ul style="list-style-type: none"> <li>• Writing competition Week 4-Week 7. Katherine Robinson is organizing it.</li> <li>• Winners will receive a \$40 QBD gift voucher, pen (\$5) and notebook (\$10)</li> <li>• The runners up will receive a \$20 QBD gift voucher, pen and notebook.</li> <li>• Prizes to the value of \$510 will be purchased from P&amp;F funds</li> <li>• Winners announced on Week 7 Thursday Parade</li> </ul>	

	<b>‘All P&amp;F members present approve to pay Katherine Robinson \$510 for Writing competition prizes.</b>	
7. Support for Sports carnival	<ul style="list-style-type: none"> <li>• David: Sports teacher will need assistance on the ground to help, contact Jaylan if interested- will be in newsletter this week.</li> <li>• Sallyella: It is always great that there is a marquee set up with toys for students who need a break from the stimulation. Sallyella happy to help run that.</li> <li>• David: School will provide a hot dog and popper for every student free of charge.</li> <li>• Jess: 1:20pm lunch is quite late. Children are very hungry at that stage. Other P&amp;F members agree. David: It is too late to change this for this year, but something to think about in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• Sal to contact Jaylan to organise marquee for quiet activities.</li> </ul>
8. P&F Communication Channels	<ul style="list-style-type: none"> <li>• David- how do we want P&amp;F to communicate with school?</li> <li>• Currently P&amp;F send 2 x newsletter articles a term after meetings &amp; use Facebook (Tari) to advertise events/meetings.</li> <li>• David: Would be great if P&amp;F had a presence in every newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• Katrina to send articles each newsletter. If not David can reuse old content.</li> </ul>
9. Working Bee	<ul style="list-style-type: none"> <li>• David: would like to hold a combined Parish and school working bee- Week 5 Saturday 12<sup>th</sup> August</li> <li>• Purpose is to bring people together- parish and school</li> <li>• No set tasks as yet, David will walk around school and create a list of jobs prior to the day.</li> <li>• School to provide refreshments.</li> <li>• Children welcome</li> <li>• No objections from the P&amp;F members present</li> </ul>	
10. Wongai Ball Update	<ul style="list-style-type: none"> <li>• Ticket sales are slow, tickets on sale</li> <li>• Need volunteers for setup 4<sup>th</sup> August 5pm- 7pm</li> <li>• Need volunteers for the door and bar tending</li> <li>• David- Good idea to contact church group who use the hall the next day to touch base.</li> <li>• Sallyella happy to check hall at 8am Sunday morning if church is not happy. We will give them Sal’s number.</li> <li>• We will ask for photographic evidence if the hall is deemed unacceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Subcommittee to send David a roster for staff to help with tickets at the door.</li> <li>• David to ask staff to assist setup on 4<sup>th</sup> August 5pm.</li> <li>• Sub committee to contact</li> </ul>

	<p><u>Invoices for approval</u></p> <ul style="list-style-type: none"> <li>• Approval to pay Wai Reka deposit and final amount \$5500 +\$5500</li> <li>• Approval to pay Katrina for decorations \$70 and Liquor permit \$70</li> <li>• Approval to pay Cleaner for Wongai \$374</li> <li>• Approval to pay Security for Wongai \$910</li> <li>• Approval to pay Kyle/Peta Mawn for RSA</li> </ul> <p><b>P&amp;F member present all approved to pay outstanding and future invoices listed above.</b></p>	<p>Church in hall on the Sunday.</p> <ul style="list-style-type: none"> <li>• Cherie to send Genelle copy of these minutes for invoice approval.</li> </ul>
<p>11. Middle School</p>	<ul style="list-style-type: none"> <li>• Sallyella: a number of parents have been interested in Middle School (Junior Secondary) at Sacred Heart. Majella has always supported it. Majella advised Sal to organize a subcommittee on to advocate to the CES for an extension to junior secondary at Sacred Heart TI.</li> <li>• P&amp;F members present all endorsed the creation of a subcommittee.</li> <li>• David: Probably best to call the proposal junior secondary rather than middle school as the diocese has moved away from “middle school” setups.</li> <li>• Jess, Sharon &amp; Sal interested to be on subcommittee.</li> </ul>	<ul style="list-style-type: none"> <li>• Sallyella to arrange meeting with David Graham (Acting Principal) to discuss ways to move forward</li> <li>• Sallyella to arrange meeting with subcommittee.</li> </ul>
<p><b>Next Meeting Date: Term 2 Week 8 Thursday 31<sup>st</sup> August 3:15pm</b></p>		