



# Our Lady of the Sacred Heart School

## P&F GENERAL MEETING MINUTES

### Thursday 25<sup>th</sup> July 2024 3:15- 4:30

|                  |  |
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| <b>Attendees</b> | Sarah Sparrow, Michelle Nolan, Katherine Robinson, Tehneel Currin, Jessica Milbourne, Caroline Lawler, David Graham, Kath McBride-Hellewell. |
| <b>Apologies</b> | Alex Thomas, Jess Jeffrey, Elise McKee.  |

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|-----------|--|----------------------------|---|
| <b>1.</b> | <b>MEETING OPEN: 3:20hrs</b> – opening prayer by Katherine   |                            |   |
| <b>2.</b> | <b>INTRODUCTION OF ATTENDEES:</b><br>(Only if new members present) – N/A   |                            |   |
| <b>3.</b> | <b>CONFIRMATION OF MINUTES FROM PREVIOUS MEETING:</b><br>MOTION: The minutes of the previous meeting confirmed as a true and correct record.<br>MOVED: Sarah SECONDED: Katherine   |                            |   |
| <b>4.</b> | <b>BUSINESS ARISING FROM PREVIOUS MEETING:</b>   |                            |   |
|           | <b>Action Item</b>   | <b>Responsible</b>         | <b>Status</b>   |
|           | Organise repair of fairy floss machine   | Elise McKee                | No Update.  |
|           | Seek response to letter to diocese re. junior secondary  | David Graham               | No Update.  |
|           | Add term calendar to newsletter  | David Graham               | Formalised newsletter wks 5 and wks 10. Meeting this week to confirm events and publish by Monday 29th.   |
|           | Investigate potential for school cookbook as a fundraising opportunity   | Sarah Sparrow              | No further investigation but might be too similar to Grade 6 Island Harvest project. Revisit later.   |
|           | Advertise for sponsors in Wongai Ball silent auction in the school newsletter  | David Graham               | Not required. Already have 2 donations and Jess M following up with Mitre 10.   |
|           | Carry over discussion of development for fishing shirt as fundraising opportunity  | TBA – discuss next meeting | TBA Next Meeting.   |
|           | Follow up on year 6 fundraising efforts via email  | Kath                       | Raised \$17,000 so far toward Camp. Waiting on TSRA outcome for additional grant but likely seeking approximately \$1250 to help fund new project “Island Harvest” with Aus Harvest and TSRA. One last IBIS sale scheduled for 3 <sup>rd</sup> Aug. |
|           | School to discuss current use of technology in class with teaching staff and investigate the implementation of a policy to support appropriate use of technology in the classroom. | David Graham               | Recently brought in a trial for all teachers to have remote access to all computers in the classroom. Suggested survey for level of ICT that parents are comfortable with.  |
|           | Provide updated feedback on the newsletter   | P&F members                | Wk 5. Discuss Next Meeting.   |



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|-----|--|
| 5.  | <p><b>PRINCIPAL UPDATE:</b></p> <ul style="list-style-type: none"> <li>• Hired 2 new grounds men – casual – Mark and Chris (all tickets and licenses)</li> <li>• 2 new teachers – Lenora and Alex</li> <li>• 2 new SLO's – Ash and Sharna</li> <li>• New ILO – Christine (returning to role)</li> <li>• Nearing capacity for some class sizes</li> <li>• MTSSE – Course for behavior management in Week 5 (P&amp;F invited)</li> <li>• Working hard with the parish and trying to bring them back in to the school community. Insurer has collapsed so as a small parish they are struggling for funding for claims.</li> <li>• School is looking after the grounds both on Waibene and Kirriri to show community partnership.</li> </ul>  |
| 6.  | <p><b>WONGAI BALL PLANNING DISCUSSION:</b></p> <ul style="list-style-type: none"> <li>• Concerns around booking security officers and volunteers. Have had a number of cancellations.</li> <li>• David agreed to update on school socials and seesaw. Will also seek out teacher support.</li> <li>• Jess Milbourne to speak with Mark at Mitre 10 to confirm offer of \$5000 for silent auction donations. Tehneel offered to assist with silent auction.</li> <li>• Sarah will request a copy of last years auction documentation from Katie Berryman.</li> <li>• Ticket sales very low. Michelle and Judy offered to hold a stall at PKA Markets Saturday 27<sup>th</sup>.</li> </ul>   |
| 7.  | <p><b>SUB COMMITTEE UPDATES:</b></p> <p><u>Disco</u></p> <ul style="list-style-type: none"> <li>• \$1800 profit made. \$500 of which has been spent on first lot of books.</li> </ul>  |
| 8.  | <p><b>ISLAND HARVEST PROJECT</b></p> <ul style="list-style-type: none"> <li>• Year 6 have commenced new project for the semester “Island Harvest” in partnership with Aus Harvest and TSRA. Will form the framework for all learning outcomes over T3 and T4.</li> <li>• TSRA have donated 88 bags of potting mix and weed mat.</li> <li>• Students will learn about Budgets, Business Plans, Sustainability.</li> <li>• Paddock to plate initiative. Will work toward opening a café at the end of the year.</li> <li>• Looking for P&amp;F support towards additional supplies for the gardens. Approx \$1250.</li> <li>• Compost bins placed in all classrooms.</li> </ul>  |
| 9.  | <p><b>GENERAL AND OTHER BUSINESS:</b></p> <p><u>Invoices for approval</u></p> <ul style="list-style-type: none"> <li>• Nil available at meeting. <b>Will arrange out of session approval.</b></li> </ul> <p><u>Writing project update</u></p> <ul style="list-style-type: none"> <li>• Open with entries due 9<sup>th</sup> August.</li> </ul> <p><u>Teacher support for children with ADHD/ASD</u></p> <ul style="list-style-type: none"> <li>• Reschedule for next meeting.</li> </ul> <p><u>Financial record keeping</u></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><u>Kirriri playground upgrade</u></p> <ul style="list-style-type: none"> <li>• TBD. Form sub-committee and arrange a P&amp;F meeting over on Kirriri.</li> </ul> <p><u>Ongoing fundraising efforts</u></p> <ul style="list-style-type: none"> <li>• Books and Brekky – Sallyella and Katherine looking to arrange a fundraising breakfast for book week.</li> </ul> |
| 10. | <p><b>NEXT MEETING: Thursday 22<sup>nd</sup> August (Week 7)</b></p> <p><b>Meeting Closed</b></p>  |



| Action Item  | Responsible     | Status  |
|--|-----------------|---|
| Publish calendar.                                      | David           | Complete.   |
| Parent survey conducted re: consent for ICT.           | David           | To be sent out.   |
| MTSSE details/invitation to be shared with P&F.        | David           | To be sent out.   |
| Year 6 P&F funding support request.                    | Kath            | Come back to P&F with request and confirmed figure.   |
| Confirm \$5000 offer for silent auction with Mitre 10. | Jess Milbourne  | Letter to be drafted.   |
| Silent Auction planning.                               | Tehneel Currin  | Working with Jess to arrange.   |
| Advertise for volunteers for Wongai Ball               | David/Sarah     | David to seek teacher support. Sarah will continue to work with Wongai sub-committee to advertise on social media/local businesses etc. |
| Out of session invoice approvals                       | All P&F members | Invoices to be approved in P&F chat and sent to Genelle for processing.   |
| Kirriri P&F Subcommittee                               | All P&F members | Volunteers needed to arrange P&F meeting on Kirriri, and playground update discussions commenced.                                       |