



Our Lady of the Sacred Heart School

P&F GENERAL MEETING MINUTES

Thursday 30th May 2024 3:15- 4:30

Attendees	Stephane Scott, Katrina Coates, Elise McKee, Grace Heathcote, Sallyella Sloss, Katherine Robinson, Alex Thomas, Majella Lynch-Harlow, Lea Martin and Jess Jeffrey.
Apologies	Sarah Sparrow, David Graham, Karen Zabel, Kath McBride-Hellewell and Tehneel Currin.

1.	MEETING OPEN: 15:20hrs – opening prayer by Katherine Robinson		
2.	INTRODUCTION OF ATTENDEES: Lea Martin - Director of school effectiveness, advises and supports schools in 9 schools across diocese.		
3.	CONFIRMATION OF MINUTES FROM PREVIOUS MEETING: MOTION: The minutes of the previous meeting confirmed as a true and correct record. MOVED: Katrina Coates SECONDED: Alex Thomas		
4.	BUSINESS ARISING FROM PREVIOUS MEETING:		
	Action Item	Responsible	Status
	Organise repair of fairy floss machine	Elise McKee	Ongoing – spoken to Brendan.
	Seek response to letter to diocese re. junior secondary	David Graham	David Graham not present – will email for update.
	Add term calendar to newsletter	David Graham	David Graham not present – will email for update. Members noted week 5 newsletter not yet received.
	Investigate potential for school cookbook as a fundraising opportunity	Sarah Sparrow	Sarah not present – carry over to next meeting.
	Investigate potential uses for parent engagement funding and apply for grant	Katrina Coates	Not progressed, no further action.
	Investigate potential uses and viability of bicycle grant	Alex Thomas	Sarah Tedder is pursuing this initiative, not to be carried out by P&F. Alex provided some supporting information to assist Sarah. No further action by P&F, may invite Sarah for updates on the project in future.
	Advertise for sponsors in Wongai Ball silent auction in the school newsletter	David Graham	Ongoing – will email David for update.
	Carry over discussion of development for fishing shirt as fundraising opportunity	TBA – discuss next meeting	Tehneel away – carry over to next meeting.
	Create Gmail account and provide credentials to committee members	Jess Jeffrey	Complete – new email account is sacredheartschool.pandf.ti@gmail.com
5.	FUNDRAISING: <u>Year 6 Fundraising update</u>		
	<ul style="list-style-type: none"> Kath away today, unable to provide update. Majella advised fundraising efforts going well. <p>ACTION: Follow up with Kath via email for future meetings.</p>		



P&F Fundraising events

- Next event is the disco – to be discussed in disco committee update.
- Alex advised information had been received for Cadbury fundraising chocolate boxes. Majella suggested aligning this with easter and securing easter egg fundraiser boxes would be well received. General support by members – to discuss next year.

6. WRITING COMPETITION:

- Katherine proposes running a writing competition in term 3 to align with book week and prize winners announced at book week parade.
- Suggesting this year there are two categories – fiction and persuasive text.
- Requesting support of the P&F to sponsor prizes: last year there were prizes for first and second place – (book vouchers for 40 and \$20 respectively) for each year level.
- Members supportive of P&F sponsorship of prizes but suggest only one prize per category with certificates provided for commendable effort.

MOTION: P&F to provide funding for prizes for the term 3 writing competition.

MOVED: Alex Thomas SECONDED: Katrina Coates

7. USE OF NON-SCHOOL TECHNOLOGY IN CLASS:

- Parents requested P&F raise the issue of 3rd party technology use in the classroom, specifically YouTube/You Tube Kids and Minecraft. P&F are suggesting there should be no unsupervised access to general internet – only provided for purposeful, limited options.
- Majella advised these programs were permissible within the teaching environment and have been used for educational purposes as well as rewards during free time. She further advised that the version of Minecraft used in the class is [Minecraft Education](#) edition. It is not possible to block these sites for students without restricting them for teachers which would limit tools available for teaching. Majella suggests teaching students to navigate safely and what to do if inappropriate content is accidentally accessed a better learning tool than full restriction.
- Lea Martin advised the IT system used by Catholic education has inbuilt filters which should restrict most content but acknowledged it is not able to filter 100% of inappropriate content.
- Majella advised that the school is aware of some isolated incidents of inappropriate content accessed by a student and in response has invested in the classroom management software [Hapara](#) which is already live and provides teachers with the ability to monitor all students screens and can deactivate devices both individually and for the whole class.
- Katherine sought clarification if there was a policy on screen time. Lee advised there is no policy on screentime or use of technology in free time but there are other policies such as ICT policy, mobile device policy and curriculum policy which would relate to this.
- Majella noted some difficulties in getting through all content on the curriculum due to the broad range of skills and abilities among students which resulted in some students having free time once work complete.
- Several P&F members expressed a desire for the technologies mentioned to be used in education only, not as a reward or for free time. Alex suggested other non-technology rewards and activities could be used in place of these technologies.
- Lea advised the school to look at policy to guide the appropriate use of technology in class and Majella to hold discussion with teachers around what is occurring in the classroom currently.

ACTION: 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.



8. SUB COMMITTEE UPDATES:

Wongai Ball

- Wongai subcommittee have secured a DH and a new caterer (Small Beginnings).
- Quotation received with similar food and pricing as the catering last year.
- Berrymans to be confirmed as MCs – will require alternative if they are not available.
- Save the dates to be sent out now the caterer has been confirmed.
- Majella queried if there was a theme this year. No theme as per community request (semi-formal attire)

Disco

- Disco to fund new books for the school – will occur on Thursday June 20 (Week 10)
- Have organised DJ and decorations - Need volunteers to help with party machines.
- Food: burgers and sausages for dinner with Grade 5 selling desserts (to support year 6 fundraising)
- Ms. Cath suggested the idea of providing a book legacy. Year 6 students to support fundraising at the disco. Students will then select books they want to contribute and gift to the library with an acknowledgement to be included at the start of each book to indicate who selected it. P&F expressed general support for this.

Trivia

- No progress yet – will occur later in the year.
- Mura Kosker was noted as a potential venue.

9. INVOICES TO BE APPROVED:

- P&F received a reimbursement request form Katherine Robinson for disco supplies.
Four orders to the total amount of \$368.94.

MOTION: approve reimbursement of \$368.94 to Katherine Robinson

Supported: Alex Thomas Seconded: Katrina Coates

- Katriona noted that the water coolers have now been purchased (approved at previous meeting).

10. GENERAL AND OTHER BUSINESS:

Unexplained absences

- Karen Zabel away – Katherine provided an update and requested feedback on her behalf.
- Unexplained absences are an issue, investigating a way to improve this. Karen suggests incentivising reporting of absences with an IBIS voucher.
- When students are away, and the parent provides an explanation they will go into the draw to win an IBIS voucher.
- Mixed feelings among members around this approach.
- P&F acknowledge unexplained absences are problematic and suggested the school provide information around why this information is required to better inform parents on the need to explain absences from school.

New Principal

- Katherine sought guidance on whether the P&F could provide support for a particular candidate to replace Majella as principal.
- Majella advised an intention to have a P&F representative on the recruitment panel and suggested the best way to ensure P&F input is to put forward names for potential P&F representatives to do this.
- Interviews to be held in Cairns – potential to attend via zoom.
- Interested parties to email principal.ti@cns.catholic.edu.au ASAP to be considered.
- One or two members are to be chosen from the nominees.



Communications survey

- Majella noted the previous communications survey run by the school to gauge preferred methods for the school to communicate with parents.
- She requested further feedback regarding the school newsletter. The communications survey showed mixed interest in the newsletter and was subsequently reduced to a production of two times per term – weeks 5 and 10. The school would like to know if this new arrangement is sufficient or if P&F would like to see more frequent newsletters.
- Members noted the week 5 newsletter had not been received – Majella to follow up and republish if not gone out.
- Grace noted she had previously used the Schoolzine app which also includes an option to advise on student attendance. Suggest the school investigate the use of the app to support delivery of the newsletter which Majella confirmed is produced through Schoolzine software.
- Majella requested P&F provide updated feedback on the newsletter to David at the next meeting.

11. NEXT MEETING:

Thursday 25th July 3.15-4.30pm at Learning Hub.

Meeting Closed 4:20

Action Item	Responsible	Status
Organise repair of fairy floss machine	Elise McKee	
Seek response to letter to diocese re. junior secondary	David Graham	
Add term calendar to newsletter	David Graham	
Investigate potential for school cookbook as a fundraising opportunity	Sarah Sparrow	
Advertise for sponsors in Wongai Ball silent auction in the school newsletter	David Graham	
Carry over discussion of development for fishing shirt as fundraising opportunity	TBA – discuss next meeting	
Follow up on year 6 fundraising efforts via email	Jess Jeffrey	
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.	Majella Lynch-Harlow	
Provide updated feedback on the newsletter	P&F members	