

PT&F MEETING MINUTES Date: 29/ 7 /2026

Venue: St Joseph's School Quirindi

Meeting opened: 6:05pm

Minutes taken by: Amy Schultz

Item No.	Topic/ Discussion	Action/ Decision	Responsibility/ Timeline
1.	Acknowledgement of Country – Amanda Sheridan		
2.	Prayer – Amanda Sheridan	PT&F are led in prayer: The Angelus	
3.	Record of attendance and apologies		
	3.1 Attendance:	Amanda B, Amanda Sheridan, Sharnie Meade, Ashleigh Stevenson, Emily Pengiley, Amy Schultz.	
	3.2 Apologies	Kate Thompson and Rachel Simkin.	
4.	Confirmation of previous minutes	-Minutes from the meeting held on the 27/5/26 are accepted as a true and accurate representation	Moved: Ashleigh Second: Emily
5.	Business arising from previous minutes	Nil	
6.	Correspondence incoming and outgoing	Nil	

7.	Reports		
	7.1 Report of the Principal. Presented by Amanda Sheridan	-Grandparents Day enjoyed by all at St Joseph's recently. -Reconciliation preparation is underway for students. -Family Mass with morning tea this Sunday and all families are invited to attend - RSVP sent out on Compass. -NAPLAN report: The school is working with the Leader of Pedagogy and responding to the data currently. "Sprints" are in place for students the school is looking to move up to the next level (e.g. strong to exceeding.) -The school has secured a grant to support the play this year. Reserved seating tickets are to be released shortly via Compass. -Upcoming professional learning for teachers includes working on the English Scope and Sequence and Artificial Intelligence. -The Brain Olympia competition was held today at school. Students selected from Years 4 5 & 6 will go on to compete at the next level. -Ann Scott continues to support students preparing for ASCA this year. -Teachers are completing PD on the new syllabus. Implementation of the new syllabus will be as early as the second part of this year- particularly in visual arts. -Athletics carnival a great success.	

		-25 students will go on to compete at the dio athletics carnival. -Shade tents have been purchased. -Soccer Gala Day in Week 10 for students. -Hydro Bank installed and other updates have occurred in the school over the holidays. -Media consent to be discussed later in the meeting.	
	7.2 Report of the President. Presented by Ashleigh Stevenson	• Thank you to all families and helpers involved in supporting the PT&F particularly at the recent athletics carnival. • We are looking forward to the school play and supporting the school through the raffle and grazing boxes. • Saved to Google Drive	
	7.3 Report of the Treasurer. Presented by Emily Pengilley.	• Cookie Dough Fundraiser: \$808 profit • Athletics Carnival (meat generously donated by a parent) made a profit of over \$600 • For current balance see treasurer's report. • Saved to Google Drive	
8.	Special Business where notice of		

	motions have been presented media consent (Amanda Sheridan) spreadsheet for donations (Ash on behalf of Rachel)	• School response to information in the media at present - e.g. photos of children being taken from Facebook and used inappropriately. • St Joseph's obtains consent annually and this is managed by the Armidale Catholic Schools Office • All Dio schools operate with the same policies. • Consent means that permission is given for the school to send photos to multiple platforms. • We use photos to promote the school and it is stored on a secure server. • When photos are taken on a teacher's personal device it is deleted off their camera roll before the end of the school day. • For parents it is important for them to understand that once photos are out on social media etc, we need to be a bit more aware of how we can protect kids and their images. • We must be educated before we tick the consent box. Personal example provided. • Spreadsheet document has been purchased by Rachel to	
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	PT&F food catering (Ash) grazing boxes for school play (Ash) raffle (Ash) (All)	document businesses that have donated to the school. This can be used in future years as reference. The document is stored on the PT&F Google Drive. - Ash is given approval after discussions to order 300 grazing boxes. - Emily has reminded Ash that invoicing is available from the company utilised last year to buy the grazing boxes. - Ash has said she will get a quote for boxes and share this with the PT&F. - Ash would like to put the boxes together in one day and asks PT&F to advise of time they have available to assist. - A decision about whether to include a drink in the grazing box will be made after the final costing. 20 businesses have donated to the school raffle including Taronga Zoo. - It is agreed that tickets are to be sold at the door and online via link available on Compass.	Ash - to get quote for grazing boxes. Parents of the PT&F to meet one afternoon at school pick up to discuss grazing box items. Emily: to finalise costing for grazing boxes. Ash to set up the Volunteer Sign Up Sheet/Form for school play.
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		• Ticket link and grazing box link will be sent out with the Compass information on booking reserved seating. • Ash says more raffle ticket books are needed. • Emily asks if the school would like money from the PT&F to go towards the HydroBank. Amanda explains that it is all the same money and all ends up going back to the school at the end of the year with around \$500 remaining in the PT&F bank account to kick start the first fundraiser of the year. • Amanda explains that there are funds currently for the excursion and the PT&F does not need to transfer any to the school currently.	Ash will buy more ticket books at IGA.
9.	Confirmation of next meeting date	• 6pm on Wednesday the 29th August, 2026.	
10.	Conclusion and prayer: Amanda Sheridan	Our Father	
11.	Meeting closed:	6:48pm	

This is the version that was verified as a true record of the proceedings of this meeting held on the 29/7/26 and ratified by the Chairperson