

Meeting Minutes



Date: Monday 27th July 2026

Time: 6:00 PM

Location: School Library (onsite)

Chair: Jacqui Leys

Minute taker: Natasha Healy

Meeting opened: 6:00 PM

1. Acknowledgement of Country

Led by Amanda Scott

2. Welcome & Opening Prayer

Led by Amanda Scott

3. Attendance & Apologies

Present: Peter Flynn, Amanda Scott, Jenna Hall, Jennine Grady, Emma Kavanagh, Miranda Bourke, Bec Johnson, Natasha Healy, Jacqui Leys, Amy Isles, Donna Pollock, Michelle Drury, Jessica Redden, Jess McNeil, Judith Blanch, Rachel Mierau, Gemma Thomas, Eleanore Thompson, Catherine Magada.

Apologies: Alice Radburn, Laura Brigdon.

4. Confirmation of Minutes from Term 2 (4th May) meeting

Motion: That the minutes of the Term 2 meeting held on 4th May be accepted.

Moved: Jacqui Leys. Seconded: Michelle Drury.

5. Business Arising – Jacquie Leys

Discussion notes:

- **Term 2 Activities – Wrap up/reflections**

- **Mothers Day Stall** – all four gifts were well received. The infants flyer was useful, although it was not used by all teachers. Further consideration is needed to reduce wrapping costs, as these costs resulted in a loss. Teachers present confirmed that most students do pay, so this was not considered to be a significant shortfall. The single note was convenient; however, \$10 may be slightly high. This will be discussed further at the meeting prior to next year's event.
- **Sports Carnival canteen** – the canteen was a great success. Teachers were happy with their lunch, and leftover drinks will be used at the school disco. New drink containers are required to replace the broken ones.

- **Year representative catch-ups (Kindy postponed), Year 1 and Year 2** – feedback from the Year 2 event was positive. Another event, a fun scavenger hunt, has already been organised for this term.
- **Supporters Jackets** discussion led by Donna Pollock. These were successful in the initial rollout, and a second order was considered now that winter sports are underway. It was suggested that the jackets be displayed at Kindy orientations. Other merchandise ideas included caps and coffee mugs.
- **Art Show Wine and Cheese event retry 2027** – the date will be confirmed and advertised earlier. Praise was given for the setup presented by the school.

Term 3 Activities – (term ends 24th September)

- **Pie Drive *ORDERS CLOSE 29th July – ARRIVE 7th and 14th August*** – a strong number of orders has been received. The Compass ordering system has worked well again this year.
- **Grandparents Day (Donation)** – due to the changes, PTF support was no longer required. Feedback from the day was very positive.
- **Trivia Night Saturday 12th September 5pm @ Holy Family Courtyard** – led by Donna Pollock. Lighting from Mr and Mrs Hill was agreed to by all present and has been kindly offered at a discounted rate. Although this remains a reasonable investment for the PTF, it is anticipated that it will contribute to the intended atmosphere of a special school community event. Jennine Grady confirmed ticket options, with all agreeing to tables of 10 at \$10 per person, sold either as a full table for \$100 or as single tickets. As an all-welcome event, the aim is to make ticket purchasing easy for groups and newer families wishing to meet others. Tickets will be available via Compass or through the PTF Square in the office. Insurance for the event was confirmed. Ideas discussed included supporting the 100 Club and offering a “buy an answer” option. Temperature was raised as a concern, and the PTF will price heater hire.
- **Fathers Day Stall Friday 4th September @ school hall** – Amanda Scott confirmed the booking for the PTF. Purchase procedures were confirmed with Jennine.

Term 4 Activities – (13th Oct – 15th Dec)

- **School Disco Friday 23rd October (Week 2?) @ McCarthy Hall** – led by Donna Pollock. Tickets will be \$5 per child. Attendance and roll-marking processes are to be confirmed, with similar procedures to the sports carnival being considered. The timing of the event was welcomed by the school, and teachers were enthusiastic about supporting the event. The consumption of drinks and lollies at McCarthy Hall is to be confirmed.
- **Golf Day Friday 6th November 4pm @ Tamworth Golf Club** – led by Donna Pollock. Teams will consist of four players. Places will be allocated on a first-in basis due to limited numbers. Amanda Scott confirmed that prize values are within school policy.
- **End of year BBQ and colour run *TBA – prizes and registrations?* @ school grounds** – proposed date of 27th November. A BBQ charge may be considered if PTF finances are less feasible. Colour powder will also need to be purchased. Gemstar Castles kindly offered to donate equipment; however, due to the water spray/wet nature of the event, it will not be suitable.

6. Correspondence in/out – Natasha Healy

Correspondence received/sent: General communications regarding upcoming event planning and pie drive orders.

7. Principal's Report – Peter Flynn

Discussion notes: The National Anti-Bullying Framework implementation was discussed, including the distinction between unkind behaviour and bullying. This is a very positive resource and aligns well with the school's current Living Well, Learning Well statement.

NAPLAN – Reading: significant investment has been made in supporting the development of students' reading skills, with a target of 75% of students achieving strong or exceeding results. The school's PM reading framework appears to align well with NAPLAN. Numeracy: recent changes have been made to implement maths groups to support students working at different paces, including those progressing quickly, those working as expected, and those needing more time. There is a focus on pushing the high-achieving students further. PAT assessments are conducted every six months, and NAPLAN is completed annually. Grammar and punctuation/spelling results were again very strong. St Nicholas' has a large cohort, and these results provide strong affirmation in these areas while also raising further questions then providing answers.

8. Treasurer's Report – Jennine Grady / Jess Redden

- Account balance reports were handed out. Closure of the ADIG account was noted.
- Documents outlining spending/payment procedures were discussed. Jennine confirmed that members should email prior to purchase to confirm a registered creditor, or whether one can be registered. Alternatively, with approval, purchases can be made via credit card.

9. School Advisory Council Meeting Report – Bec Johnson

Discussion notes: Bec was an apology due to illness. Peter Flynn confirmed that the anti-bullying framework was discussed in detail at this meeting.

10. General Business

- **Parent year representatives** – nothing further to report.

11. Next Meeting

Date: Monday 19th Oct?

Time: 18:00

Venue: School Library

12. Closing Prayer

Led by Amanda Scott

13. Meeting Close

Meeting closed: 7:15 PM

Thank you