



ST JOSEPH'S PRIMARY SCHOOL

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GENERAL MEETING- MINUTES

Date: 12/02/2025, 6pm

Venue: St Joseph's School Quirindi

Meeting opened: 6.03pm

Minutes taken by: Emily Pengilley

Item No.	Topic/ Discussion	Action/ Decision	Responsibility/ Timeline
1.	Acknowledgement of Country- Pauline Long		
2.	Prayer- Pauline Long		
3.	Record of attendance and apologies		
	3.1 Attendance: Pauline Long, Asheligh Stevenson, Emily Pengilley, Sylvia and Jason Lam, Ben Goldfinch, Rebecca Goldfinch, Amy Schultz, Amanda Bartholomew, Clare Lee, Rachel Simkin, Robyn Wilson, Ingeborg Johansson		
	3.2 Apologies: Kate Thompson, Sharnie Meade, Tracey Klitsch		

4.	Confirmation of previous minutes	Minutes from the meeting held on the 20/11/2024 are accepted as a true and accurate representation.	Moved: Ashleigh Seconded: Emily
5.	Business arising from previous meeting		
	5.1 Set date for Term 1 parents gathering	Date set: 14th March, 6pm. Imperial Hotel. Adult gathering.	Clare Lee to do an invite for the gathering
	5.2 Shade sails update	PT&F donated money for shade sails at the end of 2024. Pauline gave an update on the shade sails. They will be installed the same time as the Ninja course which is still a few months away. Ashleigh brought up that there is no shade cover out the front of the school for parents when it is raining. It was discussed that a solid structure may take away from the beauty of the garden.	
6.	Correspondence incoming and outgoing		
	6.1 - Thank you card received from Bernie Press for her gift - Letter received from Kevin Anderson informing PT&F of Community Building Partnerships fund	Current grants close 21/02/2024. Grants are for capital works such as shade sails, roof repairs, kitchen upgrades, purchase of sound equipment. Need to supply quotes with the grants. It was suggested that we look into if the PT&F are incorporated	Clare Lee to follow up with Tracey to see if PT&F are incorporated Emily to look into dates for next round of grants

	6.2 Thank you cards sent to: Quirindi Engineering for repairing the pie warmer, Pursehouse Rural for loaning PT&F their coolroom for the cherry fundraiser	and if we are eligible to apply for the next round of grants.	
7.	Reports		
	7.1 Principal's report. Presented by Pauline Long. Moved: Pauline Seconded: Ashleigh		
	7.2 President's report. Presented by Ashleigh Stevenson. Moved: Ashleigh Seconded: Emily		
	7.3 Treasurer's report. Presented by Clare Lee. Moved: Clare Seconded: Ashleigh	Funds received: Cherry fundraiser \$530 Christmas tree fundraiser \$540 Outgoings: Kindy bags \$124 Shade sails \$5,000 Teacher end of year gifts \$270 Current bank balance: \$2,694 Clare reports issues with deposits as awaiting a new deposit book that has now arrived.	
8.	Fundraising		
	8.1 Swimming carnival BBQ 1. Will the canteen be open during the carnival? 2. Request parents make baked goods for morning tea	It was discussed if we need the pool canteen open at the swimming carnival. It was decided that it won't be open and	Ashleigh to inform pool that canteen does not need to be open for carnival Ashleigh to post on Facebook

	<p>3. Request helpers for BBQ 4. Grocery shopping</p>	<p>PT&F will supply morning tea, lunch and drinks</p>	<p>requesting baked goods and helpers for the BBQ Ashleigh to post about pre-orders for carnival and closing time for orders Amanda to check with Werris Creek pool if BBQ is available to use. If not, Murray may be able to transport one to the pool. Amanda to liaise with Ashleigh. Emily and Ashleigh will do the grocery shopping next Tuesday after orders close</p>
9.	Agenda		
	9.1 Nominations for Vice President	<p>Amy Schultz was nominated by Ashleigh. Seconded by Emily. Amy Schultz accepted the position of Vice President.</p>	
	9.2 Update on Square Account	<p>Ashleigh has confirmed the square account is up and running for the Swimming Carnival BBQ.</p>	
	9.3 Update on stocktake	<p>Ashleigh has been through the PT&F supplies in the canteen and thrown out anything that was no longer able to be used/ expired Ashleigh suggested PT&F may need to purchase more tubs to keep everything clean</p>	<p>Ashleigh and Emily to do a stocktake of PT&F stuff in the canteen tomorrow afternoon. Measure for more tubs if needed.</p>
10.	Confirmation of next meeting	<p>5th March at 6pm at school.</p>	

11.	Conclusion and prayer		
	Meeting closed: 6.44pm.		

This is the version that was verified as a true record of the proceedings of this meeting held on the 12th February 2025 and ratified by the Chairperson