



ST JOSEPH'S PRIMARY SCHOOL

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Date: 22/10/2025, 6pm

Venue: ZOOM

Meeting opened: 6pm

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: Ashleigh Stevenson, Clare Lee, Kate Thompson, Pauline Long, Amanda Bartholomew, Robyn Wilson		
	3.2 Apologies: Amy Schultz		
4.	Confirmation of previous minutes	- Minutes from the meeting held on the 4/08/2025 are accepted as a true and accurate representation.	Moved: Ash Stevenson Second: Clare Lee
5.	Business arising from previous meeting		
	5.1 Update on donations to school for excursions and PA system	- Pauline confirmed that the PT&F donation has been made to the school for the excursion	
6.	Correspondence incoming and outgoing	- Nil	
7.	Reports		

	7.1 Principal's report. Presented by Pauline Long.		- Ash to book Peach Blossom for end of year dinner after AGM Moved: Ash Stevenson Second: Emily Pengilley
	7.2 President's report. Presented by Ashleigh Stevenson.		Moved: Ash Stevenson Second: Emily Pengilley
	7.3 Treasurer's report. Presented by Clare Lee.	- \$3900 paid to school as a donation for the Primary school excursion - \$2735.17 in bank account currently	Moved: Ash Stevenson Second: Emily Pengilley
8.	Fundraising:		
	8.1 Cherry update	- Jenni is waiting on a price from the cherry farmers	
	8.2 Christmas tree update	- Pick up date/ time for Christmas trees Friday 5th December 3.30-5.30pm	- Clare is going to distribute flyers around town - Clare to borrow school marquee for the tree pick up
	8.3 Sally Alden photography update	- Ash and Amy have offered to help Sally if needed - Pauline confirmed that the fundraiser can be promoted in the community	- Emily to ask Sally Alden if info can be shared on Quirindi Facebook groups and inform Sally of incorrect date on the link - Kate to promote on St Joseph's Facebook page tomorrow
	8.4 Fun run update	- TBC next year after new PT&F committee is confirmed	
9.	Business arising:		
	9.1 PT&F Morning tea for Pauline's Farewell 4/12/2025	- Kate has requested PT&F organise morning tea for after the school presentation with the students and parents/visitors in the hall	- Clare to do a flyer for Facebook requesting parents to bring a plate to school - Emily will check tea/ coffee, cups, plates, serviettes ect in PT&F cupboard in canteen
	9.2 Stocktake	- Leftover food/ drinks from Athletics carnival were expiring before next	

		PT&F event and have been donated to school to use for the school disco	
10.	Confirmation of next meeting:	19th November 2025 (AGM) at school	
	10 Conclusion and prayer: Robyn Wilson		
	Meeting closed:	6.30pm	

This is the version that was verified as a true record of the proceedings of this meeting held on the 22nd October 2025 and ratified by the Chairperson