

PT&F MEETING MINUTES

**Date: 27/ 5 /2026**

**Venue: St Joseph's School Quirindi**

**Meeting opened: 6pm**

**Minutes taken by: Amy Schultz**

Item No.	Topic/ Discussion	Action/ Decision	Responsibility/ Timeline
1.	Acknowledgement of Country – Amanda Sheridan		
2.	Prayer – Amanda Sheridan	Amanda explains that we are in the month of May - we remember Mother Mary.	
3.	Record of attendance and apologies		
	3.1 Attendance:	Amanda B, Kate Thompson, Amanda S, Robyn W, Sharnie Meade, Ashleigh S, Emily Pengiley, Amy Schultz Rachel Simkin.	
	3.2 Apologies		
4.	Confirmation of previous minutes	-Minutes from the meeting held on the 29/4/26 are accepted as a true and accurate representation	Moved: Ashleigh Second: Emily
5.	Business arising from previous minutes	<ul style="list-style-type: none"><li>• Nil</li></ul>	

6.	Correspondence incoming and outgoing	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
7.	Reports		
	7.1 Report of the Principal. Presented by Amanda Sheridan	<p>-Students celebrating their First Holy Communion this Sunday. All invited to attend.</p> <p>-The school is working towards having The Angelus prayed daily.</p> <p>- \$750 raised for Caritas with a trial using online donations. This was well received. \$100 has also been recently donated to Vinnies Winter Appeal following PJ Day at school.</p> <p>-Faithful Forresters is a group started by Mrs Meade at school. The focus is on collecting scraps for the chickens as well as poppers and milk bottles. Thank you Mrs Meade.</p> <p>-School leaders recently represented at a special mass (name and correct spelling of the mass is in Principal's Report).</p> <p>-NAIDOC Celebrations to include a workshop with BBQ lunch provided.</p> <p>- National Consistent Collection of Data is occurring. Thanks to Mrs Crane who is supporting this process with an Armidale Catholic Schools representative.</p> <p>-Preliminary NAPLAN results are back. Learning Sprints are being developed for students at St Joseph's. Many students are in the</p>	

		<p>'strong' section, and the school keen to utilise the 'Learning Sprints' to move them into 'exceeding'.</p> <p>-CAPA Grant being used to support the School Play.</p> <p>-REAL Talk has visited and was well received by students.</p> <p>-13 students represented the school recently at Dio Cross Country. The new school crest was used at this event.</p> <p>-The School Athletics Carnival is set down for 26th of June. Preparation commences from Week 8.</p> <p>-Term 3: Monday, Wednesday and Friday will be sports uniforms for students.</p> <p>-Unfortunately we were unsuccessful in receiving the grant for the HydroBank, but a quote has occurred for installation. Installation is due after winter.</p> <p>-Antibullying framework: draft report is ready for parents.</p> <p>-Enrolment drive continues for 2027. Online applications due asap. Transitions occur across Term 4.</p> <p>-There will be a survey for PT and F and for guardians around Week 7/8 re: Amanda as new Principal. This will be in addition to the Tell Them From Me Surveys.</p> <p>-DA approved for retaining wall.</p>	
--	--	---	--

		<p>-Grant for Yarning Circle is to be resubmitted in June.</p> <p>-There has been a Wellness Grant applied for re: Wellness Garden.</p>	
	<p>7.2 Report of the President. Presented by Ashleigh Stevenson</p>	<ul style="list-style-type: none"> <li>• Cookie Dough Fundraiser going well (51 tubs remaining). Compass notification really helped with sales.</li> <li>• Thank you to all families and helpers involved in supporting the PT&amp;F.</li> <li>• Looking forward to the school athletics carnival.</li> <li>• Saved to Google Drive</li> </ul>	
	<p>7.3 Report of the Treasurer. Presented by Emily Pengilley.</p>	<ul style="list-style-type: none"> <li>• Income \$168. Zero expenses.</li> <li>• Saved to Google Drive</li> </ul>	
8.	<p>Special Business where notice of motions have been presented</p> <p><b>Volunteer Sign Up Sheet</b></p>	<ul style="list-style-type: none"> <li>• Volunteer sign up sheet (Rachel). It is free. Volunteers/allocate their timeslot which can be added to the sheet. People can do it without talking to anyone. Ideal to set up under PT&amp;F as we get emails etc. Rachel is happy to set it up. The</li> </ul>	<p>Rachel to set up the Volunteer Sign Up Sheet/Form.</p>

	<p><b>Athletics carnival</b></p>	<p>password continues with the future PT&amp;F.</p> <ul style="list-style-type: none"> <li>• (Ashleigh) Chicken and Gravy rolls or BBQ are options. Michelle Cortis can help and Ashleigh is deciding on which is easiest and best value for money. Bread rolls may be more costly compared to bread. Amanda S thinks rolls would be more expensive.</li> <li>• Ashleigh says she will do more calculating and chatting with BBQ helpers. She will get back to PT&amp;F regarding this as she may be the only member present on the day.</li> <li>• Amanda S suggests that the volunteer form will assist and that it would be good if it is set up asap.</li> <li>• Poppers and waters decided upon for Athletics Carnival.</li> <li>• HydroBank (Amanda S)</li> </ul> <p>Trace to look at invoices for PT&amp;F. Emily asked if she is needed to help Trace at this stage and Amanda S said thank you but not yet as the school is still waiting for a building quote. Kate says they will be in within two weeks to commence work.</p>	<p>Ashleigh to talk to other guardians/parents re: BBQ helpers for athletics carnival and get costings from IGA.</p>
	<p><b>HydroBank</b></p>		<p>Emily to check whats already in canteen re: drinks</p>
	<p><b>Bi-Annual School Play</b></p>	<ul style="list-style-type: none"> <li>• Amanda S explains that the school is liaising with the</li> </ul>	

	<p><b>Parking for school drop off and pick up</b></p>	<p>High School currently as a possible venue. Currently also looking at the Pavillion, but the poor acoustics are noted.</p> <ul style="list-style-type: none"><li>• Werris Creek Club may be a venue option says Ash.</li><li>• Amanda still waiting on a more secure date and venue.</li><li>• Windy Station suggested by Amy Schultz. Kate also had this though, she explains but reminds that the state of the roads may be an issue and consideration re: rehearsals and matinee performance.</li><li>• Parking for school drop off/pick up - keeping parking close to school for parents with young children. Emily says parents have said it's difficult to get parks close to the school.</li><li>• Some teachers use the Vinnies car park, says Amanda S and they park below the crossing. Vinnie's carpark spots must still be kept available to an extent as used for other purposes.</li><li>• no Kiss and Drop facility available unfortunately.</li><li>• Parking out front is not owned by the school which makes things difficult.</li></ul>	
--	---	--	--

		<ul style="list-style-type: none"> <li>• Positive comments in the school newsletter are helpful says Amy.</li> <li>• Double parking is still an issue out the front of the school says Asheigh.</li> <li>• High Vis Dress Up with a song teaching parents how to park has been one of Amanda S's experiences. She doesn't recommend it - but said it was very entertaining.</li> <li>• 3:35pm is still ok to pick students up says Amanda S as teachers are still there. Adults will need to work out their own schedule re: parking.</li> <li>• Kate has suggested Hill St as an option for parking.</li> </ul>	
9.	Confirmation of next meeting date	<ul style="list-style-type: none"> <li>• Wednesday the 29th July at 6pm</li> </ul>	
10.	Conclusion and prayer: Amanda Sheridan	Our Father	
11.	Meeting closed:	6:30pm	

***This is the version that was verified as a true record of the proceedings of this meeting held on the 27.5.26 and ratified by the Chairperson***