

## PT&F AGM- MINUTES



### ST JOSEPH'S PRIMARY SCHOOL

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**Date: 4/3/2026**

**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		
3.	Record of attendance and apologies		
	3.1 Attendance:	Ashleigh Stevenson, Amanda Sheridan, Kate Thomspson, Amy Schultz, Emily Pengilley, Amanda Bartholomew, Rachel Simkin.	
	3.2 Apologies	-	
4.	Confirmation of previous minutes	-Minutes from the meeting held on the 4/2/26 are accepted as a true and accurate representation	Moved: Ash Stevenson

			Second: Amanda Sheridan
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>RE News – First Family mass on Sunday</p> <p>Staff participating in Lent Groups</p> <p>Spiritual Team from Armidale CS attending next week</p> <p>Fundraising coming up for Caritas</p> <p>Writer’s Insight – once a term for students in Years 5 and 6. AI is marking student work. Data viewed/monitored closely by Amanda S and Robyn Wilson. Benefits are that it is one marking system.</p> <p>New Science Curriculum (implementation 2027). Science PD presented by Robyn Wilson to staff.</p> <p>Learning Sprints underway with Year 1 – maths data reviewed to support students for extension/support.</p> <p>Great swimming carnival – 5 students representing St Joseph’s</p>	

		<p>in Inverell. 2 student's progressing onto State which is a fabulous achievements for a little school.</p> <p>Tennis with Mitch Power on Fridays (curriculum aligned)</p> <p>Sports uniform survey sent out to parents for feedback</p> <p>25<sup>th</sup> March – Cross Country</p> <p>Athletics Carnival also coming up – Date TBA</p> <p>School Performance Leaders and Director attended St Joseph's today and were very impressed with Annual Improvement Plan</p> <p>Saved to Google Drive</p>	
	<p>7.2 Report of the President. Presented by Ashleigh Stevenson</p>	<ul style="list-style-type: none"> <li>• Great Swimming Carnival – thank you to all involved.</li> <li>• Cross Country coming up which we are looking forward to.</li> <li>• Easter Hat Parade – excited to support at this event also.</li> </ul> <p>Saved to Google Drive</p>	
	<p>7.3 Report of the Treasurer. Presented by Emily Pengilley.</p>	<ul style="list-style-type: none"> <li>• Thank you Tracey Klitsch for rectifying last year's books (2025)</li> <li>• Current balance \$3063.39</li> </ul>	

		<ul style="list-style-type: none"> <li>• \$96 profit from Swimming Carnival</li> <li>• IGA purchase and Pauline’s gift have come out of the account</li> </ul> <p>Saved to Google Drive</p>	
<p>8.</p>	<p>Special Business where notice of motions has been presented</p> <p>8.1 School Swimming Carnival follow up</p>	<ul style="list-style-type: none"> <li>• Ash: Would selling coffees/hot chocolates be suitable for Cross Country and Athletics Carnival? May need cooking thermometer to test temperature if selling to students.</li> </ul> <p>Consensus is yes to cold drinks at Athletics Carnival.</p> <p>Amanda S reminds that the urn is not to be above 80 degrees.</p> <ul style="list-style-type: none"> <li>• Might we consider squeezing in the butterfly competitive events prior to the lunchtime break at future carnivals? Hard stroke to swim after eating.</li> </ul> <p>Amanda B: Kids competing in butterfly don’t eat prior to their race. Amanda S reminds we need to break the day up.</p>	

	<p>8.2 HydroBank and Cookie Dough Fundraiser</p>	<ul style="list-style-type: none"> <li>• Next steps: PT and F funds for installation of Hydro Bank</li> </ul> <p>Grants applied for by Amanda S. Amanda S: It will be a \$17,000 project. Big grants will take 2 months to come back. All PT&amp;F funds go towards HydroBank. Filter changing once a year will be a small ongoing cost.</p> <p>Ashleigh says after the School Play will be a good time for donating to HyrdoBank.</p> <ul style="list-style-type: none"> <li>• Cookie Dough Fundraiser</li> </ul> <p>Facebook survey showed more people in favour of Cookie Dough.</p> <p>PT&amp;F plans for 2026 Fundraising:</p> <p>Term 1 Easter Raffle</p> <p>Term 2 Cookie Dough</p> <p>Term 3 School Play</p> <p>Term 4 TBA</p>	<p>Thank you to Amanda Sheridan for taking the time to apply for numerous grants for our school.</p> <p>Rachel Simkin to create poster with PT&amp;F Fundraising events on it in Canva and work with Ashleigh to post this onto the PT&amp;F Facebook for Parents.</p>
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	<p>8.3 School Play Fundraising and Easter Hat Parade</p>	<p>Ash says next meeting we can discuss food items for the School Play.</p> <p>Amanda says Easter Parade probably will be a Wednesday.</p> <p>Kate discusses the move to fortnightly newsletters. Hence, Kate will send out Easter raffle info in a News Feed.</p> <p>Rachel mentions that jelly beans may be better than chocolate given cost if Ash wants to set up class raffles again this year.</p> <p>Consensus is don't worry about extra class Easter Egg raffle as cost of chocolate too high and takes away from fund raising</p> <p>Amanda S explains that Quirindi High School Hall may be the venue for School Play given change of ownership of Royal Theatre Quirindi.</p>	<p>Rachel Simkin – is making a poster for Easter raffle donations to come through.</p> <p>Tickets are going to be picked up at Post Office by Ashleigh.</p> <p>Thank you Ashleigh and Rachel who are going to stamp the raffle tickets for the Easter Hat Parade.</p>
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	<p>8.4 PT&amp;F Calendar of events in 2026 and Cross Country</p>	<ul style="list-style-type: none"> <li>• Calendar of PT&amp;F events</li> </ul> <p>Rach – suggests to create a Canva platform for PT&amp;F dates. Amanda Sheridan suggests one place for all info. Calendar is live on Compass. Info also in School Newsletters.</p> <p>Amanda B reminds teachers also do a class newsletter.</p> <p>PT&amp;F can remind parents to “check the newsletter” for information.</p> <ul style="list-style-type: none"> <li>• Cross Country</li> </ul> <p>Ash suggests sausages, vegetarian sausages, poppers, water and ice blocks.</p> <p>PT&amp;F agree on meal deal. Amanda S agrees \$7 for the meal deal is suitable.</p> <p>Rachel S asks about PT&amp;F Canva login to be linked to school’s account so that the graphics are better etc. Kate says she can share her login with Rachel.</p> <p>Amanda S says PT&amp;F to find out how much a paid Canva would be? Teachers can support PT&amp;F with Canva.</p> <p>Kate reminds that families will be saving for Canberra.</p>	<p>Rachel Simkin will set up the Square Link/QR code and shut it off the day before so we have time to write raffle tickets.</p> <p>Kate Thompson will develop the ‘opt out’ on Compass for parents/caregivers re: raffle tickets</p>
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	<p>8.5 Community Fundraiser Idea suggested by current QPS President.</p>	<p>Ash brings up the idea of QPS running a joint fundraiser. Amanda S suggests only if it is a community event and NOT a fund raising event. All agree this is probably not going to work as volunteers are limited etc.</p>	<p>Ashleigh will create a meal deal flyer on Canva and post on the St Jospeh's Facebook parent page.</p>
	<p>8.6 Constitution discussion by Amanda Sheridan.</p>	<p>Amanda B reminds that our purpose as a PT&amp;F is to support students, families, communities and should link back to our Strategic Plan. This is all in the Parents and Friends Constitution.</p>	
	<p>8.7 Community 'Play At the Park' and 'Mother's Day'</p>	<p>Emily suggests having a community 'Play at the Park'- Ash suggest maybe on a weekend? Amanda S reminds to be flexible with the dates to accommodate for out of town children also. PT&amp;F to organise when to be held – maybe once a term suggests Amanda and to advertise in Newsletter.</p> <p>Scones would be a good addition to the Mother's Day event at St Jospeh's suggests Rachel.</p> <p>Next meeting we can further discuss Mother's Day plans.</p> <p>Amanda S says she will lead on the Mother's Day Celebrations.</p>	

9.	Confirmation of next meeting date	<ul style="list-style-type: none"><li>• April 29<sup>th</sup>, 2026.</li></ul> 29/4/2026	
10.	Conclusion and prayer: Amanda Sheridan		
11.	Meeting closed:	6:59pm	

***This is the version that was verified as a true record of the proceedings of this meeting held on the 4<sup>th</sup> of February 2026 and ratified by the Chairperson***