

St Francis Catholic Primary School MINUTES

**P&F General Meeting
16th October 2025**

	<i>Agenda Item</i>	<i>Presenter</i>	<i>Discussion Points</i>	<i>Action Items</i>
1	Procedural			
1.1	Opening/Welcome		Meeting Opened: 4:10pm	
1.2	Attendance		Attendees: Sam Suthers, Melissa Hewitt, Erin Stokes, Morgan Horsey, Jayne Hurst Apologies: Kirstie McMutrie	
1.3	Acceptance of previous minutes		Review of action items from last Core and General Meeting	
2.0	Committee Reports			
2.1	Correspondence	Mel Hewitt	No Forks Given/Paddy the Caffeine & Crunch Van - new coffee van servicing the area. Discussed potential for scheduled Thursday morning visits to school - early enough for teachers to utilise, parents at drop off, then staying on for playgroup attendees. Potential to set up in front of church or on grass at end of church building.	Mel to seek help from school staff to set up access to P&F email Jayne to discuss with Chloe.
2.2	Finance Report	Kirstie McMutrie	Requests from school for funding to be included in 2026 budget - Replacement of Prep outdoor obstacle course. Sam to provide quote. - New athletics shield needed as current one is now full. P&F to consider including funding in 2026 budget. Actions from previous meeting: - Collate ledgers into 2025 finance report - Draft up 2026 budget, ready for ratifying at AGM.	Jayne to follow up with Kylie for quote for new trophy shield.
2.3	Principal's Report	Sam Suthers	St Francis Parishioner, on behalf of the local Lions Club, has kindly offered to donate a framed Cowboys NRL jumper to the P&F to use in fundraising efforts for the school. Motion passed: a xmas raffle is to be held at the Carols Evening for P&F fundraising.	Sam to confirm with Graham to swap the plaque to read 'donated by Lion's Club'. Mel to gather up additional prizes. Jayne to assist with marketing prior to Carols Evening.
2.4	President's Report	Jayne Hurst	Catholic School Parents Qld offering "Raising Brave Kids in an Anxious World" - a free webinar open to all Catholic School parents & carers.	Jayne to share event on P&F facebook page.

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			Monday 20th October 12:30 - 1:30pm. Registration link will be provided in this week's newsletter. Sam confirmed that sharing of these CSPQ events on the P&F Facebook page is expected, as the P&F falls under the CSPQ umbrella of activities.	
2.5	Grant's Report	Kirstie McMutrie	Not tabled at this meeting.	
3.0	Discussion Points			
3.1	Prep Transition	Jayne & Mel	Prep transition mornings will be held on Mon 20th Oct & Fri 31st Oct. P&F to support by providing the following at the transition morning in the media room on Friday 31st October only: - Cold drinks (juice, etc) and light morning tea (biscuits, fruit, etc) (\$80 budgeted) - Second hand uniforms to be available for purchase. EFTPOS and P&F petty cash tin to be available (collect from Mel Fri morning) - P&F rep to speak to introduce the P&F and encourage involvement	Jayne & Mel to purchase & set up morning tea, move second hand uniform tubs to the media room, collect EFTPOS & petty cash tin, and give P&F spiel on Friday 31st Oct.
3.2	World Educator's Day		World Educator's Day is on Fri 31st Oct. Theme is "Celebrating Teachers". - Resources available: https://www.qld.gov.au/education/schools/information/events/world-teachers-day/resources. - Staff numbers: - Teachers: 21 - Teaching Assistants: 12 - Additional staff: 7 Plan: 1. Gesture of appreciation from students: a. A3-sized World Educator's Day chatterbox to be given to each class to use at Morning Circle time to prompt gestures of appreciation from students. b. Provide chalk to students to write or draw nice messages to staff along school street as a lunchtime activity 2. Provide a morning tea for all staff. Self catered. \$100 budget. 3. Gift for Staff from Brooks Leather: a. Personalised leather lanyards for teachers. \$20 each.	Jayne to provide each class with a chatterbox by 30/10/2025 Jayne to drop off chalk to Mel Wilkings prior to 30/10/25 Mel (& Kirstie) to coordinate morning tea. Jayne to coordinate gifts with Brooks Leather.

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			b. Personalised leather key rings for teaching assistants and staff. \$7 each Total cost: \$100 for morning tea plus \$553 for gifts = \$650 Motion proposed: Jayne Hurst Motion seconded: Melissa Hewitt	
3.3	Honor Board engraving	Sam Suthers	Current honor board is full - no space for 2025 school captains. P&F to consider redirecting funds from the purchase of the name stickers (\$250) towards the purchase of a new board. Photo of honor board emailed to Ash Armfield with request to source quote from current trophy business on School's books.	
3.4	Other Term 4 activities		- Swimming Carnival Fri 14th Nov. Supporting teachers by providing 2x wraps platters plus fruit platter. Confirmed with Gladstone Aquatic Center platters can be stored in their canteen fridge until needed. - Purchase of Farewell Gifts to be presented to Teachers not returning in 2026 at the Celebration Assembly. - Celebration assembly Wed 19th Nov - P&F Presentation at Celebration Assembly (powerpoint) - No morning tea this year due to low attendance last year. - Zooper Doopers after whole school beach morning Mon 1st Dec. Numbers in tuckshop freezer checked 14/10/2025 - 247 already there (215 students). - Parent song at Carols Evening Tuesday 2nd Dec 6-7:30pm - Dad's Sausage Sizzle Thurs 4th Dec 10-10:30am. \$200 in P&F budget. Confirmed with Laura Farrell that Dad's will do again this year. - Call for second hand uniform donations & communicate when parents can purchase uniforms. - Create & circulate Flyer advertising 2025 P&F activities (display at raffle table at Carols Night).	Jayne to order and collect from Coles Sam to let Jayne know once known. Jayne to create and present celebrating P&F activities this year Jayne to purchase food & items for sausage sizzle. Sam to confirm date (Thur or Friday?)



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3.5	2026 Welcome Event		BBQ to be held on Friday 30th January. Save the Date Flyer created. - Circulate save the date at Prep Transition mornings, email to new parents and families (not just new Preps), and advertise to existing families before the end of term.	Sam to confirm how to manage overlap with OSHC for this event.
3.6	AGM	All	AGM proposed to be held on Friday 20th February (Friday of week 4) 11:30am. To be offered both online via Teams and in person at school.	Jayne to confirm date due to clash with Bishop's In Service Day.
4.0	Meeting wrap up			
4.1	Next Meeting		Annual General Meeting (AGM): Week 4 of Term 1 2026 (16-20th Feb)	
4.2	Meeting Close			