



St Clare's Parents & Friends Committee - Tully

Meeting date | time opened *Monday 27 October 2025 | 5.30 pm*

Meeting location *St Clare's School Library*

Meeting called by *John Clifford*

Meeting purpose *General*

Meeting opened at *5.31pm*

In Attendance	Apologies
Charlotte Bowden	Dom Cavallaro
Marie Vipiana	
Karran Burzacott	
Jonny Clifford	
Renee Jones	
Alicia Johnston	
Lani Miller	

Approval of minutes	
Minutes of the meeting held on 18 August 2025 adopted as a true and correct record.	
Moved by: C Bowden	Seconded by: A Johnston

Matters Arising
The tuckshop roller door was fitted on the September school holidays

Reports/Correspondence	
Principal's Report:	Reported by Karran Burzacott
Correspondence:	Email invitation for CSPQ Diocese of Cairns Parent Body Meeting Thursday 13 November 6:00 – 7:00 via Zoom
Treasurer's Report:	Reported by Charlotte Bowden
1. Payment of Invoices	
2. Paid Invoices	
3. Flying Minutes	
4. Reimbursements	
5. Quotes received	

6. Quotes to obtain	
7. Floats	
8. Input Tax Election (P&F)	
9. Income Received	
Moved by: Charlotte Bowden Seconded by: L Miller	

Fete/Fundraising Events	School Items
• A Johnston had some Fete suggestions for consideration next year. The Year 2 corner and near the toilets seemed darker and also the line up to the kitchen. Perhaps some temporary lighting may be an option. • Stacking tables can become hazardous – it was suggested to fix the table trolley or also have more people on hand to help. • The BBQ was run very well and had a high volume of food output. It may be an option to purchase another chip cooker for next year. Benchtop and freestanding options – Marie Vip will look into prices. • New bain marie trays have been ordered by Renee Jones and are ready to collect • R Jones will obtain a quote on the roller door fitment into the Montefalco. • It was discussed to improve the kitchen by closing in under the benches and to replace the sink in the kitchen. Possible quote from Micales Cabinets for consideration.	• External digital sign – the current sign is missing pixels and becoming hard to use. Karran Burzacott to obtain a quote for consideration next year. • Water coolers/bubblers are rusting out around the bottom and will require replacing – K Burzacott to obtain a quote for consideration next year. • A large mobile smart TV and trolley so it can be used for events and also in the classroom where required. K Burzacott to obtain quotes for consideration next year. • End of Year BBQ 3rd December, Awards 3rd December and Waterslide 4th December in the last week of school. Meat for BBQ to be shared between IGA and Tully Tender Cut Butcher. • Authorisation has been given via unanimous decision to let the School Finance Officer and the Principal to pay the P & F invoices over the school holidays. Any invoices paid will be presented in the first P & F Meeting 2026 to be passed. MOVED: A Johnston. SECONDED: Renee Jones

Meeting closed | 6:14 pm

AGM Meeting date | time Monday, 24 November 2025 at Tigers Leagues Club Tully at 5:30 pm.