



SACRED HEART SCHOOL, SANDGATE
PARENTS AND FRIENDS (P&F) ASSOCIATION

Meetings of the Sacred Heart School, Sandgate P&F Association are held on the second Wednesday of each month during school term time; commencing at 7.00pm in the school meeting room. P&F meetings are an opportunity for parents to play an active role within the school community and to contribute their time and talents to creating a more wholesome school community. All parents are encouraged to play an active role within the community.

Process for the Preparation of P&F Meeting Agenda

- Each P&F meeting will have an agenda which will be prepared by the Secretary in consultation with the Principal and the P&F President.
- The agenda should be published on the school website no later than the Friday before each meeting.
- All members of the P&F may submit items for discussion at the meeting.
- To submit an agenda item please send an email to psandgate@bne.catholic.edu.au with the following details:
 - Your name and contact details;
 - A brief outline of the item you wish to have discussed including:
 - Why you are raising the issue
 - the outcome you are seeking
 - any costs involved, and
 - the date of the meeting at which you would like the item to be discussed.
- Items should be submitted for the agenda no later than 7 days before the P&F meeting; to allow sufficient time for the agenda to be prepared and submitted for publication on the school website, and for any necessary preparation to be conducted prior to the meeting.
- Meeting attendees may raise matters not listed on the agenda during “Other Business” at the conclusion of the P&F meeting, however this should not include items which are extremely important and/or complex, or which require members to conduct preparation prior to the meeting. In the event that such a matter is raised during “Other Business”, the President may elect to have the item held over to the next meeting.