Minutes of Lindisfarne P & F Association
Mahers Lane Campus
Tuesday 15 November 2016

Meeting commenced 6:45pm

Attendees: Stuart Marquardt, Kate Rogers, Kylie Potter, Robyn Butel, Michele Chandler, Simon McKinley, Noelene Wright, Graham Jones, Madonna Kucharski, Jo Hetherington, Peta Fahy, Simone Gadd, Richelle Courtney, Meg Ayers, Virginia Freeman, Lesley Greaves, Merrie Russell, Kiri Henry.

Apologies: Sophie McHeyzer

MINUTES OF GENERAL MEETING – 20 September 2016: Resolved to accept the Minutes – Moved Madonna Kucharski; Seconded Robyn Butel; Carried.

BUSINESS ARISING:

• Kiri has acknowledged Adrian Wright.
• NAB account is all operational
• Proposed Friends/supporters group – 2017. Mr Marquardt updated the process for these support groups. Netball committee President is Lisa Burdekin and this will be organised into a support group next year. Key people to link with the group is likely to be teachers. Charlotte Lush is keen to get a Friends of the Arts group together. Relevant by-laws will be forwarded to the P & F to examine how they align with Constitution. It may need updating in reference to sub-committees. ACTION: Simone Gadd to investigate further.

CORRESPONDENCE: Deposit book and Statement from NAB have been received by treasurer.

PRINCIPAL’S REPORT – Tabled
We have started Term 4 in a positive fashion with the HSC exams completed and our planning for the end of the 2016 year and the commencement of the 2017 school year progressing well.

Enrolments

Current enrolments as at 15 November 2016

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<th>Year</th>
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<tr>
<td>No.</td>
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Of the 998 we have 939 funded students with a further 20 funded students possible giving a projection of 959 funded students. We have set the budget at 950 funded students and will be working diligently to hit this target.

Staffing

1. The selection process for the Director of English and Director of Additional Learning Needs has concluded.

Mr Paul Horvath from Xavier Catholic College, Skennars Head will join us as the Head of English. He has extensive experience as a teacher of English, in improving HSC results and
in the coaching and mentoring of staff. He has marked HSC papers since 2002, and is widely recognised as a ‘critical friend’ in the Catholic sector contributing widely to the professional development of staff. Mr Horvath will visit Lindisfarne prior to the end of the 2016 school year to do a handover with Mr Erskine and to meet the English faculty.

Dr Aranza Blackburn will join us as Director of Additional Learning needs from Somerset College where she is currently a Learning Support Coordinator. Dr Blackburn has extensive academic qualifications in Gifted Education, Learning Support, Special Education and ESL. Dr Blackburn will be able to bring sophisticated knowledge and planning systems to Lindisfarne as well as work with me and the Lindisfarne team to ensure that ‘every child matters everyday’. Dr Blackburn will visit the School prior to the end of the 2016 school year to begin to meet staff and to plan for the year ahead.

2. The recruitment of the Educational Psychologist has concluded and an offer has been made to the successful applicant. I will be in a position to announce an appointment prior to the end of the year.

3. Ms Lucie Schuricht has resigned as Coordinator of Music as of 9 December 2016. I will be announcing the music staffing for the year ahead in the next fortnight.

4. Marketing - Mrs Georgie Crane has resigned effective 9 December 2016 and will be replaced with a communications officer.

5. Enrolments - Mrs Julie Henderson-Jones has resigned effective 3 March 2017 and we have advertised for a Registrar to run the enrolments office.

6. A retirement function to celebrate the contribution of Assistant Principal – Head of Pastoral Care, Mrs Meg Ayers and Head of English/History, Mr Neville Erskine has been organised for Thursday 24 November 2016 in the Trades Skills Centre from 4:00pm – 6:00pm.

Areas of Focus

I continue to focus on my Principal’s Plan for the work that needs to be done at Lindisfarne:

• Building an Independent School Culture - including a flourishing co-curricular program, quality teaching and learning and strong academic results.
• Enhancing Communication - including a whole school weekly newsletter, annual year book, greater social media presence, enhanced website and stronger visual profile in the community.
• Strengthening Community – including our sense of community and togetherness at Lindisfarne through formal and informal events and gatherings of our school community.
• Developing the Christian Life of the School – working with and supporting Rev Chad Rynehart and the staff to bring to life the Anglican Ethos of our school including living our Core Values of Compassion, Respect and Wisdom with intent and establishing a Service Learning Program for the School.

Sino-Australian Principals’ Forum Hangzhou, China

I was pleased to be part of the small delegation of NSW School Principals to visit Shanghai and Hangzhou under the leadership of Dr Dacheng Zhao from the University of Western Sydney. I particularly enjoyed my time in Hangzhou where I presented at a joint Sino-Australian Principals’ Forum, visited schools, the venue of the recent G20 Summit and the local area. I spent time with Mrs Wang and her leadership team at No13 Middle School Hangzhou and they hope to send a small group of students and staff to visit Lindisfarne in 2017.
Strategic Planning

Over 300 members of the Lindisfarne community responded to the Cultural Audit. A workshop was held involving representatives of the Diocese of Grafton, The School Council, Senior Executive, Lindisfarne staff, Lindisfarne students and the P&F to review the Cultural Audit and to begin to prepare a Strategic Intent for Lindisfarne. The workshop was expertly facilitated by Dr Phil Cummins from Circle Group and the Strategic Intent will be launched at Speech Night this year.

P&F Support

I have appreciated the support of the P&F throughout 2016. I would greatly value the assistance of the P&F to assist with supper at the Primary and Secondary Speech Nights, with the class parties to commence the 2017 school year and with class coordinators for the year ahead.

2017

This will be an exciting year for our school. Our Strategic Intent will be launched, sports options reviewed, master plan updated, architect appointed, first major renewal projects commenced and co-curricular opportunities expanded. I look forward to your support and encouragement as we undertake this important work.

Treasurers Report – Tabled
(see extra attached document)

Resolved to accept the Treasurer’s Report – Moved by Peta Fahy, seconded by Kate Rogers; Carried.

GENERAL BUSINESS:

P & F Funding Priorities 2016-2017

1. **P & F Funding Priorities 2016-2017**
   a. **Trade Skills Centre (Café Blinds)** – Graham Jones commented that 1 quote is obtained. Awaiting 2 further quotes, especially with current sale effective, in order to have comparisons. **ACTION: Graham Jones to forward all quotes.**
   b. **Tennis Courts** – seating & fencing – This will be an operational matter and at this point the stands/seating will be considered by P & F. School is looking at options and will contact P & F once quotes arrive. **ACTION: Graham Jones to progress.**
   c. **Soccer Goals for both campuses** – Three sets of goals have been purchased and all are on their respective campuses.
   d. **CAPA Dept Equipment**: Robyn Butel provided an update that Charlotte Lush is prioritising furniture and wireless headphones @ $12,300 & $9,635 respectively. The school has allocated significant funding for the ‘Joseph’ production, with expert Directors involved to improve the quality.
   e. **Flexible Learning furniture (Kindy, Year 1 & 2)** – Kindy (3 class) – Year 1 (3 class), Year 2 (2 class) – School has agreed to refurbish these rooms excluding furniture. Furniture costs $6,500/class room and there is 8 classes across 3 grade levels.
f. **Air-conditioning:** Graham Jones noted the planned roll-out of air conditioning for Year 5 & 6 classrooms over the Christmas holidays, with another 8 classrooms for Years 7 and 8 to be air-conditioned by 2017 at latest. A total of 14 classrooms will be air-conditioned by next year. Other classrooms will be rolled out over 2018, providing optimum learning environments for students. The committee thanked the school for this progress, as its been an item high on the priority list for many years.

g. **Seating Mahers Lane:** This is on the school’s to-do list, and School Council has put some money aside for this. This project will remain on the P & F Agenda for future consideration.

h. **Mobile Coffee Cart:** Quote for new coffee grinder is being given at cost price from Ground control, 100L bar fridge is being sourced from The Good Guys and there is a Project Champion in Jo Cronk, with support from Kim Bruton. This will align with Stephanie Alexander Kitchen Garden, with Year 3&4 students able to sell their produce at a stall. The existing P & F committee members will not be running or co-ordinating.

i. **Speech Night Awards:** Noelene Wright tabled the prizes/awards and the cost. P & F will donate $1000.

2. **P&F Events/Activities**
   a. **Melbourne Cup (1November)** Peta Fahy thanked all volunteers once again. Event ran beautifully and was a very easy day in the end. We will continue to build a culture around this event. Notes for next event: Can be cost prohibitive to some families; purchasing one ticket and not knowing where you will sit; child collection from school. Thank you cards have been written up and are to be sent out tomorrow.
   b. **P-6 Tea Towels** – Overall, good activity and worthwhile – have a small number of surplus tea-towels which will be sold at Sunshine Avenue.
   c. **Year 6 Graduation Breakfast** – update - Friday 25th November – all progressing well.
   d. **Funfest progress:** Madonna Kucharski and Simone Gadd are taking lead for this Sub committee. Discussed locking in Funfest for same date every year to allow people to plan and get used to when it is held. It was agreed that the event will be held the day before Father’s Day every second year.
   e. **Big Boys Breakfast/s:** Agreed dates are Junior School on Friday 25th August and Mahers Lane Fri 13th October (First Friday morning of Term 4). Gold Coast Show Day (Fri 1st Sept) next year clashes with FunFest.

3. **Plaques for P & F completed projects.** – Simon McKinley to touch base with us again after student year is over.

**OTHER BUSINESS:**

- **Draft Events Calendar:** Kylie and Kate to discuss with Simon McKinley.
- **Planned Supper post-presentations:** Mr Marquardt outlined his idea for supper & ice-blocks for after formalities of speech night, as a community building exercise. School will cater this year and would like P & F volunteers. In future, Year 5 parents may assist for Junior Speech nights and Year 11 parents assisting with Senior Speech nights. P & F to serve at this year until progress occurs on the future events.
• **Class Welcome Party:** Mr Marquardt explained that on the Friday prior to school starting for K–6 there will be a class party to meet new students and the teacher. For 45 minutes parents can mingle for morning tea with Principal before taking children home. P&F may assist to host – perhaps the mobile Coffee Cart could be used.

• **Class Co-ordinator Positions:** Mr Marquardt suggested a handbook be ready for these people. Trial to start with 1 person for each class in junior school and one person for each year level in senior school. Sunshine Ave campus FB group to be utilised in order to exchange ideas and have parental support – class reps could act as admins for that group. Teachers (after consideration) will engage parents asking them to take on this important role.

• **Retirement recognition:** Meg Ayers contribution over many years to the life of the school, the wellbeing of the students and her attendance and contribution at all P & F meetings was noted by Kate Rogers. Meg is wished all the best for her retirement.

• **President resignation** – Recognition was given to Kate Rogers for her efforts and contribution over past 5 years, with the school presenting a bunch of beautiful flowers in thanks. There will be a casual lunch for Kate at Café D’bah on Monday 21st November. All welcome.

Meeting closed: 8:00pm