

LINDISFARNE



PARENTS & FRIENDS
ASSOCIATION

MINUTES
Parents and Friends Association
General Meeting – 19 February 2019 6.30pm
Held in The Library, Sunshine Avenue Campus

Attendance: Kylie Potter (Chair), Melissa Andrews, Robyn Butel, Mark Douglas, Peta Fahy, Laurelle Gilmour, Jocelyn Guest, Jeremy Godden, Lara Hansen, Jo Hetherington, Narelle Hodges, Geoff Lancaster, Paul Letters, Simon McKinley, Stuart Marquardt, Rachel Mead, Karen Miklos, Meredith Russell, Ramesh Sivabalan and Shahn Williams.

Apologies: Lisa Burdekin, Simone Gadd, Kiri Henry, Madonna Kucharski, Charlotte Lush and Wendy Marquardt.

Opening and Welcome: The meeting commenced at 6:35pm. New members were welcomed, and all members introduced themselves.

Minutes of General Meeting – 13 November 2018: The minutes of the previous meeting were tabled and approved without correction. Moved: R. Butel. Seconded: P. Fahy.

Action from Previous Minutes: L Hansen presented S Marquardt with a cheque of \$875 for Speech Night awards and a cheque of \$30,300 for the fans that were installed in Ngahriyah Hall late in 2018. The final action from the previous minutes was the business directory idea. Discussions have been held and the idea will continue to be progressed this term.

ACTION: S McKinley, S Gadd and R Sivabalan to progress the business directory idea.

Correspondence: Several fundraising letters were received and will be reviewed prior to the next meeting. An email regarding the “Colour Fun Run” was noted. Several attendees discussed their experience with this event at other schools. M Douglas recommended a model of entrance fee from an organisational view. The final correspondence received was a letter of thanks from the Terranora Tennis Club for the donation given in 2018. The new building plans have been approved so re-building will commence soon and S Marquardt noted that the school continues to use the Terranora Tennis Club facilities and is appreciative to them.

Principal's Report: S. Marquardt gave a warm welcome to all attendees and thanked everyone for their contributions as all fundraising by the P&F does go towards facilities or events that directly benefit the children. S Marquardt then presented his report (see attached below). The key points noted were:

- Continued enrolment growth with 1270 enrolled students (K-2). Early enrolments for 2020 are encouraged due to limited places in some year levels.
- Architect plans will be presented to the next P&F General Meeting. Middle school expansion works will commence at the end of 2019 and take 14 months to complete. The pre-schools area will take approximately 10 months. Parents were invited to attend “virtual walk through” sessions with the architects on Thu 28 Feb

12-3pm for junior school and Fri 9-12 for senior school (G Lancaster arranging this).

- Announcement is expected in early March regarding the AISNSW School Infrastructure Funding grant proposal!
- School strategic planning continues in 2019. The key strategic priorities include *The Lindisfarne Way*, Faith Formation, Pastoral Care and Wellbeing of Students & Staff, International program expansion (including the ability to take in full-fee paying students), staff development, further work on the academic culture and high-level sporting opportunities.
- The upcoming school musical of “Bring It On” promises to be a huge success with rehearsals well on track and the show being only 6 weeks away. Four corporate partners have already been identified and opportunities still exist for further partners. Ticket sales open in early March.
- *ConnectEd* has been seamlessly rolled out and congratulations go to the IT team.
- With strong retention and high demand particularly for middle school, the staff are looking forward to a positive and exciting year.

Treasurer's Report: L Hansen presented the report on behalf of M Kucharski (see below). Key points were opening cash balance at 13/11/2018 of \$141,717.95 and a closing cash balance on 19/02/2019 of \$176,601.66 less unrepresented cheques for \$30,300 for fans and \$875 for speech night awards. The Treasurer's Report was accepted. Moved: R. Butel. Seconded: P. Fahy.

K Potter moved a motion to have Lara Hansen be added as a signatory to the P&F account. Seconded: P Fahy. Motion carried.

General Business

1. **Event Calendar for 219:** Each event up to Stage 3 disco was discussed and helpers were identified. The calendar will be distributed with these minutes. Additional helpers are welcome, and changes can be made through the year as required. Thanks to new members for their support with these events.
2. **Upcoming Events**
 - a. **Mother's Day Stalls – 9 & 10 May:** Preparations have already started with Petria Gorrie arranging gifts mostly at \$10 (with one \$5 option). The following people offered to assist at the stalls: Jocelyn Guest, Laurelle Gilmour and Narelle Hodges. The Committee discussed options for bags for the younger children to take gifts home. Several donation options were discussed and will be investigated further, otherwise some low cost options will be explored.
ACTION: K Potter to investigate Mother's Day bag options & reply to P Gorrie.
 - b. **Mother's Day High Tea – 10 May:** The venue and catering for this event are to be confirmed at the next P&F Exec meeting. Assistance offered by Melissa Andrews.
 - c. **Golf Day – 21 June:** S Gadd is the event organiser. Event will be at the Tweed & Coolangatta Golf Course. Main sponsor is thought to be secured with each hole

still being available for sponsorship - \$250 which includes signage at the hole, team entry on the day and more – contact S Gadd or S McKinley for details.

- d. **Funfest – 31 Aug:** Rides are arranged and further organising teams will be organised for this event at the next meeting.
- e. **Principal's Dinner:** Date to be confirmed and this may tie with the Daren Percival event. Further discussion held over to the next meeting.
3. **Report on Parent Reps for 2019:** S McKinley advised that all junior and middle school levels have parent reps and only the Preschool Joeys rep position is yet to be filled.
4. **Friends of the Arts Report:** R Butel advised that the *Meet the Music Tutor* event was reasonably attended but could be improved on next year. A recent meeting of *Friends of the Arts* was very well attended with 14 members, and planning for the musical 'front of house' has commenced. The group is working on a theme for this event. The Daren Percival event is also upcoming.
5. **Lindisfarne Netball Committee:** S McKinley reported on behalf of L Burdekin that 150 players have enrolled for Saturday netball with Lindisfarne, despite the NSW Active Kids vouchers causing a few problems with online registrations. Training is continuing for the netball tour to Western Australia, which S Marquardt will be joining. The Committee also thanked the school for their support and assistance with netball training.

Other Business:

1. **School Publications:** S Marquardt reported that the annual school magazine will be in print in the coming fortnight. The school prospectus is also being finalised, but the expected release date is April. A school information/promotion tent was suggested for the musical (as well as FunFest).
2. **Parent Lounge:** This new facility will be launched in the next 2-3 weeks. When launched, parents will be invited to attend school in the morning for a cuppa and a walk thru of the Parent Lounge. The *Student Café* is available for all students to log onto now. P Fahy thanked the school for emailing the secondary school year level assessment schedules which are valuable for parents and students in planning their year ahead.
3. **Lindisfarne App:** Is something that is in development! More information to follow!
4. **Clubs:** A list of clubs has been provided. The options have been expanded this year to include running, art, dance, chess, choir, language and a suggestion was made for robotics to be considered. The clubs do provide sporting and creative options.

Close: 8:00pm. Everyone was thanked for attending!

Next Meeting: P&F General Meeting and Annual General Meeting – 2nd April 2019 at 6:30pm at Mahers Lane in the Library.

Other 2019 General Meetings: 11th June 6:00pm Sunshine Ave Library, 20th Aug 6:00pm Mahers Lane Library and 29th Oct 6:30pm Sunshine Avenue Library.

ACTION LIST:

1. S McKinley, S Gadd and R Sivabalan to progress the business directory idea.
2. K Potter and M Kucharski to arrange for Lara Hansen to be added as a signatory to the P&F account.
3. K Potter to investigate bag options for Mother's Day Stall as discussed at the meeting and reply to Petria Gorrie.

Principal's Report

Principal's Update to P&F Association Tuesday, 19 February 2019

1. Enrolments Update

- 1.1 Our enrolments continue to grow and strengthen with 1270 students (P-12) and 1191 funded students.
- 1.2 We are slightly behind our budgeted figure of 1200 funded students. We expect to reach our budgeted figure of 1200 funded students by the August Census given the current demand for enrolments at the school.
- 1.3 The first Principal's Tours for people interested in future enrolment have been conducted and interest in the School remains strong.
- 40 people attended the Mahers Lane Tour
 - 23 people attended the Sunshine Avenue Tour

	P	K	1	2	3	4	5	6	7	8	9	10	11	12	Total P - 12	Total Funded K - 12
February 2019	78	71	72	59	71	74	95	84	149	135	97	105	99	81	1270	1191

2. Master Plan / Building Program and Australian Government Capital Grant Funding

- 3.1 At the meeting of School Council today our School Architects provided an update on the first two projects being developed as part of the Master Plan:
- The Middle School Building at Mahers Lane and the Early Learning Centre at Sunshine Avenue.
- 3.2 As you are aware for much of 2018 we worked on a detailed submission in an endeavour to gain significant capital funding under the AIS NSW Block Grant Authority Program (BGA) AISNSW School Infrastructure Funding – School Expansion Category.

I expect to be able to announce an update on funding to the School community by early March.

4. Strategic Planning

4.1 In addition to our building program and our ongoing work at both campuses I have outlined to the staff a number of strategic priorities to be progressed during the 2019 school year.

- The Lindisfarne Way
Implementation of the Lindisfarne Way with a focus on:
 - Anglican Ethos
 - Our values – Compassion, Wisdom and Respect
 - Our culture – Leadership, Collaboration and Standards
 - Our pillars – Achievement, Relationships, Communication, Initiatives and Reputation.
- Faith Formation
 - Faith Formation work to progress:
 - Godly Play – Junior School
 - Godly Awareness and Wondering – Middle School
 - Godly Mission – Senior School.
- Pastoral Care and Wellbeing
 - Pastoral care and wellbeing focus across the School within particular attention to implementation of the “Rite Journey” in Year 9. Central to our wellbeing and pastoral care is the implementation in each sub-school:
 - Junior School - classroom teacher and Junior School Leadership Team
 - Middle School – Homeroom teacher and Year Coordinators
 - Senior School – Tutor teachers and Heads of House
 - Staff Wellbeing Green X7 – connect with nature, self and others
 - Service Learning – continue to work to develop service learning across the School P – 12
- International – Further develop our International Program and global connections. Successfully complete our CRICOS registration.
- Educator Impact – Provide greater staff development opportunities and opportunity for continuous improvement at all levels of the organisation with implementation of Educator Impact.
- Academic Culture
 - Continue to work to build academic culture starting with a review of 2018 HSC with Bronwyn Hegarty from Academic Profiles.
- Sporting Opportunities
 - Continue to provide further high-level sporting opportunities for our beginner to elite athletes including team sports and interschool/club sporting opportunities.
- Schools Production
 - Ensure that the 2019 school musical “Bring It On” is an outstanding success. All hands on deck during Term 1 as we bring the production to life.

5. Strategic Initiative Success

5.1 I want to draw attention specifically to the success of the creation of the sub school model as part of our strategic review two years ago. Since the implementation of clarity around 'why we do what we do' and through providing a Junior, Middle and Senior school learning opportunity in line with the development of the children and young people of our school we have seen significant enrolment growth.

The enrolment has stabilised and grown in the Junior School. Strong retention of Junior School students together with record demand for Middle School has seen an additional Year 5, Year 6 and Year 8 class added and two Year 7 classes added within the last two years.

These more robust numbers will flow through and strengthen the Senior School in years to come. We are also fielding enquiries from students and parents to enrol in the Senior School on an increasing basis and retention in the Senior School is also strong.

Coming Events

19 February	School Council Meeting / Master Plan Meetings / P&F General Meeting
20 – 22 February	Year 7 Orientation Camp
23 February	Edutest Scholarships
24 February	Interschool Tennis Competition
26 February	Middle School Leaders Induction
6 – 7 March	Rite Journey Ceremony
8 March	BASE Women's Leadership Day
8 March	International Women's Day
11 – 15 March	Nabari Seiho Homestay
15 March	Diocesan Schools Network Meeting
15 March	National Day of Action against Bullying
18 March	Principal's Tour – Sunshine Avenue
19 March	Principal's Tour – Mahers Lane
19 March	P&F Executive Meeting
21 March	Harmony Day
2 April	P&F AGM and General Meeting
2 April	School Production – Full Dress Rehearsal
4 April	School Production – Opening Night – Cocktail Event
5 & 6 April	School Production
7 – 14 April	Netball Tour - WA
9 April	Easter Service
9 April	Finance & Assets Sub- Committee Meeting
10 April	Zebra Day / ELC Easter Hat Parade
11 April	Cross Country Carnival
12 April	End of Term 1
15 April	AIS Governance Symposium

Stuart Marquardt
Principal
Treasurer's Report

Lindisfarne P&F Treasurers Statement as at 19 February 2019			
<u>NAB ACCOUNT</u>			
Cash Balance Reported at P&F Meeting 13 November 2018			\$ 141,717.95
The following amounts have been received into the NAB P&F bank account:			
	21-Nov-18	Melbourne Cup Ticket Sales - Trybooking	\$ 6,146.35
	21-Nov-18	Flexipay Sunshine Avenue	\$ 28.00
	3-Dec-18	FOTA - Stage 3 Showcase Sales	\$ 544.40
	19-Feb-19	P & F Levies	\$ 29,308.50
	19-Feb-19	FOTA - Meet the Tutors Income	\$ 38.45
		TOTAL	\$ 177,783.65
Less Expenses paid since last report			
	30-Nov-18	NAB Merchant Fee	\$ 40.00
	11-Dec-18	Reimburse Peta Fahy - Melbourne Cup Expenses	\$ 61.99
	2-Jan-19	NAB Merchant Fee	\$ 40.00
	25-Jan-19	Cheque 000020 - Donation Tennis Terranora	\$ 1,000.00
	1-Feb-19	NAB Merchant Fee	\$ 40.00
		CASH BALANCE AT BANK - 19/02/2019	\$ 176,601.66
Less: Unpresented Cheques			
	18/02/2019	Chq 0027 - Donation LAGS - Big Fans	\$ 30,300.00
	18/02/2019	Chq 0028 - Donation LAGS - Speech Night Awards	\$ 875.00
			\$ 31,175.00
RECONCILED FUNDS AVAILABLE AT 19/02/2019			\$ 145,426.66