Meeting commenced 6.35pm

Attendees: Kate Rogers, Kylie Potter, Kiri Henry, Matt Kane, Peta Fahy, Virginia Freeman, Robyn Butel, Sharon Stymen, Simone Gadd, Meredith Russell, Paul Williams, Allison Allo, Donna Smith, Rae Lolise, Graham Jones, Michele Chandler, Jo Hetherington, Noeline Wright, Meg Ayers, Simon McKinley.

Apologies: Madonna Kucharski, Tanya Boyle, Kitty Guerin, Sal Engel

MINUTES OF EXECUTIVE/GENERAL MEETING – 10 November 2015: Resolved to accept the Minutes – Moved Peta Fahy, seconded Kylie Potter; Carried.

BUSINESS ARISING:

• Jo Hetherington discussed the plan for the Sunshine Ave Stephanie Alexander Garden. The 5 new steel growing troughs and new timber L-shaped garden (built by Peter O’Keefe) are located in the grassed area between Preschool Joeys room and back of Year 1-2 classrooms. This is a more highly visible and central area for students to use. Through a note in the Primary newsletter, parents have been invited to help with the garden. No responses as yet.

• Graham Jones updated the P&F regarding the proposed resurfacing of the tennis courts. Various quotes have been received to resurface the courts in synthetic and an acrylic, which may not be suitable or as long-lasting. A quote for rebound ace is to be obtained next. It was discussed and agreed that as the courts will be multi-use (i.e tennis, basketball, netball, hockey etc) rebound ace may be the best solution for resurfacing the courts. **Action: GJ to obtained quotes for Rebound Ace and, if available in time, present for discussion by the Committee at next meeting on 8/3/16.**

• Year 5/6 Flexible Classrooms: Michele Chandler advised that the classrooms have all been set up, only waiting on Electric Whiteboards. Everyone is very happy with the setup.

• P&F Operations Plan: Kylie Potter and Kate Rogers are in the process of updating the Operations Plan. Once completed it will be available for viewing on the LAS website. **Action: KR and KP to review, to present on 8/3/16 for the Committee.**

CORRESPONDENCE:

• Various fundraising brochures received (particularly with regards to Mothers Day). No action required.

PRINCIPALS REPORT (Graham Jones presented the Principals Report on behalf of Kitty Guerin):

• The new Principal, Stuart Marquardt, is looking forward to starting at the school in Term 2 and has already spent time meeting teachers and administration staff.

• The year has started well with new staff settling in well as well as new students. There is a very good atmosphere in the school with students and staff very focused on learning. The new staff are:

  - Jesse Edwards: Production Manager
  - Joel Gennari: Mathematics Teacher
  - Jacinta Hyman: Science Teacher
  - Bryan Malone: Director of HSIE
  - Frank Malone: Director of Mathematics
  - Simon McKinley: Director of Marketing and Enrolments
  - Amy Skene: Drama Teacher
  - Isabel Topper: Dance Teacher
  - Tanya Wilhelm: CAPA Administration Assistant
  - Lisa Price: Primary Teacher
  - Georgie Crane: Marketing Officer
  - Monique Murphy: Administration Officer – Finance, Maintenance and HR
  - Stephanie Legros: Administration Officer – Policies and Compliance
• There are also staff returning from leave: Bryson Coverdale - HSIE Teacher; Rebecca Hassell - Primary Teacher; Nicola Jamison - Primary Teacher

Current Enrolments
• Enrolments in K-12 are 950 with 1 Exchange student and 65 students in Preschool – Total 1016.

Property Matters
• The new Gym under the TSC is almost ready for use. The new classroom configuration and refurbishment in the old food tech area at the Mahers Lane Campus is complete.
• The deck outside the Kindergarten classes is currently being constructed.

HSC examinations 2015
• The HSC results overall were slightly better than the previous year. The school has contracted Bronwen Hegarty to work with the staff in the analysis of the results. In this way the staff can use the results to inform their work with Year 12 students this year.

Swimming Carnival
• The Senior School Swimming Carnival was held last week and was very successful. The winning House was Barnabas and Cuthbert won the march pass. The Primary Carnival will be held next week.

TREASURERS REPORT (Matt Kane – Assistant Treasurer presented on behalf of Madonna Kucharski):

Cash Balance Reported at Last P&F Meeting 10/11/2015 $187,132.88

The following amounts have been received into the St. George P&F bank account:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-Nov</td>
<td>Trybooking - Business Breakfast</td>
<td>$675.60</td>
</tr>
<tr>
<td>11-Nov</td>
<td>J Brown - Business Breakfast</td>
<td>$45.00</td>
</tr>
<tr>
<td>11-Nov</td>
<td>P Rice - Business Breakfast</td>
<td>$45.00</td>
</tr>
<tr>
<td>16-Nov</td>
<td>J Miller - Business Breakfast</td>
<td>$45.00</td>
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<tr>
<td>31-Dec</td>
<td>Credit Interest</td>
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<tr>
<td>18-Jan</td>
<td>School Banking Commission</td>
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<tr>
<td>8-Feb</td>
<td>P &amp; F Levies</td>
<td>$16,950.00</td>
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TOTAL $204,875.68

Less Expenses paid since last report

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-Nov</td>
<td>Chq 233 - Debbie Weetman - Reimburse Lighting Yr 5/6 Disco</td>
<td>$100.00</td>
</tr>
<tr>
<td>13-Nov</td>
<td>Chq 234 - Kiri Henry - Reimburse Fruit/Prizes Yr 5/6 Disco</td>
<td>$90.80</td>
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<tr>
<td>17-Nov</td>
<td>Chq 237 - South Tweed Sports Club Business Breakfast</td>
<td>$1,558.00</td>
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<td>11-Dec</td>
<td>Chq 235-Madonna Kucharski-drinks, iceblocks, glowsticks Yr 5/6 Disco</td>
<td>$116.54</td>
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<tr>
<td>17-Dec</td>
<td>Chq 220 - M Coffey Canvas Artwork Funfest</td>
<td>$15.00</td>
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<tr>
<td>22-Dec</td>
<td>Chq 200 - Kate Rogers Reimburse Grandparents Day &amp; Big Boys Breakfast</td>
<td>$68.52</td>
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<tr>
<td>12-Jan</td>
<td>Bank Audit Fee</td>
<td>$32.50</td>
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</table>

CASH BALANCE AT BANK -16/02/2016 $202,894.32

Less Unpresented Cheques - Nil

RECONCILED FUNDS AVAILABLE AT 16/02/2016 $202,894.32

Additional comments

• Kate Rogers advised that the P&F’s audit will commence with a handover of financial documents by the Treasurer, Madonna Kucharski on Friday 26th Feb.

Resolved to accept the Treasurers Report: Moved Robyn Butel, seconded Sharon Styman; Carried.
GENERAL BUSINESS:

4. Funding Requests:
   - **Outdoor Learning Verandah (Furniture):** Michele and Jo advised that construction started on the verandah in early January, and should be complete in 4 weeks – ready for use in Term 2. The verandah (at $58,000) has come in under budget ($75,000 approved). Jo Hetherington presented the P&F with a wish list for furnishing the deck, approximately $10,000. A discussion was had regarding whether it was necessary to obtain quotes for these items. Will be on the agenda for Committee Meeting on 8/3/16. **Action:** Kate Rogers/Simone Gadd to look at the Operation Plan guidelines regarding obtaining quotes and whether there is a minimum $ amount for needing to get quotes.

2. **Parent Liaison Program**
   - Kate Rogers advised that a survey was circulated to Sunshine Ave parents on 16/9/15 inquiring about interest in the program recommencing. Many responses were received, with five parents saying they could perhaps take the role on. These people are yet to be contacted. Kate also advised that information about the program went in the first Term 1 newsletter, with no response yet.
   - It was discussed whether an information evening specifically for the Parent Liaison Program be held. Robyn Butel advised that in previous years these info nights had had a good turnout and any attendees were provided with an Information Pack outlining what exactly was involved with the role and suggested activities. **Action:** Simon McKinley to research the Information Pack – if there is still a pack able to be utilised. Kate and Allison Allo to get this moving – aiming to be resolved by April 5.

3. **P&F New Events**
   - **Trivia Night:**
     - Kate proposed that the P&F hosts a Trivia Night at the school. There was a discussion about whether this event would be best held in the Chapel or the Shed. Noelene and Meg confirmed that the last Trivia Night, which was Senior Students focussed was held in the Shed, food was provided however it was a BYO event.
     - It was discussed whether alcohol could be served at the event on campus. Simone Gadd said she could look after the liquor license application and suggested there be a separate bar area (like FunFest). The possibility of Food Tech students preparing and serving food (pre-ordered) was discussed. Due to the distance between the new kitchens and the Shed it was felt that the only form of catering they could successfully provide would be cold Platters. Could be supplemented with a BBQ, or outside food vendors.
     - Robyn advised that for an out of school event she organised a Trivia Night at the Tweed Bowls Club which was reasonably priced and no need to worry about catering or cleaning up. Consensus at the meeting was that this was a good idea and should be pursued.
     - Friday 17 June, 6.30pm is the proposed date for the event – this has been added to the school’s calendar. It was agreed that there would be a silent Auction, a Tuition raffle (to be confirmed by new principal), Games and Sponsorship as well as the Trivia Night Activities. **Action:** Graham Jones to confirm with new Principal if tuition raffle is acceptable. Robyn Butel to contact Tweed Bowls Club to confirm venue date available.

   - **Mothers Day High Tea:**
     - Kylie Potter and Kate Rogers are organising the Mothers Day High Tea for Friday 6 May at 11am on the TSC verandah. Ticket price to be decided. To be catered for by Food Tech students, led by Michelle Cooke. Peta Fahy asked if music students (strings) could perform. **Action – Kylie Potter to ask Charlotte Lush (Director CAPA) about performances.**

4. **Current Events**
   - **Preschool and Kindergarten Morning Tea:**
     - Michele and Jo suggested that this event is held on the new Outdoor Learning Verandah – all agreed. It will also be a good opportunity for parents to meet the new Principal. **Action:** Graham Jones to confirm Principal’s availability and ensure new urns are available. Kate Rogers to provide date for this event.
   - **Entertainment Book:**
     - Julie Marshall (children Yr 3 and Kindy) has offered to coordinate the sale this year. Kate Rogers thanked Julie for her offer of time. The entertainment book can be purchased through a digital link. **Action:** Kate Rogers to talk to Simon McKinley about coordinating an email with digital link.
   - **Junior School Athletics Carnival:**
     - Following the success of the skewered meat at the Junior School Swimming carnival, these kebabs will be available at the Junior Athletics Carnival.
Funfest 2017:
- 2 September 2017 is the date for the next Funfest, which will again be held at the Junior School campus. This date has been put in the school calendar and the ride company (Carnival Land Amusements) will also be booked for this date (deposit is $500) to ensure the availability of certain rides. **Action – Kate Rogers and Madonna Kucharski to organise deposit before 8/3/16.**

4. P&F Operations Plan - Update:
- Kylie Potter and Kate Rogers are in the process of updating this plan. Simone Gadd has offered to help if needed.

5. Senior School Uniform:
- Kate Rogers noted that further comments have been passed onto the P&F regarding the appearance and functionality of the girls School Uniform (red skirt) for Years 9-12. Graham Jones advised that the Principal is the appropriate person to approach with any uniform issues. Noelene Wright was interested in the reasons. Graham advised that the P&F should direct parents to contact the school with the issue.

OTHER BUSINESS:

1. Gym Equipment
   - Graham Jones advised that Matt Bedford and Matt Fydler have price researched the best quality second-hand equipment. It can be sourced from a Kingscliff gym closing down in early March. An itemised list of equipment for the P&F’s contribution of $30,000 will be provided. The total price of the equipment will be $38,000.

2. Westpac Commission Program
   - A representative from Westpac Bank attended the General Meeting. Westpac are offering the P&F the opportunity to fundraise via a referral commission program. An information pack has been provided to the P&F for consideration. **Action – Kate Rogers and Madonna Kucharski to investigate the background to this and respond.**

3. Year 12 Parents Recognition Initiative
   - Robyn Butel suggested that in recognition of parents contributing the P&F Levy for their children’s schooling years it would be a nice gesture to have a Year 12 Parents and Students Farewell Breakfast – this would become an annual event. Noelene Wright has added this event to the Graduation Week calendar for Wednesday 21 September 8am – 9.30am.

4. Year 6 Parent Thankyou
   - Peta Fahy suggested that an event be organised for Year 6 Parents. This event could be held in November on the TSC verandah from 8-9am for parents only before students attend chapel and then go to WetNWild. P&F volunteers could serve danishes, fruit and tea/coffee and a slide show of students over the years could be shown. **Action: Noelene Wright to advise if students could cater this event. Sarah Rolfe (Stage 3) to be advised of what is planned.**

Meeting closed 8.08pm.

NEXT MEETINGS:

P&F Executive and General Committee Meeting – Tuesday 8 March 2016 at 1pm (Mahers Lane Boardroom)
P&F AGM (6pm) and General Meeting (6:30pm) – Tuesday 5th April 2016 (Mahers Lane Campus - Library)