Minutes of Lindisfarne P & F Association
Sunshine Avenue Campus
Tuesday 7 June 2016

Meeting commenced 6:03pm

Attendees:  Kate Rogers, Kylie Potter, Madonna Kucharski, Peta Fahy, Virginia Freeman, Robyn Butel, Meredith Russell, Michele Chandler, Jo Hetherington, Simon McKinley, Sophie McHeyzer, Meg Ayers, Virginia Freeman, Stuart Marquardt, Richelle Courtney

Apologies:  Kiri Henry, Noelene Wright, Graham Jones, Simone Gadd

MINUTES OF GENERAL MEETING – 5 April 2016: Resolved to accept the Minutes – Moved Peta Fahy; seconded Madonna Kucharski; Carried.

BUSINESS ARISING:

• Tennis Courts – all signed off on this construction with commencement expected over the next school holidays.
• Entertainment book launch proceeding as planned
• Funfest 2017 Ride Contract proceeding as planned

CORRESPONDENCE: Nil

PRINCIPAL’S REPORT

• Enrolments in K-12 are 948 plus 65 students in Preschool – Total 1013.
• Bespoke Leadership Development Program: Staff in leadership positions were invited to participate in a twelve month Lindisfarne Bespoke Leadership Program run by AIS NSW. Recently the group spent two days exploring aspects of leadership and what it means for Lindisfarne staff and students. The program’s desired outcomes include developing a shared understanding of what it means to be a leader at Lindisfarne and an understanding of how to influence others towards a shared goal. Staff members involved in the project are Jodie Duggan, Matthew Fydler, Jo Hetherington, Mary-Ellen Jackman, Caroline Jeffries, Simon Leach, Charlotte Lush, Bryan Malone, Frank Malone, Natalie Marriott, Gay Maynard, Cathy Myers, Dan Robins, Sarah Rolfe.
• CD Launch: Saturday 14 March saw the accumulation of many months of hard work by students and staff when the ‘All at Sea’ album was launched at Twin Towns. All proceeds from the launch and CD sales are being donated to The Kids in Need Association.
• BOSTES Registration and Accreditation: Every 5 years non-government schools in NSW are required to undergo a process to renew their Registration and Accreditation with the Board of Studies, Teaching and Educational Standards. This is a requirement for government funding. The first stage of the process has been completed which consisted of providing extensive documentation on curriculum, compliance, governance and teacher accreditation documentation. This was uploaded by March 30, the due date. On 19 August there will be a follow up visit led by one of the Board Inspectors. The aim of the visit is to see the School and check out any matters that may have arisen in the documentation
• Commissioning and Principal’s Welcome Function Appreciation: Please accept my sincere appreciation for the warm welcome afforded to me since commencing as Principal. The Commissioning Service led by Bishop Sarah and Rev Chad was an uplifting experience with beautiful singing from our School Choirs and ensembles a feature of the service.
• Campus Improvements: Thank you to the P&F for the support with the Kindergarten deck project, the Gymnasium and the refurbishment of the Tennis/multi purpose courts. The deck and gymnasium are both completed and are providing enhanced learning and teaching opportunities. The courts project will progress over the forthcoming holidays.
• Strategic and Master Planning: As I get established as Principal I will commence a Strategic and
Master Planning process for both campuses from 27 June. It is evident that investment in both campuses will be required to achieve our vision of being the premier provider of education on the Tweed Coast/Southern Gold Coast. I envisage that community consultation will take place in Term 4 as part of this process. Detailed planning takes time and with so much to absorb and get across this may be lengthy, however some priorities in sight:

- Sunshine Ave: Need considerable investment at both campuses particularly at early learning centre, looking more at the structure/facility itself rather than the developmental side of things, as original demountable not desirable and has outlived its intended lifespan. As there is limited Learning Support available at this point it will be another priority, eg: programmes, curriculum etc.
- Mahers Lane – excellent facilities especially in terms of classrooms yet looking at improving external facilities such as a functional oval and increased gathering spots for students. An Interim strategic intent document will be released at some point in the near future.
- Cultural shift with both campuses is desirable.

- Extreme Weather: We suffered minor damage and disruption as the result of 360mm of rain in 24 hours. The ELC playground and the Joey’s Preschool room were affected along with the gymnasium at Mahers Lane. Staff have quickly rectified the areas and an alternate program was conducted for the Joey’s group Monday and Tuesday.

TREASURER’S REPORT (Tabled):

- Madonna Kucharski presented Stuart Marquardt with cheques for both the Kindy Deck and also for Mother’s Day high tea. Resolved to accept the Treasurer’s Report – Moved by Peta Fahy, seconded by Robyn Butel; Carried.
Lindisfarne P&F Treasurers Statement as at 24 May 2016

**STG Account**
Cash Balance Reported at Last P&F Meeting 08/03/2016

$200,997.71

The following amounts have been received into the STG P&F bank account:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-Mar</td>
<td>St George Bank Interest</td>
<td>$48.65</td>
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<tr>
<td>6-Apr</td>
<td>CBA Banking Commission</td>
<td>$65.79</td>
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<tr>
<td>27-Apr</td>
<td>P &amp; F Levies</td>
<td>$18,900.00</td>
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<tr>
<td>9-May</td>
<td>Scottney Group - Mothers Day High Tea Sales</td>
<td>$1,164.00</td>
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<tr>
<td>13-May</td>
<td>Cash Deposit - Mothers Day Stall YR 5/6</td>
<td>$1,414.00</td>
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<tr>
<td>13-May</td>
<td>Cash Deposit - Coffee Van Proceeds</td>
<td>$16.00</td>
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<tr>
<td>13-May</td>
<td>Cash Deposit - Mothers Day Stall Preschool</td>
<td>$505.00</td>
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<tr>
<td>13-May</td>
<td>Cash Deposit - Mothers Day Stall High Tea</td>
<td>$375.00</td>
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<tr>
<td>13-May</td>
<td>Cash Deposit - Mothers Day Stall YR K-4</td>
<td>$3,514.00</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>$227,000.15</strong></td>
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Less Expenses paid since last report

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<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>14-Mar</td>
<td>Chq 239 - Christina Argyros - Reimbrs Mothers Day Stall 2016</td>
<td>$90.00</td>
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<tr>
<td>29-Mar</td>
<td>Chq 198 Kelly Jeffries- Funfest Silent Auction Expenses</td>
<td>$29.99</td>
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<td>6-Apr</td>
<td>Chq 243 - Reimburse Kate Rogers - Gift for Kitty Guerin</td>
<td>$85.50</td>
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<td>7-Apr</td>
<td>Chq 242 - LAGS Donation - Flexible Learning Furniture</td>
<td>$32,459.00</td>
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<tr>
<td>7-Apr</td>
<td>Chq 241 - LAGS Donation - Gym Equipment</td>
<td>$29,985.77</td>
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<tr>
<td>13-Apr</td>
<td>Chq 227 - Abbey Read - Funfest Silent Auction Expenses</td>
<td>$31.96</td>
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<tr>
<td>5-May</td>
<td>Chq 244 - Carnival Land Amusements Funfest 2017 Ride Dep</td>
<td>$500.00</td>
</tr>
<tr>
<td>9-May</td>
<td>Chq 247 - Reimburse Lesley Greaves Mothers Day Gifts</td>
<td>$598.69</td>
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**CASH BALANCE AT BANK - 24/05/2016**

$163,219.24

Less Unpresented Cheques

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<th>Date</th>
<th>Description</th>
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<tr>
<td>29-Apr</td>
<td>Chq 245 - J Simone Gadd - Reimburse Service NSW fees</td>
<td>$54.24</td>
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<td>29-Apr</td>
<td>Chq 248 - Jo Hetherington - Reimburse Mothers day stall</td>
<td>$104.60</td>
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<td>11-May</td>
<td>Chq 248 - Robin Warner - Reimburse Mothers day stall</td>
<td>$72.00</td>
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**RECONCILED FUNDS AVAILABLE AT 24/05/2016**

$163,147.24

Additional comments

Madonna Kucharski
Treasurer
GENERAL BUSINESS:

1. P&F Levy: Update – At recent Executive & General P & F meeting new committee members were informed of how the levy operates and that it has remained at the same level for many years.
   a. **Action:** Kate Rogers forward notification of a $5 increase to enable Graham Jones to formally advise the school council. A $5 increase is to be effected – from $100 up to $105.
   b. **Action:** The P & F agreed to review the levy each year at the AGM in order to keep track of the levy.

2. Funding Requests –
   a. Tennis Court Resurfacing $40,000 has been approved
   b. Flexible learning areas for Year 3 $6,500 has been approved

3. P&F Events/Activities
   a) Deck warming will occur Thursday morning (9 June) – committee members providing baked items.
   b) Trivia Night: 1 ticket remaining as of this evening bringing total tickets sold to 129, which equates to $3255 tickets – all planning is proceeding well.
   c) Fun Athletics carnival – all progressing well with many offers for assistance on the day with BBQ.
   d) Melbourne Cup – meeting will be held after school holidays for the sub-committee
      i. Sponsorship of Melbourne cup has only been available as a dollar value for past events. This year, due to lolly bar and photo booth, we will be looking at possibility of photo/logo (via photobooth) for business sponsorship which may be $600. **Action: Kate Rogers to investigate with Stephen Herriot.**
      ii. Discussion around availability of a list of current & previous sponsors to allow insight when seeking sponsorship. Eg: Buzz Book/Parent Lounge. **Action: Simon McKinley to investigate further and get back to P & F with possibilities.**
   e) FunFest 2017 – Contract with Carnival Land Amusements to provide rides at the event.
      ▪ **Action: An advertisement for a FunFest Co-ordinator is being sought and notice of this will be placed in the next newsletter.**

4. NEW ACTIVITIES:
   • An outdoor movie night has been suggested for end of Term 3 – proposed date Saturday 17 September.
   • Tea-towel option for Xmas gifts for P – 6
      o Tea towel coordinator is being sought and will be advised when a person has been appointed.

5. Possibility of Alumni and past parent invitees via Parent Lounge – growing the social media aspect
   a. Currently Facebook page used with reunions at 10 years
   b. A part of new strategic direction may include maintaining contact with alumni and past families of the school. School is looking to further establish database and work with tools we already have.
   c. Possibility of entry fee or exit fee to incorporate alumni association membership was discussed.
   d. Possibility of bringing past students back to events, eg speech nights, High Teas etc
   e. Possibility of Year Books – more individualised for every student –
      ▪ **Action: Stuart Marquardt and Simon McKinley will investigate further and report in future regarding all above matters.**
      ▪ Current possibilities include 2 gazette editions and 1 X year book at the end of the year. This will be put on priority list for discussion and progress passed on to P & F as it becomes available.
6. Years 5 & 6 Disco – A more structured approach (with activities) for the disco is preferred, perhaps with a professional DJ who include games and activities. **Action: Madonna, Kylie & Peta to investigate further.**

7. **OTHER BUSINESS**
   - ‘Winter Warmers’ – blankets, pillows, jackets and warm clothes. Manager of Fred’s Place to be invited to come along to thank students and collect the blankets/donations. It was agreed that it would be a good idea to have presentation at Senior assembly and this may be best for Term 3 as a little too soon at final assembly for the year. **Action – Sophie McHeyzer to follow up.**

Meeting closed: 7:30 pm

NEXT MEETINGS:
General Meeting – Tues 2nd August, 6pm (Mahers Lane Library)
Executive and General Committee Meeting – Tues 6 September, 1pm (Mahers Lane boardroom)