Minutes of Lindisfarne P & F Association
Sunshine Ave Campus
Tuesday, 15 October 2013

Meeting opened at 1:35pm.

ATTENDANCE: Tanya Boyle, Robyn Butel, Paul Stedman, Kate Rogers, Maria Smart, Chris Duncan, Michele Chandler, David Stonier, Andrew Sinclair, Meredith Russell, Kim Shepherd, Joanne Dick.

Apologies: Noeline Wright, Simone Gadd, Meg Ayers.

Minutes of 6 August 2013: Resolved to accept the Minutes – Moved Kim Shepherd; Seconded Robyn Butel; Carried.

Business Arising from Minutes:
• Nil

CORRESPONDENCE (tabled)
• Letter from Chris Duncan on behalf of School Council, dated 14 October 2013, to convey Council’s sincere thanks and appreciation for the wonderful Fun Fest on 24 August 2013. They acknowledged the energetic and competent team who planned, organized and conducted the enormously successful event. They noted that Fun Fest is an outstanding community-building event that highlights the diverse and committed parents who support the school and their children. The School Council strongly values its relationship with the P&F Association and would like the bond to continue and strengthen as we work together to continually enhance the success of Lindisfarne and its community.

Maria Smart accepted the correspondence.

PRINCIPAL’S REPORT: Chris Duncan tabled his report.
• Current Enrolments: K-12 has 955 students, plus 67 in preschool. Total 1022 students.
• Staffing: Martine Borrack has been appointed to replace Kylie Wharton who commenced maternity leave at the end of Term 3.
• Lindisfarne Learning Framework (LLF): Teacher consultative process occurred during 2013, discussing their passions for learning and desires for the school’s future. The framework will guide all decisions on teaching and learning, and a final version will be presented to staff on 29/10/13. The 6 focus areas are:
  1. A culture of learning that builds capacity and strives for excellence
  2. A professional learning community that embeds reflective practice
  3. Contemporary learning environment that engages and empowers the learner
  4. Leadership for learning that clearly articulates a shared vision
  5. A coherently structures, engaging, contemporary curriculum
  6. Authentic, productive pedagogies
• Evaluating Excellence in Independent Schools: Results of the staff survey have been disseminated. Evaluation team to analyse responses and prepare a schedule of priorities. Parent focus groups to be held on 22/10, upcoming, survey is circulated to school community today.
• Lecture Theatre: is now completed, but will not open for another 2-3 weeks (checking defects list). A 130-inch TV is installed, which could be also utilized as a Potential State of Origin Fundraiser (eg. $50/ticket suggested, with 50 Qld fans and 50 NSW fans). Will need to be booked, not timetabled. School is very appreciative of the P&F contribution for the $57K, and a plaque has been mounted acknowledging this.
• Hospitality Trade Training Centre: The School’s architect, Mr Alan Bristow, met with the Finance and Assets Committee on 8/10. The architect has been instructed to proceed with some urgency to complete the conceptual and site plans for submission to the AIS by 25 October. A further meeting is scheduled for 17/10 to finalise the submission.
• HSC: runs from 14/10- 6/11. Results available on 18/12 and will be disseminated to School Council and all parents on 19/12.

TREASURER’S REPORT (tabled):
RECONCILED GENERAL ACCOUNT BALANCE AS AT 15th October 2013
STG Account

Balance Reported at Last P & F Meeting $195,621.91

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

- 13/08/2013 LAGS Term 3 Levies $14,335.00
- 20/08/2013 Entertainment Book income $902.00
- 04/09/2013 Big Boys Brekkie Coffee Stall Share $25.00
- 04/09/2013 Big Boys Brekkie Ticket Sales & Raffle $2,912.00
- 04/09/2013 Big Boys Brekkie Cash on Day + Funfest $72.00
- 13/09/2013 Stage 3 Disco $740.00
- 13/09/2013 Big Boys Brekkie Late Payments $24.00
- 30/09/2013 Credit Interest $106.94
- 09/10/2013 CBA School Bank Commission $58.38
- MISC Funfest Income – Refer Transaction Listing $60,622.85

TOTAL $275,420.08

Less EXPENSES PAID SINCE LAST TREASURERS’ REPORT

- 08/08/2013 Chq 103 LAGS (Sports Uniforms) $8,806.36
- 04/09/2013 Chq 118 Paul Stedman (BBB Raffle Items) $113.42
- 20/09/2013 Chq 126 Bec Hassell (Disco Reimbursement) $305.68
- 23/09/2013 Chq 127 Tanya Boyle (BBB Expense Reimb) $715.61
- MISC Funfest Costs – Refer Transaction Listing $20,665.06

RECONCILED CASH BALANCE AT BANK $244,813.95

Less Unpresented Cheques

Cheque # 30 Sharon Styman (Reimb purchase of P&F stamp) $55.00
Cheque # 84 Tanya Boyle (Melb Cup Expense Reimb) $35.37
Cheque # 100 DreamCatchher Hire (Slushie Machines) $295.00
Cheque # 104 Dana Dowker (Funfest reimbursements) $39.98
Cheque # 112 Michelle Chandler (Funfest reimbursements) $190.47
Cheque # 119 Yvette Coutts (Funfest Storyteller) $180.00
Cheque # 122 Kim Denny (Funfest Reimbursements) $22.99
Cheque # 124 Qld Kite Flyers $350.00

ACTUAL FUNDS AVAILABLE $243,645.14

Fun Fest debrief:

- Net profit from Fun Fest was $48,341.91. Major income for the event and larger stall takings are as follows:
  
  Sponsorship $16,000 (2011 event = $6,000)
  
  Rides $16,710
  
  Auction $9,803
  
  Tuition Raffle $7,103
  
  Beer Tent $4,251
  
  Cakes/tea/Coffee $3,054
  
  Chips $2,731
  
  BBQ $1,916
  
  Silent Auction $2,000 (Approx – money still coming in for this)

- On the day, approx. $33k in cash from all stalls/events was collected and counted. This is an intensive job over a short period of time and in this regard, I would like to thank Maria Smart, Lyn Clarke (Parent rep), Bruce and Kathryn Charge and Kim Stedman for taking the time to count money. Each bag/amount received was counted twice and verified.

- I would also like to thank school personnel involved with assisting leading up to and on the day, including David Stonier (Risk Assessment), Danielle and Belinda for helping with our online booking system and ticketing, Sue and Julie for volunteering their time at reception, and finally Kaija for staying at the end of the event to assist with EFTPOS payments and collection of tins.

- I would also like to acknowledge the School’s very generous offer to cover the cost of the event security, thereby saving the P & F a large sum of money.

- I would also like to formally thank Simone Gadd and Robyn Goldstone for their efforts and for working closely with finance matters to ensure we kept control of expenses and cash handling on the day.
• Finally, a special thank you to Robyn Slade (and Jeff) for outstanding work in relation to setting up ticketing for rides and the wrist bands, an area from the 2011 event where we learned some valuable lessons. Many hours of personal time were volunteered in the weeks up to the event to reconcile our online payments and cash ticket sales on the biggest income earner for the event (rides). To give an example of how accurate the sales reporting was, cash sales on the day according to Robyn’s records was $5,550, our independent count at the end of the day was $5,560.
• Further break down of the composition of the ride sales shows 40% pre sold online, 26% cash sales pre the event and 34% on the day.
• Feedback on the ATM which cost us $440, is favourable. On the day the machines dispensed $7,800 in cash. The ATM providers advise approx. 75-80% of this is returned to the event, so I believe our investment was justified in this regard. It also reduced the number of EFTPOS transactions and this simplified our accounting post the event.

Additional Comments:
• Chris Duncan and David Stonier suggested $20/ticket for tuition raffle in 2015, or 3 tickets for $50.
• P&F Committee thanked Paul Stedman for his amazing efforts.
Resolved to accept the Treasurer’s Report – Moved Robyn Butel, Seconded Joanne Dick; Carried.

GENERAL BUSINESS:
• Junior School Playground: builder is Kym and Carol De Lucy and they have done an outstanding job. Official opening on Tuesday 22nd October at 9:30am. Daily News and Tweed Coast Weekly have been invited. Tanya Boyle thanked Kate Rogers for her efforts coordinating the design, planning, contract documentation and landscaping (including many plants donated by Kate and her mother, Wendy Chappel). Kate Rogers noted the smoothness of the project delivery and the extra sandstone blocks used as a low retaining wall and extra seating under the fig trees in the other sections of the playground.
• Stage 3 Playground: A check for underground services has been completed by Dial before you Dig. This check identified power/communication lines that will possibly interfere with the equipment footings. If this is resolved, the Contract could be signed by this Friday 18/10, which is the latest date for ordering equipment to allow a January build. Action – Kate Rogers, Graham Jones and Justin Enright
• Grandparents Day: It was the first time that Stage 3 has been involved. Robyn Butel reported that approx. 105 grandparents arrived at Mahers Lane, so it was a worthwhile event.
• Melbourne Cup: Tanya Boyle reported that $4500 in sponsorship achieved so far. Joel Parkinson is giving a 1hr surf lesson for 4 adults. Ellen Briggs (comedian and friend of Mandy Nolan) is the MC. Committee is working well together.
• Primary Fun Swimming Carnival: Thursday 7 November at Kingscliff Pool. Simone Gadd and her mother will cook sausage sizzle and the hand out and fruit cutting requires 6-8 people. Volunteer roster to be prepared. Action – Kate Rogers and Kim Shepherd
• “Keeping Teenagers Safe” Workshop – Garry Thompson: Scheduled for Tuesday 29th October at 6:30pm in the Chapel. Wine and cheese for $5 being sold at the event. Robyn Butel to organize wine. Joanne Dick to organize cheese and crackers. Action – Robyn Butel
• P&F Meetings for 2014: General Meetings are 2 months apart, and were held at alternate venues. Tanya Boyle has spoken with Meg and Noelen. They asked if we are getting the response hoped for from junior school parents attending at Sunshine Ave daytime meetings. The response seems to have been very poor overall. It was put to a vote to have all 2014 Meetings at Mahers Lane in the evenings - 9 yes votes and 2 no votes. Executive and General Committee meetings will remain during the day. A draft meeting schedule for 2014 is to be prepared. David Stonier has supplied the calendar. Action – Kate Rogers
• Potential Business Breakfast: potentially scheduled for March 2014. A new venue was discussed. Twin Towns Services club will have a new conference room. Chris Duncan mentioned the conference room in the Outrigger as a possibility worth looking at. Adrian Wright caters at Calypso. Action – Tanya Boyle
• Speech Night: P&F sponsoring 5 prizes - 2 x junior school and 2 x senior school, and $500 memorial bursary.
• Junior School Covered Walkway: 2 builders quotes are still valid – Mactech and Alpha Omega. Guttering and stormwater allowances were left out in the original plans. Michele Chandler advised that pick up duty in wet weather is a nightmare, sails have been replaced twice, a few are missing and not replaced, and more sun protection is needed. Kate Rogers to review the plans and other documentation and advise the Committee.
• Other Business: Hamish Sainsbury won the FunFest App award - $200 prize voucher purchased by the P&F.

Meeting closed at 2:55pm.

NEXT MEETINGS:
P&F Meeting - Tuesday 12th November 2013 at 6:30pm (Mahers Lane Campus)