Minutes of Lindisfarne P & F Association
Mahers Lane Campus
Tuesday, 6 August 2013

Meeting opened at 6:30pm.

ATTENDANCE: Tanya Boyle, Robyn Butel, Paul Stedman, Kate Rogers, Maria Smart, Chris Duncan, Michele Chandler, Jodie Duggan, Andrew Sinclair, Meredith Russell, Kim Shepherd, Simone Gadd, Joanne Dick, Lesley Greaves, Meg Ayers, Jo Hetherington, Kathryn Charge.

Apologies: David Stonier, Noeline Wright.

Minutes of 11 June 2013: Resolved to accept the Minutes – Moved Tanya Boyle; Seconded Robyn Butel; Carried.

Business Arising from Minutes:
• Nil.

CORRESPONDENCE (tabled)
• Cadbury Fundraising information has been received. The fundraising schedule is very full this year, and it was decided not to take up this option.

PRINCIPAL’S REPORT: Chris Duncan tabled his report.
• Evaluating Excellence in Independent Schools: Invitations to parents and students to join the focus groups will be sent out soon.
• Lecture Theatre: Construction is progressing to schedule. When complete, it will be able to hold a whole year group. Landscaped garden area as a break-out space to the side. Functions such as parent workshops can be hosted.
• Hospitality Trade Training Centre: Conceptual design complete.
• Japan Trip: 28 students away for 2 weeks, with a 3 night home stay and 1 day at Universal Studios. School has an exemplary record of student safety on the trip in the past. Chris gave an example of the contingency plans arranged for travelling on Tokyo subway.
• Audio Visual Equipment: Installed 18-months ago in the Library to link up with video to Sydney so avoid costs and time away for travel.

TREASURER’S REPORT (tabled):
STG Account

Balance Reported at Last P & F Meeting $ 186,829.18

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

• 29/06/2013 Credit Interest $ 90.79
• 09/07/2013 CBA School Bank Commission $ 158.77
• 12/07/2013 Athletes Foot Bizlinks $ 805.00
• 12/07/2013 Junior School Disco $ 1,970.00
• Various FunFest Sponsors $ 10,000.00

TOTAL $ 199,853.74

Less EXPENSES PAID SINCE LAST TREASURERS’ REPORT

• 06/06/2013 Chq 93 Gift Connection (Mothers Day Stall Supplies) $ 1,923.50
• 27/06/2013 Chq 94 Terfam Rest (Pizzas for Disco) $ 375.30
• 08/07/2013 Chq 95 Lisa Maseyk (Expense Reimb Disco) $ 110.36
• 08/07/2013 Chq 90 Simone Gadd (Annual return Cost Reimb) $ 51.00
• 09/07/2013 Chq 91 Bec Hassell (Funfest Expense Reimb) $ 27.00
• 25/07/2013 Chq 98 AON Insurance (Funfest Cancellation Insur) $ 1,202.21
• 26/07/2013 Chq 97 Michelle Chandler (Funfest Expense Reimb) $ 63.00
• 29/07/2013 Chq 101 Simone Gadd (Purchase 2 x Soup Warmers) $ 164.80
• 29/07/2013 Chq 96 Lauren Turnbull (Funfest Expense Reimb) $ 64.66
• 30/07/2013 Chq 102 Photo Booths Aust. (Deposit for Funfest) $ 250.00

**RECONCILED BALANCE**  $ 195,621.91
Less Unpresented Cheques

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<th>Cheque #</th>
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<th>Description</th>
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<tr>
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<td>Sharon Styman</td>
<td>Reimb purchase of P&amp;F stamp</td>
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<td>Melb Cup Expense Reimb</td>
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<td>PAC Refrigeration</td>
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<td>100</td>
<td>DreamCathcher Hire (Slushie Machines)</td>
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**ACTUAL FUNDS AVAILABLE**  $ 194,851.54

**Additional Comments:**

• The P & F is looking to donate the following improvements to the school with the above funds:
  - Primary (Year K-4) and Stage 3 (Year 5-6) Playgrounds $95,000
  - Seating for new Auditorium $ 57,000
  - Primary School Covered Walkway $ 30,000

• Please note that Term 3 levies of approx $15k are yet to be received from the school as well as anticipated takings of minimum $30k profit from FunFest to be held 24 August. These two items will provide further opportunity for the P & F to contribute additional resources to the school over the next 6 months.

• Last Funfest raised only $6K in sponsorship, this year to date $16,500 has been raised by Allison Allo.

• Tanya presented a Cheque to Chris Duncan to the value of $8806.36 for sporting equipment.

Resolved to accept the Treasurer’s Report – Moved Andrew Sinclair, Seconded Robyn Butel; Carried.

**GENERAL BUSINESS:**

• Shade Structure: Construction Certificate has been obtained. Construction team requires a NSW working with children sheet. Simone Gadd has provided names of 3 building companies to Graham Jones.

• Funding Approval for Junior School Playground: Kate Rogers explained to process to date. The design is by Harry Pearson Playgrounds, and builder is Kym and Carol de Lucy. Draft contract is prepared and was reviewed by School’s Solicitor. Budget of $55K was put to a vote with 14 vote majority in favour. Funding approved.

• Funding Allocation for Middle School Playground: Tanya Boyle outlined the process to date. Two companies brief. Playscape Creations supplied 1 design. Urban Play submitted 6 designs (3 with rubber softfall, 3 with bark softfall). Two review meetings held with Tim Waugh and Jodie Duggan on 23/7 and 30/7. Preferred scheme by Urban Play called “Altair” is under the $55K total budget nominated. P&F Budget allocation of $40K was put to a vote with a 12 vote majority in favour, and 1 vote against. Funding is approved. Chris Duncan will meet with Asset and Finance Sub-committee on 12/8 to request additional $15K. If it is recommended for approval, the funding request will then await final approval by School Council on 26/8.

• Funfest: Simone Gadd provided an update that things are running mostly to schedule. They are seeking a few more market stalls. The contingency date is 12 September (Simone will be away at this time). Also looking for a few more marquees, particularly a 6x3m marquee desperately needed.

• Big Boys Breakfast: (30th August) Year 5 and 6 is involved this year. Buses for Year 5 back to school. Joanne Dick has kindly donated eggs, bread and juice. Britts Meats has given a deal on bacon and sausages. Yet to organize prizes for the raffle. Volunteers for cooking required, Andrew Sinclair to advise Tanya if he is available. Simone Gadd and her mum have offered to cook sausages.

• Stage 3 School Disco: (13th Sept) Deb Weetman and Vanessa Williams are the event co-ordinators. Disco lights are kindly being donated by the Young and Smith families. Event to be held on 13 September in the shed from 5-7pm.
• **Grandparents Day:** Stage 3 included this year. All grandparents to Sunshine Ave first 9-9:45am. Grandparents of Primary school kids will stay at Sunshine Ave for morning tea. Grandparents of Stage 3 kids will travel to Mahers Lane for a 10am morning tea.

• **Melbourne Cup:** Tanya advised that Mandy Nolan is not available as MC for this year, and an alternative is being investigated. The P&F will not be seeking any donations until after Funfest.

• **Primary Fun Athletics Carnival:** Sausage sizzle hand out requires 6-8 people. Simone Gadd and her mother will be cooking again this year. Maria Smart and Meri Russell also volunteered.

• “Keeping Teenagers Safe” Workshop – Garry Thompson: Meg Ayers explained that a new structure of pastoral care is being implemented. One of the goals is to provide support to parents. First workshop run at the school by Garry Thompson “Inspired Families” was for Parent-teenager (1 day). 48 families attended involving Mum and/or Dad and 1-2 kids. The school received overwhelming positive feedback. The proposed workshop focuses on parent education, and would run for 2 hours (cost $1000). “Keeping teenagers safe” – big 5 threats: social media, male-female threats, sexuality targeting age group of Year 6-10. Meg suggested late October or early November. Thursday 7th preferred with location to be the Chapel (can hold 300 people) 7-9pm DST (6-8pm Qld time). Budget of $1000. Joanne Dick moved that the P&F sponsor this event; seconded by Paul Stedman; carried. P&F therefore will cover the cost to Garry Thompson of $1000.00

• **Entertainment Books:** Maria Smart gave an update. Debbie Sutton (parent of Year 2 student) was a great helper. 82 books sold (Sunshine Ave - 59 Books), which is double the number sold last year. Not one book lost. Maria will prepare a note to include in the P&F Operational Manual on how to best manage this fundraiser.

Meeting closed at 8:15pm.

**NEXT MEETINGS:**

P&F Meeting - Tuesday 15th October 2013 at 1:00pm (Sunshine Ave Campus)

P&F Executive and General Committee Meeting – Tuesday 10th Sept 2013 at 1pm (Mahers Lane Boardroom)