Minutes of Lindisfarne P & F Association
AGM Meeting 8 April 2014

Meeting opened at 6.45pm

ATTENDANCE: Tanya Boyle, Paul Stedman, Joanne Dick, Kim Shepherd, Chris Duncan, Graham Jones, Robyn Butel, Meredith Russell, Andrew Sinclair, Michele Chandler, Jo Hetherington, Kate Rogers, Maria Smart, Kathryn Charge, Meg Ayers, Anne-Marie Matthewman.

Apologies: Simone Gadd, Sally Engel, Noelene Wright.

Minutes: Minutes from the AGM 9th April 2013 - Moved to accept Joanne Dick; seconded Robyn Butel.

President’s Report (Tanya Boyle):

2013 was a successful year of events, meetings and the hosting of the biggest event on our calendar “The Funfest.” In total in 2013 the P&F raised (including P&F levy) $178 516.00. Raising this kind of money takes people who are passionate and are willing to make a difference to our school. This could not have been shown more than at our fabulous Funfest.

The Funfest rose just shy of $50,000.00 profit and involved a huge amount of effort from Robyn Goldstone, Simone Gadd and the Funfest sub–committee, so I thank them for their hard work and congratulate them on running such a successful event. An event this big also relies on the support from the teaching and administration staff as well as countless volunteers from our Lindisfarne community. This event is a credit to the whole school community and we should be proud of our school hosting such a fabulous event.

Being a Funfest year the P&F committee did not lose sight of our usual calendar events, some involving fundraising and some equally as important, building our community spirit and reaching out to all of our Lindisfarne community. Big Boys Breackie, Mother’s Day Stalls, Disco’s for stages 1, 2 and 3, many sausage sizzles and the Melbourne Cup Luncheon. Due to these events we have been able to provide funding for new playgrounds at the Junior Campus and also for Stage 3 here at the Senior Campus, the covered walkway at the junior campus, seating for the auditorium, sporting jerseys and many more items. In 2013 we have provided $130,000.00 of funding to the school.

It takes a special group of people to achieve these results. I would like to thank the Executive Committee Robyn Butel, Paul Stedman, Kate Rogers, Maria Smart and Simone Gadd for their unwavering support, dedication and willingness to always seek the best outcomes for the P&F and our school.

The General Committee for the past year were Mary Russell, Kim Shepherd, Andrew Sinclair and Joanne Dick. Thank you. Your support and feedback is always valued and each one of you is an important member of our team.

The P&F stay committed to reaching out to our school community through many functions and programs organised throughout the year, preschool morning teas, Grandparents Day and parent workshops to name just a few. Our Parent Rep program continues to strengthen with many picnics and dinners organised for this year to connect our Lindisfarne families.

To make all this possible highlights the vital and essential partnership between the school and the P&F. I would like to thank in particular Belinda Layt and Danielle Saunders of whom we could not do without. Thank you also to Graham Jones for your support and of course Chris Duncan, Michele Chandler and Jo Hetherington. There are also other members of staff who continually show their support and are always willing to lend a hand when needed.

Finally, to the volunteers. Thank you for putting your name on the list to help out when you can. It is your community spirit that inspires me and what makes Lindisfarne a wonderful school community to be a part of. A very big thank you!
I look forward to what we as a committee and a school community can achieve in 2014. Thank you everyone who has been a support for me in my first year as President and it has been a privilege to work alongside all of you.

**Correspondence:** Nil.

**Treasurer’s Report (Paul Stedman):** Financial Report for year ending 31 December 2013
The P&F recorded a surplus of $4,840 for the year ended 31 December 2013.

**INCOME**
Combined revenue for the financial year totalled $178,516. Our major fundraising and/or income sources through the year included:

- FunFest revenue from all sources totalled $71,434
- The P&F levy collected through the year was $68,827. This is transferred from the school to the P&F each term when collected from school families.
- Melbourne Cup Luncheon grossed revenue of $17,650 for 2013, up from last year’s result of $16,707.
- Max Walker Breakfast $5,444
- A number of events raised funds and also contributed to the schools community including Big Boys Breakfast, BBQs and Mothers day stall.
- Other income is generated from Entertainment Books, Biz Links, School Banking and interest on our account balance.

**EXPENSES**
- The P&F expenditure is primarily for donations of resources to our school community. In 2013, the P&F donated $132,358 to cover the cost of new playground at Mahers Lane, seating and audio visual equipment for the new theatre, new sporting uniforms for our School representative teams and a number of other funding requests received.
- Major outgoings related to:
  - FunFest Expenses $24,744
  - Melbourne Cup $ 6,190
  - Max Walker Breakfast $ 3,136
- There were no major expense outgoings for the year with balance of expenses directly related to events run by the P&F along with annual fees such as filing costs.

**ASSET AND LIABILITY STATEMENT AT 31 DECEMBER 2013**
The reconciled cash balance as at 31 December 2013 was $157,905. The liability of $1,650 is the accrued audit fee, which is not finalised at time of this report.

**Acknowledgements**
This is my final Treasurers Report as I am not seeking re-election for the position for 2014/15. Accordingly, I would like to thank the following people for their guidance and assistance in carrying out my duties as Treasurer - The School Executive, including Chris Duncan, Michelle Chandler and Graeme Jones. I acknowledge their commitment and support to the P&F and thank them.

I would also like to mention David Stonier for his advice and support during the year, particularly with FunFest. I would like to thank Belinda Layt and Danielle Saunders for their enthusiasm on each and every P&F fundraising requiring school involvement, and their assistance in guiding us through our online ticketing set up and marketing which has improved our sales and professional advertising to our school community.

I would like to make a special thank you to Kaija Keys in the finance division. Kaija is responsible for reconciling and accounting expenditures paid by the school that are subsequently reimbursed and/or donated by the P&F. This requires a clear and accurate audit trail/documenting of expenses/revenues between the school and the P&F and I can confirm this is evident (and this is supported by our audit).

In addition, we (the P & F) are lucky to have dedicated parents who contribute their time and services for the benefit of the school, and diligently provide me with supporting records to make sure payments for events/expenses are strictly controlled. In this regard I would like to thank Simone Gadd for her hard work and assistance with record keeping requirements for FunFest.

Finally, I would like to thank my fellow executive committee for their guidance, support and advice through the year and specifically the very hard working and passionate president Tanya Boyle. I would also like to acknowledge and thank again previous presidents Robyn Goldstone and Sharon Styman for their dedication and support of the P&F.
Resolved to accept the Treasurer’s Report – Moved Kim Shepherd; Seconded Kathryn Charge; Carried.

Chris Duncan presented Paul Stedman with a gift from the School. Tanya Boyle presented Paul Stedman with a home-baked cake on behalf of the P&F.

**Parents and Friends – Nominations for the election of New Office Bearers 2013/2014**

All committee seats were vacated and Chris Duncan chaired the meeting:

President: Tanya Boyle  
Vice President: Robyn Butel  
Treasurer: Andrew Sinclair  
Assist Treasurer: Paul Stedman  
Secretary: Kate Rogers

General Committee: Simone Gadd (Public Officer), Joanne Dick, Meredith Russell, Maria Smart and Kim Shepherd.

Members holding the positions of Treasurer and Secretary are to be included as authorized signatories for cheque payments with the financial institution (St George Bank), in accordance with clause 37(5) of the Constitution 2011.

All other nominations for Office bearers and Committee were unopposed and declared accepted. Chris thanked the Committee and welcomed the President, Vice President, new Treasurer, new Assistant Treasurer, Secretary and new General Committee Members.

The Annual General Meeting closed at 7:05pm