Minutes of Lindisfarne P & F Association
Mahers Lane Campus
Tuesday, 18 February 2014

Meeting opened at 7:10pm.

ATTENDANCE: Tanya Boyle, Paul Stedman, Kate Rogers, Maria Smart, Chris Duncan, Michele Chandler, Jo Hetherington, David Stonier, Jo Spring, Noeline Wright, Kim Shepherd, Joanne Dick

Apologies: Robyn Butel, Simone Gadd, Andrew Sinclair, Meg Ayers, Belinda Layt, Meredith Russell.

Minutes of 12 November 2013: Resolved to accept the Minutes – Moved David Stonier; Seconded Paul Stedman; Carried.

Business Arising from Minutes:
• Nil

CORRESPONDENCE (tabled)
• Invoice for 2014 Affiliation NSW Parents Council Inc. Paul Stedman advised that in previous years the Committee has decided not to join. Action – KR to forward to Simone Gadd for records.
• Many fundraising brochures received from groups such as: Smart Fundraisers (Mother’s Day), Mr Show Bags, Moon and Back School Gifts (Mother’s Day), Australian Fundraising (various ideas). It was noted that none of these will be pursued at this time.
• e-Bulletin received from NSW Parents Council Inc, and this was circulated for reading by meeting attendees. Moved Tanya Boyle; and Seconded Maria Smart; accepted the correspondence.

PRINCIPAL’S REPORT: Chris Duncan tabled his report.
• Current Enrolments: In K-12 there are 951 plus 48 in Preschool – Total 999.
• Staffing:
  o Simon Leach, Ursula Nash and Linda Howarth have returned from long service and maternity leave.
  o New staff have been welcomed: Robert Cottis - Music, Laura Dubberley - English/History (Replacing Kylie Wharton, Maternity Leave), Sophie Harry – Science, Melissa Leistra – Food Tech/Hospitality, Jessica Newham – Primary, David Kerr – Primary.
  o Following Chris Bakon’s (Coordinator of Curriculum) retirement at the end of 2013 Caroline Jeffries has been appointed Acting Curriculum Coordinator for Terms 1 and 2, 2014.
  o Krissy Affleck has been appointed Acting Coordinator Stage 3 for Term 1, following Tim Waugh’s resignation (taken position with Catholic Education in Lismore). Applications closed Monday 17/2 and the successful applicant will take up the role beginning of Term 3.
• Year 5/6 Playground: Chris Duncan thanked P&F for the work. It was done in a very timely manner and the children are really enjoying it.
• Lecture Theatre: Being extensively used and everyone is finding it a very worthwhile new venue.
• Hospitality Trade Skills Centre: On 7 February an agreement was completed with the new Federal Government to proceed with the construction.
• Grafton Diocese: The Reverend Sarah MacNeil has been appointed Bishop of Grafton, being the first woman ever to become a Bishop in Australia. Installed in the Grafton Cathedral on March 1st. Schedule is for the new Rev’d to attend St Cuthburts (Tweed Heads) the following weekend and visit Mahers Lane on July 22.
• Appointment of Principal: Consultation process will be held March 4 with senior leadership, staff from 3:30-4:30pm, and parents will be 5:30-6pm. Invitation from School Council Chair, Chris Goldstone will be circulated. Questions will be: “What would you like new principal to keep doing?” and “what would you like the Principal to start doing?”. It will be an open floor-style forum. Aim is to pick up on some trends. The School Council is keen to maintain the general direction of the school. Annual review of Principal’s contract is important (which has been the case during current tenure), instead of leaving a review to the end of 5-year contract period.

Tanya Boyle said a big thank you to Chris Duncan for his amazing support of the P&F.
TREASURER’S REPORT (tabled):

**STG Account**
Balance Reported at Last P & F Meeting $ 268,948.34

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

- **13/11/2013** Sharon Styman (Melb Cup Auction) $ 1,675.00
- **14/11/2013** Telstra Tweed (Melb Sup Sponsorship) $ 750.00
- **25/11/2013** Mel Cup Lunch Wine & Desert Reimbursement $ 531.00
- **25/11/2013** K-2 Fun Swim Carnival $ 537.00
- **25/11/2013** Junior School Athletics Carnival $ 140.00
- **31/12/2013** Credit Interest $ 102.91
- **09/01/2014** CBA School Bank Commission $ 69.18
- **17/02/2014** LAGS P & F Levies – Term 1 $ 19,625.00

**TOTAL** $ 292,378.43

Less **EXPENSES PAID SINCE LAST TREASURERS’ REPORT**

- **14/11/2013** Chq 135 LAGS (Junior Playground Donation) $ 55,000.00
- **14/11/2013** Chq 139 LAGS (Auditorium Seating & Audio Visual) $ 57,000.00
- **19/11/2013** Chq 140 Simone Gadd (Reimburse Swim Carnival Cost) $ 79.06
- **22/11/2013** Chq 141 Deb Weetman (Melb Cup Lunch Reimburse) $ 325.30
- **22/11/2013** Chq 142 Tanya Boyle (Speech Night Voucher Reimburse) $ 400.00
- **25/11/2013** Chq 137 Inspired Families (Keeping Teens Safe Evening) $ 1,000.00
- **25/11/2013** Chq 136 Ellen Briggs (MC Expense Melbourne Cup) $ 500.00
- **26/11/2013** Chq 119 Yvette Coutts (Funfest Storyteller) $ 180.00

**RECONCILED CASH BALANCE AT BANK** $ 177,894.07

- 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 DreamCatcher Hire (Slushie Machines) $ 295.00

**ACTUAL FUNDS AVAILABLE** $ 177,508.70

- The 2013 Financial Audit is underway and signed accounts are to be presented at our April 2014 AGM.
- Paul Stedman will be stepping down as Treasurer at the April AGM. Nominees for the role are invited to make themselves known to the P & F prior to the AGM. It is noted that Paul has been in position for 3 years and he is giving 60 days notice instead of 30 days (as stipulated in Constitution).

Resolved to accept the Treasurer’s Report – Moved Maria Smart, Seconded Kate Rogers; Carried.

**GENERAL BUSINESS:**

- **Year 12 Study Room Air-Conditioning:** Tanya Boyle noted that 4 quotes have been obtained on different kilowatt systems. The merit of the systems capacity was discussed and different examples were noted, along with quality of workmanship. 10 votes for Smart Air Conditioning quote. Moved Joanne Dick, Seconded Paul Stedman; Carried. **Action – Tanya Boyle to notify Graham Jones.**
- **High Tea at Mahers Lane:** David Stonier reported that about 15 people turned up, out of about 47 new families. This was considered to be a low attendance rate. A separate survey is being devised to ask about preferred times/days for this type of welcome event in the future. **Action – DS and Belinda Layt.**
- **Welcome BBQ at Sunshine Ave:** Jo Hetherington reported that it was raining reasonably heavily from pick-up time onwards, so numbers were a little down on previous years, understandably. All equipment was moved from preschool yard to the undercroft area and a clown provided excellent entertainment. Kim Shepherd reported that it was difficult to hear the P&F welcome information, as it was very noisy even with use of the microphone. It was suggested by JH and Michele Chandler that P&F reps could attend the preschool and kindy info sessions at end November, Year 7 end of year, and Kindy parents at beginning of new year. **Action – Tanya Boyle to include this on P&F schedule.**
- **Business Breakfast 2014:** Tanya Boyle reported that date is set for 9 April, guest speaker will be Keith Abraham (usually charges $5500 but for us at no cost). Last year 150 people were seated. Calypso not available. South Tweed Bowls Club is free venue charge, at $21/person for 3 courses, and $150 set up fee. Just not as good standard as some other venues but it was very smooth last year. David Stonier suggested investigating Southern
Cross University a possibility. Ticket price was discussed, and agreed $40/person is reasonable. David Stonier suggested asking Parent reps to sell books of 10 tickets. Action – Tanya Boyle to follow up venue.

• Funding Requests for 2014:
  o Maths Resources: Jo Spring explained the new teaching approach of differentiating in the classroom instead of streaming. Need concrete resources to address students who need support and those who need enrichment/extension. ‘Black Douglas’ maths resources have an excellent reputation, have been used extensively by the school in the past. Would be used by all children in Years 7-10 and some in Year 11-12. Departmental budget had increased by the School for 2014, but this is an additional resource priced at $6500 (includes maths teacher’s professional development training session on how to best use the resources in the classroom setting). 9 votes for – Funding Approved.
  o Literature Festival (Ian Ayers): To pay authors $2500. 11 votes for – Funding Approved.
  o Shades and Tents (Jodie Arnold): $3160. Quote needs to be submitted (Quikshade Burleigh) and another quote is required. Cannot be voted on until these are submitted. Action – DS to advise Jodie Arnold.
  o Music Department (Tracey Kriz): request for lighting for the Shed. Chris Duncan explained that every time we hold a musical or speech night we have to hire the lights at $1000 for each occasion. A Fire compliance check was undertaken, curtain was a problem (being highly flammable), and the Commonwealth funding agreement states that the facility needs to be available for hire by outside groups. Kingscliff Performance Arts is the only group who has ever hired the space, but they are using Murwillumbah this year. Quotes are around $9699 for ELS, and Dominica. Tracey Kriz needs to attend next meeting to explain different elements, as the quotes are detailed. Action – DS to advise Ms Kriz to attend meeting on 8 April.

• Parent Reps: Welcome letter has been sent out. Briefing date and venue was discussed and agreed for Wed 5 March meeting 9-10am in the Mahers Lane Library. Action – DS to advise Belinda Layt and KR to investigate and book venue.

• Mothers Day Stall: Kate Rogers and Jo Hetherington have got a working group of Junior School mums who will be hand-making all gifts this year. Tanya Boyle suggested that Vanessa Williams would be keen to join to cover Year 5/6. Action – KR and JH to organise first planning meeting for Monday 24/2.

• Family Tennis Morning: Kate Rogers reported that Kingscliff Tennis Club (Rhys McDougall) would be available on Sunday June 15 at discounted court hire fees. BBQ at the court could be used and P&F could sell own drinks etc. Kim Shepherd noted that this date clashes with M’bah Eisteddford. Action – KR to investigate an alternative date.

• Funfest 2015: Simone Gadd has agreed to be the convenor for 2015 (and no more after that). Need a co-convenor. Noeline Wright suggested 3rd week in May, at end of camping week, many students not at school on the Friday. Might be perfect timing for set-up. Action – NW to investigate calender and advise Tanya Boyle.

OTHER BUSINESS:

• Stage 2 (Years 3 and 4) School Uniform:
  o Kate Rogers noted the inconvenience and restrictions upon Stage 2 girls pleated tartan skirts with hemming at bottom. It limits the ability to play on new and existing equipment, and also results in many young girls choosing to wear lycra-style bike pants, the fabric of which is proven to be problematic for hygiene reasons. Young girls should not need to be thinking of their modesty or displaying their underwear (and therefore risk being teased) whilst being active. A number of parents had been consulted, and all agreed that the tartan Stage 1 girls shorts were more appropriate and functional.
  o Kate Rogers noted the number of Stage 2 boys who could not wait to pull their shirts out of the shorts, including those seen in the back of buses, and the general unkempt nature of the look of the uniforms.
  o Kim Shepherd also noted the inconvenience to the boys of having the shirts so long tucked into their shorts, when trying to utilise the bathrooms.
  o It is understood that uniform supplier contract is in place and this needs to be navigated effectively so that there is no financial penalty in any prospective change.

Meeting closed at 9:00pm.

NEXT MEETINGS:

P&F Executive and General Committee Meeting – Tuesday 4th March 2014 at 1pm (Mahers Lane Library)
P&F AGM and Meeting - Tuesday 8th April 2014 at 6:30pm (Mahers Lane Campus - Library)