Minutes of Lindisfarne P & F Association
Mahers Lane Campus
Tuesday 8 April 2014

Meeting opened at 7:10pm.

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 of 18 February 2014: Resolved to accept the Minutes – Moved Joanne Dick; Seconded Robyn Butel; Carried.

Business Arising from Minutes:
• Nil

CORRESPONDENCE (tabled)
• Nil.

PRINCIPAL’S REPORT: Chris Duncan tabled his report.
• Current Enrolments: In K-12 there are 947 plus 49 in Preschool – Total 996.
• Staffing:
  o Ms Tracey Kriz is quite unwell and has been placed on medical leave until Term 3. Beauty and the Beast performance cannot proceed without her involvement. It will hopefully be rescheduled for 2015.
  o Mrs Ayers, Assistant Principal - Pastoral Care, LSL Term 2
  o Mr Matt Fydler – Acting Assistant Principal – Pastoral Care for Term 2
  o Mr Bryson Coverdale – Director of HSIE – LSL Term 2
  o Mrs Melinda Rowe – Acting Director of HSIE for Term 2
  o Ian Ayers – Primary Teacher Librarian – LSL Term 2
  o Mrs Marlene Evans – Primary Teachers Librarian for Term 2
  o Mr Peter O’Keeffe new Grounds/Maintenance for Sunshine Avenue Campus
• Principal’s Appointment: Applications closed on 31/3/14, School Council has met – Chris Goldstone, Bob Marshall, Dora Luxton, Bev Kelso. Preliminary interviews in Sydney on Saturday. A few candidates will be brought up to the school in a few Saturdays time. Decision to be made by early May.
• Trade Skills Centre: Formal agreement for funding has been signed. Construction contract must go to public tender over 3 weeks.
• Twilight Staff Professional Development: First one held on 8 April from 4-7pm with 9-10 different workshops being conducted. 2 per year scheduled so far. Next twilight staff PD is scheduled for Term 3.

TREASURER’S REPORT (tabled):
STG Account
Balance Reported at Last P & F Meeting $ 177,894.07

The following amounts have been received into the STG P & F bank account:
31/03/2014 Credit Interest $ 62.52
07/04/2014 CBA School Banking Commission $ 62.05
TOTAL $ 179,018.64

Less EXPENSES PAID SINCE LAST TREASURERS’ REPORT
20/2/2014 Chq 144 LAGS (Sunshine Ave Covered Walkway) $ 51,886.42
20/2/2014 Chq 143 LAGS (Mahers Lane Playground) $ 40,000.00
26/3/2014 Chq 146 Rebecca Hogan (Mothers Day Supplies Reimbursement) $ 139.22
01/4/2014 Chq 147 Christina Argyros (Mothers Day Expense Reimbursement) $ 455.20
1/4/2014 Chq 145 Rebecca Hogan (Mothers Day Supplies Reimbursement) $ 535.87
CASH BALANCE AT BANK $ 85,001.93
As part of the 2013 Audit process, journal entries have been processed to add back two unpresented cheques that are now stale (over 15 months old). These were as follows:

<table>
<thead>
<tr>
<th>Cheque #</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>Sharon Styman (Reimb purchase of P&amp;F stamp)</td>
<td>$ 55.00</td>
</tr>
<tr>
<td>84</td>
<td>Tanya Boyle (Melb Cup Expense Reimb)</td>
<td>$ 35.37</td>
</tr>
</tbody>
</table>

We now only have one outstanding cheque, as detailed above.

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

**GENERAL BUSINESS:**

- **Funfest 2015:** Simone Gadd can no longer be the 2015 Coordinator due to work commitments. Tanya Boyle has decided it will be organised by a Committee. Graham Jones recommended it be mentioned to Parent Reps, and it will be advertised through school fee letter. *Action – Exec forward wording to Graham Jones by 9/4/14.*

- **Funding Requests:**
  - Changes to Operations Manual: Any funding requests for electrical or building work need to be OH&S tested, prior to the request coming to P&F.
  - General Process: Tanya Boyle brought to attention the request process. All funding requests submitted to Chris and Graham will now also be presented to the P&F Committee.
  - Shed Lighting (Tracey Kriz): $11,000. Simon Leach is now obtaining a third quote. The funding is pre-approved.
  - Alexander Kitchen Garden (Michele Chandler and Jo Hetherington): MC and JH went to training at end of March in Brisbane. Food, forest curriculum based program, and the school will need to build the garden and get the existing Kitchen up to standard. To use the Stephanie Alexander resources, the school needs to commit to 2 year levels (which will be year 3 and 4 initially). JH is submitting various grants for different programs, but these are for small amounts. Likely to be around $10K required. Kitchen Aid has donated a mix-master (valued around $2K). Burleigh Heads State School and Crabbes Creek State School are the only other 2 schools nearby with Kitchen Garden program. MC and JH are asking for $5K initially to get started. Following a discussion about existing funding commitments and the meeting attendees being satisfied, it was put to a vote. 10 votes for - *Funding Approved.*
  - Shelving Units for Mahers Lane Library: Being a larger amount of funding (around $10,000.00) the committee would like to refer to their funding request plan for the year before committing to this funding.
  - Sporting Equipment and Fencing: A third quote is being sought for bottom oval fencing. Gay Maynard is still working on sporting requirements for top oval.

- **Preschool Morning Tea:** Tanya Boyle thanked Michele Chandler and Jo Hetherington for setting up the tables and tea/coffee. This was a successful event with a dozen or more new parents attending.

- **State or Origin Fundraiser:** A discussion revealed some logistical issues about the use of the theatre and it being a late weeknight, so the decision was made to cancel it for this year.

- **Parent Rep Morning Tea:** This was held on Wed 5 March meeting 9-10am in the Mahers Lane Library. A few new parents are involved, including Anne-Marie Matthewman who is a parent rep for two year levels. Tanya reported that the attendance was low but many of the former reps signed on again.

- **Entertainment Book launch:** Maria Smart reported that this ran very smoothly.

- **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. *Action – KR to forward expenses claims for reimbursement.*

**OTHER BUSINESS:**

- Tanya Boyle raised an issue of tennis courts correspondence from Monica Griffin in April 2013. Chris said that the school would look at it.

- Tanya Boyle presented Chris Duncan with a bottle of wine to thank him for support of P&F.

Meeting closed at 8:10pm.

**NEXT MEETINGS:**
P&F Executive and General Committee Meeting – Tuesday 13th May 2014 at 1pm (Mahers Lane Library)
P&F General Meeting - Tuesday 10th June 2014 at 6:30pm (Mahers Lane Campus - Library)