Minutes of Lindisfarne P & F Association

Sunshine Avenue Campus

Tuesday 19th Nov 2013

Meeting opened at 1pm

Sharon welcomed Gillian Wilson and Peta Fahy to their first P&F meeting.

ATTENDANCE: Tanya Boyle, Paul Stedman, Simone Gadd, Robyn Goldstone, Peta Fahy, Sharon Styman, Kathryn Charge, Chris Duncan, Robyn Butel, Michele Chandler, Kim Shepherd, Gillian Wilson, Kate Rogers, Maria Smart, David Stonier.

Apologies: Joanne Dick, Debbie Weetman, Sally Engel, Noelene Wright, Belinda Layte, Meg Ayers.

Minutes of 13th November: Resolved to accept the Minutes – Moved Robyn Butel; Seconded Paul Stedman; Carried.

Business Arising from Minutes: None

CORRESPONDENCE (tabled)

• Email from Tweed Party Hire about the rentals of Juke Boxes and Slushy machines. This was passed onto Simone Gadd for the Funfest.
• Entertainment Book Fundraiser for 2013
• Four emails from School Departments regarding funding requests. These will be addressed later in the meeting.

PRINCIPAL’S REPORT (tabled): Chris Duncan tabled his report. A copy of this will be attached to the minutes.

- In addition to his tabled report Chris spoke about the encouraging Year 12 HSC results last year. 16 students achieved a band 6 with 51 achieving a Band 5. Some of the students gaining a Band 5 only needed a few more marks to achieve a Band 6. Chris said they are working on these results to help students this year to achieve higher results.
- A new 14 seat bus is being purchased. We now have 31 students travelling from Ocean Shores so an extra bus was needed for their travel to school. This bus will also be useful for other school activities.
- Chris mentioned correspondence from the NSW Parent’s Council who are seeking membership levies. These levies are $3541.60 and it was decided to pass on this. We belonged to the Council a long time ago but felt there was no real benefit in joining.

TREASURER’S REPORT (tabled): The actual funds available as at 19th Nov 2013 are $153,256.47.

STG Account

Balance Reported at Last P & F Meeting $156,593.71

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

- 14/11/2012 David Stonier Melb Cup Auction $ 700.00
- 15/11/2012 Cargnoni Melb Cup Auction $ 240.00
- 31/12/2012 Credit Interest $ 118.48
- 09/01/2013 CBA School Bank Commission $ 74.83
- TOTAL $157,727.02

Less EXPENSES PAID SINCE LAST TREASURERS’ REPORT

- 13/11/2012 Chq 69 O’Neills Law (Constitution legal Fee) $ 1,051.50
• 14/11/2012  Chq 81 Deb Weetman (Melb Cup Reimburse) $ 283.45
• 15/11/2012  Chq 79 LAGS (Walkway Fees) $ 235.00
• 15/11/2012  Chq 78 LAGS (Resource library Books) $ 513.57
• 15/11/2012  Chq 77 LAGS (Cages for Aircon of Library) $ 1,668.18
• 16/11/2012  Chq 83 100% Pets (Rabbit Hutch) $ 399.00
• 04/12/2012  Chq 82 Lisa Smith (balloons for Melb Cup) $ 34.48
• 06/12/2012  Chq 65 Vanessa Williams (Reimb Disco Costs) $ 50.00
• 08/12/2012  Chq 85 Sharon Styman(4 x $50 Gift Vouchers) $ 200.00

$ 4,435.18

• RECONCILED BALANCE

$153,291.84

Less Unpresented Cheques

Cheque # 84 Tanya Boyle (Melb Cup Expense Reimb) $ 35.37

$153,256.47

ACTUAL FUNDS AVAILABLE

ATM Machine for Funfest - Paul presented the meeting with two quotes from companies that provide mobile ATM’s. One company provides two machines on a trailer with a $2.50 per transaction fee and an upfront cost of $440.00. It was decided this was the best option and Paul will negotiate pricing and report progress at the next P&F meeting. Security would be something we need to consider also. Paul also priced a mobile ATM hand piece for the P&F for usage throughout the year however the monthly costs outweighed the need.

Insurance – Insurance for the Funfest is being organised by Treasurer, Paul Stedman. Paul and David Stonier are completing a walk around the school to highlight areas for the risk assessment. Once the risk assessment is completed, it can be forwarded to the Insurance Broker who will assist in the reduction of actual insurance costs for the Funfest. Paul is sending a risk assessment form to all the conveners to complete which adds extra benefit for future festivals.

Wish list – Paul clarified the protocol for the funding requests.

1. All requests must be in writing and complete a funding request form.
2. At least 2 quotes must accompany the form.
3. Funding requests then must be submitted to Chris Duncan for his approval before being presented to the P&F committee.

Resolved to accept the Treasurer’s Report; Moved Robyn Butel; Seconded Tanya Boyle.

GENERAL BUSINESS:

Calendar of Events: The calendar of events has been finalised. Volunteers to manage the Entertainment Book Fundraiser are needed.

Operation Manual: With the operation manual updated and ready to present at the next P&F meeting for acceptance, Sharon reminded the meeting of the importance of this document. It is not only a guideline for current committee members but it enables any future committee members to ease into their positions.

Funding Requests:

1. Upright Piano: This piano is to be used at the Junior School in the Assembly Hall for Chapel, assembly and music classes and lessons. Approx. cost $4495. This was approved on principle and another quote is required.
2. **Study Desks:** The installation of these desks will assist to make the space more functional in the Year 12 study room. The Quote is $1408 and it was approved but another quote will be needed.

3. **Air Conditioner:** The senior study room is used almost every period. Not only is the room hot but it has poor ventilation with only small windows at the top of the room. Air-conditioning would provide a more suitable environment for private study and classes. Approx. costs $3000-$3500. This was approved on principle with another quote needed.

4. **Furniture for Tech room:** This furniture would replace old broken tables and transform it from a traditional classroom to a flexible learning space for our iPad programme as well. Approx. cost $6437.20. This was approved.

**Wish list:** No requests have yet been received from any departments in the school for the $10,000.00 the P&F have put aside for wish lists. Michele Chandler commented that most teachers were awaiting their school budget before applying.

**Shade Structure:** The shade structure was to be completed over the holidays but unfortunately there were delays with the DA. Chris informed the meeting that the DA is complete now. Justin will be meeting with Sharon, Simone and Graham (with the date to be confirmed) to organise arrangements.

**Funfest Update:** The committee has had their first meeting for 2013 and Robyn reported they are still looking for a few coordinators but most positions are filled. Next meeting is on the 6th March where budgets will be finalised. Robyn acknowledged Simone Gadd for her tireless work on the Funfest and also acknowledged the work of Kate Rogers who is planning the sideshow area. Peta Fahey mentioned that the parents needed to be more informed for time frame for the stalls, for volunteering purposes. Robyn suggested that the stall coordinators are responsible for this.

**Max Walker Breakfast:** A business breakfast is being organised for the 5th April. Max Walker will be the speaker and we are currently looking for a venue. A 7am start was suggested and Sharon will be following up on this in the next week.

**Parent Reps:** Belinda Layt has been working with Kim Shepherd to organise the Parent Reps for this year. Most positions are filled with only Yr. 10 needing Reps. A Parent Rep morning tea will be organised in the first term. The Parent rep information sheet will be displayed on the website.

**OTHER BUSINESS:**

- Gillian Wilson raised the issue of the lack of playground equipment at the Junior School. Michele Chandler agreed and said the issue had been raised many times before. Gillian also said the equipment we now have is old and needs updating. The play equipment is a very important part of young children's schooling and Gillian asked the P&F if there were any plans to fund new playground equipment.

  Sharon thanked Gillian for her suggestion and asked Michele if some quotes could be sourced. Sharon also commented that usually larger projects like these are funded by the school but the P&F are always looking for ways to support the school and parents. This will be discussed as a further meeting.

- Paul asked Chris about the Network overloading that is occurring at the school presently. Chris said he is aware of the problem and the school is trying to rectify it as quickly as possible.

  There being no other business the meeting closed at 2.40pm

  The next meetings are:

  - P&F Executive and General Committee Meeting on the 12th March 1.00pm DST (Senior School Boardroom)
  - P&F AGM on the 9th April at 6.30pm (Senior School Library)