



## Varsity College P&C Association General Meeting Minutes Wednesday 21<sup>st</sup> July 2021

Item	What	Business
1	<b>Call to order – Welcome to General Meeting</b>	Meeting opened at 6.06pm. Opening remarks by Colin Frew, acceptance of apologies & thanks to members and volunteers for coming.
2	<b>Apologies</b>	Sharon Schultz, James Noel, Katie Garrett, Catherine Fitzsimmons
3	<b>Confirmation of previous minutes</b>	<p>The minutes of the previous General Meeting held on Wednesday 19<sup>th</sup> of May 2021 are a true and accurate record of the meeting.</p> <p><b><i>Motion proposed that the minutes of the previous General Meeting – Wednesday 19<sup>th</sup> May 2021, be accepted as a true and accurate record of the meeting.</i></b></p> <p><b>PROPOSED: Colin Frew   SECONDED: Rochelle Lewis   PASSED: Yes</b></p>
4	<b>Business arising from previous minutes</b>	<ul style="list-style-type: none"> <li>• <b><i>CEP grant acquittal</i></b> – CEP grant acquittal has now been finalised and all documentation supplied prior to 30<sup>th</sup> June 2021 deadline. Special thanks to Katie G, Michelle V, Tammy (Gadd), and Andrea W. Butterfly environment looks great with the Hon Karen Andrews MP opening the garden. Thanks to the VC for the \$1500 of mulch and to the gardening volunteers for all their hard work.</li> <li>• <b><i>Farmers Markets</i></b> – Cr Hermann Vorster has confirmed utilisation of State Gov asset to run a Farmers &amp; Homewares Market at the Secondary Campus (once a week). Leanne C has prepared a checklist from the school and Colin F is putting together a proposal. Colin &amp; Marian F visited the Farmers Markets at BSS and spoke to the organiser.</li> <li>• <b><i>P&amp;C Logo update</i></b> – Luke S has prepared proofs of proposed P&amp;C logo update for consideration. These proofs are aligned with the Varsity College style guide and include indigenous dot art. Final review and approval to be managed by the P&amp;C Executive.</li> </ul> <p><b><i>Motion proposed that the P&amp;C Executive make the final decision on the proposed P&amp;C Logo update.</i></b></p> <p><b>PROPOSED: Colin Frew   SECONDED: Bec Campbell   PASSED: Yes</b></p> <ul style="list-style-type: none"> <li>• <b><i>Varsity Org</i></b> – Gaining access to the Varsity Org domain has been difficult through GoDaddy. Formal application has now been made to update user names and passwords so the domain can be transferred to the school.</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>P&amp;C Office Keys</b> – Andrea W has returned all keys. Catherine F and Jackie P are still to return keys. Steph G to follow up.</li> </ul> <p><b>Motion proposed that the business arising from previous minutes be accepted as true and accurate.</b></p> <p><b>PROPOSED: Colin Frew   SECONDED: Melanie Bryson   PASSED: Yes</b></p>
5	<b>Correspondence received since the last General Meeting</b>	<p>Incoming:</p> <ul style="list-style-type: none"> <li>• <b>EMAIL;</b> Renee W regarding P&amp;C BBQ for Primary Campus Open Day</li> <li>• <b>EMAIL;</b> Wellness Co-Ordinator Marita F seeking \$1K contribution to the Fathering Project. – (Approved in General Business)</li> <li>• <b>EMAIL;</b> Director Generals Office regarding compliance documentation</li> <li>• <b>Statement;</b> Rebel Sports \$1,397.94 (Discussed in General Business)</li> <li>• <b>EMAIL;</b> Emma S &amp; Andrea W seeking payment of Gadd invoice (\$687 Approved in General Business) plus \$500 for additional planter Boxes (voted down in General Business).</li> </ul> <p>Outgoing</p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>
6	<b>Business arising from incoming correspondence</b>	<ul style="list-style-type: none"> <li>• CF to advise Marita F of positive outcome regarding Fathering Project.</li> <li>• Email to be sent to Emma S &amp; Andrea W regarding outcome of proposal.</li> <li>• CF, KG, &amp; LK to follow up and action compliance requirements.</li> <li>• CF to co-ordinate with Renee W regarding P&amp;C BBQ.</li> </ul>
7	<b>Tabled Executive Committee's Decisions</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
8	<b>Treasurer Report</b>	<p>Treasurer's report, tabled appendix.</p> <p><b>Bank Balances:</b></p> <ul style="list-style-type: none"> <li>• Bendigo General Savings ACCT: ***887 - <b>\$79952</b></li> <li>• Bendigo General Transaction ACCT: ***838 - <b>\$40,142.74</b></li> <li>• Bendigo School Building Fund ACCT: ***988 - <b>\$41,221.62</b></li> <li>• Bendigo School Building Fund ACCT: ***044 - <b>\$765.41</b></li> </ul> <p>Note: Money from the Colour Run inadvertently applied to the Building Fund by Australian Fundraising will need to be transferred to General Savings Account. Invoice for \$18K to be paid to Australian Fundraising from these totals.</p> <p><b>Motion that the Treasurers report to be accepted as true and correct.</b></p> <p><b>PROPOSED: Lisa Kelly   SECONDED: Rochelle Lewis   PASSED: Yes</b></p>
12	<b>Other Reports</b>	<p>Executive Principal's Report – Rochelle L and Karen G, tabled appendix.</p> <p><b>Motion that the P&amp;C Association accept the Executive Principal Report, as tabled, inclusive of School Financial Reports.</b></p> <p><b>PROPOSED: Rochelle Lewis   SECONDED: Colin Frew   PASSED: Yes</b></p>

		<p>QCPCA report sent by Catherine Fitzsimmons and tabled by Colin Frew, tabled appendix</p> <p><b><i>Motion that the P&amp;C Association accept the QCPCA Report, as tabled.</i></b></p> <p><b>PROPOSED: Colin Frew    SECONDED: Melanie Bryson    PASSED: Yes</b></p>
13	Motions on Notice	Nil
14	General Business	<p><b>Classroom Parent Representative Program</b></p> <p>Karen G updated the P&amp;C with progress on the CPR program. All teachers on the Primary campus have been introduced to the program via two meetings with Marian F in attendance. Trial classrooms have been rolled out with Marian continuing to work closely with Karen G and Jodie F. Peter Dallas is also assisting in program rollout.</p> <p><b>Colour Run</b></p> <p>Melanie Bryson updated the P&amp;C. The event raised \$49,301.11 prior to expenses with 471 students raising funds on line. Profit is expected to be approximately \$32K and will be the largest fundraiser for the year. The students had a wonderful time and the Colour Run was a fantastic community event. Requests have come from the senior campus to run something similar in 2022. Special thanks to Melanie Bryson who coordinated the event and also to Marian F, Peter D, and student leaders across both campuses.</p> <p><b>Civiq Aquafil Drinking Fountains</b></p> <p>Colin F proposed the acquisition of the next two drinking fountains (one for each campus). Pricing has gone up significantly however CF has negotiated the same rate as last paid (\$9202.71 inc GST and delivery P/U). Installation per unit estimated at \$1000 p/u. Total proposal for two units including installation - \$20,405.42.</p> <p><b><i>Motion that the P&amp;C Association accept the proposal to acquire 2 additional Aquafil drinking fountains, as tabled.</i></b></p> <p><b>PROPOSED: Colin Frew    SECONDED: Melanie Bryson    PASSED: Yes</b></p> <p><b>Bunnings BBQ</b></p> <p>Colin F highlighted that the Bunnings BBQ was going ahead the following weekend and that more volunteers were required. Marian F has established a SignUpGenius for the event. Lisa K has organized the float and mobile EFTPOS device. Lisa K has also secured a large eski as a donation from Bunnings – Thanks Lisa.</p> <p><b>Primary Campus Disco</b></p> <p>The Primary School Glow Disco is scheduled for the 26<sup>th</sup> August and the P&amp;C will need to push forward with final arrangements. Melanie B and Marian F to organize Glow Products and establish a SignUpGenius for Volunteers. Peter Dallas is to be p contacted asap to co-ordinate year level timing. CF to arrange food and drinks and</p>

contact Cindy P regarding theming. A budget of \$3000 was proposed for theming, glow products and food and drinks.

***Motion that the P&C Association accept the budget of \$3000 for the Primary School Glow Disco***

**PROPOSED: Melanie Bryson SECONDED: Marian Frew PASSED: Yes**

#### **Fathers Day Stall**

The Fathers Stall on the Primary campus has been booked for the 1<sup>st</sup> and 2<sup>nd</sup> September 2021. All stock has now been ordered and reconciled by Marian F. Classroom timetables are to be coordinated through Peter Dallas. Special thanks to Marian F for coordinating this event.

#### **Grants**

Katie G has prepared the Smiling Minds and Gambling Community Fund Grants for mental health and shade projects respectively. Special thanks to Katie for all her hard work in liaising with the school and preparing these submissions.

#### **Motions from Correspondence**

Butterfly Habitat invoice from Gadd Landscape Solutions for additional works totaling \$687 was tabled. This work was approved by Andrea W without consultation with the P&C. CF highlighted that from an audit and governance perspective that this cannot happen ever again. Going forward any work that is not proposed and approved by the committee (unless actioned as an emergency executive decision) will be rejected. In addition to this request for payment, a proposal for an additional \$500 for raised garden beds was tabled. The two elements were treated as separate motions.

***Motion that the P&C approve to pay the \$687 invoice raised by GLS.***

**PROPOSED: Andrea W SECONDED: Emma S PASSED: Yes**

***Motion to provide additional funding of \$500 for raised garden beds.***

**PROPOSED: Andrea W SECONDED: Emma S PASSED: NO VOTED DOWN**

#### **Rebel Sports Vouchers**

With \$1,397.94 available in credit with Rebel Sport discussion was had regarding expenditure. In the interests of maintaining and equal investment in both campuses, it was proposed to provide \$500 to each campus (equipment request form required). The remaining \$397.94 is to be utilized by the P&C for prizes or alternatively to support the Student Council in their year end contribution.

***Motion that the P&C approve \$500 in Rebel Sport Vouchers for each campus.***

**PROPOSED: Colin Frew SECONDED: Karen G PASSED: Yes**

		<p><b>Fathering Project</b></p> <p>Marita F (Varsity College Wellness Coordinator) proposed seed funding of \$1000 to support the Fathering Project. This program creates an event for Fathers to spend quality time with their children. Successfully rolled out in other schools, Elanora SS recently ran a plane and pizza event where fathers and children made paper planes and enjoyed a slice of pizza.</p> <p><i><b>Motion that the P&amp;C approve \$1000 as seed funding for the Fathering Project.</b></i></p> <p><b>PROPOSED: Melanie Bryson   SECONDED: Marian Frew   PASSED: Yes</b></p>
18	Applications for membership and recording of new Members	Nil
19	Next General Meeting	Wednesday, TBA – 6.00pm (General Meeting)
	Meeting CLOSED	7.15PM

These are the official minutes and we the undersigned acknowledge they are a true and accurate record of the meeting on the 21<sup>st</sup> July 2021.

Name: Colin Frew Signed  Date \_\_\_\_\_

Name: Kathleen Garrett Signed  Date \_\_\_\_\_