



Varsity College P&C Association General Meeting Minutes Wednesday 17th March 2021

Item	What	Business
1	Call to order – Welcome to General Meeting	Meeting opened at 6.03pm. Opening remarks by Colin Frew, acceptance of apologies & thanks to members and volunteers for coming.
2	Apologies	Rochelle Lewis, Andrea Williams
3	Confirmation of previous minutes	<p>The minutes of the previous General Meeting held on Wednesday 3rd of February 2021 are a true and accurate record of the meeting.</p> <p><i>Motion proposed that the minutes of the previous General Meeting – Wednesday 3rd February 2021, be accepted as a true and accurate record of the meeting.</i></p> <p>PROPOSED: Colin Frew SECONDED: James Noel PASSED: Yes</p>
4	Business arising from previous minutes	<ul style="list-style-type: none"> • <i>Refrigerated drinking fountains & bottle fillers</i> – Have now been installed and have been received well by students, parents, and staff. • <i>CEP grant acquittal</i> – The signage is currently being finalised and a review of financials has now been undertaken. The number of signs and positioning is still being discussed, the repair and re-installation of the butterfly is underway. Once these items have been actioned the grant will be ready for acquittal. • <i>Primary Disco</i> – This date is still under consideration, the primary campus are looking at a suitable term 3 date and will confirm at the next general meeting. • <i>Bunnings BBQ</i> – Thank you to all volunteers who gave their time for this P&C fundraising event, over 20 volunteers supported the BBQ. Colin made special mention of a year 6 student who is a community pillar leader on the primary campus who gave her time in between netball games. Over \$1,000 profit was raised which was a good outcome. Most items were donated (sausages and bread), ice was the major out of pocket expense. For future BBQ events Colin suggested eskies should be donated or purchased. • <i>Rebel Sports vouchers</i> – The purchase of stock with current Rebel Sports credit has been finalised, over \$1,000 of stock has been spent to date. The amount was evenly split between the two campuses. • <i>CBA account closure</i> – Melanie advised that the CBA account closure has now been finalised.

		<p><i>Motion proposed that the business arising from previous minutes be accepted as true and accurate.</i></p> <p>PROPOSED: Colin Frew SECONDED: Sharon Schultz PASSED: Yes</p>
5	Correspondence received since the last General Meeting	<p>Incoming:</p> <ul style="list-style-type: none"> • EMAIL; DUX Bursary • EMAIL; Sydney Heyley; Chess board support request • EMAIL; David Tuzi; Rebel Sports equipment • Statement; Rebel Sports <p>Outgoing</p> <ul style="list-style-type: none"> • Nil
6	Business arising from incoming correspondence	<p>Email response to David Tuzi regarding Rebel Sports equipment.</p> <p>Email response to Sydney Heyley regarding Chess board support request.</p>
7	Tabled Executive Committee's Decisions	<p>Quotes for installation of drinking fountains.</p> <p>The installation was more expensive than initially expected and encompassed, electrical \$1,089 inc. GST and plumbing \$1,408 inc. GST. The main additional cost related to running power to the unit and swapping plumbing to an alternate wall on the primary campus.</p>
8	Treasurer Report	<p>Treasurer's report, tabled appendix.</p> <p>Bank Balances:</p> <ul style="list-style-type: none"> • Bendigo General Savings ACCT: ***887 - \$799.03 • Bendigo General Transaction ACCT: ***838 - \$41,858.82 • Bendigo School Building Fund ACCT: ***988 - \$800.27 • Bendigo School Building Fund ACCT: ***044 - \$10,761.71 <p><i>Motion that the Treasurers report to be accepted as true and correct.</i></p> <p>PROPOSED: Melanie Bryson SECONDED: Cindy Paterson PASSED: Yes</p>
12	Other Reports	<p>Executive Principal's Report – Sharon Schultz, tabled appendix.</p> <p><i>Motion that the P&C Association accept the Executive Principal Report, as tabled, inclusive of School Financial Reports.</i></p> <p>PROPOSED: Sharon Schultz SECONDED: Colin Frew PASSED: Yes</p> <p>Colin advised that an update from the QCPCA representative will become a standing item at future general meetings.</p>
13	Motions on Notice	Nil
14	General Business	Marsh Advantage Insurance provide P&C insurance at the cost of \$3,851.82 annually. It has been noted that there is not indemnity insurance to protect the

		<p>Executive. Colin has sought advice from Marsh Advantage Insurance regarding this issue which could potentially leave the Executive team open to liability given the size of the school and any events held by the P&C. We are awaiting a quote to include indemnity insurance to cover all members of the committee but also provide adequate cover for the Executive team.</p> <p><i>Motion that the P&C Association accept the Marsh Advantage Insurance, as tabled.</i></p> <p>PROPOSED: Colin Frew SECONDED: Sharon Schultz PASSED: Yes</p> <p>Sharon provided an update on 20th anniversary Varsity College events. The first event is an alumni mixer event and will be held at Varsity Hotel CBD with a potential second alumni mixer for later in the year, pending on interest and attendance of the first event. The second planned event is a black-tie gala dinner. Sharon has encouraged people to register their interest in the event to assist the College in understanding the numbers that are likely to attend. Historical items are currently being collated, digital if possible – Sharon asked if anyone had items of interest to please send through copies.</p> <p>A student event in Term 3 is currently being considered and what is logistically possible. A merchandise shop is to be launched shortly with a small range of Varsity College merchandise and the portal will be trialed for a potential online uniform shop in the future. All information regarding the 20th anniversary celebrations is on the Varsity College website and Varsity Life, Sharon encouraged everyone attending to review this information.</p> <p>Sharon has advised that there is a suggested change of constitution being tabled for the school council in relation to how voting occurs for in school staff and student representatives. 30 days' notice of amendment to constitution has been provided.</p> <p>Varsity College have been invited to a meeting with the Director-General of education which is happening this week. This meeting is in relation to large Queensland schools and the way they are resourced. Varsity College are the second largest school in Queensland behind Kelvin Grove. Varsity College stance is that the college is not resourced adequately and will be asking for the model to be reviewed. Enrolment management plans will be discussed, particularly out of catchment enrolments will be discussed at length.</p>
18	Applications for membership and recording of new Members	Nil
19	Next General Meeting	Wednesday, 21 April 2021 – 6.00pm (General Meeting)
	Meeting CLOSED	6.45PM

These are the official minutes and we the undersigned acknowledge they are a true and accurate record of the meeting on the 3rd February 2021.

Name: _____ Signed _____ Date _____

Name: _____ Signed _____ Date _____



Varsity College P&C Association General Meeting Minutes Wednesday 3rd February 2021

Item	What	Business
1	Call to order – Welcome to General Meeting	Meeting opened at 6.01pm. Opening remarks by Colin Frew, acceptance of apologies & thanks to members and volunteers for coming.
2	Apologies	Lucas Sork, Lisa Psaras, Greg Morgan, Jodie Fillingame
3	Confirmation of previous minutes	<p>The minutes of the previous General Meeting held on Wednesday 2nd of December 2020 are a true and accurate record of the meeting.</p> <p><i>Motion proposed that the minutes of the previous General Meeting – Wednesday 2nd December 2020, be accepted as a true and accurate record of the meeting.</i></p> <p>PROPOSED: Colin Frew SECONDED: Melanie Bryson PASSED: Yes</p>
4	Business arising from previous minutes	<ul style="list-style-type: none"> • <i>Closure of school banking CBA account</i> – Melanie has advised that this was held up as the bank required a signed copy of the minutes from the November P&C meeting. The account will be shut, and funds transferred this week. • <i>Prep orientation P&C pack</i> – Colin thanked Catherine for her contribution on this. This has been developed into a simple A4 information page and includes a copy of the 2021 P&C membership form. These have now been printed and distributed by Melanie to prep classes this week. • <i>CEP grant acquittal</i> – Colin advised signage and installation is still to be undertaken by the contractor, everything else has been completed on this project. The project is in hand, progressing towards acquittal in a timely manner. • <i>Carols by the Lake event</i> – Colin thanked Melanie for the substantial assistance she provided for this event. Unfortunately, due to wet weather the event was cancelled. Beverage stock purchased for this event has been delivered to the Primary Campus and will be used at Bunnings BBQs. • <i>Colour Run booking</i> – The booking has been made for the 25th June and confirmed by Australian Fundraising who assist with this event. The school have approved this calendar date and event planning will be progressed. • <i>Primary disco date confirmation</i> – no confirmation of available date for this event, item to be carried over to the next general meeting. • <i>Garden equipment & school support for any ongoing costs</i> – Sharon advised that school are supportive of covering maintenance costs/requirements for this garden and this has been relayed to the staff

		<p>responsible for maintaining the garden. Colin advised that Gadd Landscapes have offered to come and clean up and weeds in the Butterfly garden as a once off. It was noted that this is outside of the scope of the project and the P&C are grateful for this support. The school will implement a maintenance plan ongoing. Katie raised a concern of housing animals (worm farm) where there is clearly no one allocated to their care. Sharon advised that the school do not want to replace the worm farm unless a teacher is happy to caretake/be responsible for the worms.</p> <ul style="list-style-type: none"> • Bunnings Robina BBQ booking – Colin has confirmed that we have two Bunnings BBQ's booked for 6th March and the 3rd Saturday in July. The sausages and bread are being sourced/sponsored in an effort to maximise profits. A SignUpGenius link for volunteers will be posted on the P&C Facebook page. <p><i>Motion proposed that the business arising from previous minutes be accepted as true and accurate.</i></p> <p>PROPOSED: Colin Frew SECONDED: Catherine Fitzsimmons PASSED: Yes</p>
5	Correspondence received since the last General Meeting	<p>Incoming:</p> <ul style="list-style-type: none"> • EMAIL; FYA – Youth Action Project Grant Scheme x2 <p>Advise was received regarding a delay in application evaluation process, due to the change of oversight of the youth function to the Department of Education, Skills and Employment (DESE). An outcome is expected by the end of February.</p> <ul style="list-style-type: none"> • EMAIL; Rebel Sports statement and credit note <p>Katie advised that there is currently \$1,612.27 in funding available. There is an expiry date of the 21st March 2021 for \$300 of this funding, so therefore it needs to be spent. Rochelle and Karen requested a copy of the Varsity College P&C Equipment Request Form for both campuses to request items for purchase, the suggestion was that the funding be evenly supplied between the two campuses.</p> <p>Rochelle queried the availability of Athlete's Foot vouchers for families in need.</p> <p><i>Motion to pass Athlete's Foot vouchers over to the school and support the school accessing the Rebel Sports funds.</i></p> <p>PROPOSED: Katie Garrett SECONDED: Melanie Bryson PASSED: Yes</p> <p>Outgoing</p> <ul style="list-style-type: none"> • Nil
6	Business arising from incoming correspondence	Nil
7	Tabled Executive Committee's Decisions	Nil
8	Treasurer Report	Treasurer's report, tabled appendix.

		<p>Bank Balances:</p> <ul style="list-style-type: none"> • Bendigo General Savings ACCT: ***887 - \$799.03 • Bendigo General Transaction ACCT: ***838 - \$41,858.82 • Bendigo School Building Fund ACCT: ***988 - \$800.27 • Bendigo School Building Fund ACCT: ***044 - \$10,761.71 <p><i>Motion that the Treasurers report to be accepted as true and correct.</i></p> <p>PROPOSED: Melanie Bryson SECONDED: Andrea Williams PASSED: Yes</p>
12	Other Reports	<p>Executive Principal’s Report – Sharon Schultz, tabled appendix.</p> <p><i>Motion that the P&C Association accept the Executive Principal Report, as tabled, inclusive of School Financial Reports.</i></p> <p>PROPOSED: Sharon Schultz SECONDED: Colin Frew PASSED: Yes</p>
13	Motions on Notice	Nil
14	General Business	<p>2021 planning and schedule of events is underway, however this close to AGM the new committee will need to finalize this. In the meantime, key dates have been identified to overlay with the school calendar of events including the Colour Run and Bunnings BBQ’s.</p> <p>Colin provided an update on the refrigerated drinking fountains, which are due to arrive on both campuses any day now. Colin extended thanks on behalf of the P&C executive committee to Luke & to P&C committee members who contributed to the artwork for the splash back on the drinking fountains. Artwork was shared with all meeting attendees. Colin mentioned that the messaging on the splash backs includes wording from previous school captain Lily Nidea, and Colin thanked Andrea for the idea of using QR codes which link back to the P&C Facebook page.</p> <p>Parental feedback has been received by the P&C regarding a range of communication issues including stationery supplier (Kookaburra), change of sporting uniforms and change to birthday policies. Sharon advised that the school acknowledges the ongoing issue with the stationery provider and will not continue with this contract. An alternative provider is currently being sourced.</p> <p>Regarding change to sports short uniform, several queries were made by parents/carers to the P&C on whether the P&C were consulted and why these were approved without consultation. Sharon and Rochelle led a discussion on the inappropriate length of the current school sports shorts on female students and the issues this causes. Because of this, the previous school sports shorts will be phased out quickly, Rochelle estimated within 6 months.</p> <p>Colin led a discussion around ways that the P&C could support communication between the school and parents/carers on school matters and events. Colin flagged the importance of distributing accurate and timely information and that an active P&C driven program may reduce traffic and misinformation posted on social media sites such as the Varsity Parents Facebook page.</p> <p>Colin led a discussion around the imminent roll out of a Classroom Parent Representative (CPR) Program which is currently being discussed to resolve the</p>

		<p>forementioned communication issues and act as a key communication tool for parent's and carers. Expressions of Interest for the CPR Program have been included on the 2021 P&C Membership Form and an initial letter regarding the program will be distributed in the next week or so. P&C member Marian Frew has previously coordinated this program through her previous school and is well equipped to support Varsity College through the roll out period.</p> <p>Catherine queried why the change to children's birthday policy has taken place. This change was made initially due to COVID safe requirements. However, Karen advised the supply of items like chocolate treats for children's birthdays has been a long term and ongoing issue raised by parents within classes who have concerns regarding their children's allergies and dietary requirements. For this reason, it is unlikely that the school would reconsider this change to policy.</p> <p>The school's strategy for parents' onsite access was raised, the school will continue to communicate to parents/carers any changes and will maintain COVID safe guidelines under the direction of the Department of Education.</p> <p>Rochelle advised that Ben Henderson has taken on the role as P&C liaison for the senior campus going forward and will attend events. Karen advised that Peter Dallas is the primary campus contact for the P&C however will be supported by other team members due to his workload.</p> <p>Andrea advised that she was contacted by Karen Andrews MP office in relation to the acquittal and official opening of the CEP grant butterfly garden project and had referred them onto the Varsity College Executive Principal. Sharon confirmed that the school have received an email from Karen Andrews office and that this was being followed up.</p>
18	Applications for membership and recording of new Members	Nil
19	Next General Meeting; and Annual General Meeting (AGM)	<p>Wednesday, 17th March 2021 – 6.00pm (General Meeting)</p> <p>Wednesday, 17th March 2021 – 7.00pm (Annual General Meeting)</p>
	Meeting CLOSED	7.13PM

These are the official minutes and we the undersigned acknowledge they are a true and accurate record of the meeting on the 3rd February 2021.

Name: _____ Signed _____ Date _____

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Varsity College P&C – Treasurer’s Report

February 2021

Fundraising

We received an additional \$10 Commission from Entertainment books

Other Revenue

Revenue has included a small amount of interest.

Expenses

Expenses included the monthly Xero subscription, school Dux prizes and Meeting expenses related to the yearend meeting last year.

Balance Sheet

We have \$54,893.75 in the P&C bank accounts at the end of the month.

We also hold \$9,051 in stock including

- Mother’s Day stock and
- soft drinks (Christmas in Robina – cancelled due to Rain)

Audit

The books have passed audit and will be presented at the AGM.

MOVE that the November Treasure’s report be accepted

Profit and Loss

Varsity College Parents & Citizens Association For the month ended 28 February 2021

	Feb-21	YTD
Income		
Fundraising		
Fundraising & Events	10	24
Total Fundraising	10	24
Other Revenue		
Interest Income	-	1
Total Other Revenue	-	1
Total Income	10	25
Gross Profit	10	25
Less Operating Expenses		
Bank Fees	15	15
Consulting & Accounting	-	300
Meeting Expenses	49	49
Student Dux Prizes	1,000	1,000
Subscriptions	17	34
Total Operating Expenses	1,081	1,398
Net Profit	(1,071)	(1,373)