Meeting be opened at 6.50pm & Chaired by Louise Pieper, President
Minutes taken by Jo Byrnes, Secretary

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## MINUTES

<table>
<thead>
<tr>
<th>Item</th>
<th>What</th>
<th>Business</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Welcome</td>
<td>Welcome to all parents &amp; friends.</td>
<td><em>If this is your first meeting, you are not permitted to vote, however, you are eligible at the next General Meeting. Please make sure you complete a membership form and return it to the secretary before the end of this meeting.</em></td>
</tr>
<tr>
<td>2</td>
<td>Apologies</td>
<td>Greg Young, Nadeen Stammer, Clark Davis, Steve Baddeley, David Hughes, Murray Stacey</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Confirmation of minutes</td>
<td>Confirmation of last General Meeting Minutes held <em>Wednesday 18th March, 2015</em></td>
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</tbody>
</table>

### Proposed Motion

**Confirm and accept the minutes of the previous General Meeting – Wednesday 18th March, 2015**

*PASSED*

<table>
<thead>
<tr>
<th>4</th>
<th>Business arising from previous General Meeting.</th>
<th>• $100,000 gift from P&amp;C to Varsity Junior School Campus for landscaping. What is the progress with the proposed 3 quotes?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quotes have come in and the quotes are more than they thought. It should be around $160000, but have funds available and left over from the building. They will discuss with the school about helping us out. It is ongoing.</td>
<td>---</td>
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<tr>
<td></td>
<td>• Gaming Grant – we were advised by Carmel Conlin that the grant submission was unsuccessful</td>
<td></td>
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</table>

Can this be reviewed for re-submission in 2015? *(Next round closes 31 May, then 31 August)*. We are looking at a re-submission as the grant submission doesn’t roll over to the next quarter.

• At the close of the meeting, there were no nominations for the role of Fete Sub-Committee Chair and Treasurer. If we do not have a sub-committee in place by the June meeting the fete will not proceed.

### Financial questions from AGM:

Many questions were asked about the financial reports presented at the AGM on April 29th. The signed copy of the MOU (Memorandum of Understanding) discussed and passed in the October meeting 2014 as been misplaced. With our new principal, it seems correct to redesign and present an new MOU to include current circumstances.

At this stage, the school has the administration of running of the 3 streams of income (Uniforms shops, Tuckshops and After school Care), previously run by the P&C. It is in the best interest of both the school and the P&C to keep the arrange this way.

We talked about the missing MOU. We called P&C Qld regarding our arrangement, and asked why we were still entitled to the profit of these 3 streams even though the school runs it. Louise mentioned that receiving profit from the school, depositing into our account for it to sit there until we decided to give it back to the school seems a little backwards.

Steve Mc Luckie said the school can use the money straight away and use it more fairly.

With lots of discussion but we decided to postpone the discussion until next meeting so we can put together a MOU that will work best for the school at this
present time and includes the cost of the loan each quarter. Can we please organise the loan repayment details and profit for 2014 for the 3 income streams available at the next meeting.

### Proposed Motion

**Confirm and accept the Business Arising from the previous General Meeting**

**PASSED**

#### 5 Correspondence received since the previous general meeting -

**Inward (as listed)**

- Bike Fest – Sunday 3rd May. See General Business arising from Correspondence
- ANZAC Day Ceremony Contribution
- Grant writing email
- Father’s day catalogues
- Hoppy’s car wash
- Email from Sue Hydes

**Outward (as listed)**

- Email from President to Varsity Parents Facebook page Admin, advising school’s request that the P&C not use the VP Facebook page as an avenue to communicate with families. P&C and Varsity College Facebook pages only will be utilised for this purpose. See General Business below re: topics discussed.

**Proposed Motion**

**The P&C accept all correspondence**

**PASSED**

#### 6 Business arising from correspondence

- Bike Fest – 3rd May. James Grace reported back to Yasmin that the school council was unable to organise a stall. Due to a lack of volunteers for a weekend event, it was decided that the P&C would not participate in the event this year.

**Proposed Motion**

**Nil**

#### 7 Tabled Executive Committee’s Decisions

- Load and Go card was purchased and has been used on several occasions. It has also been set up as an ‘account’ in MYOB to make tracking the card easier.
- Gibson & Associates approved to submit BAS for March quarter @$155+ GST
- ANZAC Day Ceremony Contribution - The school needed to hire a number of fans, and sound equipment to be able to live-stream the ceremony into the auditorium so that the hall was not overloaded for the ANZAC ceremony at the Secondary campus. The school asked for a contribution to the day from the P&C, the Executive team agreed to contribute $1400 as half the cost of hire.
- Approved a request for a further $150 to provide morning tea for students from Surfers SS Benowa SS, Robina SS and Varsity College for the Combined Cluster String Workshop on the 27th May.

**Proposed Motion**

Nil


**Balances as at: 19th May, 2015**

<table>
<thead>
<tr>
<th>Bank</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bendigo Bank</td>
<td>$52,316.33</td>
</tr>
<tr>
<td>General Account</td>
<td>$31,408.28</td>
</tr>
<tr>
<td>Events Fundraising</td>
<td>$13,814.21</td>
</tr>
<tr>
<td>Fete</td>
<td>$79.18</td>
</tr>
<tr>
<td>Rowing</td>
<td>$7,014.66</td>
</tr>
<tr>
<td>Commonwealth Bank</td>
<td>$2,980.33</td>
</tr>
<tr>
<td>Load &amp; Go Card</td>
<td>$364.62</td>
</tr>
</tbody>
</table>

**TOTAL CASH ASSETS** $55,661.28

Page 2 of 6
<table>
<thead>
<tr>
<th>Proposed Motion</th>
<th>The P &amp; C accepts the Treasurer’s Report</th>
<th>PASSED</th>
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</thead>
</table>
Treasurer’s Report (Michelle Davis)  
**Opening Balance at 31/12/14: $11, 540.90**  
Funds raised through passive fundraising from 1/1/15:  
$40 Quickbeds Fundraising  
$0.36 Interest  
Funds disbursed from 1/1/15:  
Purchases $4, 565.00 on equipment from grant allocation  
Bank transaction fees $1.60  
**Closing Balance at 19/5/15: $7, 014.66** |

**Fundraising Subcommittee**

Rowing Subcommittee report

Our Mothers Day stalls were a huge success. Thank you to all of our fabulous volunteers.

We are putting a call out to volunteers to help at our next fundraisers:
- 9th June & 17th June – Senior & Junior Music Nights
- 24th June – Junior School Disco

**Ideas for the future:**

Fun Run to coincide with Cross Country in 2016 and Read-a-Thon to coincide with Book Week.  
Other suggestions raised: Mango Drive, Quickbeds Fundraising program, Fun Day, Christmas Stall, etc  
Utilize parent and community expertise to plan events

**QuickBeds** – It was suggested that we set up as a fundraising/agent with Quickbeds. Every booking will attract funds for the P&C. [http://www.quickbeds.com/](http://www.quickbeds.com/)

It was suggested that we set it up!
“Everybody’s voice is equal”

### Proposed Motion

The P&C accept the tabled financials of the Rowing Committee.

**PASSED**

### Other Reports

#### Executive Principal

- Steve introduced all the Head of School and is proud of the hard working stall members.
- Parent Forums – Semester Two every Friday for an hour. You can book and talk to the Heads of School.
- App – letter being sent out to get every parent on it.
- Information Evenings for Parents and Students have been happening throughout the term. There will be more and more of these events in the future.
- NAPLAN – it is great way to see where students sit at one particular point in time. Thank you for the breakfast, which was put on by the Tuckshop.
- Volunteers Week – thanks to all our amazing volunteers.
- New timetable is being rolled out over the next terms. In 2016 a new Year 7 programs that will allow the students to make choices and be able to do multiple Excellence programs.
- Murray Goodwin (PE and English teacher) – he won the Stall Gift – biggest amateur footrace in Australia. He could be going to the Rio Olympics.
- Rowing Program is working towards getting up and going very soon, with Duncan Free helping out with a new training program.
- The Music department has had approval for a new Marimba! Yay!
- Website – the school will be purchasing their own website and make it bigger and better.

#### Sue Hydes Email:

- Touch typing – we are trying to teach skills. Great concept – Steve will try to fit this into the already full curriculum.
- Some new projects are in the pipeline - Purple Quad, Coffee shop on top level of SLC, area outside SLC to put upgraded with grass and chairs and covers.
- Love some more community involvement like the Swell Festival in the future
- Sensory taps on bubblers – an expensive venture.

### Motions on Notice

**NIL**

### General Business

- Uniform update - **Steve McLuckie** – the skirt presented at the last meeting seemed to be the best choice. All decisions will go through a process of a survey monkey to get parent feedback. All changes will have a cost reduction (Year 12 will have a free short/skirt, Year 11 & 12 will be able purchase at cost until February 2016). Many questions were asked about why the skirt needs to be changed - as there are too many variations on the length.
  - New Varsity College App – **Steve** – already discussed in his report
  - Proposal to Set Up School Building fund and Application for Endorsement as
Deductible Gift Recipient (DGR) – Michelle – businesses can redisperse their funds earmarked for tax and a donation to the SBF. It won’t be able to be set up for this year EOY due to the Tax Dept not recognise us as an executive team(?). If we decide to follow this through into 2016, we will need a constitution and a separate bank account. We will follow up.

- Discretionary Fund proposal – Louise. P&Cs QLD have advised that a pre-approved discretionary fund cannot be established. Instead the Exec team are advised to approve items at an exec meeting, or if meeting unavailable, by flying minute with a majority rules vote. Notification of the decision to be noted at the next general meeting.

- MOU Update – Louise. The figure quoted in the audit was 60% of the income streams profit as agreed under the previous MOU, hence why the final payment was less than $21,000. See ‘Business Arising from Minutes’.

- Playground Funding Redirection – Hill erosion in Junior school. The $100,000 is available for the playground and it won’t be able to spend on the playground until the Summer holidays. $60,000 is the full cost and Regional Office said they will be matched $ for $. We are proposing that the P&C take $30,000 for this $100,000 - Louise

- A-Mart All Sports – we have $900 to use at our discretion. We could use these funds to have a Father’s Day raffle or awards at Junior Sports Carnival – Jo Byrnes

- Resurrection of the Varsity Vibe Market. James knows that the market will bring together the community and the school. Steve meets with Jan Grew about this market and will she support. James will investigate with the council about the costs to get the school space rezoned - James Grace

- Hoppy’s Car Wash Vouchers (see attached flyer).

- Varsity Parents Facebook page – It was suggested by the school that the P&C not share or reply to questions and discussions on the current Varsity Parent Facebook page. A letter was sent to the admin officers of the page – Daniel De Byl and Sue Horkings on the 13th May informing them of our decision and also requesting that they do not tag any P&C executive members in discussions, and to either redirect them to the P&C page, call the P&C at the school or call the school. Daniel was concerned that if the P&C was not involved in the page, that it would not be advantageous and seem that the P&C was not interested in the views of what the parents have to say. Louise

- Purchase of Safe – Safe was purchased and is ready for installation in the P&C office

- Approach school about including ‘Opt out’ of family email contacts being supplied at time of completing school contribution notice, to the P&C. This will enable P&C to utilise family email to advise of fundraisers, events, important information etc, especially to include senior school and increase communication of volunteer and fundraising opportunities - Louise

- Development of a P&C mission statement – Louise. Something that encapsulates the overall mission of the P&C and identifies priorities for 2015 and goals for coming years. Please email suggestions to
### Proposed Motion

- **Caitlin Berner** - Parking/road markings. A few years ago the road/parking at the ‘pick up zone’ on the Junior campus was remarked taking out 10/12 marked car parks. There were plans in at council so that a ‘turnaround’ zone was established so that the flow traffic could be better and that if you needed to go ‘around again’, you didn’t need to go out of the car park completely. Can we investigate with Peter Dallas about whether the plan for the lower parking lanes. Apparently the council has lost the plans that were put in place a few years ago.

<table>
<thead>
<tr>
<th>Applications for membership and recording of new members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Zenoni</td>
</tr>
<tr>
<td>Jodi Fillingame</td>
</tr>
<tr>
<td>Karen Gravendyk</td>
</tr>
<tr>
<td>Lawrence Greenman</td>
</tr>
<tr>
<td>Caitlin Berner</td>
</tr>
<tr>
<td>Bec Campbell</td>
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</tbody>
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<thead>
<tr>
<th>Proposed Motion</th>
<th>We propose that $30,000 to be redirected from the $100,000 which was donated to the school in 2014, to upgrade the erosion of the ‘Hill’ on the junior school oval area</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PASSED</strong></td>
<td><strong>We proposed that the A Mart All sports credit for Father’s Day Raffle and Sports Day awards.</strong></td>
</tr>
<tr>
<td><strong>PASSED</strong></td>
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</tbody>
</table>

**Meeting closed at: 8.57pm**  
The next General Meeting will be held at 6.30pm Wednesday 10th June 2015.

These are the official minutes and I, as President, acknowledge they are a true and accurate record of the meeting in the 20th May, 2015. I further acknowledge that this has been voted on by members at the 20th May, 2015.

Signed_____________________________(President)  
Date_______________________________