



Varsity College P&C Association General Meeting Minutes Wednesday 15th August 2018

"Everybody's voice is equal"

Meeting opened by Anna Stacey: P & C Vice President

Minutes taken by Anna Stacey & Catherine Fitzsimmons: P & C Vice Presidents

<u>Item</u>	<u>What</u>	<u>Business</u>
1	Welcome to all parents and friends	<p>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.</p> <p>Apologies:- ,Steve McLuckie, Michelle Davis, Sharon Fong ,Nicola Cliff, Murray Stacey, Clark Davis, Bec Campbell, Lisa Kelly</p>
2	Confirmation of last minutes	<p>Proposed motion</p> <p>Confirm and accept the minutes of the previous General Meeting on Wednesday 20 June, 2018.</p> <p>PROPOSED: Catherine SECONDED: Anna PASSED: Yes</p>
3	Business Arising from previous Minutes	<p>P & C Administration Officer Role</p> <ul style="list-style-type: none"> ○ The P & C Exec are in the process of going through applications for the role. We have had 9 applications. Awaiting a response from HR as to how many applicants they wish to interview.
4	Correspondence Received since the last General Meeting	<p>Inward</p> <ul style="list-style-type: none"> • See Attachment 1 <p>Outward</p>
5	Business Arising From Incoming Correspondence	<ul style="list-style-type: none"> • Nil
6	Tabled Executive Committee's Decisions	<ul style="list-style-type: none"> • The Executive Committee has decided to hold our Father's Day Raffle using online platform 'Raffle Link'. • \$100 was needed to be spent on water blasters etc for the colour run. A flying minute was sent to approve this.
7	Financial Report & Financial Statement and any business arising from Financial Report and Financial Statement	<ul style="list-style-type: none"> • Bank account statements <ul style="list-style-type: none"> ○ Bendigo Bank, School Building Fund – Savings A/c (044) \$10,556.08 ○ Bendigo Bank, School Building Fund – Transaction A/c (988) \$31,266.33 ○ Bendigo Bank - General Savings A/c (887) \$23,755.97 ○ Bendigo Bank - General Transaction A/c (838) \$13,986.54 ○ CBA \$2,091.93 ○ Load and go card \$240.13 ○ Total funds in bank \$81,896.98 ○ QTC Loan payment will be taken out of account 838 in mid August <p>Proposed Motion</p> <p>The P & C accepts the Financial Report</p> <p>PROPOSED: Emma SECONDED: Mel PASSED: Yes</p>

8	Grants	<ul style="list-style-type: none"> • A grant was submitted for the Rebel FM \$500 grant for an Air Hockey table for the Inclusive Education Unit. Waiting to hear outcome. • Awaiting advice from Michelle Black and Carmel Conlin re preferred options for Division 11 Donation, and Federal Volunteer Grant (Karen Andrews) – both to value of \$5000 – Divisional Donation can be for equipment for college; Federal grant can only be for equipment used by volunteers (would recommend catering equipment used in canteen and shared with volunteers for events, or similarly event/grounds equipment that can be shared by volunteers for events – submission has to details number of volunteers – 163 so far this year, and how many volunteers will use the equipment) • Emma is looking into grants available for a garden, including shade structure, for the Prep area. Cancer Council may be able to offer a grant for shade structure.
9	Subcommittee Report & Financial Statement	<p>School Building Fund Subcommittee Report</p> <ul style="list-style-type: none"> ○ Bendigo Bank, School Building Fund – Savings A/c (044) \$10556.08 ○ Bendigo Bank, School Building Fund – Transaction A/c (988) \$31266.33 ○ Action: P&C to finalise net profit from the Mother’s Day Stalls and will report back at the next General Meeting on amount to be transferred to the School Building Fund.
10	Other Reports	<p>Executive Principal- Greg Morgan</p> <ul style="list-style-type: none"> • Tabled. See Attachment 2. • Farewell and Thank You to Steve We would like to congratulate Steve on the new position he is taking up in the United Arab Emirates. Whilst we are excited for the opportunity this presents him professionally, we are saddened and disappointed that he is moving on, particularly as many of our students will have completed their Varsity College journeys if he does return. We would like to thank Steve for his vision, his passion and his dedication to turning our college into an exceptional one. There have been so many positive changes at the college in the time he has spent as executive principal. As P&C Executive members, most of us have been in place from Steve’s inaugural year at the college. We would like to personally thank Steve for his support, assistance and persistence, helping us to achieve our P&C goals for the college. Thank you Steve. We wish you and your family every success, safe travels, and we do hope you return to Varsity College.
11	Motions on Notice	<ul style="list-style-type: none"> • No motions on notice.
12 12a	General Business Review of Previous Months Events	<ul style="list-style-type: none"> • Coles sports equipment <ul style="list-style-type: none"> ○ Order has been submitted of over 100,000 vouchers, it is expected that it will arrive in October • Gold Coin Challenge, Senior Campus, 28 May to 13 June <ul style="list-style-type: none"> ○ Target \$1000 per year level, total target \$6000 ○ Amount raised was \$4,803.70. ○ Prizes given to winning classes ○ Total profit after expenditure was \$4300 approx. which will go into the building fund • Run4Fun Colour Explosion, Primary Campus, Friday 29 June 2018 • Wrap-up – very successful event; day would not have been as successful without the high-level support and dedication from Peter Dallas, together with the wholehearted support of the Junior Campus staff – teachers, groundsmen, admin staff and canteen staff. Amazing support from student, parent and grandparent volunteers in the lead-up with counting as well as on the day organizing cash counts, participant lists, dividing up colour powder and sunglass/headband/wrist band pack, cooking sausages for

volunteers, handing out iceblocks and managing obstacles. Also delivered very impressive engagement of the parent community on the day.

- Total funds raised \$42,044 (Cash \$9,853 and online \$32,191)
- 638 students raised money online.
- More than 1000 students raised funds overall.
- Indicative profit guide approximately \$22,000 after online fundraising platform admin and gateway charges, and 40% fees charged for colour powder/event gear and prizes – (final amount will be notified when all expenses paid)
- Cannot finalize this event until guidance received from school about managing prize orders for significant fundraisers – more than 200 no prize order, 40 who have raised between \$50-\$370 outstanding, and 20 who have raised between \$70-\$370 outstanding. Do not want such a successful event to become a PR nightmare because students don't receive the prize they thought they had ordered. Anna will provide Karen with the list of students that need to submit prize orders. Suggestion that next year we have a disclaimer stating that we will order the prize if no prize inputted.
- Company was supportive and easy to work with – generous with supply of powder, event gear and equipment; quiet with their communication and tended to have to chase them to ensure all going well, but at least not high pressure
 - Need to provide feedback to fundraising company about lack of user-friendliness of their back end – no ability to confirm in their system that the administrator has entered and confirmed a cash amount received – has to be rechecked every time or done externally and cross matched in a spreadsheet – may work well for small schools with small student population but very time-consuming for such a large student population
 - End date needs to be day of event – people forgot after holidays, in spite of emails/Facebook posts, and more than \$500 in promised cash donations didn't ever make it to the office, so this again had to be cross-checked manually with every cash amount received, and removed, so that we don't have to pay commission on amounts not received
 - A lot of work in counting cash and reconciliation of funds. Some envelopes didn't have correct money. Over \$3000 collected on one day so a huge number of envelopes and money to count.
 - A large amount of cash taken so still better to give this option despite the work load.
 - Need to be very clear with instructions next year and advise you can collect cash, bank in your own account and then pay online and also to remember to submit prize order (maybe have a checklist)
 - 40% Commission stated is not quite as it seems – online donations request support for online merchant costs – online platform then on-charges merchant fees based on percentage of the total received and their processing fee based on the total received eg donate \$30, tick "help cover our costs" which adds \$1.80 to cost of donation. GoFundraise Me then bills their processing fee on the total received not the intended donation (\$31.80 and the merchant fees on the total received \$31.80), so you are always behind, not "significantly in front at the end" as we were led to believe. Anticipating 40% commission will be paid on total fundraised, excluding the added amounts for "covering fees". Watch this space
 - Top fundraisers Shekinah with \$780 and Kobe with \$530

12b	Current Events	<ul style="list-style-type: none"> • School banking <ul style="list-style-type: none"> ○ Bendigo Bank sent through a presentation on what they can offer for school banking to see how it compares to what Commonwealth bank now offer as our commissions from the Commonwealth Bank will be very reduced with the changes they implemented at the start of the year. This is yet to be looked at closely, will bring back to next meeting. ○ Everything else going well. Still have lots of regular volunteers.
12c	Upcoming Events	<ul style="list-style-type: none"> • Preppie end of year memorabilia gifts <ul style="list-style-type: none"> ○ Designs kits have arrived ○ Need to submit designs by end of Term 3, this allows a 9 week turn around, so students can receive plate in time before end of school year. ○ As a fundraiser, cost \$22, sell \$28 ○ Preps do an arts unit in Term 3, so this can be done as part of that program. ○ Need to work out if it should be offered to siblings as this could mean very large numbers. If we offer it, how do we make it easier? Could they order directly from the company and nominate Varsity as their fundraiser. • Fathers Day Stall, 28 and 30 August 2018 <ul style="list-style-type: none"> ○ Stalls to run two days in last week of August. ○ Gifts have arrived and been sorted into boxes for Tuesday and Thursday ○ Mel has kindly offered to coordinate on the days ○ Student teacher volunteers organised for Tuesday, need volunteers for Thursday. Request volunteers on Facebook and via email. Usual volunteers will most likely attend. • Father's Day Raffle <ul style="list-style-type: none"> ○ We will be holding a 50/50 raffle where the winner gets half of the money raised and P & C the other half. ○ \$ amount will be after cost to P & C which include \$160 set up and 6% ○ \$1000 minimum or 50% to the winner of the raffle ○ Raffle has been launched on Facebook/App/Email ○ Online only, being run through Raffle Link ○ Winner will be notified on the day it is drawn (31/8) and will receive prize approximately one week later once proceeds released to our account by Raffle Link ○ • Colour Run, Senior Campus last Friday of Term 3, 21 September 2018 <ul style="list-style-type: none"> ○ This event will not run this year due to building works ○ Maybe it would be easier to tack it on to the junior event next year? This would be hard as already a very big day and parking could be a problem.

		<ul style="list-style-type: none"> ○ Preference would be for this event to take place in the last week of term 4 in 2019 ● Varsity Summer Fair 2018, Saturday 1 Dec 2018 <ul style="list-style-type: none"> ○ Location – Central Park, Varsity Lakes ○ Time 2pm to 8.30pm ○ Thank you to the organising committee (Caroline Beckley, Andrea Williams, Nina Nelson, Sarah Jordison, Lisa Kelly, Paul Kelly, David Jordison, Sharon Fong, Michelle Davis, Catherine Fitzsimmons, Nicola Cliff). ○ Sponsorship and prize donation drive under way- Colin Frew has offered to help with this (please email him) ○ Carnival rides - Qld Amusement Hire ○ Food trucks, make sure we have a lot of them and some with very quick options so people don't have to stand around too long waiting ○ Show bags - Kids Show bags ○ Laughing Clowns - clown turning head and floating ducks ○ Council will cover costs for Movie under the Stars, Portaloos, rubbish bins, 2 x light towers, Sparkey Do Da, Wildlife Show, Free Tree Truck, Animal and Pest Truck. ○ Community groups - Hope Church (Kidz Zone and volunteers, Stage Entertainment MC), Robina Lions Club (BBQ help), Varsity Rotary Club (Face Painting) ○ School - working with Community Pillar (Paul Sochanik and Marita Frazier), music department (Michelle Wilson and Matt Caulton) Creation Arts (Michelle Murtagh) and Peter Dallas and staff for class stalls) Peter has confirmed one stall per two year levels ○ Seeking band for 2 hour entertainment, hire of stage ○ Seeking teacher volunteers for dunk tank ○ Seeking logistics and facilities coordinator
12d	Other	<ul style="list-style-type: none"> ● New PE uniform <ul style="list-style-type: none"> ○ Action: Executive Principal to present new uniform at the next General Meeting. Hold over to the next meeting. ● Primary Bucket Hat (Executive Principal) <ul style="list-style-type: none"> ○ It is recommended that only bucket hats, not caps, should be worn due to the alarming number of skin cancer cases we are now seeing. Varsity College is one of the only schools in Queensland that still allows caps to be worn. The idea would be to have bucket caps only available for sale with caps already owned still allowed to be worn for the remainder of 2018 and 2019 but to be phased out by 2020 when only bucket hats would be permitted. At this stage this will be on the Primary Campus only. <p>Motion-That the Varsity College Bucket Hat be the only hat option in Primary School and be compulsory as at the commencement of the school year in 2020.</p> <p>PROPOSED: Milanka SECONDED: Anna PASSED: Yes</p> ● SRS For 2019 (Executive Principal) <ul style="list-style-type: none"> ○ With regards to the 2019 Student Resource Scheme and Fees, the following information is provided as per Education Queensland guidelines, for the consideration of the P&C, before the motion will be put to the P&C as to whether or not the P&C will support the Student Resource Scheme as described for 2019. ○ In accordance with the Education (General Provisions) Act 2006, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent

residents, or children of Australian citizens of permanent residents, is met by the State.

- Parents however, are directly responsible for providing textbooks and other resources for their children while attending school.
- In recognition that these costs can be high, Varsity College provides an optional service to assist parents with the cost of these educational resources, known as a Student Resource Scheme (SRS). The college SRS incorporates resources, texts and consumables including a laptop program with technical support, software, and insurance.
- Participation in the college Student Resource Scheme is optional but strongly encouraged. Should a family choose not to participate in the SRS, the parent/guardian is responsible for purchasing and providing all resources for their child whilst they are a student at Varsity College.
- The following are the proposed 2019 SRS fees:
 - **STUDENT RESOURCE SCHEME FEES**
 - Student Resource Scheme1 P - 2 \$210.00
 - Student Resource Scheme2 3 - 6 \$256.00
 - Student Resource Scheme3 7 \$866.00
 - Student Resource Scheme3 8 \$866.00
 - Student Resource Scheme3 9 \$790.00
 - Student Resource Scheme3 10 \$899.00
 - Student Resource Scheme3 11 \$899.00
 - Student Resource Scheme3 12 \$840.00
- 1. Incorporates One2One@VC – includes access to a class set of devices during school hours but does not include take home access.
- 2. Incorporates One2One@VC – includes access to a school based device but does not include take home access; ratio one device per student.
- 3. Incorporates One2One@VC – includes access to take home device.

Motion – The P&C supports the SRS as described

PROPOSED: Anna **SECONDED:** Mel **PASSED:** Yes

• **Volunteers Thank You**

- Andrea Williams is our June Volunteer of the month with Oak Café at Mudgeeraba as sponsor
- Our July Volunteer of the Month is Caroline Beckley with The Stylist Chair in Nobby's Beach the sponsor

• **YMCA**

- YMCA has now taken over the OSHC program, new coordinator Kim gave a run down on how the program is going so far.
- 183 families enrolled so far with 120 children attending on Tuesday and needing to be capped at this number as staff to child ratio needed to be maintained. Additional staff is to be hired with interviews currently taking place. This will allow the program to continue to grow.
- Feedback from parents, children and staff has been very positive
- Open Day to be held on Friday afternoon with a jumping castle and sausage sizzle
- YMCA keen to be involved with the P & C and school community

• **Traffic Management**

- A meeting is to be held with School staff, Councillor Vorster and GCC Traffic management staff to discuss the ongoing issue of road safety.
- 4 children have been hit by cars in the last 10 weeks around the school area, luckily only sustaining minor injuries.
- Our crossing ladies have also had some very near misses
- Traffic lights and scramble crossings to be discussed
- It would be good if at least one P & C Exec member could attend
- Date to be confirmed

	Applications for membership and recording of new members	Kirsten Dilena, Kim Lousada	
	Motions	The P & C accepts all new member applications PROPOSED: Anna SECONDED: Catherine PASSED: Yes	
	Meeting CLOSED		7:55pm
	Next General Meeting		Wednesday 19th September 2018 at 6:30pm, The Globe, Primary Campus

These are the official minutes and we the undersigned acknowledge they are a true and accurate record of the meeting on the 15th August 2018.

Name: _____ **Signed** _____ **Date** _____

Name: _____ **Signed** _____ **Date** _____

ATTACHMENT 1

Bright Star Kids, general marketing, by email, noted by the P&C, from period 14/08/2018 to 21/06/2018

- Smart Gift Ideas, general marketing, by email, noted by the P&C, from period 14/08/2018 to 21/06/2018
- Fundraising Whisperer, general marketing, by email, noted by the P&C, from period 14/08/2018 to 21/06/2018
- Tenderbridge, grant opportunities, by email, forwarded to Emma Silver to review, from period 14/08/2018 to 21/06/2018
- Modern Teaching Aids, general marketing, by email, noted by the P&C, from period 14/08/2018 to 21/06/2018
- Picture Products, general marketing, by email, noted by the P&C, from period 14/08/2018 to 21/06/2018
- Kesco Educational, general marketing, by email, noted by the P&C, from period 14/08/2018 to 21/06/2018
- Billy G's Cookie Dough, general marketing, by email, noted by the P&C, from period 20/06/2018 to 15/05/2018 14/08/2018 to 21/06/2018

ATTACHMENT 2

Principal's Report Wednesday 15th August 2018

Well it's been an amazing, surprising and hectic month to start the third term, the winter break seems so long ago. Our Executive Principal Mr McLuckie and Director of Wellbeing Mrs McLuckie have announced that they will be taking a 2 year sabbatical to lead the Australian International School in Sharjah, United Arab Emirates. This has not been an easy decision and we wish them all the best in the coming years.

As of next week there will be some staffing changing while the EP position is being finalised which will be announce before the end of the term.

Acting Executive Principal - Greg Morgan

Acting Head of Senior School – Aly Innes

Acting Director of Wellbeing – Nicole Aiello

Acting Deputy Head of Senior School - Karla Reid

I have tried to summarize just the highlights of events that have occurred over the two campuses: the Sporting, Cultural, Community and Academic Pillars all being well represented. Firstly on the Primary campus

* the launch of STYMIE for Years 5 & 6 commenced this term,

* Book Fair – viewing last week with sales this week of over \$10 000, Character Parade tomorrow & the Book Fair evening tomorrow. Where we are hoping to have sales between \$20 000 - \$25 000

* Author & Educator Jill Eggleton presented to over 100 teachers as part of our Book Fair celebration

* Success at Eisteddfod, Piccolo Choir 2nd, Varsity Voices 2nd, Banksia Strings 1st, Grevillia Strings highly commended, Beginner strings 3rd Fain Fair State Finals – Acacia Strings

* OzTag – Primary QLD Schools Cup 26-28 July Girls 12 year old won out of 136 schools

Oz Tag Varsity came 2nd overall in Primary QLD Schools Cup

* All Schools Primary Cup – Gold Coast 2nd overall

* OzTag Primary School's Cup – Year 6 Girls & Boys team won

* STEM Cup at All Saints where our Year 5 Team is currently in 1st place

On the Secondary Campus we are gearing up for subject selections in 2019 with the Careers Expo this Thursday in the Sports Hall for our years 10 going into year 11 and next Wednesday evening the subject selection at Bond Uni for our year 8 into 9 and year 9 into 10 parents and students. Our year 6 into 7 students are having group interview sessions in the auditorium every Tuesday until the end of the term.

We have had 3 study groups visit the college this term with Zhuhai, Tadaroki and Showa Daichi enjoying the hospitality of the Gold Coast and in particular Varsity College. Ms Tiffany A'Bell effort in co-ordinating these tour groups is much appreciated. Science Week is being celebrated with many activities during the lunch breaks this week.

Looking ahead the GIPSA finals are this Friday and we wish all our teams well. The Mayor's Tech Award has its Final Pitch Night on Wednesday 22nd August. Camp week for years 7 to 9 beginning on

the 3rd September. The Leadership Dinner is this Monday evening at Bond University in the Princeton Room. The Open Regatta will be at Murwillumbah on the Saturday 25th and Sunday 26th of August.

Most importantly are the QCS tests for our year 12 OP students happening on the 4th and 5th of September, we wish them all the best and know that they have had the best possible preparation for these exams thanks to Mrs Reid guidance as Senior Schooling HOD.

Finally thank you to our amazing Heads of School Ms Rochelle Lewis and Ms Karen Gravendyk for their strong leadership and support in steadying the boat as we head into uncharted waters.