



# Varsity College P&C Association General Meeting Minutes Wednesday 16 May 2018

*"Everybody's voice is equal"*

**Meeting opened by P & C President: Michelle Davis**

**Minutes taken by Sharon: P & C Vice President**

<u>Item</u>	<u>What</u>	<u>Business</u>
1	<b>Welcome to all parents and friends</b>	<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:- Jeff Fong, James Cliff, Clark Davis, Rachel Mitchell</p>
2	<b>Confirmation of last minutes</b>	<p><b>Proposed motion</b></p> <p><b>Confirm and accept the minutes of the previous General Meeting on Wednesday 21 March 2018.</b></p> <p><b>PROPOSED: Anna Stacey    SECONDED: Emma Stawicki    PASSED: Yes</b></p>
3	<b>Business Arising from previous Minutes</b>	Refer to minutes below in general matters
4	<b>Correspondence Received since the last General Meeting</b>	<p><b>Inward</b></p> <ul style="list-style-type: none"> <li>• See Attachment 1</li> </ul> <p><b>Outward</b></p> <ul style="list-style-type: none"> <li>• Entertainment Book Company – on going promotion</li> <li>• Australian Fundraising – Colour Run</li> <li>• Moon and Bear – Graduation items</li> </ul>
5	<b>Business Arising From Incoming Correspondence</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>
6	<b>Tabled Executive Committee's Decisions</b>	<ul style="list-style-type: none"> <li>• Confirmation of booking to Australian Fundraising for Colour Run, launch 24 June 2018.</li> <li>• Primary Campus open day, donation of \$250</li> <li>• Rowing boat naming ceremony, donation for refreshments, \$24.00</li> <li>• Rebel Sports credit – donation of a table tennis table to the Inclusive Education Primary Campus.</li> </ul>
7	<b>Financial Report &amp; Financial Statement and any business arising from Financial Report and Financial Statement</b>	<ul style="list-style-type: none"> <li>• <b>Bank account statements</b> <ul style="list-style-type: none"> <li>○ Bendigo Bank, School Building Fund – Savings A/c (044) \$88.59</li> <li>○ Bendigo Bank, School Building Fund – Transaction A/c (988) \$505.56</li> <li>○ Bendigo Bank - General Savings A/c (887) \$9,683.85</li> <li>○ Bendigo Bank - General Transaction A/c (838) \$18,437.10</li> <li>○ CBA \$1,186.93</li> <li>○ Petty cash \$30.50</li> <li>○ Load and go card \$240.13</li> <li>○ Total funds in bank \$30,173.00</li> </ul> </li> </ul> <p><b>Proposed Motion</b></p> <p><b>The P &amp; C accepts the Financial Report</b></p>

		<b>PROPOSED:</b> Lisa Kelly	<b>SECONDED:</b> Bec Campbell	<b>PASSED:</b> Yes
8	<b>Grants</b>	<ul style="list-style-type: none"> <li>• Waiting to acquit current Divisional Grants, expected to be in June 2018.</li> <li>• Recap on previous suggestion on disable toilet. This has not been possible to install one on the Primary Campus due to high cost.</li> </ul>		
9	<b>Subcommittee Report &amp; Financial Statement</b>	<b>School Building Fund Subcommittee Report</b> <ul style="list-style-type: none"> <li>○ Bendigo Bank, School Building Fund – Savings A/c (044) \$88.59</li> <li>○ Bendigo Bank, School Building Fund – Transaction A/c (988) \$505.56</li> <li>○ <b>Action:</b> P&amp;C to</li> <li>○ finalise net profit from the Mothers Day Stalls last week and will report back at the next General Meeting on amount to be transferred to the School Building Fund.</li> </ul>		
10	<b>Other Reports</b>	<b>Executive Principal</b> <ul style="list-style-type: none"> <li>• Tabled. See Attachment 2.</li> </ul>		
11	<b>Motions on Notice</b>	<ul style="list-style-type: none"> <li>• No motions on notice.</li> </ul>		
12	<b>General Business</b>	<ul style="list-style-type: none"> <li>• <b>Mother's Day Stall, 8 and 10 May 2018</b> <ul style="list-style-type: none"> <li>○ Approximately \$5782.00 net profit from stall sales</li> <li>○ Approximately \$2561.25 from raffles</li> <li>○ Raffle winners Gary Hyde (Palazzo Versace) and Shaun from 3D Hamper</li> <li>○ Require more volunteers</li> <li>○ Description on raffle ticket envelopes needs to have P&amp;C on it, a purpose and when it is going to be drawn.</li> <li>○ Utilise the Year 6 Student leaders in break time to help with future stalls</li> <li>○ <b>Action:</b> Provide Karen Gravendyk list of volunteers (<b>Sharon</b>)</li> <li>○ <b>Action:</b> Investigate the selling of raffle tickets through an electronic app on phones (Catherine).</li> </ul> </li> </ul>		
12a	<b>Review of Previous Months Events</b>			
12b	<b>Current Events</b>			
12c	<b>Upcoming Events</b>	<ul style="list-style-type: none"> <li>• <b>Gold Coin Challenge, Senior Campus, 28 May to 13 June</b> <ul style="list-style-type: none"> <li>○ Target \$1000 per year level, total target \$6000</li> </ul> </li> </ul>		

- Winning class from each year level will be class that raises the most funds
  - Reward for students, pizza party valued at \$75 per class
  - Reward for teachers, \$25 Rebel Sports voucher (no cost to P&C)
- Supported and co-organised with Deans and Student Leaders
- Money to be collected in zip lock bags from each class, taken to finance office, counted each day providing a running tally for the students and teachers.
- Zip lock bags need to have the class name with date collected written on them.
- **Action:** Instructions need to be provided to the class representatives on what to do.
- Volunteers needed to count money each day, minimum 2 people per day
- **Action:** Investigate to see if donation of pizza
- **Action:** Bulk purchase of zip lock bags, cheaper than supermarket (Lisa Kelly)

**Proposed Motion**

**The P & C agrees to set a budget of \$1000 to purchase zip lock bags and one class pizza party valued at \$75 per year level, Year 7 to 12.**

**PROPOSED: Nicola Cliff    SECONDED: Melanie Bryson    PASSED: Yes**

- **Wear Your Colour, Origin Day, 6 June 2018 (Primary Campus)**
  - Donation to wear your colour
  - Banking volunteers to count and bank donations on the day
- **Colour Explosion, Primary Campus, Friday 29 June 2018, Term 2**
  - Stand alone colour event
  - Fundraiser run by Australian Fundraising
  - Five colour powder stations with obstacle course
  - Volunteers required on the day
  - Students need to fundraise to take part
  - Head bands, wrist bands, sun glasses, students need to provide their own t-shirts, towel and change of clothes
- **Fathers Day Stall, 28 and 30 August 2018**
  - Stalls to run two day in last week of August

**Proposed Motion**

**The P & C agrees to set a budget of \$6000 for purchasing of stock for sale at the stalls.**

**PROPOSED: Catherine Fitzsimmons    SECONDED: Nicola Cliff  
PASSED: Yes**

- **Colour Run, Senior Campus last Friday of Term 3, 21 September 2018**
  - Fundraiser run by Australia Fundraising
  - Possibly Years 7 to 12 pay to participate
  - Still waiting to get feedback from Student leadership team
  - **ACTION:** Need to get feedback how much students would be happy to pay to take part? (Rochelle)
- **Varsity College Family Fun Day, Saturday 1 Dec 2018**
  - Location – Central Park, Varsity Lakes
  - Time 1pm to 8pm
  - Support from Councillor Vorster Office
    - Assist with booking of Central Park

		<ul style="list-style-type: none"> <li>▪ Provision of toilets, rubbish bins, lights, movie etc</li> <li>○ Choosing a name as a competition, \$50 Rebel Sports Voucher</li> <li>○ Need to identify an organising group</li> <li>○ Proposed budget to be presented at the next General Meeting</li> </ul> <p><b>Proposed Motion</b></p> <p><b>The P &amp; C agrees to organise and host a Varsity Family Fun Day (name to be confirmed) on Saturday 1 December 2018.</b></p> <p><b>PROPOSED: Lisa Kelly      SECONDED: Sarah Jordison      PASSED: Yes</b></p>
12d	<b>Other</b>	<ul style="list-style-type: none"> <li>• <b>Preppie end of year memorabilia gifts</b> <ul style="list-style-type: none"> <li>○ Picture Products</li> <li>○ Suggestion of painted plates, approx \$26 per plate</li> <li>○ Melamine plates</li> <li>○ End of Term 3 order, 9 week turn around, so can get back in time for Christmas present.</li> <li>○ Would be nice to include year and school logo</li> <li>○ As a fundraiser, cost \$22, sell \$28</li> <li>○ Preps do an arts unit in Term 3, so this can be done as part of that program.</li> <li>○ <b>Action:</b> Check what happens if student makes a mistake, can they have another go (Emma)</li> <li>○ General consensus that this would be a good fundraiser to try.</li> </ul> </li> <li>• <b>New PE uniform</b> <ul style="list-style-type: none"> <li>○ <b>Action:</b> Executive Principal to present new uniform at the next General Meeting (Steve McLuckie)</li> </ul> </li> <li>• <b>Volunteers Thank You</b> <ul style="list-style-type: none"> <li>○ Volunteer for the month March – Penny Wang, sponsor Hair By Nat</li> <li>○ Volunteer for the month of April – Bec Campbell, sponsor Wealth and Lifestyle Finance</li> </ul> </li> <li>• <b>Athletics Foot</b> <ul style="list-style-type: none"> <li>○ Need to collect vouchers</li> <li>○ Stefanie is the contact person at Athletes Foot</li> <li>○ <b>Action:</b> Lisa Kelly to contact and advise</li> </ul> </li> <li>• <b>Rebel Sports credit</b> <ul style="list-style-type: none"> <li>○ A request has been forward to both the Primary Campus PE Department and Inclusive Education Unit for a bucket list that can be referenced in the future by the P&amp;C when sufficient Rebel Sports credits have accumulated.</li> </ul> </li> <li>• <b>New safe required for P&amp;C Office</b> <ul style="list-style-type: none"> <li>○ Old safe lock is broken, need to replace with new safe</li> <li>○ Quotes \$189 to \$350</li> </ul> </li> </ul> <p><b>Proposed Motion</b></p> <p><b>The P &amp; C agrees to set a budget of \$350 for the purchase of a new safe for the P&amp;C Office.</b></p> <p><b>PROPOSED: Melanie Bryson      SECONDED: Lisa Kelly      PASSED: Yes</b></p> <ul style="list-style-type: none"> <li>• <b>Coin Counting Trays</b> <ul style="list-style-type: none"> <li>○ Require counting trays for upcoming Gold Coin Challenge</li> <li>○ Trays can be used in future P&amp;C events</li> </ul> </li> </ul>

		<p>The P &amp; C agrees to set a budget of \$150 for the purchase of 4 counting trays to be used at P&amp;C Gold Coin Challenge.</p> <p><b>PROPOSED: Nicola Cliff      SECONDED: Lisa Kelly      PASSED: Yes</b></p>	
	<b>Applications for membership and recording of new members</b>		
	<b>Motions</b>	NA	
	<b>Meeting CLOSED</b>		9.05pm
	<b>Next General Meeting</b>		<b>Wednesday 20 June 2018 at 6:30pm, The Globe, Primary Campus</b>

These are the official minutes and we the undersigned acknowledge they are a true and accurate record of the meeting on the 16 May 2018.

**Name:** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

## ATTACHMENT 1

Bright Star Kids	General marketing	Email	Noted	14/05/2018 to 22/03/2018
Smart Gift Ideas	General marketing	Email	Noted	14/05/2018 to 22/03/2018
Fundraising Whisperer	General marketing	Email	Noted	14/05/2018 to 22/03/2018
Tenderbridge	General marketing	Email	Noted	14/05/2018 to 22/03/2018

## ATTACHMENT 2

### P&C report April 2018

#### Welcome

It's hard to believe that we are nearly half way through term 2. It has been a very busy term and it has been great to see our students representing our college with such pride. Both in and out of the classroom our student are excelling and I am very proud of all the achievements from both staff and students working together this year.

#### Reports and parent teacher interviews

All students in our college should have received their term 1 reports. I have read many students reports and I am very pleased to see so many students excelling in so many areas.

I have challenged all students to reflect on their performance as shown on their interim report and commit to a personal performance improvement plan in the lead up to the end of the Semester. A student can only improve if they know where they are positioned with their results, make a plan and a commitment to improve academic performance. We have dedicated and committed teachers who will ensure that all students are given the best opportunity and support to achieve their academic goals.

We had over 2500 interviews conducted for our Parent Teacher interviews over both campuses in the last few weeks. We certainly appreciate all the support and feedback. It was great to see so many wonderful families ensuring they have the best information for their child to help improve their performance. I have been inundated with so many emails outlining the amazing support and work done by so many of our staff members. It certainly makes me proud to be the Principal of our great college.

#### Staffing update

We also would like to congratulate our DP Inclusive Education Ms Grieg Bradley on securing a role at Mudgeeraba Special School. We wish Greig all the very best in her new position. In light of this we congratulate Karen Priest who will act in this very important role for the rest of the school year.

We have also advertised for our 3 vacant HOD's positions which has now closed. Shortlisting will take place soon along with interviews. I am hopeful to announce the successful applicants in the very near future.

#### Building

After much negotiation and hard work with central office I can now release that on the Secondary campus we will be building an additional 8 new classrooms along with a new staffroom, a new international space along with new offices. A lot of hard work has gone in to make this happen. Building works will begin in second semester for completion by the start of 2019. I am absolutely thrilled with what we have managed to negotiate. The project is around \$3million dollars and will ensure that we can cater for our continual growth next year.

We are also working with Central Office to secure land and build a new state of the art building also on our secondary campus ready for 2021. Again a lot of time and effort is going in to ensure that our school community gets the very best. I will soon release all information in a letter as soon as all conformation and sign offs are complete. We also have some other major works and plans in process that are being reviewed and negotiated. Hopefully all can be revealed in the future

Its exciting times ahead for our school and community, so watch this space!

#### NAPLAN Breakfast

This week we had over 1000 students sit the National Assessment Program – Literacy and Numeracy (NAPLAN) tests. These tests are designed to assess the skills of students in years 3, 5, 7 and 9 in literacy and numeracy. They focus on the essential skills that every child needs to progress through school and it provides valuable information on ensuring that we have an understanding of how each child is progressing. The results also helps to ensure that we are providing the best programs, teaching and learning to support for each individual child.

Thank you to all our teachers who have worked tirelessly this week to ensure all our students had the opportunity to do their best. Both the primary and secondary campus are holding a NAPLAN Breakfast each day that has been kindly supported by the College P&C.

### **Supporters Gear**

Next week we will launch our supporters gear range for all parents and those supporting Varsity College. Our rowing families will be the first group that will be in the Varsity Vikings attire. We are thrilled to offer this to our many and wonderful supporters. I can't wait to see our supporters in this awesome gear cheering our children on.

We will be releasing all the details on how to order the supporters gear in the next newsletter

### **Gonski Review**

The new Gonski 2.0 was released last week and it really honed in on what it calls 'individualised learning' which is just another name for what we at Varsity College see as personalised learning. For years, our policies, programs and teaching strategies have been based on the assumption that the best educational outcomes are achieved once the 'whole' student is taken into consideration, with their learning experiences adjusted accordingly. Our teachers *know* their students and have a personalised improvement plan for each child, a plan which is revisited time and again and measured in advancements and gains, not necessarily grades or year levels. Underpinning this, our staff are focussed on the wellbeing of each child and how this might directly affect their ability to learn effectively and achieve their goals. What I love for us here at Varsity College is that nothing to us is new. What we do hope is that we might now get the funding to what we already have in place. Time will tell how this funding will look and how politicians will play this off.

### **Thank you to the P&C**

I would like to take this opportunity to congratulate and thank each and every one of our parents and carers for the important work that they perform successfully operating our Parents and Citizens Association. Their time is valuable and I would like to say a huge thank you for their willingness to contribute some of that valuable time to our college. Their commitment, hard work and outstanding support are a vital part of our community and have had a significant impact enhancing our students and families educational experience so far this year. The Mother's Day stall was a fine example of this that not only raises money for our college but ensures a community spirit of care and support

Well done and again thank you to all

Regards  
Steve McLuckie