



Varsity College P&C Association General Meeting Minutes Wednesday 20 June 2018

"Everybody's voice is equal"

Meeting opened by P & C President: Michelle Davis

Minutes taken by Anna: P & C Vice President

<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:- Emma Stawicki, Lisa Kelly, Melanie Bryson, Bec Campbell, Jeff Fong, Sharon Fong, Steve McLuckie, Sarah Jordison, Murray Stacey, Clark Davis</p>
2	Confirmation of last minutes	<p>Proposed motion</p> <p>Confirm and accept the minutes of the previous General Meeting on Wednesday 16 May 2018.</p> <p>PROPOSED: Anna SECONDED: Nicola PASSED: Yes</p>
3	Business Arising from previous Minutes	
4	Correspondence Received since the last General Meeting	<p>Inward</p> <ul style="list-style-type: none"> • See Attachment 1 <p>Outward</p> <ul style="list-style-type: none"> • Entertainment Book Company – on going promotion • Australian Fundraising – Run4Fun Colour Explosion, planning communication • Councillor Vorster Office – Varsity Summer Fair 2018
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"> • Rebel Sports credit <ul style="list-style-type: none"> • A selection of sporting equipment (footballs, soccer balls, netballs and badminton gear) was bought using Rebel Sports credit for the Primary Campus HPE department to the value of \$550. This credit had to be used prior to expiry date.
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) \$688.72 ○ Bendigo Bank, School Building Fund – Transaction A/c (988) \$505.80 ○ Bendigo Bank - General Savings A/c (887) \$29,695.36 ○ Bendigo Bank - General Transaction A/c (838) \$2,603.98 ○ CBA \$1,186.93 ○ Load and go card \$240.13 ○ Total funds in bank \$34,920.92 <p>Proposed Motion</p> <p>The P & C accepts the Financial Report</p>

		PROPOSED: Michelle SECONDED: Anna PASSED: Yes
8	Grants	<p>Documents and receipts for beds for junior school sick bay and fridge and mixmaster for junior school canteen have been submitted for the acquittal of current Divisional grant.</p> <p>A grant was submitted for the Rebel FM \$500 grant for an Air Hockey table for the Inclusive Education Unit.</p> <p>Emma is looking into grants available for a garden, including shade structure, for the Prep area.</p>
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) \$688.72 ○ Bendigo Bank, School Building Fund – Transaction A/c (988) \$505.80 ○ Action: P&C to finalise net profit from the Mothers Day Stalls and will report back at the next General Meeting on amount to be transferred to the School Building Fund. Carried over to next meeting.
10	Other Reports	<p>Executive Principal</p> <ul style="list-style-type: none"> ● Tabled. See Attachment 2.
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"> ○ Current total sitting at 99233 vouchers. With more vouchers having been sent, total should go over 100,000 ○ Larissa Moeckel from HPE Primary Campus, has provided shopping cart order to use these vouchers. ● Wear Your Colour, Origin Day, 6 June 2018 (Primary Campus) <ul style="list-style-type: none"> ○ It was agreed with the staff on the Primary Campus that the school schedule was too busy to include this event. ● 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. ○ Highest fundraising classes overall: Ms Megan Smith 7N \$255.10 Mr Martin Sultmann 8K \$354.25 Mr Timothy King 9F \$89.45 Ms Sam Krine 10F \$355.10 Ms Corinne Gilday 11G \$255.30 Ms Sonia Livingstone 12G \$304.90 ○ These classes can all look forward to \$75 for a class party along with Rebel Sport gift vouchers for the teachers. ○ Thank you to Lisa Kelly for going to Woolworths Supermarket to request and receive free zip lock bags to use to collect the coins in.
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. ● Entertainment Book <ul style="list-style-type: none"> ○ Current profit approx \$2,186. ○ While our profits have been improved this year, sending books home has proved to be very difficult and time consuming and we still have

		approximately 80 books not returned. Will go back to online orders only next year.
12c	Upcoming Events	<ul style="list-style-type: none"> • Run4Fun Colour Explosion, Primary Campus, Friday 29 June 2018 <ul style="list-style-type: none"> ○ Five colour powder stations with obstacle course ○ Volunteers required on the day, many have signed up including parents and senior students. ○ Students signed up to fundraise will be given head bands, wrist bands and sun glasses. This needs to be advised on Facebook. ○ Students need to provide their own t-shirt (white or black). ○ Each year level will have their own time slot, event will run between 12.30pm to 2.30pm. ○ Fundraising amount currently over \$12000 and increasing daily ○ Canteen will run a Hot Dog and Ice Block lunch in conjunction with the event. • 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. • Fathers Day Stall, 28 and 30 August 2018 <ul style="list-style-type: none"> ○ Stalls to run two days in last week of August. Catherine is in the process of finalising order. • Colour Run, Senior Campus last Friday of Term 3, 21 September 2018 <ul style="list-style-type: none"> ○ Fundraiser run by Australia Fundraising ○ Feedback from Senior Campus, how much would students be happy to pay to take part? (Rochelle) ○ Need to decide whether we run as an admission price only or fundraiser like the junior school and how we collect the money. ○ Greg to attend junior school event to see how it runs. ○ Will decide whether to proceed early next term. • Varsity Summer Fair 2018, Saturday 1 Dec 2018 <ul style="list-style-type: none"> ○ Location – Central Park, Varsity Lakes ○ Time 2pm to 8.30pm ○ Will include Movie in the Park, starting at 7pm ○ Application to book Central Park submitted with initial feedback from Council being positive, waiting for confirmation in writing. ○ Financial support from Councillor Vorster Office to cover the following: <ul style="list-style-type: none"> ▪ Toilets, rubbish bins, some lights, banner, signs, marquee, printing of flyers and posters, Scooby Do Da Entertainer, Council Free Tree Giveaway, Movie in the Park and Reptile Farm. ○ Draft budget <ul style="list-style-type: none"> ▪ Estimated net profit - \$35,000 to \$40,000 ▪ Estimated expenses - \$10,000 to \$15,000 ○ VSF 2018 Organising Group <ul style="list-style-type: none"> ▪ Event kick off meeting was on 6 June 2018 ▪ Event Coordinator – Sharon Fong ▪ Event Administrator – Michelle Davis (Safety, Risk, Security, Insurances) ▪ Finance Coordinator - Nicola Cliff

		<ul style="list-style-type: none"> ▪ Entertainment Coordinator – Sarah Jordison ▪ Advertising and Marketing Coordinator – Sandra oliver and Caroline Berkley ▪ Communication Coordinator – vacant ▪ Stalls Coordinator – vacant ▪ Sponsorship and Donation Coordinator - vacant ▪ Emergency and Incident Coordinator - vacant <p>Proposed Motion</p> <p>The P & C agrees to set a maximum budget of \$15,000 to host the Varsity Summer Fair on Saturday 1 December 2018.</p> <p>PROPOSED: Anna SECONDED: Nicola PASSED: YES</p>
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. (Steve McLuckie) • Volunteers Thank You <ul style="list-style-type: none"> ○ Volunteer for the month of May, Melanie Bryson, sponsor Tina Nenadic, Gold Coast Properties Rentals and Sales. ○ Volunteer for month of June, to be advised. • Athletics Foot <ul style="list-style-type: none"> ○ Thank you to Lisa Kelly for enquiring about vouchers. Vouchers had already been recently provided directly to the school and Athletes Foot will do this from now on. • July General Meeting <ul style="list-style-type: none"> ○ Agreed that there will be no meeting on the 18th of July as it will be the first week back of term 3.
	Applications for membership and recording of new members	Andrea Williams- accepted
	Motions	NA
	Meeting CLOSED	8:15pm
	Next General Meeting	Wednesday 17th August 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 20 June 2018.

Name: _____ Signed _____ Date _____

Name: _____ Signed _____ Date _____

ATTACHMENT 1

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

Commented [SF1]:

ATTACHMENT 2