

**Varsity College P&C Association
General Meeting Minutes
Wednesday 15 May 2019**

"Better Together"

**Meeting opened by: Andrea Williams – P&C President
Minutes taken by: Catherine Fitzsimmons – P&C Vice-President**

<u>No.</u>	<u>Item</u>	<u>Description</u>
1	Call to Order (Welcome to General Meeting)	<ul style="list-style-type: none"> • Welcome to all parents and guests • Voting is limited to current P&C members, new memberships to be confirmed at end of meeting.
2	Apologies	<ul style="list-style-type: none"> • Briannah Fisher • Caroline Beckley • Rebecca Porter
3	Confirmation of previous General Meeting Minutes	<ul style="list-style-type: none"> • The minutes of the previous General Meeting held on Wednesday 20 March 2019 are a true and accurate record of the meeting.
	<i>Proposed Motion</i>	<p><i>Motion proposed to accept the minutes of the previous General Meeting – Wednesday 20 March 2019, as a true and accurate record of the meeting.</i></p> <p>PROPOSED: Sharon Schultz SECONDED: Deanne Olivari PASSED: Yes</p>
4	Business arising from previous General Meeting Minutes	<ul style="list-style-type: none"> • <i>The P&C Association acknowledges the tabling of the Building Fund Subcommittee Membership to be discussed alongside possible formation of other subcommittees</i>
5	Correspondence received since last general meeting	<ul style="list-style-type: none"> • Correspondence Summary tabled, see attached documents
6	Business arising from communications	<p>Senior Ski Trip Endorsement Neil Blackbeard (Teacher/Programme Coordinator) – From time to time, Varsity College requests that the P&C review and endorse changes to regular routine for student trips and excursions.</p>
	<i>Proposed Motion</i>	<p><i>Motion proposed that the P&C endorse the Japan Ski Trip 2019 as a variation to standard college routine.</i></p> <p>PROPOSED: Deanne Olivari SECONDED: Barry Tickle PASSED: Yes</p>


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7	Tabled Executive Committee's Decisions	<p>Mother's Day Banner – Approved by Varsity School Executive and printed prior to General Meeting authorisation due to time constraints. Special thanks to the Varsity Art Hub for the artwork, Caroline Beckley from Beckley Creative Design Company for incredible design and Tanya Gardner from Signorama for the generous donation of printing!</p> <p>Endorse the spending allocated in Flying Minute 20th April 2019, see attached document</p>																								
	<i>Proposed Motion</i>	<p><i>Motion proposed that the P&C endorse the spending outlined in the Flying Minute dated 20th April 2019.</i></p> <p>PROPOSED: Karen Gravendyk SECONDED: Sharon Schultz PASSED: Yes</p>																								
8	Treasurer Report	<p>Tabled, see attached document Account balances:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Bank</th> <th style="text-align: left;">Account</th> <th style="text-align: left;">BSB/ Acc no.</th> <th style="text-align: left;">Balance</th> </tr> </thead> <tbody> <tr> <td>Bendigo</td> <td>General Savings</td> <td>633000 / 157523887</td> <td>\$780.00CR</td> </tr> <tr> <td>Bendigo</td> <td>General Transaction</td> <td>633000 / 157523838</td> <td>\$25,809.99CR</td> </tr> <tr> <td>Bendigo</td> <td>Schol Building Fund Trans. Acc</td> <td>633000 / 157522988</td> <td>\$798.64CR</td> </tr> <tr> <td>Bendigo</td> <td>Schol Building Fund Savings</td> <td>633000 / 157523044</td> <td>\$10667.13CR</td> </tr> <tr> <td>CBA</td> <td>Cheque Account</td> <td>064404 / 10225025</td> <td>\$916.76CR</td> </tr> </tbody> </table> <p>Advised that March BAS has not been lodged – authorised contact change documentation is currently being processed by ATO</p>	Bank	Account	BSB/ Acc no.	Balance	Bendigo	General Savings	633000 / 157523887	\$780.00CR	Bendigo	General Transaction	633000 / 157523838	\$25,809.99CR	Bendigo	Schol Building Fund Trans. Acc	633000 / 157522988	\$798.64CR	Bendigo	Schol Building Fund Savings	633000 / 157523044	\$10667.13CR	CBA	Cheque Account	064404 / 10225025	\$916.76CR
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	<i>Proposed Motion</i>	<p><i>Motion that the P&C approve the Treasurer Report</i></p> <p>PROPOSED: Melanie Bryson SECONDED: Karen Gravendyk PASSED: Yes</p>																								
9	Grants	<p>Volunteer Grant – Library Technology paperwork signed and returned. A large cheque to the amount of \$5000 was awarded to P&C Executive members by Karen Andrews on 10 May 2019 (photo available online).</p> <p>Special thanks to Karen Andrews and her team for their support of Varsity College.</p> <p>Advised of donation of safe from Griffith University to Nicola.</p> <p>Further details regarding spending allocation to be provided at next meeting.</p>																								
10	Subcommittee Report & Financial Statement	<p>Tabled for next meeting after Executive discussions regarding subcommittees take place</p>																								

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11	Other Reports	<p>Varsity College Executive Principal Sharon Schultz – report tabled, see attached document School Financial Snapshot – report tabled, see attached document Budget Overview – tabled and discussed, see attached document</p> <p>Noted that in the recent audit of Varsity College, it has recommended that the complete list of reports received by the P&C be specified in meeting minutes</p>
	<i>Proposed Motion</i>	<p><i>Motion that the P&C accept the Executive Principals Report, Budget Overview and Financial Snapshot</i> PROPOSED: Milanka Mistry SECONDED: Andrea Williams PASSED: Yes</p>
12	Motions on Notice	<p>New logo, motto and mission statement</p> <div style="text-align: center;">  </div> <p><i>"Better Together"</i> The Varsity College Parents and Community Association exists to "Help Dreamers Thrive". This is achieved by Engaging Parents, Students, Teachers and the wider community, Enriching the College Environment with world class facilities and resources and Encouraging Innovation both on a whole school strategic level and in the development of all whom we encounter.</p> <p>Microsoft 365 Implementation/ Admin Modernisation Plan, see attached document</p>
	<i>Proposed Motions</i>	<p><i>Motion that the P&C endorse the new standard logo for the P&C*</i> <i>Motion ammended during meeting: Motion that the P&C endorse the new logo provided the design be adjusted to ensure optimal image clarity.</i> PROPOSED: Sharon Schultz SECONDED: Emma Stawicki PASSED: Yes</p> <p><i>Motion that the P&C endorse the new motto</i> PROPOSED: Milanka Mistry SECONDED: Sharon Schultz PASSED: Yes</p> <p><i>Motion that the P&C endorse the new mission statement</i> PROPOSED: Sharon Schultz SECONDED: Karen Gravendyk PASSED: Yes</p> <p><i>Motion that the P&C apply the Microsoft 365 Implementation/ Admin Modernisation Plan</i> PROPOSED: Chevaughn Forsyth SECONDED: Melanie Bryson PASSED: Yes</p>

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13	General Business	<p>Election Day BBQ – Confirmation that election booths will be hosted at both primary and senior campus. Discussion between school and P&C to design an ‘election day fundraising activities’</p> <p>PTO – School interview booking system (consider ease of use and issues experienced by users) Michelle Davis – Tabled for further review by school executive</p> <p>Primary Campus bike racks – potential for grants for space improvement/ shelter/ security etc? Catherine Fitzsimmons – Tabled for further discussion and inquiry</p> <p>School Twilight Project – Enlightened Education Milanka Mistry</p> <p>The Grants Hub – tabled for further discussion before next meeting</p> <p>Expression of interest for assisting the P&C Executive – Please forward to pandc@varsitycollege.eq.edu.au</p>
14	Review of events since last meeting	<p>Cricket in Frascott Park 19 April 2019</p> <p>ANZAC Parade 25 April 2019</p> <p>Varsity College Primary Campus Open Day 7 May 2019</p> <p>Mothers’ Day Stall 7, 9 & 10 May 2019</p> <p>Mothers’ Day Raffle 13 May 2019</p>
15	Current Events	
16	Upcoming Events	<ul style="list-style-type: none"> • 2019 Events to be confirmed by the new Executive Committee <ul style="list-style-type: none"> ○ Bee Educated – Cindy Paterson 25th June 2019 ○ Glow Disco 26th June 2019 <ul style="list-style-type: none"> P-1 2-3pm 2-3 3-4pm 4-6 5-6pm ○ Market Stall - Young Entrepreneur program tabled for future discussions <p>Budgets for future events to be tabulated and approved</p>

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	<i>Proposed Motions</i>	Motion that \$2500 be allocated toward the Glow Disco PROPOSED: Emma Stawicki SECONDED: Melanie Bryson PASSED: Yes
17	Other	Emma Stawicki – Recommends P&C follow up with Athletes Foot regarding vouchers Bec Campbell & Melanie Bryson – Earn & Learn stickers and boxes
18	Applications for membership and recording of new members	Not addressed at this meeting – one application received
19	Motions	
20	Meeting Adjourned	
21	Next General Meeting	Executive Principle requests next meeting be held Week 2 of Term 3 (22nd – 26th July) to be confirmed

Meeting closed at: 8.15 pm

