Varsity College P&C Association
General Meeting Minutes
Wednesday 4 September 2019

Meeting opened by Andrea Williams, P & C president

Minutes taken by Catherine Fitzsimmons, P & C Vice President

Item	What	Business
1	**Call to order – Welcome to General Meeting**	Opening remarks, welcome to all parents and guests. Apologies: Angus Forsyth, Clark Davis, Joella Targett
2	**Confirmation of previous minutes**	The minutes of the previous General Meeting held on Wednesday 15th July are a true and accurate record of the meeting. Noting amendment made, correction of name. **MOTION** **That the minutes of the previous General Meeting – Wednesday 24th July, be accepted as a true and accurate record of the meeting.** **PROPOSED: Rochelle Lewis SECONDED: Karen Gravendyk**
3	**Business arising from previous minutes**	**Social Media Plan** • Informed that Katie has followed up with Renee White at the School and they are working together on key event messaging where appropriate.
4	**Correspondence received since the last General Meeting**	Incoming • Email from Briannah Fisher to advise of resignation from the position of Vice President of Varsity College P&C. • Email which had been received from Angus Forsyth to advise of resignation from the position of Secretary of Varsity College P&C. • City of Gold Coast – Linking You Locally Invitation. Rochelle Lewis will consider this invitation further before accepting. • Varsity Winterfest Wrap Up **MOTION** **The motion to accept the above resignations from executive positions on the Varsity College P&C.** **PROPOSED: Cindy Patterson SECONDED: Bec Campbell**

		Outgoing • Email from Andrea Williams to Varsity College regarding Division 11 Grant. **MOTION** **That the inwards correspondence be received, and outwards be endorsed.** **PROPOSED: Kerry Annandale SECONDED: Michelle Davis**
5	**Business arising from incoming correspondence**	Due to the resignations from Executive Committee received by the P&C in incoming correspondence, nominations for the positions of Vice President & Secretary will take place at the next General Meeting, to be held on Wednesday 16th October, 6pm in The Globe, Varsity College Primary Campus.
6	**Tabled Executive Committee's Decisions**	Nil
7	**Treasurer Report**	Treasures Report carried over from the last meeting includes all events held by the new P&C Exec 2019. Tabled - see attachment **Mothers Day Stall** **GLOW Disco** **Bee Educated Day – to be amended to include all costings. Profit will be decreased and confirmed at the next P & C meeting.** **Winterfest Card Sales** **Fathers Day Stall** **Proposed Motion: That the Treasurers report that was carried over from the last meeting be accepted as true and correct.** **PROPOSED: Michelle Davis SECONDED: Maria Nidea**
8	**Grants**	All Grants have been reported to the school and accepted by the Executive team. **Cyber Bullying Grant** (The amount of $4871.50 applied for Pod Cast equipment for both campuses) Still awaiting an outcome for this grant. **Community Gambling Benefit Fund** (The amount of $32000 applied for 7 chilled drinking fountains and bottle refill stations) **Division 11 Grant Funding** **(**Amount to still be confirmed for renovating the outside of the P&C wall with a new Wall wrap and signage.) Proposed design shown and discussed.

	SRS Scheme	**Amendment to the SRS Scheme** All year 7,8,9 students will have a $10 increase for the purchase of a school diary that will know be included with the SRS not purchased separately. **Proposed Motion: By the Executive Principal that the P&C support the SRS Scheme as described.** **PROPOSED: Melanie Bryson SECONDED: Maria Nidea**
9	**Sub Committee Report & Financial Statement**	**Bank account statements** • Bendigo Bank, School Building Fund – Savings AC (044): $10,708.92 • Bendigo Bank, School Building Fund – Transaction AC (988): $799.64 • Bendigo Bank, General Savings AC (887): $787.37 • Bendigo Bank, General Transaction AC (838): $14.285.38 • CBA, Cheque AC (025): $916.76
10	**Other Reports**	Acting Executive Principal – Rochelle Lewis Tabled-see attachment **Proposed Motion: To accept the Acting Executive Principals report** **PROPOSED: Melanie Bryson SECONDED: Bec Campbell**
11	**Motions on Notice**	No motions on notice
12	**General Business**	Rochelle Lewis confirmed expectations of all events held by P&C should be subject to Parent and volunteer support. Once events have been approved a volunteer register will be sent out by the P & C ensuring the P&C have enough support available to run each event event. Discussed need to inform parents of minimum numbers to ensure events run and raise their awareness into lack of volunteers. **2019 Events & Fundraising Calendar** • **Halloween Disco, 24th October: Monster Mash** Discussed potential of Tornado Potatoes. Concerns raised regarding parent being an exec member despite profits donated and the danger associated with pointy sticks. Other food options to be further considered. • **Varsity Carols in the Park, (Selling x-mas cards)** To be further considered by the P & C exec. Good response to cards so far. **2020 Events & Fundraising Calendar** • **Coles Sports Program** • **Woolworths Earn & Learn** • **Entertainment Books** • **Rebel Sports** • **Athletes Foot** • **School Banking** • **Cookie Dough Fundraiser (just an idea to raise money for Air Con)**

		• **Colour Fun Run** • **ANZAC Day, 25th April 2020** • **Mothers Day Stalls, 5, 7th May** • **GLOW Disco, 25th June** • **Fathers Day Stalls, 1st, 3rd September** • **Global Village Festival, 7th September** • **Varsity Art Exhibit, 14-18th September** • **Parents Trivia Night, 8th November** These items are being considered for 2020 with further discussions to occur with thee school and scheduling with their calendars. Encouraged parents to put forward suggestions. Colour run and options for the secondary school students to be involved in raised by Maria Nadea. Discussed some previous issues and difficulties with scheduling. Continuing to look at best options to engage these students and get their input into events / fundraising. Discussion surrounding the potential for class parent reps raised and being further considered. Andrea Williams raised the marquee/s the school will provide for P & C events to ensure we are visible.
13	**Review of events since last meeting**	**Winterfest** • WinterFest was a great community event. It really showcased our amazing students. It's part of a business venture that the P & C would like the students to be involved in. To be discussed further with the school with the aim to have a plan in place by November ready for Christmas • Rochelle visited the stall and bought cards sent to Bec and Andrea Williams to say thank you for their support to the school. • Rochelle Lewis agreed to purchase new flags following Winterfest which have arrived. These were very gratefully designed for the P & C by Caroline Beckley and printed by Signarama for a cost of $631.66 paid by the school. That were pushed through ready for Father's day and make the P & C stand out at events. **Father's Day Stall** • Significant increase in volunteer support, compared to our Mother's Day stall, over 40 new volunteers who haven't helped before. • Less sales compared to Mother's Day stall, our demographic is changing and there are lots of single parents, lots of children with just Grandparents, which we knew, but also a lot of same sex partners. Suggestion for next year is that we buy more... ''I love you'' items. • **Father's Day Cards and Banner looked fantastic. Again, a huge thank you to Bec Porter for supporting the students to produce such fantastic art work and supporting the P&C to make all the cards. Caroline Beckley for putting all the graphics together and Signarama for printing out the Banner for free.**

14	**Current events**	**Halloween Disco** • Thursday 24th October • Prep – Year 2: 3.15pm - 4.15pm • Year 3 – Year 6: 4.45pm - 5.45pm • Volunteer recruitment drive / roster • Communication to teachers • Communication to parents and students • Flexi Schools **MOTION** **The P&C propose a motion to approve a budget that will cover expenses for the Halloween Disco to the amount of $2,500** **PROPOSED: Michelle Davis SECONDED: Milanka Mistry**
15	**Other Business**	Nil
16	**Applications for membership and recording of new members**	Jackie Parass had an application to submit but was not present. Discussed the Jackie to be informed by Andrea Williams of process for membership applications, and to apply at a future meeting.
17	**Next General Meeting**	**Wednesday 16th October** **The Globe, Primary Campus**
	Meeting CLOSED	**7.43pm**