



Varsity College P&C Association General Meeting Minutes Wednesday 27th November 2019

Item	What	Business	Actions
1	Call to order – Welcome to General Meeting	Opening remarks, acceptance of apologies & thanks to members and volunteers for coming.	
2	Apologies	Catherine Fitzsimmons Cindy Patterson Jackie Parass Katie Garrett Dominica Darrington Rebecca Porter Greg Morgan Rochelle Lewis	
	Election of Parent Representatives for School Council	<p>Apologies John Thornberry</p> <p><i>Nominations have been called for 2020 School Council. Positions open to election:</i> <i>Primary and Secondary Parent Representative (2 positions)</i> <i>Non-teaching Staff Member (1 position)</i> <i>Student Members (2 positions)</i> <i>Appointed Members (2 positions)</i></p> <p><i>Voting has been finalised for student and staff members. EP is in process of electing the appointed members.</i></p> <p><i>Nominees for parent representatives are:</i> <i>Primary - Melanie Bryson, Shaun Haddrill</i> <i>Secondary - John Thornberry, Nicola Jones (nomination withdrawn)</i></p> <p><i>Voting outcomes:</i> <i>Secondary - John Thornberry elected unopposed</i> <i>Primary - Melanie Bryson</i></p>	EP to announce 2020 council after finalisation of all positions

3	Confirmation of previous minutes	<p>The minutes of the previous General Meeting held on Wednesday 4th of September are a true and accurate record of the meeting. Noting amendment made, correction of name.</p> <p>MOTION</p> <p>That the minutes of the previous General Meeting – Wednesday 4th September, be accepted as a true and accurate record of the meeting.</p> <p>PROPOSED: Mel Bryson SECONDED: Bec Campbell</p>	
4	Business arising from previous minutes	<p>Acceptance of VP and Secretary Resignation</p> <p>Amendment to the SRS Scheme - Rolled out in School Division 11 Grant – Approved for \$5000</p>	
5	Correspondence received since the last General Meeting	<p>Incoming:</p> <ul style="list-style-type: none"> • Proposal from Colin and Marian Frew to run a Raffle to raise money for the Air-conditioning. • P&C Flying minutes to approve the School China Trip. <ul style="list-style-type: none"> - <i>Minutes attached</i> • P&C Flying minutes to approve budget to set up the Xmas Cards in businesses. \$1000 approved as this is an ongoing project for the year. • Tooza proposal for a fundraiser. • Email for School excursion to Vietnam • Email about the Dux and VET Excellence Award 2019, a sum of \$500 is gifted to each of the award recipients below from the P&C in recognition of their achievement in 2019. <ul style="list-style-type: none"> - <i>To be provided out of \$10000 Rewards & Recognition funds provided to school</i> • Xmas flyers for the Entertainment Book approved by the school. <ul style="list-style-type: none"> - <i>Mainly for prep parents/new parents. \$1300 raised for 2019</i> • Money requested for the Naplan Breakfast <ul style="list-style-type: none"> - <i>To be provided out of \$10000 Rewards & Recognition funds provided to school</i> • Passion Project from the teachers and support to write grants. <ul style="list-style-type: none"> - <i>Grant writer volunteering time to assist with writing grant applications</i> • Email from member requesting the AGM minutes from 2019 to be updated on the school website. <ul style="list-style-type: none"> - <i>Oversight - has now been rectified</i> • Email to approve Color Run for 2020 <ul style="list-style-type: none"> - <i>Approval has been given for primary campus</i> • Approval for Division 11 Grant • Smith Family, Saver Plus correspondence <ul style="list-style-type: none"> - <i>P&C Assoc have provided brochures to be distributed to families. Funds to be used for school excursions etc</i> • Received and delivered the Blue Card application from 	

		<p>George Peters who if the Environmental grant is approved and new Grandparents network could be formed to run it.</p> <ul style="list-style-type: none"> - • Emails from Daniel Mayne with regards to student support for the Halloween Disco. <ul style="list-style-type: none"> - Secondary students assisted with running of disco very successfully • Email to confirming resignation of the previous Auditor <p>MOTION The motion to accept the above correspondence from executive team:</p> <p>PROPOSED: Sharon Schultz SECONDED: Caroline Beckley</p> <p>Outgoing</p> <ul style="list-style-type: none"> • Meeting with Ray Stephen's on Wed 13th Nov • Meeting with Michael Hart on 2nd Dec • Date for the Colour run approved • Email to Von Bibra to help support and sell the Xmas Cards • Email to all members to announce the Special Meeting to accept new memberships and to open the nominations for a new P&C Secretary. • Email sent to new Auditor, recommended by Robina State Primary. <p>MOTION</p> <p>That the inwards correspondence be received, and outwards be endorsed.</p> <p>PROPOSED: Caroline Beckley SECONDED: Mel Bryson</p>	
6	Business arising from incoming correspondence	<p>Tooza Fundraiser</p> <ul style="list-style-type: none"> - Cooling towels - students to sell - SS - great initiative, only concern is the collection of the money by students. Options need to be explored to remove responsibility from students (possibly Flexi-schools). - House colours? - Uniform shop - is it possible to sell them through here <p>Saver Plus at Prep Orientation</p> <ul style="list-style-type: none"> - Prep orientation - information to be distributed to parents <p>Mothers Day Raffle</p> <p>New Auditor for the 2020 Audit</p> <ul style="list-style-type: none"> - Feedback from Robina SS is that they have been very happy with Ian G Keel <p>Propose a Motion: That we accept Ian G Keel as the new Auditor for 2020.</p> <p>PROPOSED: Milanka Mistry SECONDED: Sharon Schultz</p>	<p>AW to investigate possibility of house/school colours</p> <p>EP to look at possibility of selling through uniform shop</p>

7	Tabled Executive Committee's Decisions	<p>To pitch Von Bibra to be sponsors of the Art Exhibition. To approve flying minutes for the School China trip To approve budget to set up the Xmas cards. To organise a Special Meeting to Accept new members.</p>	
8	Treasurers Report	<p>Treasurers Report includes all events held by the P&C Exec since the last meeting.</p> <ul style="list-style-type: none"> - Halloween Disco: profit \$5600.00 - Father's Day Stall: \$2751.00 - Cheque for School Banking: \$1541.76 - ATO contacts have been updated. - BAS lodged for March, June and September <p>Bendigo Bank, School Building Fund – Savings AC (044): \$10,708.92</p> <ul style="list-style-type: none"> • Bendigo Bank, School Building Fund – Transaction AC (988): \$799.64 • Bendigo Bank, General Savings AC (887): \$3.122.87 • Bendigo Bank, General Transaction AC (838): \$14.285.38 <p>CBA, Cheque AC (025): \$916.76</p> <p>Proposed Motion: That the Treasurers report to be accepted as true and correct.</p> <p>PROPOSED: Mel Bryson SECONDED: Sharon Schultz</p>	
9	Grants	<p>All Grants have been reported to the school and accepted by the Executive team.</p> <ul style="list-style-type: none"> • Community Gambling Benefit Fund (The amount of \$32000 applied for 7 chilled drinking fountains and bottle refill stations) • Division 11 Grant for new wall wrap on the P&C office <ul style="list-style-type: none"> - \$5000 has been approved working with LC CC to have wrap - Environmental Grant \$15000 for an Eco Garden, Worm farms and Grandparent's network. - \$15000 wickering system garden - Worm farm comes with an accompanying curriculum - Hon. Karen Andrews supportive of grandparent network maintaining garden 	
10	Communication	<p>One of the biggest issues for the P&C is communicating with the school. Getting email's out on time and sharing Facebook posts. This is something that needs a process as we are mostly running around and unable to read our emails all the time. We get last minute messages from parents sharing grants and bulletins. As the representatives of the Community the P&C try to listen and activate any projects that can support the students and the school.</p> <ul style="list-style-type: none"> - Working with EP to find solutions to communication issues 	

11	Sub Committee Report & Financial Statement	<p>Bank account statements</p> <ul style="list-style-type: none"> • 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): \$3,122.87 • Bendigo Bank, General Transaction AC (838): \$14,285.38 • CBA, Cheque AC (025): \$916.76 	
12	Other Reports	<p>Executive Principal's Report – Sharon Schultz</p> <ul style="list-style-type: none"> - Acknowledge Rochelle Lewis for A/EP role in term 3 - Secondary school - year 12's finished with years 10/11 finishing this week - Secondary Awards nights undergoing a review - culmination of 4 pillars instead of a heavy academic focus - Recap of awards will be in final newsletter - Exceeded prep enrolment predictions - Revising timetabling of classes in secondary to utilise all classes - Master planning 2021 secondary campus <ul style="list-style-type: none"> ▪ Cr. Vorster will support if parking is part of plan ▪ Will not support any encroachment of greenspace ▪ Will approve vertical build - up to 8 stories if required - School Council will be assisting in finding a solution for secondary parking - Christmas holiday projects \$227000 <ul style="list-style-type: none"> ▪ Air con primary hall & Lens - primary school will then be complete ▪ Secondary hall getting fans (not air con until master planning determined) ▪ Air con in MG & MS buildings on secondary campus (22 classrooms) - Supportive of P&C to continue funding raising to air condition remaining secondary classrooms - Library space/independent study space needed on secondary campus - Start of year dates <ul style="list-style-type: none"> ▪ P-6 return Tuesday 28 Jan ▪ staggered start in secondary ▪ 7, 11, 12 return Tuesday 28 Jan ▪ All students in attendance Wednesday 29 Jan - 2020 Strategic Plan & AIP will be tabled at first P&C meeting next year - Thank you to P&C for all their work. <ul style="list-style-type: none"> ▪ Special thanks to Mel Bryson for work with School Banking & Cindy Paterson for work marketing events such as Bee Educated Day <p>Tabled reports: Financial Snapshot, Budget Overview Report</p>	SS to ask Leanne Carroll to contact Colin Frew regarding air cond from Harvey Norman
13	Motions on Notice	No motions on notice	

14	General Business	<ul style="list-style-type: none"> • Tooza (cold snap towels fundraiser) details tabled at meeting. To launch a Cool the School Initiative at the start of term 1. This is no cost to the P&C only commitment to keep promoting the campaign. • Meeting with EP • Art Exhibition – This will be run during the Celebrations of Cultural Week at the Senior Campus. Event will be run by the School and the P&C collaboratively. • With the support of the school we connect all the year levels and have year level representatives. Joining 2 years together to help with P&C events and create a good sense of community. <ul style="list-style-type: none"> - <i>CPR (Class Parent Representative) being formed. Has been successfully established at Robina SS - Michelle Davis may be able to obtain information such as induction booklet etc from other schools</i> - <i>CPR was at VC previously had but phased out</i> - <i>1 person appointed/ class to liaise directly with teacher</i> - <i>KG & junior school admin to work with staff to determine CPR concept & how that looks for VC</i> - <i>MD teachers nominate & approach parent to be rep. will source copy</i> • Colin and Marian Frew's proposal to run a raffle, The Executive team decided with all the current Cool the School initiatives that a Mother's Day Raffle will be the best way to run this project. More information has been requested to make sure that we follow QLD standards to fundraising using a raffle. <ul style="list-style-type: none"> - <i>Focus on secondary school for air conditioning as primary classrooms are all done.</i> - <i>EP approved letter</i> - <i>\$8 - \$12000 prize pools</i> - <i>Prize contribution register to show value of prizes contributed - \$3000 already contributed</i> - <i>Prizes for highest ticket sellers (students)</i> - <i>Collection of money needs to be considered</i> - <i>What support is needed - letter needs to be on letterhead (school or P&C)</i> - <i>20 tickets/student - sequential to track which student has which tickets</i> - <i>Families can decide to sell tickets or return unsold tickets to school</i> - <i>Historically sold tickets for \$2 or 3 for \$5</i> - <i>Not a lot of cost with good return</i> - <i>MD has existing spreadsheet that can be modified</i> - <i>Possible to be in place for Mother's Day 2020. Prev raised approx. \$2500 in short period of time & was run in junior school only</i> - <i>Volunteer support needed - ticket selling prior to Mother's Day</i> - <i>SS - Marketing team being recruited for 2020 consisting of Graphic Design, Events Coordinator, and Marketing Officer. Restructured team will report directly to EP. Will work with P&C on marketing & events</i> 	
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2019 Events & Fundraising Calendar

- Prep Orientation Day (No Budget Needed)

2020 Events & Fundraising Calendar

- Coles Sports Program
- Woolworths Earn & Learn
- Entertainment Books - New Flyer with logo
- Rebel Sports (Ongoing)
- Athletes Foot (Ongoing)
- Cards (ongoing)
- School Banking - New team needs to be recruited start of 2020
 - **Anne Pinnock - school banking coordinator for GC will train volunteers**
- Colour Fun Run - May 29th 2020 (Under 8's Day)
 - **Primary only**
- ANZAC Day, 25th April 2020
- Mothers Day Stalls, 5, 7th May
- GLOW Disco, 25th June
- Fathers Day Stalls, 1st, 3rd September
- Varsity Art Exhibit, 14-18th September
- Halloween Disco
- Prep Orientation
 - **Canteen information to be presented KG arranging**

Cultural showcase week - Art exhibition secondary campus

- **Open house style for entire week with out of hours activites hosted by students**
- **Auction with local businesses being invited to bid on items (secondary fundraiser)**
- **Secondary Academic awards revisioned to encompass sporting and cultural pillars**
- **Captain nominations in primary earlier to allow them to attend secondary awards**
- **Secondary Sports awards - change of venue and style of evening**
- **Cr Vorster has advised VC is no longer permitted to hold any events on the oval as it is now a council sports facility**
- **Valentines cards - student council generally organise (rose/cards?)**

Proposed Motion: That the 2020 events & fundraising calendar be accepted.

PROPOSED: Mel Bryson

SECONDED: Caroline Beckley

15	Review of events since last meeting	<p>Halloween Disco Held on the 24th October.</p> <p>We would like to thank all our amazing volunteers that supported the event. Caroline Beckley – Graphic Artist and parent who designed and printed all our posters without her amazing help we wouldn't be able to produce such fantastic results. Cindy Patterson – Donated all the Halloween props for free and set up all the staging to make the disco look amazing.</p> <p>The senior school students were very helpful and having the support of the newly elected captains made the process very efficient. The community supported the event and only positive feedback received from parents and teachers.</p> <p>Great effort by everyone! Profit: \$5600.00</p>	
16	Current events	<p>Xmas Cards, We had made 700 cards so far and we have sold 522 including Father's Day. We still have 178 cards in stock so that's an extra \$356.</p> <p>Cost – \$184.55 for 700 cards (Stickers were donated) Profit for 522 cards - \$859.45</p> <ul style="list-style-type: none"> • Budget approved in flying minutes of \$1000 • 1000 stickers printed \$191, printed by Signarama • Large stand and box setup \$43 • Small stand and money tin \$15.50 • Photo's printed 10c • Cards C6 25 for \$3 • All cards made by hand <p>All figures will be tabled at the next GM for the Xmas period.</p> <ul style="list-style-type: none"> • Without Rebecca Porter, this project would not have been achievable. Her dedication to her student's artwork and her love for Art is the reason why the students have produced such beautiful work. I would like to thank Bec for supporting me and donating hours of her time to make print, cut, stick and deliver the cards. • Caroline Beckley has also spent many hours fixing the pictures ready for print. <p>It's been a massive community effort and we are very thankful for everyone's continued support.</p>	
17	Other Business	<p>Sun Protection for the P&C Executive</p> <p>The school have approved for the Executive team, to have new light weight, long sleeve shirts to wear for P&C events. I'm currently sourcing a supplier who can offer the right fabric to protect our skin.</p> <p>As discussed with Sharon, an option for the students to wear a sun protective shirt with a collar, would be a good way to protect the kids from the harmful UV rays.</p>	AW to obtain actual costing to present at next meeting.

		<p>Propose a Motion that the P&C Executive can receive funding from the P&C account to purchase 1 shirt for each Executive Member.</p> <p style="text-align: center;">- <i>EP happy for school to purchase</i></p> <p>PROPOSED: Caroline Beckley SECONDED: Sharon Schultz</p>	
18	Applications for membership and recording of new Members	<p>A Special Meeting held last Thursday, 20th November 2019 in which all new memberships were accepted. I'm pleased to welcome all new members.</p> <ul style="list-style-type: none"> - P&C Queensland special meeting only 1 nomination - Open to membership none <p>Call for nominations for the following Executive Officer positions.</p> <p>Secretary – Jackie Parass</p> <p>MOTION</p> <p><i>That the following members being duly elected by secret ballot be endorsed as Secretary, Executive Committee.</i></p> <p>Secretary: Jacki Parass</p> <p>PROPOSED: Caroline Beckley SECONDED: Emma Silver</p>	
19	Next General Meeting	<p>Tuesday 4th February The CBD, Varsity Lakes</p>	
	Meeting CLOSED	7.45pm	

These are the official minutes and we the undersigned acknowledge they are a true and accurate record of the meeting in the 27th November 2019.

Name: _____ Signed _____ Date _____

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