**JUBILEE PRIMARY SCHOOL**  
**Minutes of Meeting**  
**Executive Meeting**

**Date/Time**: Thursday 6th August 2015  
**Location**: Conference Room, Admin Block  
**Attendees**: David Sewell, Brian Mason, Jo Riddell, Jane Bourke, Brad Roberts, Belinda McLeod, Lawrie Bertoldi  
**Apologies**: Nikki Smith  
**Secretariat**: Belinda McLeod

<table>
<thead>
<tr>
<th>Agenda Item/Topic</th>
<th>Discussion/Outcomes</th>
<th>Action Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>David Sewell opened meeting at 8:35am</td>
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<tr>
<td>Business arising</td>
<td>No business arising from previous minutes</td>
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<tr>
<td>General Business</td>
<td>The purpose of the meeting was to hear from Lawrie Bertoldi first-hand the relevant information about the Master Plan regarding covered walkways.</td>
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| Covered Walkways | Dave showed the Master Plan and spoke about how the parents were asking for covered walkways. Belinda confirmed most of the comments were made during rainy weather and most of the requests were to cover the stairs down to the BCA so the children can move to this area without getting wet. Lawrie showed the sections of walkway explaining that the existing concrete was extra thick at the edges so the frames could be bolted straight to the concrete (saving time and money, and with no disruption, meaning sections could be done over school holidays). Estimated costings (excl. GST):  
  - Section 1 (from Hub to Year 3&4 Block) $20,640.00  
  - Section 2 (from Year 3&4 block to Lunch shelter) $9474.00  
  - Section 3 (from Lunch Shelter, along icentre) $43950.00  
  - Section 4 (from icentre to Admin block) $32,382.00  
  - Total including GST $117,585.60 (see attached quote)  
  - Covering these sections would cover most people for the most amount of time during the school day as this area is the highest traffic area (as opposed to concentrating on Admin to Hall, or steps to BCA). The cover from the playground to the hall would have to be high due to vehicle thoroughfare and wide due to getting weather coverage from height.  
  - Lawrie pointed out that if we wanted the old playground area next to Years 1/2 block covered to use as a lunch area, then this would need to be done before Sections 3 and 4. The roof life could also be extended to provide coverage from Years 1/2 block to the icentre, providing both covered walkway and seating area. Water tanks can be hooked up and use to collect water for toilets. This area would be at least $50,000.  
  - Jo Riddell suggested this new lunch area could be a sacred space as well, to be also utilized when it is rainy and the children can’t be moved to the hall.  
  - It was agreed that we need a quote for this and then we will take all the above quotes and new one to the school community to decide.  
  - Lawrie to get quote for the covered lunch area with enough roofline to provide covered walkway. | Lawrie | When possible |

Meeting Closed at 9:30am.

Next Meeting: N/A
August 5, 2015

Bertoldi Architects
13 Railway Street
MUDGEERABA QLD 4213

Attention Lawrie Bertoldi

Re: Estimate for Covered Walkway Jubilee School

Estimate for 4 sections of covered walkway at above school is subject to final engineers drawings.

Roof 75mm thick composite roof sheeting including gutters and flashings no downpipes or stormwater.

Steel Frames HD galvanized steel frames (as discussed with Brett) bolted to existing concrete paving.

No painting allowed.

No electrical allowed.

Due to the safety and access of students and staff to these areas this work will need to be carried out during school holidays.

Estimated cost no GST

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<th>Cost</th>
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GST 10%

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<td>No 3</td>
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<tr>
<td>No 4</td>
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Total cost 117585.60

Yours faithfully

[Signature]

[Initials]

BG Steffensen