



JUBILEE PRIMARY SCHOOL

Minutes of Executive Meeting

Date/Time:	Wednesday 1 st February 2017
Location:	Boardroom, Jubilee Primary School
Attendees:	Matt Edwards, Joanne Haygarth, Belinda McLeod, Faye Paling, Tamika Smith
Apologies:	Brad Roberts
Secretariat:	Belinda McLeod

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
Welcome and Apologies	Belinda opened meeting at 9:00am		
Business Arising from Previous Minutes	None		
General Business 1. 2017 P&F Initiatives	<p>2017 events are set</p> <p>Matt is unable to make the Annual Dinner due to previously booked holiday.</p> <p>Matt was very impressed with Tea and Tissues. It was suggested to do an additional morning tea at drop off time for parents sometime after the first week at school (maybe second Friday) to help build community. Then again first Friday of every term. Matt noticed Jubilee is a very community oriented school.</p> <p>The PSP program is full steam ahead due to Faye and Vicki Johannes' efforts and a special mention by the P&F to Vicki as our work couldn't be possible without her.</p> <p>It was discussed that there would be a mix of day and night P&F meetings with the first one being an evening due to swimming carnival. Churches and MP and Councilor to be invited.</p>	<p>Tamika to set dates and book school hall</p> <p>Belinda to email invites</p>	
2. Agenda process for meetings	Matt confirmed to continue with running agenda past Principal the week before meetings.		
3. Vision/direction for year	<p>There is \$70,000 in the bank at the moment. It was discussed what options we had at the moment. There is an option to spend it on finishing the covered walkways to the hub, or only doing 1 more section and having a budget for a prep upgrade.</p> <p>Matt mentioned that the school will require fencing soon also due to recent break ins and if this can't be included in school budget, the P&F may be asked to assist.</p> <p>Also Matt discussed changes to the BYOD program and that the P&F may be able to assist in financing school devices.</p> <p>It was agreed to bring options to the February meeting so we can have a discussion as a community about expenditure.</p>		



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<p>4. Succession planning for President</p>	<p>Tamika attended today as she will nominate for President. No other expressions of interest have been received for any positions. Brad, Faye and Jo happy to stay on board. Belinda will open applications on 14 Feb and close on 28 Feb and this will be in the newsletter.</p> <p>Belinda and Tamika met up last term to discuss position and Tamika is involved in all the events to date. Everyone is very happy.</p>	<p>Everyone to remember to put in nomination for their position</p>	
<p>5. School Banking</p>	<p>It was confirmed that the school banking volunteers will use the Board Room whenever it is free for counting. The coordinators (Tracey Flower and Nikki Smith) will confirm each Thursday morning with Admin if the Board Room is free, if not, then the little Interview Room can be used.</p>	<p>Belinda to let Tracey and Nikki know</p>	
<p>6. New Business</p>	<p>Everyone is excited about a busy and fantastic year ahead.</p> <p>Meeting close at 10am.</p>		

Next Meeting:

Date: TBA

Venue: TBA