## JUBILEE PRIMARY SCHOOL
### Minutes of Meeting

### Annual General Meeting

<table>
<thead>
<tr>
<th>Date/Time:</th>
<th>13th March 2012 7:15pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Meeting Room – Multi Purpose Centre – Jubilee Primary School</td>
</tr>
<tr>
<td>Apologies:</td>
<td>M. Ball, B. Mason, T. Sketcher, M. Hitch, J. Kozak, L. Binns</td>
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<tr>
<td>Secretariat:</td>
<td>S. Davis</td>
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</tbody>
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<thead>
<tr>
<th>Agenda Item/Topic</th>
<th>Discussion/Outcomes</th>
<th>Action Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome and Apologies</td>
<td>Meeting Opened by R Verheijen. Welcome prayer by D Sewell.</td>
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<tr>
<td>2. Business Arising from Previous Meeting</td>
<td>Nil</td>
<td></td>
<td></td>
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<tr>
<td>4. Presidents Report</td>
<td>Rhonda Verheijen - Presidents Annual Report is Attached</td>
<td>Sharon Mart</td>
<td>Next P&amp;F Meeting</td>
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<tr>
<td>5. Treasurers Report</td>
<td>Treasurers report – Please Refer to Treasurer for copy. Sharon presented the P&amp;F committee with the files for the previous year. Audit has been held up because of the change to the constitution that was passed in November 2011. The special general meeting held tonight has now corrected this and the files will go back to Auditor tomorrow with full audited report to be presented at next month’s P&amp;F meeting.</td>
<td>Sharon Mart</td>
<td>Next P&amp;F Meeting</td>
</tr>
<tr>
<td>7. Executive Committee Stepped Down</td>
<td>Meeting was handed over to David Sewell. Current Executive committee stepped down. Process for Nomination of New Executive Committee: - President: Nomination received from Rhonda Verheijen Nil from floor</td>
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</tbody>
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**JUBILEE PRIMARY SCHOOL**  
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<tr>
<th>It was moved that Rhonda Verheijen be appointed as President.</th>
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<tbody>
<tr>
<td><strong>Vice President</strong> Nomination received from Tanya Shepheard Nil from floor</td>
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<tr>
<td>It was moved that Tanya Shepheard be appointed as Vice President.</td>
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<tr>
<td><strong>Secretary:</strong> Nomination received from Cheryl Abuid Nil from floor</td>
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<tr>
<td>It was moved that Cheryl Abuid be appointed as Secretary.</td>
<td></td>
</tr>
<tr>
<td><strong>Treasurer:</strong> Nomination received from Sharon Mart Nil from floor</td>
<td></td>
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<tr>
<td>It was moved that Sharon Mart be appointed as Treasurer.</td>
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</tbody>
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<thead>
<tr>
<th>8. Welcome New Executive Committee and Hand Back to President</th>
<th>David Sewell welcomed the new P &amp; F executive committee and handed the meeting back to the president R Verheijen</th>
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<tr>
<th>9. Review and Distribution of Parental Code of Conduct</th>
<th>David Sewell read out the parent code of conduct – please see attached. There were no objections to the format or wording. It remains unchanged</th>
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</table>

Meeting closed at 7:40pm
August, 2011 to March 2012 has gone in the blink of an eye. This period has also seen the bulk of the Jubilee Stage 5 Building works funded through the Block Grant Authority. When completed this final stage will see the Jubilee School Master Plan completed. In this final stage, we are currently building:

- Extensions to the Admin Facilities increasing them by one third;
- Extensions to the Resource Centre increasing it by one third;
- 3 new classrooms underneath Block 2;
- a new lunch shed (covered outdoor learning area) between the Resource Centre and Block 2;
- a second half to the Under Covered Area down below. Included in this will be a relocation of the Uniform Shop, construction of a new PE Storage area, Under Covered amphitheatre style tiered seating off the existing Under Covered Area
- Remodelling of the Learning Enrichment Centre;
- Relocation of the Jubilee War Memorial.

These works are funded from a mix of government funding and school funding. We look forward with excitement to the completion of the works soon I hope!!!!. I need to commend our architects Lawrie Bertoldi and Edwardo Leongue; our builders Bevan Steffensen and Nigel Darlington; BCEC Building and Planning staff Rick Dalmau, Mark Middleton and Gerry Conway and everyone else in supporting me during this construction phase. I am so excited about what these facilities will mean for the teaching and learning opportunities for our students for decades to come.

For mine there have been numerous P&F highlights, again none of which surpassed our 2011 Jubilee Family Fun Day. I take my hat off to the Jubilee staff, Margaret Armstrong, her hard working P&F team, the children and their families for the unique sense of community that this event generated. The P&F Association has made significant enhancements to the life of Jubilee in the second half of 2011 and the first part of 2012, some being:

- Yet another Jubilee Family Fun Day in September of 2011;
- Fathers’ Day;
- School Discos
- As well as contributing funds to the school for new chairs for the Jubilee Centre, $4000 to the Locker Valley Flood Relief, $2000 towards a First Aid Tent and pledging in excess of $80 000 towards the construction of the New Adventure Playground and in excess of $30 000 towards ICLT devices such as iPads and iPods.

To Rhonda, I congratulate you on a magnificent first term as President! Even though it has been shortened with this new change in the constitution, it seem like you have been doing the job for a considerable period of time. You had massive shoes to fill in replacing Margaret, but your work ethic, professionalism and integrity has been nothing short of outstanding. I look forward to working with you well into the future.

To Linda, Sharon and Sarah I thank you wholeheartedly for you dedication and time spend on your specific roles. To you Linda, you have been a stalwart of this Association, and I want to thank you for all that you have done in your time on the Executive. You have made a lasting legacy, particularly in relation to Rain Water Harvesting and Solar Power. Thank you so much for what you have done. Sharon your work with the Financials, our school discos and everything else is greatly appreciated. Thank you. Sarah, yours has only been a short stint, but thank you for your contributions.

Finally to the parents and the friends of Jubilee, thank you for all that you do and contribute. For most students, their time here at Jubilee will be a valued part of their life’s journey. What makes their time here important is that they have the opportunity to see that their faith; knowledge and wisdom are together, the ingredients for a life that integrates the spiritual dimension of their existence with the intellectual and physical. All of you contribute to this and I thank you.

Yours sincerely,

David Sewell
PRINCIPAL
AGM Report
13th March 2012
P&F President – Rhonda Verheijen

Well 6 months has flown by very quickly since our last AGM in August 2011 where we saw a new executive team step forward. I was happily joined by Linda Vayro as our Vice President, Sarah Davis as our Secretary and Sharon Mart continuing her role as Treasurer.

Since last year's AGM, a change to the constitution has been adopted so that the Financial Year of the school and the P&F were in unison. This new change will enable the Treasurer to finalise all P&F events for a school calendar year and be up to date and audited for the start of the new school year. Directly relating to this change meant that our AGM needed to be bought forward to March.

The P&F has hosted many successful events during this past 6 months starting with our very successful Father's Day Stall and we were happy to see the smiles on the kid's faces when they were able to something special for the man in their life to say thank you for all you do.

Our 6th Annual Family Fun Day was run in September and was another roaring success with a profit of $11,205. A huge thankyou and congratulations to Margaret Armstrong for leaving us with a legacy that we will all enjoy for years to come.

The P&F in conjunction with Stocklands held a Community BBQ at Riverstone Crossing which was a great day out for parents to interact in a social setting and also allowed the P&F to make a $662 profit for the day.

A huge thank you to Fran Bosworth for yet another fantastic Year Book produced at the end of 2011. To enable the yearbook to continue, as Fran and her family are no longer at Jubilee, I am pleased to announce that the P&F approved early this year to employ Fran so that she can continue to produce an amazing keepsake for our children's school years.

In November was our 2nd disco for the year, and although numbers were slightly down, the overall feedback from those kids that attended was very positive. Thank you to Sharon Mart for continuing this tradition that makes the kids so happy.

Our first ever school musical was held in our new Multi Purpose Hall this year so a huge congratulations to Shane Parry and his merry band of helpers for pulling off an amazing event. The P&F assisted at this event by holding a Canteen which made a profit of $278.

The end of 2011 saw the finalisation and approval of our new Playground with all contractors being appointed and a final building cost of $82,703.10, so we are all very excited to see it all come very soon with building commencing next month. Huge congratulations to Linda Vayro, Grants Coordinator, for helping the P&F successfully receive a grant of $29,560 from the Community Benefits Fund towards this project.

Also at the end of 2011 we said goodbye to our current Year 7 students and I was proud to stand up, on behalf of the School Parent Body, and hand each graduating student an engraved pen, which had been paid for by the P&F, it was a great night which I was honoured to be a part of.

Our first event for 2012 was the School Swimming Carnival for Years 2-7 and with magnificent weather was a great day out. The P&F BBQ generated a profit of $206.

The funds we have raised during the past 6 months, from P&F events like the sausage sizzles, Family fun Day, Father's Day stall, school disco, musical canteen have all helped us to fund the following:
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➢ Family Contributions (as per our constitution for families in need)
➢ Lockyer Flood Appeal
➢ Morning Tea for new Prep Families
➢ Extra Chairs for the MPC
➢ Alarm System for the P&F Storage Shed
➢ New Adventure Playground
➢ First Aid Tent
➢ Donations to AWL
➢ General Expenditure for farewells, new babies and appreciation gifts.

I would like to take this opportunity to say that I have thoroughly enjoyed my time as President of the P&F of Jubilee and would like to sincerely thank the support and professionalism of the executive team, that donate so much time and effort to help make Jubilee a great school. I would also like to thank each and every one of our Parents who have taken the time to join us here at meetings, and even if it has only been once every other months, we appreciate your continued support and hope that what we achieve here will benefit our community as a whole, so thank you. A special thank you to those parents, teachers and all of the administrative members who continually support the P&F by helping to coordinate functions, volunteer their time and support the P&F as a whole with distributing information when needed.

Thank you needs to also go to David, for continually supporting and helping to nurture an environment at P&F where parents are happy to come and share their ideas, concerns and feel as though their voice will be heard. So from us all David thank you for all you do.

I would like to take this opportunity to extend a huge thank you to those of the executive team who are stepping down tonight, Linda Vayro and Sarah Davis, we are all honoured that you have chosen to give of yourself as a volunteer of your time and commitment to Jubilee.

Thank you very much

*Rhonda Verheijen*

*13th March 2012*
A bylaw is a law made by your local Parents and Friends Association pertaining to a particular issue. They must relate to functions and powers of the P&F Association.

1. Meetings of Jubilee Primary School P&F Association must not be longer than 2 hours without a motion from the meeting being passed to allow for special circumstances. [18 August 2009].

2. A P&F fundraising levy will be levied on every family at Jubilee School at the rate of $120 per family annually. This levy will be collected on the school fees at a rate of $30 per term per family and then passed to the P&F Association by the school. [18 August 2009].

3. If any child enrolled at Jubilee Primary School or immediate sibling under the age of 18 or primary caregiver of a child enrolled at Jubilee Primary School is diagnosed with a life threatening or terminal illness or has an accident resulting in death or significant disability, then the Jubilee P&F may provide a donation to the family in need. In order to receive the donation, the person with the illness must be undergoing treatment for this condition. [18 August 2011].
**Parental Code of Conduct**

**Introduction**

Jubilee Primary School is an Ecumenical School within the Arch/Diocese of Brisbane. At Jubilee School we value life-giving partnerships and relationships …through:

- mutual, open and respectful communication,
- embracing diversity, integrity, acceptance and tolerance,
- fostering an atmosphere based on collaboration and shared wisdom.

"Jubilee is You + Me."

This Code of Conduct is intended to provide school community Members with guidelines for the effective conduct of meetings and the development of positive relationships within the School community.

**General Conduct**

Community Members agree to:

a. Support the Principal and staff in the development of a Christ-centred learning community based upon the principles of Christian doctrine;

b. Support the School’s policies developed in consultation with all stakeholders. The Principal has the responsibility to implement these policies;

c. Accept responsibility for their child’s/children’s progress and work with the teaching staff to deal promptly with areas of concern;

d. Treat all Members of the School community with respect and courtesy; and

e. Acknowledge and affirm success in individual and School achievement.