



JUBILEE PRIMARY SCHOOL

Minutes of Meeting - Annual General Meeting

Date/Time:	14th March 2017 @ 7:00pm
Location:	Foundation Pastors Meeting Room, Jubilee Centre, Jubilee Primary School
Attendees:	Brad Roberts, Matt Edwards, Chris Clurey, Kelly Lofthouse, Katherine Walker, Christine Battersby, Orrell Battersby, Mary Lemusu, Mel Morey, Suzanne Lynch, Ash McMullen, Nancy Carter, Michelle Fontana, Natalie Taylor, Laura Francis, Tracey Flower, Alicia Roelofs, Tamika Sherwin, Faye Paling, Joanne Haygarth, Tamika Smith, Belinda McLeod.
Apologies:	Aliesha Bell
Secretariat:	Faye Paling

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
Welcome and Apologies	Belinda McLeod opened meeting at 7:10pm. Welcome prayer and welcome to country and acknowledgement of country made by Belinda McLeod.		
Business Arising from Previous Minutes	Confirmation and acceptance of minutes from last General Meeting No business arising.	Belinda Acknowledged	
General Correspondence	Nil		
General Business 1. Review of the By-Laws	Matt Edwards read out the BYLAWS #1. Passed – 22 in favor – Nil against. #2. Passed – 22 in favor – Nil against. #3. A) and B) 22 in favor – Nil against #4. Passed – 22 in favor – Nil against. #5. Passed – 22 in favor – Nil against. #6. To amend the wording to say “every 2 nd week” just in case the days have to be changed - Passed – 22 in favor – 1 against.		
2. Agenda item 2 Presidents Annual Report.	President's Report – see attached.		
3. Agenda item 3 Treasurer's Report	Treasures Report – See attached. - Awaiting for accounts to be auditor verified. Brad to provide update when complete at next P&F meeting.	Brad to communicate with auditor and P&F once complete.	ASAP



JUBILEE PRIMARY SCHOOL

Minutes of Meeting - Annual General Meeting

<p>4. Agenda Item 4</p> <p>Principal's Report by Matt Edwards</p>	<ul style="list-style-type: none"> - Proud of the P&F especially this year's executive team. The P&F under the leadership of Belinda is outstanding and congratulates Belinda on another successful year as president. - Thanked the P&F for their contributions to the school over the last year <p>New News:</p> <ul style="list-style-type: none"> - Internal road coming off Binsted way - Progression changes to be made to the kiss and go area - New shed to come to the renovated area for the maintenance team <p>Jubilee Review</p> <ul style="list-style-type: none"> - Internal review conducted including: social activities, well-being and pastoral, accountability, school improvement. Jubilee rated as a "5" great school but continual room for improvement. This will serve to inform where Jubilee goes from here. <p>External BCE Review</p> <ul style="list-style-type: none"> - Very positive review especially in ecumenical approach, online resources and documentation. Improvements to continue in the areas of culture inclusive and collaboration. 		
<p>5. Agenda Item 5</p> <p>Executive</p>	<ul style="list-style-type: none"> - Current leadership team stood down - Meeting was handed to Matt Edwards. 		
<p>6. Committee</p>	<p>Processed nominations for the New Executive Committee:</p> <p>President:</p> <p>Prior nomination from Tamika Smith.</p> <p>It was moved that Tamika was to be appointed</p> <p>22 in favor - No objections made</p> <p>Vice President:</p> <p>Prior nomination from Joanne Haygarth</p> <p>It was moved that Joanne was to be appointed</p> <p>22 in favor - No objections made</p> <p>Secretary:</p> <p>It was passed last P&F meeting that a shared secretary role could be appointed.</p> <p>Prior nominations from Alicia Roelofs and Tamika Sherwin.</p> <p>It was moved that both Alicia and Tamika would be appointed and would share the role as a day/night meeting secretary.</p> <p>22 in favor - No objections made</p> <p>Treasurer:</p>		



JUBILEE PRIMARY SCHOOL

Minutes of Meeting - Annual General Meeting

	<p>Prior nominations from Brad Roberts</p> <p>It was moved that Brad Roberts was to be appointed</p> <p>22 in favor – No objections made</p>		
<p>7. Agenda Item 7</p> <p>Welcome of new committee</p>	<p>Matt Edwards welcomed the new committee and the meeting was handed over to Tamika Smith.</p>		
<p>8. Agenda Item 8</p> <p>Review of parental code of conduct.</p>	<p>Matt read out the parent code of conduct – please see attached.</p> <p>Part C is was discussed that we adapt this point to add “in line with the school's communication policy.”</p> <p>22 In favor to continue with this code of conduct including the change – Nil against.</p>		
<p>9. Agenda Item 9</p> <p>Appointment of Auditor.</p>	<p>Tamika proposed to stay with Aub Kelly for auditing</p> <p>22 in favor – nil against.</p>		
	<p>Meeting Closed at 7:50pm</p>		
<p>Next Annual General Meeting</p>	<p><i>March 2018 – Time and specific date to be advised</i></p>		



JUBILEE PRIMARY SCHOOL Minutes of Meeting - Annual General Meeting

TREASURERS REPORT – AGM 14th March 2017

2016 has been a great year in not only some very successful events, but the P&F has had the capacity to deliver on significant funds committed in the 2015 school year in addition to having the capacity to commit to further enhancements for the school plus being able to support some of our budding and upcoming sports persons. This includes:

- Covered Walkways
- Kiss n Go Shade Sail
- Coffee Apple Learn to Tell Time
- Sports Funding

The below table is a summary of the annual profit by each event. The full year we ran at a loss of \$25k, however, adding back the committed fund to the school, the P&F ran at a net profit of \$87k (this includes levies received). Please note that this summary of accounts is still being audited and unfortunately the auditor's report is not yet available but will be presented at the next meeting.

2016 Profit Summary

Event	Profit
P& F General	(\$47,105.39)
Welcome BBQ	(\$ 695.52)
Tea & Tissues	(\$ 72.30)
Dinner Dance	(\$ 2,783.48)
Disco 1	\$ 2,454.68
Mothers Day Stall	\$ 1,532.02
Mothers Day High Tea	(\$ 74.45)
Trivia Night	\$ 1,240.03
Dreamworld Tickets	\$ 1,500.00
Movieworld Tickets	\$ 840.00
FFD	\$ 15,745.60
Fathers Day Stall	\$ 1,004.21
Dad's Big Brekkie	(\$ 10.40)
School Banking	\$ 1,686.66
Year Books	(\$ 280.51)
World Teachers Day	(\$ 440.00)
Disco 2	\$ 1,888.20
Disco 2 - BBQ	\$ 273.85
Year 6 Graduation	(\$ 724.50)
Xmas BBQ	(\$ 946.10)
Total	(\$ 24,967.40)



JUBILEE PRIMARY SCHOOL

Minutes of Meeting - Annual General Meeting

DONATIONS MADE TO THE SCHOOL

Covered Walkways	\$100,000
Kiss n Go Shade Sails	\$6,000
Prior Year commitments	\$4,156
Other Passthrough Donations	1,500
TOTAL	\$111,656

On a personal note, I would like to thank all of the parents, teachers and Executive team for making this such a great school. I would especially like to thank Belinda for her ongoing support and commitment to both the school, the P&F and myself. It has been a pleasure in working with Belinda over the last 2 years and I wish both Belinda and Faye all the very best as they say good-bye to Jubilee Primary School.

Finally, should I be accepted as the Treasurer for a 3rd and final year, I really look forward to working with the new Executive team to bring some great and exciting events to the Jubilee Primary School community.



JUBILEE PRIMARY SCHOOL

Minutes of Meeting - Annual General Meeting

P&F President's Report – March 2017

"The Jubilee Parents and Friends Association has, once again, continued to work in partnership with the school and has taken great pleasure in continuing a long standing and valuable contribution through our welcoming and inclusive initiatives, all inspired by and upheld the community spirit so well known to Jubilee." *2016 P&F Association Executive Committee*

Social. After last year's AGM, we kicked off our social year with a fantastic boot-scooting **Annual Dinner**, coordinated by Tahnee Roberts. Then something for our children, the **Discos**, coordinated by Janelle Prendergast and Heidi Robertson proved to be a real hit, whilst at the Parent Waiting Area, our Executive Team hosted dinner with the introduction of the Pizza Van.

The beautiful **Mother's Day High Tea** and **Dad's Big Breakie** were next, coordinated by Joanne Haygarth and Tania Lock, bringing together generations and raising \$1000 for the Cancer Council and vital funds for *beyondblue*. Not long after, Kim Seed coordinated our **Trivia Night**, leaving the adults of Jubilee with lots to remember. Lastly, our much loved **Welcome BBQ**, something for all the family, kicked off the start of this year with the Executive Committee at the realms.

Resourcing and financing. The P&F Levy and fundraising enabled the P&F to commit the remaining \$30,000 of the \$100,000 donation for our new undercover walkways and Sacred Learning Space – what an accomplishment. We also donated another \$6,000 towards the Kiss'n'Go shade sale, \$700 on 'Learn to tell the time' clocks, \$600 on sports equipment and \$500 on making our Jubilee Centre child friendly with a wall mounted baby change facility. The P&F also continued to support our children in representative sport and families-in-need through one-off payments and funding the Year 6 Graduation Pens.

In addition, our **Grants Coordinator** Donna Duff, secured Divisional Donation and Telstra grants to purchase a sick bay chair and contribute to the stencil-crete of our new outdoor Sacred Learning Space.

Pastoral. Our pastoral activities commenced on the first day of school with **Tea & Tissues** on the deck and **Information Booth**, coordinated by Tamika Smith, Joanne Haygarth and Faye Paling. Faye Paling, alongside a team of parents, then also ensured our **Mother's and Father's Day Stalls** were a great hit. The P&F continued the **Brumby's Bread Run**, coordinated by the amazing Bonita Cooper. Also, a space for parents to connect and help each other was made possible again this year through the Jubilee **P&F Facebook** page, assisted by Tracey Flower. Something new this year was the facebook page for the **Community Business Directory**, coordinated by Tania Lock. The P&F also continued the tradition of helping families in need – through joining with Campus Ministry, Vicki Johannes, for quarterly 'cook ups'.

Very importantly also, the Executive Team alongside Vicki Johannes, supported twenty six wonderful parents in the **Parent Support Program**, contributing their time to our teachers, class parents and the tuckshop roster.

Fundraising. Our annual **Family Fun Day** brought everyone together in the spirit of community and raised \$16,500. Plus, with the dedication of our **School Banking Coordinators**, Tracey Flower and Nikki Smith, we also raised over \$2,000. The P&F also raised over \$2,500 from our **Dreamworld/Seaworld ticket** sales, thanks to Natalie Taylor and Faye Paling.

Finally, thank you to each and every Jubilee family for your continued and boundless support of the P&F initiatives. Thank you also goes out to the Jubilee Leadership Team, Administration and Staff, where nothing is ever too much to ask. The P&F committee feel truly blessed to be part of a community that values and supports the Christian ethos and models the spirit of community through participation, caring and giving.

Belinda McLeod (President)



JUBILEE PRIMARY SCHOOL Minutes of Meeting - Annual General Meeting

Parental Code of Conduct

Introduction

Jubilee Primary School is an Ecumenical Brisbane Catholic Education School, which is a living vision of northern Gold Coast Churches:

- St Mary's Catholic Community, Upper Coomera;
- Southland Christian Centre, Apostolic Australia;
- ✱ *Uniting North* New Life Uniting Community, Pacific Pines;
- Living Rivers Uniting Community, Nerang-Jacobs Well;
- Gold Coast North Anglican Community.

Jubilee is a vibrant, welcoming community which promotes excellence in learning and a shared faith in Jesus Christ.

"Your Story...My Story...Our Story"

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 of Members of the School community with respect and courtesy; and
- e) Acknowledge and affirm success in individual and School achievement.



JUBILEE PRIMARY SCHOOL

Minutes of Meeting - Annual General Meeting

Conduct at Meetings

The regular Parents and Friends Association meeting is an opportunity for community Members to contribute to discussion on issues and to make decisions that will have a positive impact on the School community.

To ensure that this is carried out effectively, community Members agree to:

- a. conduct activities in accordance with the Constitution of the P&F Association,
- b. participate in P&F Association meetings and other community activities in a constructive manner and respect the views of others,
- c. acknowledge that the decisions taken and actions proposed at the P&F Association meetings are representative of the majority of the School community,
- d. adhere to the processes available to have issues addressed and decisions reviewed,
- e. support the President and Members of the P&F Executive when they are required to make decisions on behalf of all parents in the School community, and
- f. use appropriate conduct when participating in meeting discussions and promote positive personal relationships among community Members.

Conduct Unbecoming

If a community member is in breach of this code, the President of the P&F Association will meet with the Principal to decide appropriate action. The Principal's decision will be final and binding on community Members.

ADOPTED ON: _____ [DATE]

(PRESIDENT)

(VICE-PRESIDENT)

(DAY SECRETARY)

(NIGHT SECRETARY)

(TREASURER)

(PRINCIPAL)

(SCHOOL BOARD REP)