## JUBILEE PRIMARY SCHOOL
### Minutes of Meeting

**Annual General Meeting**

<table>
<thead>
<tr>
<th>Date/Time:</th>
<th>11&lt;sup&gt;th&lt;/sup&gt; March 2014 7:10pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Meeting Room - Jubilee Centre – Jubilee Primary School</td>
</tr>
<tr>
<td>Attendees:</td>
<td>T Shepard, K Seed, K Hughes, S Hutchison, J Prasad, R Verheijen, J Riddell, B McLeod, S Devere, L Vayro, B Mason, D Sewell, J Bourke, N Carter, G Smith</td>
</tr>
<tr>
<td>Apologies:</td>
<td>NIL</td>
</tr>
<tr>
<td>Secretariat:</td>
<td>J Prasad</td>
</tr>
</tbody>
</table>

### Agenda Item/Topic Discussion/Outcomes

<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 and Apologies</td>
<td>R Verheijen opened meeting at 7:10pm. Welcome prayer by R Verheijen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Arising from Previous Minutes</td>
<td>NIL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Correspondence</td>
<td>NIL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 1. General Business By Law Reviewed | D Sewell read out the BYLAWS See Attached
#1. Passed – 14 in favor – Nil Against
#2. Passed – 14 in favor – Nil Against
#3. Passed – 14 in favor – Nil Against
#4. Passed – 14 in favor – Nil Against
#5. Passed – 14 in favor – Nil Against
#6. Hold on till next meeting.  
It was decided due to new Executives being appointed this evening this bylaw might need to be altered so once the new Executives have met with Dave Sewell the decision of whether to have day or night alternate meetings will be brought back to the next general meeting. | New President | Next general meeting |
| 2. Presidents Annual Report | Presidents Report – See Attached | | |
Dave thanked all committee members for their support.  
Special thanks to Rhonda for being a part of the P&amp;F for the past 6 years. What a wonderful job she has done. She surely will be missed. David thanked the Executive Team for 2013-2014 which was Rhonda, Nancy, Jyotika, Heidi and Sharon.  
Dave thanked all parents, teachers and staff for all attending meetings. | | |
Dave commented that the Opening BBQ had the largest numbers of teachers attendance than any other year and he thanked them for the support of the school. All parents he spoke to had a great night.
Dave looked forward to what 2014-2015 will hold for the school and thanked the P&F for the work that will be done for the year ahead.

5. Executive

Meeting was handed over to David Sewell. Current Executive committee stepped down.

6. Committee

Process for Nomination of New Executive Committee:-

President:
Prior nomination received from Belinda McLeod
It was moved that Belinda McLeod be appointed as President. No objections.

Vice President
Prior nomination received from Susan De Vere
It was moved that Susan De Vere be appointed as Vice President. No objections.

Secretary:
No prior nominations received.
Nil from floor.
Position remains vacant.

Treasurer:
No Prior nominations received
Dave called nominations for the floor.
None received so Sharon Hutchinson said she would remain in the position.
It was moved that Sharon Hutchison be reappointed as Treasurer. No objections.

7. Welcome New Executive Committee and Hand Back to President

David Sewell welcomed the new P & F executive committee and handed the meeting back to the president Belinda McLeod.
Susan Devere was acting secretary for remainder of AGM.

8. Review and Distribution of Parental Code of Conduct

David Sewell read out the parent code of conduct – please see attached.

9. Appointment of Auditor

Vote taken to remain with current Auditor Aub Kelly.
15 in favour, nil against.

Meeting Closed at 7:45pm
JUBILEE PRIMARY SCHOOL
Minutes of Meeting
Annual General Meeting

BYLAWS

Attach your P&F Association's bylaws on this page.

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.
   a. [18 August 2011]

4. Sports Representative
   "It is hereby agreed that a child that is in a recognized school sport and goes on to State and National levels, a certain amount of money may be offered by the P&F. The family will be required to submit an application form to the P&F for consideration. To be eligible for P&F funding the following criteria must be met: a) The student must be currently enrolled at Jubilee Primary School for the calendar year b) The sport is recognized by QSS (QLD Schools Sport) c) The Principal has a copy of the selection letter stating the sport, date and location of the championships being attended. d) The application has the support of the Principal. The P&F will support a family that satisfies the above criteria with the following amounts: South Coast Regional Team to compete at State - $50, QLD State Team to compete at National (held within QLD) - $100; QLD State Team to compete at National (outside of QLD) - $200. The maximum sponsorship amount per family in any year will be $500." [9 October 2012]

5. Nomination of Executives - AGM
   30 days prior to the Annual General Meeting the Principal will call for nominations for all current Executive Positions. Nominations will close 14 days after this date. The Principal will then provide information on each nominee to the school community through the "Jubilation" Newsletter.
   In conducting the election of Office bearers the following will apply -
   a. If all positions have attracted nominees there will be no nominations called from the floor at the Annual General Meeting.
   b. Only positions which have not attracted nominees will be re-advertised in the "Jubilation" newsletter after the closing date for nominations and nominations for these positions only will be called from the floor at the Annual General Meeting. [9 October 2012]

6. Alternate Day/Night P&F General Meetings
   On the 2nd Tuesday of each month the P&F General Meetings will alternate between Day (9am) and Night (7pm) for each calendar year with a vote being cast at each Annual General Meeting (AGM) as to its continuance. A proxy vote will be called for 2 weeks prior to this vote to enable those members who are unable to attend an option to vote. [9 July 2013]
JUBILEE PRIMARY SCHOOL
Minutes of Meeting
Annual General Meeting

AGM President Report - Rhonda Verheijen
13th March 2014

Well another year done and another successful one for the Jubilee P&F.

Since last year’s AGM we introduced a day/night alternate monthly P&F meeting to help allow more people to come to the meetings. Those with small children were able to come and bring them along. These morning meetings saw an increase in attendees which is a sign of our changing family environment with a lot of people unable to make it to the nightly meetings.

During the year the P&F committee has run very successful events for kids, families and the community. Since the AGM we held a very successful Mother’s Day Stall thanks to Jane Bourke and her merry band of helpers. Jane also ran our Father’s Day stall in late August. These 2 stalls are so fun to be a part of as the kids get so much enjoyment from buying that personal gift for the special parent or friend in their lives. May we introduced a Mother’s Day High Tea and our expected 20-25 people blew out to 80 people on the day. It was a great to have a day where we say thank you to all of the women in our lives. May and October saw Kim Seed and her volunteers run both of our school discos. These events are a chance for the kids to let their hair down and have some fun with their friends outside of the classroom environment. June was our ever popular Trivia Night run by Linda Vayo, Brian Mason, David Sewell and helpers. This year’s theme was Heroes and Villains and I think there might have been more villains towards the end of the night. A great night was had by all who attended. This year’s date is Friday 13th so I’m sure this year’s theme is going to be an interesting one. Our 8th Annual Family Fun Day was run in August and was another roaring success with a profit close to $15,000, many thanks to our new sponsors. Thank you to all those that helped, from the little things to the big things, each and everyone one that was involved helped to make it an amazing day which the kids love and look forward to each year. At the end of 2013 we said goodbye to our current Year 7 students and I would like to say thank you to Nancy Carter for representing the School Parent Body, and handing each graduating student an engraved pen, which had been paid for by the P&F. From all reports it was a great night.

The funds we have raised during the past 12 months, from P&F events like the sausage sizzles, Family fun Day, Father’s Day stall, school disco, etc have all helped us to fund the following:

- Family Contributions (as per our constitution for families in need)
- New Apple Mac Computers & Apple Ipad $50000
- New Jubilee Stickers
- New Early Learning Centre Equipment $5700
- $20,000 donation to Reading Program
- New Sporting Equipment $3000
- New Lighting & Equipment – Jubilee Centre $2900
- World Teachers Gifts $160
- P&F Volunteers Vests
- Donation to the Early Bird Reading Program
- General Expenditure for farewells, new babies and appreciation gifts.

As most of you are aware, after 6 years on the P&F, I made the decision late last year that I would not re-run at this year’s election. I would like to take this opportunity to say that I have thoroughly enjoyed my time as P&F President and would like to sincerely thank the support and professionalism of each and every Executive Team member that I’ve worked with over the years. All of the Executives donate so much time and effort to help make Jubilee a great school, so thank you for doing this. I would also like to thank each and every one of our Parents who has taken the time to join us here at meetings, and even if it has only been once every other month, we appreciate your continued
JUBILEE PRIMARY SCHOOL
Minutes of Meeting
Annual General Meeting

support and hope that what we try to 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.

I would like to take this opportunity to extend a huge thank you to those of the executive team who are stepping down tonight and to those new people who might be taking up the new positions. We are all honoured that you have chosen to give of yourself as a volunteer of your time and commitment to Jubilee and I personally wish you best for the year ahead.

Thank you very much

Rhonda Verheijen

11th March 2014
Parental Code of Conduct

Introduction

Jubilee Primary School is an Ecumenical School within the Arch/Diocease 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.
Conduct at Meetings

The regular Parents and Friends Association meeting is an opportunity for community Members to contribute to discussion on issues and to take 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: 9 July 2013

(PRESIDENT)  (VICE-PRESIDENT)

(SECRETARY)  (TREASURER)

(PRINCIPAL)  (SCHOOL BOARD REP)
TREASURER’S REPORT AGM MAR-14

The P&F have had a successful year with large contributions to the school (as covered by the President) mainly in the school literacy program, sporting equipment and the provision of I-pads and MAC Airs. There have also been quite a number of families in need that we have helped support.

The audit of the books was successful with the result of the following comments:
“I am satisfied that the annual financial reports present fairly the receipt of the income and the correct expenditure related to the financial operations of the P&F for the year ended 31 December 2013 and are without material errors”.

“I note strong internal controls as well as improvement in reporting to meetings, record keeping and reconciliations during 2013 and I congratulate the Treasurer and the Committee on their work”.

Summary of the year:

<table>
<thead>
<tr>
<th>Event</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming Carnival</td>
<td>249.36</td>
</tr>
<tr>
<td>Welcome BBQ</td>
<td>(1,377.25)</td>
</tr>
<tr>
<td>Mother’s Day Stall</td>
<td>667.50</td>
</tr>
<tr>
<td>Mother’s Day High Tea</td>
<td>(33.99)</td>
</tr>
<tr>
<td>Father’s Day Stall</td>
<td>295.75</td>
</tr>
<tr>
<td>Disco 1</td>
<td>2,310.72</td>
</tr>
<tr>
<td>Trivia Night</td>
<td>1,692.18</td>
</tr>
<tr>
<td>Disco 2</td>
<td>1,984.89</td>
</tr>
<tr>
<td>Family Fun Day</td>
<td>13,940.31</td>
</tr>
<tr>
<td>Christmas Concert</td>
<td>(598.70)</td>
</tr>
<tr>
<td>Jubilee Day</td>
<td>(63.44)</td>
</tr>
<tr>
<td>Dinner Dance (Cancelled)</td>
<td>(250.00)</td>
</tr>
<tr>
<td>World Teachers Day</td>
<td>(288.90)</td>
</tr>
<tr>
<td>Year 7 Graduation</td>
<td>(520.20)</td>
</tr>
<tr>
<td>Bumper Stickers</td>
<td>(794.49)</td>
</tr>
<tr>
<td>Qld P&amp;F Federation Fees</td>
<td>(3,671.55)</td>
</tr>
<tr>
<td>P&amp;F Levies (Does not include Term 4)</td>
<td>34,015.04</td>
</tr>
<tr>
<td>Donations / Equipment Jubilee PS</td>
<td>(61,945.30)</td>
</tr>
<tr>
<td>Other General P&amp;F Expenses</td>
<td>(3,810.42)</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>(18,198.53)</strong></td>
</tr>
</tbody>
</table>
AC KELLY & ASSOCIATES PTY LTD

ABN 73 157 767 301
ACN 157 767 301
Registered Tax Agent
Public Accountant

P O Box 5593 Q Super Centre
MERMAID WATERS QLD 4218

AUDIT of the Jubilee Primary School P&F Association Financial Reports
For the period 1 January 2013 to 31 December 2013

Scope

I have audited the financial reports of the Jubilee Primary School P&F for the period 1 January 2013 to 31 December 2013, consisting of the Profit & Loss Statement 1 January 2013 through 31 December 2013 and the Balance Sheet as at 31 December 2013. The Executive Committee is responsible for maintaining the financial records and preparation of the financial reports.

I have conducted an independent audit of the financial reports in order to express an opinion on the Executive Committee on their preparation and presentation. I disclaim any assumption of responsibility for any reliance on this report or on the accounts to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with generally accepted accounting standards. The audit opinion in this report has been formed on the above basis.

Qualification

As is common for organisations such as the P&F Association, it is not practicable to maintain an effective system of internal control over all income producing activities until details are entered into the accounting records. Accordingly, I have verified opening balances from information provided by the Association which included bank statements, the General Ledger and the previous audit report. This means that I was unable to confirm that income received, other than bank interest, had been correctly recorded, until such time as it had been received in the bank. Accordingly, my audit in relation to the income of the financial statements is limited to the amounts recorded.

Qualified Audit Opinion

In my opinion, had the limitation discussed in the above qualification not existed, the financial statements present fairly, in accordance with the generally accepted accounting policies and procedures, the financial position related to the receipt of the income and the correct expenditure related to the financial operations for the period 1 January 2013 to 31 December 2013.

[Signature]

Auht Kelly FIPA
A C KELLY PUBLIC ACCOUNTANT

24 February 2014