



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

Date/Time:	Friday 15 th April 2016
Location:	Foundation Pastors Meeting Room, Jubilee Centre, Jubilee Primary School
Attendees:	Donna Duff, Nicola Smith, Kara Baczkowski, Kristy McDiarmid, Heidi Robertson, Kelly Lofthouse, David Sewell, Belinda McLeod, Faye Paling, Sid Cramp MP, Jane Bourke, Nancy Carter, Joanne Haygarth
Apologies:	Brad Roberts, Janelle Prendergast, Councillor Peter Young
Secretariat:	Faye Paling

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
Welcome and Apologies	Belinda opened meeting at 08:50am. Welcome prayer by Belinda McLeod		
Business Arising from Previous Minutes	<ul style="list-style-type: none"> - Belinda has not heard from the Pacific Pines Resident Group (PPRG) as yet about donation offer amount. - Belinda In process of purchasing the book "Why my Mummy" Belinda needs to communicate with book ordering site as to purchasing quantities. - Faye has been in contact with Village Roadshow Theme Parks (VRTP) in reference to bulk order passes for SeaWorld, Movieworld and Wet n Wild. - Communicated that purchases can be made around 10-15th May and costs would be \$75 per adult and \$65 per child. - The school can advertise to purchase as a group and one group order can be submitted, payment through direct cheque deposit to ANZ or bank transfer is required and passes can be collected or posted to school for distribution. - Jane and Faye to look to coordinate both VRTP and Dreamworld passes in May. 	<p>Belinda to follow up both with PPRG and book ordering.</p> <p>Faye to follow up with VRTP and communicate next process with Jane in May.</p>	By next P&F meeting 10/5/16
General Correspondence	<ul style="list-style-type: none"> - Email communication regarding executive decision to purchase flowers and a card for Tracey Gilmore (departing resident councillor.) purchase made and flowers have been presented. - Grant funding letter received from Stuart Robert MP, we received the letter late to apply, however Donna will note this for next year's funding grants coordination. - Amart Sports Tax invoice, proof of purchase from 		



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	<p>Allistair Davies (sports teacher) as to how the last quarter Amart Sports rebate was spent.</p> <p>- Amart Sports financial Statement advising of a further \$285.45 credit for the school to spend.</p>		
<p>Treasurers Report</p>	<p>Copy of the Financial Report Audit for the last financial year supplied by AC Kelly attached.</p> <p>No concerns with the Audit presenting's – 50% of the funds have been paid to the school for the undercover walkways project.</p> <p>Copy of Treasurer's report attached. Treasurer's report endorsed by Brad Roberts and seconded by Jane Bourke.</p>		
<p>General Business</p> <p>1. Agenda item 1 Annual Dinner Feedback</p>	<p>People who went enjoyed this event and the dancing was enjoyed by many parents and staff.</p> <p>Really well decorated</p> <p>Lower numbers than previous years</p> <p>Discussed having a non-themed annual dinner, fancy dress themed events can be confrontational and the event is to draw people into the school community.</p> <p>Discussed and decided that new families to the school (all year groups.) would be entitled to a 2for1 deal (purchase one ticket and bring along another parent / partner for free), this would be to promote new families and parents to join in with the school community.</p> <p>To manage the funds and expenditure for this, it was discussed that we may raise the general tickets prices to \$45pp (from \$40pp). Vote on budget increase in due course.</p> <p>Coordinator position available for this for next year's annual dinner. Jo Hargarth said Mark may be able to do. Once coordinator found, then fix date, make booking and do flyers ready for Nov prep orientation.</p> <p>Southport Sharks have provisionally booked the school in for next year's event too.</p>	<p>Belinda to ensure annual dinner date fixed, booked and have flyer ready for prep orientation.</p>	
<p>2. Agenda item 2 Disco Update</p>	<p>DJ (Sky) confirmed</p> <p>Jane will liaise with Janelle to provide a new glow stick supplier contact</p> <p>Janelle has a full list of volunteers for the junior disco, still requiring more volunteers for the senior disco</p> <p>Was confirmed that the Outside School Care program will have vacated the hall / Pastor room by the disco date.</p>	<p>Jane to forward glow stick contact to Janelle.</p>	



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<p>3. Agenda item 3 Mother's Day Stall</p>	<p>Stall is ready to go</p> <p>Hold off advertising the products in the Icentre window until after ANZAC day so we can advertise in the window properly</p> <p>Posters will go up around the school to advertise today (15th April.) Flyer was in Tuesdays newsletter also</p> <p>80 gift packs created for sale on the day; active mum, organised mum, car pack, special mum and special nanna. Gifts packs will be split equal amongst all 23 classes</p> <p>All individual gifts are priced from \$1 - \$5.</p> <p>Volunteers are locked in and general running of the stall, stock and price lists have been emailed to the volunteers.</p>		
<p>4. Agenda Item 4 Mother's Day High Tea</p>	<p>Jo Haygarth and Tania Lock are coordinating</p> <p>Flyers should be ready to go out next week</p> <p>Donations for cent auctions have been sought, Jo to arrange final pick up of some items the week leading up to the event</p> <p>Jo is in the process of emailing volunteers and creating a roster for roles on the day.</p> <p>Kristy and Heidi and Kelly assisting Jo with some food preparation for the day</p> <p>Jo requested the contact details for the family fun day sponsors to invite them to the high tea</p> <p>Will be serving the non-alcoholic champagne again this year!</p>	<p>Belinda to forward Jo the contact information for the sponsors.</p>	
<p>5. Agenda item 5 Family Fun day update</p>	<p>Belinda is Coordinating</p> <p><u>Rides and Extra's</u>: Jubilee Entertainment, Rides animal farm and ponies, Dj Electra, Roaming MC, St Johns, Portaloos, cold van, extra bins, cashier (Brad Roberts), ATM</p> <p>Awaiting confirmation from Jubilee Choir, JPS information tent, Security and Adoptacop</p> <p><u>Food and Commission Stalls</u>: Mr. Whippy, Coffee Obsessions, Besito Coffee, Hot Chips Van, Dippin Dots, Fairyfloss/Churros/Slushies, Mrs Exotic Liquorice, Newlife United Church Sausage Sizzle, Fajita's</p> <p>Awaiting Confirmation: Anglican Church food tent, popcorn man, gourmet food van</p>		



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	<p>Booked Rotation Creations craft</p> <p>Program of events will be complied by Belinda</p> <p><u>Grade Stalls:</u></p> <p>Prep – Cakes</p> <p>Y1 – Plaster of Paris and paint creation / Spin it to win it</p> <p>Y2 – Chocolate toss</p> <p>Y3 – Pick a jar</p> <p>Y4 – Show bags</p> <p>Y5 – Lucky Dip</p> <p>Y6- Lolly stand and tuck-shop</p> <p>School – Crazy Hair – awaiting confirmation</p> <p>School – Cent Auction (coordinated by Fiona and Ash McMullen)</p> <p>School – Face painting (will approach Newlife Youth Group Robina.)</p> <p><u>Parent Stalls:</u></p> <p>Butterfly Wrapz, Avon, Arbonne, Harcourt's Pacific Pines/Helensvale, Bluebird Nesting Candles</p> <p><u>Armbands / Tickets</u> - \$25 pre purchase and \$30 on the day</p> <p>Presale through try booking and cash purchases the week before the event outside admin AM/PM.</p> <p>Flyers will be distributed to pacific pines / Gaven week three of term (4000 flyers created.)</p> <p><u>Sponsors:</u></p> <p>GOLD – Amcal Chempro Chemist Pacific Pines</p> <p>SILVER – Mortgage Choice Helensvale, Gold Coast Orthodontist, One spot Vacant.</p> <p>BRONZE - Athlete's foot, Leanne Spence, FAD, Hy-Fidelity, Sid Cramp MP, LJ Hooker, Coomera Springs Vet Surgery, JETTS, Super fish, Awaiting McNeill's Academy of Irish dance</p> <p><u>Churches:</u></p> <p>Southland, Super Soaker TDA on program events</p> <p>Newlife Church – Sausage Sizzle</p> <p>Gold Coast North Anglican – Book stall (already provided and a food tent (awaiting food type confirmation.)</p> <p>Opening:</p>		
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	<p>Welcome to County – VACANT</p> <p>VIP's – sent</p> <p>Jubilee Choir</p> <p>Art Auction Idea – TBA</p> <p>Coordinators</p> <p>Fun day Coordinator – Belinda McLeod</p> <p>Fun day Treasurer – Brad Roberts</p> <p>Signs – Jane Bourke</p> <p>Pre Sales – VACANT</p> <p>Ticket Booth on the day – VACANT</p> <p>Advertising – Aliesha Bell</p>		
<p>6. Agenda Item 6 Grants Update</p>	<p>Two grants in process of application</p> <ul style="list-style-type: none"> - LED sign grant and shade sail for the kiss and go area - Should hear from both grant applications by the end of this month. 		
<p>New business</p>	<ul style="list-style-type: none"> - School banking requested the purchase of an iPad or similar tablet for the input of the statistics and information required with the coordination. - Brad proposed \$400 to be available for purchase - P&F attendees voted – 11 in favor (two attendees were not present at that part of the meeting to vote.) 0 against – Motion carried. - Nancy advised the invoice for the Gold Sponsor payment for the Fun Day didn't included GST – asked for this to be revised and forwarded to her again for payment. - Tuck shop roster needs more advertising, many parents only see this either on their year group Facebook pages the week before, or in the beginning / end of term newsletter. - Kelly address the mosquito problem in the BCA area near the stairway; David informed that this is being addressed and has been continually sprayed, discussed some natural deterrents such as lavender being planted in this area – Dave to follow up with maintenance. 	<p>P&F to purchase for school banking team</p> <p>Belinda to follow up</p> <p>Belinda to discuss Tuckshop rosters year levels with Vicki Johannes as to promoting this better with more notice time for parents to try and actively help.</p> <p>Belinda to ask Vicki to send out the year level roster again. PSP's to promote where they can too.</p>	



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	<ul style="list-style-type: none"> - Nancy asked about the P&F financial support for a child participating in a sport at national level, Belinda refereed Nancy to the information in the P&F by-law to communicate back the parents <p>Sid Cramp MP Update:</p> <ul style="list-style-type: none"> - Flashing lights at Manra way was raised in a parliament question, has to be completed by the end of the financial year – will still continue to push for communication for an exact date. - CCTV installation, Minister for education advised that all school who would like CCTV would have this installed (Sid added with no initial costs being deferred to the schools.) Sid will be following up again exact installation dates and liaising with David and BCE as to the logistics, maintenance once the project starts. <p>Nicola Smith and Jane Bourke (outgoing Executive Members) were presented with flowers and a card for their dedication and hard work to the P&F last year.</p>		
<p>Principals Report</p>	<p>26th April is the expected start date for the undercover walkway project.</p> <p>This has gone over budget from \$182,000 to \$195,000 which now includes adequate lighting, however the school has invested the difference in expenditure for the building work.</p> <p>Outside of School Care new building facility is running behind schedule with an expected move to occur in the next 2/3 weeks. No extra spots at this present time will be offered in this service and the building is only to be used for this service at this current time.</p> <p>David presented to the P&F the school strategic Renewal Action Plan for 2015 and 2016.</p> <p>This plan is broken down into 4 area:</p> <ul style="list-style-type: none"> Mission and religious education Learning and teaching Professional practice Strategic resourcing <p>These are further broken down into broad goals to be achieved through specific actions with indications of evidence and success over a five year period.</p> <p>This report is written by the school but guided using the Strategic Renewal Framework, alongside adhering to the continuing evolving Australian Curriculum.</p>		



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	<p>Dave presented the P&F with some of the goals, success evidence and implementations.</p> <p>Parents were invited by David to take a full read of the plan as it will be placed on the portal for parents to access.</p>	<p>Dave will email the parents when the plan is on the portal along with where it can be found.</p>	
	Meeting Closed at 10:39am.		
Next Meeting	<i>Tuesday 10th May at 7pm – Foundation Pastors Meeting Room.</i>		