



# JUBILEE PRIMARY SCHOOL

## Minutes of Meeting

<b>Date/Time:</b>	<b>Friday 15<sup>th</sup> July 2016</b>
<b>Location:</b>	<b>Foundation Pastor Room</b>
<b>Attendees:</b>	<b>David Sewell, Joanne Riddell, Chris Clurey, Belinda McLeod, Faye Paling, Kelly Lofthouse, Joanne Haygarth, Kassey Winkleman, Alana Dortmartschuk</b>
<b>Apologies:</b>	<b>Tamika Smith, Brad Roberts, Sid Cramp, Nancy Carter</b>
<b>Secretariat:</b>	<b>Faye Paling</b>

<b>Agenda Item/Topic</b>	<b>Discussion/Outcomes</b>	<b>Action Officer</b>	<b>Due Date</b>
<b>Welcome and Apologies</b>	Belinda opened meeting at 08:55am with prayer		
<b>Introduction and welcome</b>	Apologies acknowledged		
<b>Business Arising from Previous Minutes</b>	<ul style="list-style-type: none"> <li>- David confirmed BCE declined the idea of a school fees voucher for the cent auction</li> <li>- David still to follow up with the painted concrete games</li> <li>- Still awaiting delivery of baby change facility</li> <li>- Demountable after school care building yet to be moved – plans are in place to move this within the week.</li> </ul>		
<b>General Correspondence</b>	<p>P&amp;F presidents dinner invitation</p> <p>For the launch of Catholic education week, Belinda and Faye agreed to go – Joanne Haygarth to check her schedule and will attempt to attend</p>	Faye to RSVP	
<b>Treasure's Report</b>	Brad sends apologies – no report given		
<b>General Business</b>	Great turnout approximately 200		
<b>1. Trivia Night Feedback</b>	<p>Thanks given to David, Joanne and Chris for their time and arrangements.</p> <p>Great participation and atmosphere</p> <p>Wasn't as many new families attended (prep families)</p>		
<b>2. Family Fun Day</b>	<p>Flyers have arrived and in the process of distribution around pacific pines, Gaven, park lake, and to sponsored businesses.</p> <p>Running to schedule, all year levels stalls are progressing and cent auction baskets have been put out.</p> <p>Mini golf activity is still available if anybody would like to run this</p> <p>Sid Cramp and David have put their hand up to go into the super soaker</p>		



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	<p>again this year</p> <p>Belinda is currently updating the project plans as Faye Paling will take over the running of the family fun day in 2017.</p>		
<b>3. Father's Day Stall</b>	<p>Stock arrived – to be checked today</p> <p>Little stock left from last year, so all new stock was ordered</p> <p>Gift packs to be created again – very popular</p> <p>Projects plans to be updates as Faye will step down as coordinator of this event this year.</p>	<p>Advertise for a new coordinator for the mothers/ father's day stall.</p>	
<b>4. Dad's Big Brekkie</b>	<p>Donation letter for cent auction provided to Jo Haygarth</p> <p>Discussed space – as the event was a huge success last year, it was decided that the Jubilee Centre and the Foundation Pastors room would be used this year, predicting around 250 attendees this year</p> <p>Discussed increasing the budget (add this to agenda for August's meeting to vote on an increase)</p> <p>David and Chris Volunteered to cook.</p>	<p>Faye to add expenditure increase to August agenda</p>	
<b>New business</b>	<ul style="list-style-type: none"> <li>- Alana asked if there could be some seating put outside on the grass between block 1 and prep for parents. David discussed this is in the long term planning for the school, but advised that the leadership team would look into ideas in the short term.</li> <li>- David asked about the purchase of the "learn to tell the time clocks" for classroom use that Faye had discussed in a prior conversation. Voted 9 in favor, Nil against – Motion passed. To spend \$700 on the purchase of these clocks for all classes in grades: Prep, 1, 2 and 3. Belinda added that we could add the supplier webpage to the newsletter, if parents wanted to purchase for home.</li> <li>- Faye advised of the Catholic education week morning tea after liturgy on Thursday 28<sup>th</sup> July. Faye advised this was open to all parents and helpers of the school as it was to celebrate and give thanks for all the contributions parents make to our school community.</li> <li>- Belinda asked the school to purchase 6 new boxes for the tuck shop as they are broken and easy for the children to catch their fingers in the plastic. Belinda also asked for Paul to stencil them for each grade level.</li> <li>- Advised of rats in the P&amp;F shed, poison has been left and there is stock that has had to be thrown out, Dave agreed for food, special stock to be stored in the cupboard at the bottom of the Jubilee Centre.</li> </ul>	<p>Faye to email supplier to ascertain price and cost for delivery</p> <p>Leadership team will look into purchase of new boxes asap.</p>	
<b>Principals Report</b>	<p>David reported the following:</p> <ul style="list-style-type: none"> <li>- Undercover walkway has now been completed</li> <li>- Plans for the seating / sacred space (next to 1J classroom in block one) are in place.</li> </ul>		



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	<ul style="list-style-type: none"> <li>- The pole in the centre of the walkway, is going to be turned into a focal point, suggestion has been made to quote for a wrought iron or steel figure of Jesus carrying a cross, to coincide with the school's logo and beliefs.</li> <li>- Esign has been erected, should be fully functioning as from next week. Asset to the school for communication not only from Binsted way, but parents entering into the kiss and go area.</li> <li>- New phone system are being rolled out on Monday 18<sup>th</sup> and Tuesday 19<sup>th</sup> July. Parents have been emailed to advise of this and to only contact the school in an emergency, as the phones will be limited on these days. Parents can email the school if needed.</li> <li>- David is meeting with Alana from Centacare to discuss plans and development regarding the entry and exit space to and from the new B&amp;A school care building.</li> </ul>		
	Meeting Closed at 10:08am		
<b>Next Meeting</b>	<i>Tuesday 9<sup>th</sup> August 2016 at 7pm – Foundation Pastors Meeting Room.</i>		



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CHAIR

AND



CARMEL NASH  
EXECUTIVE DIRECTOR

INVITE

TO THE

### P&F PRESIDENTS' DINNER AND LAUNCH OF CATHOLIC EDUCATION WEEK QUEENSLAND

FEATURING  
The Spirit of Catholic Education Awards Presentation

**Monday 25 July 2016**

**5.30pm – 8.30pm | 6.00PM Dinner**

**Good Samaritan Centre  
Lourdes Hill College,  
86 Hawthorne Road,  
Hawthorne, Brisbane**

**RSVP:**

**Monday 11 July**

**[info@pandf.org.au](mailto:info@pandf.org.au)**

**(07) 3336 9242**

*Please advise dietary requirements.  
There is no charge for this event.*



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**5 weeks  
to go!**

Welcome to the 2016 Family Fun Day Flyer – everything you need to know to support our much loved event.

### ARMBANDS ON SALE NOW.... \$25 (ON THE DAY \$30)!

Head to the link below to use your credit card to purchase your pre-paid armbands. Available online until 3pm Friday 12<sup>th</sup> August (collect from the Ticket Booth on the day)

<http://www.trybooking.com/LMBF>

OR purchase outside Admin the week of the FFD at 8:15am and 2:45pm (cash only).

On the day \$30 from the Ticket Booth (cash only).

## HOW YOU CAN HELP

### Help by bringing in Cent Auction Donations in Weeks 1 & 2

In Weeks 1 & 2 (Term 3), we need your help to fill the Cent Auction baskets in your child's classroom! Each year level has their own theme – please donate new items relevant to this theme.

**Prep** – Babies & Toddlers (eg. rattles, towels, toys, dummies)

**Year 1** – Pets (eg. chew toys, pet snacks, leads, beds, bird seed)

**Year 2** – Girls (eg. hair ties, dolls, puzzles, colouring in books)

**Year 3** – Stationery (eg. pencils, highlighters, pens, sticky note pads)

**Year 4** – Boys (eg. trucks, cars, lego, playdough, marbles, books)

**Year 5** – Mum & Dad (money for gift voucher: see info from your PSP)

**Year 6** – Kitchen & Food (eg. quality grocery items, utensils, gadgets)

### Help by bringing in Year Level Stall Donations in Weeks 3, 4 & 5

In Weeks 3, 4 & 5 (Term 3), we need your help to donate the items required for your year level stall. Don't forget to **look out for more information from your class PSP**. Enjoy donating!

**Prep** – Cake Stall (collect cake boxes, but bring in freshly home baked goodies on 12th)

**Year 1** – Craft Stall and Spin it to Win It (more detailed info coming from your PSP)

**Year 2** – Chocolate Toss (individually wrapped chocolate bars and small blocks)

**Year 3** – Pick a Jar (clear plastic containers filled with any surprise eg. toys, lollies)

**Year 4** – Show Bags (no items to bring but feel free to donate to other year stalls)

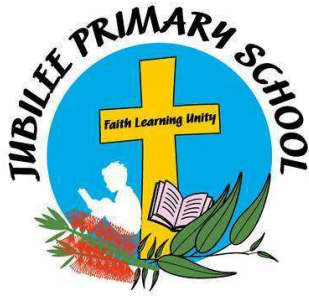
**Year 5** – Lucky Dip (items for boy or girl: hair clips, stickers, glitter pens, soldier toys)

**Year 6** – Lolly Stall & Tuckshop (bring in bags of good quality lollies)



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### CAN YOU HELP?

Great with hair?  
Can you help at  
our Crazy Hair  
Stall?

We need someone  
to coordinate a  
children's Art  
Exhibition with  
Wild for Art

Help is  
needed to sell  
armbands the  
week of the  
FFD

Donate pots, potting  
mix, Cuttings for our  
PlantStall?

[jacquibroadbridge@gmail.com](mailto:jacquibroadbridge@gmail.com)

Dads! Can you help  
packup marquees  
afterwards? Email  
[jubileepandf@yahoo.com](mailto:jubileepandf@yahoo.com)

Want to promote  
your business?  
Your business  
can hold a stall  
at our Family  
Fun Day!

**WANT TO  
be involved.**

Email [jubileepandf@yahoo.com](mailto:jubileepandf@yahoo.com)

Own a business?  
Can you donate an  
item or voucher to  
our very popular  
Cent Auction?

**please help**

#### **\*year level stall rosters\***

Roster yourself on to help at your year level stall! Watch out for information from your class PSP on how to roster on. Rosters also available the week of the FFD outside the office (next to Armband sales). **Half an hour is all that is needed!**

#### **\*parent helpers\***

There are many jobs to do! Check out the rosters available outside the office the week of the FFD (next to Armband sales). From setting up on the Friday to helping out in school stalls, even selling armbands on the day – the more hands the merrier!



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