



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

Date/Time:	Tuesday 14th June 2016 – 7:15pm
Location:	Foundation Pastors Room
Attendees:	David Sewell, Brad Roberts, Ash McMullen, Nancy Carter, Faye Paling, Belinda McLeod, Natalie Taylor
Apologies:	Joanne Haygarth, Councilor Peter Young
Secretariat:	Faye Paling

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
Welcome and Apologies	Belinda Opened the meeting at 7:15 with Prayer. Apologies lodged.		
Business Arising from Previous Minutes	Peter Young – will donate beer towards a trivia night prize Belinda Howell to obtain state sponsor money – cheque drawn up this evening by Brad and signed by Belinda. Amart all sports points had to be used by end of financial year Belinda purchased 2 x \$50 vouchers for trivia night prizes, Garmin watch for family fun day cent auction and three hand balls to be passed onto Alistair Davies. Donna Duff – Grants Coordinator has had a baby, advised that we were unsuccessful in funding for the E-sign.	Cheque to be given to parent	
General Correspondence	Email received to promote new initiative - parent's day within Catholic Education week. Discussed if we could do something as a P&F – conflicts with Prep / Grade one sports day. Reminder to be mindful of this event in the future. Email thread to show that the P&F executive team voted and spent \$37 on a new fold away table used for school banking and other P&F initiative collections and sales.		
Correspondence out	10 free armbands for the family fun day sent to the Studio Village Community Centre to provide to families. 10 free armbands for the family fun day sent to Pacific Pines / Nerang Community Development officers for families.	Belinda to forward to Dave for approval and send.	



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

Treasure's Report	See attached Remittance required from school banking	Belinda to provide remittance to Brad	
General Business 1. Disco and parent waiting area feedback	Positive feedback Very busy event – especially junior disco. Pizza's was a great addition. Could have done with more lighting in the serving area and parent's area. Parking areas to be blocked off for future discos– safety of children was compromised as parents were pulling in and parking as close to the hall as they could. Discussion about the consumption of too much soft drink at the junior disco. Brad informed that we are still awaiting the cleaning invoice for after the disco.	Dave will review security light setting for future events Belinda to add to the project plan lighting requirements and to block off entrance to both car parks so parents cannot drive into the school parameters. Review soft drink consumption at October disco and review if there needs to be limitations put in place. Dave to keep watch of cleaning invoices of the school to see if this has been added and forward to P&F if occurs.	
2. Dreamworld VIP ticket feedback	Very popular fundraising event with \$34,000 in ticket sales and profit for school of over \$2000 Future improvement: To provide two days of sales for parents to access and be clear with cut-off date for purchases in advertising.		
3. School Banking update	236 accounts at the school 5 volunteers each week – recruited two new volunteers this term \$1900 commission so far from the school has been raised since started at the end of 2015.		
4. Trivia Night update	Coordinator Kim informed of topic rounds Dave has completed the questions 9 rounds with 1 faces round and 3 games rounds such as head and tails. 6:30pm doors open and 7:00pm questions start.	Belinda to follow up and confirm staff tables.	



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

	Approximately 20 table booked – some larger tables this year		
5. Family fun day update	<p>See attached correspondence</p> <p>LJ Hooker added sponsor</p> <p>Ash asked if the school could donate a prize for the cent auction.</p> <p>Faye advised that we may be able to get an appearance from the Koi Boys – but wouldn't know until closer to the time but will update P&F with an answer when we know.</p>	Dave to check with school accountant regarding the donation of a prize for the cent auction.	
6. Vote for Expenditure – Shade Sail	<p>7 in favor – Nil against</p> <p>P&F donated \$6000 to the cost of the shade sail</p>	Dave will follow School protocols in obtaining quotes and processing with the installation of the shade sail.	
7. Vote for Expenditure – Baby changing facility.	<p>Discussed at the mother's day high tea the need for a baby change facility</p> <p>Due to WHS it is require to be a permanent wall mounted facility</p> <p>Belinda obtained three quotes and cheapest was Koala at \$500</p> <p>Vote 7 in favor – Nil against</p> <p>Liam Paling – Parent has confirmed the wall can hold the structure safely and will fit this for free.</p>	<p>Belinda to arrange for the purchase of the change table</p> <p>To liaise with Liam Paling regarding the fitting of the table.</p>	
New business	Idea put forward to Dave for permanent painted concrete games in the prep area; e.g. hopscotch, labyrinths, numbers etc.	Dave took the ideas to discuss and look at further – will update with decision and ideas.	
Principals Report	<p>Thanks was given to the P&F and parents for their support to the Brennan family.</p> <p>New parish priest at St Mary's Catholic Church – Coomera. Father John.</p> <p>Undercover Walkways are due for completion 26th June.</p> <p>A Jubilee parent who is a WHS officer, has worked with the builders and David to rectify a few minor WHS issues and concerns.</p> <p>A centre pole in the walkway will be turned into a crucifix.</p>		



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

	<p>The old out of school care demountable will be removed around the 10th July, some work will take place afterwards to remove the footings. Once complete the new pedestrian area can be started.</p> <p>Staff have started to work on a whole school student learning data working wall. This will review and monitor all children's reading up to level 30. In time the wall will incorporate the development of all children (even those passed level 30.)</p> <p>This will remain in a confidential area, but accessible by all staff.</p> <p>E-sign board is only a few weeks away from being erected, and should be up and running by week one of term 3. This will be placed by the first "In" gate on Binstead way.</p>		
	Meeting Closed at 8:30pm		
Next Meeting	<i>Friday 15th July 08:45am – Foundation Pastors Meeting Room.</i>		



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

Jubilee P&F – Treasurers Report

Tuesday 14th June, 2016

YTD Summary:

- **Family Fun Day**
 - Sponsorships received so far (\$4,100)
 - Amcal Chempro - \$3,300
 - Athletes Foot Helensvale - \$200
 - Coomera Springs Vet - \$200
 - Qld Law Group - \$200
 - LJ Hooker - \$200
- **Disco**
 - Preliminary result is approximately \$2.7k in profit
 - Awaiting final inventory count to finalise
 - Glow Stick Sales profit of \$262
 - Pizza Van profit of approx. \$320
 - Ticket Sales profit of \$2.3k
 - Canteen – To be finalised
- **Mothers Day Stall**
 - Very successful
 - Pre-lim profit of \$1.6k
 - Still a couple of expense codings to be posted
 - High Tea Cent Auction total of \$996
 - (Note: initial count was \$50 higher, however, final count at bank found an error in this count)
- **Theme Park Tickets**
 - Again, a very successful activity in conjunction with offering value to our families
 - Dreamworld Tickets profit of \$1,620
 - Village Roadshow tickets profit of \$840
- **YTD Net Profit / (Loss) – (\$20,522)**
 - Note: Current loss is impacted by \$50k commitment payment to JPS from 2015

Long Term Bank Account:

- Current balance \$71,942 (both accounts)

Outstanding Items:

- There are no outstanding items

Profit & Loss Statement
01/01/16 to 31/12/16

Bank Reconciliation & Cash Flow as at 14/06/16

<i>Balance as per Bank Statements:</i>		
Cheque Account	\$ 52,167.93	\$ 71,942.28
Reserve Fund	\$ 19,774.35	
Uncleared Banking		
Theme Park Tickets	\$ 2,460.00	
Unposted Items		
Unrepresented Cheques:		
Jubilee PS	(\$200.00)	
Glowsticks Ltd	(\$259.97)	
		\$2,000.03
BALANCE AS PER MYOB		\$ 73,942.31

\$ 73,942.31 \$



Committed Funds:		
Undercovered Walkways (2015)	-\$ 50,000.00	
Biggest Morning Tea Donation (High Tea)	-\$ 996.00	
Baby Change Table	-\$ 500.00	
	(\$51,496.00)	(\$51,496.00)
BALANCE AT BANK AFTER COMMITTED FUNDS		\$ 22,446.31



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

Family Fun Day 13th August 2016

P&F Meeting Update June 2016

Rides & Extras	BOOKED: Jubilee Entertainment BOOKED: Ponies, Ponies, Ponies (4 ponies and animal farm)
	Awaiting confirmation: Miniature half pipe (Kim Simmons husband)
	BOOKED: DJ Electra, Roaming MC (Mark MacCabe), St Johns, portaloos, cold van, extra bins, Cashier (Brad Roberts), ATM, Jubilee Choir, Security, Chris Levinge (Welcome to Country) Awaiting confirmation: JPS Info Tent, Adoptacop
Food Stalls & Commission Stalls	BOOKED: Mr Whippy, Coffee Obsessions, Besito Coffee, hot chips van, Dippin Dots, Fairyfloss/churros/slushies, Mrs Exotic Liquorice, Newlife Uniting Church sausage sizzle, Anglican Church Fajitas Awaiting confirmation: Pizzas
	BOOKED: Rotation Creations, (no Jazzy's Arts and Crafts this year due to Year 1 stall doing)
Program	Compilation: Belinda McLeod
Jubilee Stalls	<ul style="list-style-type: none"> • Preps – Cakes • Yr 1 – Craft Stall (plaster of paris) and Spin it to Win it • Yr 2 – Chocolate Toss • Yr 3 – Pick a Jar • Yr 4 – Show bags • Yr 5 – Lucky Dip • Yr 6 – Lolly Stall / Tuckshop • Mini Golf (awaiting confirmation from years) • School – Crazy Hair (awaiting confirmation) • School – Cent Auction • School – Body Art (Newlife Youth Group at Robina) • Plant Stall – Jacqui Broadbridge
Parent Stalls	BOOKED: Bluebird Nesting, Kids Love Essentials, Harcourts, Knitting, Avon, Airbonne, Butterfly Wrapz, MTA, Joanne Subramaniam, CHE Trends, Balloons, Epic Gear, Suncorp, Namaste Crystal Jewellery, The Shake Up, Cambridge Weight Plan on wait list.
Armbands	\$25 Pre-Paid & \$30 On the Day. Pre-sales (credit card) open trybooking and will close the Friday before Pre-sales (cash) will be available morning and afternoon outside Admin the week of the Family Fun Day
Flyers/Posters	Flyers will be distributed to Pac Pines/Gaven area in week 3.
Sponsors	Gold Sponsor – Amcal/Chempro Chemist Pacific Pines Silver sponsor – Mortgage Choice at Helensvale,



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Minutes of Meeting

	Silver Sponsor – Gold Coast Orthodontists Silver Sponsor – VACANT 10 Bronze booked – The Athlete's Foot, Leanne Spence, FAD, Hy-Fidelity, Sid Cramp MP, LJ Hooker, Coomera Springs Vet Surgery, JETTS, Superfish, Karate.
Churches	Southland – super soaker, TDA on program of events Newlife Uniting Church – Sausage Sizzle Gold Coast North Anglican – Book stall (books already provided) and a food tent (Fajitas)
Opening	Traditional Welcome to Country – booked (Chris Levinge) VIPs – save the dates sent Jubilee Choir booked
NEW	Art Exhibition (TBA) Skate half pipe lessons (TBA)

Coordinators appointed:

- ❖ Family Fun Day Coordinator (Belinda McLeod)
- ❖ Family Fun Day Treasurer (Brad Roberts)
- ❖ Cent Auction Coordinator (Fi and Ash McMullen)
- ❖ Signs (Jane Bourke TBA)
- ❖ Pre-Sale Tickets (P&F Execs)
- ❖ Ticket Booth (Tamika Sherwin)
- ❖ Advertising (Aliesha Bell)