



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

Date/Time:	Tuesday 10th May 2016 at 7pm
Location:	Foundation Pastors Meeting Room, Jubilee Centre, Jubilee Primary School
Attendees:	Brad Roberts, Ash McMullen, Cassie Friedrich, Nancy Carter, Heidi Robertson, Kelly Lofthouse, Tamika Smith, Councillor Peter Young, Aliesha Bell, Belinda Mcleod, David Sewell.
Apologies:	Jane Bourke, Faye Paling, Jo Haygarth, Laura Francis, Kim Seed
Secretariat:	Brad Roberts

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
Welcome and Apologies	Belinda opened meeting at 7:05pm.		
Introduction and welcome	<p>P&F welcomed new Councillor Peter Young</p> <p>Peter has offered funding for extra wheelie bins and prizes for the family fun day</p> <p>Belinda to send the flyer and information to Peter regarding Trivia Night.</p> <p>David commented on the new flashing light system (that was pushed by previous councillor) that has come into practice on Manra Way</p> <p>Question raised regarding the stolen skate park ramp from the community – Cr Young informed that there was an insurance claim in place, but falls out of this division.</p> <p>Cr Young advised that although there is a Pacific Pines facebook page, if you need anything from him at all the best way is to email him Division5@goldcoast.qld.gov.au</p>	Belinda to send flyer asap	
Business Arising from Previous Minutes	<p>David spoke about the afterschool care facility and that there is a newly created entry and exit point to cater for traffic.</p> <p>Madeline Howell has claimed the regionals financial assistance money from the P&F as per the conditions of By-Law 4 in the P&F constitution.</p>		
General Correspondence	<p>Amart All Sports – credits are still coming through</p> <p>2016 national excellence in teaching awards nominations can be made – closes 31/7/16 – information will be added to school newsletter. Kelly Lofthouse will look into advertising this.</p>	Kelly to promote awards	
Treasure's Report	Copy of Treasurer's report attached. Treasurer's report endorsed by Brad Roberts and seconded by Ash McMullen.		



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General Business 1. Agenda item 1 Mother's Day Stall feedback	<p>Thank you was made to all the helpers</p> <p>Almost all stock has gone this year</p> <p>Old stock will be made into gift packs – as these sold very well this year. The new way of putting all the gifts per class into boxes beforehand worked really well as it took less time to restock and ensured classes didn't overbuy.</p>		
2. Agenda item 2 Mother's Day High Tea	<p>Thank you given to all who attended, helped and baked.</p> <p>101 attendees in total</p> <p>Thank you to Wendy Marshall for the decorations.</p> <p>Approximately \$1300 profit made for the cancer council (awaiting for this to be verified.)</p> <p>Feedback – very warm in the pastor room, lots of people went outside or moved to the hall, suggestion was to have it on the hall verandah (Alfresco), to incorporate childminding in the hall to cater for more attendees.</p> <p>David Sewell to talk to accountant to see if its possible for the P&F to pay school officers.</p>	<p>David to follow this up with accountant</p>	
3. Agenda item 3 Disco Update	<p>Junior volunteers list full, 9 volunteers so far for the seniors</p> <p>Janelle is reviewing the roster to ensure all jobs are filled</p> <p>Need for more chairs for the parents area</p> <p>Suggestion for Parent Waiting Area to go inside Prep playground area to provide larger space</p> <p>Signage to be create to not use the adventure playground and it was asked if Dave or someone from Leadership Team could monitor. David to email parents beforehand letting them know</p> <p>Sausage sizzle labour intensive and not a great option for parents, so it was suggested Food options could include, pizza, poppers, maybe meal deal options. Brad to look into prices for either food van or dominos delivery</p> <p>Memo to be sent to neighbour's – has this ready to send</p>	<p>Dave to email parents playgroud out of bounds</p> <p>Brad to get pizza prizes</p>	
4. Agenda Item 4 Trivia Night Update	<p>Friday 10th June</p> <p>Australiana Themed</p> <p>Open now for full table bookings on try bookings or in cash through P&F</p> <p>Local / family business can donate prizes for the night</p>		
5. Agenda Item 5 Family Fun day Update	<p>All sponsorships filled</p> <p>1 gold, 3 silver and 10 bronze</p> <p>8 rides are booked in</p>		



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	<p>Vacant: 4 parent stalls</p> <p>Increase in flyers to be sent out</p> <p>Plant stall – need donations of pots, and potting mix, email Belinda (P&F) to agree drop off</p> <p>Upcoming prep interviews to include a family fun day flyer</p>	<p>Belinda to get FFD flyer to Dave for prep i/v's</p>	
<p>6. Agenda item 6</p> <p>Dreamworld and VIP Pass update</p>	<p>P&F will be offering the purchase of both passes (Dreamworld and Seaworld)</p> <p>Awaiting confirmation of prices for Seaworld.</p> <p>Look to be offering purchases beginning of June.</p>		
<p>7. Grants Update</p>	<p>End of this week – decision expected on the signage grant proposal</p> <p>Missed out on the shade sail grant</p>		
<p>New business</p>	<p>None</p>		
<p>Principals Report</p>	<p>David delivered his Principals goals for 2016 and involved everyone in discussions.</p> <p>Great emphasis and positive effect on leading teacher learning and development</p> <p>Parent portal – changes to the forms and documents link</p> <p>Question raised about school prayer input – advised that this was being collated</p> <p>P&F constitution ready and signed by P&F executive committee</p> <p>Covered walkways – advised that the new builders have been great with safety and cleanliness of the school grounds, with regular updates.</p> <p>Current timeframe predicts the work should be complete and ready for term three.</p> <p>School / teaching – phonics training is to be provided, this is to ensure consistency in teaching and so all teachers are on the same page / common goals.</p>		
	<p>Meeting Closed at 9:05pm.</p>		
<p>Next Meeting</p>	<p><i>Tuesday 14th June at 7pm – Foundation Pastors Meeting Room.</i></p>		



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2016 National Excellence in Teaching Awards (NEiTA)

Nominate an inspirational teacher or educator now

Nominate online at asg.com.au/nominate by 31 July 2016

To request a promotional kit visit asg.com.au/neita

For general enquiries call 1800 624 487





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Thank you for your prompt
return of this
REMITTANCE ADVICE

Amart All Sports Pty Ltd

A.B.N.: 80 009 955 462

Head Office

PO BOX 7534

SILVERWATER, NSW

2128

Telephone: 02 8866 6500 Fax: 02 8866 6680

CUSTOMER DETAILS

JUBILEE PRIMARY SCHOOL P&F ASSOCIATION

PO BOX 486

PACIFIC PINES QLD 4211

Account no: 0705002182

Reference	Balance
999999076318	-\$285.45 CR
045003056344	\$75.96

TOTAL BALANCE
-\$209.49 CR



Amart All Sports Pty Ltd

A.B.N.: 80 009 955 462

Head Office

PO BOX 7534

SILVERWATER, NSW

2128

Telephone: 02 8866 6500 Fax: 02 8866 6680

STATEMENT DATE AS AT: 30/04/2016

JUBILEE PRIMARY SCHOOL P&F ASSOCIATION

PO BOX 486

PACIFIC PINES QLD 4211

Account no: 0705002182

Date	Reference	Transaction	Balance
31/03/2016	999999076318	Credit Journal CK REBATE. Orig. Amount \$-285.45	-\$285.45 CR
21/04/2016	045003056344	Invoice. Orig. Amount \$75.96	\$75.96

CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	TOTAL BALANCE
-\$209.49 CR	\$0.00	\$0.00	\$0.00	\$0.00	-\$209.49 CR



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*Ash McMullen seconded
the Treasurers Report.*

Jubilee P&F – Treasurers Report

Tuesday 10th May, 2016

YTD Summary:

- Family Fun Day:
 - Sponsorships received so far (\$3,900)
 - Amcal Chempro - \$3,300
 - Athletes Foot Helensvale - \$200
 - Coomera Springs Vet - \$200
 - Qld Law Group - \$200
- Paid 50% of covered walkways commitment from 2015 (\$50k)
 - Remainder to be paid to JPS within the next few months
- Mother's Day Stall and High Tea yet to be reconciled
- YTD Net Profit / (Loss) – (\$29,905)
 - Note: Current loss is impacted by \$50k commitment payment to JPS from 2015

Long Term Bank Account:

- Current balance \$63,172 (both accounts)

Outstanding Items:

- Per Auditors report submitted April meeting, need to understand if uniform supplies are still in storeroom or if \$79 to be expensed *— to clear*
- Additionally, \$1,035 in general equipment. Going back through previous year's accounts, unsure of what this is and hoping someone may have prior knowledge

check with older



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Jubilee Primary School P&F Association

Bank Reconciliation & Cash Flow as at 09/05/16

Balance as per Bank Statements:			
Cheque Account	\$ 43,597.28		
Reserve Fund	\$ 19,774.35	\$ 63,371.63	
Uncleared Banking			
Unposted Items			
Refund to parent for incorrect transfer of funds	(\$200.00)		
Unpresented Cheques:			
			(\$200.00)
BALANCE AS PER MYOB		\$ 63,171.63	

\$ 63,171.63 \$

Committed Funds:			
Undercovered Walkways (2015)	-\$ 50,000.00		
	(\$50,000.00)		(\$50,000.00)
BALANCE AT BANK AFTER COMMITTED FUNDS		\$ 13,171.63	



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Jubilee Primary School P&F Association

P.O. Box 486
Helensvale, QLD, 4212

Profit & Loss Statement

January 2016 through December 2016

9/05/2016
9:51:20 PM

Income		
General Income		
Dinner Dance	\$2,400.00	
School Banking Commission	\$590.51	
P & F Levy	\$28,998.41	
Refreshment Sales Drinks	\$172.62	
Total General Income	\$32,161.54	
Family Fun Day		
Sponsorship	\$4,100.00	
Total Family Fun Day	\$4,100.00	
Total Income		\$36,261.54
Cost of Goods Sold		
Purchases		
Gift Purchase Costs	\$1,419.78	
Refreshment Costs Food	\$3,020.00	
Family Fun Day Costs		
Craft Stall	\$222.00	
Total Family Fun Day Costs	\$222.00	
Total Cost of Goods Sold		\$4,661.78
Gross Profit		\$31,599.76
Expenses		
Audit Fees	\$572.00	
Bank Fees	\$52.66	
Computer Equipment/Supplies	\$400.00	
Decorations	\$322.90	
Dinner Dance	\$340.00	
Donations	\$500.00	
Entertainment	\$770.00	
General Supplies	\$668.14	
Gifts & Gratuities	\$30.00	
Prizes	\$41.97	
Qld P&F Federation Fees	\$3,651.25	
Transfers to Jubilee Primary	\$54,156.00	
Total Expenses		\$61,504.92
Operating Profit		-\$29,905.16
Other Income		
Other Expenses		
Net Profit / (Loss)		-\$29,905.16



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Mother's Day Stall feedback

My apologies again that I couldn't be at the meeting tonight

- Thank you to; Nicola Smith, Aliesha Bell, Naomi Phillips, Lianne Colette, Rachel Clarke, Kim Roebig, Trish Smerdon, Sharon Nicolas, Sooin Lee, Kerry Misdale for their help over the two days.
- Overall another successful year – there is hardly anything left – no all new stock next year.
- We did Thursday as the main stall rather than Friday this year, worked well but did take longer to get through classes due to specialist lessons (grade 1 and 2.) finished around 12:30, we had a 45 minute wait for the grade one classes to finish gross motor, drama and morning tea.
- This works fine and isn't a concern – however if this is the case next year we agreed maybe some morning tea / sandwiches could be provided through the P&F for the mums to enjoy
- 85 gift packs were created this year very popular (active mum – socks and drink bottle, organised mum – shopping list, car kit – torch and air freshners and mum and grandma bookmark and pen sets.) there is only 7 bookmark sets left. Something to create again next year.
- Parent / volunteer feedback was very positive and appreciated.
- Thanks has been given to the I-centre staff for using their space and Paul for moving the stock to the centre.
- I think we made close (or maybe just over) \$2,000 profit looking forward to the final figures
- Looking forward to father's day!

"Bright and bubbly window display this year really caught our eye!"

"Such an organised wonderful stall, great gifts especially the gift pack – lots of hard work in organising thank you"

"Slightly bottlenecked when the children first arrive as they congregate around the first table, as long as we encourage them to look at all the tables, this is avoidable."

"Loved helping the children choose for mum and some beautiful manners."

VIP SeaWorld, Movie World, and wet n wild tickets update

- Stall awaiting confirmation on price – usually out around 15th May, I will be in contact when they confirm by email.

Speak Soon

Faye