



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

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| Date/Time: | Tuesday 13th September 2016 |
| Location: | Foundation Pastor Room |
| Attendees: | Belinda McLeod, Mel Morey, Faye Paling, Heidi Roberson, Nancy Carter, David Sewell, Brad Roberts, Tahnee Roberts, Christine Battersby, Orrell Battersby. |
| Apologies: | Sid Cramp MP, Joanne Haygarth, Joanne Riddell, Chris Clurey |
| Secretariat: | Faye Paling |

| Agenda Item/Topic | Discussion/Outcomes | Action Officer | Due Date |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|---------------------|
| Welcome and Apologies | Opened Meeting at 7:05pm Belinda opened with Prayer and Acknowledgment to Country | | |
| Introduction | Belinda welcomed and introduction of all attendees | | |
| Business Arising from Previous Minutes | New Tuck shop boxes need chasing | Dave to chase | |
| General Correspondence | Thank you for purchase letter from Helen at Coffee Club for the clocks Dave added a thank you to Faye for getting them ready and delivering to the classrooms Thank you letter from the Howell family for supporting Madeline at the Australian Titles. Thank you card from Marg Kirk for the birthday card See attached at the end of the minutes. | | |
| Treasure's Report | See attached at the end of the minutes Brad discussed the need for the reserve account – Brad suggested to get rid of it as there is no purpose and interest rates are very low and not really beneficial. Decision was made to close this account. | | |
| General Business 1. Grands coordinator update | Application to the council divisional donation has been submitted for the Stencil Crete for \$2000 | | |
| 2. Disco Update | Need to confirm if the first aid box in the kitchen can be replenished Memo need to be updated to go out to the neighbour's – Belinda to create and will be ready for 5 th October. | Helen and Jo need to be contacted to confirm | |



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| | <p>Dave to look at putting teachers on the tuck shop line to help with coordination of this to monitored for extensive purchases.</p> <p>Janelle looked to purchase different types of glow sticks and perhaps creating packages for purchase</p> <p>Cleaners need to be booked – Coordinators to complete</p> <p>Confirmed the disco is on the 21st October</p> <p>Pizza van has been booked again.</p> | <p>the refill of first aid boxes</p> <p>Belinda to create Memo for Janelle for 5th October. Belinda to arrange booking of the cleaners.</p> | |
| 3. World Teacher's Day Update | <p>Agreed for Faye to Coordinate the purchase of Personalized travel mugs</p> <p>Faye was quoted \$11 per mug including personalisation</p> <p>Faye will contact Helen for an up to date list of teachers for personalisation</p> <p>Time Out Chocolate bars, coffee sticks and tea bags to be purchases</p> <p>Agreed to make little hampers with all items for each teacher</p> | <p>Faye to contact mug suppliers to arrange order</p> <p>Coordinate with Belinda for Coffee/tea and chocolate purchases.</p> | |
| 4. Year Book update | <p>110 orders so far, aiming for 250</p> <p>Spread the word for orders through your classes</p> <p>Can order online – link is on the P&F page</p> <p>Or cash in an envelope into the office – marked for the P&F (year book purchase)</p> | | |
| 5. Annual Dinner Update | <p>Venue and date has been booked</p> <p>Budget needs to be revised as we are still looking to do the 2for1 for new families.</p> <p>Looking into a three piece band, that include their own lightning, pricing is looking around \$1500. Tahnee is Looking into a band that covers; top 40 but also Jazz, blues etc.</p> <p>Looking to book the band from 7pm till 11pm and confirm the band booking tomorrow (Wednesday 14th September) We can then add the band to the flyer and people can look into them.</p> <p>Tahnee asked to increase the budget to \$4000</p> <p>10 – in favor Nil against – Motion passed for \$4000 budget.</p> <p>Posters will be created to advertise as this seemed to bump the attendance up last year.</p> | <p>Tahnee to book the band tomorrow</p> | |



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| | Decided no theme again – to advertise as “Black Tie Optional” Tahnee is going to look into drinks packages and deals. | | |
| 6. Family Fun Day Feedback | <p>Profit of \$16,000 made</p> <p>Great day well run.</p> <p>Stalls did really well</p> <p>Great community spirit</p> <p>Ride feedback was a little mixed, rides have been discussed for next year and to have more “thrill” rides.</p> <p>Climbing wall was popular with middle age children – look to book again</p> <p>Discussed the need for a bigger eating sitting area / shaded meeting point area for the families.</p> <p>Discussed using only one coffee van this time, the one who looks after the school.</p> <p>Tania Lock is Coordinating the art auction for next year</p> <p>Faye Paling will take over Family Fun Day Coordination next year</p> | | |
| 7. Father's Day Stall feedback | <p>Busy day both days</p> <p>Hardly no stock left for next year</p> <p>Catalogues were limited but sales were really good</p> <p>Aliesha Bell to take over stalls coordination next year</p> | | |
| 8. Dad's Big Breakfast | <p>Safety in the area of cooking may need looking at as this did get slippery for the people serving and cooking</p> <p>More plates and napkins to be ordered next year</p> <p>Great feedback overall</p> <p>Slideshow of the children and their dads was really good and very well appreciated.</p> <p>Mr. Parry's entertained was well organised</p> | | |
| 9. Vote for Expenditure | <p>Discussed to Vote for expenditure for P&F to donate towards the continuation of the undercover walkways</p> <p>Looking to cover between lunch area at the top of the stairs where block two is and from block 2 to the hub.</p> <p>Discussed getting the quote from the architect for the next two sections and discuss at the next meeting.</p> <p>The drawing and sketches need to be drawn up and to be paid for which the P&F are happy to contribute to.</p> | | |



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| New business | <p>Dave, Orrell and Christine discussed how the school linked churches actually have an effect on our school.</p> <p>Newlife Church have been auditing the services on the Gold Coast that help families, and how we can help our family's access and coordinate together, especially through time of advent / Christmas.</p> <p>Discussed the value of Christmas, spend less, give more, doing things together, recognizing local community families that can be helped.</p> <p>Discussed the service YHES house, preventing homelessness illnesses of youth, helping and educating life skills.</p> <p>There will be plans for the school and churches to work more holistically together, Dave and Orrell will be facilitating this and update the P&F as things progress for support.</p> | | |
| Principals Report | <p>Part of the master plan to upgrade the four prep classes and four grade one classes: Projection of numbers do not warrant the new classroom renovation including the outside area in the next five years.</p> <p>Paul's shed/storage, including parking and entrance into the afterschool care area is being commissioned including a car road and walking path to be introduced into the afterschool area, this will help take the pressure of the Kiss and Go area.</p> <p>Prices for this will be gathered next term, for building start through Easter holiday's into term two 2017. The school can afford this which projects to be \$400,000 to \$500,000</p> <p>Shade sail over the bandstand: council approval was needed. Specifications have been discussed and modified with the company that are installing it (Cool Haven). In the next 2-4 weeks we should have a guaranteed date for this to be fitted, ready for the summer months.</p> | | |
| | <p>Meeting Closed at 8:39pm</p> | | |
| Next Meeting | <p><i>Friday 14th October 08:45am – Foundation Pastors Meeting Room.</i></p> | | |



JUBILEE PRIMARY SCHOOL

Minutes of Meeting

THANKS

Dear Faye,

Thank you so much for
your awesome order.

I hope you & the kids
love the clocks & Easyread
twintime Student Edition.




We look forward to hearing
how you get on ☺

Have a fantastic day!

♥ Helen, William & Oliver

Please don't keep us a secret.

Help us grow by telling your family
and friends about our little shop.

#thecoffeeapple   

Customer product reviews are now available on
our website. Find your favourite products & let us
know what you think... we love feedback ☺



THE COFFEE APPLE
.....inspiring the imagination.

Dear P & F and Mr Sewell,
The Howell Family would like to thank the P & F for supporting Madeline to be apart of the
Queensland School Swim Team that competes at Australian Titles in Darwin next week Your
contribution helped us to purchase her compulsory uniform. We head off on Wednesday wk10.
We know it will be an unforgettable experience for all of us. Madeline is determined to do her
school proud.

Many thanks Belinda and family

Sent from my iPhone

<https://mail.google.com/mail/u/0/?ui=2&ik=4db23f6e02&view=pt&search=inbox&th=1571b680c3d6cd62&siml=1571b680c3d6cd62>

2nd August

2016

Dear P & F of Jubilee,

Thank you for my
birthday card and
warm wishes.

An appreciative,

Marg Kirk
ii



JUBILEE PRIMARY SCHOOL

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Jubilee P&F – Treasurers Report

Tuesday 13th September, 2016

YTD Summary:

- Family Fun Day
 - Has primarily been reconciled, with some unused inventory expenses to be re-allocated to later events
 - Total Revenue of \$35.8k
 - Interim profit of \$16k, however, expecting approximately \$500 to be re-allocated from leftover stock to later events
- Father's Day Stall and Big Brekkie yet to be finalised
 - Interim profit of \$1.3k for Father's Day stall
 - Dad's Big Brekkie
 - Total Revenue of \$1,156
 - Expenses to be finalised
 - Net to be
- Paid 100% of covered walkways commitment from 2015 (\$100k)
- YTD Net Profit / (Loss) – (\$34,702)
 - Note: Current loss is impacted by \$100k commitment payment to JPS from 2015

Long Term Bank Account:

- Current balance \$59,030 (both accounts)

Discussion Items:

- Dissolve reserve account and merge to main account



JUBILEE PRIMARY SCHOOL

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21/01/16 to 31/12/16

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JUBILEE PRIMARY SCHOOL

Minutes of Meeting

| FAMILY FUN DAY | | 2016 | |
|---------------------|------------------|------------------|------------------|
| Stall | Income | Expenses | Profit / (loss) |
| Art | 390.00 | | 390.00 |
| Body Art | 50.00 | 222.00 | (172.00) |
| Books | 121.00 | | 121.00 |
| Cake Stall | 1,327.95 | | 1,327.95 |
| Cent Auction | 1,958.00 | 112.85 | 1,845.15 |
| Chocolate Toss | 242.70 | | 242.70 |
| Crazy Hair | 484.50 | 72.00 | 412.50 |
| Coffee Van | | | 0.00 |
| Devonshire Tea | | | 0.00 |
| Face Painting | | | 0.00 |
| Fajitas | 527.00 | | 527.00 |
| Lucky Dip | 243.00 | | 243.00 |
| Pick a Jar | 111.00 | | 111.00 |
| Plants | 556.50 | | 556.50 |
| Sausage Sizzle | 2,061.80 | 1,284.01 | 777.79 |
| Science Lab | | | 0.00 |
| Second Hand Clothes | | | 0.00 |
| Show Bags | 943.90 | 1,354.50 | (410.60) |
| Spin It to Win It | 463.50 | | 463.50 |
| Sponsorship | 7,500.00 | | 7,500.00 |
| Super Soaker | 249.50 | 18.95 | 230.55 |
| Sweets & Treats | | | 0.00 |
| Ticket Booth | 15,425.00 | 13,385.00 | 2,040.00 |
| Tuckshop | 1,447.70 | 798.94 | 648.76 |
| Wheel Barrow Raffle | | | 0.00 |
| Other Income | | | 0.00 |
| Commission: | 1,690.00 | | 1,690.00 |
| General Expenses | | 2,498.70 | (2,498.70) |
| | | | |
| | | | |
| Total | 35,793.05 | 19,746.95 | 16,046.10 |

Bank Reconciliation & Cash Flow as at 13/09/16

| <i>Balance as per Bank Statements:</i> | | |
|----------------------------------------|--------------|---------------------|
| Cheque Account | \$ 38,207.36 | |
| Reserve Fund | \$ 20,823.51 | \$ 59,030.87 |
| Uncleared Banking | | |
| Unposted Items | | |
| Glenn Barton | (\$100.00) | |
| Catherine Moane | (\$200.00) | |
| Sarah Brauns | (\$500.00) | |
| Unpresented Cheques: | | |
| FFD Reimbursement | (\$120.14) | |
| FFD Reimbursement | (\$18.95) | |
| FFD Reimbursement | (\$112.85) | |
| Southport Sharks | (\$500.00) | |
| Mr Showbags | (\$1,354.50) | |
| | | (\$2,906.44) |
| BALANCE AS PER MYOB | | \$ 56,124.43 |

\$ 56,124.43 \$



JUBILEE PRIMARY SCHOOL Minutes of Meeting

| | | |
|----------------------------------------------|--------|---------------------|
| Committed Funds: | | |
| | \$0.00 | \$0.00 |
| BALANCE AT BANK AFTER COMMITTED FUNDS | | \$ 56,124.43 |