**JUBILEE PRIMARY SCHOOL**
**Minutes of P&F Meeting**

**Date/Time:** 16 Oct 2015

**Location:** Foundation Pastors Meeting Room, Jubilee Centre, Jubilee Primary School

**Attendees:** Brad Roberts, Belinda McLeod, Nicola Smith, Dave Sewell, Joanne Riddell, Kate Crabb, Kelly Lofthouse, Fiona McMullen, Nancy Carter, Ash McMullen, Kara Baczkowski, Jane Bourke, Alana Domartschuk, Nikki Gorry, Joanne Haygarth, Brian Mason

**Apologies:** Tracey Gilmore, Faye Paling, Tanya Shepheard, Sue Hueston, Tracey Flower

**Secretariat:** Nicola Smith

### Agenda

<table>
<thead>
<tr>
<th>Item/Topic</th>
<th>Discussion/Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome and Apologies</strong></td>
<td>Meeting opened by Belinda McLeod at 8.47. Welcome prayer read by Jane Bourke</td>
</tr>
</tbody>
</table>
| **Business Arising from Previous Minutes** | Donut seating for preps has arrived. Preps are enjoying their new seats.  
Led Sign-Sue Hueston is working on a grant application for funding. Dave advised this expenditure could potentially be covered in the school budget for next year. |
| **General Correspondence**             | Tracey Gilmore division 5 newsletter  
Tracey Gilmore letter approving $1800 grant for sick bay  
Commonwealth letter advising withdrawal of reward product  
Daniel Morcombe foundation newsletter |
| **Covered Walkway Expenditure Proposal** | Dave spoke about the plans received from our school architect Lawrie Bertoldi with three potential zones to start on our covered walkway plan. It was advised from Lawrie to start in this particular are (please see attached plan) to ensure we have this solid structure up so in future we can branch walkways off this. If we start in other areas first there is a potential chance we will then not be able to get this part covered as we will not be able to get machinery in to that area. Dave also explained he has received a generous grant from catholic education but it is to be used for a learning space. To go ahead with this particular zone the teaching staff will be able to utilize this and it could also be used for an outdoor chapel. This will be of particular use for the year one and two classes as they will have somewhere for lunch breaks in wet weather.  
A proposal for the P&F to put a $100000 towards the largest of the zone expenditure was proposed with 13 in favour and nil against. Proposal passed. |
| **Girls Night In**                     | Due to lack of numbers this has been postponed to the 6th November which is a Friday night. It was suggested to spread the word as this is open to the whole community. The entry fee is $10 with the door takings going to bowel cancer. Fiona suggested advertising a list of prices of the services which all agreed was a good idea. Jane to source a list and to post on the facebook page/newsletter. |
| **Disco Update**                       | All set for next Friday night 23rd October. Ticket presales are going ahead next Wednesday Thursday and Friday and also at the door on the night. Bbq is being organized by the Lemusu family with proceeds being to raise awareness and find a cure for the CDH1 gene mutation. Please note sausage sizzle will not be free with ticket sales but will be $2 and drinks also $2. There are a number of |

<table>
<thead>
<tr>
<th>Action Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>World Teachers Day 31st Oct</strong></td>
<td>Jane has ordered quote cards and easels which will be given to teachers with the candles. Jane is also looking into a massage voucher. Dave suggested a voucher for the coffee van would be appreciated.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Year 6 Graduation Pens</strong></td>
<td>Jo Riddell is organizing the pens for the night. The P&amp;F cover the expenditure for the dinner of the graduation night. Prices to be sourced first.</td>
</tr>
<tr>
<td><strong>P &amp; F initiatives update 2015</strong></td>
<td>Remaining with the current model at this stage. To be discussed further at next meeting. Belinda attended a fete fundraising forum held by the P&amp;F federation and feedback is that we are doing a great job in having an annual fete in comparison to other schools. Our family fun day runs smoothly and is very profitable.</td>
</tr>
<tr>
<td><strong>New business</strong></td>
<td>We have been very fortunate to receive $1800 from Tracey Gilmore which is a grant approval for a chair for our sick bay with additional funds to be spent on purchasing new linen for bed. Kelly suggested another teacher be placed on the kiss and go in the afternoons to ensure smoother running. It has been noticed that the teachers on duty have a very busy time ensuring the children get to the cars whilst keeping the other children on the stands quiet. This is to be considered further. It was also mentioned perhaps an extra person would be more worthwhile under the grandstand area. Belinda read out email (attached) from Sharon Hutchison asking if the parents would be interested in helping out a school Sharon visited on her holiday in Vanuatu by donating unused school writing pads and stationery etc. Everyone thought it was a great idea and something that could be done the last week of school as unused material is coming home. Sharon to compile a list of things needed.</td>
</tr>
<tr>
<td><strong>Principals Report</strong></td>
<td>A thank you to the school banking volunteers. Dave received a thank you letter from the Arthur Family to the school and P&amp;F thanking us for the support they have received. Jubilee is receiving a new flashing school sign for Manra Way. Dave expressed a huge thank you to Sid Cramp and Tracey Gilmore for their help with this. The afterschool care rebuild is all tracking well and hoping to be ready for term two next year. Dave has invited Andrea Hillbrick to our next meeting in November to be a guest speaker. She will have a chat about what our funding has supported and what training she has done with our teachers.</td>
</tr>
<tr>
<td>Treasurers Report</td>
<td>Please see attached</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Meeting Closed at 10.21am</td>
</tr>
<tr>
<td>Next Meeting</td>
<td><em>Tuesday 10th November at 7pm – on the staff deck 10th November</em></td>
</tr>
<tr>
<td></td>
<td><em>Drinks and Pizza starts at 6:30pm</em></td>
</tr>
</tbody>
</table>
JUBILEE PRIMARY SCHOOL
Minutes of P&F Meeting

Jubilee P&F – Treasurers Report

Friday 16th October, 2015

YTD Summary:

- Family Fun Day:
  - Final profit - $15.77k
- Father’s Day:
  - Final Profit - $941
  - Dad’s Big Brekkie - $316 (to be donated)
- Current Floats:
  - Girls Night In - $650
- Year Books – to be ordered once final numbers known
  - Currently on track to cover costs with small upside
- YTD Net Profit - $53.40k

Long Term Bank Account:

- Current balance $91,809.45 (both accounts)
- Estimated earnings for rest of year - < $20,000
  - Minimal from events
    - Disco 2 - $1.8k (est)
    - World Teachers Day – $1k
    - Year 6 BBQ - $1k
  - Remainder from P&F Levies - $15-$20k?
- Approximate end of year total – c.$105k

Outstanding Items:

- Confirmation on annual P&F Levies and timings that these will be received
### Profit & Loss Statement

**JUBILEE PRIMARY SCHOOL**

**Minutes of P&F Meeting**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total/Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td></td>
</tr>
<tr>
<td>General Income</td>
<td></td>
</tr>
<tr>
<td>FLship</td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td></td>
</tr>
<tr>
<td>Revenue from Gifts</td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td></td>
</tr>
<tr>
<td>Cost of Sales</td>
<td></td>
</tr>
<tr>
<td>Refund/Discounts</td>
<td></td>
</tr>
<tr>
<td>Education Fee</td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
</tr>
<tr>
<td>Total Cost of Sales</td>
<td></td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>Audit Fee</td>
<td></td>
</tr>
<tr>
<td>Cleaning</td>
<td></td>
</tr>
<tr>
<td>GST Fee</td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
</tr>
<tr>
<td>General Supplies</td>
<td></td>
</tr>
<tr>
<td>General Expenses</td>
<td></td>
</tr>
<tr>
<td>Marketing Expenses</td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td></td>
</tr>
<tr>
<td>Stationery</td>
<td></td>
</tr>
<tr>
<td>Odd RMF Registration Fee</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
</tr>
<tr>
<td>Gross Profit/Profit</td>
<td></td>
</tr>
<tr>
<td>Profit &amp; Loss</td>
<td></td>
</tr>
<tr>
<td>Net Profit/Loss</td>
<td></td>
</tr>
</tbody>
</table>

### Balance Sheet

**JUBILEE PRIMARY SCHOOL**

**Minutes of P&F Meeting**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total/Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance</td>
<td></td>
</tr>
<tr>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Assets</td>
<td></td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
</tr>
<tr>
<td>Net Worth</td>
<td></td>
</tr>
</tbody>
</table>

### Cash Flow

**JUBILEE PRIMARY SCHOOL**

**Minutes of P&F Meeting**

<table>
<thead>
<tr>
<th>Description</th>
<th>Total/Each</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Flow</td>
<td></td>
</tr>
<tr>
<td>Cash Flows</td>
<td></td>
</tr>
<tr>
<td>Cash Flows</td>
<td></td>
</tr>
<tr>
<td>Net Cash Flow</td>
<td></td>
</tr>
</tbody>
</table>

### Notes

- **Cash Flow Statement**
- **Profit & Loss Statement**
- **Balance Sheet**
- **Cash Flow**

---

### JUBILEE PRIMARY SCHOOL

**Minutes of P&F Meeting**
JUBILEE PRIMARY SCHOOL
Covered Lunch Area - Estimates
31.08.15

**OPTION #1**
10m x 10m:
- Building 100sqm @ $60/sqm 6,000-
- Council / Bd fee 1,200-
- Professional fees 880-
**TOTAL** 76,000-

**OPTION #2**
14m x 12m:
- Building 168sqm @ $60/sqm 11,080-
- Council / Bd fee 1,200-
- Professional fees 1,240-
**TOTAL** 126,000-

**OPTION #3**
18m x 15m - 32m conversion:
- Building 236sqm @ $60/sqm 15,100-
- Council / Bd fee + QVAGE 2,500-
- Professional fees 19,400-
**TOTAL** 179,000-
Hi Belinda & Committee

I am not sure if this is at all possible but Ryan and I recently travelled to Vanuatu and had the great privilege of visiting a Kindy and School over there (see attached picture of the Kindy). Ryan and I were shocked to see the condition the Kindy was in and that they had no toys or even colouring books and pens. They were playing with blown up plastics bags for balloons. They are still happy and smiling as you can see in the photos but we really would help like to help them (ryan took over all his old unused colouring books and the kids were over the moon to be able to colour in)

The school and kindy was completely destroyed in the recent cyclone. Although the whole village was hit and had major damage they made rebuilding the school the top priority. All the villages put their money together to but the materials and they rebuilt the whole school in 3 days. Amazing! They have the priority right of educating the children.

Unfortunately a lot of the kids cannot attend school because they cannot afford exercise books and writing material etc. Things we take for granted in Australia

We really would like to be able to collect any unused exercise books, colouring books, pencils, textas, pens, glue (any school supplies) etc to be able to send to our contact in the village for the children.

I was hoping that if I could get all the details together that may be the P&F could help co-ordinate requesting from the Jubilee Families these items

Would like to discuss further if you are interested

thanks
Councillor Tracey Gilmore
Division 5

PO Box 8042, Gold Coast, QLD 9730
P: 07 5652-8400  F: 07 5652-8424  M: 0438 228 519
E: division5@goldcoast.qld.gov.au

Ref: #6110758

6 October 2015

Ms Belinda McLeod
President
Jubilee Primary School Parents & Friends Association
PO Box 486
HELENSVALE  QLD  4212

Dear Belinda,

It has been my privilege to again determine the allocation of Divisional donation funds from my 2015-16 allocation of $45,000.

This is never an easy task, given that Division 5 is so fortunate to have so many hard working community, charitable and sporting organisations requiring financial assistance. In fact, requests this year again totalled almost $90,000.

Please do not be disappointed if you have not received your full request but understand that many organisations in Division 5 will benefit, including school P&C’s, scouts and guides, local sporting clubs, seniors’ organisations, service organisations and community groups.

As I have elected to have only one round of funding this financial year, it is with pleasure that I advise that an electronic funds transfer in favour of Jubilee Primary School Parents & Friends Association in the amount of $1,800.00 will be issued direct from Council’s Accounts Payable Branch.

I would very much appreciate an acknowledgment of the donation via a newsletter or other medium, though I understand that many of our smaller organisations may not have the capacity to do so.

On behalf of the broader Division 5 community, I offer my thanks and appreciation to all of the management committees, volunteers, carers and trainers who help enrich our community and make it a better place.

Yours sincerely,

[Signature]

TRACEY GILMORE
Councillor Division 5
Dear Residents welcome to my October Newsletter.

My 2015-16 Divisional Donations have now been provided to the various community groups, sporting clubs, seniors and service organisations within Division 5. Requests this year totalled $90k with the allocation being $45k. These donations are provided to assist the many groups and volunteers who work tirelessly for the betterment of our community. Their invaluable work is most appreciated.

NERANG HIGHLAND PARK AND MT NATHAN

In response to requests by elderly residents of Weedon’s Crossing I have requested the construction of a 24m handrail along the western side of the footpath on Weedons Road to facilitate access to Swift Park.

Alexander Drive pedestrian access. I am pleased to advise that detailed design drawings have now been completed for Stage 1 of the footpath along Alexander Drive extending from Winderdale Drive to Thomas Hilton Drive. Construction is anticipated for early 2016. Extensive design work will be undertaken for Stage 2 in 2015-16 with construction anticipated in 2017-18. However should State government funding become available, this stage will be brought forward. Stage 2 extends from Winderdale Drive to MacDougall Street. This project was in response to the recognised safety hazard to pedestrians along this road.

Nerang BMX - Divisional funds have been allocated to the Club to replace the decking of the club house in time for the National BMX Championships in January. This competition will host international riders as they prepare for the Olympic Games in Rio de Janeiro in 2016.

Gold Coast Cycling Centre, Nerang. Australia’s top mountain biking organisation will relocate from Sydney to the Gold Coast. Mountain Biking Australia are in talks with the City of Gold Coast to build a world class mountain biking and tourist facility in Nerang in time for the Commonwealth Games.

Maid of Sker Update – Initial structural support work is being carried out to enable tradespeople safe access to the hull and also enable further archival scoping to continue.

PACIFIC PINES, PARKLAKE AND GAVEN

Archipelago Street and Pacific Pines High School - construction is now complete on a footpath extending from Archipelago Road to the entrance of the High School.

Tree Planting - Extensive tree planting has been undertaken along Pacific Pines Boulevard. Many of the trees planted replaced existing trees that were damaged due to road accidents and hooning. I am pleased to have been able to provide Divisional funds to ensure the beautification of this suburb.

Pacific Pines Primary School - New line marking has been undertaken at the main car park at the school in addition to “No Standing” signs on the hillock next to the School. These signs were installed at the request of the school’s Principal.

Central Park Lake, Pacific Pines - Extensive aeration of the lake has been underway during late September to prevent the build-up of weeds.

The After School Program run by Wesley Mission at Wajin Park Community Hub has been extended for Term 4. This program is now well supported with over 30 young people in attendance. Email: Ladams@wmb.org.au if you wish to attend.

GUANABA CLAGIRABA MAUSLAND

The Guanaba Bridge, now named The Bird Family Bridge, was officially opened on 7 October. The new bridge boasts a 20 year flood immunity rating and provides for two-way traffic and improved pedestrian safety. The new infrastructure replaces a single-lane timber bridge, and is a direct outcome of the City’s Transport Strategy 2031. Hinterland residents will benefit significantly from this new bridge, with the north eastern approach previously closed up to five times a year during flooding. The old bridge was in poor condition with fatigue and failure requiring repair every few years at a substantial cost.

The local community requested that the new bridge be named in recognition of the long standing history and association of the Bird family; a pioneering people who settled in the area in 1868 and still farm in Guanaba.

DIVISIONAL UPCOMING EVENTS:
Friday nights weekly - ITAVA MARKETS,
Country Paradise Parklands 5-9pm.
Saturday 14 November- Street Meet, Nathavale Estate,
Mt Nathan 1-4pm
Saturday 14 November- Fresh Styx Low Rider Car Club,
Wajin Park, Pacific Pines.
Saturday 14 November- Kerela Fest, Malayalee Cultural
Forum, Central Park Pacific Pines 11am -4pm.

COMMUNITY CONSULTATIONS:
If you would like to have a chat, I am available without an appointment, except during school holidays as follows:
Pacific Pines Hub – Tuesday 9 to 10am
Nerang Library – Wednesday 9 to 10am
(If check with my office on 5582 8400 or my Facebook site in case for some unforeseen reason I am not able to attend).

CONTACT ME:
Get this newsletter article via email or Facebook site.
Email: Division5@goldcoast.qld.gov.au
Phone: 07 5582 8400 Mobile: 0439 226 519
Like me on Facebook to have your say!
https://www.facebook.com/tracysgilmoredivision5
Please note that my Facebook site is an informal communication process, I am happy to respond to posts and comments but if you need something done or are aware of an issue where you need something actioned, then please email me at Division5@goldcoast.qld.gov.au. Your request will then be recorded and I can ensure it is followed through.
JUBILEE PRIMARY SCHOOL
Minutes of P&F Meeting

Child Protection Week Award Winners

The Daniel Morcombe Foundation found itself in the fortunate position to be judged worthy of its third Child Protection Week (CPW) Award in 5 years. This year’s award was in the Media and Communications category.

The launch of our Keeping Kids Safe resource kit exactly 12 months earlier and the promotion of its free child safety education material was selected, providing a thrill for all connected with its production. Attending the ceremony at Queensland’s Parliament House were many dignitaries including the Queensland Child Safety Minister Shannon Fentiman and Police Commissioner Ian Stewart. Also in attendance were Tracey McAsey, Johanna Moberg, Holly Brennan, Bruce and Denise Morcombe from the Daniel Morcombe Foundation. Proud as punch and joining them on stage to receive the award were the producers of the Keeping Kids Safe resource kit, Gary Gibson and Michael ‘Gibbo’ Gibson from Epsi Entertainment.

Denise, in her speech, thanked our very valuable sponsors and the commitment of so many who had contributed to the project. More than 20,000 copies have been distributed free of charge Australia wide, including a copy to every school and public library the length and breadth of this great land. The Keeping Kids Safe (KKS) resource kit has also been endorsed by both the Queensland and Northern Territory police as a supportive tool for their school based officers.

New Keeping Kids Safe Resource Kit Launched

In its quest to make a significant difference to all children in Australia, the Daniel Morcombe Foundation took the opportunity during CPW to actively launch 2 new ground breaking initiatives that are very specific in their target audience. They are focussed additions to our original kit.

Indeed after 8 months of consultation with sector workers, educators, parents and community people plus partnering with True Relationships and Reproductive Health, we are proud to announce that our new components which build on the award winning Keeping Kids Safe resource kit have been a mighty success.

Newly scripted and filmed child safety material is now available for children and young people with:
- Aboriginal and Torres Strait Islander Heritage
- Mild to Moderate Special Needs

Supporting these DVDs, which are also supplied free of charge, is a comprehensive, fun and engaging booklet for students and a CD containing many printable files that are ideal for teachers, parents and sector workers to use which provides valuable educational stimulus needed to reinforce the 4 key values of the Daniel Morcombe and Report are repeated in a variety of age appropriate everyday situations and are carefully integrated into the dynamics of the illustrative situation.

Claremont Special School played host for our first launch on September 8th, which was attended by the Queensland Police Minister Jo Ann Miller. The student choir sang our National Anthem in front of around 50 invited guests and 50 students. It proved to be a wonderful bonus.

Claremont Special School played host for our first launch on September 8th, which was attended by the Queensland Police Minister Jo Ann Miller. The student choir sang our National Anthem in front of around 50 invited guests and 50 students. It proved to be a wonderful bonus.

The Muri School followed that afternoon for our second launch, this time to officially announce that Aboriginal and Torres Strait Islander heritage children and young people had a dedicated, culturally sensitive, fun and empowering age appropriate range of new resources. Queensland Education Minister Kate Jones attended, as did many of the Aboriginal actors, Aunties, sponsors and a range of officials and parents.

Over the next 2 weeks and to support the launch of this fantastic new resource Bruce and Denise went on a whirlwind tour of Queensland. Promoting the positive messages of the expanded resource kits and receiving valuable feedback from the students, parents and teachers was high on their agenda.

Shalom College Townsville is an indigenous school catering for students from prep to year 12. The library was packed for the first kids. They laughed in the right spots and listened intently to more serious points of note. A great success! Teachers would later comment on how engaged and interested the students were. Soon after it was off to Garbutt State School which has a high proportion of indigenous students: another success! We were on a roll.

Confidence was growing that our new safety messages specific to Aboriginal and Torres Strait Islander children and young people was money well spent. The next day the Morcombes were off to Mt Isa and Cloncurry. More schools had been organised in outback Queensland and true to form the children actually enjoyed learning about keeping safe and appreciating why we have rules.

Visiting local Special Schools was also on the tour agenda. Townsville Learning Centre and Mt Isa Special School received a visit as did the Mt Isa School of the Air and Marian Catholic College Townsville. How varied a schedule is that? Again everyone must be congratulated for their warmth and compassion towards Bruce and Denise. Talking about personal safety to students via long distance radio is certainly a little unusual. You have no facial expression to work with and you know that to talk about suburban situations is not necessarily an everyday environment they encounter. All the same, it was important because we all know that the Internet and in particular social media, is the biggest danger that these children face.