



Northpine Christian College P&F AGM Minutes

Minutes of Meeting

Location: Northpine Christian College Library Boardroom

Date 12/06/2018

Attendees: Shawn Brosnan, Graham Baird, Kerryn Knibb, Chris Wojnar, Prudence Scott, Nicole Wojnar, Samantha Wong, Nicholas Wong, Susan Miller, Alison Dalman, Natasha Tallon, Karen Forde-White, David Johnson and Jodie Castle.			
Apologies: Councillor Sims, Keryn See, Debbie Aitchison and Angela Pederson			
Item	Keypoints	Action	Required Date
Welcome and Introduction	Shawn open at 6:30pm and Chris offered prayer.		
Acceptance of previous minutes	No concerns were raised from the previous minutes. Previous minutes were accepted.		
Correspondence in/out.	General marketing and fundraising correspondence was received and passed onto the appropriate person,		
Out of Order Item	<p><i>Nicole was available for only limited time tonight so was offered the opportunity to provide an update.</i></p> <p>Nicole provided the following update for Movie Night:</p> <ul style="list-style-type: none"> • Sunday 21st October is the scheduled date as the following day is a pupil free day. The approximate start time would be 3pm. It will be a Twilight themed market followed by a family movie. • They have estimated an approximate budget of \$5000 	<p>Sub-Committee to provide an outline of the proposed arrangements/logistics of the event after consultation with Graham.</p> <p>Members will vote in the next meeting.</p>	<p>24/07/2018</p> <p>24/07/2018</p>

	<p>however this may be reduced if the catering (food) is donated. The cost of BE Events planning is \$1000.</p> <ul style="list-style-type: none"> • They have already arranged for 3-5 stalls for the markets and may be able to get more with donations given back to the school. • Further consultation with Councillor Simms to determine/clarify any further funding/financial support. • would like a performance by the school choir or music group on the night however further consultation with the music department will be required. • If it rains the event will get cancelled. • They will offer a gold coin donation as another way to fundraise however this is not compulsory. <p>General discussion was held amongst members. A member raised the issue of the irrigation system in the school so consultation with the groundsman will need to be considered.</p> <p>Nicole raised another fundraising option for the Movie Night however this would need to occur at the end of July. The organization Say Cheez is offering \$15 family photos which the family gets a photo plus keyring. Families are able to book and pay directly through the website.</p> <p>General discussion was held amongst members and it was identified that the Library Boardroom was the most appropriate room to use for the family photos and limited the access to the school grounds after hours.</p> <p>Graham confirmed that he had no immediate concerns for this fundraising event to go ahead however advertisement would need to happen quickly and the P&F would need to provide the security.</p>	<p>Nicole and Prudence to consult further regarding booking the fundraising event and have all details to Andrew for the school newsletter by Monday.</p> <p>Prudence to advertise the fundraising event via Facebook</p>	<p>18/06/2018</p> <p>22/06/2018</p>
<p>Academic Report</p>	<p>Graham Baird provided an overview of the following:</p> <ol style="list-style-type: none"> 1. The new building is underway with the demolition of the old building this week. Over the next few days a trench will be built for all the cabling and data network. 		

	<p>2. The Year 10 ATAR evening has received lots of positive feedback. The program was spread over six nights to allow smaller groups of parents/carers and this allowed for more one-on-one discussion and questions. The ATAR program/syllabus is more academic based than practical which may impact on some students. However the school is offering more options to students who want to completed their certificate I and II. Certificate III may also be a option however there may be an additional cost involved. The school is looking at more flexibility for students and trying to offer a broader range or subjects. Graham emphasized that students need to do subjects that they enjoy and that is why the school is offering more flexibility for students. There is an option for student to be able to complete their senior year over 3 years with the possibility of 5 years.</p> <p>General discussion was held amongst members. A member expressed concerns in the ATAR program regarding the syllabus and that it is perceived to be putting more pressure on students to know what career path they want to pursue when they leave school. Graham confirmed that that has not changed from the previous system and encouraged students to complete subjects they like. A question was asked over the length of time that students can do their senior over.</p>		
<p>Financial Report</p>	<p>Kerryn provided the following update:</p> <ul style="list-style-type: none"> ● With a Cash (Bank) balance of \$38,077.97 (as of 30th June) ● YTD profit (loss) \$5967.45 ● Interest \$3.33 ● Open Night Profit \$545.78 ● Fundraising Expenses <ul style="list-style-type: none"> ○ Protector Performance \$2450.00 ○ Vegepods \$909.09 		

	<p>Kerryn advised that there are some issues with the Commonwealth Bank regarding the school banking program however this will be sorted shortly.</p> <p>General discussion was held amongst members regarding the Protector Performance and its appropriateness for the infant students. Some children had reportedly felt scared or frightened during the performance.</p> <p>Graham reported that the concept was really good and there was lots of engagement from the junior school however it may have been a little bit old for the preppies. Overall though positive feedback has been received.</p> <p>Shawn provided an update regarding the Open Night and that overall it was a great success. Although the stall was initially quiet it was extremely busy towards the end of the night.</p>		
<p>Chaplaincy Update</p>	<p>Chris has been in contact with the Chaplaincy team who have provided an update via email.</p> <p>Neil Redman provided the following update:</p> <ul style="list-style-type: none"> · Local Storm Co's <ul style="list-style-type: none"> ● Confirmed there are x3 trips going out this year <ul style="list-style-type: none"> ● Blackwater ● Eidsvold ● Monto - New trip ● x75 shirts have been ordered = total number of staff plus students participating! ● Storm Co's for students Year 10 and up. · Please pray for these trips as they represent our school, families and God! · Cambodia Storm Co 2019 <ul style="list-style-type: none"> ● Information night held last Monday night for any interested students and their families ● Looked at a variety of initial information about the trip <ul style="list-style-type: none"> ○ Revised Itinerary 		

	<ul style="list-style-type: none"> ○ Revised Payment schedule ○ Need for fundraising for service projects and personal money ● Opportunities for questions ● Confirmed running x2 trips simultaneously, <ul style="list-style-type: none"> ○ Everyone gets on the plane together ○ Probably eating together most meals ○ Separate accommodation and projects <p>· The Kindness Project</p> <ul style="list-style-type: none"> ● Over this term High School students have been encouraged to participate in this initiative – to do “Acts of Kindness” ● Students have been encouraged to form groups to raise money, and find projects to help people outside of the school community as an act of Kindness ● Today 6 of these groups received an envelope with a sum of money in each to start their project. Specific instructions on how this money is to be used over the next 2 months was given. <p>· Teen / High school Rally run by the SQ conference in the Sports centre this weekend. (Graphic for this attached)</p> <ul style="list-style-type: none"> ● We have numerous students helping to make this happen. ● Open invite to all our High School Students <p>Graham experience his gratitude to the dedicated teachers and chaplaincy staff.</p>		
<p>Matters Arising from Previous Minutes</p>	<p>1. Year 1 request for lunch tables at per Prep</p> <p>2. Road Work Upgrade - There are no further roadwork updates at the moment.</p>	<p>Prudence will provide an update to Heidi.</p>	<p>13/06/2018</p>

	<p>3. Toilet Block Makeovers - Prudence expressed Sara's apologies for being absent from the meeting. General discussion was held amongst members and a decision from last meeting that the Infant Block will be the first toilet block to be designed. Sara will be asked to present the design/template to Graham and at the next P&F meeting. General Discussion was held amongst members. It was discussed that Sara should consult with Julie Stefanie (Prep Teacher) as Mrs Stefani as written the values program and as it is the Infant toilet block that is being done then it seems most appropriate that the Key Values are incorporated into the design. It was thought that the design should be bright and colourful and of simple design.</p> <p>4. Toothbrush/Oral Recycling - Karen advised that the oral care recycling program has started and has already been a great success. She has already collect 3.2 kilo of waste from the bins. Karen plan's on emptying the bin once a week however the office will notify her if she needs to empty prior to this.</p> <p>There is a voting option for parents that can win prizes for the school. All parents need to do is vote each day at the following link: terracycle.com.au/colgategardenvoting</p> <p>5. Bunnings Sausage Sizzle - Shawn expressed his apologies and would follow up for the next meeting.</p>	<p>Prudence will provide feedback to Sara Desmond in regards to progressing to the next stage of designs/layout, sizing panels etc.</p> <p>Prudence to advise parents via the P&F Facebook page the voting link; terracycle.com.au/colgategardenvoting</p> <p>Karen was asked to provide update on the progress throughout the year.</p> <p>Shawn will contact Bunnings and look at what dates will be available for the Sausage Sizzle and establish a timeframe. Shawn will discuss further with Graham.</p>	<p>24/07/2018</p> <p>24/07/2018</p> <p>24/07/2018</p>
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	<p>6. Garden Facilities for High School - Chris advised that the vegepods have all been ordered and are ready for collection tomorrow (13/06/2018).</p> <p>General discussion was held amongst members. Graham advised that the vegepods were going near Mr Greenland's room.</p> <p>Chris was thanked for all his hard work in organizing the vegepods.</p> <p>General discussion was held amongst members and special thanks was given to Chris for his hard work.</p> <p>7. Feedback to the Chaplaincy Team regarding the Cambodia Trip - Graham advised that he has followed up with the Chaplaincy Team and they have now organised a bigger trip with two groups.</p> <p>8. Additional signage around the school - Prudence expressed her apologies and would follow up for the next meeting.</p> <p>9. School Jumpers - Kerryn has followed up with the school supplier however the only alternative fabric (wool/nylon blend) they have available they are only able to make one jumper.</p> <p>Kerryn is going to continue to make enquiries with alternative suppliers however given that it is normal an 8 weeks turn around, the likelihood of having the jumpers for this winter is unlikely.</p>	<p>Graham will provide an update to Mr Chester.</p> <p>The matter is now complete.</p> <p>This matter is now complete.</p> <p>Prudence to have further discussion with P&F committee members as well as school representatives regarding the implementation of a P&F Community Board to provide updates on term events.</p> <p>Kerryn will continue to make enquiries with the uniform supplier as to whether a special order jumper could be an option for parents who want an alternative formal jumper</p>	<p>24/07/2018</p> <p>24/07/2018</p>
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	<p>The following is an example of the cost of ordering new jumpers;</p> <p>Size 5-16 \$72 Size 18-22 \$82 Size 24-28 \$87</p> <p>There would also be a surcharge on all of these if the order quantity was under 10.</p> <p>It may be more of an option that if they are able to find an alternative fabric option then parents order the jumpers in January/February for them to be available for the winter terms.</p> <p>General discussion was held amongst members.</p>	for their children.	
New Business (Agenda Items)		.	
Voting by Proxy	<p>A formal request had been made regarding whether the P&F would implement the process of 'voting by proxy.'</p> <p>Shawn advised that he has conducted some research into voting by proxy and the following was identified:</p> <ul style="list-style-type: none"> ● It is not allowed by Federal Law, ● State Law allows 'voting by proxy' for property committee's however there are various/numerous rules around the process. For example; <ul style="list-style-type: none"> ○ a person can hold only 1 proxy vote, ○ can't be used for electing committee members, ○ can't be used if the person is present, ○ has to be submitted prior to the commencement of the meeting. <p>General discussion was held amongst members with various concerns and worries raised. The main concern was regarding matters of substance and whether these agenda items would be carried over to the next meeting. Questions were raised regarding the P&F's constitution and how this impacted on member's ability to vote. It was identified that if there was a 'voting by proxy' then there would need to be a very clear structure plan and rules around how it would be implemented.</p>	Shawn to complete further investigations and prepare a proposal for discuss at the next meeting.	24/07/2018
Minute distribution method	Shawn has had discussion with Andrew Schnell regarding the	Prudence to provide a	24/07/2018

	<p>marketing distribution of the P&F minutes. Andrew has advised that they can be included and attach to the school newsletter once received.</p> <p>Therefore the P&F minutes will now be distributed via the school newsletter and P&F Facebook page. This ensures all avenues of information sharing have been made available.</p>	copy of the minutes once completed to Andrew.	
Additional Business	<p>1. Father's Day Stall - Discussion was held regarding the upcoming Father's Day stall and requesting volunteers for the Committee to work on this fundraising event.</p> <p>Kerryn provided an outline of previous years budgets and how sales went. As such she proposed a budget this year of \$2500. This was accepted by the members.</p> <p>Samantha Wong and Alison Dalman offered there time to be on this committee. Shawn asked Samantha to be the Coordinator of the Committee. The members accepted these people to be the Fathers Day stall committee.</p> <p>2. A member provided a suggestion via email regarding the Car Park Issues. The member was suggesting alterations to the current car parking system to obtain better carparking outcomes around school pick up and drop off.</p> <p>General discussion was held amongst members and it was acknowledged that a lot of thought and consideration had gone into this suggestion. However it was identified that there were 3 potential issues with the proposal;</p> <ul style="list-style-type: none"> ● additional traffic will be on Hughes Road East which therefore causes major congestion on the other roads. ● The driver would then be on the Right hand side which would mean children would have to be walking around cars on the road. ● the school buses maybe affected due to the traffic congestion. 	<p>The Committee will provide an update to the members at the next meeting.</p> <p>Susan Miller advised that she would provide feedback to the member regarding the discussion held.</p>	<p>24/07/2018</p> <p>24/07/2018</p>

	<p>It was acknowledged that external bodies/agencies have reviewed the car-parking issues extensively over the years and would evaluate this further for likely benefits.</p> <p>3. A member asked a question as to what benefits the new School Term Dates were going to offer students and families. Graham advised that the 'new School Term Dates' were confirmed by the Board of Directors. Graham provided an overview of the reasoning behind the new term dates and that the reasons included potential option for more family time (vacation care will be checked to confirm arrangements during those dates) as well as more structure for teachers to have training in a specific week rather than all over the year.</p> <p>4. A member asked a question regarding the ATAR program and if distance education was an option. For example if a student who attended Northpine wanted to do a subject that was not offered at the school then is it an option for them to complete the subject via Distance Education. Graham advised that this question has not been asked previously and he will research the answer to ensure the school is aware of all options available to the students.</p>		
Closing	Shawn Brosnan closed the meeting at 8:30pm and Graham Baird provided the final prayer.		
Next meeting	Tuesday 24th July 2018		