



Concordia Lutheran College P&F Sub-Committee Meeting Stephen Street Campus

MEETING NOTES

MEETING DATE & COMMENCEMENT TIME	Monday 11 Feb 2019 Meeting opened at: 6:30pm	Action Items										
MEETING LOCATION	Norfolk Room (Concordia Function Centre)											
WELCOME	Jason Smith											
ATTENDANCE	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Jason Smith</td> <td style="width: 50%;">Jolene Healy</td> </tr> <tr> <td>Gavin Lindenmayer</td> <td>Kym Hancock</td> </tr> <tr> <td>Lisa Lambert</td> <td>Shirley Duncan</td> </tr> <tr> <td>Suzette Vermeulen</td> <td>Yvonne Hallasan</td> </tr> <tr> <td>Hazel Buckley</td> <td></td> </tr> </table>	Jason Smith	Jolene Healy	Gavin Lindenmayer	Kym Hancock	Lisa Lambert	Shirley Duncan	Suzette Vermeulen	Yvonne Hallasan	Hazel Buckley		
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Gavin Lindenmayer	Kym Hancock											
Lisa Lambert	Shirley Duncan											
Suzette Vermeulen	Yvonne Hallasan											
Hazel Buckley												
APOLOGIES	Nil											
CONFIRMATION of PREVIOUS MEETING NOTES	Motion that the meeting note from the meeting held on were true and correct	Moved and accepted by all present										
CORRESPONDENCE	Inward Bag-a-bargain catalogues											
	Outward Nil											
CHAIR'S REPORT	Hazel Buckley: No activity to report											
TREASURER'S REPORT	Gavin Lindenmayer: No major activity to report Current funds at \$1832.88											
BUSINESS ARISING FROM PREVIOUS MEETING	<p>Ham Drive</p> <ul style="list-style-type: none"> • 16 orders were placed with a total order value of \$1600. • Only one whole ham sold with \$5 of sale towards school. Half ham seemed to be more popular, proposal to negotiate \$/sale of half hams for next time. • Profit in sales were \$144 • In store pick at Westridge seemed to be problematic, look at one pick up time and location next time, during last week of school. 											
AGENDA ITEMS	<p>Feedback to timetable changes:</p> <ul style="list-style-type: none"> • Jason Smith explained rationale behind 60-minute lessons to give current Year 11 students more time to cover curriculum content. It is understood that it will be a trial period over the next 12 months. • Some concerns raised over reduced teacher-student contact time during home classes. Jason eased concerns by mentioning longer home class time on Tuesday mornings and Friday afternoons (60 min) and a quick catch up on Monday and Wednesday mornings after chapel/assembly. • Other concerns raised were canteen rush: if canteen does not open on time the shorter lunch break causes major rush for food/children having to go without food. 	Jason/Tyrone										

Feedback from start of year proceedings; communication etc.

- Concerns about lack of notice of Grandparents Day being moved forward, resulting in some grandparents missing out. Jason explained rationale – students away at Googa.
- First day assembly confusion about Blazers – mixed messages went out about students not needing Blazers until term 2, but expectation on leaders to wear blazers. Message spread via bush telegraph with parents and student scrambling to borrow blazers for the day.
- Jason mentioned School Management Software rollout with resulting changes to functionality of Parent Lounge/Student Cafe informing students and parents about happenings at school as well as usefulness with fillable forms for excursions etc.
- A request made to include a section for the P&F in the weekly newsletter informing the school community about P&F events etc. There was also a suggestion to include a Parent Tip each week in this section (P&F Tricks and Tips) with helpful information, eg:
 - Reminding parents to top up student accounts before sports carnivals
 - Finding links to My Student Account/Parent Lounge etc. on the App
 - Managing concerns about extra bags for sports uniforms by leaving sports uniform in the locker

Jason to address this with Mr Wiles and Bianca.

Parent information evenings/communication throughout the year:

- Request to change the name of P&F Welcome Drinks to something else e.g.: Back to School Meet and Greet
- Enquiry about the possibility and advantage of moving the Back to School Drinks to coincide with Boarder Travel Day with the added advantage of including boarder parents and coordinating with junior college Ready, Set, Go, lessening the time demand on parents.
- It was suggested that split sessions during Year 7-12 parent information nights might enable parents with more than one child to attend another session.

Jason to address this

School Musical (13-15 March):

- Fundraising is to be a top priority with several events planned and looking into new initiatives.
- Enquiries about possible sponsorships from USQ arts/music stores in town
- A suggestion for the establishment of a sewing circle/sewing B to overcome the problem of costume sewing
- A musical committee meets fortnightly on Thursdays @ 8 am
- P&F responsible for catering during production week:
 - enquiries into which nights catering will be needed
 - pizza served on the Wednesday night last year – are we to do the same?
 - possibility of getting sponsorships for morning/afternoon teas from businesses.
 - Josh Bates offered to help with sound again – appoint someone to liaise with him – issue with communication last year.

Jason/Bianca

Jason/Hazel

Hazel

	<p>Bunnings sausage sizzle (9 March):</p> <ul style="list-style-type: none"> • Contact Tyrone for orders and cardboard trays for multiple buys. • Volunteer list to appear in next Newsletters with fillable form for volunteer time slot allocation • Float/portable EFT to be organized • Need twice as much onions as last year <p>Open Day (16 March):</p> <ul style="list-style-type: none"> • To be held in the Pear Shaped garden this year-logistics to be addressed with cold food storage/power/marquees etc. • Aim to supply free sausage sizzle • Enquire about paying for drinks and having free water eskies available. • Suggestion of implementing a food ticketing system to streamline food supply • Suggestion was made of possible passport system with stamp after each class visit and food voucher in the back? • Suggestion was made of Musical signage at Open Day with brochures at drinks table to draw attention to the musical. • Coffee and cake available, check with The Edge Café? • Twilight Open Day as future proposal. <p>Potential school social/disco:</p> <ul style="list-style-type: none"> • Preliminary costing for DJ's around \$450 for the night. • Hazel contacted Crazy Kev • Looking into Friday night availability and possible interference with Friday Night Basketball. Early term 2? • Executive decision made not to allow outsiders. • A possible fundraising option to run a canteen on the night. <p>Other upcoming school events:</p> <ul style="list-style-type: none"> • Athletics Day – discussed at next meeting. <p>Fundraising:</p> <ul style="list-style-type: none"> • AFL Gala day – selling food and drinks, negotiate on 50% share in profit with AFLQ. • Basketball - selling drinks and ice-blocks • Recycling – possibility of putting it out as a sport house challenge, raising funds for disaster relief etc. • Homestyle bakery fundraiser – fruitcake or hot cross buns? • Other fundraiser ideas mentioned: <ul style="list-style-type: none"> ▪ Car boot sale ▪ Selfie fun run ▪ Mother's Day breakfast @ Picnic Point ▪ Teacher hostage situation ▪ Fabric fruit/veggie bags or shopping bags ▪ Raffle term fees off 	<p>Hazel Jason Lisa</p> <p>Jason</p> <p>Jason to check dates</p> <p>Lisa to talk to Gail Jericho.</p> <p>Suzette to look into it.</p>
OPEN FORUM	N/A	
NEXT MEETING	11 March at 6:30pm in the Norfolk Room (Concordia Function Centre)	
MEETING CLOSED	Everyone thanked for his or her attendance and the meeting closed at 8:20pm.	

Meeting notes take by: Suzette Vermeulen

Signed: _____

Date: 11-3-19

Meeting notes approved by Sub-Committee Chair: Hazel Buckley

Signed: _____

Date: 11-03-19

MEETING NOTES

Action Items

Meeting held on 11/3/19
Meeting started at 6:30pm

Location: Phoenix Concordia Function Centre

- Jeanne Smith
- Jason Smith
- Janine Lindemeyer
- Lisa Lambert
- Suzette Vermeulen
- Hazel Buckley
- Jolene Healy
- Kym Hancock
- Shirley Quince
- Thomas Johnson

Agenda

Confirmation that the meeting notes from the meeting held on 11/3/19 were true and correct

Moved and approved by all present

Forward: Hazel Buckley
Outward: _____

Chair's Report: Hazel Buckley
Gavin Linder
No major action for report
Current funds at \$142,400
Horn Drive

- 30 orders were placed with a total order value of \$1800
- Grey and white ham sold with 95% of sale towards school - white ham seems to be more popular, we plan to negotiate 5% sale of total sales for next time.
- Profit to date were \$404
- Location for Westridge seems to be excellent - but it will pick up price and location next time, during last week of school

Feedback to available changes:

- Jason Smith suggested estimate for next year - we need to give review Year 14 of what we're doing to give our children a good start. It is understood that it will be a good period over the next 12 months.
- Some of the members who suggested that the student contact this morning were closed - addressed this by meeting to give more info about the Tuesday evenings and Friday afternoons (all) - this will be done over the next Monday and Wednesday morning - we will be doing this.
- Other changes - a related with current rules, if container does not open, on site the shorter lunch break time is better than for 1000 children having to go without food.

Jason Smith