



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

### MEETING NOTES

| MEETING DATE & COMMENCEMENT TIME       | Monday 13 May 2019<br>Meeting opened at: 6:30pm  |   | Action Items  |
|--|--|---|---|
| MEETING LOCATION                       | Norfolk Room (Concordia Function Centre)   |   |   |
| WELCOME                                | Hazel Buckley  |   |   |
| ATTENDANCE                             | Jason Smith<br>Gavin Lindenmayer<br>Suzette Vermeulen<br>Yvonne Hallasan<br>Hazel Buckley<br>Tricia Priest   |   |   |
| APOLOGIES                              | Kym Hancock; Allison Jeffery   |   |   |
| CONFIRMATION OF PREVIOUS MEETING NOTES | Motion that the meeting note from the meeting held on 11 March 2019 were true and correct  |   | Moved and accepted by all present                                     |
| CORRESPONDENCE                         | Inward   | Email communication with Homestyle Bake<br>Toowoomba Model Railway Club – entry tickets<br>Say Cheez Family Portrait Fundraiser<br>Cadbury's fundraiser<br>MedEntry UCAT Preparation information<br>Bill Muehlenberg Informed voting<br>Entertainment books<br>Cookie dough | Suzette<br><br>Leah Bowes<br>Steven Miegel<br>Suzette/Bianca<br>Hazel |
|  | Outward  | Correspondence with Homestyle<br>Correspondence with "The Entertainment Book"   | Suzette<br>Suzette  |
| CHAIR'S REPORT                         | Hazel Buckley:<br>No report available  |   |   |
| TREASURER'S REPORT                     | Gavin Lindenmayer:<br>Income: Bunning BBQ \$1567.00<br>Open Day drinks sales, \$46.00<br>Brown's Office Choice rebate of \$551.55<br>Cash balance at present totals \$3347.00, excludes Homestyle Bake funds.  |   |   |
| BUSINESS ARISING FROM PREVIOUS MEETING | <p><b>Feedback from start of year proceedings; communication:</b></p> <ul style="list-style-type: none"> <li>Jason Smith confirmed that 'School Management System' upgrade is still in progress, with upcoming webinar for instruction on better use.</li> <li>Jason Smith reported that Grade 11/12 are trialling the new system and that the upgrade to Parent Lounge/Student Café is still in progress but will be the last things to be upgraded at the moment.</li> </ul> <p><b>Feedback from parent information evenings etc.:</b></p> <ul style="list-style-type: none"> <li>Welcome drinks 'name and date change' still to be addressed closer to the time.</li> </ul> |   | Jason   |

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|                            | <ul style="list-style-type: none"> <li>Split sessions during parent information evenings are still under consideration, as well as recordings of the sessions and will be discussed closer to the time.</li> <li>Jason reported increased parental involvement at both the Year 7 and Year 10 information evenings</li> </ul> <p><b>Pool opening celebration:</b></p> <ul style="list-style-type: none"> <li>Consult with Troy regarding supervision during such an event</li> <li>Some concerns raised at student safety with large numbers of students in the pool with inflatables.</li> </ul> <p><b>Feedback from School Uniform discussion:</b></p> <ul style="list-style-type: none"> <li>Coat hangers in dressing rooms still are under discussion but concerns over 'lost' items were raised. It would probably be safer for students to take responsibility for their own clothing – liability with school if hangers were provided?</li> <li>Positive feedback from the Middle School regarding the wear of Blazers.</li> </ul> <p><b>Bugsy Malone fundraising option: The Entertainment Book:</b></p> <ul style="list-style-type: none"> <li>It was decided to put the idea on hold until further discussion with Bianca</li> </ul>  | <p>Jason</p> <p>Jason</p> <p>Suzette/Bianca</p> |
| <p><b>AGENDA ITEMS</b></p> | <p><b>Feedback from Open Day:</b></p> <ul style="list-style-type: none"> <li>Positive feedback regarding the location outside "The Edge". Worth keeping the location!</li> <li>A suggestion was made to have a central 'check-in/check-out' point for Open Day – makes keeping track of numbers easier. Probably safer to have an idea of the number of people at school at any given time in case of emergency or even for on-the-spot feedback.</li> <li>Coleslaw and mustard worked very well with the sausages and should be included next time.</li> <li>Jason and Hazel discussed the advantage of starting the BBQ so early and it was decided that a later start would be possible.</li> </ul> <p><b>Feedback from Athletics Day:</b></p> <ul style="list-style-type: none"> <li>The internet connection cut-out sporadically, which made it very difficult and disrupted the flow. Possible back-up plan in place/check beforehand.</li> <li>Not enough helpers available over the busy times, need at least 8 helpers rostered on during busy times.</li> <li>The possibility of having the food vans available on the day was discussed with mixed outcome.</li> <li>A BBQ provides opportunity for parents to connect as a school community and it provides a healthier meal option but creates more work.</li> <li>The portable fridge/cool room worked very well. Hazel suggested that some funds be raised to purchase our own cool room with Logo.</li> <li>Poor attendance of Athletics carnival – encourage students to attend by:</li> </ul> | <p>Lisa/IT department</p>                       |

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| <p><b>OPEN FORUM</b></p>     | <p>BYOD:</p> <ul style="list-style-type: none"> <li>IT specifications to be communicated to parents in time for EOY sales.</li> </ul> <p>Cookie dough fundraiser:</p> <ul style="list-style-type: none"> <li>Karen Watson forwarded information regarding a 'cookie dough' fundraiser.</li> </ul> <p>Boat cruise photos:</p> <ul style="list-style-type: none"> <li>Year 12 boat cruise photos have not yet been uploaded.</li> </ul> <p>Octoberfest:</p> <ul style="list-style-type: none"> <li>The possibility of hosting an Octoberfest as a fundraising/community events has been discussed.</li> </ul> | <p>Jason</p> <p>Hazel</p> <p>Jason</p> |
| <p><b>NEXT MEETING</b></p>   | <p>Monday 17<sup>th</sup> June at 6:30pm in the Norfolk Room (Concordia Function Centre)</p>  |  |
| <p><b>MEETING CLOSED</b></p> | <p>Everyone thanked for his or her attendance and the meeting closed at 8:50pm.</p>   |  |

Meeting notes take by: Suzette Vermeulen

Signed:  Date: 17-6-19.

Meeting notes approved by Sub-Committee Chair: Hazel Buckley

Signed:  Date: 17-june-19