

**THE SPRINGFIELD COLLEGE PARENTS & FRIENDS ASSOCIATION  
MINUTES OF COMMITTEE MEETING  
HELD ON 26 May 2009**

**MEETING COMMENCED**            7.30pm

**MEETING HELD AT**             Junior Campus Library, The Springfield College

**ATTENDEES**                     Jane Duncan, Lisa Sylvester, Wendy Hayden, Andrea Newble, Steve Croft, Tania Brewer, Dean Kelly, Deleece Kelly, Teressa Leedie, Dianne Nguyen, Leanne Paper, Rina Sandford, Tania Scanlan, Michael Thompson

**APOLOGIES/ABSENT**         Peter Kortge, Nicole Hodgson, Sherri Miners, Agneiska Poli, Carla Tupicoff

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Allocated P&F Funds

Tania Brewer advised that Peter Kortge was able to source the computer lab head sets for a greatly reduced figure - \$227.70. As \$1,000 had been allocated to the Junior Campus, Tania will advise what she would like to spend the remaining funds on. Steve Croft advised that the seats for the Senior Campus have been ordered and placed on Nick's account as the College will be co-contributing to the final amount.

**PRESIDENTS REPORT**

Jane Duncan advised that she had only received fantastic feedback regarding the Bushdance. She thanked everyone for their effort and said that the amount raised was outstanding.

There has been no response to the call for school family businesses. The idea will be placed on the backburner and we may try again at a later date.

Wendy Hayden moved that the Presidents Report be accepted which was seconded by Andrea Newble.

**VICE-PRESIDENTS REPORT**

Lisa Sylvester advised that she has nothing to report in her capacity of Vice-President.

**TREASURERS REPORT**

Andrea Newble advised that the current balance of our accounts is \$32,847.10

This amount is broken down as:

Our Opening Balance:	\$30,696.21
Less Withdrawals:	
Bushdance Expenses:	(\$1,198.01)
Bushdance Float:	(\$3,540.00)

Plus Deposits:	
Bushdance Float:	\$ 3,540.00
Bushdance Takings:	\$ 3,348.90
CAST Monies:	
Unrelated to P&F:	\$ 993.10
Closing Balance:	\$33,840.20
P&F Balance:	\$32,847.10 (Balance less CAST Monies)

Andrea advised that there are still 5 or 6 Entertainment Books for sale so spread the word so that we can hopefully sell them all.

Wendy Hayden moved that the Treasurer's Report be accepted which was seconded by Tania Scanlan.

### **SECRETARY'S REPORT**

Wendy Hayden allocated the mail to the various sub-committees as needed. She advised that there were 3 pieces of correspondence that would require discussion.

1. A letter was received requesting financial assistance for a student, who will be attending the National Under 14 Girls Basketball Championships. Steve Croft advised that in certain circumstances the College will contribute up to \$500. He requested that the letter be passed to him for discussion with Andy Holmes. Steve will respond to the request.
2. A letter was received from Anti-Poverty Week seeking the College's involvement in raising funds. Steve Croft advised that it was not something we would become involved in.
3. Information was received from NEiTA regarding the ASG Inspirational Teaching Awards. It was decided that we would request an information kit and discuss at the next meeting.

Tania Scanlan moved that the Secretary's Report be accepted which was seconded by Deleece Kelly.

### **PRINCIPAL'S REPORT**

#### 1 The Bushdance

Steve Croft thanked the P&F on behalf of the College for the way in which the BBQ, Raffle and Tea/Coffee/Donuts was run at the Bushdance. He advised that he had only received positive feedback and that the P&F should be congratulated for both their effort and the amount raised.

#### 2 The College Musical

Steve Croft advised that all credit should go to the staff, College Community and parents for the success of the College Musical. He attended on Saturday night as was very proud of the standard achieved by all involved. A letter will be sent out on Friday 29<sup>th</sup> thanking all the supporters/helpers, CAST and the cast of the musical. This letter will be able to be included in the student's portfolio.

#### 3 Building Programme

- Plans are going well for the Resource Centre and are almost complete and the applications have been submitted.

- The College has received approval for the proposed courts to go ahead.
- The College has received a \$50,000 solar grant which will not only be used to reduce carbon emissions and utility costs, but also as a teaching resource for the students.
- The school has obtained a quote for the shade on the bank at the Junior Campus oval. The quote was approximately \$18,000 and Nicole Hodgson has put in an application for a grant to cover these costs.
- Drawings have been done for the softball fencing and the College has been quoted \$30,000 for the cricket nets.

#### 4 Tuckshop

Information was received by Steve Croft about an online ordering system for the Tuckshop. Parents will be able to set up their own account and place orders via the internet. Labels will then be printed out and attached to bags along with a list of what has been ordered for each day. The start up costs is \$420 for the labelling machine and each online order is charged an additional 20c – to the parents. The business managing the site takes a 3% commission. Steve Croft asked that all committee members discuss it with the wider College Community and the subject will be revisited next meeting. His suggestion was that if we did go ahead we did so, on a trial basis and see how it goes. Andrea Newble also advised about another Tuckshop Scheme that she read about in the paper that was completely off-site. Steve requested that Andrea try and obtain a copy of the article to be included in the discussion at the next meeting.

#### 5 Swine Flu

A letter will be coming home in the next few days raising awareness of swine flu and detailing how the College will respond should someone within the school be diagnosed with swine flu. A separate letter will be sent to those families that the school has identified as having recently visited the affected countries. Should someone within the school be diagnosed with swine flu, the College will be closed for 7 days. The need to increased awareness of hygiene and hand washing was discussed. Dean Kelly will try to “borrow” some hand sanitisers from his work to be used within the school. Teresa Leedie will also advise what hand sanitiser is used at her work and advise possible ways of obtaining it.

### **SUB-COMMITTEE REPORTS**

#### 1. CAST – Rina Sandford

- The Mother’s Day Stall raised just over \$1,000 and CAST are looking at what to spend it on. At this stage it looks like it will possibly be mirrors.
- Photos from the College Musical will be available for purchase.
- A decision is yet to be made whether we will alternate our College Musical with FLC as had been done in the past as it is currently the same year.
- The Choir Risers that were to be purchased with funds allocated by the P&F have not been purchased as there is no adequate storage area at the Senior Campus. CAST will be looking at where they will spend that money.
- CAST are currently looking at whether there will be separate performance outfits for the ensembles and choirs instead of the current formal uniform.
- CAST is looking for contacts and/or suggestions for Nursing Homes or Retirement Villages where the students can perform
- The Concert Band has a new gig – the RSL is opening a new park.
- The usual ensembles will be performing at the EKKA.
- An information booklet is being made to go into the Parent Pack.

Minutes of the preceding CAST Meeting will be submitted for inclusion in the hard copy of the P&F Minutes.

2. Community Alliance Programme – Wendy Hayden

- We currently have 16 Businesses in the Community Alliance Programme. Over the past month we have parted ways with two businesses – Loan Market and Heritage Building Society.
- We have 4 prospective new businesses – Westside BMW, Boutique Finance, McNamara & Associates and The Ritz Performing Arts Centre
- We are still waiting on paperwork from 4 Businesses: All Things Indian, La Luna, Picture Moments and Springfield Lakes Pet & Vet. They have all been followed up this week and if paperwork is not received within a week, the letter will be sent out without them.
- Picture Moments has offered to take photos at school functions and events. Steve Croft advised that they should contact him regarding this.
- Boutique Finance is also passing on details of the CAP to Warrego Winery and a Printing Company.
- Wendy Hayden is going out to see BOOST Juice on Friday to learn about their new fundraising ideas and go through the CAP with them
- Chrysalis Wellness Services (one of our partners) is looking to run a programme on Child Resilience for parents – they will forward a flyer to Wendy for distribution. They are also looking at providing educational assessments if the school requires it; their details have been passed on to Steve Croft and Tania Brewer.

3. Fundraising and Sponsorship – Lisa Sylvester and Leanne Paper

The car boot sale will be going ahead on the 30<sup>th</sup> of August. A discussion was held regarding how much would be an appropriate amount for a stall. This will be discussed again later. It was decided that it will be held at the Senior Campus and the plan of attack will be made up when closer to the event when we know how many stalls we have. It was suggested that the P&F run a Father's Day raffle as well as a BBQ on the day and that we approach Coffee Club regarding whether they would be interested in running a Coffee Cart.

Leanne Paper advised that all the letters for sponsorship and raffle prizes for the Twilight Markets have been sent.

4. Grants – Nicole Hodgson

Absent – no report given.

5. Library – Dianne Nguyen

Books to the value of approximately \$900 ordered by Karen from United Book Distributors arrived today and will be processed immediately. The library is continually cataloguing and processing new resources purchased by other departments as well as the teaching resources stored in the resource rooms.

Next week on Wednesday 3<sup>rd</sup> June a Poetry Feast workshop will be run by Graham Nunn in the Junior Campus Library. This event is sponsored by Councillor David Morrison.

Book Fair will be held on the Main Campus beginning 10<sup>th</sup> June and the Junior Campus in August.

A detailed library update was submitted and attached to the hard copy of the P&F Minutes.

6. Sport – Dean Kelly, Deleece Kelly and Teressa Leedie

Nothing to report.

7. Stock & Stores – Tania Scanlan

Nothing to report.

8. Twilight Markets – Jane Duncan

The next Twilight Markets Committee meeting will be held at Toscani's café at Orion on Monday 1<sup>st</sup> June at 10am. It is hoped that this will cater to those parents unable to make night-time meetings. A decision will be made on rides as we need to book them in now! Leanne Paper advised that the sponsorship and raffle letters have all been sent so hopefully we will receive some feedback shortly. Andrea Newble suggested a free-dress/fancy hat day leading up to the Twilight Markets where students brought in cans of soft drink for the P&F to sell at the Markets. It was decided that we would ask for donations instead and purchase the cans ourselves as storage could be a problem.

### **GENERAL BUSINESS**

1. Tania Scanlan raised the issue that she has been approached twice recently by TSC parents who were unaware that the P&F sold TSC umbrellas. It was suggested that a display be made in reception and on the new P&F Noticeboard (yet to be purchased) detailing all the extra items that the P&F sell.

### **NEXT MEETING**

Tuesday 16th June  
Senior Campus Library

Suggested topics to be added to the Agenda:

Inspirational Teaching Awards  
P&F Noticeboard

**MEETING CONCLUDED**      **8.25pm**

### **ACTION ITEMS**

1. Tania Brewer to advise what she would like to spend the remaining allocated funds on.
2. Steve Croft to discuss with Andy Holmes whether the College will be able to contribute financially to the cost of Annika Hoger attending the National U14 Girls Basketball Championships and advise her parents of the outcome.
3. Wendy Hayden to obtain a nomination kit from NEiTA for the ASG Inspirational Teaching Awards.
4. Andrea Newble to try and obtain a copy of the article she saw in the paper about an off-site tuckshop ordering scheme.
5. Dean Kelly to borrow some hand sanitisers from work to be used within the school.
6. Teresa Leedie to source what hand sanitiser is used at her work and how it can be purchased.
7. Wendy Hayden to provide Lisa Sylvester with contact details for the Coffee Club.
8. Tania Brewer to advise the cost of the existing noticeboard in the breezeway.