

**THE SPRINGFIELD COLLEGE PARENTS & FRIENDS ASSOCIATION  
MINUTES OF COMMITTEE MEETING  
HELD ON 28 April 2009**

**MEETING COMMENCED**        7.30pm

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

**ATTENDEES**                 Jane Duncan, Lisa Sylvester, Wendy Hayden, Andrea Newble, Steve Croft, Tania Brewer, Nicole Hodgson, Dean Kelly, Deleece Kelly, Teressa Leedie, Sherri Miners, Dianne Nguyen, Leanne Paper, Agneiska Poli, Rina Sandford, Tania Scanlan, Michael Thompson, Carla Tupicoff

**APOLOGIES/ABSENT**        Peter Kortge

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Fundraising Sub-Committee

Lisa Sylvester agreed to join the Fundraising Sub-Committee. She has a few ideas that will be presented during that report.

2. P&F Noticeboard

Steve Croft presented the 3 quotes he received for a P&F Noticeboard in the breezeway of the Junior Campus.; \$600 – 1200 x 900, \$795 - 1500 x 1500 and \$940 1500 x 1500. Tania Brewer requested that any additional noticeboard be consistent with the one already there. She will confirm the size of and amount paid for the existing one and advise.

**PRESIDENTS REPORT**

Jane Duncan outlined her vision for the way that the P&F will run for the next twelve months. The various functions of the P&F will be divided up into separate sub-committees and those committees will work autonomously to achieve P&F goals. Large decisions especially those that involve outlays of funds will be presented to the Committee as a whole. The various sub-committees are invited to meet at their own convenience and present an update at the next P&F Meeting. Committee members are asked to obtain and submit any minutes of extra meetings that they attend.

Jane also outlined the need for transparency and accessibility within the P&F and hopes that by publishing the agenda and minutes of each meeting, the wider school community will see what we are trying to achieve and hopefully come on board.

Jane is making up a spreadsheet of all the roles within the P&F which will be distributed to everyone and added to the website so everyone will know the appropriate person to contact if they have a relevant issue/idea.

Nicole Hodgson moved that we accept the Presidents Report which was seconded by Andrea Newble.

## **VICE-PRESIDENTS REPORT**

Lisa Sylvester advised that she is happy to join the Fundraising & Sponsorship Sub-Committee and said that we will need to identify clear reasons and goals each time we undertake a fundraising event.

## **TREASURERS REPORT**

Andrea Newble advised that the current balance of our accounts is \$30,769.33. During the preceding month we had outlaid \$1,137 for TSC umbrellas which will be recouped as they sell and \$1,920 for Entertainment Books of which \$1,550 has been recouped so far. A note went out in this week's Threads about the Entertainment Books and Sandra Hill is going to arrange to put the remaining flyers out in class notices. Any Entertainment Books not sold can be returned and a refund given. The only other additional income was \$815 from The Athletes Foot as part of the Community Alliance Programme.

A Trial Balance and Balance Sheet for the month of April was provided and attached to the hard copy of the minutes.

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

## **PRINCIPAL'S REPORT**

### 1 Anzac Day

The Anzac Day Service went off very well and the students were to be commended on the way they behaved. Feedback was very positive and it was pleasing to see the new Captains and Vice-Captains speaking well in their various roles. The two students who sang at the service were also to be commended for their outstanding contributions.

### 2 Foundation Day

Foundation Day is this Thursday 30<sup>th</sup> April and a service will be held at the Junior School followed by morning tea during which students will be given a cupcake and drink. This year's event will not be as big as last year's 10<sup>th</sup> Anniversary celebrations but will be important just the same.

### 3 The Sponsored Walk

The Sponsored Walk was a great success and it was pleasing to see the students, staff and parents enjoying the day together. At this stage the school has raised approximately \$3,000 for Cecil Plains Bush Nursing Service.

### 4 Promotional Material

Promotional material is currently being made and will be distributed shortly. This includes lanyards and display bags for Open Days and Markets.

### 3. Open Day

The next Open Day will be held on Wednesday 6<sup>th</sup> May from 3.30 – 5pm. At present we have 50 Preps for 2010 and enrolments for Years 7 & 8 are strong. All school families are asked to encourage potential enrolments to attend the Open Day. With new schools opening up, we face challenges from other schools which emphasises our need to grow not only in size but reputation.

#### 4. Building Programme

The stimulus package from the Rudd Government has meant that the school will receive \$2.5 million to be put towards a Resource Centre at the Junior Campus and a further \$200,000 to be put towards building sports courts at the Junior Campus, fencing, and softball and cricket nets at the Senior Campus oval. It is anticipated that building will start in September 2009 depending on the availability of a builder. Current plans for an undercover sporting area on the Senior Campus are being put on hold until the effect of the new sporting facilities on the Junior Campus is seen and therefore the necessity of the undercover sporting are ascertained.

#### 5. Student attendance at Carnivals and other College Events

Student attendance at Carnivals and other College Events has become a minor concern with some students choosing to be absent from Swimming and Cross Country Carnivals and other College events. These events are a vital part of the student's development and parental support is sought to ensure that students are not absent without a valid reason.

#### 6. Homework Club

The Homework Club on the Senior Campus has proved to be very successful and will continue to operate for the remainder of the year.

#### 7. College Musical

The College Musical, "The Lion, The Witch and The Wardrobe" will be held on 22<sup>nd</sup> and 23<sup>rd</sup> May. All College families are encouraged to attend as the school has some very talented students and staff and a lot of hard work has been put into it to ensure it will be a great success. Advertising material will be going out next week, not only within the College Community, but also to the wider community as a whole.

#### 8. Scholarship Examinations

The ACER Scholarship Examinations will be held on Saturday 9<sup>th</sup> May. At this stage, interest has been strong and offers will be made in June.

#### 9. Reports

Semester One reports will be mailed out at the beginning of the next holidays. Parents are encourage to read the reports carefully and discuss them with their child as students will be asked to set goals for the second semester early in Term 3.

#### 10. NAPLAN Testing

NAPLAN Testing for students in Years 3, 5, 7 & 9 will be held on the 12<sup>th</sup> & 13<sup>th</sup> of May. Teachers have been working with students to ensure they are prepared for the tests.

#### 11. Threads

Threads can be received either by email or hard copy. Anyone who is not receiving a copy can either access it via the College website or contact the school to ensure that their preferred option is noted.

#### 12. Non-Submission of Work

The College adheres to the QSA guidelines for students in Years 10 & 11 with regard to the submission of assessment tasks. Non-submission of work will not be accepted without a valid excuse or a Medical Certificate.

13. Vietnam Trip

At the end of Term 2, 5 students and Ms Kawalec will be travelling to Vietnam along with students and staff from Forest Lake College as part of the combined Forest Lake College and TSC Antipodeans Abroad Trip. They will spend 21 days trekking and reaching out to those less fortunate than us.

14. P&F Secure Storage Area

It would cost approximately \$400-500 to divide the storage area that the P&F currently uses so that a section can be made secure for the P&F. The P&F is asked to put these plans on hold until the new sports courts are built adjacent to the current storage area so it can be ascertained whether the area will need to be utilised in conjunction with the courts. Should this occur a new storage area for the P&F will be found.

## **SUB-COMMITTEE REPORTS**

1. CAST – Rina Sandford

The Mother's Day Stall will be held on Tuesday at the Junior Campus and Wednesday at the Senior Campus. Junior Campus students can pre-order via their classroom teacher and Senior Campus students can purchase directly from the stall. The CAST will also be collating a contact database for helpers using the current enrolments in ensembles and other areas or the performing arts.

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

2. Community Alliance Programme – Wendy Hayden

A letter has been sent to all existing Community Alliance Partners seeking a signed agreement and confirming contact and rebate details. Once these details have been confirmed, a letter and CAP card will be sent to all new school families and teachers outlining the Programme and our Alliance Partners.

Three new Alliance Partners have been signed up in the past couple of months. They are: Jazslings Baby Slings and The Tooth Fairy (both College family businesses) and Chrysalis Wellness Services, a psychology and life coaching service. The details of each of these new partners have been placed on the website and they will be profiled in the next couple of editions of Threads.

Plans for the next 12 months include: A dedicated CAP page in each edition of Threads which will profile 2 businesses in each edition as well as list all existing CAP partners, making and distributing a CAP Business Directory, holding a CAP Business Expo and displaying all CAP Partners on the P&F Noticeboard (when purchased).

It was raised that a parent at school was not happy as their business could not be included as a CAP Partner as we already had one of those types of business. The existing businesses were signed up on the basis that they were the sole provider in their area of expertise so for the next 12 months the CAP will continue along that vein. Following the 2010 AGM, whoever takes on the CAP will have the opportunity to review this and the existing CAP Partners and decide the direction of the Programme for that year.

3. Fundraising and Sponsorship – Lisa Sylvester and Leanne Paper

Lisa Sylvester made the suggestion of a bargain sale where the P&F charges a fee for each person who sells clothes, inspects and collates clothes into categories and gives

out tickets for the number of items etc. Leanne Paper said that a previous school her children attended regularly held Car Boot Sales in their car park where a fee was charged for each stallholder and the P&F held a BBQ on the day. A vote was taken and it was decided that a Car Boot Sale would be held sometime in Term 3. Lisa and Leanne are to determine a suitable date and advise the P&F so it could be added to the calendar. At this stage it will be held at the Senior Campus and signs will be erected over the exiting signs on the Springfield – Greenbank Arterial Road. Lisa and Leanne will organise with the assistance of the P&F when it gets closer.

Leanne Paper is going to do the Sponsorship and Raffle Prize letters for the Twilight Markets on the P&F letterhead and send out as soon as possible.

#### 4. Grants – Nicole Hodgson

Nicole advised that a submission had been made to Woolworths for a grant for more portable shade structures and that the submission to the Gambling Community Benefit Fund would need to be made by 30<sup>th</sup> May. There is \$30,000 available and a decision needed to be made whether we would apply for the money to set up a Text Book Hire Scheme or a permanent shade structure on the Junior Campus oval. A discussion regarding the pros and cons was had and a vote taken. The outcome was that we would apply to have a permanent shade structure built on the Junior Campus oval. Steve Croft will obtain quotes and provide them to Nicole who will send off the application.

#### 5. Library – Dianne Nguyen

On average approximately a dozen new resources go out on the shelves each week. All-in-all processing of new resources is under control with them being available for use within a week. Volunteers are appreciated when large orders come in for example readers and Scholastic Book Fair purchases.

The library has been asked to catalogue all non-consumable classroom resources which is a mammoth task. At present they are able to keep on top of the new resources as they come in, however, the exiting resources is an ongoing and time-consuming task. The cousin of some exiting students, John D'Archambaud, has volunteered to help in the library every Thursday and Friday and will be assisting with processing these resources. Any other available volunteers would be greatly appreciated.

There are two upcoming events for which the Library will be seeking parent assistance – MS Read-a-Thon in June and Scholastic Book Fair in August.

The library is also seeking the assistance of creative people interested in creating displays in the library. NAIDOC Day celebrations are taking place on 17<sup>th</sup> July and the library staff would like to create a display in the library from the beginning of July. In future it is hoped that the library can have one or two new displays each term to draw attention to a range of issues events activities and resources.

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.

Steve Croft advised that Andy Holmes was hoping to hold the Sports Presentation Dinner the night before the Twilight Markets. A discussion was had and a vote taken with the decision being that the P&F would prefer that it wasn't held then as it would impact on the availability of student, staff and volunteers for the Twilight Markets. Steve is to advise Andy to seek an alternate date.

## 7. Stock & Stores – Tania Scanlan

Nothing to report.

### **TWILIGHT MARKETS**

With the resignation of Mandi Forrester-Jones from the P&F Committee, a new chair for the Twilight Markets was sought. Jane Duncan agreed to take on the role.

The Twilight Markets will be held on Saturday 7<sup>th</sup> November 2009 from 3-8pm.

A vote was taken and it was decided that there would not be an alcohol tent this year and that instead of the P&F running a BBQ, food vending vans would be sought. The P&F will run their own tent where they will be selling drinks, Krispy Kremes and raffle tickets for the monster raffle as well as “manning” the ticket booth.

Andrea Newble volunteered to source a stage, run the financial side on the night and collate the armbands.

Jane Duncan volunteered to handle the rides and is obtaining quotes from two vendors.

Aggie Poli is to try and source contact details for the Mixwell Truck.

It was decided that the TSC website should include photos from last years markets and be updated with details of this year markets.

### **SPENDING LAST YEARS MONEY**

A discussion was had and various ideas were submitted. The purpose of the Twilight Markets last year was to raise money for upgrading the Junior School oval; however, with the submission of the grant to the Gambling Community Benefit Fund, funds may be able to be used elsewhere.

Tania Brewer advised that a shade structure over the Prep playground was a necessity and a quote had been obtained for approximately \$9,760. Michael Thompson moved that \$10,000 be allocated for this which was seconded by Dean Kelly. A vote was taken and the motion passed.

Tania also advised that money was needed for the purchase of headphones for the Junior Campus Computer lab as well as cleaning products etc for the headphones. A quote was obtained for approximately \$900. Nicole Hodgson moved that \$1,000 be allocated for this which was seconded by Dean Kelly. A vote was taken and the motion passed.

Nicole Hodgson raised the concern that all money allocated so far was for the Junior Campus. Steve Croft advised that the Senior Campus would benefit from some more permanent seating under the shade structures. Dean Kelly moved that \$2,000 be allocated for this which was seconded by Andrea Newble. A vote was taken and the motion passed.

Michael Thompson moved that the P&F contribute any extra necessary funds to add plumbing and water fountains to the new permanent shade structure on the Junior Campus oval. The amount is to be determined once the quote for the shade comes in and we are advised whether we were successful with our application to the Gambling Community Benefit Fund.

### **EVENT CALENDER**

Jane Duncan is still trying to source a copy of the event calendar made in conjunction with the Performing Arts and Sports Departments at the end of last year. She may have to have a meeting

with Wendy Jurss and Andy Holmes herself to redo the calendar. All Sub-Committees are to advise Jane of any dates relevant to their sub-committee and all P&F Committee members are asked to advise Jane of any community events that they become aware of throughout the year that may clash with a TSC event.

## **BUSHDANCE**

The Bushdance will be held next Friday 8<sup>th</sup> May at the Junior Campus for years Prep – 6. The P&F will once again run a BBQ and tea & coffee stand from 5pm. It is hoped we can also sell Krispy Kremes as they were very popular last year.

It was also decided that we will run a raffle on the night selling tickets for Mother's Day appropriate prizes. No tickets will be sold beforehand so we will not clash with the Performing Arts Mother's Day stalls. Carla Tupicoff offered to donate some Tupperware and Deleece Kelly will donate an Intimo Gift Voucher. Carla offered to manage to raffle prizes.

It was decided that we would need 2 BBQs (which the school has) and will need volunteers to set up and "man" the BBQs. Lisa Sylvester volunteered to run the till on the BBQ and another volunteer will be needed for the Tea/Coffee/Milo/Krispy Kreme stand.

Any available parents will help set up during the day with cooking to commence early. Michael Thompson is to advise whether the Bain Marie is still working after the Twilight Markets. Andrea Newble to arrange price lists and cash floats to be at the school well in advance of the 5pm start time. Wendy Hayden is to speak with Emma regarding quantities and suppliers for the Welcome BBQ and order the required food. Steve Croft advised that someone from the school will be able to collect the meat from Woolworths. Tania Scanlan is to advise what stock we have in stores that we will be able to use.

Tania Brewer advised that at Bushdance prior to last year, the teachers were given a free burger and drink voucher. It was decided that this will occur again this year. Wendy Hayden will arrange vouchers and have them distributed to staff.

## **GENERAL BUSINESS**

1. Dean Kelly raised the issue of the TSC Website and it's functionality (or lack thereof). Steve Croft advised that we have changed our ISP provider to Telstra and as a result it is hoped that the site will become much more user friendly. The school is currently trialling a Parent Portal which, if successful, will improve functionality as well as make it more interactive. Steve further advised that Emma Gibbs has now been trained on how to update things on the website and she is currently working through it and updating the information.
2. Deleece Kelly raised the issue that a few parents had approached her regarding having daytime P&F meetings. A minor discussion was had and the issue will be revisited next meeting.
3. The fact that the school has many untapped resources amongst the parent body was raised. Wendy Hayden is to collate a business register to be put on the website that will include details of the businesses owned and/or operated by College families. A call is to be made in the next edition of Threads for business cards to be emailed to Wendy so they can be put up on the site.

**NEXT MEETING**

Tuesday 26th May  
Junior Campus Library

Suggested topics to be added to the Agenda:

Bushdance  
P&F Noticeboard  
Daytime P&F Meetings

**MEETING CONCLUDED****9.00pm****ACTION ITEMS**

1. Tania Brewer to confirm the size of and amount paid for the existing noticeboard at the junior campus.
2. Wendy Hayden to follow up Sandra Hill putting out remaining Entertainment Book flyers in class communication folders.
3. Wendy Hayden to follow up the existing CAP partners so a letter and cards can be distributed shortly.
4. Fundraising & Sponsorship Sub-Committee to determine a suitable date in Term 3 for the Car Boot Sale and advise.
5. Wendy Hayden to provide Leanne Paper with P&F letterhead to send out Sponsorship and Raffle Prize letters for the Twilight Markets.
6. Leanne Paper to send out abovementioned letters.
7. Steve Croft to obtain quotes for a permanent shade structure on the Junior Campus oval and provide them to Nicole Hodgson to include in the Gambling Community Benefit Fund grant application.
8. Steve Croft to advise Andy Holmes that 6<sup>th</sup> November was not a suitable date for the Sports Presentation Evening.
9. Andrea Newble to source a stage for the Twilight Markets.
10. Jane Duncan to source quotes for the rides at the Twilight Markets.
11. Aggie Poli to source contact details for the Mixwell Truck.
12. Wendy Hayden to contact Emma regarding getting photos of last year's Twilight Markets put on the website and details of this year's markets to be added.
13. Tania Brewer to arrange to an updated quote for the shade structure over the Prep Playground and proceed on the basis that the P&F will contribute up to \$10,000.
14. Tania Brewer to arrange for the purchase of headphones and associated cleaning products for the Junior Campus computer lab on the basis that the P&F will contribute up to \$1,000.
15. Steve Croft to obtain quotes for permanent seating under the shade structures on the Senior Campus and proceed on the basis that the P&F would contribute up to \$2,000.
16. Jane Duncan to compose a new events calendar with Wendy Jurss and Andy Holmes if necessary.
17. All Committee members to advise Jane if they become aware of any community events that may clash with a TSC one.
18. Wendy Hayden to find out if we can sell Krispy Kremes at the Bushdance and if so - order them.
19. Carla Tupicoff to arrange and manage raffle prizes for the bushdance.
20. Michael Thompson is to advise whether the Bain Marie is still working after the Twilight Markets.
21. Andrea Newble to arrange price lists and cash floats to be at the school well in advance of the 5pm start time.
22. Wendy Hayden is to speak with Emma regarding quantities and suppliers for the Welcome BBQ and order the required food.

23. Tania Scanlan is to advise what stock we have in stores that we will be able to use.
24. Wendy Hayden to make up and distribute vouchers for a free hamburger and drink for teachers.
25. Wendy Hayden to organise for a call to be made in the next issue of Threads for businesses owned and/or operated by parents of the College to submit their business cards to be added to the College website.