

ANNUAL GENERAL MEETING – 18 FEBRUARY 2015 – MINUTES

1. **Meeting Opened 7:40pm:** By Treasurer Tiffany Smyth: I acknowledge this meeting is being held on traditional lands of the Guring-gai people.
2. **Attendance & Apologies:** All present signed the AGM Attendance Book. Apologies noted from Robyn Barker, Julie Kimberley, Maggie Lattin, Ian Phillips, Alison Crawford, Tracey Grainger, and Liz Selby.
3. **Minutes of Previous Meeting:** Minutes of the previous AGM meeting from 18th February 2014 were circulated and approved on the 18th March 2014 Moved: Tiffany Smyth Second: Jennifer Sheehan.
4. **Vacating of Office Bearer Positions.** The Principal Andy Rankin sought a motion for Karen Menzies, Outgoing Secretary, to be elected as Acting Secretary and continue taking the Minutes during the Election of Office Bearers. She asked outgoing Committee Members to vacate their Offices. Andy Rankin chairs the Election of Office Bearers.
5. **Nomination & Voting for Office Bearers' Positions:**
 - President -Annie Kent nominated for position of President and was elected Moved: Tiffany Smyth Second: Kate Martin.
 - Vice Presidents - Three Vice Presidents were elected including: Ingrid Scheel, Kate Martin, and Michael Digby Moved: Jo De Vries Second: Meredith Jaffe
 - Vice President – Special Projects – Jennifer Sheehan Moved: Annie Kent Second: Karen Menzies
 - Treasurer - Tiffany Smyth was nominated as Treasurer and was elected Moved: Kate Martin Second: Karen Menzies
 - Secretary - Karen Menzies was nominated as Secretary and elected. Moved: Jo De Vries Second: Kate Martin.

The sub-committee coordinators will remain the same for 2014.

After election of Executive Committee, incoming President resumes chair.

Office Bearers for 2015 consist of:

Executive Committee

- | | |
|-------------------|-------------------------------------|
| a. President | Annie Kent |
| b. Vice-President | Ingrid Scheel |
| c. Vice-President | Kate Martin |
| d. Vice-President | Michael Digby |
| e. Vice-President | Jennifer Sheehan (special projects) |
| f. Treasurer | Tiffany Smyth |
| g. Secretary | Karen Menzies |

Sub-Committee Members

- | | |
|-----------------------------------|-----------------|
| a. Parent Club Coordinator Admin | Georgina Ng |
| b. Parent Club Coordinator School | Sarah Jones |
| c. Clothing Pool Coordinator | LeeAnn Beer |
| d. Band Coordinator | Tracey Grainger |
| e. Band Secretary | Tanya Leishman |
| f. Band Treasurer | Meredith Jaffe |
| g. Parent List Coordinator | Nadine Newell |
| h. Canteen Chair | Jo De Vries |
| i. Canteen Secretary | Karen Menzies |
| j. Canteen Treasurer | Open |

6. **Annual Reports:** President's Annual Report was presented to the meeting. The Treasurer's Annual Report – consisting of the Audited Accounts 2014 – was presented to the meeting. The audited accounts are to be finalised at the March 2015 P&C General Meeting.
7. **Business Arising:** None from minutes of AGM 2013.
8. **General Business:** None.
9. **Next AGM:** Date 16 February 2016.
10. **Meeting Closure:** The meeting closed at 8.00 pm.

School Annual Report 2014 – P&C President

2014 was a very successful year for the Narrabeen Lakes school community.

The year in general was characterized by increased participation of our parents and community members. Our Class Parents and the related email communication system continued to be the backbone of keeping everyone informed and enabling people to take part in the myriad activities run throughout the year. Our Parent Club events were many and varied and were successful fundraisers but also created fun opportunities for children and their parents.

The major new initiative for 2014 was the introduction of P&C run and managed Market Days. The P&C promotes and advertises the Market Days and provides an iconic venue for a range of stallholders who offer unique and hard-to-find products. Early feedback has been very encouraging and planning for 2015 Market Days is well underway.

All this activity meant that we had our most successful fundraising year to date. Our fundraising efforts this year have meant that over the past 12 months the P&C has been able to contribute more than \$85,000 towards acquiring items that have significantly enhanced the quality of our children's education. Some examples include contributing half the cost of a new management software, financial support for our Band program and, most recently, purchase of the full set of 'café' blinds which mean our COLA can be turned in minutes into a huge all-weather space to be used for a myriad of purposes.

As has become almost standard now, during the year the P&C continued the subsidy of cultural excursions across all grades. We have had consistent and positive feedback on this initiative from teachers, students and parents. It's very pleasing to report that this program will continue in 2015.

The Parent Club calendar for 2015 has been put together and promises lots of excitement for the year ahead.

Overall, 2014 was an extremely busy and successful year for our P&C and for the school community. As always, this success is due to the participation of a dynamic and evolving group of people who are committed to ensuring that our children's school lives are the best they can be.

On a personal note, 2014 is my last year as P&C President and at Narrabeen Lakes, as my son moves onto High School. It has been a pleasure and a privilege to work alongside the many talented and generous people who have shared the goal of 'making a difference' at our School and who will, I'm sure, continue to do so.

Jennifer Sheehan, P&C President

Narrabeen Lakes P&C



NLPS: AGM Report for Financial Year Ending 31 December 2014

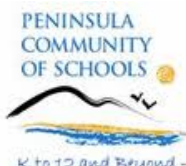
Statement of receipts, payments and balances for Narrabeen Lakes Public School P&C

Balance Sheet Reconciliation -

O/B CBA 0031 Main Account 1 Jan 2014			\$ 18,188.94
O/B CBA Term Deposit 0588 1 Jan 2014			\$ 10,000.00
O/B Petty Cash 1 Jan 2014			\$ 100.00
O/B Clothing Pool Float 1 Jan 2014			\$ 65.00
O/B Totals			\$ 28,353.94

P&C General Expenses / Income

	OUT	IN	Net Spend	Net Income
P&C Fees - Collected Annually		\$13,950.00		\$13,950.00
P&C Membership (Voting) fees		\$36.00		\$36.00
Clothing Pool		\$2,408.00		\$2,408.00
Backpacks	-\$3,190.00	\$420.00	-\$2,770.00	
Int Rec'd 0031 Main		\$344.98		\$344.98
Int Rec'd 0058 Term Dep		\$330.00		\$330.00
Misc Income (Aussie Farmers, That's mine, Donation)		\$215.86		\$215.86
Insurance - Student, Public Liability/Federation Fees	-\$2,972.50		-\$2,972.50	
Deposit - Refer Separate Docs - money deposited into P&C account by mistake to be refunded		\$1,700.00		\$1,700.00
Gift of Cherries Fundraiser		\$80.00		\$80.00
Building Fund Donation		\$300.00		\$300.00
Jen Farewell Gift (Voted amount)	-\$300.00		-\$300.00	
Tarp for Lemonade Stand	-\$7.15		-\$7.15	
Shed / Shelving (Storage)	-\$1,220.87		-\$1,220.87	
Uniform Rebate	-\$20.00		-\$20.00	
Merchant fees (credit card payments)	-\$990.31	\$5.25	-\$985.06	
P&C Amaysim Mobile Phone Credit	-\$12.00		-\$12.00	
Printing Misc	-\$51.80		-\$51.80	
P&C Xmas Meeting	-\$102.90		-\$102.90	



PRESIDENT:
SECRETARY:
TREASURER:

Annie Kent
Karen Menzies
Tiffany Smyth

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Narrabeen Lakes P&C



Canteen			
Canteen - Fixtures Exp	-\$3,170.88		-\$3,170.88
Canteen - Repairs & Maint Exp	-\$647.00		-\$647.00
Band Transactions			
Band Fees Received		\$15,735.00	\$15,735.00
Band Expenses - Rachel Rule, Musiccorp, maintenance etc	-\$13,850.19		-\$13,850.19
Band Fundraising NET		\$1,556.92	\$1,556.92
<i>Band fees received for 2015 in 2014</i>		\$1,000.00	\$1,000.00
<i>BAND NET INCOME FOR YEAR - \$3441.73 (excludes 2015 fees)</i>			
Parent Club			
Parent Club - Special Lunches NET	-\$2,850.16	\$5,219.40	\$2,369.24
Parent Club - Slushie Fridays NET	-\$2,400.85	\$7,734.77	\$5,333.92
Parent Club - Ice Cream Mondays NET	-\$1,464.75	\$2,439.55	\$974.80
Parent Club - Mothers' Day NET	-\$340.45	\$2,665.70	\$2,325.25
Parent Club - Fathers' Day NET	-\$473.00	\$2,981.40	\$2,508.40
Parent Club - Disco June NET	-\$759.25	\$2,582.75	\$1,823.50
Parent Club - 125TH Bday / Art Show	-\$750.30	\$1,485.45	\$735.15
Parent Club - Education Week Morning Tea Donation Optional	-\$135.55	\$308.10	\$172.55
Parent Club - Movie Night Nov Bedtime Stories	-\$505.35	\$1,490.10	\$984.75
Parent Club - Catering at Interrelate PD Lectures NET	-\$30.00	\$179.60	\$149.60
Parent Club - Welcome Breakfast Feb	-\$276.28		-\$276.28
Markets			
April	-\$825.37	\$3,920.64	\$3,095.27
June	-\$1,236.02	\$4,067.40	\$2,831.38
Sep	-\$976.26	\$2,427.23	\$1,450.97
Nov	-\$1,174.27	\$1,995.75	\$821.48
Dec	-\$426.39	\$1,572.50	\$1,146.11
Total income for Markets 2014 \$9,345.23			



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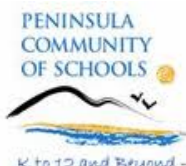
Narrabeen Lakes P&C



Cultural Excursions Subsidy				
Buses Seymour Centre - Incredible Book Eating Boy	-\$1,165.00		-\$1,165.00	
Buses Schoolhouse Museum	-\$800.00		-\$800.00	
Buses Refunded from 2013		\$318.18		\$318.18
Buses Field of Mars	-\$400.00		-\$400.00	
Buses Seymour Centre - 26 Story Treehouse	-\$1,310.00		-\$1,310.00	
Buses Glenn St - Gruffalo	-\$440.00		-\$440.00	
Wish list Items 2014 (Paid)				
Air Con Subsidy	-\$1,587.00		-\$1,587.00	
Touch Screen Library	-\$1,388.18		-\$1,388.18	
Throw Projector	-\$436.36		-\$436.36	
Cola Blinds	-\$17,616.00		-\$17,616.00	
GP Technology Sentral Software Subsidy	-\$5,250.00		-\$5,250.00	
<i>Unreconciled deposit - Slushies 12 Dec not deposited until Jan 2015 TIFF</i>	-\$107.00		-\$107.00	

Total Spend			-\$ 56,886.17	
Total Income				\$ 64,697.31

				Actual
C/B CBA 0031 Main Account 31 Dec 2014			\$ 26,000.08	\$ 26,000.08
C/B CBA Term Deposit 0588 31 Dec 2014			\$ 10,000.00	\$ 10,000.00
C/B Petty Cash 31 Dec 2014			\$ 100.00	\$ 100.00
C/B Clothing Pool Float 31 Dec 2014			\$ 65.00	\$ 65.00
C/B Totals			\$ 36,165.08	\$ 36,165.08



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