



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 10th December, 2013 - Minutes

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:40pm, NLPS Library with “I acknowledge this meeting is being held on traditional lands of the Guring-gai people.”
2. **Attendance:** this was noted as fourteen (14) members.
3. **Apologies:** Sarah Jones and Keryn Gallagher
4. **Welcome:** President – Jennifer Sheehan welcomes everyone to the December monthly General Meeting for the P&C for 2013. There were two new members - welcome to Tracy Grainger and Geraldine Tiller.
5. **Fees:** New Member Fees are \$2 with voting rights at the next meeting. No fees paid at this meeting.
6. **Minutes of the Previous Meeting** – 19th November 2013 were produced, distributed and read.
7. **Motion to Accept Previous Minutes:** Motion – Mover – Tiffany Smyth 2nd December & Second/Voting – Matt Weeks 2nd December 2013. Minutes to be posted on the NLPS website.
8. **Business Arising**
9. **Reports: To be discussed during the meeting.**
 - a. Band Report
 - i. Replacements for Matt & Rell Weeks
 1. Introduction of Tracey Grainger (mum to Jack Gorman 3AJ) who will be replacing Matt and Rell Weeks as Band Co-ordinator in 2014. Everyone welcomed Tracey and thanked her for taking on the role.
 2. She will still need some assistance, but will be the main contact person for the band in 2014.
 3. Tracey has been working alongside Rell and Matt to learn the ropes.
 4. Thank you to Rell and Matt Weeks for all of their hard work over the years in helping out the band.
 - b. Treasurer
 - i. Books for the P&C will be audited again in 2014. The books are \$50.00 out, but the audit should pick up the error.

Balance Sheet as at 9 December 2013

Assets

CBA 0031 Main Account Reconciled	\$58,383.94
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	-\$100.00
Clothing Pool Float	-\$65.00
Total Assets	\$68,218.94

Bank Reconciliation

MYOB Balance on 9/12/2013 from above	\$58,383.94
Add: Unpresented Cheques:	\$72.93
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$58,456.87

Activities since last meeting

Ice Cream Mondays

Expenses - Woolies Joanne Reblitz - ice blocks	-\$16.50
Income - 2 Dec	\$90.70
Income - 25 Nov	\$87.90
Income - 18 Nov	\$65.00
Income - 11 Nov	\$49.90
Income - 28 Oct	\$60.00
Net Profit	\$337.00

Special Event - Movie Night Mr Poppers Penguins

Income -	\$1,617.75
Expenses - hot dogs etc	-\$312.35
Expenses - Roadshow Inv 3021333 (licence to play movie)	-\$275.00
Income -	
Net Profit	\$1,030.40

Slushie Fridays

Income - 6 Dec	\$178.50
Income - 29 Nov	\$176.10
Income - 22 Nov	\$118.85
Income - 15 Nov	\$263.00
Income - 8 Nov	\$178.20
Expenses - The Slushie Co Inv 61575	-\$167.00
Expenses - The Slushie Co Inv 61723	-\$153.96
Net Profit	\$593.69

Band \$ Movement

Fees received	\$130.00
Expense - Rachel Rule Terms 2, 3 and 4f 2013	-\$6,440.00
Band Fundraising Inc -	
Band Fundraising Exp - Socrates Inv 937523 Bunnings BBQ	-\$140.36
Net Profit	-\$6,450.36

Various

Fathers' Day Stall - Reimburse Keryn	-\$75.00
School Reimbursements - P&C fees from school	\$479.91
Mystery money found in canteen float tin	\$45.00
PSSA paid into P&C by mistake	-\$55.00
BackPacks	\$360.00
Clothing Pool	\$200.00
P&C joining fees	\$4.00

Socrates Inv 937523 soft drinks for year 6 fundraising	-\$90.00
Interest from 0031 main account	\$49.83
Interest from term dep into 0031 main account	
Total Various	\$918.74

c. Secretary

- i. Received a catalogue from Australian Fundraising Specialists. Will pass the brochure around next year and find out if the school is interested in any of the fundraising ideas. It has several on offer.

d. Principal

- i. Andy Rankin has announced that her was offered and accepted the role as Principal of Narrabeen Lakes Public School. Congratulations to Andy.
- ii. Andy wanted to thank everyone for their efforts throughout 2013.
- iii. Ipads have been purchased for the school and the teachers will be trialing various applications to be used in the classrooms in 2014.
- iv. Additional items for the Wish List for 2014 will be discussed in the New Year.
- v. Aiming for the end of 2013 to get the new whiteboards installed in the library and computer room.
- vi. There are 70 children signed up for Kindergarten in 2014. Years 3-6 is expected to have classes per year.

e. P&C President

- i. A final copy of the new P&C letterhead was shown tonight. P&C will start using this for correspondence in 2014.
- ii. Further planning for 'Day Markets' events
 1. Welcome Lisa Gillespie and Geraldine Tiller as they have been researching setting up day markets at Narrabeen Lakes Public School.
 1. Geraldine has been a stall holder for many years with her candle making business. She said stall holders want markets in which there is a draw card for children so that parents attend, but then time enough for the parents to look at the stalls to spend money. Too many rides/children activities cause parents to spend too much money on these items and then not spend on the stalls. Stall holders are then unhappy with the results and decide not to participate.
 2. Issues to be considered:
 - i. What stalls to offer?
 - ii. How to do the advertising?
 - iii. Entertainment to offer?
 - iv. What insurances are needed?
 - v. Waste services/toilets/gates/parking? Who does unlock and lock up?
 - vi. How can the stallholders pay? (direct deposit or cash)
 - vii. Notification of stall holders the Monday before the markets – who will do this?
 - viii. Needs to be profitable for stall holders.

3. Research indicates:
 - i. Stalls to be charge at \$65-\$70, which would be competitive with other markets in the area.
 - ii. 4 day markets to be run – approximately 1 per term
 - iii. Look at a minimum of 80 stall holders
 - iv. Theme: Village Atmosphere
 4. The school could provide a few stalls for extra fund raising including:
 - i. Cake stall
 - ii. BBQ
 - iii. Canteen – including coffee
2. Overall, markets at the school seem to offer a viable way of fundraising.

10. Minutes

- a. Will be emailed out after meeting to committee and other members. Final minutes will then be put on NLPS website.

11. General Business

- a. E-mail Correspondence Address (Sec./Assn) – menzies4@tpg.com.au
- b. The next P&C meeting is planned for the 18th February 2013.

9. Next Monthly General Meeting will be held on Tuesday, 18th February at 7:30pm in the School Library.

10. Meeting Closed at 9:15pm