



Narrabeen Lakes P&C

GENERAL MEETING – 13 DECEMBER 2016 – MINUTES 7:30pm Library, Narrabeen Lakes Public School

Meeting Opened: This meeting is being held on the traditional lands of the Guringai people.

Attendance & Apologies: 3

- Fees paid – one

Minutes of Previous Meeting:

The 15 November 2016 meeting minutes were circulated. The minutes were accepted.

Voted prior to the December Meeting:

Voted: To move the school disco from June in which the DJ cost \$605 to make it a Halloween Disco which will be on Friday 27 October 2017 and cost \$770 for the DJ. Moved and Seconded.

Voted: To pay the full amount of technology invoice provided by the school for \$5217 ex GST which was \$217.00 over the pledged amount of \$5000. Moved and Seconded

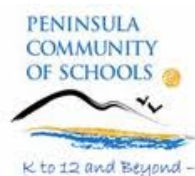
President Report:

White Ribbon Day was a great success – all bacon and egg rolls were sold

- There were 166 eggs and 17kg of bacon cooked up on the BBQ for a great cause
- Thank you to 3 Beans for donating all of the baked goods for the event

Discussion:

- Canteen review
 - Number of days to open in 2017
 - A lengthy discussion took place on the issue of whether the canteen should open 4 or 5 days a week
 - There were parents there that were happy to see the canteen only open 3, 4 or 5 days a week.
 - The parents that suggest 3 or 4 days say that 5 days is too many for a school this small, it puts pressure to get volunteers for every day, and puts pressure on the other fundraising activities when trying to get volunteers for other events
 - In addition, with the canteen open 5 days a week it is not possible to use the canteen for any other fundraising events
 - The discussion for 5 days a week is that it provides a service for the school the entire week, parents can order any day and except for term 4 most volunteer shifts were filled by volunteers and not paid staff
 - As the financials presented at this meeting were inaccurate a financial advantage or disadvantage based on 4 vs 5 days could not be commented on
 - According to Flexischools Terms 1 and 2 have the least amount of orders for schools, these tend to pick up in Term 3 and 4 making these the most popular terms in which the canteens are utilised. This is based on their data over the years from the schools that are using their system. It is suggested that if they want to confirm this information that they contact Flexischools direct and speak with them.



PRESIDENT:	Annie Kent	E: nlpsandc@gmail.com	M: 0420 738 718
SECRETARY:	Karen Menzies	E: nlpsandc@gmail.com	M: 0404 025 225
TREASURER:	Jane Whitfield	E: nlpsandc@gmail.com	M: 0414 642 743
ABN:	81 343 221 980		

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- The convenor from the Canteen Committee could not attend this meeting and accurate financials from the canteen were not provided before the meeting started making it difficult for a more constructive discussion to take place
- It was decided that the canteen committee needs to petition to open 5 days a week if that is what they feel is necessary. Many on the P&C would prefer to see the canteen only open 3 or 4 days based on Flexischools information, number of orders during Term 4 vs Term 3 and based on the school not being able to use the canteen for any other purpose while it is open.
 - This canteen decision needs to take into consideration the financial implications and the volunteer pool available to help throughout the year
 - The committee needs to take into consideration the school community needs and the needs of the school and the access they may or may not have
- This information will need to be emailed to the P&C Executive Committee no later than the 14 February 2017 – should this information not be made available by this date then the P&C Executive will make the decision before the first AGM and General Meeting to be held on the 21 February 2017

Action: P&C Secretary will email the Canteen Convenor with the request above. This will be separate to emailing of the minutes from this meeting.

- Wages – a decision could not be made on this based on lack of financial data and staff and days of the canteen opening
- Profit and upcoming expenses for the canteen – deferred until financials come through

Vice President Report:

- Engaging with Parents
 - think about the idea of how can the P&C engage more parents in the community/school
 - any suggestions please let the P&C know
- Volunteer Parties
 - A volunteer Christmas Party was put on by the Canteen
 - Initially only canteen volunteers were invited
 - The P&C felt that all volunteers for all P&C related activities should be invited and not just the canteen volunteers. These other volunteers include people from: the band, school banking, Mothers and Father's Day Stall, raffle fundraisers, and any other activities in which volunteers were needed to run a P&C event.
 - The initial requested funding was not voted for approval in this instance
 - Next year the P&C would like to revisit the idea of a separate P&C volunteers party in addition to the volunteer morning tea that the school puts on
- New Ideas
 - The P&C would be happy to consider any new ideas for the coming year
- Off-line votes
 - Several votes are undertaken before a meeting has taken place with the P&C
 - These votes are done before the meeting because a decision needs to be made prior to the next meeting
 - Currently, only the P&C Executive committee is emailed and asked to vote on these items
- Celebrate/promote projects that P&C has funded
 - Suggested that any P&C projects are promoted and recognized
 - A newsletter used to be done by the P&C each Term in the past – no one volunteered to try and do this again
- Fundraising / Funding Grants – deferred to the next meeting



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- Roles & Responsibilities of P&C
 - was a discussion about how we can socialize the Roles & Responsibilities of the P&C in order to increase visibility with the NLPS School Community.
 - For example, a P&C representative being in the school playground and a parent knowing they can approach them regarding any questions/ issues they may have.
 - For detailed position descriptions on P&C please go to the following link.
<http://pandc.org.au/index.php/publications>
- Organisation Chart – There is no organization chart for a P&C, just a minimum number of positions for the P&C to run.

Principal's Report

OOSH update

- has been approved by the DEC, Section 96 approved by Council, and now it is with the builder awaiting further paperwork
- the build will be 6-8 weeks
- with any the school may have a new OOSH by Term 2, 2017 (don't hold your breath)

A Principal for the school has not yet been appointed

Rob wanted to thank everyone for their hard work in the last year.

Treasurer Report – Report attached below

**Please address all financial queries regarding this report directly by email to the Treasurer so your questions can be answered confidently with information on hand

Secretary

- *School Holiday Fun Adventure & Entertainment Raffle – what a fantastic effort by one of our school volunteers in getting a last minute fundraiser up and running only 4 weeks before the end of the school year \$948 was raised for the school*
- Correspondence - none
- School Banking
 - Last day was the 9th December and we had 108 children sign up for accounts for the year
 - New account opening day booked in for 24 February 2017, normal school banking to resume on the same day
- Updated fundraising and events table below
Secretary 2017 – expression of interest has been put in the newsletter

Uniform Shop update

Uniform shop update – for the school community located on the parents Facebook site

Volunteer Coordinator Update

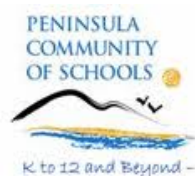
Playground update

- Updated progress – CAD design has been done and the project is progressing

Fundraising Update – see spreadsheet attached

Update on final result of the School Holiday Fun Adventure & Entertainment Raffle - \$948 profit – great job

Review of family photos in 2017 – in 2017 student photos will be in Term 1, looking at family photos end of Term 3 or early Term 4



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Canteen Committee Update

Flexischools summary of ordering patterns for 2016 (except last couple weeks of term 4) were photocopied and discussed

Band Committee Update

The band had been hard at work with performances at Kindy Orientation, recruitment concert, at Warringah Mall, at Narrabeen Sports High Car Boot sale, with the Northern Beaches Symphonic Wind Ensemble at Pittwater High School, at the Christmas Carol Concert and on presentation day.

Sasha Stockten will take over as the new Band Director in 2017. The band has funds of \$3,300 remaining and will be spending this on purchasing at least one French Horn and on music required for the Training Band.

General Business:

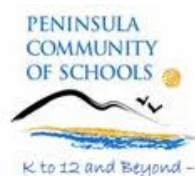
- Pledged items in 2016 for the 2017 Calendar Year
 - \$8000 SLSO (Teacher's Aids for 2017)
 - \$10,000 Adventure Playground (2017)
 - Wish List: Air conditioning \$20,000 - \$25,000

Next Meeting Dates:

21 February 2017 AGM and General Meeting

Meeting Closure: 9:30

Treasurers Report			
Blance Sheet as at 13/10/2016			
Assets			
CBA 0031 Main Account BANK	\$	50,396.95	
P&C General Events Float	\$	200.00	
Uniform Shop Float	\$	200.00	
Total Assets	\$	50,796.95	
Bank Reconciliation			
Balance on bank statement 12/12/16	\$	50,396.95	
Less: Unpresented Cheques	\$	175.91	1423 veggie pod pledge (\$260.49)
	\$	70.00	1410 Band - refund on band fees
		\$1,380	1425 Band - director fee
	\$	5,738.70	1421 Tech Pledge paid and evoted extra amount
	\$	9,765.00	1427 Band - director fee term 2-4
Plus: Uncleared deposits	-	-	
MYOB Balance	\$	33,267.34	



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Pledges Outstanding			
Year 2 Gardens IBL Project	\$ 260.49		2016 - rest of pledge
Band	\$ 2,798.33		2016
Teachers Aid for 2017	\$ 8,000.00		2017
Remaining Funds Available	\$ 22,208.52		
Activities since last meeting			
<u>Band</u>			
Fees Received	\$ 1,362.56		
Fundraising			
cheques not cleared	\$ 11,215.00		
Expenses	\$ 1,760.00		
Net Profit	-\$ 11,612.44		
<u>Uniform Shop</u>			
Income	\$ 12,681.60		
Expenses	\$ 11,601.77		
Net Profit	\$ 1,079.83		
<u>P&C Events - Raffle by Ingrid</u>			
Income -	\$ 948.00		
Expenses -			
Net Profit	\$ 948.00		
<u>P&C FEES COLLECTED</u>			
2015	\$ 12,770.00		
2016	\$ 10,240.00		THE LETTER NEEDS TO COME OUT IN TERM 1 OR 2
<u>Various</u>			
P&C General Events Float	-\$ 200.00		
ATO BAS REFUND	\$ 107.00		
ENTERTAINMENT BOOKS	\$ 28.00		
Kids Banking - Commonbank commion			
Live Eftpos fee	-\$ 38.00		
Interest from 0031 main acc			
Canteen Transfer Account			
Total Various	-\$ 103.00		