



# Narrabeen Lakes P&C

## GENERAL MEETING – 15 MARCH 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:**

- Apologies: 5
- Fees paid - \$2.00 paid by 2 attendees.

**Minutes of Previous Meeting:**

The 23 February 2016 General Meeting and Annual General Meeting minutes were circulated and accepted.

**Voted Previous to March Meeting**

**Evoted:** A new P&C Treasurer was nominated. This was moved and seconded.

**Evoted:** To have the P&C pay the credit card fees for the Interrelate program. The payment option was added to the uniform shop. It was moved and seconded.

**Voted at March Meeting:**

**Voted:** Three members will be added as signatories to the P&C bank account. They will also be issued a dongle provided by the CBA bank in order for them to perform their volunteer duties.

**President Report**

Welcome breakfast overview

- Was fantastic and seemed to be a hit
- A big thank you to an amazing job setting up and to all the other volunteers that helped on the morning
- Thank you to one of our parents for donating fruit for the day and to Woolworths for providing the P&C with a \$60 voucher to be used which helped pay for cereal, milk, and other items.

**Vice President Report:**

The VP had committed to organising the Advanced Life Photography fundraiser.

- Minimal number of bookings for the photo shoot
- If more families don't make bookings, the day could potentially be cancelled
- Will be mentioned again in the newsletter, PPP, and on Facebook to encourage more bookings

**Principal's Report**

Working Bee update

- Good turn out
- Two massive piles of mulch were moved to various areas of the school
- Part of the play equipment was dismantled, but an excavator is needed to remove the rest.

School Administration

- A new employee has now been hired permanently to fill the vacant office administration role.
- Say hello and welcome her on board if you have a chance

Manly Warringah Resource Centre

- Thanked Narrabeen Lakes Public School for their White Ribbon Day donation of over \$2000

Evacuation Drill

- Will take place at the school in the next week, weather permitting



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## OOSH Update

- The DA was approved however Warringah Council continues to ask for additional items for consideration
- It seems all items have now been addressed

## Parent Interviews

- These will take place the week of the 4<sup>th</sup> April and can be booked online
- Online bookings will open up on the 21<sup>st</sup> March at 9:20am

## Interrelate

- This is conducted by an outside provider and takes place on Thursday the 17<sup>th</sup> March from 6-8pm
- Interrelate has been teaching sexuality and relationship education in NSW schools for over 80 years. Interrelate has a reputation for non-discriminatory and open teaching on sensitive issues including sexuality, gender identity, bullying awareness and respectful relationships.

## Raine & Horne Real Estate Narrabeen

- In order to support the community they have offered to contribute \$500 to the school for each house they sell, which the school can use to help fund additional resources
- The company wants to be more involved in the community and approached the school about this proposal

## Fundraising Idea

- Set up a coffee machine in the canteen and sell coffee – date for set up to be discussed
- A few parents could be trained up as baristas to work their magic on the machine

## Playground

- Discussions will be starting on what the future playground will look like
- Quotes will eventually be obtained for a low, medium and expensive set up of the play area as there may be scope to undertake a project in stages if funds do not permit for all of it to be built at once

## Treasurer Report – Welcome aboard to our new Treasurer.

Monthly Report – please see attached report

Signatures needed for banking – these have been sorted

## Secretary

Correspondence – general fundraising information

## School Banking Update

- As of the 15<sup>th</sup> March 90 accounts had been either opened or added to the school banking program
- The first 3 weeks saw over 60 children per week making deposits
- What a great start to the banking program
- Thank you to all the volunteers that are helping with this initiative

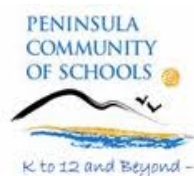
## Cookbook fundraising idea

- Idea was discussed but it was decided for the amount of effort needed to produce that other fundraisers could be completed with less effort and more return

## Rotary Raffle Coordinator

Rotary Raffle update – raffle coordinator sent her apologies and asked that the Secretary briefly update the meeting

- As of the 8<sup>th</sup> March 2016 to date, total of \$5,090.50 banked with a net profit of \$3,054.30.
- This accounts for 31% of raffle booklets returned so great potential to achieve our set target of \$10,000 if every student were to return a sold raffle booklet.
- We have had a number of students taking out additional booklets which of course helps cover the lost potential of those students who are unable to sell any tickets.



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# Narrabeen Lakes P&C

## Uniform Shop update

- Uniform shop will be open the 31<sup>st</sup> March 2016 from 8:40 to 9:15 for winter uniform purchases or any other uniform purchases
- N Factor DVD's will also be available for purchase on the day or online via the uniform shop
- The uniform shop will open on the 2<sup>nd</sup> Thursday of each term from 8:40 to 9:15am.

## Volunteer Coordinator Update

### Mother's Day Stall

- Thursday the 5<sup>th</sup> May will be the Mother's Day Stall
- Parents can start donating before the end of Term 1

## Canteen Committee Update

- Following the interview process, a new canteen assistant has been appointed and is being trained. She will be running the canteen one day a week before the end of this term on alternating Thursdays or a Fridays to ensure there is a better distribution of knowledge of how the canteen operates
- Procedure manuals have been created for paying of suppliers, recording of account deposits, and banking processes
- Canteen AGM will take place on anniversary of canteen opening in mid-May
- Bank balance at end of week 7, term 1 was \$5,345.53
- At the P&C meeting on the 17<sup>th</sup> May 2016 a financial report will be presented to the P&C for all movements of the Canteen for Term 1
- If the canteen AGM is before the P&C meeting then minutes for this meeting will also be presented

## Band Committee Update

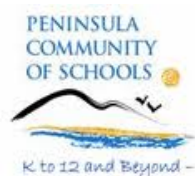
Sheet music pledge of \$1000 – band committee is discussing whether this money is needed for 2016-2017

**General Business:** It was decided the P&C Meeting in April will be cancelled as it too soon for another meeting given the nature of Easter Holidays and School Holidays.

## Next Meeting Dates:

15 March	<b>5 April-Cancelled</b>	17 May	21 June	July – none
16 August	20 September	18 October	15 November	13 December

**Meeting Closure:** 9:00pm



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# Narrabeen Lakes P&C

## Balance Sheet as at 11 March 2016

### Assets

CBA 0031 Main Account	\$35,586.91
Uniform Shop Float	\$200.00
Total Assets	\$35,786.91

### Bank Reconciliation

Balance on Statement	\$35,586.91
Less: Unpresented Cheques:	\$5,146.79
Add: Uncleared Deposits:	\$250.00
MYOB Balance:	\$30,690.12

<b>Pledges outstanding</b>	
Band	\$16,727.86
School Readers \$3000 Technology \$5000 2015 \$3880.02	\$11,880.02
Remaining funds available	\$2,082.24

## Activities since last meeting

### Uniform Shop

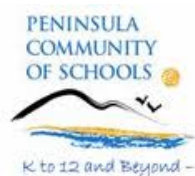
Income - Website	\$862.49
Income - Onsite	\$143.99
Expenses -	-\$2,879.25
Net Profit	-\$1,872.77

### Band \$ Movement

Fees received -	\$1,865.00
Fundraising -	\$500.00
Expenses -	-\$1,032.40
Net Profit	\$1,332.60

### Various

P&C Feb Student Ins	-\$1,813.55
Parent contributions to P&C (fees)	
Misc - Merchant Fees (Credit card fees school invoice)	
GST Refund / Payment	\$512.00
NFactor DVD sales	\$820.00
That's Mine commission	
Interest from 0031 main account	\$13.78
Interest from term dep into 0031 main account	
Total Various	-\$467.77



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