



## Narrabeen Lakes Public School Parents' & Citizens' Association

### Monthly General Meeting – Tuesday 15<sup>th</sup> October, 2013 – 7:30pm Start- Minutes

1. **Meeting to be Opened:** By President, Jennifer Sheehan – President 2013, NLPS Library with “I acknowledge this meeting is being held on traditional lands of the Guring-gai people.”
2. **Attendance:** this was noted as fifteen (11) members
3. **Apologies:** Sarah Jones, Elizabeth Mackenzie, Kerrie-Anne Watson, and Alison Crawford
4. **Welcome:** President welcomes all to the monthly General Meeting for the P&C for October 2013.
5. **Fees:** President seeks New Member \$2 Fee Payment but No Voting Rights till the next meeting. There were 2 new paying members Ryan McMahon and Kate Martin.
6. **Minutes of the Previous Meeting** – 20<sup>th</sup> August, 2013 were produced, distributed and read.
7. **Motion to Accept Previous Minutes:** Motion – Mover –Jennifer Sheehan on 15<sup>th</sup> September & Second/Voting – Sarah Jones on the 14<sup>th</sup> October 2013. Minutes will be posted on the NLPS website.

#### Meeting Vote Summary

**VOTED:** To reduce the term deposit to \$10,000 when it comes due. The additional money will be used to fund items from the wish list. Lee moved this and Lynn seconded.

**VOTED:** The wish list items from the beginning of 2013 are to be paid. These items have already been voted on for approval.

8. **Business Arising:**
9. **Correspondence:** In/Out  
Australian Primary Safe Schools Fund Raiser
10. **Reports: To be discussed during the meeting.**
  - a. Band Report
    - Replacements for Matt & Rell Weeks
      - Replacements have still not been found – only 8 weeks to go until Matt and Rell will leave these roles
      - Would be great to have a team of 3, with one primary contact to replace Matt and Rell
    - Bunnings BBQ Fundraiser
      - Raised \$908 at the 12<sup>th</sup> October fund raiser

#### b. Treasurer

##### **Balance Sheet 14/10/2013**

##### Assets

CBA 0031 Main Account Reconciled	\$50,755.83
CBA Term Deposit 0588	\$17,000.00
Petty Cash - Parent Club Float	-\$100.00

Clothing Pool Float	<u><u>-\$65.00</u></u>
Total Assets	\$67,590.83

**Bank Reconciliation**

MYOB Balance on 14/10/2013 from above	\$50,755.83
Add: Unpresented Cheques:	\$7,669.03
Deduct: Uncleared Deposits:	\$0.00
Expected Balance on Statement:	<u>\$58,424.86</u>

**Activities Since last meeting (reported 14 Aug)**

**Ice Cream Mondays**

Expenses - Metro Ice Creams	-\$279.10
Income 2 Sep	\$70.50
Income 9 Sep	\$78.50
Income 16 Sep	\$91.90
Net Profit	<u>-\$38.20</u>

**Special Event - N Factor**

Income - Parent Club Food fundraising	\$926.55
Expenses - sushi, pizza, mizo etc	-\$409.40
Net Profit	<u>\$517.15</u>

**Special Event - Fathers' Day Stall**

Income	\$1,406.05
Expenses - Sarah Jones reimburse	-\$224.05
Expenses - Keryn reimburse \$75 chq not cashed yet	
Net Profit	<u>\$1,182.00</u>

**Special Lunch Soup - 7 Aug**

Expense - Kent Paper cups	-\$26.40
Net Profit	<u>-\$26.40</u>

**Slushie Fridays**

Income 16 Aug	\$179.20
Income 23 Aug	\$148.00
Income 30 Aug	\$220.30
Income 6 Sep	\$254.50
Income 13 Sep	\$40.55
Income Fri 4 Oct	\$92.45
Expenses - Slushie Co Inv 61293	-\$166.98
Net Profit	<u>\$768.02</u>

**Band \$ Movement**

Fees received	\$1,105.00
Band Fundraising	\$1,603.30
Expense Musicorp - Equip rental	-\$144.00

Expense Victoria Rika-Heke Instrument maintenance	-\$220.00
<b>Profit</b>	<b>\$2,344.30</b>

### Various

Spring Fair - Receipts	\$1,110.50
Spring Fair - Expenses	-\$
Backpacks	\$90.00
Clothing Pool	\$360.00
P&C fees from school 2013	\$3,939.40
Aussie Farmers Direct fundraising	\$0.00
Interest from 0031 main account	\$7.99
That's Mine Commission	\$0.00
Interest from term dep into 0031 main account	\$44.83
<b>Total Various</b>	<b>-\$5,987.67</b>

## August report

### **Balance Sheet 15/08/13**

Assets	
CBA 0031 Main Account	\$51,171.49
CBA Term Deposit 0588	\$17,000.00
Petty Cash - Parent Club Float	-\$100.00
Clothing Pool Float	-\$65.00
<b>Total Assets</b>	<b>\$68,006.49</b>

### **Bank Reconciliation**

MYOB Balance on 14/07/2013 from above	\$51,171.49
Add: Unpresented Cheques:	\$8,494.17
Deduct: Uncleared Deposits:	
<b>Expected Balance on Statement:</b>	<b>\$59,665.66</b>

### **Activities Since last meeting**

#### Ice Cream Mondays

Income 22/07/13	\$111.00
Income 29/07/13	\$104.00
Income 07/08/13	\$80.00
Income 12/08/13	\$90.80
<b>Net Profit</b>	<b>\$385.80</b>

#### Special Event - Disco 27/06/13

Income	
<b>Net Profit</b>	<b>\$0.00</b>

#### Special Lunch - Soup 7 Aug 13

Income	\$240.00
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Net Profit	\$240.00
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**Slushie Fridays**

Income 28/06/13	\$80.80
Income 26/07/13	\$212.65
Income 02/07/13	\$164.10
Expenses - Slushie /Choc Mix	-\$199.66
Net Profit	\$257.89

**Band \$ Movement**

Fees received	\$1,170.00
Expenses - Victoria Rika-Heke instrument maint	-\$380.00
Profit	\$790.00

**Various**

Spring Fair - Receipts	\$38,321.55
Spring Fair - Expenses	-\$2,037.81
Backpacks	\$0.00
Clothing Pool	\$0.00
P&C fees from school 2013	\$0.00
Aussie Farmers Direct fundraising	\$0.00
Canteen Expenses - fix oven	-\$272.00
Canteen Expenses - buy Hot Choc Machine	-\$942.00
Interest from 0031 main account	\$0.00
That's Mine Commission	\$16.35
Interest from term dep into 0031 main account	\$22.84
Total Various	\$35,108.93

**NB Unpresented Chqs from above ALL  
SPRING FAIR \$8,494.17**

c. Secretary

- \*\*Minutes for the 20<sup>th</sup> August meeting will be emailed to Rob Zappia to upload on the website.
- \*\*The bottom of the agenda had a mistake the next P&C meeting is not December, but on the 19<sup>th</sup> November 2013.
- \*\*The last P&C meeting for the year will be on the 10<sup>th</sup> December 2013.

d. Principal

- \*\*NAPLAN results were great – NLPS was above the state average for grammar and punctuation and showed the highest growth in results compared to other like school groups  
Congratulations to all the teachers and assistants for all their hard work.
- \*\*School survey is out now – aims to get feedback from parents, it is confidential and is being done through Survey Monkey
- \*\*The uniform shop will be moving to the old garden shed as it has been cleaned out and has more room
- \*\*Mr. Fleet will be away next year and leaves in late November in Term 4. He will return in 2015 to resume teaching.

**\*\*Mr. Rankin's Wish List for 2014 or sooner**

- \$7200 1 day a week teacher aid
- \$8000 New smart board for Library
  - Art room smart board to be relocated to demountable
  - Library smart board relocated to the computer room
- \$3000 Apple Care – to cover Ipads
- \$5000 Air Conditioning – Library and to repair/refurbish air conditioning for several classrooms

**Wish List from December 2012 – from previous minutes**

- WiFi cabling and installation: \$15,000
- Electronic school sign: \$20,000
- Executive Release for Assistant Principals: \$12,000
- Portable PA speaker and microphone: \$1,500
- Science biological specimens: \$1355

e. **P&C President**

- Still looking at Day Markets at NLPS – not enough time to organize before Christmas
  - Looking to start end March beginning of April 2014
  - One market per term – idea is for it to be run mainly by stall holders with minimal volunteering from parents/carers
  - A list of stall holders to contact is being created
  - Need to recruit stall holders now for next year commitments
  - Cost of stalls to be determined

f. **General Business**

i. **Lyn Chant – Backpacks**

1. Wanted to find out how many were left
2. If NLPS was going to reorder from the same supplier? No, NLPS is sourcing a alternative supplier for future orders.

ii. **P&C is putting on Kindy Morning Tea for Thursday the 31<sup>st</sup> October**

1. Needs P&C to speak at the orientation – Jennifer to speak
2. Kindy survey to be handed out at orientation day

iii. **26<sup>th</sup> October – P&C/Parent Club to run Bunnings BBQ**

1. Email to be sent out by class parents to ask for volunteers to help on the day
2. Keryn & Sarah to help organize and get estimated quantities from Matt Weeks based on the previous band BBQ.

iv. **Slushie Roster – Tiffany will be sending out a roster to get volunteers for Slushie Day**

11. **Minutes** – emailed out after meeting to committee and other members

12. **Next Monthly General Meeting:** Tuesday, 19<sup>th</sup> November at 7:30pm in School Library

13. **Meeting Closure** –meeting closed at 8:45pm