



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 18th June, 2013 - Minutes

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:38 pm, NLPS Library with "I acknowledge this meeting is being held on traditional lands of the Guring-gai people."
2. **Attendance:** this was noted as six (6) members
3. **Apologies:** Sarah Jones, Matt Weeks, Elizabeth Mackenzie and Lee-Ann Beers
4. **Welcome:** President welcomes all to the June monthly General Meeting for the P&C for 2013.
5. **Fees:** President seeks New Member \$2 Fee Payment but No Voting Rights till the next meeting.
6. **Minutes of the Previous Meeting** – Tuesday, 18th June were produced, distributed and read via email before the meeting on the 16th July 2013.
7. **Previous Minutes Accepted:** Amendments/Motion – Mover – Tiffany Smyth 28/6/2013 & Second/Voting – Lee-Ann Beers on the 29/6/2013. Minutes have not yet been posted on the school website.

MEETING VOTE SUMMARY

VOTED: To allow the Treasurer to purchase a hot chocolate making machine at a cost of \$900.00 to be used at the Spring Fair and at the school in the canteen.

VOTED: To allow the P&C to spend \$300.00 on event security for the Spring Fair.

8. **Business Arising:**
9. **Correspondence:** Karen brought up the fundraiser that Flower Power at Terry Hills is offering to local schools for participation. The event is on the 4th August 2013 and is too close to the Spring Fair to consider. Karen will email the Matt Weeks from the band and ask if they would be interested in participating. In addition, an email will be sent to the promoter asking them to email when the next one will be run as it would be a good opportunity and would not require a huge effort.

10. Reports:

Band

- The cake stall held on the 29th June 2013 made \$400.00. There were left over cakes that were frozen and are to be sold at the next fundraising BBQ or other event.
- Band started up again on the 16th July for Term 3.

Treasurer – Income/Expenses

- Hot Chocolate Friday is to start this term. Health and Safety concerns were brought up regarding making sure the temperature of the hot chocolate would not be too hot.
- It was suggested that the P&C look at purchasing a Hot Chocolate machine

VOTED: To allow the Treasurer to purchase a hot chocolate making machine at a cost of \$900.00 to be used at the Spring Fair and at the school in the canteen. Karen moved this and Andy seconded.

- The audit of the P&C has been concluded and it will be uploaded onto the P&C section of the school website.

Balance Sheet 14/07/13

Assets	
CBA 0031 Main Account	\$22,883.04
CBA Term Deposit 0588	\$17,000.00
Petty Cash - Parent Club Float	-\$100.00
Clothing Pool Float	-\$65.00
Total Assets	\$39,718.04

Bank Reconciliation

MYOB Balance on 14/07/2013 from above	\$22,883.04
Add: Outstanding Cheques:	\$0.00
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$22,883.04

Activities Since last meeting

Ice Cream Mondays

Income 17/06/13	\$220.50
24/06/13	\$96.00
Net Profit	\$316.50

Special Event - Disco 27/06/13

Income	\$1,448.26
Net Profit	\$1,448.26

Special Lunch - Melts 19/06/13

Income	\$666.40
Net Profit	\$666.40

Slushie Fridays

Income 21/06/13	\$189.80
Income 28/06/13 Not picked up yet	
Net Profit	\$189.80

Band \$ Movement

Fees received	\$485.00
Cake Stall Fundraiser 28/06/13	\$400.10
St Vincent De Paul 2 x saxophones	-\$300.00
Nth Beaches Symphonic Wind Ensemble	-\$60.00
Profit	\$525.10

Various

Backpacks	\$60.00
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Clothing Pool	\$115.00
P&C fees from school 2013	\$0.00
Aussie Farmers Direct fundraising	\$0.00
Parent Club float reduced back to \$100 from \$150	\$50.00
Interest from 0031 main account	\$0.00
Donation to Parent Club?	\$40.00
Interest from term dep into 0031 main account	\$178.53

Total Various	\$443.53
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Secretary

- Flower Power at Terry Hills invited the school to participate in a fundraising event on the 4th August. This was the week before the Spring Fair, so was not possible. The organizer will be emailed asking for notification for the next event.

Principal's Report

- The school's literacy aim in Term 3 is reading comprehension.
- All of the Wi-fi equipment has been delivered for the school. This will be installed at the beginning of Term 3.
- Don't forget the working bee on Sunday the 28th July. The two items in most need:
 - moving the mulch near the chicken coop to the adventure playground
 - cleaning up the grounds around the OOSH – Out of School Hours building
- The school is having a whole school activity night 5th September 2013 at Narrabeen Sports High School

President's Report

- Risk Assessment requirements for P&C – these are being completed for the Spring Fair
- Spring Fair Update**
- Insurance cover for a wash out of the spring fair was considered and will be purchased.
 - Signs for the Spring Fair are being reused from the previous spring fair.
 - Coordinators will be filling up their rosters with volunteers for each stall. Hopefully, these will be completed a week before the Spring Fair begins.
 - Another request for volunteers for First Aid will be put into the Spring A Fair unless St. John Ambulance gets back to the P&C and says they can do it.
 - Event security was discussed for the Spring Fair

Voted: That \$300.00 would be spent on Event Security – Andy moved this and Lyn seconded.
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11. **General Business**

12. **Next Monthly General Meeting:** Tuesday 20th August 2013 at 7:30pm in School Library

13. **Meeting Closure** – meeting closed at 9:20pm