



# Narrabeen Lakes P&C

## GENERAL MEETING – 16 June 2015 – 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 – Meredith Jaffe, Ann Boyle, Amber Fanning, Tanya Leishman, Kate Hajdu
- Fees paid – None

**Minutes of Previous Meeting:** Approval of the 19 May 2015 General Minutes

Moved: Jo De Vries

Second: Tiffany Smyth

### Voted Previous to June Meeting via Evote (email)

**VOTED:** That the code of financial responsibility should read: Members (or volunteers assigned to the event) must count cash raised and complete a 'Cash Payment Voucher' with two signatures to verify the cash amount at the time of collection. Cash should be left in the P&C Black Box or with the office as soon as is practical. Moved: Kate Hadju  
Second: Karen Menzies

**Speakers:** Narrabeen Sports High School – Lance Berry

- Gave a quick overview of the high school and what they have to offer
- Propectuses on the school were available for anyone to take with them

### President Report

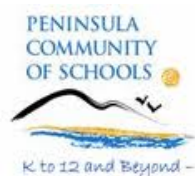
- Fundraising Committee – who wants to promote/recruit for parent club – Annie to look at changing the Parent Club meeting time to 9:15am and try and recruit additional parents to help out.
- Uniform supplier update – taken offline as more time was needed for discussion

### Vice Presidents Report

- P&C Fee letter update – letter has been sent out to families and feedback that has been left will be collated by Kate Hajdu in Term 3 and as the rest are handed in
- Use of P&C Mobile Phone – mobile plan has been cancelled as it was not being used, if it is needed at a later date then the phone can be reactivated at that time
- Final outcome of Rotary Raffle – money has been paid and \$7899 was raised by the P&C for this event
- Outcome of the Ponies Voucher – No bids came of the voucher – it was decided the voucher would be offered to the infant's classes for a suitable educational learning program.

### Principal's Report

- OOSH Care update on new building – OOSH provider is in the process of putting in a DA with Warringah Council. Traffic counts will be undertaken. OOSH Care have said they are still on schedule.
- New School Newsletter – will be a fortnightly newsletter, but is interactive and much easier to navigate. The calendar is not completed as yet, but will be done soon.
- Advertisement for a Mandarin teacher has been put out. Hopefully, will have one by Term 3.
- 21<sup>st</sup> Century Learning – NLPS had employed Ian Dukes to come to the school to help train the teachers on 21<sup>st</sup> Century learning strategies. The cost for this was spread among several schools.
- N-Factor will be run at Narrabeen Lakes Primary School on the 8<sup>th</sup> September – the new blinds will be of great help for this event – all kids from all years will participate in the showcase



PRESIDENT: Annie Kent

E: [nlpspandc@gmail.com](mailto:nlpspandc@gmail.com)

M: 0420 738 718

SECRETARY: Karen Menzies

E: [nlpspandc@gmail.com](mailto:nlpspandc@gmail.com)

M: 0404 025 225

TREASURER: Tiffany Smyth

E: [timtiff@optusnet.com.au](mailto:timtiff@optusnet.com.au)

M: 0414 461 803



# Narrabeen Lakes P&C

- Nadine and her husband are assisting in getting lighting, sound and all things technical sorted for this event – thank you for your help
- Electronic Sign – Jennifer Sheehan presented on the costs of having an electronic sign, she received 3 quotes and contacted several schools currently using these types of signs for feedback – they all said that it can be a good fundraiser for the school and good publicity/advertisement for local businesses
  - If it was decided the first step was to put in a DA for the sign.
  - Once the DA is approved then further action can be taken

## Secretary Report

Correspondence – general fundraising information

## Treasurer Report

- Ending of Slushie Fridays to Fun Time Fridays – Slushies will end at the end of Term 2 and will be replaced with Fun Time Fridays – more details to come – watch in the school newsletter
- Monthly Financials report – report attached below
- Signatories for the bank account – there are 6 signatories now and they include:
  - Tiffany Smyth, Karen Menzies, Annie Kent, Ingrid Scheel, Jo De Vries, and Christine Black
- BAS – Business Activity Statement Register – Tiffany has put herself as an office bearer for this register, all other office bearers will be added later. This is so that a BAS can be done for the canteen manager who is a paid employee.
- Working with Children Check – Canteen Volunteers – Verification
  - only office staff are allowed to verify identification for the working with children check forms
  - all volunteers are required to fill one out and have it signed off at the office

## Canteen Committee Update:

- Allergies – Food preparation guidelines are being met and the canteen has worked with several parents to have something available for their children who may have food allergies.
- Canteen Registration – the canteen is now officially registered with Warringah Council
- Council inspection – it is expected that this is going to happen before the end of June 2015
- Training of canteen manager back up – an additional person has been recruited as a back-up for Robyn if she is sick or on leave. In addition, if the canteen opens up for more days during the week, Robyn is not interested in working full-time and this person could fill for the additional days.
- As of the 18<sup>th</sup> May the canteen had made a slight profit.
- Dishwasher versus air conditioning – are on the wish list until the canteen council inspection is completed
- General – Cash Handling Policy – this was discussed in the meeting and it was decided the existing cash handling policy will remain and that the requirement of 2 signatures would still be required – this is to protect everyone who handles cash

## Band Committee Update

Events/Performances for Term 2 – 19<sup>th</sup> June Pittwater High School – Performance Band

Payment of fees update (approx. amount/pupils with outstanding payments) – carried over

Fund raising events scheduled – cake stall Term 3

The NLPs band committee has met each month. Band is continuing to raise money for new instruments and music. Next term there will be a Bunnings BBQ which should bring in over \$1000. Rachel Rule is happy with the progress of the three bands. The rest of the year brings many opportunities for all bands to play in interschool concerts, assemblies, and we have a workshop currently planned for Sunday 2<sup>nd</sup> August.



PRESIDENT: Annie Kent

E: [nlpspanc@gmail.com](mailto:nlpspanc@gmail.com)

M: 0420 738 718

SECRETARY: Karen Menzies

E: [nlpspanc@gmail.com](mailto:nlpspanc@gmail.com)

M: 0404 025 225

TREASURER: Tiffany Smyth

E: [timtiff@optusnet.com.au](mailto:timtiff@optusnet.com.au)

M: 0414 461 803



# Narrabeen Lakes P&C

**Clothing Pool** - very few people attending the second hand uniform shop

## Parent Club

- Disco – Approx. \$1800 was raised at the disco – well done to all the volunteers who helped with this event
  - Feedback of the disco was fairly good – Kit Kat offside was great
  - Security – needs to be reviewed for next year's disco as there were kids roaming the school when they should have been in the disco
  - Next year – No siblings in the disco. It is not fair to other siblings not attending school and are not covered by insurance through the P&C.

**General Business: None**

## Next Meetings to be held in 2015:

21 July (TBC)	18 August	15 September
13 October	17 November	8 December

**Meeting Closure:** 9:30pm

## Balance Sheet as at 14 June 2015

### Assets

CBA 0031 Main Account Reconciled	\$37,028.31
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
<b>Total Assets</b>	<b>\$47,193.31</b>

### Bank Reconciliation

MYOB Balance on 14 June 2015 from above	\$37,028.31
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
<b>Expected Balance on Statement:</b>	<b>\$37,028.31</b>

### Activities since last meeting

## Special Event - Raffle 2015 MOVEMENT THIS PERIOD ONLY

Income -	\$7,899.29
Expense -	-\$11,284.70
<b>Net Profit</b>	<b>-\$3,385.41</b>

## Slushie Fridays

Income - Friday 8 May	\$239.20
Income - 29 May Friday	\$325.90
Income - Friday 22 May	\$238.90
Income - Friday 5 June	\$246.90
Income - Friday 12 June	\$221.70
Expenses - Milk etc	-\$127.05
<b>Net Profit</b>	<b>\$1,145.55</b>



PRESIDENT:	Annie Kent	E: <a href="mailto:nlpspandc@gmail.com">nlpspandc@gmail.com</a>	M: 0420 738 718
SECRETARY:	Karen Menzies	E: <a href="mailto:nlpspandc@gmail.com">nlpspandc@gmail.com</a>	M: 0404 025 225
TREASURER:	Tiffany Smyth	E: <a href="mailto:timtiff@optusnet.com.au">timtiff@optusnet.com.au</a>	M: 0414 461 803



# Narrabeen Lakes P&C

## Band \$ Movement

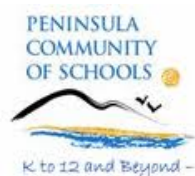
Fundraising - Musicale Donations 19 May	180.15
Fundraising - Cakestall 28 May	351.95
Expenses - 10 x band music stands ALDI	-\$200.89
Expenses - Viktoria Rika-Heke (instrument R&M)	-\$192.00
Income - Fees received	\$90.00
<b>Net Profit</b>	<b>\$229.21</b>

## Various

Clothing Pool	
P&C Federation Incorporation Application Fee	-\$100.00
Voting Rights	\$6.00
Parent contributions to P&C (fees)	\$5,130.00
Interest from 0031 main account	\$15.45
<b>Total Various</b>	<b>\$5,051.45</b>

## Canteen Loan Account

Top up 20/05/15	-\$3,000.00
Income from sale of oven ebay	\$264.47
repay cash for freezer tray	\$75.00
<b>Total Various</b>	<b>-\$2,660.53</b>



PRESIDENT: Annie Kent E: [nlpsandc@gmail.com](mailto:nlpsandc@gmail.com) M: 0420 738 718  
SECRETARY: Karen Menzies E: [nlpsandc@gmail.com](mailto:nlpsandc@gmail.com) M: 0404 025 225  
TREASURER: Tiffany Smyth E: [timtiff@optusnet.com.au](mailto:timtiff@optusnet.com.au) M: 0414 461 803

**Narrabeen Lakes P&C Association • 1299 Pittwater Road • Narrabeen NSW 2101**