



Narrabeen Lakes P&C

MEETING – 16 SEPTEMBER 2014 – MINUTES 7:30pm The Library, Narrabeen Lakes Public School

Meeting Opened: This meeting is being held on the traditional lands of the Guringai people at 7:35pm.

Attendance & Apologies:

- Fees paid – None
- Apologies: LeeAnn Beer, Rob Zappia, Ryan McMahon, Michelle Liston

Minutes of Previous Meeting:

- The 19th August 2014 Monthly General Meeting Minutes need to be approved
Mover: Sarah Jones Second: Jennifer Sheehan

Discussion/Voting Items:

1. Voted items prior to P&C September Meeting

Voted: To spend \$1191 including GST to pay for 5 additional stainless steel drawers for the canteen.

Mover: Tiffany Smyth Second: Karen Menzies

Voted: To spend \$528.00 including GST to pay for two heavy duty shelving units for the shed. Mover: Jennifer Sheehan Second: Tiffany Smyth

Band Update/Issues

****It was decided that the band committee will meet: Tanya Leishman and Tracey Grainger. They will discuss how they will approach the issues listed below and report back at the next P&C meeting.**

- Need to have a contract for band next year for all students as a commitment of their participation.
- Need to say in the contract that tutoring is a requirement for a child to attend band.
- Vote needed to agree that all 4 terms of band fees are to be paid upfront in Term 1. People who may have difficulties with paying all fees upfront can make arrangements to pay in installments, but before the following term begins or by the first week of the term – to be discussed how this may work.
- Update on payment of band fees to date. How many still outstanding from Term 2 and 3?
- A member of the band committee needs to provide a report to the P&C on a monthly basis or attend the P&C meeting on a monthly basis, as it is too difficult to determine what is happening with the band without a representative or report.

2. Expression of Interest for P&C President role for 2015 and increasing interest in P&C

**An expression of interest for President and Vice President role for 2015 will be written up and will be placed in the school newsletter after the holidays have finished.

**A recruitment drive to get more parents interested in attending and helping out with the P&C was suggested. This could be done at: K-2 information night, letter home to all children, early afternoon BBQ recruitment drive, class parent to send out P&C minutes, and/or 1 page newsletter about the P&C to gain interest.

**Kim Long volunteered to draft a template that could be used for a newsletter.

3. Market Update from 6th September

Voted: To have the markets in 2015 only during the Spring and Summer months – October / December / February / April and change date away from the 1st Saturday of the month. Mover: Tiffany Smyth Second: Lisa Gillespie



PRESIDENT: Jennifer Sheehan
SECRETARY: Karen Menzies
TREASURER: Tiffany Smyth

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4. Outstanding P&C Fees

- Need to send a reminder out to parents who have not paid.
- The reminder should let them know the 2% fee to pay by credit card does not apply.

**Reminder to be sent out in Term 4.

5. Canteen Report and Draft Survey – Karen Menzies

**Draft Canteen Survey was handed out for review – please email any comments back to menzies4@tpg.com.au

**Summary and more detailed steps on how to set up a canteen were given out

**First step is to gauge parent interest and ability to get volunteers to run it and then make a decision on whether or not it should be started up

6. Discussion on moving P&C meeting to 7:00pm and allow children to attend if needed with a TV with a movie showing for entertainment.

**Carry over to 21st October P&C Meeting

Treasurer Report

Monthly Report – see attached

Working With Children Check – This procedure needs to get up and running for 2015. Annie Kent has volunteered to help Tiffany in getting the process started.

Secretary

Correspondence – Fundraising brochures

President Report

Day Market update for September – see notes above

Principal's Report

Update on enclosing COLA – The new blinds look fantastic and were great for the 125th Anniversary

125th Review of the night – The night went well. Dean White – Director of Northern Beaches Schools gave a presentation and was very impressed with the new enclosed COLA area and said every school should have it. Thank you to all of the volunteers and people who attended to help make the night a great success.

New Business Arising

**P&C recruitment drive – notes above

**Working with Children Check – notes above

Next Meeting: 21st October 2014 at 7:30pm at the NLPS Library

Meeting Closure: 9:05pm

Balance Sheet as at 15 Sep 2014

Assets

CBA 0031 Main Account Bank Stmt Balance MYOB	\$51,012.38
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	\$325.00



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Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$61,502.38

Bank Reconciliation

MYOB Balance on 15 Sep 2014	\$51,012.38
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$51,012.38

Activities since last meeting

Ice Cream Mondays

Expenses - milk	-\$9.00
Expenses - choc powder	-\$15.00
Income - 18 Aug	\$43.00
Income - 25 Aug	\$77.00
Income - 1 Sep	\$69.00
Income - 8 Sep	\$81.00
Net Profit	\$246.00

Special Event - Fathers' Day Stall

Income - IOU's after the event	\$677.90
Income - on day	\$2,290.50
Expenses - Smart Fundraisers	-\$473.00
Net Profit	\$2,495.40

Special Event - 125th Bday Dev Tea / Lemonade Stand

Income -	\$487.45
Expenses -	
Net Profit	\$487.45

Slushie Fridays

Income - 22 Aug	\$210.90
Income - 29 Aug	\$173.00
Income - 5 Sep	\$264.20
Income - 12 Sep	\$255.60

Expenses - milk	-\$9.00
Expenses - choc powder	-\$15.00
Expenses - milk	-\$9.00
Expenses - milk	-\$32.00



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



Expenses - The Sushie Co Inv 62470 -\$100.00
Expenses - milk -\$9.00

Net Profit	\$729.70
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Special Event - Art Show (Evening)

Income - Tickets (less float) 590 - 2 - 95 = \$493.00

Expenses - Ice -\$27.80

Net Profit	\$465.20
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Special Lunch - from 6 Aug event

Income -

Expenses - Ali over deposit refunded -\$74.40

Net Profit	-\$74.40
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Band \$ Movement

Fees received - \$2,220.00

Expense - Victoria Rika Heke -\$150.00

Expense -

Band Fundraising Inc -

Band Fundraising Exp -

Net Profit	\$2,070.00
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Various

Clothing Pool \$90.00

Parent contributions to P&C (fees)

Canteen - The Fridge Doctor - fix the front fridge -\$484.00

Back pack \$30.00

School invoice - buses, merchfees, Interrelate, air con, etc

P&C joining fees \$2

Building Fund donation \$100.00

That's Mine commission

Interest from 0031 main account \$35.72

Interest from term dep into 0031 main account

Total Various	-\$228.28
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