



# Narrabeen Lakes P&C

## GENERAL MEETING – 17 FEBRUARY 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:**

- Fees paid – 21 people paid their \$2 fee – all attendees paid
- Apologies: Rachel Rule, Robyn Barker, Julie Kimberley, Maggie Lattin, Ian Phillips, Tracey Grainger

**Minutes of Previous Meeting:**

The 9<sup>th</sup> December 2014 Monthly General Meeting Minutes were approved via email

Moved: Jennifer Sheehan      Second: Tiffany Smyth

**Voted Previous to February Meeting**

That the drinks from the December 2014 P&C meeting be paid for by the P&C. Moved: Gerry      Second: Jennifer

**Voted:** That the canteen committee is able to spend up to \$1500 to purchase and implement Flexischools when needed. Moved: Georgina Ng      Second: Lynn Chant

**Voted:** To allow only one volunteer to count the money for instances such as the clothing pool in which only one volunteer available. Moved: Lynn Chant      Second: Kate Martin

**General Business:** Uniform provider presentation – Nadine

- Nadine suggested the school manufacture and sell their own uniforms
  - Initial outlay approx. \$30,000
  - Discussed: School lacks the room to hold stock and P&C does not have the spare funds to put into this at this time – perhaps down the track
  - Decided it may be better to source other providers of the school uniform as there have been some difficulties with Pied Piper regarding hours and lack of stock

**Clothing Pool**

Update on backpacks and second hand clothing pool – still on Thursdays. Lee will do a backpack count before the next P&C meeting.

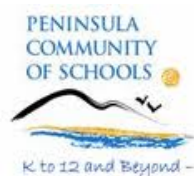
**Band Committee Update**

Numbers for band (approximate) – Approx. 60 members – 24 Performance, 11 Concert, and 26 Training. Still quite a few outstanding band payments, but Meredith is going to follow up on these.

Upcoming events: 26<sup>th</sup> March – Pittwater High School performance; 28<sup>th</sup> March – Voting BBQ fundraiser

**Canteen Committee Update**

- Canteen Manager paid role has been advertised in the newsletter – applications close 28 February 2015.
- Idea is to open up for lunch only on Monday, Wednesday and Friday and follow Healthy Food Guidelines
- Online orders only will be accepted. (special consideration for others who do not have access to do this)
- Flexischools was the chosen software to implement.
- Counter sales for lunch will only occur after the 1<sup>st</sup> bell for lunch and only ready made items will be served ie. Yogurt, drinks, healthy foods. 10 minutes before the final bell goes the canteen will close.
- Tiffany will set up a separate bank account for the canteen for ease of use and transparency
- Jo De Vries said she will help with loading up menus onto Flexischools
- Special lunches will still remain separate, but could be managed by the canteen manager.



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# Narrabeen Lakes P&C

## Treasurer Report

Monthly Report – see information below

- It was agreed at this meeting that it be minuted that the floats for the Market Days were counted previous to the market day with 2 signatures and this would continue in the event that the market floats would ever be needed again. – All agreed

## Secretary

Correspondence – a range of fundraising brochures

- Rotary Raffle update
  - Tickets have been received (9000 tickets were printed up = 450 booklets)
  - Ingrid and Lee have volunteered to help print out class lists and allocate tickets to children
  - Karen to write up brief note to go home and letter for students – Andy to approve and change/add
- P&C Fees for 2015 – Kate Martin, Annie and myself to review
- Markets update report – Expression of Interest was sought in Dec 2014 – Jan 2015. There were several market providers who were interested.
  - It was later discovered that the DEC requires that this type of event goes out to tender as the school grounds would be used.
  - Market stallholders will be notified along with the Market providers who were interested in running the markets.
  - Jennifer Sheehan will be working closely with Andy Rankin on this special project.

## Principal's Report

Update on Term 1 activities

- 413 students enrolled in 2015 – all were in area
- DEC planning for an increase in numbers in 2016 as well
- New logo for NLPS has been decided and all logos around the school will be changed to the same one
- Working Bee – 1<sup>st</sup> March 2015
- Notes – are now available to be downloaded on Primary Parent Planner
- 26<sup>th</sup> February – NLPS Swim Carnival to be held at Manly Swimming Pool
- Language and Literary Workshop for parents at 6pm before the P&C meeting on the 17<sup>th</sup> March 2015
- N Factor will be organized again this year – date will be the 8<sup>th</sup> September
- Celebrate grandparents day on the 24<sup>th</sup>/25<sup>th</sup> October
- OSHCLUB – so far good feedback about this service and the providers – Sept 2015 is the deadline for a new building to be built and the OOSH to move out of the hall

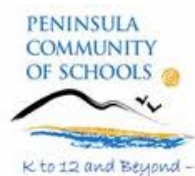
### Business Arising: Fundraising – Parent Club

- Parent Club Coordinator – Georgina Ng and Sarah Jones will be looking after this role

### Next Meetings to be held in March 2015:

|           |                |            |             |               |
|-----------|----------------|------------|-------------|---------------|
| 17 March  | 21 April (TBC) | 19 May     | 16 June     | 21 July (TBC) |
| 18 August | 15 September   | 13 October | 17 November | 8 December    |

Meeting Closure: 9:40pm



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# Narrabeen Lakes P&C

## Balance Sheet as at 15 February 2015

### Assets

|                                  |                    |
|----------------------------------|--------------------|
| CBA 0031 Main Account Reconciled | \$29,529.06        |
| CBA Term Deposit 0588            | \$10,000.00        |
| Petty Cash - Parent Club Float   | \$100.00           |
| Clothing Pool Float              | \$65.00            |
| <b>Total Assets</b>              | <b>\$39,694.06</b> |

### Bank Reconciliation

|  |                    |
|--|--------------------|
| MYOB Balance on 15 Feb 2015 from above | \$29,529.06        |
| Add: Unpresented Cheques:              |                    |
| Deduct: Uncleared Deposits:            |                    |
| <b>Expected Balance on Statement:</b>  | <b>\$29,529.06</b> |

## Activities since last meeting

### Ice Cream Mondays

|                                       |                |
|---------------------------------------|----------------|
| Income - Monday 2 Feb                 | \$40.50        |
| Expenses - Metro Ice Cream Del 25 Jan | -\$73.10       |
| Expenses - ice blocks                 | -\$10.15       |
| Income - Monday 9 Feb                 | \$65.65        |
| <b>Net Profit</b>                     | <b>\$22.90</b> |

### Slushie Fridays

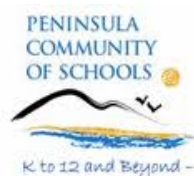
|                                       |                 |
|---------------------------------------|-----------------|
| Income - Friday 6 Feb                 | \$281.10        |
| Income - Friday 13 Feb                | \$300.80        |
| Expenses - Metro Ice Cream Del 25 Jan | -\$73.10        |
| <b>Net Profit</b>                     | <b>\$508.80</b> |

### Band \$ Movement

|                   |                   |
|-------------------|-------------------|
| Fees received -   | \$2,100.00        |
| Expense -         |                   |
| <b>Net Profit</b> | <b>\$2,100.00</b> |

### Various

|  |                 |
|--|-----------------|
| Clothing Pool  | \$360.00        |
| Parent contributions to P&C (fees)                     |                 |
| Misc - Merchant Fees (Credit card fees school invoice) |                 |
| Back packs   | \$385.00        |
| Misc - unreconciled in 2014                            | \$107.00        |
| That's Mine commission                                 |                 |
| Interest from 0031 main account                        | \$45.28         |
| Interest from term dep into 0031 main account          |                 |
| <b>Total Various</b>                                   | <b>\$897.28</b> |



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