



Narrabeen Lakes P&C

MEETING – 17 June 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.

Attendance & Apologies: Attendance was noted as nine (9) members

- Fees paid: Keryn Gallagher and Elizabeth MacKenzie
- Apologies: Robert Zappia, Lisa Gillespie, Ian Phillips, Georgina Ng, Kate Martin, Tony Davies

Minutes of Previous Meeting:

- 20 May 2014 Monthly General Meeting Minutes were approved **Mover: Joanne De Vries Second: Jennifer Sheehan**

Discussion/Voting Items:

1. Unpaid band fees

- 18 children have unpaid Term 1 & 2 band fees (almost one-third of band students)
- 16 children have unpaid Term 2 fees, but have paid Term 1
- Actual invoices are not currently produced per family. Seek volunteer to do mail-merge based on existing Band records once / term. Hardcopy to child to take home, soft copy emailed at beginning of each term.
- P&C letter has been drafted re outstanding fees
- Reminder letter to be sent at beginning of following term.
- Approval sought to suspend student from Band Program (or decide on other action) if fees remain unpaid by week 5 of following term.
- Letter to be emailed and hard copy given to all families with outstanding fees.
- Hardship cases can contact Andy on a confidential basis
- A P&C letter has been drafted regarding outstanding band fees. This letter will go out in an email to all parents of unpaid band fees for Term 1 and 2 and Term 2. Then a hard copy of the letter will be sent home with each child for the parent to read. In cases where emails may have bounced back a text will be sent and any new email addresses will be updated for future mail outs. Reminders will go out again just before the beginning of term 3 for those that have still not paid outstanding fees.
- At the beginning of Term 3, the Term 3 band fees notice will go out. Within this letter it will state that all fees need to be paid by week 5 of each term or the child will need to be withdrawn from the program. Everyone agreed at the meeting that band is a pay for use service.
- Additional volunteers will be recruited to help with administration and record keeping including chasing up outstanding band fees and auditing the instrument hire list.

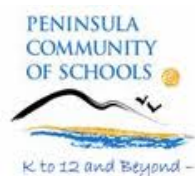
2. Band T-Shirts

Voted Prior to Meeting: P&C Exec email vote to spend \$400 on additional t-shirts for expanded Band prior to PHS performance. **Mover: Jennifer Sheehan Second: Karen Menzies**

** Shirts to remain property of Band. Above expenditure is over & above pre-approved 2014 band subsidy (year to date) but receipt of unpaid fees will alter this position.

3. Canteen Proposal

Several members at the meeting had information they had researched in relation to opening a canteen for 2015.



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- **Council & Health Department Approval** – In order for the canteen to operate the Council needs to be called to find out if it needs to be approved. This will be done by one of the P&C members.
 - **Canteen Manager Option** - There were 2 options that most schools use – hire a canteen manager to run the canteen or get an outside operator to tender for the business and run the canteen
 - Given the size of the school and other factors it was decided that the best options would be to eventually hire a canteen manager. Current going rate for a canteen mgr is \$25.00 hour + benefits.
 - Canteen manager position would be a paid position and would report to a P&C canteen sub committee. The position would be broadly advertised. A position description and advertisement for a canteen manager position will be provided from one of the P&C meeting participants.
 - Issues to be researched further: Workers Compensation, PAYG, Superannuation and the set up of the P&C when it has a hired worker vs volunteers – as the P&C Federation is in upheaval this will need to be researched via other P&Cs – in the area if possible
 - **Viability** - In order for a canteen to be viable it needs to be something that the school parents/community are behind
 - In order to find out more a survey will be undertaken to get feedback. Some items to include: does the parent/carer think the school needs a canteen, days they feel it should run – how many days per week, would they be able to volunteer once a month to help out, would they be interested in being on the canteen sub-committee for the P&C and others
 - **Canteen Ordering Software** – Several software programs are available to set up ordering.
 - A few of the meeting participants had either had experience with them, researched them, or had been given feedback by others. Of the majority of those on the market Flexischools seemed to be the best option. This will need to be research further to find out updated costs for use of the program.
 - **Healthy Kids Guidelines vs. Make Your Own** – Following the Healthy Kids Guidelines as a start to the canteen was the first option for the canteen. If a new canteen manager would rather make everything and can still be compliant then this would be considered.
4. Day Market update – review 2nd Market Day
- Weather was fantastic for the markets and more people attended than the first market day
 - Advertising was ramped up, but there is still room for improvement
 - Need more stalls still – several P&C meeting participants had volunteered to help Lisa to seek out additional stall holders
 - More food stalls were also required as there was a need for a better food selection
 - Several stall holders have already committed to a stall for the September markets
 - It was suggested that a mobile phone be purchased by the P&C for use on market days

Treasurer Report

Fees Transparency – Tiffany would like better transparency for the payment of P&C fees by having the remittance advises sent to an email other than hers

- Decision to set up a generic email address. This will help with transparency of fees, be used as the generic email on the P&C webpage for the school, be included on all correspondence from the P&C.

Monthly Report – see below

Market Report – separate handout

Secretary

Correspondence



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President Report

Day Market update – review 2nd Market Day – see notes above

Principal's Report

- Update on enclosing COLA – quotes received

Voted at Meeting: For the school to spend up to \$17,616 + GST to enclose the COLA area with heavy duty outdoor clear blinds. **Mover: Annie Kent Second: Karen Menzies**

- School Main Office – is being updated and redesigned including some new furniture.
- Reports – were going out on Thursday the 26th June
- CENTRAL Software – a representative from this company is coming to the school to do a demonstration of this software system. It is an electronic administration system. Other schools that have used this system have been happy with the results so far.
- OOSH Tender Process – this will begin before the end of term and will hopefully be completed by the end of Term 3 or early in Term 4. The tender for the current OOSH expires in December 2014.

New Business Arising

Next Meeting: 15 July 2014 at 7:30pm at the NLPS Library (changed to 22nd July 2014)

Meeting Closure: 9:30pm

Balance Sheet as at 15 June 2014

Assets

CBA 0031 Main Account Bank Stmt Balance MYOB	\$38,815.45
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	\$3,897.02
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$52,877.47

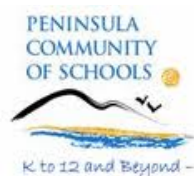
Bank Reconciliation

MYOB Balance on June 2014	\$38,815.45
Add: Unpresented Cheques:	\$1,870.00
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$40,685.45

Activities since last meeting

Ice Cream Mondays

Expenses - Metro Ice Creams	-\$170.55
Income - 19 May	\$96.50
Income - 26 May	\$96.00
Income - 2 June	\$88.00
Expense - ice blocks Joanne	-\$39.00
Expense - paddle pops, milk	-\$22.95
Net Profit	\$48.00



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Slushie Fridays

Income - 23 May	\$264.50
Income - 30 May	\$248.30
Income - 6 June	\$121.30
Income - 13 June	\$252.30
Expenses - Slushie Co Inv 62295	-\$292.46
Expenses - Slushie Co Inv 62127	-\$307.90
Expenses - milk, marshmallows	-\$19.85
Net Profit	\$266.19

Special Lunch - MELTS Wed 21 May

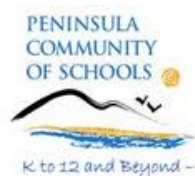
Income - Prepaid	\$695.00
Income -	
Expenses -	-\$279.10
Expenses -	
Net Profit	\$415.90

Band \$ Movement

Fees received -	\$750.00
Expense - Rachel Rule Term 2 (not cashed yet) \$1750	
Expense - Victoria Rika-Heke instrument maintenance	-\$620.00
Expense -	
Expense -	
Band Fundraising Inc -	
Band Fundraising Exp -	
Net Profit	\$130.00

Various

Donation from parent (additional to fees)	\$100.00
Parent contributions to P&C (fees)	\$530.00
Parent pays PSSA into P&C by mistake (\$120 not cashed yet)	
Return PSSA into P&C by mistake	
Back Packs	\$30.00
Mothers' Day Stall IOUs	\$111.70
P&C joining fees \$2	\$6.00
Credit card surcharge fees	\$4.00
Interest from 0031 main account	\$32.13
Interest from term dep into 0031 main account	
Total Various	\$813.83



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