



Narrabeen Lakes P&C

GENERAL MEETING – 17 MARCH 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 – Ian Phillips
- Apologies: Michael Digby, Rob Zappia, Georgina Ng, Joanne de Vries, Tanya Leishman, LeeAnn Beer, Nadine Newell, Tony Davies and Laura Howard

Minutes of Previous Meeting: Approval of the 17 February 2015 Annual General Minutes, General Minutes and the Audited report are required.

17 Feb 2015 AGM Minutes

Moved: Kate Martin

Second: Ingrid Scheel

17 Feb 2015 General Meeting Minutes

Moved: Kate Martin

Second: Sarah Jones

Annual 2014 Financial P&C Audit

Moved: Annie Kent

Second: Ingrid Scheel

Voted Previous to March Meeting

VOTED: The P&C will pay costs for the new Canteen Manager to attend the Healthy Kids Expo and Training Day. Approximate cost: \$210 + Super Moved: Karen Menzies Second: Tiffany Smyth

VOTED: The P&C will pay the canteen manager costs associated with set up of the canteen including such items as: audit of the canteen facilities, Flexischools implementation/training, school menus etc.. Approx. 18 hours/ \$450 + Superannuation Moved: Annie Kent Second: Tiffany Smyth

Voted at March Meeting

VOTED: P&C Fee letter is to go out in Term 2. It was voted that Option B, which included the letter from the P&C President and payment options be utilised. Moved: Karen Menzies Second: Tiffany Smyth

VOTED: The canteen would have a separate bank account and would have to have a separate annual audit of their banking account. The new account includes increased fees (approx. \$30 to \$40 per month)– it will now be a Business Banking account. It was voted that even with the increase in fees and the necessity for a separate audit that this would increase the transparency of the canteen income and expenses. Moved: Annie Kent Second: Ingrid Scheel

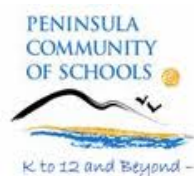
VOTED: The canteen would be allocated an additional \$3500 on top of the \$1500 voted in the February 2015 meeting to purchase any items, including software, to get the canteen started (start up float). Moved: Karen Menzies Second: Annie Kent

VOTED: To allocate \$3000 on a yearly basis for textbooks for the school – to be used for any stage that they feel needs the money for additional reading resources. Moved: Karen Menzies Second: Kate Martin

VOTED: To allocate \$5000 on a yearly basis for cultural excursions/buses for the school. Moved: Kate Martin Second: Ingrid Scheel

President Report

Thank you to all those people who helped organise the Raffle it has been a very successful fundraiser so far without having to put in too much effort.



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TREASURER: Tiffany Smyth

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Vice Presidents Report

- Raffle update – Ingrid said to date the raffle has earned the P&C just over \$6,000. There are still approximately 120 booklets that need to be handed back in, so hopefully this number will increase slightly.
- P&C Fee letter update – Kate had 2 options available it was voted to use OPTION B – which did not include the photos, but included a letter from Annie along with various payment options – This will go out in Term 2.
- Market update – Andy said that markets had to be run by the school and not the P&C. The school is still going to move forward with this as it could provide an continual income stream in the long term. However, the markets need to go out to tender – awaiting information from the DEC – will be a slow process.

Principal's Report

1. Strategic Plan Review – this is being done now. This time the schools and teachers are involved in the process and are able to add input into what the Strategic Plan should include.
2. Parent Teacher Interviews – are taking place the week of the 23rd March 2015
3. ACMA – Presentation on Cyber Bullying – scheduled for the 27th April 2015 – evening for parents and during the day for the students aged Year 3-6
4. School Sign – Andy would still like the P&C to consider contributing to an electronic sign – an electronic sign has to be approved by council before it can even be considered for installation. Would like to use the sign for advertisements and to generate an income for the school. Approximate cost for a sign \$15,000.
5. Uniform Shop – Andy would still consider the possibility of setting up a uniform shop at the school – initial outlay would be between \$20,000 and \$30,000. Again this could be a longer term income earning venture for the school. He would like the P&C to see if they could contribute, but understands that until the canteen is up and running it will be difficult to estimate the expenses the P&C will have.
6. 21st Century Fluencies – this is the new way of teaching into the future. Andy is looking at contracting Ian Dukes to come in and train the teachers in this method of teaching. He is looking at teaming up with other schools in the area to share funding costs. Would like the P&C to consider contributions to fund part of this.
7. Interralate – Is being run on Friday the 20th March from 5:30pm until approx. 8:15pm.

Secretary Report

Correspondence

April meeting – cancelled – next meeting to be held 19th May 2015

Treasurer Report

Monthly Financials report – see report below

Canteen Committee Update:

- Announcement of new Canteen Manager – Robyn Stonell has been appointed as the new employee.

Canteen update

- Treasurer for canteen committee – Christine Black has said she would volunteer to undertake the treasurer role for the canteen.

Band Committee Update – Please see update attached below the Treasurer Report

Clothing Pool – update to be presented at 19th May 2015 meeting

Parent Club – were recruiting volunteers for Ride to School Day to help out with the breakfast



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General Business:

Lynn Chant was in Berry and saw that the school there had created a cookbook that they were selling. The cost of the cookbook was \$35. The cost to produce such a book is fairly low, but will take a considerable amount of time. Again this could be an ongoing fundraiser for the school as it could be sold for many years to come.

Next Meetings to be held in 2015:

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

Meeting Closure: 9:10pm

Treasurer Report

Balance Sheet as at 15 March 2015

Assets

CBA 0031 Main Account Reconciled	\$36,698.25
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$46,863.25

Bank Reconciliation

MYOB Balance on 15 March 2015 from above	\$36,698.25
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$36,698.25

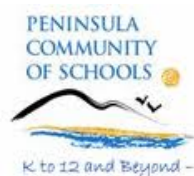
Activities since last meeting

Ice Cream Mondays

Income - Monday 16 Feb	\$84.00
Income - Monday 2 March	\$70.00
Expenses - Metro Ice Cream 7S C94443	-\$76.35
Expenses - Metro Ice Cream 7S D04337	-\$73.10
Income - Monday 9 March	\$101.20
Income - Monday 23 Feb	\$85.00
Net Profit	\$190.75

Special Event - Raffle 2015

Income - 1st Deposit	\$2,387.25
Income - 2nd Deposit	\$3,366.80
Expense - 40% cut to Rotary	
Net Profit	\$5,754.05



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Slushie Fridays

Income - Friday 20 Feb	\$296.75
Income - Friday 27 Feb	\$340.80
Income - Friday 6 March	\$294.00
Expenses - The Slushie Co Inv 63171	-\$330.94
Expenses - Milk etc	-\$97.15
Expenses - Metro Ice Cream 7S D04337	-\$73.10
Expenses - Metro Ice Cream Inv 7S C94443	-\$75.00
Net Profit	\$355.36

Band \$ Movement

Fees received -	\$4,350.00
Expense -	
Net Profit	\$4,350.00

Various

Clothing Pool	\$60.00
Student Insurance P&C Federation	-\$2,003.05
Voting Rights x 21	\$42.00
Parent contributions to P&C (fees)	
Misc - Merchant Fees (Credit card fees school invoice)	
THE INCIDENT - See Tiff for details	-\$1,700.00
That's Mine commission	\$83.22
Interest from 0031 main account	\$16.86
Interest from term dep into 0031 main account	

Total Various	-\$3,500.97
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Lakes Market 7729 Account 2015

Income - NO MOVEMENT THIS PERIOD	
Transferred to main account	
Add closing balance last period	
Reconciliation to bank statement	

Lakes Market - expenses from main account

Income Market into main account	
Expenses -	
Expenses -	
Expenses -	
Expenses -	
Expenses -	
Transferred to main account	
Total Lakes Market Just 0031	\$0.00
Total Lakes Market NET this period	\$0.00



Narrabeen Lakes P&C



Band Committee Report update - for P&C 17th March 2015

The NLPS band committee met Tuesday 10th March.

1. Term 1 Band Fundraiser Update – Tanya Leishman (secretary)

Election Day Cake and BBQ 28th March 7 am till 3pm

All systems go and roster is nearly complete – we have 27 parent helpers on the stall which shows fantastic support and dedication from our band community!

We need 2 more helpers for the end of the day shifts 11-12pm, 2-3pm to help pack up.

We are relying on the whole of school community to bring in cakes. Advertised in Pelican Post and we will ask Kylie Kirkland to put request on Parent Planner too.

Cakes will come in on Friday 27th and a volunteer will put them in the canteen fridge. Tanya will sort out canteen and prepare drinks from canteen and prep up stall and BBQ on the Friday after school.

We are hoping to make at least \$800 for the band maybe more.

If the school sign is fixed, can we advertise it on the Friday?

2. Payment of fees update - Meredith Jaffe (Treasurer)

Total band enrolments now 61 including 4 recent new members.

50 families have paid. 3 are new to band and their fees are not outstanding and 2 are on payment plans and 6 outstanding.

Cash at Bank (including unprocessed credit card fees) is \$8,950.

Tanya Leishman Secretary 0425226247 tangsims@bigpond.net.au



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