



Narrabeen Lakes P&C

GENERAL MEETING – 17 MAY 2016 – 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: 3 Apologies

- Fees paid - None

Minutes of Previous Meeting:

The 23 March 2016 meeting minutes were circulated. The minutes were accepted.

Voted at this Meeting 17 May 2016

Voted: To provide funds for the Year 2 class to purchase 4 x \$350 garden pods = \$1400 plus 4 x \$150 of soil to fill each pod = \$600, and \$500 to Landcare for preparation of the sites, so a total of \$2500. Moved and Seconded

Voted: The new treasurer is to become a signatory for the P&C General account as she has taken over as Treasurer and needs access to the account. Moved and Seconded

Voted Previous to May Meeting

Evoted: That the P&C Association purchase the P&C Federation Student Insurance as it is the best student insurance available on the market. If anyone would like more information on this insurance policy please go to:

<http://pandc.org.au/index.php/insurance/information>. Moved and Seconded

Evoted: For a volunteer to purchase 40 x \$2 flower air fresheners for the Mother's Day stall. Moved and Seconded

Evoted: That the NFactor and all related sales and purchases a GST Free event. This means we can't claim any GST on our purchases but neither are we required to charge GST on the sale of the DVD's related to the event or the event itself. ATO call receipt number 1012 9855 4384 Duncan. Creating a sub entity for events that are not a core activity of the organization and fall below \$150K income. Moved and Seconded

Evoted: That the school hall be used for a party as a P&C event on the 11th April 2016 from 3pm to 7pm. Moved and Seconded.

Evoted: That the P&C have their own float of \$200 for use at all general events. (ie. Mothers Day Stall, Disco) Moved and Seconded.

President Report

Stranger Danger, Bullying, and Cyber Safety

- Annie is trying to get in contact with the Youth Liaison Officer at the Dee Why Police Station to come to the school and talk about the issues above to the students
- It was suggested K-2 in one group and 3-6 in another group
- It has been difficult to get in contact with the police but she will continue trying
- It was also suggested that someone from ACMA come and speak on Cyber Bullying – ACMA does not do this directly but has authorised speakers – Leonie Smith is one of the speakers and has done several of these workshops on the Northern Beaches
- The police will be followed up first and then a price for Leonie's services will be requested



PRESIDENT:	Annie Kent	E: nlpspandc@gmail.com	M: 0420 738 718
SECRETARY:	Karen Menzies	E: nlpspandc@gmail.com	M: 0404 025 225
TREASURER:	Jane Whitfield	E: nlpspandc@gmail.com	M: 0414 642 743
ABN:	81 343 221 980		

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



Narrabeen Lakes P&C

Mother's Day Stall ideas for 2017 – fundraising brochures – a discussion on how the stall could be run next year was talked about.

- In the end it was decided to keep it as is for now as the parents felt the children loved to pick an item for their mother themselves and not only have a few choices that the mother picks and then is brought in.
- The element of surprise for the mother will remain.

Vice President Report:

Advanced Photo Family Photos – final update

- A total of \$180 was raised – much less than expected and less interest than expected
- Suggested that if this was done again that it could be held closer to Christmas so the photos could be given away as Christmas presents

Principal's Report (Assistant Principals filled in on the night)

OOSH update

- There was another council issue with the DA – the council required more toilets with the increase in number of children
- The DA has now been resubmitted and hopefully will have a short turn around
- Expected completion will hopefully be Term 3 2016

Playground DEC update

- Sunday the 29th May a parent is donating an Excavator to be used to take out the rest of the Adventure Playground
- A skip bin will be in place for the material to be loaded into and taken away
- A meeting with the Principal, DEC- Assets and the P&C needs to take place
- The DEC must project manage the establishment of a new playground and the P&C must use their suppliers.
- Patricia Franco is one of the parents at the school and does environmental work – she was going to do an audit of the playground and school grounds to see how the area may be able to be better utilised.
- Some playgrounds to have a look at in the area include Beacon Hill and Mona Vale Public Schools.

Year 2 Gardening Project

- Year 2 is doing a 21st Century Learning projects that involves across curricula content.
- It involves setting up gardens, growing plants, selling them etc. a whole range of activities
- It was voted that funds would be provided to help start up this initiative
- It was also noted that grant funding that is available for these types of projects will be applied for to support these type of sustainable/environmental projects
- The Market Gardens/Stephanie Alexander was discussed. One of the teachers has a membership to the Stephanie Alexander – Kitchen Garden Program.
- A parent of a Year 1 child in the meeting has volunteered to help with anything related to food science, market gardens, environmental sustainability as she has a background in these fields

Treasurer Report – Monthly Financials in report below

**Please address all financial queries regarding this report directly by email to the Treasurer so your questions can be answered confidently with information on hand

**ATO - Have advised ATO of incorporation -Call receipt number is 101 299 4485 395

- It was agreed that the uniform suppliers would be paid and that the P&C should release funds for school pledges
- Financial reports were provided and are attached below



PRESIDENT:	Annie Kent	E: nlpspandc@gmail.com	M: 0420 738 718
SECRETARY:	Karen Menzies	E: nlpspandc@gmail.com	M: 0404 025 225
TREASURER:	Jane Whitfield	E: nlpspandc@gmail.com	M: 0414 642 743
ABN:	81 343 221 980		

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



Narrabeen Lakes P&C

Secretary

Correspondence – P&C Magazine – Term 2

School Banking Update

- There have been 104 accounts opened (almost 25% of the school)
- A provision of an inside venue was discussed in case of rain – one of the teachers has offered the use of his classroom or just outside his classroom (depending on severity of weather)
- It was decided that the CBA banking would not be a GST exempt event

ACNC – Australian Charities Register has been updated

Rotary Raffle Coordinator

Rotary Raffle update

Entertainment Book update

Uniform Shop update

Uniform Shop to date snapshot - we are still on track for breakeven this time 2017.

Website Sales	\$7,789.54
Onsite	\$17,016.09
Total Sales	\$24,805.63
Supplier Payments	\$38,917.69
Total movement	-\$14,112.07

Volunteer Coordinator Update - Mother's Day Stall Update

The Mother's Day stall was another fantastic day. Thank you to all the volunteers that helped on the day and wrapping presents. Also that you to all those classes that donated to the hamper raffle. The total amount raised was:

- Mother's Day Stall – Net income \$1,820.00
- Mother's Day Hamper Raffle – Net income \$539.90

It was suggested that next year some Year 6 children be used to help wrap gifts as there were only a couple of parents that could help do this on the day.

Canteen Committee Update

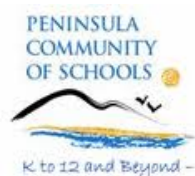
AGM minutes – were circulated to canteen committee and P&C Executive Committee on the 12th May 2016.

Copies of meeting minutes, P&L, and Balance sheet were provided for review at this meeting

- The refrigerator is leaking and may need to be replaced or repaired – quotes are being sourced
- Canteen has been fantastic. Thank you to all the volunteers, Canteen Manager, Canteen Assistant and all the other people for their efforts.
- A second amount of \$1500 was paid to the P&C general to be put against the Canteen Transfer account
- Further amounts will be paid back to the P&C transfer account as the funds become available.

Band Committee Update

- Sheet music pledge of \$1000 - This is being deferred until the end of the year – if the band falls short of their fundraising goal for 2016 then the P&C will decide if additional funds are needed to meet the shortfall
- Election Day fundraiser – will be setting up a BBQ, cake stall, and plant sales on the day. Kids will be encouraged to busk on the day.



PRESIDENT: Annie Kent
SECRETARY: Karen Menzies
TREASURER: Jane Whitfield
ABN: 81 343 221 980

E: nlpspandc@gmail.com
E: nlpspandc@gmail.com
E: nlpspandc@gmail.com

M: 0420 738 718
M: 0404 025 225
M: 0414 642 743



Narrabeen Lakes P&C

General Business:

Refillable bottle station

- Quote received was for \$2400 + GST plus installation
- Two options were discussed for follow up:
 1. Modifying current bubbler to allow for water bottles to be filled by adding a tap that allows for a bottle to be put under it for filling.
 2. Using the tap at the side of the canteen as an official 'hydration station', with signage to jazz it up and encourage the students to fill their bottles there.

Ragtag

- Feedback received via Facebook and there were mixed comments on whether or not it would be useful

Veggie Pods

- Money was voted for the Year 2 veggie pods to start off with
- There are several volunteers in the school keen to help make the school more sustainable
- If additional pods are needed later on then these can be brought to the P&C at a later date for funds

Solar Panel

- Option for storing additional power for later use
- The school has a large number of solar panels, but the rebate it receives back is minimal – this is a great concept but cost \$10,000 to purchase
- The P&C is happy to revisit this option if the price of this drops in the future as it could produce long term savings in the future

Next Meeting Dates:

5 April (Cancelled)	17 May	21 June	July – none	16 August
20 September	18 October	15 November	13 December	

Meeting Closure: 9:30pm

Treasurers Report

Balance Sheet as at 13/05/2016

Assets

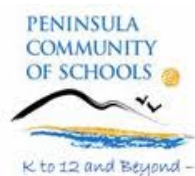
CBA 0031 Main Account BANK	\$34,155.05
P&C General Events Float	\$200.00
Uniform Shop Float	\$200.00
Total Assets	\$34,555.05

Bank Reconciliation

Balance on Bank Stmt 13/05/2016	\$34,155.05
Less: Unpresented Cheques:	\$10.32
Plus: Uncleared Deposits:	

MYOB Balance:	\$34,144.73
---------------	-------------

Pledges outstanding	
Band	\$11,762.26
Technology \$5000 2015 \$3880.02	\$8,880.02
Remaining funds available	\$13,502.45



PRESIDENT: Annie Kent E: nlpspandc@gmail.com
SECRETARY: Karen Menzies E: nlpspandc@gmail.com
TREASURER: Jane Whitfield E: nlpspandc@gmail.com
ABN: 81 343 221 980

M: 0420 738 718
M: 0404 025 225
M: 0414 642 743

Narrabeen Lakes P&C

Activities since last meeting

Interrelate

Income -	\$405.00
Income -	
Expenses -	-\$836.00
Net Profit	-\$431.00

Mothers' Day Stall / Hamper Raffle

Income - Stall ONLY NOTES SHOWING HERE	\$1,520.00
Income - Hamper ONLY NOTES SHOWING HERE	\$320.00
Expenses -	
Net Profit	\$1,840.00

Uniform Shop

Income – Website	
Income – Onsite	\$7,278.76
Expenses -	-\$4,436.35
Net Profit	\$2,842.41

Band \$ Movement

Fees received -	\$1,104.98
Fundraising -	
Expenses -	-\$7,526.70
Net Profit	-\$6,421.72

Various

P&C Farewell present	-\$110.49
P&C General Event Float	-\$200.00
Advanced Photography Commission Fundraiser	\$220.00
P&C Gen – Postage stamps	-\$20.00
NFactor DVD sales	\$60.00
Sport Shirt change from 2015 \$2000 SEE TIFF	\$92.00
Live EFTPOS monthly fee	-\$38.00
P&C Joining Fees \$2 Rob, Jane	\$4.00
Interest from 0031 main account	\$25.39
CBA School Banking Commission	\$705.55
Total Various	\$738.45