



Narrabeen Lakes P&C

MEETING – 18 FEBRUARY 2014 – MINUTES

1. **Meeting Opened:** By President, Jennifer Sheehan: I acknowledge this meeting is being held on traditional lands of the Guring-gai people.
2. **Attendance & Apologies:** All present signed the AGM Attendance Book. Apologies noted from Lee Ann Beer, Meredith Jaffa, Ryan McMahon, Tracey Grainger, Bel Dickinson. **Attendance:** this was noted as twelve (12) members. **Fees:** New Member Fees are \$2 with voting rights – all twelve attendees paid there \$2 fees.
3. **Minutes of Previous Meeting:** Minutes of the 10th December 2013 meeting circulated via email by Secretary. Acceptance was moved by Lisa Gillespie and seconded by Tiffany Smyth.
4. **Financial Matters:**

Summary of items voted on:

- (a) **Appointment of Auditor:** As we were unable to appoint the auditor in the December meeting the Treasurer recommended that Rachel Jessop (Advanced Dip Accounting) be appointed as Auditor to audit the 2013 accounts. Mover: Jennifer Sheehan Seconded: Karen Menzies
- (b) **2014 Budget:** Following completion of the audit of the 2013 accounts, the 2014 Budget was re-presented to meeting by Treasurer. Mover: Jennifer Sheehan Seconded: Karen Menzies to accept budget.

The meeting voted to accept the Treasurer's recommendations listed below this voting box in italics. Moved: Karen Menzies Seconded: Jennifer Sheehan.

- (e) **Treasurer Cash Transfers:** Meeting voted to allow the Treasurer to transfer cash deposits from personal account to P&C bank account. Moved Tony Davies Seconded: Lynn Chant
- (f) **Spending Authorities:** Executive, Band, Parent Club and Clothing Pool Coordinators have a spending limit of \$300 per month with the maximum amount per transaction of \$100 without prior approval provided that all documentation is submitted to the Treasurer within one month of the expenditure and that the spend is available for queries at the next P&C meeting. Moved: Jennifer Sheehan Seconded: Lisa Gillespie
- (f) **2014 P&C Fee Letters:** President presented the final fee letter for 2014 including amendments as voted at Nov meetings. The meeting voted to accept the final version and issue it immediately. Moved: Karen Menzies Seconded: Tiffany Smyth

Treasurer recommended that the timing of future accounting functions be altered to:

Nov meeting *Formulation of draft budget including
Presentation / discussion / voting on school wish list items*

Dec meeting *Finalisation of draft budget including:
* quoted figures for wish list items
* forecast of earnings based on completed P&C/Parent Club calendar
Appointment of Auditor*

AGM Feb *Audited accounts presented to AGM*

- *There were some discrepancies regarding payment for the buses*
- *These will be investigated before the final audit is ratified in March 2014*



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SECRETARY: Karen Menzies E: menzies4@tpg.com.au M: 0404 025 225
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Feb meeting *Final budget presented & voted upon.*
Update Bank Signatories
Complete new Financial Probity Form
Re-endorse spending authorities

The meeting voted to accept the Treasurer's recommendations. Moved: Karen Menzies Seconded: Jennifer Sheehan

- (c) **Bank Signatories:** There was no need to alter the bank signatories as the same people that signed last year are in place this year.
- (d) **Financial Probity Form:** Treasurer submitted amended Financial Probity Form for signature Executive plus Clothing Pool and Band sub-committee member. Jennifer, Karen and Tiffany all signed and gave to Tiffany. The remaining forms still need to be returned to Tiffany.
- (e) **Treasurer Cash Transfers:** Treasurer recommended that the meeting vote to allow the Treasurer to transfer cash deposits, ie accept cash and transfer a matching amount into the P&C bank account from her personal account to eliminate having to go to the bank each time money needs to be transferred. Moved: Tony Davies Seconded: Lynn Chant
- (g) **Spending Authorities:** Treasurer recommended all spending authorities be re-endorsed at each February meeting Vote on spending amount. Recommended the meeting approve Executive, Band, Parent Club and Clothing Pool Coordinators have a spending limit of \$300 per month with the maximum amount per transaction of \$100 without prior approval provided that all documentation is submitted to the Treasurer within one month of the expenditure and that the spend is available for queries at the next P&C meeting. Moved: Jennifer Sheehan Seconded: Lisa Gillespie
- (h) **February Accounts:** Treasurer presented accounts at February 2014.
- (i) **2014 P&C Fee Letters:** President presented the final fee letter for 2014 including amendments as voted at Nov meetings. The meeting voted to accept the final version and issue it immediately. Moved: Karen Menzies Seconded: Tiffany Smyth
5. **Parent Club Calendar:** There was not time to present the update on calendar collated by Alison Crawford, Parent Club.
6. **P&C Website:** No changes to the P&C website page for the officers that were elected need to be made.
7. **Principal's Report:**
- Andy presented 2014 wish list items for discussion:
 - \$5000 for smartboard projector replacement
 - \$5000 for readers K-2
 - \$2500 for defibrillator
 - School Fees – were \$95.00 this year in which \$27 was for technology support
 - School Size – 2013 there were 349 students; 2014 there are 372 – this allowed for an additional teacher to be added, which will start, hopefully in Term 2
 - New English Curriculum- the new curriculum for English was started this year
 - Twenty first century learning – teachers are involved is researching this for use with the Ipads and engaging students in the best way possible
 - Student Welfare – last year there was an audit done and the focus was on the negatives for student welfare and this year the focus is looking at the positives for student welfare
 - Assessments – there will be standardized tests for Year 1-6 this year – it will set the benchmark for the school so that year on year there is something to compare
 - School payments – has been given good feedback from several parents on the changes to the fee payments for the school
 - OOSH – Out of School Hours Care – up for tender this year – looking



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8. **Day Markets:** Lisa Gillespie gave update on planning.
 - First market scheduled for 5th April.
 - Approximately 30 stalls have been confirmed
 - Stalls have been handpicked – hoping to get 70 – 80 stall holders in total as a minimum
 - Lisa to duplicate her media campaign that she did for the Spring Fair for the Day Markets
 - P&C to look at participating by providing canteen, BBQ, Cake Stall
 - Maryanne Watson suggested: jumping castle, ponies, and one side show to attract attendees as well
5. **School Cook Book Fund Raiser** – Kate Martin is the Coordinator and will send notes out or email out to parents to get recipes and pictures
6. **Books** – Home readers / class book sets / library books 10yo + - several parents have complained about lack of home readers etc. These have been put on the wish list to purchase additional resources.
7. **Clothing Pool** – sample backpack was presented, but unsure of the style and cost – will present again at the March meeting with more information
8. **Business Arising:** No other business arising from December meeting.
9. **Next Meeting:** 18 March 2014.
10. **Meeting Closure:** The meeting closed at 9:15 pm.



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Balance Sheet as at 17 February 2014

Assets

CBA 0031 Main Account Reconciled	\$21,300.78
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$31,465.78

Bank Reconciliation

MYOB Balance on 17 Feb 2014 from above	\$21,300.78
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$21,300.78

Activities since last meeting

Ice Cream Mondays

Expenses - Metro Ice Creams Inv 7SA9677	-\$273.20
Income - Mon 3 Feb	\$100.50
Income - Mon 10 Feb	\$86.45
Income -	
Income -	
Income -	
Net Profit	-\$86.25

Slushie Fridays

Income - Fri 7 Feb	\$255.90
Income - Fri 14 Feb	\$233.50
Income -	
Income -	
Income -	
Expenses - \$2 coin not accepted	-\$2.00
Expenses - Slushie Co Inv 61936	-\$153.95
Net Profit	\$333.45



PENINSULA COMMUNITY OF SCHOOLS
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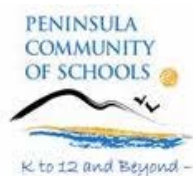
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Band \$ Movement

Fees received -	\$1,660.00
Expense -	
Band Fundraising Inc -	
Band Fundraising Exp -	
Net Profit	\$1,660.00

Various

School Reimbursements - P&C fees from school	
Backpacks	\$210.00
Clothing Pool	\$945.00
P&C joining fees \$2	
Interest from 0031 main account	\$49.64
Interest from term dep into 0031 main account	
Total Various	\$1,204.64



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