



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 18th June, 2013 - Minutes

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:00pm, NLPS Library with “I acknowledge this meeting is being held on traditional lands of the Guring-gai people.”
2. **Attendance:** this was noted as nine (9) members
3. **Apologies:** Keryn Gallagher, Matt Weeks, and Georgina Ng
4. **Welcome:** President welcomes all to the June monthly General Meeting for the P&C for 2013.
5. **Fees:** President seeks New Member \$2 Fee Payment but No Voting Rights till the next meeting.
6. **Minutes of the Previous Meeting** – Tuesday, 21st May were produced, distributed and read via email before the meeting on the 18th June 2013.
7. **Previous Minutes Accepted:** Amendments/Motion – Mover – Lynn Chant (31/5/2013) & Second/Voting – Matt Weeks on the 3rd June 2013. Minutes have been posted on the school website.

MEETING VOTE SUMMARY – LATE ITEMS

VOTED: To allow the executives to sign the bank account form to open an account for the Spring Fair to allow a Direct Debit Facility – Moved by Tiffany Smyth and voted in the affirmative by Karen Menzies and Jennifer Sheehan.

VOTED: To allow the band to spend \$300 on the purchase of 2 second hand Saxophones. Moved by Matt Weeks and voted in the affirmative by Tony Davies and Jennifer Sheehan.

8. **Business Arising:**
 - *First item for discussion will be a review/feedback session on the newly created Discipline Policy for Narrabeen Lakes Public School. Andy Rankin discusses.*
 - *A revised discipline policy has been developed and was presented by the Reliving Principal Andy Rankin. It involves a card system in which a child will move from one level to the next if consistent poor behavior continues.*
 - *If anyone is interested in reviewing and giving feedback regarding the new policy then please contact the school.*
9. **Correspondence:** Tiffany brought up a fund raiser of LED illuminated water. Spring Fair is taking most of the time, but could be considered after the fair or for next year. We will ask them for a donation for SF.

10. **Reports:**

Band

- The War Vets performance on the 5th June 2013 by the senior band went well – they were invited to come back next year and perform again.
- This Sunday the 23rd June the senior band is playing at Pittwater High in the Northern Beaches Festival.
- The junior band all have tutors now and are progressing well.
- Music Matters will be out next week.
- All band children have been asked to bring in a cake/slice to sell on Friday 28 June as a fundraiser.

Treasurer – Income/Expenses

- Slushie Friday has started again, but will become Hot Chocolate Friday for Term 3 and back to Slushie Friday in Term 4
- The audit of the P&C has been conducted and only one item could not be supported by documentation which is a good result
 - The item that could not be supported is being resolved
 - The option of uploading the audit report onto the school website in the same location as the P&C minutes when it has been finalized is being considered.

Balance Sheet 14/06/13

Assets

CBA 0031 Main Account	\$19,233.45
CBA Term Deposit 0588	\$17,000.00
Petty Cash - Parent Club Float	-\$150.00
Clothing Pool Float	-\$65.00
Total Assets	\$36,018.45

Bank Reconciliation

MYOB Balance on 14/06/2013 from above	\$19,233.45
Add: Outstanding Cheques:	\$60.00
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$19,293.45

Activities Since last meeting

Ice Cream Mondays

Income 13/05/13	\$121.20
20/05/13	\$146.10
27/05/13	\$95.85
03/06/13	\$122.80
Metro Ice Creams	-\$212.65
Net Profit	\$273.30

Special Lunch - Pizza Lunch 22/05/13

Income	\$538.40
Net Profit	\$538.40

Slushie Fridays

Income 14/06/13	\$205.60
Net Profit	\$205.60

Band \$ Movement

Fees received	\$1,175.00
Musicorp	-\$99.00
Northern Beaches Wind Ensemble	-\$60.00
Rachel Rule - Term 1 2013	-\$1,925.00
Profit	-\$909.00

Various

Backpacks	\$0.00
Clothing Pool	\$120.00
P&C fees from school 2013	\$0.00
Aussie Farmers Direct fundraising	\$0.00
P&C voting fees	\$0.00
Inter relate Cornettos sold to Collaroy School	\$93.60
Interest from 0031 main account	\$0.57
Mothers' Day IOU's received	\$21.00
That's Mine Commission income	\$35.20
Total Various	\$150.37

Secretary

- All paperwork for the Narrabeen Lakes P&C has been sent to the Australian Charities and Not-for-profits commission (ACNC) for their records to be updated.

Principal's Report

- The school had a literacy aim for punctuation for all children in the school. The target was to increase the punctuation knowledge of 75% of the children. This goal was exceeded and 80% of the children showed an increased knowledge in punctuation after this focus. The next target will be for reading comprehension.
- All of the Wi-fi equipment has been delivered for the school. It will be up and running some time in Term 3.
- The school Disco will be run on Thursday the 27th June and has different times for the younger and older children. This is being put on by the Parent Club.
- Andy would like to have a working bee on Sunday the 20th July. The two items in most need:
 - moving the mulch near the chicken coop to the adventure playground
 - cleaning up the grounds around the OOSH – Out of School Hours building
- The school is having a whole school activity night 5th September 2013 at Narrabeen Sports High School
- Andy is the relieving Principal till the end of Term 2, but Jim Delaney has not decided if he will be returning.

President's Report

- Risk Assessment requirements for P&C – Jennifer has asked one of the parents if they would be willing to help with these – the parent is thinking about it and will get back to her
- The risk assessments need to be completed before the Spring Fair on the 10th August to make sure that the insurances will cover the P&C

Spring Fair Update

- **URGENT!!!** - A donations coordinator or 2 is needed for the spring fair. If you know of anyone who would be interested please let Jennifer know.
- Insurance cover for a wash out of the spring fair could be 30-40% more than the quote 2 years ago. Jennifer is still awaiting a quotation from the insurance provider.

An inflatable toys stall will be run again this year at the Spring Fair. Jennifer presented an update on SF11 schedule, made recommendations regarding SF13 expenditure. Expenditure was approved.

- Photographer services are being considered. P&C requested it be on a commission basis and that there be facility for purchasers to view the photos on the day.
- Possible Sea Eagles player to appear at Spring Fair – Ian Phillips to ask players currently working with Reading Help. Sarah Jones to speak to former player Craig Hancock.
- Various options for counting SF proceeds and security generally were discussed. Andy Rankin to seek input from other schools.
- Final stall allocations will be completed by the next P&C meeting on the 16th July 2013.

11. **General Business**

Parent Club

- Want to set up a Facebook page to increase communication options. Approved.
- Parent club will start using the notice board at the back of the library for their updates
- Parent Club will look at adding their events into the Parent Planner App

12. **Next Monthly General Meeting:** Tuesday 16th July 2013 at 7:30pm in School Library

13. **Meeting Closure** – meeting closed at 9:20pm

14. **Addendum** – Late Items – Voted on 21st June, 2013 after the meeting had already closed

- a) In order to open up a bank account for the option of direct deposit facilities for the Spring Fair there need to be signatories. It was decided that the signatories would include: Tiffany Smyth – Treasurer, Jennifer Sheehan – President, and Karen Menzies – Secretary.
Voted: – Moved by Tiffany Smyth and voted in the affirmative by Karen Menzies and Jennifer Sheehan.
- b) Matt Weeks has asked if the band can purchase 2 second hand saxophones for \$600 for use with the band. Moved by Matt Weeks, voted in the affirmative by Tony Davis and Jennifer Sheehan.