



Narrabeen Lakes P&C

MEETING – 18 MARCH 2014 – MINUTES

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:40pm, NLPS Library with "I acknowledge this meeting is being held on the traditional lands of the Guring-gai people.
2. **Attendance & Apologies:** This was noted as eight (8) members. Apologies from: Lee Ann Beer, Tony Davies, Sarah Jones and Rob Zappia. President seeks New Member payment of \$2.00 per year – this was paid by Annie Kent – voting rights at next meeting.

3. **Minutes of Previous Meetings:**

Voted: Audited financials to be approved for 2013 and Minutes of the AGM covering 2013 school year were approved: Mover: Lynn Chant Second: Ian Phillips

Voted: Minutes for 18 February 2014 Monthly General Meeting were approved Mover: Tiffany Smyth Second: Jennifer Sheehan

4. **Financial Matters:**

Items voted on previous to 18 March 2014 Meeting

Voted: To approve \$665.42 band subsidy for 2013 Moved: Jennifer Sheehan Second: Karen Menzies

Voted: To approve \$250.00 to pay Jenny Walsh for her services to provide entertainment at the first Day Market on the 5th April 2014. Moved: Karen Menzies Second: Tiffany Smyth

5. **Treasurer Report**

Voted: To approve "recurrent spends" for the band as defined as Directors Fees up to \$3500 per term, repairs and maintenance for instruments, and purchases. These will then need 2 signatures on the cheque and 3 signatures on the cheque requisition. Mover: Karen Menzies Second: Lynn Chant

Voted: To approve payment of current Band invoices of \$990 for Stephen Williams and \$1730 for Victoris Rika-Heke.

Voted: For the withdrawal of \$2100 for floats for the day market school stalls. Mover: Lynn Chant Second: Jennifer Sheehan

The financial report is attached at the end of the Minutes.

6. **Secretary**

Missing Payments information through the tax office for parents will be scanned by Tiffany and emailed to class parents to circulate - for children born between 2001 and 2004.

Correspondence – mainly consisted of fundraising information.

7. **President Report**

- a. Day Markets

Voted: Coordinators for the Day Market Launch have approval of pre-spend for school stalls for day market. Mover: Karen Menzies Second: Tiffany Smyth

Voted: To approve spending of funds on an additional freezer for placement in either the canteen or in the school clothing pool area. Mover: Tiffany Smyth Second: Karen Menzies



PRESIDENT: Jennifer Sheehan

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SECRETARY: Karen Menzies

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TREASURER: Tiffany Smyth

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General Update: The P&C will be running the BBQ, Canteen, and Cake Stall – volunteers are being recruited for the day. Posters, signs, and flyers are being done and will be put up ASAP. Letter box drop of the flyers will be done around the school and in nearby areas.

Risk Assessment & Notification: Was completed and sent off to P&C. Stallholders to sign and agree to conditions and provide proof of insurance.

P&C Fee Letters have gone out. The payments made to date have been recorded in the financial report.

8. Principal's Report

Working With Children Checks – a reminder will be in the newsletter. A copy has also been uploaded onto the website. Tiffany will get a copy and have class parents send out a reminder email. It was suggested that these are put in the kindergarten orientation packets.

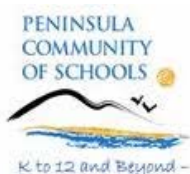
Draft Leadership Policy – this is being rewritten for students wishing to run for a Prefect of the school in Year 6. Changes are being made to the criteria and the process.

9. **Business Arising:** Ian Phillips presented a quote for supply of readers for K-2 reading recovery levels 1-27. The approximate cost per book under this quote was \$4.00. Other quotes had books costing as much as \$9.00 each.

Voted: To approve spending \$2,965.00 for 18 boxes (approximately 800 books) for K-2 readers. Mover: Jennifer Sheehan Second: Karen Menzies.

10. **Next Meeting:** 8th April 2014 at 7:30pm

11. **Meeting Closure:** 9:15pm



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Balance Sheet as at 17 March 2014

Assets

CBA 0031 Main Account Reconciled	\$22,032.80
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	\$1,300.00
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$33,497.80

Bank Reconciliation

MYOB Balance on March 2014 INC OUTSTANDING	\$18,237.41
Add: Unpresented Cheques:	\$4,969.99
Deduct: Uncleared Deposits:	\$1,174.60
Expected Balance on Statement:	\$22,032.80

Activities since last meeting

Ice Cream Mondays

Expenses - Metro Inv 7SB2983	-\$273.20
Income - 17 Feb 2014	\$62.00
Income - 24 Feb 2014	\$123.00
Income - 3 Mar 2014	\$45.20
Income - 10 March 2014	\$99.30
Expense - Metro Ice Creams	-\$291.65
Net Profit	-\$235.35

Special Event - Sushie Lunch 19 Feb 2014

Income - 19 Feb 2014	\$1,130.55
Expenses – Sushi	-\$683.30
Expenses - Woolies Poppa Juice / bread	-\$97.75
Income -	
Net Profit	\$349.50

Slushie Fridays

Income - 21 Feb 2014	\$252.80
Income - 28 Feb 2014	\$137.00
Income - 7 March 2014	\$271.75
Income -	
Expenses - Slushie Co Inv 61790	-\$108.90
Expenses -	
Net Profit	\$552.65



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Band \$ Movement

Fees received -	\$740.00
Expense - Dickson's Music	-\$37.40
Expense - Dickson's Music	-\$110.25
Expense - Mall Music	-\$293.35
Expense - Mall Music	-\$55.50
Band Fundraising Inc -	
Band Fundraising Exp - Devitts from Dec 2013	-\$89.42
Net Profit	\$154.08

Various

Insurance - P&C Assoc - Student Insurance	-\$1,794.50
P&C Contributions from parents	\$1,380.00
BackPacks	\$90.00
Clothing Pool	\$175.00
P&C joining fees \$2	\$24.00
PSSA into P&C by mistake to be returned to sch	\$55.00
Interest from 0031 main account	\$15.64
Interest from term dep into 0031 main account	
Total Various	-\$54.86

Lakes Market 7729 account showing income only	
Income - Stall fees this period 1 Jan - 15 Mar 2014	\$1,300.00
Lakes Market - expenses from main account	
Expenses - Warringah Council banners in DY	-\$34.00
Total Lakes Market NET	\$1,266.00



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