



Narrabeen Lakes P&C

MEETING – 19 AUGUST 2014 – MINUTES 7:30pm The Library, Narrabeen Lakes Public School

Meeting Opened: This meeting is being held on the traditional lands of the Guringai people.

Attendance & Apologies:

- Fees paid –none
- Apologies from: Ian Phillips, Annie Hamilton, Jo de Vries, Lisa Gillespie, Tany Leishman, and Keryn Gallagher.

Minutes of Previous Meeting:

- 17th June 2014 Monthly General Meeting Minutes were approved: Mover: Jennifer Sheehan and Second: Tiffany Smyth

Discussion/Voting Items:

Items Voted on at 19 August 2014 meeting.

Voted: Shed Shelving – to spend up to \$143 incl. GST on Ikea or similar shelving for one side of the shed. Mover: Tiffany Smyth Second: LeeAnn Beer

Voted: Have the stainless steel bench in the canteen modified to meet building/canteen codes at a cost of \$1760 +GST. Mover: Karen Menzies Second: Kate Martin

Voted: Canteen – to purchase stainless steel shelves to be mounted in the area with the fridge/freezer at a cost of \$220 incl. GST. Mover: Kate Martin Second: Lynn Chant

Voted: Markets – to reimburse payment for the fine received for the VMS (lighted message board sign) from the last markets Mover: Karen Menzies Second: Andy Rankin

Voted: Markets – for Michelle Listen to purchase up to \$400 worth of flowers for the Narrabeen markets to sell at a stall with all money received to go to the P&C Mover: Sarah Jones Second: Tiffany Smyth

Voted: To spend \$5,250 on SENTRAL software for the school. This is half the amount needed the school will put in the remainder of the funds. Mover: Sarah Jones Second: LeeAnn Beer

Voted items prior to P&C August Meeting

Voted: To spend \$548 including GST to pay for a shed that will be used to store P&C items. Mover: Jennifer Sheehan Second: Karen Menzies

Voted: To spend \$550+GST for an advertisement in the Manly Daily for the Narrabeen Markets to be run in September. Mover: Karen Menzies Second: Tiffany Smyth

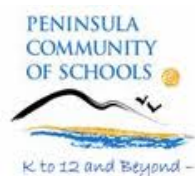
Voted: To spend \$320 including GST to have brochures and posters for the Narrabeen Markets in September.

Voted: To stay with original supplier of backpacks. Mover: Karen Menzies Second Tiffany Smyth

Voted: To have Rachel the Band Director purchase an Amplifier for the school at a cost of \$400 + GST. Mover: Tiffany Smyth Second: Karen Menzies

1. Update on band fee collection

- All parents (18 families) overdue for Term 1 and 2 were contacted via text on their mobile at the end of June and then a hard copy letter was given to the office for all children with outstanding fees
- First week of term 3 all parents with outstanding Term 1&2 fees were contacted personally on their mobile – if they were not spoken to personally then a message was left if possible.
- After the call a text message was sent again with payment details and the “statement” that if not paid by week 4 their child would be withdrawn from the band
- This resulted in most outstanding Term 1 and 2 fees being paid.



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2. Band instrument servicing – the person who services instruments for the band is on maternity leave until October 2014. If anyone knows of someone who services instruments please let Tracy Grainger or Rachel the band director know.
3. Shed Shelving – shed shelving was approved for one side of the shed (see voting item). The shelving for the other side of the shed should be wider to accommodate larger items. Ideas to be emailed to Jennifer for consideration.
4. Canteen costs for shelving, new drawers, freezer – some shelving was approved as well as modifications to the stainless steel bench tops (see voting items). It was decided another review of the canteen and placement of additional shelves and drawers was needed for a final decision to be reached.
5. School Backpacks – Several samples of bags were looked at and in the end it was decided that the existing backpacks were the best value for money given the size and what they had to offer.
6. P&C Head Office Election Information – P&C magazine, newsletter, nomination and voting information was presented
7. Day Markets – stalls to be run by P&C include: BBQ, Lemonade stand, cake stall, sideshow alley, flower stall and selected items for the canteen.
8. Canteen update – a more detailed update on what is needed for the canteen to become operational will be presented in September
9. VMS (Variable Message Sign) parking fine – (voting item covered above)
10. Payments to the school from the P&C – there was some confusion with the last payments. From now on the P&C will pay the school at the end of each term which includes a list of items to be paid and invoices attached to the back of the list for payment.

Treasurer Report

Monthly Report – see attached

Secretary

Correspondence – fundraising info discussed – not interested

President Report

Day Market update for September – see markets above and voting items

Principal's Report

- Update on enclosing COLA – to be completed by end of week 8 with a grand launch in week 9 with the 125th Anniversary
- 125th Anniversary – Wednesday the 10th is the opening in the morning and Thursday the 11th September in the evening is the over 18's opening
- SENTRAL school software (\$10,500 ex. GST) – this will help reduce the amount of time teachers need to complete reports and assessments. It helps with attendance, welfare and a range of other items. Most schools on the northern beaches already have this software in place. P&C voted to pay half of the upfront cost to implement. (see voting item above)
- Planning Meetings – a 3 year plan is being created by the schools which requires feedback from the school community – please RSVP to attend if you can make one of the sessions
- Schools Fees – there has been a significant increase in school fees that have been paid to date compared to last year



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New Business Arising

Tanya Leishman has offered assistance to help out with band

Alice Lewis has offered to frost some cupcakes before the school markets if someone else bakes them

Next Meeting: 16th September 2014 at 7:30pm at the NLPS Library

Meeting Closure: 9:10pm

Balance Sheet as at 16 Aug 2014

Assets

CBA 0031 Main Account Bank Stmt Balance MYOB	\$42,127.54
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	\$605.00
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$52,897.54

Bank Reconciliation

MYOB Balance on 16 Aug 2014	\$42,127.54
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$42,127.54

Activities since last meeting

Ice Cream Mondays

Expenses - Metro Ice Creams	-\$91.20
Expenses - Metro Ice Creams	-\$91.65
Expenses - Metro Ice Creams	-\$85.55
Expenses - milk	-\$8.00
Income - 16 June	\$46.20
Income - 23 June	\$74.50
Income - 21 July	\$97.00
Income - 28 July	\$64.50
Income - 4 Aug	\$93.00
Income - 11 Aug	\$60.00
Net Profit	\$158.80

Special Event - Disco 26 June

Income - \$925 + \$64 + \$65 + \$31.55 + \$1477 + \$20	\$2,582.55
Expenses - DJ Groovy Kids	-\$452.00
Expenses - Ali net food from night	-\$61.25
Expenses - Glo Products	-\$246.00
Net Profit	\$1,823.30



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Special Lunch - Pizza 6 Aug

Income - \$14 + \$1148.22	\$1,162.22
Expenses - Pizza, juice boxes etc	-\$574.11
Net Profit	\$588.11

Slushie Fridays

Income - 20 June	\$194.70
Income - 27 June	\$255.70
Income - 18 July	\$147.00
Income - 25 July	\$179.65
Income - 1 Aug	\$229.10
Income - 8 Aug	\$212.50
Income - 15 Aug	\$274.95
Expenses - Kent Paper cups for hot choc	-\$99.00
Expenses - milk	-\$16.00
Expenses - Metro Ice Creams	-\$91.15
Expenses - Slushie Co	-\$230.94
Expenses - Metro Ice Creams	-\$90.00
Expenses - Metro Ice Creams	-\$85.00
Net Profit	\$881.51

Special Event - Education Week Morning Tea

Income - donations	\$308.10
Expenses - milk etc	-\$36.55
Net Profit	\$271.55

Special Lunch - Sushi Lunch 7 June

Income - Sushi lunch 7 June	\$942.60
Expenses - Juice boxes	-\$79.90
Expenses - Bread rolls	-\$13.20
Expenses - Sushi rolls	-\$554.00
Net Profit	\$295.50

Band \$ Movement

Fees received -	\$4,200.00
Expense - Rachel Rule Term 2	-\$1,750.00
Expense - EmbroidMe Tshirts	-\$435.60
Expense - Mall Music (school paid) Sax strap	-\$47.27
Expense - Mall Music Inv 913901, 914001	-\$190.00
Expense - Dickson's Music Terms 3&4 instrument hire	-\$220.50



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Band Fundraising Inc - refund Socrates drinks from last year	\$69.14
Band Fundraising Inc - Mufti day cake stall	\$306.30
Band Fundraising Exp -	
Net Profit	\$1,932.07

Various

Clothing Pool \$55 + \$70	\$125.00
Parent contributions to P&C (fees)	\$460.00
Parent pays school into P&C by mistake refund Hammond	-\$120.00
Insurance - Pub Liab, Tutors, P&C Fed Membership Fee	-\$1,178.00
P&C Dedicated Mobile amaysim	-\$12.00
Garden Shed	-\$548.00
School invoice - buses, merchfees, Interrelate, air con, etc	-\$6,131.56
P&C joining fees \$2	\$4.00
Building Fund donation	\$100.00
That's Mine commission	\$94.13
Tiff buys stamps for P&C correspondence	-\$7.00
Interest from 0031 main account	\$74.80
Interest from term dep into 0031 main account	
Total Various	-\$7,138.63



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