



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 19th February, 2013 - Minutes

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:55pm, NLPS Library with "I acknowledge this meeting is being held on traditional lands of the Guring-gai people."
2. **Attendance:** this was noted as eighteen (18) members.
3. **Apologies:** Mary-Anne Stuart, Shirra Morton, Eva Bartoll, Amy Estcourt, and Georgia O'Neill.
4. **Welcome:** President – Jennifer Sheehan welcomes everyone to the first monthly General Meeting for the P&C for 2013. She welcomed all newly appointed executive members.
5. **Fees:** President states that New Member Fees are \$2, paid tonight and will then have voting rights at the next meeting. Existing members pay their \$2 fee tonight for voting rights at tonight's meeting.
6. **Minutes of the Previous Meeting** – Tuesday, 11 December 2012 were produced, distributed and read. The annual budget was also discussed.
7. **Motion to Accept Previous Minutes:** Accepted unanimously. Mover: Jennifer Sheehan Second: Tiffany Smyth

MEETING VOTE SUMMARY (FINANCIAL)

Take \$5,000 in cash out of Term Deposit leaving around \$17,000 to roll over for further 3 months.
Mover: Tiffany Smyth Second: Tony Davies.

To move 50% of the wish list funding from the Wifi and 100% of the wish list funding for RFF to help fund additional hours for School Learning Support Officers (teachers aids). Unanimous.

Item 1:

Comparison between the Budget for 2012 and the Actual 2012.

A couple of items were difficult to compare from the budget and actual. Student Injury **Insurance** (\$1700) was a duplicate of P&C Affiliation & Insurance and should have been removed from the Budget 2012 Expenditure column.

Band had expenses noted, but the income from Band Fees and fundraisers was not set against this. 2013 fundraisers expected to be Bunnings Sausage Sizzle; Election Day Sausage Sizzle.

The band had been by Bunnings 30 March 2013. Matt Weeks and the Andy Rankin agreed this was a bad day as it was Easter Weekend. MW liaising with Bunnings, seeking a date for July and ?September.

MW estimated approximately \$750 can be raised on the day, however quite a number of parent volunteers would be needed. Devitt's offers the school a discount on sausages. Bunnings has stipulations about the number of people who need to be present at the stand at all times.

September 14th is an election day. The band will put on a sausage sizzle for the Federal Election day. Band parent volunteers and others will be needed for this.

Item 3:

Band Fees – comparison with other schools and what is charged currently.

Currently, NLPS is charging \$65 per term for band, which includes the hiring of an instrument. Previously, there was a fee for band and then a separate fee for instrument hire.

Matt Weeks was asked by the President – Jennifer to do a comparison of NLPS band fees versus other schools. Matt has a complete list, but below are just a few examples:

Collaroy Plateau: \$90 Fees per term and \$55 instrument hire per term

Elanora Heights: \$90 Fees per term and \$60 instrument hire per term

Brookvale PS: \$40 Fees per term and \$20 instrument hire per term

North Narrabeen PS: \$75 Fees per term and \$10 instrument hire per term

Regional: \$420 per year (\$105 per term) + \$85 uniform + provide own instrument

NNPS is closest to NLPS as bands were established at the same time (and had formerly been joined). Both are still in band-building phase. Each school usually requires private tutoring lessons for the students as well. The band at NLPS consists of 36 students (10% of the school) and all students but 4 have instruments supplied to them. Kerrie Watson said she believes that band is price sensitive and if the school looks to raise the cost too much students will drop off. The budget has a subsidy for band from the P&C of \$1500 for 2013.

Recommendation:

- The fees for band will not rise immediately, but a minimal increase will be looked at for Term 3.
- Matt will provide the P&C with a clearer picture of the financials - income and expenditure for the band to make sure it isn't losing money and to show that all of the fundraising the band is doing goes back into funding the band.
- Subsidy of \$1500 paid by the P&C will remain for 2013.
- MW and the Band team will provide greater visibility of financials to band parents and seek greater participation from them in lieu of increased band fees.

Item 4:

Insurances paid by the P&C

Tiffany Smyth summarized the most important items that the insurance the P&C pays for covers. Key points:

- Public Liability insurance of \$20,000,000 this was increased from last year at a cost of \$60 extra
- The insurance did not cover – vehicles and personal possessions for P&C members if they are conducting business on behalf of the P&C. People will need to rely on their own comprehensive or 3rd Party Property insurance.

An item of concern that came from this meeting as a condition of the insurance – P&C needs to notify Association prior to each and every P&C activity and complete Risk Assessment plans for each event.

Recommendation:

- Tony Davies has a series of templates for risk assessments that he will copy on to CD and forward to the Secretary –Karen Menzies
- P&C will get together to update a set of pro-formas which can be used for each event type.

Item 5:

Spring Fair – Will be held 10 August 2013 as the first date was taken up by the Federal Election for 2013.

Rides: Jubilee will supply the rides this year which will include the Super Slide and Laser Game. Jubilee supplied rides in 2009 and were much more professional than the provider for the 2011 Spring Fair.

Jennifer Sheehan listed all of the stalls/activities from the last Spring Fair and how much they had made in 2011 and gave this as a handout.

Canteen: Mel Brown has volunteered to run this again. She ran it in 2011.

Cake Stall: Lyn Chant agreed to help run this again. She will need all of Year 6.

Disco hair and makeup: Renata has agreed to run this plus a Rockstar Station for quick flouro glamour. To be located adjacent to the Disco so kids can glam up, buy glow-products and then enter disco. Donations for coloured hair spray will still be sought.

Basket Stall and Raffles: Paul Hawkins has tentatively agreed to run this again – if she cannot she has notes on what to do – donations will be sought from businesses.

Recommendation:

- Ask St. Faiths if they will do the BBQ again
- Ask Narrabeen Baptist Church to run the coffee and Devonshire tea again
- Eliminate the Man Cave and possibly the Sideshow Ally
- Get as many coordinators from the last spring fair to commit to helping again – they can then help assist in getting volunteers to help out
- Buddy up a parent that has a child in Year 4, 5 or 6 with a parent from the younger grades Year K-3 so that they can learn how to do the Spring Fair as a succession plan.

Item 6:

Term Deposit

There is \$22,000 in the Term Deposit, which comes due in the next couple of weeks. There is approximately \$5,500 in cash in the P&C account. No fees have come into the school for the P&C as yet as the notice to parents has not gone out. A discussion on removing \$5,000 as a cash reserve until fees come in.

VOTE:

Take \$5,000 in cash out of Term Deposit leaving around \$17,000 to roll over for further 3 months.
Mover: Tiffany Smyth Second: Tony Davies

Item 7:

Amendment to wish list from the Principal – Andrew Rankin

Andrew said the school was able to secure approximately half of the money they needed to install WiFi in the school. In addition, with adjustments in the timetables for teachers they were able to secure additional RFF time. He has asked that the money from these wish list items be moved to fund additional hours for School Learning Support Officers.

Unfortunately, with the changes to funding for special needs, NLPS had a \$64,000 decrease in monies available to fund School Learning Support Officers. The school has approximately 100 children that have some level of additional needs, which is almost 30% of the school population.

Additional help in this area could be additional parent volunteers to come in and help with literacy and numeracy. This applies to all K- 6.

VOTE:

To move 50% of the wish list funding from the Wifi and 100% of the wish list funding for RFF to help fund additional hours for School Learning Support Officers (teachers aids). Unanimous.

8. Items for Discussion at Next Meeting:

- Committee & Sub-Committee Roles
- Appointment of Auditor
- April meeting – date to be altered to 9 April due to school holidays and Spring Fair

9. **General Business –**

- a. E-mail Correspondence Address (Sec./Assn) – menzies4@tpg.com.au and Karen.menzies@manly.nsw.gov.au
- b. Minutes – emailed to Jennifer for review 20/2/2013
- c. Coming P&C Meetings-

19 March	9 April ??	21 May	18 June	16 July
20 August	17 Sept	15 Oct	19 Nov	10 Dec

9. **Next Monthly General Meeting will be held on Tuesday, 19th March in the School Library.**

10. **Meeting Closed at 9:00pm**