



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 19th March, 2013 - Agenda

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:45pm, NLPS Library with "I acknowledge this meeting is being held on traditional lands of the Guring-gai people."
2. **Attendance:** this was noted as eight (8) members
3. **Apologies:** Tony Davies, Rachel Piggott, Lee Beer, Alison Crawford, Sunny Van Raad, Keryn Gallagher, Lisa Gillespie, and Amber Taukitoku.
4. **Welcome:** President welcomes all to the second 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. Lee-Anne Yuniardi was a new paying member this meeting.
6. **Minutes of the Previous Meeting** – Tuesday, 19 February were produced, distributed and read via email before the meeting on the 19 March 2013.
7. **Previous Minutes Accepted:** Amendments/Motion – Mover – Matt Weeks & Second/Voting – Tiffany Smyth on the 11 March 2013.
8. **Business Arising:** From the previous minutes.
9. **Correspondence:** In/Out – none
10. **Reports:** Jennifer proposed and meeting concurred that written President, Principal, Secretary etc reports would no longer be required prior to meeting. Reports would be verbal at meeting and recorded in minutes. Treasurer Report still required – see below.

Band

Rell and Matt Weeks provided a Schedule of planned Band activities 2013.

War Vets performance has now been scheduled for the 5 June – Andy Rankin to put on school calendar. Date of the Band Performing at the Spring Fair corrected to 10 August.

Recommendation:

- Rell and Matt to allocate band fundraising events to Band parents. It will then be up to the parent to change dates/time if they cannot help with the allocated slot. A contact list to be circulated to facilitate this.
- Band Co-ordination Transition plan – Matt and Rell to step down at the end of the term 4 when their son finishes Year 6. Have protégés in place for them in term 3 and 4 to help with the new people transitioning into these roles. Potential new co-ordinators identified and to be confirmed before end of term. Matt will write up a list of tasks/job description.

Treasurer – Income/Expenses

Financials presented were for the three month period January-March 2013. New format. See report below.

PROFIT & LOSS JAN - MARCH 2013

Income

Parent Club - Special Lunches	\$1,167.55
Parent Club - Slushie Fridays	\$349.80
Parent Club - Ice Cream Monday	\$584.05
Clothing Pool	\$495.00
Band Fees	\$1,535.00
Backpacks	\$690.00
Int Rec'd 0031 Main	\$3.09
Int Rec'd 0058 Term Dep	\$213.91
Misc Income	\$34.00

Total Income	\$5,072.40
---------------------	-------------------

Cost of Sales

Parent Club - Special Lunches	\$868.55
Parent Club - Slushie Fridays	\$232.29
Parent Club - Ice Cream Monday	\$454.75
Band Expenses	\$2,397.18
Canteen Fixtures	\$799.18
Misc Expenses	\$6,198.29

Total Cost of Sales	\$10,950.24
----------------------------	--------------------

Expenses

Insurance	\$1,203.00
-----------	------------

Total Expenses	\$1,203.00
-----------------------	-------------------

Net Profit (Loss)	(\$7,080.84)
--------------------------	---------------------

Bank Reconciliation pre dated to 31 March to include term deposit transfer

Date of Bank Statement: 31/03/2013 CBA 0031 Main Account

Outstanding Cheques

1087	1/01/2013	Parent Club - Slushie Fridays	\$45.00
1086	19/03/2013	Stephen Williams - Band 3 x used trumpets	\$600.00
1081	28/03/2013	P&C Misc	\$5,433.22

Total:	\$6,078.22
---------------	-------------------

Outstanding Deposits

eft 28/03/2013 CBA Term Dep 0588 transfers \$5000 into main account \$5,000.00

Total:	\$5,000.00
--------	-------------------

Adjusted Balance on 31/03/2013: \$3,537.04

Add: Outstanding Cheques: \$6,078.22

Deduct: Outstanding Deposits: \$5,000.00

Actual Balance on Statement:	\$4,615.26
-------------------------------------	-------------------

Balance Sheet

As of March 2013

Assets	
CBA 0031 Main Account	\$3,537.04
CBA Term Deposit 0588	\$17,000.00
Petty Cash	(\$150.00)
Clothing Pool Float	(\$65.00)
Total Assets	\$20,322.04
P&L So Far 2013	(\$7,080.84)

- It was decided that the Misc. Expenses will be broken down in future reports. Fulfilled wishlist items also to be itemized.
- Tiffany will include an extra column next to the Profit and Loss statement that will give the net income or loss for the month.

Change of timing for procedures following AGM:

- All P&C roles to be filled at AGM (where possible);
- Combank form to update cheque signatories to be available and completed following appointment of officeholders at AGM;
- Financial Probity forms to be completed at the same time. Both to be filed in audit folder for all account signatories.
- JS to include these notes in the P&C Calendar as a reminder for next year.

Secretary – P&C Insurance requirements

- P&C Association has stated that the monthly school calendar of events is not good enough to give to them to cover each event for the school
- A Notification of Events Form needs to be filled in for each event. If an event is a perpetual event or is the same event but done on different days only one form will need to be completed, but all of the dates will need to be listed.

- In addition to the Notification of Events Form a risk assessment must also have been completed for each event.

Recommendation:

- Compile a set of templates for the Notification of Events Form and the Risk Assessments to make it an easier process for the future. This is a high priority.

- Events listed on the school calendar (staff room) will be used for insurance notification. Thus any changes / additions must be advised to President, Secretary (after consultation with school).

- Several members said they would be willing to call upon other schools to see if they already have any standard risk assessments completed for similar events. They will report back at the next meeting with any information.

Principal's Report

Andy advised the meeting of school tours changed to daytimes, on different days, each month until September when 'formal' Kindy14 processes started. Twelve families have applied for K14 so far.

School focus was to be on grammar and punctuation – a specific need of our school which had been identified as a result of teacher assessment and analysis of Naplan results. Items providing guidance and support for parents in this regard have been included in school newsletter.

School is working on Student Welfare Policy, specifically discipline component, ensuring all bases are covered and are documented, publicised, logical, hierarchical etc.

President's Report

Key activity is to complete filling the P&C Roles left unresolved after the AGM. We have a quite urgent need is for an additional Media & Publicity Officer, as we have so many P&C activities that we really do need to communicate more regularly to our school community. And in addition we have the Spring Fair this year, which generates a heavy need for communication.

Recommendation

Network of Class Parents and Class email contact lists is almost complete. Patter and Spring-a-fair to be published prior to end of term, including seeking help with various roles.

Parent Club Not many new attendees at inaugural PC meeting but a new team for the Mothers' Day Stall is underway. Date changed to Wednesday this year. Jane Whitfield is organising the Ride-to-School day breakfast.

11. General Business

- Committee and Sub-Committee Roles
 - a. Vice President 2 – Vacant
 - b. Clothing Pool - Lee Beer
 - c. Media & Publicity Officer – Sarah Jones is doing this again this year, but a second person is needed

- d. Media & Publicity Officer 2 – Vacant position and/or * Photographer
 - e. Parent Club – Alison Crawford
 - f. Parent Club Food – Alison Crawford & Jane Whitfield
 - g. Parent Club Events – Vacant position
 - h. Parent Club Special Days – Vacant position
 - i. Mother’s Day Stall – Eva Bartoll & Year 1 Parents
 - j. Garden Club – to be confirmed
 - k. Band – Rell Weeks – Band Parent Coordinator and Matt Weeks – Band Executive Officer and Band Treasurer
- Appointment of an Auditor – Sunny Van Raad has accountant that has volunteered. Tiff is arranging a time for audit of 2012 to be carried out.
 - April meeting – date to be altered to **9 April falls during school holidays**
 - Class Parent/YIP Update – only 1M and 4M still need Class Parents. All others filled.
 - Clothing pool update – none.
 - Spring Fair – marketing update. Suggestion to ask Leon Stead re hanging a banner on North Narrabeen Baptist Church site Wakehurst Parkway. JS to follow up.
 - Allocation of classes to stalls – no allocations done at this meeting
 - Coordinators for stalls – need Protégé for each current coordinator so that there can be a succession plan for future years.
 - Publishing first issue of Spring-a-Fair newsletter – looking at doing for April along with a Pelican Patter.

12. **Next Monthly General Meeting:** Tuesday 9 April 2013 at 7:30pm in School Library

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