



Narrabeen Lakes P&C

GENERAL MEETING – 19 May 2015 – MINUTES 7:30pm Library, Narrabeen Lakes Public School

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

Attendance & Apologies:

- Fees paid – Kelly Waters, Elizabeth MacKenzie, and Cath Newton
- Apologies – Rob Zappia, LeeAnn Beer, Tanya Leishman, Meredith Jaffe

Minutes of Previous Meeting: Approval of the 17 March 2015 General Minutes

Moved: Annie Kent Second: Tiffany Smyth

Voted Previous to May Meeting via Evote (email)

VOTED: (05/04/2015) The P&C will allow Jo to purchase a laptop for the canteen up to the amount of \$450. Moved: Annie Kent Second: Tiffany Smyth

VOTED: (06/04/2015) P&C will reimburse Jo to purchase a printer for \$70 for the canteen. Moved: Ingrid Scheel Second: Tiffany Smyth

VOTED: (17/04/2015) For Jo to have the 3 door fridge in the canteen resprayed up to a value of \$1000. Moved: Annie Kent Second: Tiffany Smyth

VOTED: (20/04/2015) A new freezer to be purchased for the canteen (approved in 2014, but no dollar amount allocated) up to the value of \$1200 Moved: Karen Menzies Second: Ingrid Scheel

VOTED: (21/04/2015) For the canteen committee to spend up to \$800 on any other required equipment. Moved: Ingrid Scheel Second: Annie Kent

VOTED: (22/04/2015) That the Canteen Manager will be paid from the canteen account. This will be reviewed in 6 months time or earlier if there are insufficient funds to sustain her salary while the canteen is starting up. Moved: Jo De Vries Second: Ingrid Scheel

VOTED: (04/2015) The money raised from the Entertainment Book fundraiser will go to purchasing new sports uniforms for PSSA. Moved: Annie Kent Second: Karen Menzies

VOTED: (10/05/2015) The parent club to spend \$800 on glow in the dark products for the school disco. Moved: Georgina Ng Second: Sarah Jones

VOTED: (11/05/2015) For the parent club to use Flexischools for various fund raisers for the school including the upcoming disco. This incurs a fee of 3%, which is paid from the profits from the event. Parents are not charged a fee for using Flexischools to sign up for events. Moved: Jo De Vries Second: Sarah Jones

VOTED: (14/05/2015) That the canteen minimum bank balance should only be allowed to drop to \$2000 and that the P&C will then be triggered to top-up the canteen bank balance to \$4000. These amounts (minimum balance and top-up amount) will be reviewed every 6 months. Moved: Christine Black Second: Annie Kent



PRESIDENT: Annie Kent

E: nlpspandc@gmail.com

M: 0420 738 718

SECRETARY: Karen Menzies

E: nlpspandc@gmail.com

M: 0404 025 225

TREASURER: Tiffany Smyth

E: timtiff@optusnet.com.au

M: 0414 461 803



Narrabeen Lakes P&C

Voted this Meeting

VOTED: For a silent auction to be set up for the Ponies Voucher that was donated to the school in 2014. Ingrid Scheel volunteered to organise information for this event to happen. Moved: Meredith Jaffe (via email) Second: Tiffany Smyth

VOTED: To add Karen Menzies, Ingrid Scheel and Kate Martin as signatories to the account Narrabeen Lakes P&C Association BSB 062 144 No. 0090 0031 Moved Tiff Second: Annie Kent

VOTED: The profit made by the band each year can be used by the band committee to purchase what they feel is needed. Moved: Annie Kent Second: Kate Hajdu

Speakers:

Advanced Life Photography – Merrick Williams – Brookvale

- Merrick introduced Advanced Life Photography and asked the group what they desired in a school photographer
- Merrick said that most photography was going online giving parents the ability to order a range of photos of their child
- The parents would have up to 5 days after the photo shoot to purchase photos of the child(ren) – so there is not money in envelopes on the day and no late fee charges for ordering after the event
- He left the P&C with a packet of information for the school/P&C to review and decide whether the schools wants to change photographers.

Narrabeen Sports High School – moved to 16 June 2015 meeting

President Report

Chocolates fundraiser

- Was accepted as a fundraiser idea, but was decided not to give all children boxes of chocolates, but to have the parent send back a note as to how many they would take
- Need to look at how much money is needed up front to purchase chocolates, can they be returned if they are not sold, and what price breaks are there for the number of boxes ordered – 50% of funds raised go back to the school

Family Pies fundraiser

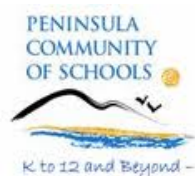
- This was brought up in the meeting as a fundraising idea as well
- Was also accepted as a fundraiser – need someone to take ownership of the fundraiser and help run it
- Need to find out what % of the funds go back to the school for the pies sold

Other fundraisers mentioned:

- Walk a thon – was accepted – money to go to buy funky furniture for the classrooms
 - Volunteers to help run this event include: Michael Digby, Jo De Vries, Sarah Jones, Tiffany Smyth, Sarah Jones and Lynn Chant
- Reading challenge

Vice Presidents Report

P&C Fee letter update – revised P&C letter has been completed and is ready to be distributed. Will be distributed via paper copy to students in the first instance.



PRESIDENT: Annie Kent

E: nlpstandc@gmail.com

M: 0420 738 718

SECRETARY: Karen Menzies

E: nlpstandc@gmail.com

M: 0404 025 225

TREASURER: Tiffany Smyth

E: timtiff@optusnet.com.au

M: 0414 461 803



Narrabeen Lakes P&C

Final outcome of Rotary Raffle – so far over \$5000 has been collected from the raffle, there is still more money to come in approximately \$2900. This will come in after the Rotary has finished their auditing process.

Entertainment book update – as of the meeting \$655 had been raised

Cookbook idea – what is involved

- Quite an involved process - \$50 outlay for software
- Only allowed 18 months to collate the cookbook
- Parents/relatives/others can upload recipes into the cookbook – however these would then need editing
- The printing cost of the cookbook depends on the number of pages
- Each time a photo for a food item is uploaded this cost extra money on top of the initial software cost
- Need professional type photos
- Sponsors could be sought to help pay for the initial outlay of the cookbook
- This is a long term project and would probably require 12-18 months to complete – it would need a team of dedicated volunteers to project manage the cookbook if it were to be considered

Principal's Report

- Thank you to the P&C and all other volunteers for the Rotary Raffle and Mothers Day Stall
- Thank you to Jo De Vries for her dedication in helping get the canteen up and running
- Thank you to Tanya Leishman for taking on the band duties – Tracey Grainger will be stepping down
- Staffing at NLPS – school is being allocated 2 additional teachers, one of these has been appointed already (Angus Bird to replace Rachel Stuart) and the other will be advertised.
 - This leaves the school with an additional 3 days of available teacher time and this will be filled by hiring a Mandarin teacher
 - Narrabeen Lakes now has a sister school in China and this ties in with the sister school
- Stacey Stepheson is the new Learning Support teacher – she took over when Mrs. McDougall went on maternity leave
- Newsletter is changing – the school has opted for a more interactive newsletter
 - It will be online and parents will have access to a range of items that are currently accessed through Primary Parent Planner
 - It has a new modern look at can be accessed in real time from anywhere
 - If any articles are submitted for the newsletter these need to be in a Word format

Secretary Report

Correspondence – fundraising items only

Thank you to those for helping with Raffle, Mothers Day Stall, and Canteen Start-up

Treasurer Report

Monthly Financials report – attached below

Use of the Parent Contact List (“Everest”)

- At the meeting it was decided that the parents should know who they can contact if they feel their class parent has been inappropriate with the communications
- This should be communicated in the newsletter along the lines of: “Please contact the P&C in confidence by email at nlps.pandc@gmail.com if you feel your class parent has been inappropriate with the use of the Class Parent Contact List”



PRESIDENT:	Annie Kent	E: nlpspandc@gmail.com	M: 0420 738 718
SECRETARY:	Karen Menzies	E: nlpspandc@gmail.com	M: 0404 025 225
TREASURER:	Tiffany Smyth	E: timtiff@optusnet.com.au	M: 0414 461 803



Narrabeen Lakes P&C

Incorporation of P&C – The P&C is being incorporated so that liability cannot fall on one particular person involved in the P&C if something goes wrong

Use of the Black and Yellow drop boxes in office (authorisation of keys)

The office can monitor their black box key (especially if the box is bulging) as long as they don't give it out to anyone that does not work in the school office. The office cannot give their key to anyone who asks for it over the counter. If an emergency situation arises someone from the office can call Tiffany or Meredith (or whoever the key holders are) and the issue can be sorted at that time.

Access to the Yellow box will be advised to the office for particular events. The event organisers can nominate who they want to have access to clear the box and the P&C will just let the office know.

Canteen Committee Update:

Description	Voted Amount	Amount Spent	Comment
Flexischools software	\$1500	\$852	Completed
Respray 3 door Fridge	\$1000	\$955	Completed
New Freezer	\$1200	\$1135	Completed
Other Equipment – sandwich machine, rice cooker, table, chair, office set-up, kitchen set-up, Maintenance – roller door and shelving	\$800	\$585	Paused
Laptop and printer	\$520	\$467.00	Completed–Includes extended warranty and extra ink cartridges
Staff – salary, training, workers comp	\$0	\$595	40 hours set-up and Healthy Kids expo
Total	Up to \$5020	So far \$4589	

Bank Balance (as of 15th May), \$1299

Income – sale of oven \$299 (less eBay fees)

Canteen Progress update:

- Volunteers – response has been good. Roster has been published to end-of-year but will be revised as we go along
- Flexischools – Robyn has loaded our term two menu and parents can now place orders online
- Audit – Robyn completed audit and identified items which we anticipate the council will object to when they do an inspection. These include the roller door – Mick has been working on this – and fridge – we have had a maintenance company work to patch fridge
- Equipment – extra oven has been sold for \$299 (less eBay fees) and an extra freezer purchased
- Unofficial Test run was completed – Friday 15th May
- Salaries – Christine Black has smoothly stepped into roll of treasurer and completed first pay roll with guidance from Tiff, as well as keeping track of our spending!



PRESIDENT: Annie Kent

E: nlpandc@gmail.com

M: 0420 738 718

SECRETARY: Karen Menzies

E: nlpandc@gmail.com

M: 0404 025 225

TREASURER: Tiffany Smyth

E: timtiff@optusnet.com.au

M: 0414 461 803



Narrabeen Lakes P&C

Healthy Kids Guidelines/Dept of Health Guidelines

- Jo read from the P&C June 2014 minutes where it was documented that the (then proposed) canteen would follow the Healthy Kids School Canteen Association guidelines. She asked the principal if the school were still in support of this original decision, as it will have a direct impact on foods sold at fund raising activities (such as Slushie Fridays), and any changes to items sold, may impact profits realised at fund raising events.
- Andy spoke about Australia’s burgeoning obesity problem and how he and the school exec believe that as a school, NLPS should lead by example and when possible, only provide food items which comply with the Healthy Kids School Canteen Association. The school exec committed to changing the food choices they make when fund raising, to support the emphasis on healthy food choices.

Band Committee Update

- Events/Performances for Term 2 – please see Primary Parent Planner
- Payment of fees update (approx. amount/pupils with outstanding payments) – no update given as band event on the same night as P&C
- Fund raising events scheduled – Cake stall – on Thursday 28th May

Clothing Pool

Review of Lowe’s – summary of what they offer for schools – carried over to June P&C meeting

Parent Club

- Mothers Day Stall – update on money raised and general info. – over \$2000 was raised at the stall
- Use of IOU for children at the Mother’s Day Stall – Note from parents for no IOU to be issued
 - IOU’s were issued to students who did not bring in money or forgot their money
 - A couple of parents were upset that this was happening and requested that no IOU’s were sent home with their children again
 - It was decided that from now on no IOU’s would go home with children
 - In order for all children to have something to give their father/mother/guardian etc., a selection of inexpensive or computer printed cards would be given to these children free of charge so they don’t feel left out.

General Business: Working with Children Check – Canteen Volunteers – Verification – to be carried over to June meeting

Next Meetings to be held in 2015:

16 June	21 July (TBC)	18 August	15 September
13 October	17 November	8 December	

Meeting Closure: 9:50pm

Treasurer Report

Balance Sheet as at 17 May 2015

Assets

CBA 0031 Main Account Reconciled	\$36,650.54
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	\$100.00



PRESIDENT: Annie Kent E: nlpspandc@gmail.com M: 0420 738 718
 SECRETARY: Karen Menzies E: nlpspandc@gmail.com M: 0404 025 225
 TREASURER: Tiffany Smyth E: timtiff@optusnet.com.au M: 0414 461 803

Narrabeen Lakes P&C Association • 1299 Pittwater Road • Narrabeen NSW 2101



Narrabeen Lakes P&C

Clothing Pool Float	\$65.00
Total Assets	\$46,815.54

Bank Reconciliation

MYOB Balance on 17 May 2015 from above	\$36,650.54
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$36,650.54

Activities since last meeting

Ice Cream Mondays

Income - Monday 16 March	\$96.00
Income - Monday 23 March	\$100.00
Net Profit	\$196.00

Special Event - Raffle 2015

Income -	\$5,335.65
Expense - 60% cut to Rotary actual income \$3201.39	
Net Profit	\$5,335.65

Special Event - Mothers' Day

Income - On day	\$2,397.00
Income - IOUs	\$117.50
Expense - purchased gifts	-\$392.60
Net Profit	\$2,121.90

Special Event - Sushi Lunch 1 April

Income -	\$1,365.30
Expense - Sushi	-\$869.00
Expense - poppas	-\$96.00
Net Profit	\$400.30

Slushie Fridays

Income - Friday 13 March	\$211.75
Income - Friday 20 March	\$250.00
Income - Friday 27 March	\$113.25
Income - Friday 24 April	\$234.70
Income - Friday 1 May	\$166.15
Income - Friday 8 May	\$205.00
Expenses - Milk etc	-\$104.40
Expenses - Metro Ice Cream Inv Inv 7S D083	-\$179.05
Net Profit	\$897.40



PRESIDENT: Annie Kent E: nlpstandc@gmail.com M: 0420 738 718
SECRETARY: Karen Menzies E: nlpstandc@gmail.com M: 0404 025 225
TREASURER: Tiffany Smyth E: timtiff@optusnet.com.au M: 0414 461 803

Narrabeen Lakes P&C Association • 1299 Pittwater Road • Narrabeen NSW 2101

Narrabeen Lakes P&C

Band \$ Movement

Election day fundraiser	\$1,105.45
Expenses - Mona Vale Music Inv 10020 10021 62607	-\$2,327.98
Expenses - Mona Vale Music Inv 60368	-\$57.69
Expenses - Music for band library	-\$1,000.20
Expenses - Repairs on the Hill Inv 1342 & 1298	-\$1,470.00
Expenses - Viktoria Rika-Heke (instrument R&M)	-\$270.00
Income - Fees received	\$1,920.00
Expense - Dickson's Music - one term hire & purch SAX	-\$1,599.00
Net Profit	-\$3,699.42

Various

Clothing Pool	\$265.00
Interrelate Food income	\$38.00
Voting Rights	\$2.00
Parent contributions to P&C (fees)	
Misc - Merchant Fees (Credit card fees school invoice)	
Backpacks	\$385.00
That's Mine commission	
Interest from 0031 main account	\$46.86
Interest from term dep into 0031 main account	
Total Various	\$736.86

Canteen Loan Account

Initial Deposit to open account	-\$5,000.00
Healthy Kids Association	-\$108.90
Flexischools	-\$852.50
Canteen fridge tray cash to Hector	-\$75.00
Total Various	-\$6,036.40