



Narrabeen Lakes Public School Parents' & Citizens' Association

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

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:35pm, NLPS Library with “I acknowledge this meeting is being held on traditional lands of the Guring-gai people.”
2. **Attendance:** this was noted as twelve (12) members.
3. **Apologies:** Kate Martin, Sarah Jones, Elizabeth Mackenzie, Tracey Granger, Tanya Leishman
4. **Welcome:** President – Jennifer Sheehan welcomes everyone to the November monthly General Meeting for the P&C for 2013. There were two new members - welcome to: Naoko and Perry Gilbert.
5. **Fees:** New Member Fees are \$2 with voting rights at the next meeting. Naoko and Perry paid \$2 each and will have voting rights at Dec 2013 meeting.
6. **Minutes of the Previous Meeting** – 29 October 2013 were produced, distributed and read.
7. **Motion to Accept Previous Minutes:** Motion – Mover –Jennifer Sheehan 18 November & Second/Voting – Tiffany Smyth 18 November 2013. Minutes will be posted on the NLPS website.
8. **Business Arising**
9. **Reports: To be discussed during the meeting.**
 - a. Band Report
 - i. Replacements for Matt & Rell Weeks
 1. Thank you Tracey Granger (mum to Jack Gorman 3AJ) who will be replacing Matt and Rell Weeks as Band Co-ordinator in 2014.
 2. She will still need some assistance, but will be the main contact person for the band in 2014.
 3. Tracey has been working alongside Rell and Matt to learn the ropes.
 - ii. Performances for the remainder of the year – sent out list with band students
 - iii. Band Fees for 2014
 1. Prediction for 2014 is that there will be additional students to join band
 2. The need to purchase or lease new equipment will be necessary
 3. Currently, all equipment is owned by the school and the contacts that Rachel has in the industry makes it possible to purchase instruments outright
 4. After a discussion with Sue Mayo and Rachel it was decided that fees will go up approximately \$10 per student in 2014 and there will be an additional charge for leasing of an instrument

MEETING VOTE SUMMARY (FINANCIAL 2013 - 2014) 2013 WISHLIST ITEMS

1. To pay the school \$8,000 for the 2013 school year to assist with the costs of Wi-Fi implementation at the school. Mover: Tiffany Smyth Second: Karen Menzies
2. To pay the school \$8,000 for one day / week of SLSO (teacher's aide) time from 2013. Mover: Tiffany Smyth Second: Karen Menzies

2014 WISHLIST ITEMS

3. To pay the school in 2013 up to \$8,000 for purchase of a new smart board and the relocation and removal of existing smart boards in preparation for the 2014 school year. Mover: Jennifer Sheehan Second: Tiffany Smyth
4. To pay the school in 2013 an amount of up to \$2,000 for maintenance/reconditioning of air conditioning units in existing class rooms. This is in preparation for the 2014 school year. Mover: Jennifer Sheehan Second: Tiffany Smyth
5. To pay the school in 2014 \$7,200 for one day / week for a SLSO (teacher's aide) time. Mover: Matt Weeks Second: Lee Ann Beer
6. To pay the school in 2014 \$6,000 for the purchase of additional iPad Minis for the teacher's in addition to the classroom iPad sets. Mover: Tiffany Smyth Second: Lee Ann Beer

MEETING VOTE SUMMARY (GENERAL ITEMS)

1. Unanimously voted to accept the budget for 2014 as presented by Tiffany. Mover: Jennifer Sheehan Second: Karen Menzies.
2. Unanimously agreed on P&C fee levels for 2014, being \$130 for families with one child; \$200 for 2; \$260 for 3; \$270 for 4 and \$280 for 5. Mover: Karen Menzies Second: Tiffany Smyth.
3. Unanimously decided to pass on the credit card fee to users who choose to pay their P&C fees by this method – 2% surcharge to cover fees paid by P&C will be passed on. Mover: Rob Zappia Second: Tiffany Smyth
4. The format of the P&C letter sent out to parents will be changed – to include details of items paid for in the last financial year by the P&C (with pictures) plus details of the projects for 2014. Also agreed to issue a 6-monthly invoice / reminder.
5. P&C letter head was amended - one template was chosen by the P&C committee with additional amendments requested. Mover: Lyn Chant Second: Ian Phillips.
6. To reimburse the school up to \$450 for the hire of a bus for the Drama Festival. Mover: Lee Ann Beer Second: Tiffany Smyth

b. Treasurer

- i. Term deposit has been changed from \$17,000 to \$10,000 so that some of this money can be used sooner.
- ii. Balance Sheet reviewed at the meeting.

Balance Sheet as at 10 Nov 2013

Assets

CBA 0031 Main Account Reconciled	\$61,604.47
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	-\$100.00
Clothing Pool Float	-\$65.00
Total Assets	\$71,439.47

Bank Reconciliation

MYOB Balance on 09/11/2013 from above	\$61,604.47
Add: Unpresented Cheques:	\$422.93
Deduct: Uncleared Deposits:	\$0.00
Expected Balance on Statement:	\$62,027.40

Activities since last meeting

Ice Cream Mondays

Expenses - various reimburse	-\$139.41
Expenses - Metro Ice Cream	-\$273.20
Income - 14 Oct	\$87.00
Income - 21 Oct	\$87.85
Income - 14 Nov	\$79.50
Net Profit	-\$158.26

Special Event -

Income - Bunnings BBQ fundraiser 26 Oct	\$1,152.50
Expenses - Bunnings BBQ fundraiser 26 Oct	-\$449.10
Expenses - photocopying for various	-\$75.90
Income - Kerry n buys fruit left over from Kindy O	\$15.00
Net Profit	\$642.50

Special Lunch

Income - Sushi 30 Oct	\$1,065.00
Expense - Sushi 30 Oct	-\$778.19
Net Profit	\$286.81

Slushie Fridays

Income - 11 Oct	\$206.80
Income - 18 Oct	\$180.25
Income - 25 Oct	\$195.70
Income - 1 Nov	\$168.75
Net Profit	\$751.50

Band \$ Movement

Band Inc Fees received	\$1,170.00
Band Fundraising Inc - Bunnings BBQ 12 Oct	\$1,305.50
Band Fundraising Exp - Bunnings BBQ 12 Oct	-\$397.50
Band Fundraising Exp - Election day BBQ (Income prev rep)	-\$233.30
Band Exp Mrs Mayo music stand	-\$109.04
Band Exp Victoria Rika-Heke Instrument maintenance	-\$150.00
Profit	\$1,585.66

Various

Spring Fair - Expenses Lisa Gillespie	-\$215.79
Spring Fair - sausages from Devitts	-\$70.00
Spring Fair - ASAP Guards, copying, laminating, rubbish rem	-\$1,354.66
School Reimbursements - buses, Interrelate, PA system photocopying, PelPat copying	-\$5,221.52
Transfer \$7000 from term dep to main account	\$7,000.00
BackPacks	\$210.00
Clothing Pool	\$130.00
P&C joining fees	\$4.00
Healthy Kids Fundraising	-\$101.48

Interest from 0031 main account	\$49.00
Emily DB PSSA James Dalby - MAY NEED TO PAY TO SCHOOL	\$55.00
Interest from term dep into 0031 main account	\$9.78
Total Various	\$494.33

c. Secretary

- i. Thank you very much to those who volunteered and worked on the 26th October at the Bunnings BBQ. There were very few volunteers which was disappointing and made the work harder for those that were there, but they were very successful in raising around \$900. All your hard work was greatly appreciated.

d. Principal

- i. Next year Indonesian lessons will be taught at the school
- ii. Rob Zappia along with the P&C put together a great Kindy Orientation with approximately 70 families attending.
- iii. There will be a trial gymnastics lesson in the Hall on the week of the 25th November.
- iv. Music Bus was discussed, but it is not the direction the school wants to take.

e. P&C President

- i. Further planning for 'Day Markets' events
 1. More information to be provided in 10 December P&C meeting.
- ii. Organic uniform supplier (wholesaler) proposal
 1. Can provide uniforms at 30% cheaper than current prices
 2. If interested – minimum quantities, lead times, how will it be managed
 3. Lee Beer to investigate and report back to P&C.
- iii. Approximately 15 Kindy Parent Surveys have been returned. Anyone who showed interest in volunteering with the parent club, their details will be passed on to Alison Crawford.
- iv. The canteen desperately needs a new coffee machine. It was decided that different coffee machine ideas would be investigated more along with costs etc... and brought to future meetings.

10. Uniforms

- a. There are approximately 48 backpacks left – will look for a new supplier when these have all been sold
- b. Organic Uniforms will be investigated further. These could provide cost savings, but require the P&C to stock them. Pre-orders will be looked at as an alternative to stocking large amounts. Also possibility of co-operation with CPPS.

11. Minutes

- a. Will be emailed out after meeting to committee and other members. Final minutes will then be put on NLPS website.

12. General Business

- a. E-mail Correspondence Address (Sec./Assn) – menzies4@tpg.com.au and Karen.menzies@manly.nsw.gov.au
- b. The last P&C Meeting will be on the 10th December. Please bring some nibbles and a drink for the meeting.

9. Next Monthly General Meeting will be held on Tuesday, 10th December in the School Library.

10. Meeting Closed at 9:25pm