



# Narrabeen Lakes P&C

## MEETING – 20 MAY 2014 – MINUTES 7:30pm The Library, Narrabeen Lakes Public School

**Meeting Opened:** 7:35pm By President, Jennifer Sheehan: I acknowledge this meeting is being held on traditional lands of the Guring-gai people.

**Attendance & Apologies:** Lynn Chant, Ian Phillips, Tony Davies

- Fees paid - \$2.00 paid by LeeAnn Beer, Mandy Chappell, and Annie Kent

**Minutes of Previous Meetings:**

- 8 April 2014 Monthly General Meeting were approved – Mover: Jennifer Sheehan Second: Tiffany Smyth

**Discussion/Voting Items:**

- a. Advertising Budget for Markets to be approved
  - \*\*Artwork voted on: Yellow/Purple (was slide one on presentation was the go)
  - \*\*Kristian helping with markets/acting as treasurer for markets
  - \*\*Will stick with dates for this year, but next year look at moving away from first Saturday of the month
  - \*\*Flyers/Posters \$300, Bali Flags \$100, Banners \$400, Manly Daily \$700, Local Market Guide \$60/month,

**Voted:** Approved Marketing Budget of \$1400 for Narrabeen Lakes Markets Moved: Karen Menzies Second: Tiffany Smyth

- b. Quotes needed for additional freezer for canteen – no quotes obtained as yet
- c. Drawers for the Canteen x 5 – discussed – needed for canteen
- d. Shelves for the canteen (fridge room) – discussed – needed for canteen
- e. Teaches car park gate (for mulch delivery) – not discussed
- f. Additional gate entry for Markets (near Devitts) – discuss again after 2<sup>nd</sup> markets
- g. Older Kids book drive – Audit to be done in the classrooms in Term 3 to determine if additional books are needed
- h. New basketball/netball hoops for the playground–discussed–responsibility of Year 6 students to bring out the basketball hoops each day – a reminder will be given to Year 6 so that they can resume putting them up each day
- i. Non payment of band fees (clause if you are having trouble paying...) – discussed this will be put on the bottom of the band fee notes from now on

**Treasurer Report**

Transfer of market stall money into P&C account – this will be done at the end of each market  
Monthly Report – see handout

**Secretary**

Correspondence – P&C quarterly magazine

**President Report**

Day Markets – see notes under Discussion/Voting Items



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## Principal's Report

Professional Development – instead of the 19<sup>th</sup> December, the teachers will replace this day with the 13<sup>th</sup> September.

125<sup>th</sup> Anniversary Narrabeen Lakes Primary School – will need to get volunteers to help on the 11<sup>th</sup> September 2014 for this special event

Open Day – Will take place on the morning of Wednesday the 10<sup>th</sup> September

Education Week – Narrabeen Lakes will have a day dedicated to this on the 29<sup>th</sup> July 2014

Out of Area Enrolments – None will be accepted for next year

Storage at school for P&C items – P&C has items stored around the school that need to be moved – Andy suggested that the P&C purchase a storage shed to be placed near the clothing pool container

**Voted:** That \$600 be spent on purchasing a shed for storage for P&C items Moved: Jennifer Sheehan Second: Kate Martin

## New Business Arising:

### Half Yearly Wish List

\*\*Outdoor Blinds/Café Blinds for the COLA (Example pictures from Forestville PS provided by Andy Rankin)

Obtain quotes to look at having this done by September 2014 as key fundraising project for P&C. Aim to have available for 125 birthday evening including official opening.

\*\*Older Kids Books

\*\*Electronic sign to replace the one at the front of the school. Andy to investigate ongoing income streams from other schools and present at next P&C meeting.

Canteen – several parents have asked if the canteen could open up on a part time basis for children to use. Several parents will look at what other schools are doing and report back to the next P&C or via email.

**Next Meeting: 17 June 2014 at 7:30pm at the NLPS Library**

**Meeting Closure: 9:00pm**



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# Narrabeen Lakes P&C

## Balance Sheet as at 19 May 2014

### Assets

CBA 0031 Main Account Bank Stmt Balance	\$39,011.53
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	\$750.02
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
<b>Total Assets</b>	<b>\$49,926.55</b>

### Bank Reconciliation

MYOB Balance on 19 May 2014	\$39,011.53
Add: Unpresented Cheques:	\$299.52
Deduct: Uncleared Deposits:	
<b>Expected Balance on Statement:</b>	<b>\$39,311.05</b>

## Activities since last meeting

### Ice Cream Mondays

#### Expenses -

Income - 5 May 2014	\$80.00
Income - 12 May 2014	\$96.00
Income -	
Income -	
Expense -	

<b>Net Profit</b>	<b>\$176.00</b>
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### Special Event - Mothers' Day Stall

Income - On day	\$2,538.00
Income - IOUs	\$16.00
Expenses - Gifts to You Fundraising	-\$131.75
Expenses - Smart Fundraiser in prev rep	\$208.70

**Net Profit so far is actually \$2213.55**

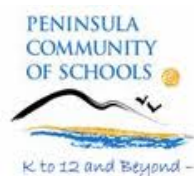
<b>Net Profit</b>	<b>\$2,422.25</b>
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### Slushie Fridays

Income - 11 April 2014	\$208.00
Income - 2 May 2014	\$239.75
Income - 9 May 2014	\$213.50
Income - 16 May 2014	\$261.80
Expenses - Metro Ice Creams Inv 50561	-\$261.35

#### Expenses -

<b>Net Profit</b>	<b>\$661.70</b>
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## Special Event - Interrelate

Income - Lectures (NB net profit prev period \$254)	\$440.00
Income - Food	\$216.95
Expenses - Food	-\$103.35
Expenses - Lecture if school pays it \$650	
<b>Net Profit</b>	<b>\$553.60</b>

## Special Lunch - Pizza 9 April 2014

Income - Prepaid	\$1,091.80
Income - 2 x chqs \$7	\$14.00
Expenses -	-\$568.80
Expenses -	
<b>Net Profit</b>	<b>\$537.00</b>

## Band \$ Movement

Fees received -	\$1,940.00
Expense - Dickson's Music 2nd installment Inv per term	-\$110.25
Expense -	
Expense -	
Expense -	
Band Fundraising Inc -	
Band Fundraising Exp -	
<b>Net Profit</b>	<b>\$1,829.75</b>

## Various

Ride to School Day Breakfast reimburse Ali C	-\$83.33
Parent contributions to P&C (fees)	\$3,760.00
Parent pays PSSA into P&C by mistake	\$55.00
Return PSSA into P&C by mistake	-\$55.00
Clothing Pool	\$165.00
Parent pays PSSA into P&C by mistake	\$120.00
P&C joining fees \$2	
That's Mine commission	\$23.86
Interest from 0031 main account	\$20.17
Interest from term dep into 0031 main account	
<b>Total Various</b>	<b>\$4,005.70</b>