



Narrabeen Lakes P&C

GENERAL MEETING – 20 October 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: Rob Zappia, Tony Davies, Sarah Jones, Tanya Leishman, Michael Digby

- Fees paid

Minutes of Previous Meeting: Approval of the 18 August 2015 General Minutes

Moved: Tiffany Smyth

Second: Annie Hamilton

Voted Previous to October Meeting via Evote (email)

Voted: To cash in the term deposit for \$10,000, when the term matures on the 25 October 2015 and get the funds transferred to the main P&C account to help fund the start up of the uniform shop. Moved: Kate Hajdu Second: Annie Hamilton

Voted: That the excess money not paid for excursions to the school in 2014 (2014 Budget \$5000 - Paid \$4,115) in the amount of \$885 be used to purchase books. This 'shortfall' to be available after the annual reporting has been concluded. Moved: Tiffany Smyth Second: Jo De Vries

EVoted: after meeting 22/10/15 For the P&C to use its own merchant facility for accepting credit/debit card payments at a cost to the P&C of \$19/mth. The surcharges to be passed onto the cardholder at a rate of 1.8% Visa/MC, 3.15% Amex, 2.7% Diners and \$0.45 for debit card transactions. Provider is EFTPOS Live. Moved: Karen Menzies Second: Ingrid Scheel

President Report

N Factor – rave reviews – was a great success and one will be planned again in the future

- Food people were happy
- Production was excellent
- Discussion after the event about what went well and what could be improved was undertaken

Uniform update

- Opening Wed 28 October for the first day – from then on Wed 8:30 – 9:30am
- Order forms will be available for Kindy Orientation
- A letter will be sent out to Year 6 parents asking them to donate any old uniforms at the end of the year or early next year so that stock of second hand clothing is available
- Flexischools will not be used as the online ordering software for the uniform shop. A merchant facility will be used to facilitate purchases at the uniform shop.

Kindy Orientation

- Morning tea to be organised by P&C with help from the canteen
- Annie will speak about the P&C



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Narrabeen Lakes P&C

Vice Presidents Report

Fundraising Idea

- Advanced photography has a fundraiser for the school for family photos
- Minimum of 25 families is needed - \$20 sitting fee which goes to the school
- Each family receives a free photo and if they want more they pay an additional charged based on the package they choose
- Will be put in for end of Term 1 or early Term 2 – before Mother’s Day

Principal’s Report

OOSH building progress – DA has been lodged, hopefully it will be ready by Term 1, 2016

Welcome Breakfast/BBQ – Early Term 1 (voted July 2015 P&C meeting)

- P&C is happy to help with this – approximate date Tuesday 16 February 2016
- P&C will get volunteers to help with the breakfast

Uniform Policy is being reviewed and should be ready for next year.

Science Survey will be going out soon to all parents for evaluation about the science program.

Secretary Report

Registration with the Australian Charities Register – Completed for 2014

- The update for 2015 will be more complicated with P&C Incorporation, paid employees, and GST

Treasurer Report

Update on the budget for 2015 after uniform outlay has been paid – see budget worksheet below

- Discuss any shortfalls that may occur
 - Technology – money for computers from Rotary Raffle
- Seeking another volunteer to help with the treasurer role

Canteen Committee Update:

Canteen report: (report from 23 October 2015 canteen meeting is below – held after the P&C meeting)

Please note: it is difficult for Robyn to communicate with anyone between the hours of 7:45am and 1:10pm. If anyone needs to communicate with her could they please approach her after these hours and she will be able to give you her full attention.

Additional Events – the canteen has been approached to cater various other school events.

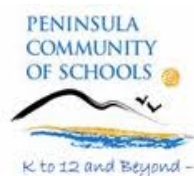
- Their first priority is to prepare lunches for the children.
- Only if they have time/resources available will they consider taking on the extra events.
- Advance notice of the events and a discussion beforehand need to take place
- Any P&C organised functions in which canteen staff was used will be billed to the P&C

Improving reimbursement procedures for the canteen - different methods are being considered

Air con installation -school organised installation and paid invoice, canteen to pay the school back when extra funds are available

Procedural manuals - canteen manager and treasurer – are working on putting these together in hopes they will be completed by Term 1, 2016.

Dishwasher replacement – is unlikely to occur until the cost of the air conditioning has been reimbursed



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Kindy orientation – Robyn is available to assist on 29th October but is not available for the following two orientation mornings.

New Thursdays and sushi twice a week (including Friday PSSA sushi) – Lynn Chant thanked canteen for the supply of sushi on Fridays confirming that this has made feeding PSSA children easier.

Profit margins since price increase – have increased and the data analysis to be done later in term 4.

Canteen Finances:

Account balance as of 13 October 2015	\$7,969.42
Outgoings for term 3	\$16,909.42
Income for term 3	\$19,990.24
Profit (removing P&C loan \$2,000)	\$1,080.82

Band Committee Update (please see band report attached below)

- Events/Performances all fabulous
- Payment of fees update
- Fund raising events scheduled

Parent Club

- Father's Day Stall – Huge success

General Business: None

Meeting Closed: 9:00pm

Next Meeting:

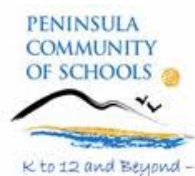
Balance Sheet as at 16 Oct 2015

Assets

CBA 0031 Main Account Reconciled	\$22,685.17
CBA Term Deposit 0588	\$10,000.00
Clothing Pool Float	\$65.00
Total Assets	\$32,750.17

Bank Reconciliation

MYOB Balance on 16 Oct 2015 from above	\$22,685.17
Less: Unpresented Cheques (adjusted amount for school)	-\$267.45
Add: Uncleared Deposits	\$3,590.00
Less: Band Pledge outstanding as per band report 16 Oct	-\$6,818.39
Less: School Pledges remaining - see below for breakdown	-\$3,880.92
Projected bank balance after payments:	\$15,308.41



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Narrabeen Lakes P&C

Activities since last meeting

Special Event - Education Week Morning Tea

Income -	
Expense -	\$238.40
Net Profit	\$238.40

Special Event - Father's Day Stall

Income -	\$2,123.70
Income -	\$19.00
Expense -	-\$771.50
Net Profit	\$1,371.20

Uniform Shop INC GST

Income -	
Expenses -	-\$3,037.10
Net Profit	-\$3,037.10

Band \$ Movement

Fundraising -	
Expenses -	-\$390.00
Expenses -	
Income - Fees received	\$1,065.00
Net Profit	\$675.00

Various

Clothing Pool inc Firesale. CP now absorbed into UniShop	\$256.00
School fees paid to P&C to be refunded next period	\$126.00
Sports Uniforms	-\$2,000.00
Printing	
Excursions	
Parent contributions to P&C (fees)	\$1,250.00
Misc - Merchant Fees (Credit card fees school invoice)	
Backpacks	
Interest from 0031 main account	\$20.74
Interest from term dep into 0031 main account	
Total Various	-\$347.26



Narrabeen Lakes P&C

Canteen Loan Account

Education Week Morning Tea	-\$238.40
Tiff deposits FTF into P&C instead of canteen	\$8.50
Tiff deposits cheque into P&C instead of canteen	\$303.90

Total Canteen Loan Account net movement	\$74.00
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School reimbursement Oct 2015	
Merchfees and Printing	\$267.45
Buses see pledge breakdown below	\$1,800.00
Canteen to pay own costs	\$2,810.09
Spreadsheet total is	\$4,877.54
Pledge to school (refer email sent from Tiff 31 May 2015)	
Voted allocation remaining from 2014 excursions	\$885.00
Voted pledge 2014 K-2 readers	\$2,965.00
Voted pledge 2015 book spend	\$3,000.00
Voted pledge 2015 excursion	\$5,000.00
Buses from Oct 2015	-\$1,800.00
Buses from June 2015	-\$720.00
Book spend June 2015	-\$5,449.98
Carry over pledge remaining 2015 Excursion/Book tally	\$3,880.02

Band Report – Via email 20/10/2015

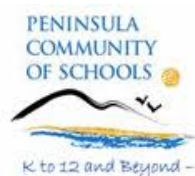
We are full steam going ahead with getting ready for next year intake. We have an incursion tomorrow 21/10/2015 with Police Band. Could you remind parents at the meeting that we still need help if they can.

We have lost a few members in last month but have replaced with new members. Our plan is to go live on the My School music website soon for enrollments.

Financially we are still not meeting budget as we need to get fundraising. Plans are in motion for next year. We have been meeting regularly and now have a small committed group of committee members but desperately need more volunteers to fundraise. If we can secure \$1000 each term it would be awesome.

I'm at work now full time so can't do as much school time band stuff. Helen has been amazing and worked around her work commitments to get finances under wrap. LeeAnn Beer and Rachel Piggott are helping along with Liz Selby.

Concert and Performance bands are to try and make it to both practices for Term 4 only.



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Narrabeen Lakes P&C

NARRABEEN LAKES PUBLIC SCHOOL MINUTES OF THE CANTEEN SUBCOMMITTEE MEETING HELD ON 23rd OCTOBER 2015

Chairperson Joanne de Vries declared the meeting open 14.05

Attendees : Christine Black, Robyn Stonell, Jo de Vries, Ali Russell, Julie Kimberley
Apologies : Jennifer Whyte, Kelli Grogan

1. MINUTES OF PREVIOUS MEETING

- Minutes of meeting held 07th September 2015 were accepted.
Motioned by Ali Russell, seconded by Robyn Stonell. Motion carried

2. BUSINESS ARISING

- Discussion around implementing an **alternative reimbursement procedure** so that Robyn is not out-of-pocket on a weekly basis. The alternative solution would allow Robyn to have a debit card linked to a personal CBA account holding a float of \$300. The account would be in Jo's name and costs \$4 per month. Reimbursements back to the account would be made once receipts have been presented. Jo moved that the alternative reimbursement procedure be accepted. Seconded by Alison. Motion passed. Alternative procedure to be submitted to the P&C for comment.
- There have been queries raised on Facebook regarding the Flexischools fees. Jo to supply Robyn with a paragraph explaining the fees which Robyn will insert into her fortnightly school newsletter
- At the P&C meeting of the 20th October, Jo expressed to the P&C a concern that a number of school events have arisen which require volunteers and access to the canteen facilities. The canteen welcomes the opportunity to get involved in school events, however our primary focus must remain the provision of lunch service. Other events cannot be catered for or volunteers supplied for, which may interfere with the canteen's primary purpose. Any additional events need to be manned by volunteers sourced from the school community and if either Robyn or Julie are required to participate, their hours will be charged to the school or P&C.
- **Kindy Orientation – Thursday 29th October, 5th November and 12th November:**
 - School has requested that fruit platters are provided to the new kindy children (about 70 children) for all three Thursdays. These will be donated by a parent. Tea and coffee and cakes to be served on the 29th October from 10.30am. Robyn to manage the service on the 29th October but the P&C will arrange volunteers for the 5th and 12th November.
- **White Ribbon Day – Wednesday 25th November:**
 - Fruit to be supplied by school family. Preference is for watermelon, bananas, grapes, small apples and oranges. Volunteers to be sourced by the P&C. Alison suggested that on her previous experience, we may expect approximately 200 pupils to participate. The school has requested that no toasters be used. Estimate that the cost of buying 200 mini muffins is \$136. Canteen could supply cereal and milk and the children bring their own breakfast bowls and spoons. The children will be encouraged to make a gold coin donation. Jo to have further discussions with the P&C and the school to clarify what their requirements are.
- **Halloween Fun Time Friday – 30th October:**
 - Jo to verify with Andy that the school are happy to host a Halloween FTF and that it can be a 'red' day as canteen has 4 boxes of crisps (chips) left over from N-Factor with a December expiry date. Assuming Halloween can go ahead, FTF volunteers will be asked to dress up and canteen will be decorated
 - Robyn to produce a **paper copy of the term 4 menu** which will be distributed to all the children
- **End-of-year audit:**
 - Last day of the canteen will be 14th December (Monday). Stock take will be conducted the following day. Christine to clarify what the end-of-year audit requirements are with Tiff.



Narrabeen Lakes P&C

3. REPORTS

A) Treasurer – Christine Black / Jo de Vries

- Balance as of 5^{24th} October is \$6,406.54

B) Canteen Manager – Robyn Stonell

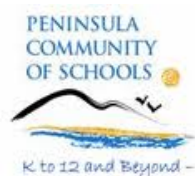
- Covered in business arising

4. GENERAL BUSINESS

- Julie raised query if our Thursday nachos serving should either be increased in price or reduced in serving size because it is a generous serving size. Robyn suggested we research the price of other nachos servings at surrounding schools. She would be reluctant to increase the price at this date as there was a **general price increase** in midterm 3 and another is expected at the start of 2016.
- Julie suggested that we offer a **vegetarian** version of the nachos – there was general consensus and this will be trialled shortly

The meeting closed at 3.00pm

Next meeting is mid-November, 2015



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