



Narrabeen Lakes P&C

GENERAL MEETING – 21 July 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
- Apologies: Rob Zappia, Meredith Jaffe, LeeAnn Beer, Tony Davies, Michael Digby, Elizabeth MacKenzie

Minutes of Previous Meeting: Approval of the 16 June 2015 General Minutes

Moved: Tiffany Smyth Second: Ingrid Scheel

Voted at July Meeting

Voted: That the following P&C events will receive up to \$300 funding per event for catering that may be needed or if the canteen is not able to open for the events. The events include: Education Week – July/August; Kindy Orientation Mornings – November; Welcome Breakfast – February; and Ride to School Breakfast – March. Moved: Ingrid Scheel Second: Annie Kent

Voted: That all profits made from the Chinese Cuisine Raffle will go towards new PSSA uniforms and any additional money needed by the school to cover the total cost of the shirts will be paid by the P&C (total approximate cost for shirts \$2000) Moved: Karen Menzies Second: Annie Kent

President Report

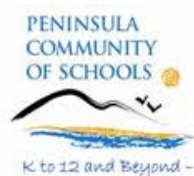
- Uniform supplier update – awaiting update from Nadine – a meeting has been set up for Thursday the 23rd July 2015
- N Factor update – is moving ahead – will be on Tuesday the 8th September
 - Tickets for the event will be available for purchase through Flexischools at \$10 each
 - The tickets are limited to 500 in total
 - There will be live streaming of the events in the classrooms in which the children will be held
 - Professional lighting/sound will be done for the event
 - Food stalls will be asked to come on site for a small fee to sell various food and coffee items
 - The canteen will be selling drinks/cakes and a few other items

Vice Presidents Report

- Entertainment Book - final outcome – profit of \$1663 was made – great job!
- Chinese Cuisine Raffle
 - \$50 Voucher at the New Shanghai Chinese Restaurant in Chatswood and a meat/fresh Chinese vegetable and condiments hamper
 - Prizes sponsored by New Shanghai Chinese Restaurant, Devitts Meats and Woolworths
 - Tickets to be sold on Education Day at the school on the 28th July
 - All proceeds will go to funding school PSSA uniforms – this will be in addition to the Entertainment Book fund raiser
 - The school estimates the PSSA outfits will cost \$2000 – P&C to cover any amount outstanding

Principal's Report

- **Newsletter** – has a new app for I pads and I pods, only it won't sync with Primary Parent Planner
 - Some issues that still need to be addressed



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- **Education Open Day** – 28th July – starts at 8:30am – canteen will be open and starting at 9:30am various groups will perform
- **Schools Surveys** – are going out this coming week regarding the award system that the school uses
- **New Chinese language teacher** – has been hired to teach Mandarin at the school
- **Ian Jukes Professional Development** – teachers have completed some training with him about engaging students and 21st Century learning – some main ideas included
 - 6 D's – Define, discover, dream, design, do, debrief
 - Content changes, but skills and processes don't
 - Working together and project based learning is important
 - Ian asked parents for feedback about the school
- **White Ribbon Day** – PCS schools have committed to supporting preventing domestic violence against women day, which is on the 25th November 2015

Secretary Report

Correspondence

Treasurer Report

- Registering the P&C for GST and BAS – Tiffany will prepare and submit the paperwork needed to register for GST
- **P&C Funded Events – these were voted and the voting approval is above**
 - Education Week Morning Tea – July, August
 - Kindy Orientation Mornings – November
 - Welcome Breakfast – February
 - Ride to School Breakfast – March

Canteen Committee Update:

- Canteen audit – outcome was good, only one item needed urgent attention
- Canteen staff – a second in charge (Julie Kimberly) has been hired for the canteen – Julie is being trained up for when Robyn is away, on leave, sick, or if the canteen is to open more days per week.
- Air conditioning for the canteen – 2 quotes obtained – will work with the school as DE Assets plays a role in this as well.
- Canteen Committee – Jo now has 6 members on the canteen committee
- Fun time Fridays – the first one was a success and will continue running
- Need a few more volunteers for the canteen if it is to be open additional days and for special events
- Working with Children Checks – are being done by the volunteers – most parents have filled in the required documents, but each time parents work they are reminded to complete the paperwork if they have not already done it

Band Committee Update – See attached band report – more volunteers needed

Events/Performances

Payment of fees update (approx. amount/pupils with outstanding payments) – no update available

Fund raising events scheduled

Clothing Pool – nothing to report

General Business:



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Treasurer Report

Balance Sheet as at 18 July 2015

Assets

CBA 0031 Main Account Reconciled	\$29,257.73
CBA Term Deposit 0588	\$10,000.00
Petty Cash - Parent Club Float	\$0.00
Clothing Pool Float	\$65.00
Total Assets	\$39,322.73

Bank Reconciliation

MYOB Balance on 18 July 2015 from above	\$29,257.73
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$29,257.73

Activities since last meeting

Special Event - Disco June 2015

Income -	\$3,366.75
Expense -	-\$1,566.31
Net Profit	\$1,800.44

Slushie Fridays

Income - Friday 19 June	\$134.35
Income - Friday 26 June	\$267.65
Net Profit	\$402.00

Band \$ Movement

Fundraising - Verlie Hall for T-Shirts Thank You!	\$731.00
Expenses - T-Shirts Embroider Me	-\$708.40
Income - Fees received	\$2,320.00
Net Profit	\$2,342.60



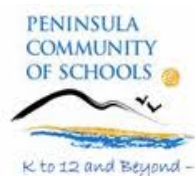
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Various

Clothing Pool	\$50.00
Readers Pledged 2014	-\$5,449.98
SLSO - Teachers Aides Pledged 2014	-\$8,000.00
Printing	-\$297.40
Excursions	-\$720.00
Parent contributions to P&C (fees)	\$3,884.00
Misc - Merchant Fees (Credit card fees school invoice)	-\$273.66
Backpacks	\$420.00
Return Slushie Float	\$100.00
Interest from 0031 main account	\$15.82
	-
Total Various	\$10,271.22

Canteen Loan Account

Top up 16 June	-\$2,000.00
Printing (school invoice)	-\$44.40
Total Various	-\$2,044.40



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NLPS Band P&C Report

16 July 2015



NLPS Band Committee Term 3 Update - for P&C 21st July 2015

A very busy term already. The emphasis is on HELP. The band is getting bigger busier and we haven't got enough helpers....

Coming up we have:

- **Week 3 Tuesday 28th July 9.30am Training Band** performance at assembly. This is the first time Training band will be in full band uniform.
- **Week 4 Band Camp Day Sunday 2nd August** - An ALL band invitation to have small group workshops with external professional and high school tutors and rehearsal and concert.

We need at least 15 parents to be helping with supervising on three shifts:

8.30-9.45am set up / 9.40-12.30 supervising tutes / 1.30pm pack up.

- **Week 4 PCS Festival Monday 3rd August** - Performance and Concert Bands Playing. Kylie Kirkland needs a few more band helpers from 6pm. See Kylie.

Dates to be confirmed in term 3 / 4 : NSW Police Band visit / Bunnings BBQ Fundraiser date / Concert for the War Vets visitors

Positions Vacant:

A **Concert Band Parent** is needed to take the roll, settle students into the band rehearsal for the first 10 mins of rehearsal Wednesday mornings 8am.

We need more parental help as we do not have an official **Coordinator** for the band since Tracy stepped down. Meredith is moving away from Sydney end of Term 3 so we will be needing a **Treasurer** come Term 4.

A **Fundraiser** is needed to assist Tanya with events such as BBQ and other event organising.

The next NLPS band committee is July 28th 4.30pm in staff room.

Tanya Leishman Secretary 0425226247 tangsims@bigpond.net.au



Narrabeen Lakes P&C

NARRABEEN LAKES PUBLIC SCHOOL MINUTES OF THE CANTEEN SUBCOMMITTEE MEETING HELD ON 15TH JUNE 2015

Chairperson Joanne de Vries declared the meeting open 14.00

Absent : Karen Menzies
Attendees : Christine Black, Robyn Stonell, Jo de Vries

1. MINUTES OF PREVIOUS MEETING

- None – inaugural meeting

2. BUSINESS ARISING

- Cash Handling policy within the canteen subcommittee
 - P&C treasurer has summarised the existing procedures in place for cash handling by volunteers. All of the procedures are similar to those used in other local school canteens bar the requirement to have cash counted twice, first by the canteen manager and then by a volunteer.
 - Jo has surveyed the cash handling policies of four local schools and these have been documented by the schools themselves. In brief:
 - Manly Village PS – canteen manager counts the daily cash herself
 - Collaroy Plateau PS – treasurer confirmed that their canteen manager counts the cash on her own
 - Mona Vale PS – previous canteen manager Robyn Stonell confirmed that the cash was counted by either herself or her 2IC
 - Manly West PS – canteen manager – waiting email confirmation of single count
 - Both canteen treasurer and canteen manager were happy to comply with the agreed process once it has been formalised and adopted – final decision is pending, Jo to follow up with P&C and school

3. REPORTS

A) Treasurer – Christine Black

- Balance as of 15th June 2015 is \$2,782.90
- Christine felt that financial processes were starting to run smoothly after the initiate sharp learning curve. She expressed her thanks for the support received from Tiff Smyth

B) Canteen Manager – Robyn Stonell

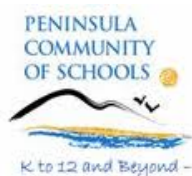
- First day of recess counter sales was successful
- Julie Kimberley was unsuccessful in her application for the NLPS canteen manager position in March 2015. However, she has accepted the opportunity to train as the deputy canteen manager. Julie is enrolled in the Warringah Council food handling course for next term. Robyn will start her Flexischool training in anticipation of Robyn requiring leave in term 3 for one or two days.
- Robyn queried if MYOB has stocktake functionality as she would like to undertake a stocktake in anticipation of future auditing requirements. Jo to follow up

4. GENERAL BUSINESS

- Discussion around internal expenses and reimbursement procedure. New form was designed and agreed and will be used going forward
- Discussion about incoming email from suppliers – new email folder to be created for Christine to access and action
- Initial \$40 float used to get counter sales up and running to be reimbursed to P&C
- Invoice for Disco drinks to be calculated and submitted for reimbursement.

The meeting closed at 3.10pm

Next meeting is week commencing 19th July 2015



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