



# Narrabeen Lakes P&C

## GENERAL MEETING – 21 JUNE 2016 – 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:** 5 Apologies

- Fees paid - None

**Minutes of Previous Meeting:**

The 17 May 2016 meeting minutes were circulated. The minutes were accepted.

### Voted Previous to June Meeting:

**Voted:** To reimburse Annie Kent \$775 (\$675 for finger lights and \$100 Kmart) for supplies purchased for the disco.  
Moved and seconded

### Voted at June Meeting:

**Voted:** To give a \$50 voucher to a staff member for coming back after the school disco finished and locking up.  
Moved and seconded

### General Business:

#### Special Guests:

- Thank you to representatives Raine & Horne (now Laing & Simmons Narrabeen) for giving us information on their initiative to support the community and specifically Narrabeen Lakes Public School.
- The school and P&C is more than happy to advertise and support their cause



### President Report

Stranger Danger, Bullying, and Cyber Safety

- The Youth Liaison Officer and 4-5 other police will be attending the school on Thursday 30 June to speak to the Year 3-6 kids on these issues.

School Disco – sold 179 tickets @ \$6.00 each (FlexiSchools Statement: #597910)

Brief overview of disco monies. The amount below does not include the sales of the glow products.

- Year 5 and 6 kids thanked several parents/helpers for the disco as they had a great time
- Canteen worked great
- DJ Kit Kat kept all the kids engaged and dancing



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Total	Door	Canteen
\$1,632.70	\$1,074.00	\$558.70
-\$48.98	-\$30.00	-\$18.98
\$1,583.72	\$1,044.00	\$539.72

## Vice President Report:

### P&C Fee Letter

- Compare last year's letter and update
- To be given out to parents in Term 3 2016 for payment

## Principal's Report

### Roof damage and other school damage

- The roof is supposed to be fixed by the beginning of Term 3
- A great big thank you to those that came and helped at the school and cleaning everything so the school could open

### OOSH update

- A timeline for construction has been given. Construction should start on the 25 July 2016 and hopefully finish by the end of Term 3 or early in Term 4.

### Playground update

- Two members will be going out to other schools to find out what they had installed and how much it cost
- Ryde Public School just installed a playground which they will visit
- The adventure playground is fully open now after the trees were cleared from the storm and additional mulch was put in after the old equipment was taken out

### Sister School

- NLPS sister school in China will be visiting Narrabeen Lakes in August
- 19 students/teachers will be on the trip

### Lights show

- Vivid at Narrabeen Lakes will be showcased in September – it will be a great event and open to the entire community
- Keep updated with more details in the newsletter

## Treasurer Report – Jane Whitfield

\*\*Please address all financial queries regarding this report directly by email to the Treasurer so your questions can be answered confidently with information on hand

- Various pledge amounts have been paid to the school and uniform shop
- Financial report will be delayed as there have been some issues with access to the account

## Secretary

Correspondence – only fundraising info – passed on to Annie

### School Banking Update

- The yellow cash bags are being ordered through the school banking portal for use
- School banking now has over around 110 signed up now

P&C Federation Meeting Update 16 June 2016 7-10pm – The Forest High School – Summary attached below



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# Narrabeen Lakes P&C

## Rotary Raffle Coordinator

Rotary Raffle update

- Another great effort this year for this fundraiser
- The final amount made is \$6668 – great effort

Entertainment Book update

- Slower sales than last year and no one off purchases from any businesses
- There have been 34 sold with a profit of \$530
- A book and voucher were raffled off to purchasers

## Uniform Shop update – all running smoothly

## Volunteer Coordinator Update

- Fathers Day stall date set for 1<sup>st</sup> September 2016
- Volunteers will be needed to help out

## Canteen Committee Update

- Canteen meeting minutes from their last meeting are available – please inquire with a member of the canteen committee or the P&C
- Want to look at opening 5 days per week in Term 4 2016, discussion to continue, but could be possible
- Want to train up a volunteer to take over in case both paid employees are gone on one day
- The oven/fridge will both need repairing/servicing

## Band Committee Update

Election Day fundraiser

- Will be advertised for anyone from the school to bring in cakes/cupcakes/slices, anything to sell on election day
- To be promoted in PPP and on Facebook
- This is an ideal day to make money for the band and buy some new instruments for next year

Pittwater High School Performance – Saturday 25<sup>th</sup> June 2016

## Any Other General Business:

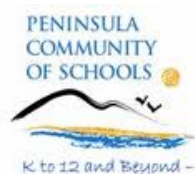
Coffee Machine set up in the canteen

- A coffee machine and set up is still on offer from a supplier
- Need more thought on space and where to locate it, especially if the canteen does not have space

## Next Meeting Dates:

July – none	16 August	20 September
18 October	15 November	13 December

Meeting Closure: 9:25pm



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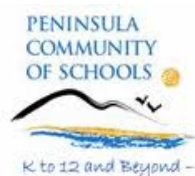
# Narrabeen Lakes P&C

## Secretary Report

### P&C Federation Meeting – 16 June 2016 7-10pm The Forest High

What is the P&C Federation: It is a network of over 1900 public school based parent bodies. The new structure is based on 16 electorates across NSW. One councilor and 2 Delegates are elected from each electorate. The 16 councilors form the P&C Federation Board.

- P&C Federation Constitution is being updated as it has not been updated for some time and has become outdated
- A handover of positions to the next person is important and should hopefully involve a person stepping down before they resign and leave the school
- A folder was handed out to each participant at the meeting and includes information that needs to be completed or handed over each year. I will pass this on to the person who takes over the secretary position next year.
- Financial auditing is one of the biggest issues local P&C's face, especially finding an auditor. Many P&C's hire an auditor to do their audits but this is mainly because the P&C is running the OOSH.
- It is vitally important that the ACNC (Australian Charities and Not for Profits Commission) register is updated on an annual basis. Grant funding and the ATO (Australian Tax Officer) use this register and if it is not updated grant funding could be lost and the ATO can ask questions.
- If you are not registered with the ACNC and your school runs a raffle you are then obliged to sign up with the OLGR (Office of Liquor Gaming and Racing) to obtain a license to run a raffle and there is a fee to do this. All items for a raffle need to be listed in the minutes of the meeting before a raffle takes place.
- P&C Canteen is GST exempt – this was negotiated through the P&C Federation with the tax office
- Working with Children Checks – all tutors (for band or other activities), paid staff, DJ's, and other contractors that come into the school and conduct an activity of some sort need a Working with Children Check number. Once the P&C has this number then they need to login to the Children's Guardian website and check to make sure that this number is still valid and has not been flagged.
- All paid employees of the P&C should be signing harassment and bullying policy when they are hired and if it has not been done ASAP after.
- Privacy Issues – the minutes of the P&C meetings should be revised before they are published. There has been issues with names of people being on there and their whereabouts. From now on the minutes published on the website will only include a summary of what was voted on (no Moved or Second names will be included) and the financial report. Any names that could be attached to these will be deleted before publishing.
- The reports for each P&C meeting should be completed in advance and any issues with these reports can then be tabled at the meeting.



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

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## Treasurers Report

Balance Sheet as at 20/06/2016

### Assets

	\$	
CBA 0031 Main Account BANK	21,897.75	
	\$	
P&C General Events Float	200.00	
	\$	
Uniform Shop Float	200.00	
	\$	
<b>Total Assets</b>	<b>22,297.75</b>	

### Bank Reconciliation

	\$	
Balance on bank statement 20/6/16	21,897.75	
	\$	
Less: Unpresented Cheques	10.32	band
	\$	
	100.00	band
	\$	
	100.00	band
	\$	
	775.00	P&C

Plus: Uncleared deposits

	\$	
<b>MYOB Balance</b>	<b>20,912.43</b>	

### Pledges Outstanding

	\$	
Year 2 Gardens IBL Project	2,500.00	
	\$	
Band	8,433.26	
	\$	
Technology \$5000 2015 \$3880.02	8,880.02	
	\$	
<b>Remaining Funds Available</b>	<b>1,099.15</b>	

## Activities since last meeting

### Band

Fees Received

Fundraising



# Narrabeen Lakes P&C

	\$
Expenses	3,329.00
	-\$
Net Profit	3,329.00

## Uniform Shop

	\$
Income - website	4,856.73
	\$
Income - Onsite	55.00
	\$
Expenses	15,585.75
Net Profit	-\$10,674.02

## P&C Events - disco

	\$
Income -	1,044.00
	\$
Expenses -	805.00
still waiting costings dj last inv	\$
amount	605.00
	-\$
Net Profit	366.00

## Various

	-\$
P&C General Events Float	200.00
	-\$
ATO BAS Payment	1,061.00
	\$
Nfactor DVD sales	60.00
	-\$
Nfactor DVD expenses	957.00
	-\$
Live Eftpos fee	38.00
	\$
Interest from 0031 main acc	7.26
	\$
Canteen Loan Repayments	2,757.72
	\$
Total Various	568.98



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