



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 21st May, 2013 - Minutes

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:40pm, NLPS Library with "I acknowledge this meeting is being held on traditional lands of the Guring-gai people."
2. **Attendance:** this was noted as nine (9) members
3. **Apologies:** Rachel Piggott
4. **Welcome:** President welcomes all to the May monthly General Meeting for the P&C for 2013.
5. **Fees:** President seeks New Member \$2 Fee Payment but No Voting Rights till the next meeting.
6. **Minutes of the Previous Meeting** – Tuesday, 9th April were produced, distributed and read via email before the meeting on the 21st May 2013.
7. **Previous Minutes Accepted:** Amendments/Motion – Mover – Jennifer Sheehan & Second/Voting – Matt Weeks on the 6th May 2013.
8. **Business Arising:** From the previous minutes.
9. **Correspondence:** P&C Journal for Term 2
10. **Reports:**

Band

- The War Vets performance will be on the 5th June 2013.

Treasurer – Income/Expenses

Financials - See report below.

- Mother's Day Stall went really well – record amount received and a good range of gifts was donated
- Slushie Friday to be set up again – expected start date 31 May 2013
- Ice Cream Mondays will continue

Balance Sheet 18/05/13

Assets

CBA 0031 Main Account	\$18,854.78
CBA Term Deposit 0588	\$17,000.00
Petty Cash	-\$150.00
Clothing Pool Float	-\$65.00
Total Assets	\$35,639.78

Bank Reconciliation

MYOB Balance on 18/05/2013 from above	\$18,854.78
Add: Outstanding Cheques:	\$0.00
Deduct: Outstanding Deposits:	\$0.00
Expected Balance on Statement:	\$18,854.78

Activities Since last meeting

Ice Cream Mondays

Income 8/04/13	\$121.90
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15/05/13	\$121.00
Metro Ice Creams	-\$188.30
Net Profit	\$54.60

Mothers' Day Stall

Net Profit	\$1,700.25
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Band \$ Movement

Fees received	\$1,080.00
Musicorp	-\$127.00
Steven Williams 3 x instruments	-\$600.00
Profit	\$353.00

Various

Backpacks	\$180.00
Clothing Pool	\$310.00
P&C fees from school 2013	\$10,169.00
Aussie Farmers Direct fundraising	\$127.59
P&C voting fees	\$2.00
Interest from Term Deposit	\$1,080.00
Interest from 0031 main account	\$1.28
Painting school grounds	-\$4,250.00
Merchant Fees (credit card payments)	-\$650.79
Canteen - Fix dishwasher	-\$532.43
Total Various	\$6,436.65

Secretary

- Narrabeen Lakes P&C has already been registered for the Australian Charities and Not-for-profits commission (ACNC).
- Documentation needs to be sent to the ACNC for President, Secretary and Treasurer.

Principal's Report

- The school has purchased a new PA system at a cost of \$3000 – this will be funded by the P&C but is a much needed item for all the events that take place at the school and off site
- The school will be trialing a direct debit system for payment – the trial will start with the Kindergarten classes and then roll out to other classes
- There was a big pile of mulch that was dropped off near the chicken coop – school is seeking a bobcat or similar to get the bulk of this to the Adventure Playground area so it can be spread
- The School Newsletter will go electronic starting in Term 3. Parents will need to 'opt-in' to receive a hard copy. Class Parents and YIPs are including the office in email address updates.
- The school is going to have WIFI soon. The parts have been ordered and installation will hopefully begin at the end of Term 3.
- Primary Parent Planner – the school is in the process of promoting this application for parents. It will be used to better communicate with parents on upcoming events and activities at the school.

- Parent teacher interviews are coming soon and to reduce the amount of paperwork that teachers have to do to set these up a new online booking system will be utilized. More details for parents will come out in June on how to book.
- The school is looking at having a teacher in-service day on a Saturday in Term 3. This extra day is normally done at the end of Term 4, but it is difficult for teachers to utilize this time effectively. This day will be agreed upon by the school.

President's Report

- Jennifer gave each member list of the show bags that were purchased at the last Spring Fair and profits. The show bags for this year were decided at this meeting.
- A list of all of the stalls for the Spring Fair on August 10, 2013 was given out with various people/classes designated to run them. There are still a few classes and stalls that have not yet been covered.
- Pricing for wrist bands and show bags have also been decided.
- The Spring-a-Fair newsletter is up and running and will continue till after the fair.
- Cancellation Insurance for the Spring Fair was discussed and agreed to proceed again for this spring fair.

11. **General Business**

Committee and Sub-committee Roles

- Lisa Gillespie has agreed to be the Protégé for Jennifer Sheehan for the Spring Fair so that she can learn the ropes for organizing the spring fair in years to come. Thank you very much Lisa.

Clothing Pool Update

- Still looking at putting a container on site and moving the clothing pool into this on the north side of the hall. This is progressing, but still needs some organising.

Spring Fair

- **URGENT!!!** - A donations coordinator or 2 is needed for the spring fair. If you know of anyone who would be interested please let Jennifer know.

12. **Next Monthly General Meeting:** Tuesday 18th 2013 at 7:30pm in School Library

13. **Meeting Closure** – meeting closed at 9:30pm