



Narrabeen Lakes P&C

MEETING – 21 OCTOBER 2014 – MINUTES 7:30pm The Library, Narrabeen Lakes Public School

Meeting Opened: This meeting is being held on the traditional lands of the Guringai people.

Attendance & Apologies:

- Fees paid – none
- Apologies: Lynn Chant, Joanne de Vries, Tanya Leishman, Tracy Grainger, Sarah Jones and Ingrid Scheel

Minutes of Previous Meeting:

- The 16th September 2014 Monthly General Meeting Minutes need to be approved
Mover: Ian Phillips Second: Tiffany Smyth

Discussion/Voting Items:

1. Voted items prior to P&C September Meeting

Voted: To spend up to \$500.00 per ad for the 1st November 2014 and 6th December 2014 Narrabeen Markets Manly Daily Advertisements. Total spend = \$1000.00 incl. GST. **Mover:** Karen Menzies **Second:** Jennifer Sheehan.

Items Voted on the night of the meeting:

Voted: To allow \$500 for Manly Daily Advertsing, \$350 for brochures and \$100 for online subscriptions as ongoing expenses (plus or minus 10%) for the Narrabeen Lakes Markets. **Mover:** Kate Martin **Second:** Tiffany Smyth

2. Band Update/Issues

- a. Volunteers for BBQ to be held 9th November 2014
**Most of the time slots have been filled with only a couple still to be confirmed
- b. Band Fee payments for Terms 1-3 and an update on Term 4 fees paid.
**Only one child has not paid Term 3 band payments
**Approx. 40% of parents have paid for Term 4
****ACTION:** Reminder needs to be sent out to parents to pay Term 4 fees
- c. Update on band committee meeting regarding:
 - i. Contract for band next year for all students as a commitment of their participation. Needs to include that tutoring is a requirement for a child to attend band.
**Band committee met and it will be in the contract that the child must attend tutoring to remain in the band.
 - ii. How will parents been billed for 2015 band payments.
**The suggestion was to charge a sign up fee initially. This fee is non-refundable. Then parents would be billed on a per semester basis for the band fees and the instrument hire fee. If the child drops out before the end of the semester no fees would be refunded.
 - iii. Procedure for allocating (&return of) instruments to children in 2015
**This was not discussed, but will need addressing at November P&C meeting.
 - iv. Instruments for 2015
** Look at purchasing more instruments vs. renting them

3. Expression of Interest for P&C President role for 2015

- a. A draft expression of interest was emailed to Andy and Executive Committee for review.
- b. Final to be prepared and inserted into the school newsletters until the end of the year

4. Market Update for 1st November and 6th December 2014

- a. Advertising completed? Manly Daily, brochures and banners?
**Brochures are the only other item that needs to be ordered in.
- b. What is the estimated number of stall holders committed for 1st November and the 6th December?
**Numbers could not be confirmed at all.



| | | | |
|------------|------------------|---|-----------------|
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| SECRETARY: | Karen Menzies | E: menzies4@tpg.com.au | M: 0404 025 225 |
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- c. What were the final stalls to be run by the P&C?
**P&C will run Cake stall, lemonade stall, canteen (limited range of items), and Side Show Ally.
5. Canteen Draft Survey – Karen Menzies
- Survey draft has been completed.
**Final survey has been completed and hard copies will be handed out by the school.
**The survey will be completed on Survey Monkey and the school will put a notice in the newsletter as to where to find the link.
**Class parents will be emailed with the link to the survey monkey site and they will be asked to distribute to all the parents in each class.
6. **Wish List Requests** - Discussion as to what parents/school would like to spend P&C money for remainder of 2014 and start a list for 2015. Items included:
- Additional teacher/teachers' aides (SLSO) time (above what the school can fund)
 - More iPads (the school only has 32)
 - Shade structure to the rear of the existing COLA
 - Smartboards for new classroom/s
 - Extra teacher resources for the new Maths & Science curriculums
 - Classroom books / sets
 - Library books
 - Reading program (remedial)
 - Updating the Adventure Playground: (ie new equipment, passive sculptures)
 - Ongoing program of replacing hired Band instruments with owned ones
 - Electronic school sign facing Pittwater Road

Consensus was that in-class teacher support (ie teacher or SLSO time over and above school budget) was number 1 priority. Andy undertook to come back to P&C with a detailed request giving options for each, with approximate costs.

Treasurer Report

Monthly Report – see attached

Book Drive – this was suggested as a way to get books that parents may have at home that are needed by the school. Rob Zappia is to give P&C a list of requirements so we can organise bookdrive.

Calendar – Request that P&C Calendar of events be meshed with P&C Agendas as issued. Action: Karen.

Secretary

Correspondence – P&C Magazine

President Report

P&C Federation Elections – voting is happening now

P&C Fee Reminder Letter

**Reminder letter has been drafted – letter includes what the money was spent on and opportunity for parents to include their suggestions for spend.

**This year only 31% of parents paid their P&C fees compared to 51% in previous years

Principal's Report

- OOSH Tender Update –
**The OOSH Tender is caught up in DEC Politics, but hopefully Andy will be able to give the 2nd Kindy Orientation some news about the OOSH for 2015



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**Enrollments are being taken for the OOSH with a waiting list being created

**There has been an increase in provision of spaces for next year

- School Surveys – Future Planning Survey had some great feedback from parents/carers
 - **Shield logo was a clear first choice
 - **Top three statements that described Narrabeen Lakes were excellent and will form part of the school motto
 - **Single words that parents/carers used to describe Narrabeen Lakes will be used on the logo
 - **The school was very happy with the results and outcomes of the survey
- Demountables
 - **Still waiting to hear if DA approval has been given for the demountables. These will go back to where they were in 2012.
- Working Bee
 - **It was hopeful that a working bee could be organized before the end of the term, but this will be put off until Term 1, 2015.

New Business Arising

Next Meeting: 18th November 2014 at 7:30pm at the NLPS Library

Meeting Closure: 9:00pm

Balance Sheet as at 18 Oct 2014

Assets

| | |
|--|-------------|
| CBA 0031 Main Account Bank Stmt Balance MYOB | \$51,194.53 |
| CBA 0588 Term Deposit | \$10,000.00 |
| CBA 7729 Lakes Market | \$930.00 |
| Petty Cash - Parent Club Float | \$100.00 |
| Clothing Pool Float | \$65.00 |
| Total Assets | \$62,289.53 |

Bank Reconciliation

MYOB Balance on 18 Oct 2014 \$51,194.53

Add: Unpresented Cheques:

Deduct: Uncleared Deposits:

Expected Balance on Statement: \$51,194.53

Activities since last meeting

Ice Cream Mondays

| | |
|---------------------------------------|-----------|
| Expenses - Metro Ice Creams Inv 13919 | -\$100.85 |
| Expenses - ice blocks | -\$13.00 |
| Income - 15 Sep | \$90.00 |
| Income - 13 Oct | \$60.00 |
| Net Profit | \$36.15 |



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Special Event - Fathers' Day Stall from Sep report

| | |
|-------------------|----------------|
| Income - IOU's | \$13.00 |
| Net Profit | \$13.00 |

Slushie Fridays

| | |
|---|-----------------|
| Income - 19 Sep | \$280.40 |
| Income - 10 Oct | \$268.70 |
| Expenses - Metro Ice creams from above | -\$100.00 |
| Expenses - misc choc powder, milk, ice cream, sprinkles | -\$103.45 |
| Net Profit | \$345.65 |

Special Event - Art Show

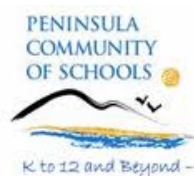
| | |
|--------------------------------------|----------------|
| Income - tickets and drinks on night | \$495.00 |
| Income - artwork donation | \$10.00 |
| Expenses - spend on booze | -\$482.50 |
| Net Profit | \$22.50 |

Band \$ Movement

| | |
|------------------------|-------------------|
| Fees received - | \$1,770.00 |
| Expense - | |
| Band Fundraising Inc - | |
| Band Fundraising Exp - | |
| Net Profit | \$1,770.00 |

Various

| | |
|---|------------------|
| Clothing Pool | \$100.00 |
| Parent contributions to P&C (fees) | |
| Misc - de Belle band paid twice | \$70.00 |
| Back pack | |
| Canteen - Brayco shelves | -\$1,191.00 |
| P&C joining fees \$2 | |
| Building Fund donation | |
| That's Mine commission | |
| Interest from 0031 main account | \$39.71 |
| Interest from term dep into 0031 main account | |
| Total Various | -\$981.29 |



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