



Narrabeen Lakes P&C

GENERAL MEETING – 23 FEBRUARY 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: Apologies: 4 noted

- Fees paid – All eleven members paid their fees of \$2.00 per year.

Minutes of Previous Meeting:

The 8th December 2015 Monthly General Meeting Minutes were approved via email

Voted Previous to February Meeting – No items voted on the night

Voted 3rd February 2016: That the P&C spend a total of \$200 on awards for one class from K-2 and one class from 3-6 to be awarded with \$100 per class for a class party for the most number of Rotary Raffle tickets sold.

Voted 6th February 2016: That the yellow box be used for money collection for school fundraisers. If two volunteers are present and will be remaining with the cash while it is counted and recorded on the cash payment slip (recording printed names and signatures of volunteers present), the office can release the office key to the two volunteers to open the P&C Yellow Box. The office key should be returned immediately after use.

Voted: 19th February 2016: That \$100 is used to purchase a gift card for retiring office staff worker.

President Report

Welcome Breakfast – will be run on 3rd March 2016

- Donations are being sourced for fruit/vegetables/muffins etc. for the day
- Volunteers are also being recruited to help out on the day

Parents of Narrabeen Lakes Facebook Page

- This Facebook page will soon be open to all parents and NLPS
- It has been such a hit and helpful for parents who don't have time to phone around for information
- All posts are reviewed by the admin manager before being placed on the site.

Vice President Report:

Advanced Photo Family Photos

- Flyers to go out this week to the younger kids first and then to the older kids
- Not enough flyers were supplied and more have been requested for distribution

Putting ABN on NLPS P&C Letterhead – it was agreed the ABN will be placed on the new P&C Letterhead

P&C Fees for 2016 – these letters will go out in Term 2 or 3 for payment

Principal's Report

Uniform Shop and Canteen

- This has been a fantastic addition to the school

School office staff

- A temporary replacement for another office staff member who retired on the 19th February 2016
- The school is recruiting for a new office person to permanently replace the retiree – it has gone to the merit selection panel



PRESIDENT:	Annie Kent	E: nlpsandc@gmail.com	M: 0420 738 718
SECRETARY:	Karen Menzies	E: nlpsandc@gmail.com	M: 0404 025 225
TREASURER:	Tiffany Smyth	E: nlpsandc@gmail.com	M: 0414 461 803
ABN:	81 343 221 980		

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



Narrabeen Lakes P&C

School Evacuation Procedures

- In light of recent evacuations because of terror threats by other schools this has been reviewed
- The Northern Beaches Police and the Principals of the schools met to discuss this issue
- If the school were to evacuate they will go to a nominated location and notify parent via Primary Parent Planner. At this time the police will be taking over.
- The parents should not go to the school or nominated location to pick up their children until the school sends out confirmation that it the parents are able to do so.

OOSH

- The OOSH building has been approved
- The Council has come back and asked that noise monitors be installed at the old OOSH area
- Depending on the results of the test will depend on whether there need to be any changes made to the construction of the OOSH building

Working Bee

- There is a Working Bee scheduled for Sunday the 6th March 2016 from 9:00am to 12:30pm
- It is hoped that several men would be able to help out to dismantle the old playground equipment that can no longer be used
- Basic weeding and tidying up of the school will take place

Treasurer Report

Monthly Report – the outgoing treasurer provided the financial report for February 2015

Signatures needed for banking – these will be collected during the next few weeks

Secretary

Correspondence – mainly fundraising material for review

Canteen Survey Results

- In December 2015, two surveys were distributed in relation to the canteen.
- One survey was from volunteers who worked in the canteen and the other was from parents/carers from the school.
- A couple of printed copies were distributed for review, but results were also emailed out to the P&C Executive and the Canteen Committee in January 2016

School Banking Update

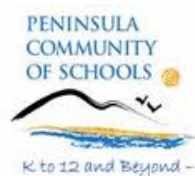
- Started in February this month with 3 bank account opening day
- The days were very busy opening the accounts
- The first day for actual school banking is on the 26th February at 8:40 am

Rotary Raffle update

- A few volunteers helped to allocate tickets for the classes
- As of the 19th February 2016, \$1700 has been collected, which is a great start.

Uniform Shop update

- After the winter stock is purchased there will be stock of both summer and winter uniforms
- Outlay for stock purchases will only be needed for top-ups to stock
- Uniform shop will still open 2 days per term, but will always be available for online shopping



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UNISHOP Summary 22/02/16	
Sales Website	\$2,739.28
Sales Onsite	\$15,952.26
Purchases - Summer Stock	-\$29,496.77
Fees	-\$51.67
Net movement to date	-\$10,856.90

Band Committee Update

The band has filled the majority of their positions. However, they are still looking for a performance band roll call person. In addition, any parent/carer with a child in band that is interested in organising fundraising activities/rosters this help would be greatly appreciated.

Canteen Committee Update

- A new Canteen Manager was hired and trained for one week while there was an overlap of managers.
- Current canteen positions will stay in place until April/May
- Various volunteers are being trained to help with several roles in the canteen – currently 2 people to help with MYOB/Finances and 2 people to help with the banking
- Canteen balance is \$7583.24, but final numbers will be provided to the P&C Association on a per term basis
- Applications for the Canteen Assitant are open until Friday the 26th February 2016
- Canteen brought up that the OOSH has been taking advantage of supplies that are in the canteen – Principal will raise with the OOSH provider

**The canteen convenor had questioned the use of the term “Canteen Load Account Repayment” in the financial documents presented. This was taken off line for discussion.

**The outcome of the off line disucssion was that this account will now be referred to as the “P&C Gen/Canteen Transfer” account.

General Business:

P&C Treasurer Position is vacant

Why isn't there air conditioning in all of the classrooms? The cost to install is high and the running costs will also add to the costs for the school. The school is now given a set budget for utilities and if the school goes over this amount it has to come from other funding allocation. Installing additional air-conditioning units is not a high priority for the school.

Next Meeting Dates:

15 March	5 April (??)	17 May	21 June	July – none
16 August	20 September	18 October	15 November	13 December

Meeting Closure: 9:25pm

Figures as at 31 Dec 2015 from 2015 Annual Report

2016 Budget

2016 Budget

	O/B	C/B
O/B CBA 0031 Main Account 1 Jan 2015	\$26,000.08	\$42,498.08
O/B CBA Term Deposit 0588 1 Jan 2015	\$0.00	\$0.00
O/B Petty Cash 1 Jan 2015	\$0.00	\$0.00
O/B Clothing Pool Float 1 Jan 2015	\$200.00	\$200.00
O/B Totals	\$26,200.08	\$42,698.08



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2016 Budget P&C

	Expenditure	Income
P&C Fees - Collected Annually		\$13,000.00
P&C Membership (Voting) fees		\$50.00
Int Rec'd 0031 Main		\$100.00
Misc Income (Aussie Farmers, That's mine, Donation)		\$50.00
Insurance - Student, Public Liability/Federation Fees	\$3,200.00	
Merchant fees (credit card payments)	\$240.00	
Printing Misc	\$200.00	
P&C Xmas Meeting	\$100.00	
Raffle - Net		\$6,000.00
Entertainment Book Fundraiser		\$1,500.00
P&C Gen/Canteen Transfer		\$4,000.00
PERPETUAL PLEDGES - Readers * Revote each AGM	\$3,000.00	
PERPETUAL PLEDGES - Band Sheet Music * Revote each AGM	\$1,000.00	
GST 2015 - due to be paid in 2016 \$2,471 Paid less \$1,233 Collected		\$1,238.00
Technology promised from Raffle 2015	\$5,000.00	
Parent Club		
Mothers' Day NET		\$2,000.00
Fathers' Day NET		\$1,000.00
Disco June NET		\$1,500.00
Kindy Orientation	\$300.00	
Ride to School Breakfast	\$300.00	
Education Week Morning Tea	\$300.00	
Welcome Breakfast - Term 1	\$300.00	
Uniform Shop - (Includes Start Up Season Winter)		
Sales		\$15,000.00
Purchases	\$15,000.00	
Wish list 2016		
SLSO (School Learning Support Officer) \$13,000		
Adventure Playground Equipment \$25,000		
	\$28,940.00	\$45,438.00
	Movement 2016	\$16,498.00



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Balance Sheet as at 22 February 2016

Assets

CBA 0031 Main Account Reconciled	\$36,594.85
Uniform Shop Float	\$200.00
Total Assets	\$36,794.85

Bank Reconciliation

MYOB Balance on 22 Feb 2016 from above	\$36,594.85
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$36,594.85

Activities since 1 Jan 2016

Misc Activity

Income -	
Income -	
Expenses -	
Net Profit	\$0.00

Uniform Shop

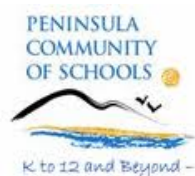
Income - B2Sch, 2nd Thurs T 1	\$10,781.59
Income -	
Expenses - Consignment Paid	-\$1,004.00
Net Profit	\$9,777.59

Band \$ Movement

Fees received -	\$5,399.98
Expense -	-\$1,162.51
Net Profit	\$4,237.47

Various

Farewell Gift	-\$230.00
Parent contributions to P&C (fees)	
Misc - Merchant Fees (Credit card fees school invoice)	-\$38.00
GST Refund / Payment	\$675.00
Misc - unreconciled in 2014	
That's Mine commission	
Interest from 0031 main account	\$19.77
Interest from term dep into 0031 main account	
Total Various	\$426.77



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