

# MEETING – 25 NOVEMBER 2014 – MINUTESf 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 Joanne de Vries, LeeAnn Beer, Tanya Leishman, Mrs. Mayo

### **Minutes of Previous Meeting:**

 The 21<sup>st</sup> October 2014 Monthly General Meeting Minutes need to be approved Mover: Jennifer Sheehan Second: Tiffany Smyth

### **Discussion/Voting Items:**

1. Voted items prior to P&C September Meeting – None

# Voted at this meeting:

**Voted:** To spend up to \$1000 on sheet music/music for the band for 2015 onwards. Mover: Karen Menzies Second: Jennifer Sheehan

Voted: To put \$8000 towards a teacher's aide for 2015. Mover: Tiffany Smyth Second: Karen Menzies

### 2. Band Update/Issues

- a. Results of band BBQ fundraiser great effort to all volunteers, Tanya and Tracey for organising
- b. Band Fee payments for Terms 1-3 and an update on Term 4 fees paid. Update provided, but this will be dealt with by the band committee.
  - i. Update from the band committee on:
    - 1. Contract for students revised contract for next year is being drafted
    - 2. Payments 2015-\$300 per year was the cost for 2014 and will remain for 2015 however the split between the band fee and instrument hire will be different
    - 3. Allocation/tracking/auditing of instruments next year students (the parent) will have to sign off on the instrument that the child receives. It will include brand/serial number and any other pertinent information.
    - 4. Other band information
      - a. Band committee has been meeting more frequently the aim in 2015 is to meet 1 week before the P&C monthly meeting
      - b. Rachel discussed the idea of purchasing more instruments for the students to use next year instead of hiring them
- 3. Expression of Interest for P&C President role for 2015
  - a. An expression of interest was put in the Pelican Post.
  - b. Has anyone expressed any interest? No interest has been expressed for this role.
- 4. Market Update for 6<sup>th</sup> December 2014
  - a. Advertising completed banners, brochures, social media and Manly Daily.
  - b. What will be the final stalls to be run by the P&C for December market? Lemonade stand, Canteen, and cake stall.
  - c. Dates for markets in 2015 3<sup>rd</sup> Saturday of the month. February 21<sup>st</sup> and April 18<sup>th</sup>, 2015. These have been put onto the school calendar.



PRESIDENT:Jennifer SheehanE: jsheehan@oceanholdings.comM: 0412 428 760SECRETARY:Karen MenziesE: menzies4@tpg.com.auM: 0404 025 225TREASURER:Tiffany SmythE: timtiff@optusnet.com.auM: 0414 461 803



- 5. Canteen Survey Karen Menzies
  - a. Summary of results. 72 families completed the survey, 80% of respondents wanted a canteen to operate. The optimal number of days to be open in the beginning is 3 days a week Monday, Wednesday and Friday for lunch only.
  - b. Where to from here. Form a canteen committee. Hire a consultant to help set up the canteen and then look at running a trial of the canteen in 2015.
  - c. Budget estimate to be completed.
- General Items
  - a. Discussion as to what parents/school would like to spend P&C money for remainder of 2014 and start a list for 2015 Wish List Requests in order of preference.
    - 1. Additional aides/teachers
    - 2. Smartboards
    - 3. Maths/Science resources
    - 4. Ipads
    - 5. Classroom Books
    - 6. Band Instruments
    - 7. Remedial Reading Programs
  - b. P&C fee reminder letters a few people paid since letter was given out
  - c. Book audit/P&C book drive the audit has been completed, but the an analysis of what is needed has not been finalised
  - d. Parent Club Calendar no update was given
  - e. December P&C meeting look at date  $16^{th}$  December 2014 this was changed to the  $9^{th}$  December and will take place at the Surf Rock Collaroy

### **Treasurer Report**

Monthly Report – see attached

#### Secretary

Correspondence – none reported

#### **President Report**

P&C Fee Reminder Letter – see above

President finishes in December 2014 – she is allocating, collating and sorting through the past 5 years worth of information to provide a handover to a new President or for when one is appointed

## **Principal's Report**

- OOSH Tender Update provider has been chosen paperwork is being completed will be announced soon
- Narrabeen Rotary Club approached Andy about a fundraiser they do with 2 other schools they have not offered it to Narrabeen Lakes in the past. Tiffany and Karen to review and follow-up.
- Parent Teacher interviews will be in Term 1 in 2015 and not Term 2.
- The staff development day planned for Friday 18 December 2015 (last day of school next year) is being moved to Saturday 7 February 2015. Staff will use the day to plan and prepare lessons for their new 2015 classes, as well as carry out mandatory online anaphylaxis training.
- A list of classroom materials for 2015 will be distributed soon.

# **New Business Arising**

Next Meeting: 9<sup>th</sup> December 2014 at 7:30pm at Surf Rock Collaroy.



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# Balance Sheet as at 23 Nov 2014

Assets	5
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CBA 0031 Main Account Bank Stmt Balance MYOB	\$27,442.43
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	\$270.00
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$37,877.43

#### **Bank Reconciliation**

MYOB Balance on 23 Nov 2014 \$27,442.43

Add: Unpresented Cheques: Deduct: Uncleared Deposits:

Expected Balance on Statement: \$27,442.43

# **Activities since last meeting**

# **Ice Cream Mondays**

Income - 20 Oct 2014	\$80.00
Expenses - Metro Ice Creams	-\$152.10
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Income - 27 Oct	\$68.00
Income - 3 Nov	\$75.70
Income - 10 Nov	\$75.00
Income - 17 Nov	\$88.50
Net Profit	\$83.00

# Special Event - Movie Night Fri 21 Nov

Income - not banked as at 23 Nov

Expenses - Movie license -\$220.00

Net Profit -\$220.00

### **Slushie Fridays**

Stastile i Hadys	
Income - 17 Oct 2014	\$253.00
Income - 24 Oct	\$273.40
Income - 31 Oct	\$232.25
Income - 7 Nov	\$224.10
Income - 14 Nov	\$262.10
Income - 21 Nov	\$254.00
Expenses - 17 Oct	-\$41.35
Expenses - Slushie Co. x 2 invoices	-\$433.26
Expenses - Metro Ice Cream	-\$176.45



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Expenses - 24 Oct	-\$105.10
Expenses - 31 Oct	-\$67.90
Expenses - 7 Nov	-\$37.35
Expenses - 21 Nov	-\$36.20
Expenses - 14 Nov	-\$4.05
Net Profit	\$597.19

# Special Event - 125th Bday

Income - reported in previous period

Expenses - Sushi Sarah Jones -\$240.00 Net Profit -\$240.00

## Special Lunch - Sushi Lunch 29 Oct

Income -	\$967.20
Expenses -	-\$709.57
Net Profit	\$257.63

# **Band \$ Movement**

Expense - Band Fundraising Inc -	\$1,081.56
Band Fundraising Exp -	-\$395.46
Net Profit	\$2,196.10

<u>Various</u>	
Clothing Pool + 2 x backpack	\$480.00
Parent contributions to P&C (fees)	\$590.00
Misc - Merchant Fees (Credit card fees school invoice)	-\$85.65
Back pack 2nd round order 2014	-\$3,190.00
Canteen - Bunnings shelves - Karen Menzies	-\$535.15
Misc - COLA Blinds (school invoice)	-\$17,616.00
Misc - Buses, excursions etc (school invoice)	-\$2,550.00
Misc - printing etc (school invoice)	-\$11.00
Misc - Storage Shed (school invoice)	-\$114.87
Misc - GP Technology Software - Sentral software	-\$5,250.00
That's Mine commission	\$97.87
Interest from 0031 main account	\$37.09
Interest from term dep into 0031 main account	\$330.00
Total Various	-\$27,817.71



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