



# Narrabeen Lakes P&C

## GENERAL MEETING –8 December 2015 – MINUTES

7:30pm The Sands Hotel, Narrabeen

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

**Attendance & Apologies:**

- Apologies – Ann Boyle, Sarah Jones, Ian Phillips, Rob Zappia, Nadine Newell, Jo De Vries, Tanya Leishman
- Fees paid - none

**Minutes of Previous Meeting:** Approval of the 17 November 2015 General Minutes

Moved: Annie Hamilton

Second: Ingrid Scheel

**Voted at December Meeting:**

**Voted:** To pay the teachers first staff milk invoice at a cost of \$67.83. Moved: Karen Menzies Second: Annie Kent

**Voted:** To have drinks for the last meeting at The Sands Hotel covered by the P&C Association. Moved: Karen Menzies Second: Annie Kent

**Voted:** To purchase a gift card in the value of \$200 for the outgoing Treasurer for her hard work over the last 4 years. Moved: Annie Kent Second: Kate Hajdu

**President's Report**

Uniforms – reminder for Year 6 children that are leaving to donate any unused uniforms – this was put into the last newsletter for the year

Disco – Confirmed for 3<sup>rd</sup> June 2016 as DJ Kit Kat was booking up

**Vice President's Report**

Advanced Photography was booked in for the 20<sup>th</sup> March 2016 – they had very few dates available

Letterhead for 2016 – will include the P&C ABN – makes it easier for anyone if they are looking for the number

**Principal's Report**

OOSH building progress – DA is still not approved – had meeting with OOSH last week and it is now progressing further

Elizabeth MacKenzie will be retiring in February 2016

**Secretary's Report**

Fundraising and Event Schedule 2016 has been updated

Confirmed dates for

- School Disco 3<sup>rd</sup> June 2016
- School Banking – Assembly 11<sup>th</sup> Feb, opening accounts 16, 19 Feb and the first day of banking will be on the 26<sup>th</sup> February
- Interrelate – booked in for Thursday 17 March 2016
- Family Photography Day – 20<sup>th</sup> March 2016
- Rotary Raffle – February/March 2016 (Rotary has been emailed with the slogan, number of booklets, and when the P&C would like delivery – 2/12/2015)
- All other events are located on the fundraising and event attachment



PRESIDENT: Annie Kent

E: [nlpspandc@gmail.com](mailto:nlpspandc@gmail.com)

M: 0420 738 718

SECRETARY: Karen Menzies

E: [nlpspandc@gmail.com](mailto:nlpspandc@gmail.com)

M: 0404 025 225

TREASURER: Tiffany Smyth

E: [timtiff@optusnet.com.au](mailto:timtiff@optusnet.com.au)

M: 0414 461 803



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## Canteen Financials

Disregarding Jan – June as teething/settling/implementing systems etc.

Term 3 – Gross Profit available on request

Term 4 – Gross Profit available on request

## General Canteen Information

- Jo mentioned at the November meeting that Flexischools had indicated that opening an extra day in Term 4 would not necessarily increase the number of orders. At NLPS there was an increase of 40 orders per week and Operating profit in term 4 was up from term 3
- The 4<sup>th</sup> day opening in Term 4 had a substantially positive impact on the canteen financially and the P&C General Treasurer wholeheartedly supports the continued trading on Thursdays.
- Jo also mentioned that based on Robyn's previous experience there is generally a decrease in trading to be expected in Term 1 of 2016.
- Last subcommittee meeting is this Friday 12 December 2015.
- Canteen accounts have gone through audit.
- Last day of lunch orders is this Friday 12 December 2015.
- Next week is stock take and final canteen clean up.
- Canteen paid back to the school the money owed for the air conditioning installation (approx. \$1400).
- The canteen put \$1500 towards original P&C loan for the establishment of the canteen.

## Estimated Finances until end of year 2015

Current Balance                      \$7,500.00

### Anticipated Income

Flexischools	\$2,000.00
Cash Sales	\$700.00
FTF	\$200.00

### Anticipated Expenses

Wages	-\$1,900.00
Suppliers	-\$2,500.00
Fridge Maint	-\$400.00

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**Anticipated balance                      \$5,600.00**

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## Uniform Shop

Uniform shop will be open from 3 – 6pm on each of the following days for collection of online orders or purchases made in person

Wed 20 Jan, Mon 25 Jan and Wed 27 Jan

## Treasurer's Report

Financial report – see below

Working on End of Year Report for AGM in February



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## General Business:

### Regarding use of School/Canteen Volunteers for activities outside normal Canteen volunteer hours/activities

P&C Gen President again raised the issue of the volunteer situation regarding activities that occur at the school when the canteen is used.

- It was again reiterated that the Canteen and its volunteers are a valuable resource for the school. As the Canteen is often needed in events requested by the school itself, the Canteen should be available to be called upon by the School Principal directly for help in events the school is undertaking.
- While the P&C Gen want to help recruit the volunteers for the Canteen related events we have seriously struggled to accomplish this in the past (ie Kindy Orientation mornings, White Ribbon Breakfast). The P&C Gen Secretary has since put together a list of possible volunteers that may be called upon but as this list is not extensive it should be used as the fall back list after the canteen have tried and been unsuccessful to recruit. The P&C Gen will be calling on this 'secondary' list extensively for events not involving the canteen eg Mother's Day/Father's Day stalls etc.
- The Canteen has established a very strong committee of parents rivaling the parent component of the P&C Gen and as such has more resources available for the recruitment of canteen related events than the P&C Gen (who are also juggling the various other events and fundraisers).
- The P&C Gen respectfully request that the Canteen Committee be responsible for Canteen related events and only call on the P&C Gen when assistance is urgently needed regarding the recruitment of volunteers and co-ordination of events requested by the school.
- While it is the preference of both the Canteen and the P&C Gen to schedule school requested events on a Tuesday when the Canteen is closed, currently the P&C Gen President is unavailable on Tuesdays due to work commitments and this day is not always possible. The Canteen should be open to discussion for use of the canteen on other days when the event does not disrupt the normal operating processes of the canteen lunch service.
- The P&C Gen President has advised that the School Principal should deal with the Canteen Committee directly in future when the use of the canteen is needed for school functions or events.
- The Principal will now approach the Canteen directly when its facilities are needed. The Canteen will ask for any extra volunteers needed the same way it seeks volunteers currently – through the newsletter or word of mouth, and are invited to use the Class Parent Contact List (Everest) if needed. Events requested by the school principal and volunteers for said school events should be managed by the Canteen Committee and Canteen Manager in future.
- The school Principal will give as much notice to the Canteen as possible for events that require Canteen involvement. For example – The Canteen will be advised of the Welcome Breakfast to be held possibly on Tuesday 23 Feb. Details to be confirmed as P&C Gen President is not available on Tuesdays. This day may need to change as the attendance of the P&C President is crucial to such events. Such events should be added to the Canteen volunteer roster as per normal rostering please.

### Regarding Healthy Kids Membership

- Healthy School Guidelines was discussed in the December meeting in relation to the traffic light system "red days" at the school.
- Additional information after the meeting was provided by the Canteen Committee Chairperson in relation to this issue.
- These guidelines are not set by the Healthy Kids Association but determined by the NSW Healthy School canteen strategy in a document called "Fresh Tastes @ School Guidelines."



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- Within the **Fresh Tastes @ School Guidelines** there is a section titled 'Canteen Menu Planner'. This section stipulates (quote):

Within the NSW Healthy School Canteen Strategy a food that fits into the RED segment is limited in its sale to two occasions per term. Special events that involve the canteen and the broader school community would be the best choice for this purpose. An appropriate occasion to sell RED foods might be a mufti day, sausage sizzle or mid term cake stall. Within the Strategy, if two of these days were chosen in the same term, they would represent the two occasions when RED foods were sold.

- Fresh Tastes NSW Healthy School Canteen Strategy requires all NSW government schools to provide a healthy, nutritious canteen menu. Implementation of the strategy is **mandatory for government school** canteens through the Nutrition in Schools Policy. Refer to <http://www.schools.nsw.edu.au/studentsupport/studentwellbeing/schoolcanteen/>
- The Healthy Kids association provides us with food calculators (used to comply with the traffic light coding), pay rates, employment contracts and a number of other useful tools.
- It would be beneficial to continue membership of the Healthy Kids association based on the information provided by the canteen for use.

## Band Committee Update – please see attached budget for 2016

Meeting Closed: 9:05pm

## Schedule of meetings for 2016

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

## Balance Sheet as at 7 Dec 2015

### Assets

CBA 0031 Main Account Reconciled	\$23,387.76
CBA Term Deposit 0588	\$0.00
Uniform Shop Float	\$200.00
Total Assets	\$23,587.76

Carry over pledge remaining SCHOOL	\$3,880.02
Carry over pledge remaining BAND	\$10,644.48
Outstanding cheques (not cashed yet)	\$4,689.51
MYOB Balance on 7 Dec 2015 from above	\$23,387.76
Deduct: Pledges Outstanding	\$19,214.01

**Available funds for new spend** \$4,173.75

## Activities since last meeting

### Special Event - Fathers Day IOU

Income -	\$3.00
<b>Net Profit</b>	<b>\$3.00</b>



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## Uniform Shop INC GST

Income - Website Sales STRIPE	\$300.81
Income - Onsite Uniform Shop	\$2,878.84
Expenses -	-\$23,226.60
<b>Net Profit</b>	<b>-\$20,046.95</b>

## Band \$ Movement

Fundraising -	
Expenses -	
Expenses -	
Income - Fees received (some 2016 in advance)	\$3,200.00
<b>Net Profit</b>	<b>\$3,200.00</b>

## Various

GST Payable - Gen Account	-\$58.00
Interest from 0031 main account	\$12.58
<b>Total Various</b>	<b>-\$45.42</b>

## Canteen Loan Account

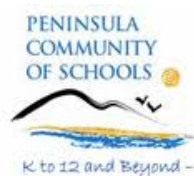
Repayment (in surplus \$5K)	\$1,500.00
<b>Total Canteen Loan Account net movement</b>	<b>\$1,500.00</b>

## Band Budget 2015 (\$ shown include GST)

Details	Date	Income	
		Promised Spend from 2014 Profit	\$3,185.00
		Fee Income 2015 to <b>11 Nov 2015</b>	\$15,300.00
		Fundraising 2015	\$2,326.35
		P&C Sheet music annual pledge \$1000 2015	\$1,000.00

		Fees Band Camp 2015	\$825.00
		<b>Total Income 2015</b>	<b>\$22,636.35</b>

CHQ #	Date	Expenses - cheques allocated	
1325	16/03/2015	Mona Vale Music	\$57.69
1328	16/03/2015	Band music for band library	\$1,000.20
1324	31/03/2015	Band Repairs on the Hill Inv 1342 & 1298	\$295.00
1324	31/03/2015	Band Repairs on the Hill Inv 1342 & 1298	\$1,175.00
1331	1/04/2015	Band Viktoria Rika Heke Inv 1374	\$270.00



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1327	23/04/2015	Dickson's Music - Band purchase	\$1,500.00
1327	23/04/2015	Dickson's Music - Band hire per term	\$99.00
1334	14/05/2015	Mona Vale Inv 10020, 10021, 62607	\$2,327.98
1329	18/05/2015	Band 10 x music stands from Aldi	\$200.89
1335	18/05/2015	Mall Music Inv 139101	\$79.00
1337	3/06/2015	Victoria Rika-Heke Inv 1389, 1390	\$192.00
1340	19/06/2015	Band Reimburse Tanya for payment to Embroidme for band uniforms	\$708.40
1347	29/07/2015	Rachel Term 1 and Term 2 2015	\$1,540.00
1347	29/07/2015	Rachel Term 1 and Term 2 2015	\$2,100.00
1348	3/08/2015	Band Besson x 2 Steven Williams	\$1,600.00
1350	10/08/2015	Victoria Rika-Heke Inv 1417	\$340.00
1352	17/08/2015	Mona Vale Music Inv 65048	\$50.00
Cash	12/08/15	Band Camp - Paying tutors in cash	\$805.00
1354	7/09/15	Blossom Musical Instruments (maintenance)	\$33.00
1355	10/10/15	Helen Rebbeck (DW Music (Saxophone case) & Amazon.com (reeds) & storage box	\$331.20
1356	10/10/15	Harbord Public School (music stand trolley)	\$100.00
		<b>Total Expenses - cheques allocated</b>	<b>\$14,804.36</b>
		<b>Available to spend before budgeted expenses</b>	<b>\$7,831.99</b>
		<b>Expenses Budgeted - cheques not allocated yet</b>	
		Coach to Warringah Mall 02.11.15 (not received from school yet)	\$280.00
		Rachel Rule T 3 & 4 (70 hrs x 70)	\$4,900.00
		Expected hire (1 x euphonium, 1 x bass clarinet, 1 x french horn)	\$600.00
		Expected purchase trumpet and trombone from Rachel Rule (bought from Stephen Williams)	\$490.00
		Expected purchase Marbig refillable display book from MegaOffice Supplies 7 packs of 12 (=84) @ \$35.61 each	\$249.27
		Expected purchase Avery translucent polypropylene document file 3 packs of 12 = 36 @ \$40.05 each plus \$11 postage	\$131.15
		Expected purchase t-shirts kids x 20 @\$25 plus GST = \$550, adults x 5 @ \$30 plus GST = \$165	\$715.00
		<b>Total future expenses not allocated yet</b>	<b>\$7,365.42</b>
		<b>Remaining \$\$ to spend after budgeted expenses</b>	<b>\$466.57</b>
		P&C to cover - Available to spend before budgeted expenses (pledge allocation)	\$7,831.99
		- Fee Income 2016	\$430.00