



Narrabeen Lakes Public School Parents' & Citizens' Association

Monthly General Meeting – Tuesday 9th April, 2013 - Minutes

1. **Meeting Opened:** By President, Jennifer Sheehan at 7:35pm, NLPS Library with “I acknowledge this meeting is being held on traditional lands of the Guring-gai people.”
2. **Attendance:** this was noted as eight (8) members
3. **Apologies:** Tony Davies, Rachel Piggott, Lisa Gillespie, Alison Crawford, Sunny Van Raad, Tanya Leishman, and Kerrie-ann Watson
4. **Welcome:** President welcomes all to the second 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. Georgina Ng was a new paying member this meeting.
6. **Minutes of the Previous Meeting** – Tuesday, 19 March were produced, distributed and read via email before the meeting on the 9 April 2013.
7. **Previous Minutes Accepted:** Amendments/Motion – Mover – Matt Weeks & Second/Voting – Jennifer Sheehan on the 28 March 2013.
8. **Business Arising:** From the previous minutes.
9. **Correspondence:** In/Out – none
10. **Reports:**

Band

- Rell and Matt Weeks provided a Schedule of planned Band activities 2013 and a letter of these activities was sent out to all students in the school. The band will be playing at assembly on Friday the 12th April.
- The War Vets performance will be on the 5th June 2013.

Treasurer – Income/Expenses

Financials - See report below.

Balance Sheet 08/04/2013

Assets

CBA 0031 Main Account Available Funds	\$5,357.06
CBA Term Deposit 0588	\$17,000.00
Petty Cash	-\$150.00
Clothing Pool Float	-\$65.00
Total Assets	\$22,142.06

Bank Reconciliation

MYOB Balance from above on 8/04/2013:	\$5,357.06
 Add: Outstanding Cheques:	 \$6,078.22
 Subtotal:	 \$11,435.28

Deduct: Outstanding Deposits: \$0.00

Expected Balance on Statement:	\$11,435.28
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Activities since last meeting

Special Lunch - March 27

Total income \$851.45

Expenses -\$367.50

-\$85.10

Net profit	\$398.85
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Ice Cream Mondays

Income 4/03, 11/03, 25/03 Easter Mon? \$159.50

\$81.10

\$99.50

Metro Ice Creams -\$418.95

Net Profit	-\$78.85
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Interrelate Personal Development Night

Total income from ticket sales - \$460.00

(4 x chqs) \$120.00

Canteen Sales (coffee cornetto ...) \$70.00

Dinner \$40.35

Payment invoice pending estimated -\$500.00

Net Profit	\$190.35
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Various

Backpacks \$60.00

Clothing Pool \$70.00

P&C voting fees \$4.00

Interest from Term Deposit \$219.70

Interest from 0031 main account \$0.97

Band income \$245.00

Total Various	\$599.67
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Note:

\$5000 was transferred from term to main on 28 March

Ice cream sales income/expenses cross periods so don't reflect accurate profit (no stock take)

- The Misc. Expenses are broken down in this report. Fulfilled wishlist items also to be itemized.

Secretary –

- P&C Insurance requirements - we are still collecting risk assessments from other P&C associations.
- NLPC needs to fill in a registration form for the Australian Charities and Not-for-profits commission.

Recommendation:

- Compile a set of templates for the Notification of Events Form and the Risk Assessments to make it an easier process for the future. This is a high priority.

Principal's Report

- There are 2 pupil free days at the beginning of Term 2 on the 29th and 30th April – this extra day allows teachers to be trained up in the new National Curriculum for English which will roll out in 2014
- The school is still waiting on the DEC to find out when WIFI will be installed in the school – after this has been confirmed the school is looking at purchasing I Pads for use in the classrooms
- Jennifer and Andy will be interviewing for a 3 day a week learning support employee
- If any P&C members are interested on being on the panel for interviews please let Jennifer Sheehan know and she will put you on a list

President's Report

- Jennifer gave each member of the map of stalls, rides, and activities to be set up for the spring fair. She gave a comparison of last spring fair stalls and where this year's spring fair stalls and rides should go. This was discussed and will be finalized at a later date.
- The location of various items for use at the Spring Fair was discussed and the school will look for the items in various storage areas – including Balinese flags, signage, bunting

11. **General Business**

Committee and Sub-committee Roles

- Two Media & Publicity Officer have been appointed and a third one was sought. Georgina Ng has volunteered to be the 3rd Media and Publicity Officer. This will help in getting out all the newsletters and additional information to parents in the coming months.

Class Parent/YIP Update

- Only one class left without a class parent – 3/4J – if anyone knows who may want to volunteer please contact Jennifer or myself

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.

Spring Fair

1. Allocation of classes to stalls will be completed at the 21st May meeting
2. Coordinators for stalls – most of these have been filled however there are still coordinators needed – please contact Jennifer Sheehan if you are interested in volunteering to be a coordinator for a stall
3. Publishing first issue of Spring a Fair Newsletter – this will be sent out the first week of Term 2
4. **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.
5. Pricing of wrist bands for rides was discussed – finalized pricing will be announced at a later date

Recommendation

Network of Class Parents and Class email contact lists is almost complete. Patter and Spring-a-fair to be published at the beginning of term 2, including seeking help with various roles.

12. **Next Monthly General Meeting:** Tuesday 21st May 2013 at 7:30pm in School Library

13. **Meeting Closure** – meeting closed at 9:00pm