



Narrabeen Lakes P&C

MEETING – 9th NOVEMBER 2014 – MINUTES 7:30pm The Collaroy (Surf Rock), Collaroy

Meeting Opened: 7:35pm at The Collaroy Hotel

Attendance & Apologies:

- Fees paid – none
- Apologies: Rob Zappia, Andy Rankin, Sarah Jones, Kim Long and Tanya Leishman.

Minutes of Previous Meeting:

- The 25th November Monthly General Meeting Minutes need to be approved
Moved: Tiffany Smyth Second: Jennifer Sheehan

Discussion/Voting Items:

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

2. Band Update/Issues

- a. Expression of interest for students to join band in 2015 sent out

Voted: To allow the band profits from 2014, in the amount of \$3185 to be spent on band instruments/materials as long as the band committee approves how it is to be spent. (This is on top of the \$1000 for sheet music that was voted on at the November 2014 meeting) Moved: Kate Martin Second: LeeAnn Beer

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

- a. This is still available for anyone who is interested.
- b. Centrelink application has been sent in for voluntary registration. This application would give the P&C approval to be a registered volunteer organization with Centrelink. This would allow a parent/carer that receives parenting payments the option of doing 15 hours a week of volunteer work to meet their Centrelink requirement. Hopefully, the P&C will hear back before Term 1 2015.

4. Market Update for 6th December 2014

- a. Overview of last market day for 2014 – Jennifer to give overview.
 - i. Feedback was compiled by Kim Long from stallholders at the most recent markets.
 - ii. Now that the Market is established, the meeting voted to accept the recommendation that it go out to “tender” to a professional to take over ongoing management of the Market. The draft letter was circulated and approved and will be sent this week to a list of commercial Market managers.
- b. Dates for markets in 2015 – 3rd Saturday of the month. February 21st and April 18th, 2015. Still aiming for these dates, but if a new organizer wants to change them, then they are open for negotiation.

5. Canteen – Karen Menzies

Voted: To create a canteen committee. Moved: Annie Kent Second: Gerry Tiller

Voted: Elect Joanne de Vries as President/Chair of the canteen committee. Moved: Kate Martin Second: Lynn Chant.

- a. Vote for anyone interested in participating on this committee. P&C representatives are not allowed to sit on this committee and be on the P&C. Despite this, Tiff Smyth has offered to act as Interim Treasurer in the initial stages of establishing the Canteen and Karen Menzies offered to act as Interim Secretary and the meeting voted to accept their kind offers. Several of the volunteers who responded to the Canteen Survey expressed interest in roles such as these.



PRESIDENT: Jennifer Sheehan

E: jsheehan@oceanholdings.com

M: 0412 428 760

SECRETARY: Karen Menzies

E: menzies4@tpg.com.au

M: 0404 025 225

TREASURER: Tiffany Smyth

E: timtiff@optusnet.com.au

M: 0414 461 803



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b. Estimated budget to start up a canteen in 2015:
\$15,770 – Canteen Manager (includes Super)
\$900 – Flexischools (includes GST and Thermo Printer)
\$175 – Workers Compensation

\$16,845 Total (approx. \$1404 per month)

Plus - \$700 allocated for a new freezer for the canteen – voted in February 2014, but never purchased. This will be assessed by a new canteen manager and the canteen committee in 2015.

6. General Items

- a. Wish List items in November Minutes – only \$8000 allocated to additional learning support in the classroom for 2015
- b. Prioritise the list of wish list items now or in February 2015

Voted: For the school to spend up to \$3000 on reading materials for the Kindy and Year 1 children as there will be a 4th Kindergarten class next year. Moved: Kate Martin Second: LeeAnn Beer.

Treasurer Report

Monthly Report – see attached

Market Estimate – was provided as a separate handout.

Secretary

Rotary Club Raffle—made contact with Ron from Rotary. He has confirmed back that it is ok for NLPS to participate. I need to send him an estimate of how many raffle tickets NLPS want, 10 raffle tickets at \$2.00 each per packet. These can be distributed first couple weeks of school. Raffle sales end 31 March 2015.

Action: Karen Menzies to follow up on emailing Ron the number of raffle ticket booklets needed for next year.

President Report

- Goodbye to Jennifer as this is her last meeting. Thank you very much for all your help and assistance. We will try not to call you too much next year.
- Jennifer thanked everyone for their hard work in making things happen in 2014.
- The repairs to the canteen benchtop have been completed. Almost all other shelf installations and repairs have been completed.

Principal's Report (given by Lynn Chant and Ian Phillips)

- OOSH Update—An OOSH provider has been announced. OSHcare will be running the program in 2015.
- Demountables – Have been approved – footings will start going in on Friday the 12th December 2014.

New Business Arising

Canteen – Coffee Machine

- It was suggested that the coffee machine and grinder located in the canteen be sold
- Agreed to postpone purchase of a freezer and/or swapping freezers and refrigerators until the Canteen Manager could assess their ongoing requirements.

Voted: Allow Tiffany Smyth to advertise and sell the coffee machine and grinder on Gumtree or elsewhere and the proceeds will be given to the P&C less any administrative costs incurred. Moved: Karen Menzies Second: Jennifer Sheehan

Next Meeting: 17th February 2015 at 7:30pm at NLPS Library

Annual General Meeting – first (officials to be elected at this meeting)

General P&C meeting to follow with elected representatives in place

Meeting Closure: 8:45pm



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

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Balance Sheet as at 7 Dec 2014

Assets

CBA 0031 Main Account Bank Stmt Balance MYOB	\$29,455.02
CBA 0588 Term Deposit	\$10,000.00
CBA 7729 Lakes Market	
Petty Cash - Parent Club Float	\$100.00
Clothing Pool Float	\$65.00
Total Assets	\$39,620.02

Bank Reconciliation

MYOB Balance on 7 Dec 2014	\$29,455.02
Add: Unpresented Cheques:	
Deduct: Uncleared Deposits:	
Expected Balance on Statement:	\$29,455.02

Activities since last meeting

Ice Cream Mondays

Income - Monday 24 Nov	\$68.50
Expenses - Metro Ice Cream Del 4/12/14	-\$58.00
Expenses - ice blocks	-\$10.00
Income - 1 Dec	\$75.00
Net Profit	\$75.50

Special Event - Movie Night Fri 21 Nov

Income - 2 x chqs	\$20.00
Income - Transferred Ali Crawford	\$1,208.05
Net Profit	\$1,228.05

Slushie Fridays

Income - 28 Nov	\$241.20
Income - 28 Nov extra handed in late	\$12.00
Expenses - Metro Ice Cream Del 4/12	-\$100.00
Net Profit	\$153.20

Band \$ Movement

Fees received -	\$925.00
Fees received for 2015	\$400.00
Expense - Mall Music Inv NAR019	-\$329.00
Net Profit	\$996.00



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Various

Clothing Pool	\$380.00
Parent contributions to P&C (fees)	\$260.00
Misc - Merchant Fees (Credit card fees school invoice)	
Back packs	
Canteen - detergent	-\$9.30
Misc - shed shelves	-\$30.00
Misc - Buses, excursions etc (school invoice)	
Misc - Thank you card	-\$13.00
Misc - Jen Farewell Voucher	-\$300.00
Misc -	
That's Mine commission	
Interest from 0031 main account	\$22.14
Interest from term dep into 0031 main account	
Total Various	\$309.84



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