Narrabeen Lakes P&C

GENERAL MEETING – 17 FEBRUARY 2015 – 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:
- Fees paid – 21 people paid their $2 fee – all attendees paid
- Apologies: Rachel Rule, Robyn Barker, Julie Kimberley, Maggie Lattin, Ian Phillips, Tracey Grainger

Minutes of Previous Meeting:
The 9th December 2014 Monthly General Meeting Minutes were approved via email
Moved: Jennifer Sheehan Second: Tiffany Smyth

Voted Previous to February Meeting
That the drinks from the December 2014 P&C meeting be paid for by the P&C. Moved: Gerry Second: Jennifer

Voted: That the canteen committee is able to spend up to $1500 to purchase and implement Flexischools when needed. Moved: Georgina Ng Second: Lynn Chant

Voted: To allow only one volunteer to count the money for instances such as the clothing pool in which only one volunteer available. Moved: Lynn Chant Second: Kate Martin

General Business: Uniform provider presentation – Nadine
- Nadine suggested the school manufacture and sell their own uniforms
  - Initial outlay approx. $30,000
  - Discussed: School lacks the room to hold stock and P&C does not have the spare funds to put into this at this time – perhaps down the track
  - Decided it may be better to source other providers of the school uniform as there have been some difficulties with Pied Piper regarding hours and lack of stock

Clothing Pool
Update on backpacks and second hand clothing pool – still on Thursdays. Lee will do a backpack count before the next P&C meeting.

Band Committee Update
Numbers for band (approximate) – Approx. 60 members – 24 Performance, 11 Concert, and 26 Training. Still quite a few outstanding band payments, but Meredith is going to follow up on these.
Upcoming events: 26th March – Pittwater High School performance; 28th March – Voting BBQ fundraiser

Canteen Committee Update
- Canteen Manager paid role has been advertised in the newsletter – applications close 28 February 2015.
- Idea is to open up for lunch only on Monday, Wednesday and Friday and follow Healthy Food Guidelines
- Online orders only will be accepted. (special consideration for others who do not have access to do this)
- Flexischools was the chosen software to implement.
- Counter sales for lunch will only occur after the 1st bell for lunch and only ready made items will be served ie. Yogurt, drinks, healthy foods. 10 minutes before the final bell goes the canteen will close.
- Tiffany will set up a separate bank account for the canteen for ease of use and transparency
- Jo De Vries said she will help with loading up menus onto Flexischools
- Special lunches will still remain separate, but could be managed by the canteen manager.
Treasurer Report

Monthly Report – see information below

- It was agreed at this meeting that it be minuted that the floats for the Maket Days were counted previous to the market day with 2 signatures and this would continue in the event that the market floats would ever be needed again. – All agreed

Secretary

Correspondence – a range of fundraising brochures

- Rotary Raffle update
  - Tickets have been received (9000 tickets were printed up = 450 booklets)
  - Ingrid and Lee have volunteered to help print out class lists and allocate tickets to children
  - Karen to write up brief note to go home and letter for students – Andy to approve and change/add

- P&C Fees for 2015 – Kate Martin, Annie and myself to review

- Markets update report – Expression of Interest was sought in Dec 2014 – Jan 2015. There were several market providers who were interested.
  - It was later discovered that the DEC requires that this type of event goes out to tender as the school grounds would be used.
  - Market stallholders will be notified along with the Market providers who were interested in running the markets.
  - Jennifer Sheehan will be working closely with Andy Rankin on this special project.

Principal’s Report

Update on Term 1 activities

- 413 students enrolled in 2015 – all were in area
- DEC planning for an increase in numbers in 2016 as well
- New logo for NLPs has been decided and all logos around the school will be changed to the same one
- Working Bee – 1st March 2015
- Notes – are now available to be downloaded on Primary Parent Planner
- 26th February – NLPS Swim Carnival to be held at Manly Swimming Pool
- Language and Literary Workshop for parents at 6pm before the P&C meeting on the 17th March 2015
- N Factor will be organized again this year – date will be the 8th September
- Celebrate grandparents day on the 24th/25th October
- OSHCLUB – so far good feedback about this service and the providers – Sept 2015 is the deadline for a new building to be built and the OOSH to move out of the hall

Business Arising: Fundraising – Parent Club

- Parent Club Coordinator – Georgina Ng and Sarah Jones will be looking after this role

Next Meetings to be held in March 2015:

<table>
<thead>
<tr>
<th>17 March</th>
<th>21 April (TBC)</th>
<th>19 May</th>
<th>16 June</th>
<th>21 July (TBC)</th>
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<tbody>
<tr>
<td>18 August</td>
<td>15 September</td>
<td>13 October</td>
<td>17 November</td>
<td>8 December</td>
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Meeting Closure: 9:40pm
### Narrabeen Lakes P&C

**Balance Sheet as at 15 February 2015**

#### Assets
- CBA 0031 Main Account Reconciled: $29,529.06
- CBA Term Deposit 0588: $10,000.00
- Petty Cash - Parent Club Float: $100.00
- Clothing Pool Float: $65.00

Total Assets: $39,694.06

#### Bank Reconciliation
- MYOB Balance on 15 Feb 2015 from above: $29,529.06
- Add: Unpresented Cheques:
- Deduct: Uncleared Deposits:

Expected Balance on Statement: $29,529.06

#### Activities since last meeting

**Ice Cream Mondays**
- Income - Monday 2 Feb: $40.50
- Expenses - Metro Ice Cream Del 25 Jan: -$73.10
- Expenses - ice blocks: -$10.15
- Income - Monday 9 Feb: $65.65

Net Profit: $22.90

**Slushie Fridays**
- Income - Friday 6 Feb: $281.10
- Income - Friday 13 Feb: $300.80
- Expenses - Metro Ice Cream Del 25 Jan: -$73.10

Net Profit: $508.80

**Band $ Movement**
- Fees received: $2,100.00
- Expense:

Net Profit: $2,100.00

**Various**
- Clothing Pool: $360.00
- Parent contributions to P&C (fees)
- Misc - Merchant Fees (Credit card fees school invoice)
- Back packs: $385.00
- Misc - unreconciled in 2014: $107.00
- That's Mine commission
- Interest from 0031 main account: $45.28
- Interest from term dep into 0031 main account

Total Various: $897.28