Narrabeen Lakes P&C

MEETING – 21 OCTOBER 2014 – MINUTES
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: Lynn Chant, Joanne de Vries, Tanya Leishman, Tracy Grainger, Sarah Jones and Ingrid Scheel

Minutes of Previous Meeting:
- The 16th September 2014 Monthly General Meeting Minutes need to be approved
  Mover: Ian Phillips  Second: Tiffany Smyth

Discussion/Voting Items:

1. Voted items prior to P&C September Meeting

   Voted: To spend up to $500.00 per ad for the 1st November 2014 and 6th December 2014 Narrabeen Markets Manly Daily Advertisements. Total spend = $1000.00 incl. GST. Mover: Karen Menzies  Second: Jennifer Sheehan.

   Items Voted on the night of the meeting:
   - To allow $500 for Manly Daily Advertising, $350 for brochures and $100 for online subscriptions as ongoing expenses (plus or minus 10%) for the Narrabeen Lakes Markets. Mover: Kate Martin  Second: Tiffany Smyth

2. Band Update/Issues
   a. Volunteers for BBQ to be held 9th November 2014
      - **Most of the time slots have been filled with only a couple still to be confirmed
   b. Band Fee payments for Terms 1-3 and an update on Term 4 fees paid.
      - **Only one child has not paid Term 3 band payments
      - **Approx. 40% of parents have paid for Term 4
      - **ACTION: Reminder needs to be sent out to parents to pay Term 4 fees
   c. Update on band committee meeting regarding:
      i. Contract for band next year for all students as a commitment of their participation. Needs to include that tutoring is a requirement for a child to attend band.
         - **Band committee met and it will be in the contract that the child must attend tutoring to remain in the band.
      ii. How will parents been billed for 2015 band payments.
         - **The suggestion was to charge a sign up fee initially. This fee is non-refundable. Then parents would be billed on a per semester basis for the band fees and the instrument hire fee. If the child drops out before the end of the semester no fees would be refunded.
      iii. Procedure for allocating (return of) instruments to children in 2015
         - **This was not discussed, but will need addressing at November P&C meeting.
      iv. Instruments for 2015
         - **Look at purchasing more instruments vs. renting them

3. Expression of Interest for P&C President role for 2015
   a. A draft expression of interest was emailed to Andy and Executive Committee for review.
   b. Final to be prepared and inserted into the school newsletters until the end of the year

4. Market Update for 1st November and 6th December 2014
   a. Advertising completed? Manly Daily, brochures and banners?
      - **Brochures are the only other item that needs to be ordered in.
   b. What is the estimated number of stall holders committed for 1st November and the 6th December?
      - **Numbers could not be confirmed at all.
5. Canteen Draft Survey – Karen Menzies
   a. Survey draft has been completed.
   **Final survey has been completed and hard copies will be handed out by the school.
   **The survey will be completed on Survey Monkey and the school will put a notice in the newsletter as to where to find the link.
   **Class parents will be emailed with the link to the survey monkey site and they will be asked to distribute to all the parents in each class.

6. **Wish List Requests** - Discussion as to what parents/school would like to spend P&C money for remainder of 2014 and start a list for 2015. Items included:
   - Additional teacher/teachers’ aides (SLSO) time (above what the school can fund)
   - More iPads (the school only has 32)
   - Shade structure to the rear of the existing COLA
   - Smartboards for new classroom/s
   - Extra teacher resources for the new Maths & Science curriculums
   - Classroom books / sets
   - Library books
   - Reading program (remedial)
   - Updating the Adventure Playground: (ie new equipment, passive sculptures)
   - Ongoing program of replacing hired Band instruments with owned ones
   - Electronic school sign facing Pittwater Road

Consensus was that in-class teacher support (ie teacher or SLSO time over and above school budget) was number 1 priority. Andy undertook to come back to P&C with a detailed request giving options for each, with approximate costs.

### Treasurer Report

**Monthly Report** – see attached

**Book Drive** – this was suggested as a way to get books that parents may have at home that are needed by the school. Rob Zappia is to give P&C a list of requirements so we can organise bookdrive.

**Calendar** – Request that P&C Calendar of events be meshed with P&C Agendas as issued. Action: Karen.

### Secretary

Correspondence – P&C Magazine

### President Report

**P&C Federation Elections** – voting is happening now

**P&C Fee Reminder Letter**

**Reminder letter has been drafted – letter includes what the money was spent on and opportunity for parents to include their suggestions for spend.**

**This year only 31% of parents paid their P&C fees compared to 51% in previous years**

### Principal’s Report

- **OOSH Tender Update** –
  - The OOSH Tender is caught up in DEC Politics, but hopefully Andy will be able to give the 2nd Kindy Orientation some news about the OOSH for 2015
**Enrollments are being taken for the OOSH with a waiting list being created**
**There has been an increase in provision of spaces for next year**

- School Surveys – Future Planning Survey had some great feedback from parents/carers
  - **Shield logo was a clear first choice**
  - **Top three statements that described Narrabeen Lakes were excellent and will form part of the school motto**
  - **Single words that parents/carers used to describe Narrabeen Lakes will be used on the logo**
  - **The school was very happy with the results and outcomes of the survey**
- Demountables
  - **Still waiting to hear if DA approval has been given for the demountables. These will go back to where they were in 2012.**
- Working Bee
  - **It was hopeful that a working bee could be organized before the end of the term, but this will be put off until Term 1, 2015.**

**New Business Arising**

**Next Meeting: 18th November 2014 at 7:30pm at the NLPS Library**

**Meeting Closure: 9:00pm**

**Balance Sheet as at 18 Oct 2014**

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CBA 0031 Main Account Bank Stmt Balance</td>
<td>$51,194.53</td>
</tr>
<tr>
<td>MYOB</td>
<td></td>
</tr>
<tr>
<td>CBA 0588 Term Deposit</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>CBA 7729 Lakes Market</td>
<td>$930.00</td>
</tr>
<tr>
<td>Petty Cash - Parent Club Float</td>
<td>$100.00</td>
</tr>
<tr>
<td>Clothing Pool Float</td>
<td>$65.00</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$62,289.53</td>
</tr>
</tbody>
</table>

**Bank Reconciliation**

- MYOB Balance on 18 Oct 2014: $51,194.53
- Add: Unpresented Cheques:
- Deduct: Uncleared Deposits:

**Expected Balance on Statement:** $51,194.53

**Activities since last meeting**

**Ice Cream Mondays**

| Expenses - Metro Ice Creams Inv 13919   | -$100.85   |
| Expenses - ice blocks                  | -$13.00    |
| Income - 15 Sep                         | $90.00     |
| Income - 13 Oct                         | $60.00     |

**Net Profit:** $36.15

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**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

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

### Special Event - Fathers' Day Stall from Sep report

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Income - IOU's</td>
<td>$13.00</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td><strong>$13.00</strong></td>
</tr>
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### Slushie Fridays

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<tbody>
<tr>
<td>Income - 19 Sep</td>
<td>$280.40</td>
</tr>
<tr>
<td>Income - 10 Oct</td>
<td>$268.70</td>
</tr>
<tr>
<td>Expenses - Metro Ice creams from above</td>
<td>-$100.00</td>
</tr>
<tr>
<td>Expenses - misc choc powder, milk, ice cream, sprinkles</td>
<td>-$103.45</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td><strong>$345.65</strong></td>
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### Special Event - Art Show

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Income - tickets and drinks on night</td>
<td>$495.00</td>
</tr>
<tr>
<td>Income - artwork donation</td>
<td>$10.00</td>
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<tr>
<td>Expenses - spend on booze</td>
<td>-$482.50</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td><strong>$22.50</strong></td>
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### Band $ Movement

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<table>
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<th></th>
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<tbody>
<tr>
<td>Fees received -</td>
<td>$1,770.00</td>
</tr>
<tr>
<td><strong>Net Profit</strong></td>
<td><strong>$1,770.00</strong></td>
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### Various

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<tbody>
<tr>
<td>Clothing Pool</td>
<td>$100.00</td>
</tr>
<tr>
<td>Parent contributions to P&amp;C (fees)</td>
<td></td>
</tr>
<tr>
<td>Misc - de Belle band paid twice</td>
<td>$70.00</td>
</tr>
<tr>
<td>Back pack</td>
<td></td>
</tr>
<tr>
<td>Canteen - Brayco shelves</td>
<td>-$1,191.00</td>
</tr>
<tr>
<td>P&amp;C joining fees $2</td>
<td></td>
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<tr>
<td>Building Fund donation</td>
<td></td>
</tr>
<tr>
<td>That's Mine commission</td>
<td></td>
</tr>
<tr>
<td>Interest from 0031 main account</td>
<td>$39.71</td>
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<tr>
<td>Interest from term dep into 0031 main account</td>
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</tr>
<tr>
<td><strong>Total Various</strong></td>
<td><strong>-$981.29</strong></td>
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