MEETING – 25 NOVEMBER 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 – Joanne de Vries, LeeAnn Beer, Tanya Leishman, Mrs. Mayo

Minutes of Previous Meeting:
- The 21st October 2014 Monthly General Meeting Minutes need to be approved
  Mover: Jennifer Sheehan Second: Tiffany Smyth

Discussion/Voting Items:
1. Voted items prior to P&C September Meeting – None

   Voted at this meeting:
   - Voted: To spend up to $1000 on sheet music/music for the band for 2015 onwards. Mover: Karen Menzies Second: Jennifer Sheehan
   - Voted: To put $8000 towards a teacher’s aide for 2015. Mover: Tiffany Smyth Second: Karen Menzies

2. Band Update/Issues
   a. Results of band BBQ fundraiser – great effort to all volunteers, Tanya and Tracey for organising
   b. Band Fee payments for Terms 1-3 and an update on Term 4 fees paid. Update provided, but this will be dealt with by the band committee.
      i. Update from the band committee on:
         1. Contract for students – revised contract for next year is being drafted
         2. Payments 2015-$300 per year was the cost for 2014 and will remain for 2015 however the split between the band fee and instrument hire will be different
         3. Allocation/tracking/auditing of instruments – next year students (the parent) will have to sign off on the instrument that the child receives. It will include brand/serial number and any other pertinent information.
      4. Other band information –
         a. Band committee has been meeting more frequently – the aim in 2015 is to meet 1 week before the P&C monthly meeting
         b. Rachel discussed the idea of purchasing more instruments for the students to use next year instead of hiring them

3. Expression of Interest for P&C President role for 2015
   a. An expression of interest was put in the Pelican Post.
   b. Has anyone expressed any interest? No interest has been expressed for this role.

   b. What will be the final stalls to be run by the P&C for December market? Lemonade stand, Canteen, and cake stall.
   c. Dates for markets in 2015 – 3rd Saturday of the month. February 21st and April 18th, 2015. These have been put onto the school calendar.
5. Canteen Survey – Karen Menzies
   a. Summary of results. 72 families completed the survey, 80% of respondents wanted a canteen to operate. The optimal number of days to be open in the beginning is 3 days a week Monday, Wednesday and Friday for lunch only.
   b. Where to from here. Form a canteen committee. Hire a consultant to help set up the canteen and then look at running a trial of the canteen in 2015.
   c. Budget estimate to be completed.

6. General Items
   a. Discussion as to what parents/school would like to spend P&C money for remainder of 2014 and start a list for 2015 – Wish List Requests in order of preference.
      1. Additional aides/teachers
      2. Smartboards
      3. Maths/Science resources
      4. Ipads
      5. Classroom Books
      6. Band Instruments
      7. Remedial Reading Programs
   b. P&C fee reminder letters – a few people paid since letter was given out
   c. Book audit/P&C book drive – the audit has been completed, but the an analysis of what is needed has not been finalised
   d. Parent Club Calendar – no update was given
   e. December P&C meeting – look at date – 16th December 2014 – this was changed to the 9th December and will take place at the Surf Rock - Collaroy

Treasurer Report
   Monthly Report – see attached

Secretary
   Correspondence – none reported

President Report
   P&C Fee Reminder Letter – see above
   President finishes in December 2014 – she is allocating, collating and sorting through the past 5 years worth of information to provide a handover to a new President or for when one is appointed

Principal’s Report
   • OOSH Tender Update – provider has been chosen – paperwork is being completed – will be announced soon
   • Narrabeen Rotary Club – approached Andy about a fundraiser they do with 2 other schools – they have not offered it to Narrabeen Lakes in the past. Tiffany and Karen to review and follow-up.
   • Parent Teacher interviews will be in Term 1 in 2015 and not Term 2.
   • The staff development day planned for Friday 18 December 2015 (last day of school next year) is being moved to Saturday 7 February 2015. Staff will use the day to plan and prepare lessons for their new 2015 classes, as well as carry out mandatory online anaphylaxis training.
   • A list of classroom materials for 2015 will be distributed soon.

New Business Arising
   Next Meeting: 9th December 2014 at 7:30pm at Surf Rock Collaroy.
Narrabeen Lakes P&C

Balance Sheet as at 23 Nov 2014

Assets
CBA 0031 Main Account Bank Stmt Balance MYOB $27,442.43
CBA 0588 Term Deposit $10,000.00
CBA 7729 Lakes Market $270.00
Petty Cash - Parent Club Float $100.00
Clothing Pool Float $65.00
Total Assets $37,877.43

Bank Reconciliation
MYOB Balance on 23 Nov 2014 $27,442.43
Add: Unpresented Cheques:
Deduct: Uncleared Deposits:
Expected Balance on Statement: $27,442.43

Activities since last meeting

Ice Cream Mondays
Income - 20 Oct 2014 $80.00
Expenses - Metro Ice Creams -$152.10
Expenses - Metro Ice Creams -$152.10
Income - 27 Oct $68.00
Income - 3 Nov $75.70
Income - 10 Nov $75.00
Income - 17 Nov $88.50
Net Profit $83.00

Special Event - Movie Night Fri 21 Nov
Income - not banked as at 23 Nov
Expenses - Movie license -$220.00
Net Profit -$220.00

Slushie Fridays
Income - 17 Oct 2014 $253.00
Income - 24 Oct $273.40
Income - 31 Oct $232.25
Income - 7 Nov $224.10
Income - 14 Nov $262.10
Income - 21 Nov $254.00
Expenses - 17 Oct -$41.35
Expenses - Slushie Co. x 2 invoices -$433.26
Expenses - Metro Ice Cream -$176.45

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

### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Oct</td>
<td>$105.10</td>
</tr>
<tr>
<td>31 Oct</td>
<td>$67.90</td>
</tr>
<tr>
<td>7 Nov</td>
<td>$37.35</td>
</tr>
<tr>
<td>21 Nov</td>
<td>$36.20</td>
</tr>
<tr>
<td>14 Nov</td>
<td>$4.05</td>
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</tbody>
</table>

**Net Profit** $597.19

### Special Event - 125th Bday

Income - reported in previous period

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sushi Sarah Jones</td>
<td>$240.00</td>
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</table>

**Net Profit** $-240.00

### Special Lunch - Sushi Lunch 29 Oct

<table>
<thead>
<tr>
<th>Income</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$967.20</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$-709.57</td>
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</table>

**Net Profit** $257.63

### Band $ Movement

<table>
<thead>
<tr>
<th>Fees received</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$1,510.00</td>
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<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Band Fundraising Inc</td>
<td>$1,081.56</td>
</tr>
<tr>
<td>Band Fundraising Exp</td>
<td>$-395.46</td>
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</tbody>
</table>

**Net Profit** $2,196.10

### Various

<table>
<thead>
<tr>
<th>Clothing Pool + 2 x backpack</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Parent contributions to P&amp;C (fees)</td>
<td>$480.00</td>
</tr>
<tr>
<td>Misc - Merchant Fees (Credit card fees school invoice)</td>
<td>$590.00</td>
</tr>
<tr>
<td>Backpack 2nd round order 2014</td>
<td>$-85.65</td>
</tr>
<tr>
<td>Canteen - Bunnings shelves - Karen Menzies</td>
<td>$-3,190.00</td>
</tr>
<tr>
<td>Misc - COLA Blinds (school invoice)</td>
<td>$-535.15</td>
</tr>
<tr>
<td>Misc - Storage Shed (school invoice)</td>
<td>$-17,616.00</td>
</tr>
<tr>
<td>Misc - GP Technology Software - Sentral software</td>
<td>$-5,250.00</td>
</tr>
</tbody>
</table>

| Misc - Buses, excursions etc (school invoice) | Amount  |
|                                              | $-2,550.00|

| Misc - printing etc (school invoice) | Amount  |
|                                     | $-11.00 |

| Misc - Storage Shed (school invoice) | Amount  |
|                                     | $-114.87|

| Misc - GP Technology Software - Sentral software | Amount  |
|                                                | $-5,250.00|

That's Mine commission $97.87

Interest from 0031 main account $37.09

Interest from term dep into 0031 main account $330.00

**Total Various** $-27,817.71