



Parents & Citizens
Association

P&C Minutes for AGM 19th March 2019

Meeting Opened 8:30 pm

ATTENDANCE

Angela Yee, Lisa Richardson, Winy Souw, Rebecca Cotton, Kelli Thwaites, Kelly Norris, Dane Tierney, Belinda Widdup, Stuart Goddard, Hamish Baxter, Linden Browne, Merran Phegan, Lisa Richardson, Kelli Twaites, Christelle Hechter, Bee Gin Sim, Chris Jones, Kristy Turner, Ian Shilfield.

SCHOOL STAFF

Paul McSweeney, Evan Gibbons

APOLOGIES

Tahereh Oskooi, Karen Jassop, Janelle Duncan, Sarah Fowler, Larra Hibbard.

PREVIOUS MINUTES

Moved Stu Goddard seconded Angela Yee that the minutes of the 19th February 2019 be accepted.
Passed unanimously.

REPORTS

1. PRINCIPAL'S REPORT

Assistant Principal Position

Staffing have approved that the school will be able to form a panel and advertise for a new permanent Assistant Principal. The procedure for this will start this week. Angela Yee will be the P&C representative. Hoping to have everything sorted and a new Assistant Principal at the school some time during Term 2.

Excursions

Over the past week Stage 3 and Stage 1 have been part of excursions and incursions. Last week a planetarium was set up in the hall where Stage 1 learnt all about Earth and the universe. Yesterday, Stage 3 had an excursion to the Zoo to follow up the work they have been studying in class.

Swimming Carnival

On Wednesday, 27th February our Annual Swimming Carnival was held at Hornsby Pool. It was a very successful day which was helped by having a lot of wonderful parent volunteers who offered their time to time keep and judge. A group of 28 students attended the Zone Carnival at Homebush and we are lucky enough to have two of our students now going to represent Beecroft Zone at the Area Carnival on 28th March.

Upcoming events

Tuesday, 26th March – Prefect's Leadership Excursion.
Tuesday, 26th and Wednesday, 27th March – Yrs 3 and 5 NAPLAN online Practise.
Wednesday, 10th April – School Cross Country at Fagan Park.
Thursday, 11th April – ANZAC Day school services.

Paul McSweeney

2. PRESIDENTS REPORT

(On behalf of Mohinder Rao, the outgoing President from 2018).

Thank you firstly to Mohinder for his collaborative leadership of the P&C Executive Committee throughout 2018.

2018 was a significant year for the P&C, as NWPS went through a successful leadership transition, as we welcomed Mr McSweeney to the Principal role. We'd like to thank Mr McSweeney and Mr Gibbons for their strong collaboration and innovation, working closely with the P&C on behalf of the School.

The P&C has run a number of highly successful fundraising activities during the year, including the marquee Family Fun Day, and for the first time in 2018, the Colour Run.

In addition to fundraising for the school, the P&C continues to play an important role, providing essential services to the NWPS parent and student community, including OOSH, Canteen, Uniform Pool, Grounds Force and as well as managing key programmes for the students, including Band & Strings and Languages.

And the P&C has also provided other significant community building events during the year, including the Quiz Nights and Dads & Kids camps.

As a result of these events and the funds raised, the school has been able to provide \$70,000 to the School Executive to assist the staff in providing quality learning opportunities to our children.

The P&C has also worked with the school to secure important Government grants to assist with improving NWPS's infrastructure, including the new steps outside the library, and the planned awning between the hall and the library, to be completed during 2019.

Thank you to the P&C Executive for all of your hard work, creativity, and leadership during the year. We've achieved a lot thanks to your dedication and commitment to building such a vibrant NWPS community.

Stuart Goddard (Vice President)

3. TREASURERS REPORT

Profit and Loss
Normanhurst West P & C Association
19 February 2019 to 18 March 2019

18 Mar 19

Income	
Donations - Canteen	\$5,000.00
Interest Income	\$81.42
Membership Fees	\$22.00
Total Income	\$5,103.42
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Less Operating Expenses	
Kindy Inflatable World	\$750.00
Sundry Expenses	\$83.55
Total Operating Expenses	\$833.55
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Net Surplus	\$4,269.87

Net inflow of the month \$5k donation from canteen, interest income \$81 and membership fees of \$22. Expenses include payment for Inflatable World and reimbursement of the Pizza from last months meeting.i

Bank Balances as at 18/03/2019

Band Account	\$18,161.98
Bonus Cash Reserve	\$87,610.78
Building Fund	\$132,092.24
Canteen	\$34,155.84
Canteen LSL	\$3.13
Cash Reserve	\$398.85
Craft / Fundraising	\$4,073.24
French - LOTE	\$1,352.54
P&C Working Account	\$12,381.18
Uniform	\$16,296.53
Term Deposit	\$257,680.04

Total Cash available: \$564,206.35

\$20k in Bonus Cash Reserve belongs to Band
\$240k in Term Deposit earmarked for OOSH

Building Fund has special requirements on how it can be spent.

Budget 2019

		NWPS P&C 2019 Budget												
		Term 1			Term 2			Term 3			Term 4			Total
Revenue		Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Total
1015 Centeen donations		0	0	5,000	0	0	0	0	0	0	5,000	0	0	10,000
1020 Uniform Fund donations		0	0	0	0	0	0	3,000	0	0	0	0	0	3,000
1025 Fundraising donations		0	0	0	0	0	3,000	0	0	0	20,000	0	0	23,000
1005 Membership fees		0	0	60	0	0	0	0	0	0	0	0	0	60
1045 Donations & miscellaneous		0	0	0	0	0	0	0	0	0	0	0	0	0
1060 Building Fund Donations					8,420		8,420			8,420			8,420	33,680
OOSH to repay WC approx				12,100								0		12,100
Camp									7,300					7,300
Trivia Night					1,800									1,800
1000 Interest income		1,000	50	50	2,500	100	100	1,300	100	100	1,300	100	100	6,800
Revenue total		1,000	50	17,210	12,720	100	11,520	1,300	10,400	8,520	6,300	20,100	8,520	97,740
Expenses														
2000 Bank Fees, Merchant Fees		11	11	11	11	11	11	11	11	11	11	11	11	132
Audit Fees				2,200										2,200
2005 Donations to NWPS		0			69,300								0	69,300
Domain Name														0
Registration fee/bike contr,														0
Here \$65/month		65	65	65	65	65	65	65	285	65	65	65	65	1,000
Fundraising														0
Groundforce and gardening				600					750					1,350
Trivia night expenses					1,500									1,500
2040 Insurance		0	0	0	0	0	0	6,200	3,000	0	0	0	0	9,200
2045 Miscellaneous expenses/Finan		0	0	100	600	0	600			600	1,100	0	0	3,000
Building fund earmarked					8,420		8,420			8,420			8,420	33,680
2060 Building Fund expenses														0
Camp		0	0	0	0	0	0		6,300					6,300
Expense total		76	76	2,976	79,896	76	9,096	6,276	10,346	9,096	1,176	76	8,496	127,662
Starting balance	Total	924	(26)	14,234	(67,176)	24	2,424	(4,976)	54	(576)	5,124	20,024	24	(29,922)
\$96,893.00	Cashflow projection	97,817	96,991	111,225	44,049	44,873	46,497	41,521	41,575	40,999	46,123	66,147	66,171	66,171
Fed insurance	3000													
Workers Com	6200													
Financial Admin per Stuart's request.														
Dad & Kids camp as advised by committee reira fundr for the school. In 2018 raised \$2,790														
Groundforce and gardening														
Soil etc	400													
Plants	400													
Shed	350													
tools	200													
Total	1350													

Rebecca Cotton moved a motion that the 2019 to accepted with amendment to include \$10k allocated expenses for the 5 confirmed fundraising activities, being the Mother's day stall, Father's day stall, State and Federal Election BBQ and Quiz Night with the assumption that the activities should be self-funded.
 Seconded by Kelly Norris. Motion Carried.

2019 Expenditure Plan

Merran Phegan presented the 2019 school expenditure plan.
 Paul explained the 2019 expenditure plan P&C audience.

Funding item	Funding cost	Funding cost	Reimbursement tracking	
	(up to the below nominated \$)	Cumulative	Reimbursed	Residual
Library Transformation proposal - may be paid via building fund	18,000	18,000		18,000
Library Smart Board - also may be paid from building fund - need a private ATO ruling	7,000	25,000		7,000
Laptops	21,000	46,000		21,000
School App - approx	1,000	47,000		1,000
PR System Upgrade - TBA	7,000	54,000		7,000
Signage around schools	8,000	62,000		8,000
Aircond Maintenance	1,000	63,000		1,000
Sports equipment	2,000	65,000		2,000
\$100 per class approx for stickers etc as approved last year ? ANYTHING MISSING	2,300	67,300		2,300
	67,300		-	67,300

longstanding budget items

longstanding budget items

Stuart Goddard moved a motion to approve the \$67.3k school expenditure plan as presented by Principal, Paul McSweeney. All in Favor. Motion Carried.

4. SUB-COMMITTEE REPORTS

4.1. **Canteen**
No Update

4.2. **Band and String**
Christelle has successfully applied for the P&C band program to be a NSW Creative Kids provider. Parents can, from term 2, use their children's vouchers to pay for their band fees.

We are still working on the child safe process/policy to bring to the P&C.
We have band workshop coming up on the 6th April, an afternoon event for SCB, ICB & TB.

Cash in bank as at 18/03/19 \$18,161.98

4.3. **OOSH**
The Dept Education inspector has completed her inspection of the proposed new spaces for OOSH as part of our application to increase the OOSH capacity. We are waiting to hear re the outcome of our application.

Bank balances at 19 March 2019 are:

Cheque Account - \$120,022.79

Transaction Account - \$3,105.82

4.4. **Uniform Pool**
The transition to the new committee members is going well. Handover/training is mostly completed and the outgoing committee members continue to offer their support as needed. This is greatly appreciated!

Sales have begun to slow down now we've hit mid-term and everyone has their summer uniform needs sorted. We expect to be busy again in the last few weeks of this term and the first few of term 2 as the school changes to the winter uniform. Once this demand is over we expect to be reasonably quiet and are considering opening the Uniform Pool only once a fortnight. Online orders via Flexischools would still be processed on a weekly basis.

We will start advertising the change to winter uniform in the school newsletter in week 8 and through other communication methods – school app, P&C website, - any others?
We have started receiving winter stock of the girls tunics and trousers. Other items with shorter lead time will be ordered soon. However, there is an outstanding matter regarding the girls blouses that needs to be settled. Stock is low because the blouses were returned to the supplier last year (which incurred a restocking fee) following P&C discussions of a potential change. **We need to know if we are ordering them back in again?**

We are currently out of stock of size 10 sports shirts in all 3 house colours and size 12 is low too. Stock of other sizes is good. Ordering small quantities (i.e. just one or two sizes) is economically inefficient, so we have held off ordering in more stock due to the discussions

The Secretary, Normanhurst West Public School P&C, Dartford Road, Thornleigh, NSW 2120

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surrounding the possible change to the sports shirt. **Should we order more stock in the current design or hold off until a decision is made over the embroidery option?**

The Uniform Pool would very much like some clarity over the potential changes to the uniform and request that a formal process of reviewing the uniform is undertaken. In the meantime, do we continue to purchase the current uniform to ensure uninterrupted supply to the school community?

We have a large amount of second-hand stock for sale (both consignment and donation). As we switch to the winter uniform, we propose to hold an end-of-season sale of second-hand summer uniforms (half price?) to help reduce this stock.

Profit and Loss

Normanhurst West P & C Association
For the period 1 January 2019 to 12 March 2019

Sub Committees is Uniform.

	1 JAN-12 MARCH 2019	NOTES
Trading Income		
Uniform - Interest Income	1	
Uniform - Sales of Uniforms	12,951	1
Total Trading Income	12,953	
Cost of Sales		
Uniform - Cost of Goods Sold	4,281	2
Uniform - Stock Purchases	8,665	2
Total Cost of Sales	12,946	
Gross Profit	7	
Operating Expenses		
Uniform - Consignments	354	1
Uniform - Miscellaneous	24	2
Uniform - Telecommunications	70	
Uniform - Service Fees	41	
Total Operating Expenses	489	
Net Profit	(482)	

1. Consignment Sales

Revenue gained from consignment sales are rolled into this line being Sales of Uniforms. 20% is retained from the sale of consignments.

2. Cost of Sales

Stock is up to date as at 12/03/2019. Large volume of stock purchases for winter have arrived, therefore, higher than usual COS.

3. Miscellaneous

4.5. Languages

P&C LOTE Report Tuesday, 15th March, 2019

The class has been studying the seasons, clothing and making sentences with “je porte...” (I am wearing...).

Since the last meeting on 19th February
Opening \$ 1415.61

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Income \$ 221.10
Expenditure \$0
Closing \$ 1636.71

4.6. Kids and Dad camp

Janelle Duncan proposed date for kids and dad camp - Fri 13th or 20th Sep (Term 3) and 18th or 25th Oct (Term 4).

Action: Stuart will get back to the Duncan family that the dates are fine.

4.7. School Banking

No update- No issue.

5. Business Arising

5.1. Shelter for the bus lines

Belinda W

Current school bus stop does not provide shelter on bad weather day.

Can this be looked at as part of the use of building fund?

Action: Belinda to follow up with Carolyn on the status of the planning for the Eco-Garden and then that proposal will be considered for a targeted fundraising activity for the school.

5.2. First aid bag pack

Belinda W

Is there a possibility to get a bag pack for first aid kit to be used during school excursion?

Action: The School Executive to discuss whether needed and then, if so, request funding from the P&C.

5.3. Eco Garden

Angela Yee

Do we want to have an eco-garden as part initiative in using the building fund?

Action: Angela to follow up with Carolyn on the status of the planning for the Eco-Garden and then that proposal will be considered for a targeted fundraising activity for the school.

5.4. Hall extension

Christelle Hatcher

Discussion raised by Christelle on whether the hall extension is still being considered.

Stuart explained this option was explored by the previous principal and it was decided to not proceed due to costs (~\$1m).

Meeting closed 9:30 pm.

Next general meeting 16th April 2019 at 7:45 pm.