



Parents & Citizens  
Association

**P&C Minutes for General Meeting 18th June 2019**

**Meeting Opened 7:45 pm**

**ATTENDANCE**

Angela Yee, Winy Souw, Dane Tierney, Stuart Goddard, Chris Jones, Trevor Lee, Hamish Baxter, Linden Browne, Christelle Hechter, Bee Gin Sim, Tahereh Oskooi, Kate Ward, Michelle Duncan, Rajashi Sarang.

**SCHOOL STAFF**

Evan Gibbons

**APOLOGIES**

Rebecca Cotton, Paul McSweeney, Kelly Norris, Lisa Richardson.

**PREVIOUS MINUTES**

Moved Stuart Goddard seconded Angela Yee that the minutes of the 21<sup>th</sup> May 2019 be accepted. *Passed unanimously.*

**REPORTS**

**1. PRINCIPAL'S REPORT**

2.

**Assistant Principal Position**

The Assistant Principal position has been finalised and approved by staffing. Our new Assistant Principal is Sharron Casey who is coming to us from Turrmurra Public School. She is a very experienced teacher who will be a great addition to our school. She will commence on day 1 in Term 3 and will be teaching 4B. For the rest of this Term, Mr Travis Ireland will be teaching 4B. He has been doing a great job since Mrs Boustany went on leave.

**Grandparents Day**

Last week the school held its annual Grandparents Day and we thought it was a great success. Lots of grandparents turned up and the day ran smoothly and there was lots of positive feedback about the showcase as well as the Wishing Tree and the photos. Thank you to those members of the P&C who did a wonderful job of organising the Wishing Tree and the photos as well as helping out on the day. The weather helped too! A survey will be sent out soon.

**Athletics Carnival**

On Wednesday, 3rd July our Annual School Athletics Carnival will be held at Pennant Hills Park. It is a whole school event and notes have already gone home. Stage 2 and Stage 3 will be having most of their Field Events occurring at school, Stage 3 was yesterday.

**Upcoming events**

Wednesday, 19th to Friday, 21st June– Stage 3 Canberra/Snowy Excursion.  
Wednesday, 26th June – Look at Big School Day, Prospective Kindys for 2020.  
Tuesday, 2nd July – Semester 1 Reports go home.  
Tuesday, 2nd July and Thursday, 4th July – Dance Groups perform at Sydney North Dance Festival at Glen Street Theatre.  
Wednesday, 3rd July – School Athletics Carnival at Pennant Hills Park.  
Friday, 5th July – Last day of Term 2.  
Monday, 22nd July – Staff Development Day.  
Tuesday, 23rd July – First day of Term 3 for students.

Paul McSweeney  
Principal

### 3. PRESIDENTS REPORT

Good evening everyone and welcome to our meeting.

Term 2 has been an exciting term.

We have had a very successful grandparents day with the giving tree and photographers being a massive hit. I would like to take a moment and really just thank all the volunteers involved in the day. There are always a lot of moving blocks in the background and a lot of the time we can forget about them as we get busy with all our own things, but I really wanted to say a special thank you to our band and canteen volunteers. I thought our bands played spectacularly well and canteen for ensuring that no one was running around hungry.

To our giving tree team, thank you for your time and effort in getting the trees and tags printed and for being there on the day. Also to our 3 photographers, thank you so very much. Outside of spending the day there, they went home and spend hours on editing. Photos will be sent this week. So watch your inboxes.

But from the bottom of my heart - BAIE DANKIE (insert)

On Sunday that just passed our bands performed at Wahroonga Public school. Man, if you have never seen our bands live, I can highly recommend coming out and supporting them at one of their upcoming performances. They are really good and they love seeing familiar faces in the crowd.

We have had our first Quiz family and quiz night on the 15th. Next one on the 22<sup>nd</sup> June.

I would also like to thank you Paul, for allowing us to hand out our certificates and water bottles at assembly, acknowledging our younger volunteers in front of their peers for their contribution at the federal election. Great idea Angela, thank you for your contribution.

That's it from me 😊

## 4. TREASURERS REPORT

### Profit and Loss Normanhurst West P & C Association For the month ended 30 June 2019

	Jun-19	May-19	Apr-19	Mar-19	YTD	Commentary
<b>Income</b>						
Canteen - over the counter	\$0.00	\$3,721.50	\$2,523.75	\$3,320.05	\$11,765.50	
Canteen On line sales	\$1,950.30	\$7,676.70	\$5,832.20	\$7,229.40	\$27,038.80	
Craft Event - Sales	\$0.00	\$2,475.00	\$0.00	\$0.00	\$2,475.00	
Donations - Building Fund	\$0.00	\$6,920.00	\$82.00	\$0.00	\$17,361.00	
Donations - Canteen	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
Donations - Fundraising	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	May: Sweep from Fundraising
Donations - Uniform	\$0.00	\$6,575.80	\$0.00	\$0.00	\$6,575.80	May: Sweep from Uniform
Fundraising - Interest Income	\$0.00	\$0.73	\$0.59	\$0.32	\$2.11	
Fundraising - Photo	\$0.00	\$0.00	\$0.00	\$0.00	\$1,342.31	
Fundraising Event -Calendar	\$0.00	\$0.00	\$0.00	\$0.00	\$60.00	
Interest Income	\$0.00	\$94.24	\$96.62	\$87.51	\$455.51	
Membership Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	
Other Revenue	\$3,029.00	\$1,156.00	\$0.00	\$0.00	\$4,185.00	June: Grandparents Stall
Revene- Election Day Stall	\$533.00	\$3,158.10	\$3,527.85	\$0.00	\$7,218.95	June: \$533 was transferred in
Sales - LOTE lessons	\$0.00	\$0.00	\$0.00	\$616.00	\$616.00	
School Banking	\$0.00	\$0.00	\$65.00	\$0.00	\$265.00	
Uniform - Interest Income	\$0.00	\$1.58	\$1.73	\$1.26	\$5.90	
Uniform - Sales of Uniforms	\$1,059.00	\$11,317.05	\$6,674.20	\$5,060.90	\$36,115.42	
<b>Total Income</b>	<b>\$6,571.30</b>	<b>\$48,096.70</b>	<b>\$18,803.94</b>	<b>\$16,315.44</b>	<b>\$125,504.30</b>	
<b>Less Cost of Sales</b>						
Canteen - Online direct fees	\$58.51	\$230.30	\$174.97	\$216.88	\$811.17	
Canteen Food and Bev	\$4,349.89	\$4,652.88	\$3,470.48	\$5,948.29	\$22,787.35	
Uniform - Cost of Goods Sold	\$0.00	-\$540.00	-\$350.00	\$0.00	\$3,390.78	
Uniform - Stock Purchases	\$0.00	\$5,142.18	\$96.25	\$3,539.63	\$15,909.10	
<b>Total Cost of Sales</b>	<b>\$4,408.40</b>	<b>\$9,485.36</b>	<b>\$3,391.70</b>	<b>\$9,704.80</b>	<b>\$42,898.40</b>	
<b>Gross Profit</b>	<b>\$2,162.90</b>	<b>\$38,611.34</b>	<b>\$15,412.24</b>	<b>\$6,610.64</b>	<b>\$82,605.90</b>	
<b>Less Operating Expenses</b>						
Canteen - Donation to the P&C	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	
Consulting & Accounting	\$0.00	\$0.00	\$0.00	\$2,200.00	\$2,200.00	
Dad & kids Camp expenses	\$0.00	\$0.00	\$2,238.00	\$0.00	\$2,238.00	
Election Day Stall exp	\$819.60	\$182.00	\$0.00	\$880.75	\$1,882.35	
Family Fun Day Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$341.67	
Fundraising - Donations to P&C	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	
General Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$53.60	
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$2,098.80	
Kindy Inflatable World	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00	
Kindy LABS Day	\$0.00	\$0.00	\$0.00	\$0.00	\$79.95	
LOTE - expenses	\$0.00	\$520.00	\$0.00	\$221.17	\$741.17	
Mothers Day Stall	\$0.00	\$0.00	\$0.00	\$1,326.25	\$1,326.25	
Office Expenses	\$0.00	\$0.00	\$0.00	\$160.01	\$246.40	
Repairs and Maintenance	\$0.00	\$0.00	\$0.00	\$158.00	\$158.00	
Subscriptions	\$0.00	\$238.00	\$0.00	\$0.00	\$238.00	
Superannuation	\$102.20	\$133.12	\$123.72	\$186.92	\$1,299.06	
Uniform - Consignments	\$0.00	\$72.60	\$0.00	\$286.40	\$426.20	
Uniform - Donations to P&C	\$5.80	\$7,108.80	\$0.00	\$0.00	\$7,114.60	\$533 short in P&C records;
Uniform - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$24.10	
Uniform - Service Fees	\$25.11	\$318.26	\$145.64	\$120.38	\$624.36	
Uniform - Telecommunications	\$0.00	\$35.00	\$35.00	\$35.00	\$175.00	
Wages and Salaries	\$1,075.78	\$1,544.28	\$1,653.12	\$2,110.48	\$8,011.48	
<b>Total Operating Expenses</b>	<b>\$2,028.49</b>	<b>\$15,152.06</b>	<b>\$4,195.48</b>	<b>\$8,435.36</b>	<b>\$40,028.99</b>	
<b>Net Profit</b>	<b>\$134.41</b>	<b>\$23,459.28</b>	<b>\$11,216.76</b>	<b>-\$1,824.72</b>	<b>\$42,576.91</b>	
<b>Tracker:</b>						
	<b>Actual</b>	<b>As per P&amp;C Meeting</b>	<b>Variance</b>	<b>Commentary</b>		
State & Federal Election	\$ 5,336.60	2,500.00	\$ 2,836.60	Too high?		
Mother's Day Stall	\$ 2,304.75	2,600.00	-\$ 295.25	OK?		
Grandparents Stall	\$3,029.00	4,300.00	-\$ 1,271.00	Cash Deposit \$33 Christelle on 14.6 (residual?)		

No	BSB	Account	Bank Statement	Xero Balance	Variance	Unreconciled	Commentary
			as per Xero	Jun-13	Jun-13		
4	032-087	245321 Canteen	43,321	40,344		2,977.06	How much is the float?
6	032-285	540073 Working Account	15,894.67	15,894.67		-	Should we transfer to interest bearing?
7	032-285	540081 Fundraising	4,759.23	4,759.23		-	How much is the float?
8	032-285	540110 French Account	1,788.92	1,140.78		648.14	Timing
9	032-285	540073 Uniform	15,594.91	13,204.16		2,390.75	Timing
3	032-285	540137 Bonus Cash Rese	92,842.83	92,842.83		-	\$20k in Bonus Cash Reserve belongs to Band
1	032-285	540145 Cash Reserve	2,874.15	2,874.15		-	
10	032-285	550773 Building Funds	140,284.04	140,284.04		-	Building fund has special requirements of spending
		Term Deposit	258,950.79	258,950.79		-	\$240k term deposit earmarked for OOSH
			<b>576,310.90</b>	<b>570,294.95</b>		<b>6,015.95</b>	
2	032-285	540153 Cash Reserve					
5	032-189	264849 BAND					Not in Xero

Funding Item	Funding Cost		Reimbursement Tracker		ETA Start
	(nominated \$)	(Cumulative)	Reimbursed	Residual	
Library Transformation	18,000	18,000		18,000	
Library Smart Board	7,000	25,000		7,000	
Laptops	21,000	46,000		21,000	
School App - approx	1,000	47,000		1,000	
PR systems upgrade	7,000	54,000		7,000	
Signage around schools	8,000	62,000		8,000	
Aircon Maintenance	1,000	63,000		1,000	Last year on 2019 List.
Sports equipment	2,000	65,000		2,000	Longstanding budget items
\$100 per class stickers	2,300	67,300		2,300	
	<b>67,300</b>			<b>67,300</b>	

P&C Volunteer 2019 Nomination 100

#### 4. SUB-COMMITTEE REPORTS

##### 4.1. Canteen

New fridges will go in during school holiday.

##### 4.2. Band and String

Xylophone - Dave has found a second hand Xylophone on gumtree. He has been and inspected it and has recommended this instrument for us to purchase. The seller has agreed to a price of \$1650, this includes the instrument itself, stand, 3 x mallets (worth approx. \$60-\$70 each) and delivery. Gautam, our instrument coordinator sourced some quotes for brand new instruments which were around \$2399 and excludes the cover & mallets.

We would like to purchase the second hand xylophone with funds from the \$15,000 in the P&C account. We need a vote at this meeting to confirm this.

Band Uniforms - We are working with Uniform Pool to hand over the management of our band uniforms to them. We're meeting on Thursday to finalise this. This is to avoid the need for a committee member to store these at home & potentially source more economical uniforms.

Wahroonga Band Festival - On Sunday our TB, ICB & SCB took part in the Wahroonga Band Festival. We've not entered our training band in this event in previous years, but Mr Odams, their conductor thought it would be a great

experience for them & they were up to the challenge. Each band performed very well. Training Band were awarded 3rd place in their category, out of the 13 bands entered. ICB was given a highly commended as were SCB, only missing out on third place by half a point.

Funds - As of 17th June band has \$19,845 in the account, with around 30 families yet to pay their term 2 band fees.

Linden propose for P&C to approve \$1650 to purchase Xylophone. Motion put forward by Stu to approve the purchase, seconded by Christelle. All in favour.

#### 4.3. OOSH

No update.

#### 4.4. Uniform Pool

After a very busy start to Term 2, things have now quietened down as most are now well supplied with winter attire.

- Prices

As mentioned last month, our prices have remained static for a while now and some items are now being sold at below cost price. Many suppliers increase their prices 1st July each year so we are expecting a few increases to our cost prices then. We will undertake a full cost review after this date.

However, in the interim we propose the following price changes are implemented immediately:

Item	Current Price \$	Proposed Price \$
Tracksuit Pants	28.00	34.00
Boys Winter Trousers	28.00	32.00
Girls Winter Tunic*	41.00	44.00

\*These are "on sale" at \$41, reduced from \$46, a reduction that was introduced last year. Thus this proposed increase could be considered a reduction!

- Band Uniform

The uniform pool will be taking over the band uniform in the near future. Discussions are underway to make sure the transition goes smoothly for all involved.

Whilst we do not anticipate holding large quantities of stock on hand, we are extremely short on spare storage space in the uniform pool. We are therefore proposing to buy some more shelving for one of the small back rooms. What is the procedure for this?

- Shop Spring Clean / Design Review

The shop space would really benefit from a good clean. We are proposing to ask volunteers to come in towards the end of this term to help with this.

Our Secretary, Darcy Weber, has also offered to help with an overall review of the shop space should the P&C feel that it would be a worthwhile exercise?

# Profit and Loss

Normanhurst West P & C Association  
For the 6 months ended 30 June 2019

Sub Committees is Uniform.

	JAN-JUN 2019
<b>Trading Income</b>	
Uniform - Interest Income	5.90
Uniform - Sales of Uniforms	36,115.42
<b>Total Trading Income</b>	<b>36,121.32</b>
<b>Cost of Sales</b>	
Uniform - Cost of Goods Sold	4,280.78
Uniform - Stock Purchases	7,835.48
<b>Total Cost of Sales</b>	<b>12,116.26</b>
<b>Gross Profit</b>	<b>24,005.06</b>
<b>Operating Expenses</b>	
Uniform - Consignments	353.60
Uniform - Donations to P&C	538.80
Uniform - Miscellaneous	24.10
Uniform - Service Fees	573.21
Uniform - Telecommunications	175.00
<b>Total Operating Expenses</b>	<b>1,664.71</b>
<b>Net Profit</b>	<b>22,340.35</b>

Motion put forward by Stu to:

- Approve Uniform pool to spend up to \$500 on shelving and have curtain installed for girl change room;
- Increase tracksuit pants (currently selling at loss) and undergo full review on all other uniform goods with guidance of 10-15% target operating margin. Need to also manage gender balance on price (i.e. girls uniform cost a lot more than boys)

Motion seconded by Kelly Norris. All in favour.

## 4.5. Languages

P&C LOTE Report Sunday, 16th June, 2019

The class has been going well and we have a lovely group of students. The numbers have been steadily increasing.

Since the last meeting on 20th May, 2019 Opening \$ 1660.78 Income \$ 71.14

Expenditure \$ 520.00 Closing \$ 1211.92

## 4.6. Family Fun Day

Dear P&C Executive Team,

Thanks very much for asking me to convene Family Fun Day 2019. I'm pleased to have the opportunity to handover FFD to the Executive Team.

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

School phone: 9484 4252 Facsimile: 9484 7354

ABN 27 621 491 988

Christelle and I have agreed that I will collate this year's documentation to add to the FFD Operations Manual which will be handed over to P&C Executive at the end of the year.

We are now up and running with 32 positions on the FFD Committee filled and only three vacant. I have attached the FFD 2019 Team Co-ordinators List. We will advertise these three positions along with their job descriptions in the P&C, FFD & School Newsletters as well as FB and our School App.

Preparations for Raffle Tickets are progressing well although it is unlikely they will be ready prior to the winter holidays. We will still have over three months to run a great Raffle Ticket campaign. Thank you to Christelle who has kindly agreed to organise Raffle Tickets for FFD this year.

Kelly has kindly agreed to be the FFD Executive Liaison, to support me in channelling the flow of information and various tasks required by the Executive Team as we move forward, thank you.

Also we are thrilled to welcome a new member on the FFD team, Nicki Murray who is a professional online marketing specialist and will be spearheading our social media and promotional campaign alongside Kristina Murray who will be co-ordinating our FB and Webpage communications.

Please find attached Minutes from the FFD Committee Meeting held on 21 May 2019. We are meeting tomorrow night at 7pm in the Library prior to the P&C meeting, if you're free we'd love to see you there.

Thanks very much,  
Michelle

## **5. Business Arising**

- 5.1. Grandparents day -11<sup>th</sup> June 209 – giving tree** **Dane/Julie**  
Coordinated by Dane and Julie. Grandparents give donation to purchase school resources/equipment and hang them on the giving tree.  
Huge success raised \$4.5k and cost P&C \$3.40 and \$27 merchant fee. Thanks to Kelly Norris's help on design and to Uniform pool for Eftpos machine and Evan and teachers for their help to make this event successful.  
We received over 300 permission slips. Out of all, 3 families did not return permission slip but had their photo taken. Christelle has contacted the parents to confirm if they want the photo. If they don't want the photo, P&C will delete it.
- 5.2. ThinkUKnow for parents, carers and teachers** **Angela Yee**  
ThinkUKnow is a free, evidence-based cyber safety program that provides presentations to Australian parents, carers and teachers and students. It provides information on the technologies young people use, the challenges they may face,

and importantly, how they can be overcome. Presentations are delivered face to face or digitally.

The program bridges the knowledge gap between adults and young people so that everyone has an understanding of the roles they play and what they can do if something goes wrong online.

Angela propose for the organisation (Microsoft) to come and provide free evening session for Normanhurst parents. Evan will check the calendar and get back to Angela on date. All in favour to have this event run and thought it will be beneficial for parents.

**5.3. Support required for garden club - replace vandalised items Christelle H**

Some garden equipment has been vandalized and garden bed has also been destroyed. We need to think of a solution to this issue. A few ideas came out like installing CCTV, putting on sensor light and securing the shed more.

Suggest to liaise with Jac and see what propose solution works for garden club and P&C can vote on the spend.

Meeting closed **9:10 pm.**

Next general meeting **20<sup>th</sup> Aug 2019 at 7:45 pm.**

	Topic	Current Responsible Person	Update	Status
	School Capital Project	All Exec	<p>The Exec team has meet on the 4<sup>th</sup> June with Paul, our Principal to discuss short, medium and long-term goals. School provided us with their wish list as follow:</p> <p><b><u>Short term</u></b>            Eco Garden – still awaiting quote however Initial call with Nick (landscaper) indicated that we will need to do the project in 3 phases, each one coming in around \$30k (obviously we will manage the phasing to ensure no AMU involvement).</p> <p>These phases are:</p> <ol style="list-style-type: none"> <li>1. Initial excavation, tree removal and replacement of tar with Astro turf</li> <li>2. Installation of 2 planter boxes and seating, including 6 stand alone table and chair units and wooden units around front trees</li> <li>3. Installation of amphitheater, with traversing wall at the back.</li> </ol>	OPEN



	Topic	Current Responsible Person	Update	Status
			<p>So total funding of around \$90k. Carlyne will be seeking grants for all 3 phases if the P&amp;C authorize it and if the executive could include some funding in their budget that would be great</p> <p><b><u>Medium Term</u></b> Class room furniture - class rooms to be updated with different styles of furniture Entrance to the school and the foyer</p> <p><b><u>Long Term</u></b> Hall</p> <p>Mural and multi-purpose demountable (STEAM room) is also up for consideration.</p> <p>Christelle also have been liaising with Matt Kean's office in order to get additional funding outside P&amp;C funds.</p>	
	Audit recommendation	Bee lead	Tabled at the Exec meeting on the 4 <sup>th</sup> June with Dane's (auditor) present.	OPEN
	P&C website and Hosting	Hamish	P&C website and hosting need to be revamped as current host (Guinea Digital) will not support going forward. Christelle to ask for a volunteer to re-design website.	OPEN
	Eco Garden	Carolyn	Carolyn has been trying to obtain quotes from landscapers for Eco Garden, however at this stage there we have not received any quote yet. Nikki to contact Carolyn on potential using her husband's business.	OPEN
	Awning Grant	Paul and Carolyn	Carolyn has provided 3 quotes to Paul on awning project. The quotes are all roughly around \$30k, above the approved grant. Paul to manage the next step with AMU.	OPEN