



Parents & Citizens
Association

P&C Minutes for General Meeting 21st May 2019

Meeting Opened 7:45 pm

ATTENDANCE

Angela Yee, Winy Souw, Rebecca Cotton, Kelly Norris, Dane Tierney, Stuart Goddard, Hamish Baxter, Linden Browne, Christelle Hechter, Bee Gin Sim, Carolyn Ekins, Michael Gunter, Gabrielle Holden, Kristy Turner, Kate Ward, Michelle Duncan.

SCHOOL STAFF

Paul McSweeney, Evan Gibbons

APOLOGIES

Lisa Richardson, Chris Jones, Kelly Thwaites

PREVIOUS MINUTES

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

REPORTS

1. PRINCIPAL'S REPORT

2.

Assistant Principal Position

We are in the process now of selecting our new Assistant Principal which has been vacant for some time. Thank you to Angela Yee for doing a great job as the P&C representative on the panel. Hopefully we will know who the new Assistant Principal will be in the next couple of weeks.

Funding from P&C

Thank you to the P&C for the generous amount that has been earmarked to the school for different projects to be completed.

The Library transformation is underway and we already have the new smartboard in place and working. Quotes are in for an upgrade of our PA systems around the school. Class teachers are very appreciative of the funds made available for class stickers etc.

Excursions

During the first few weeks of this Term we have already had excursions for Stage 1 to Rouse Hill Farm as well as Year 5 attending the Bike Safety Program (CARES) at St Ives. Stage 3, Years 5 and 6, will be going on their 3 day Canberra/Snowy adventure from Wednesday 19th to Friday 21st June.

Cross Country Carnival

On Wednesday, 10th April our Annual Cross Country Carnival was held at Fagan Park. It was another very successful day which was helped by having a lot of wonderful parent volunteers who offered their time to officiate on the course as well as set up and pack up. A group of 40 students will be attending the Zone Carnival at Fagan Park on Wednesday, 29th May.

Upcoming events

Monday, 3rd and Tuesday, 4th June – School Photos

Tuesday, 11th June – Grandparents Day

Wednesday, 19th to Friday, 21st June – Stage 3 Canberra/Snowy Excursion.

Wednesday, 26th June – Look at Big School Day, Prospective Kindys for 2020.

Wednesday, 3rd July – School Athletics Carnival at Pennant Hills Park.

Paul McSweeney
Principal

3. PRESIDENTS REPORT

Welcome to term 2!

As a recap of term 1

We've had a great start for the year, just to name a few

1. We increased available spaces in Oosch.
2. We raised funds for the school with the State Election
3. Kindy Play date was a huge success
4. Band registered as a creative kids provider

Not to be outdone by term 1, we made sure that term 2 started with a big bang!

1. Band Camp was held over the weekend of the 3rd -5th May. Was a huge success.
2. Our very first social gathering with our class parents and convenors was had at the Blue Gum.
3. Mother's day stall was a highlight.
4. Federal Election BBQ
5. Quiz night is happening over the weekend of 15 June and 22 June with a kids one introduced in the afternoon of the 15th June.

We have exciting things in the calendar for term 3 and 4

Family fun day, dad's camp and father's day stall just to name a few.

We look forward to continue working with the school to assist in attaining fundraising goals to empower our students and create a strong school community.

4. TREASURERS REPORT

Profit and Loss
Normanhurst West P & C Association
19 March 2019 to 13 May 2019

Income

Canteen - over the counter	\$4,654.25
Canteen On line sales	\$9,326.20
Donations - Building Fund	\$8,076.00
Fundraising - Interest Income	\$0.91
Interest Income	\$30.10
School Banking	\$65.00
Uniform - Interest Income	\$2.99
Uniform - Sales of Uniforms	\$9,067.15
Total Income	\$31,222.60

Less Cost of Sales

Canteen - Online direct fees	\$279.79
Canteen Food and Bev	\$9,071.90
Uniform - Cost of Goods Sold	-\$350.00
Uniform - Stock Purchases	\$4,373.32
Total Cost of Sales	\$13,375.01

Gross Profit \$17,847.59

Less Operating Expenses

Consulting & Accounting	\$2,200.00
Dad & kids Camp expenses	\$2,238.00
Election Day Stall exp	\$880.75
Mothers Day Stall	\$1,326.25
Office Expenses	\$76.46
Subscriptions	\$238.00
Superannuation	\$225.92
Uniform - Consignments	\$15.80
Uniform - Service Fees	\$195.78
Uniform - Telecommunication:	\$35.00
Wages and Salaries	\$3,120.60
Total Operating Expenses	\$10,552.56

Net Profit \$7,295.03

Key Points:

Mothers Day Stall income not reconciled - figure to be confirmed
Daddy and Kids Camp Expense Paid in Full; funds raised in 2018 of \$2,790
Donation - Building Funds of \$8,076 to be confirmed by Sue

	Bank Statement	Xero Balance	Variance	Unreconciled	Commentary
Canteen	37,483.16	36,726.26		756.90	Timing
Working Account	5,756.16	5,756.16		-	
Fundraising	7,602.00	4,074.00		3,528.00	Timing
French Account	1,581.78	1,581.78		-	
Uniform	19,886.40	15,312.88		4,573.52	Timing
Bonus Cash Rese	87,610.78	87,610.78		-	\$20k in Bonus Cash Reserve belongs to Band
Cash Reserve	399.00	399.00		-	
Building Funds	140,272.31	140,190.31		82.00	Building fund has special requirements of spending
Term Deposit	258,950.79	258,950.79		-	\$240k term deposit earmarked for OOSH
	559,542.38	550,601.96		8,940.42	

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	Longstanding budget items
Sports equipment	2,000	65,000		2,000	Longstanding budget items
\$100 per class stickers	2,300	67,300		2,300	
	67,300		-	67,300	

4. SUB-COMMITTEE REPORTS

4.1. **Canteen** No Update

4.2. **Band and String**

We had a very successful band & strings camp on May 3,4,5th at Bayden Powell Scout Camp in Pennant Hills. Our band & strings students worked extremely hard all weekend, we enjoyed a fabulous, rain interrupted concert on Sunday afternoon. A huge thank you to Bec Furzer and her many helpers on the Camp organising committee, a good many hours go into planning this weekend. Also thank you to all our parent volunteers over the weekend. We have a few performances coming up, our Jazz Ensemble will be performing for the Normanhurst West Community Preschool on the 30th May. Following that all of our bands & ensembles will be performing at the school grandparents day. I'd like to thank the school for including all of our groups to the planning of the day, the children will be very excited to perform for their grandparents.

We are having numerous issues with our big amp currently. It has recently been in for repair, but we have needed to returned it again as it's still not working 100%. We're thinking about purchasing a replacement due to the age of this amp & our need to have multiple amps available during rehearsals for our bass guitars and keyboard players. Currently it's a struggle to find enough amp plugs for all students. The committee also like to purchase a xylophone for our percussion students (we have quite a number now), we need to see if we have room in the band store to store it, so are still in the research stage. The committee would like to use the band funds that P&C have in their accounts. We're currently sourcing quote (& figuring out storage) & will bring them to the next meeting for approval.

Term 2 invoices will go out in the next few weeks.
Band Account is at \$19 073.20 as of 14/05/19.

4.3. OOSH

Cash at bank :

Cheque A/C - \$96,989

Transaction A/C - 1,509

Numbers have settled in Term 2 - busiest day has us at 150 children in an afternoon session. We have seen a number of students enrolled who weren't on our waitlist.

Next meeting we will commence discussions around the enrollment process for 2020. If anyone has any feedback or suggestions they'd like us to take on board, please let me know.

4.4. Uniform Pool

We would like the P&C's feedback on the fabric sample for the polar fleece. Kate (the co-covenor) emailed the P&C secretary about it in April and the sample has been forwarded to the P&C via the P&C box in the office.

The Uniform Pool Subcommittee had our AGM at the end of Term 1 and voted in our new committee (Kate and Jenny - co covenors, Tehereh- treasurer and Darcy- Secretary. We are currently reviewing the pricing of the items for sale as this has not been done for a couple of years, and we will update the P&C when we have some recommendations.

The start of term 2 sales has been strong with long lines and lots of sales at the shop as well as many flexischool orders- we have been quite busy. The PSSA soccer socks have been sourced and delivered and have sold well.

Thank you, Darcy Weber (UP secretary)

4.5. Languages

The class has been studying numbers for the beginners and telling the time for the more advanced students. The whole class is also learning the times of the day (midday, morning etc) and what you eat when.

Since the last meeting on 15th March

Opening \$ 1636.71

Income \$ 380.24

Expenditure \$ 284.17

Closing \$ 1660.78

5. Business Arising

5.1 Fundraising and community engagement plan

Angela Yee

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

- 5.1.1 Kindy Play date huge success with 100 people turned up
- 5.1.2 State and Federal Election fundraising efforts and proceed
State \$2500 profit, federal election proceed TBC
- 5.1.3 Mother's day stall fundraising efforts and proceed Bec Cotton
8 mothers came to help. Thanks for their help and effort. We raise \$2453.06, profit \$1150.
- 5.1.4 P&C meet and greet with class parents.
- 5.1.5 Quiz night – June
33 table sold. Need a venue manager to help for all three events. Advertisement for the position has been put out on facebook.
- 5.1.6 Grandparents day -11th June 209 – giving tree
Coordinated by Dane and Julie. Grandparents will be able to donate to purchase school resources/equipment and hang them on the giving tree.
- 5.1.7 Father's day stall – Sep
Bec Cotton is coordinating.
- 5.1.8 Family Fun Day – date is confirmed Sun, 10th Nov 10:00-3:00 pm
Michelle will be taking on convenor role for FFD again this year with the support of the Exec Team. Out of 31 convenor positions, 27 positions have been filled. Some of the executives have already put their hands up like Christelle will be taking on sponsorship convenor role, CJ on 5cents challenge, Angela on Art Show. Stuart will be helping Merran as the FFD treasurer. We are going to advertise for the unfilled convenor positions in the next P&C newsletter. We are delighted to confirm that the Korean family will be back this year for food stall. They will cook the food, donate their time and contribute all the proceed to P&C.

5.2 P&C volunteer 2019 nomination Angela Yee
Angela proposed if we send a survey out this year (same like last year) and seek approval for \$100 gift voucher for the winner same like last year. The winner will go into the draw for P&C federation 2019 nomination for volunteer of the year.

Motion put forward by Stu for the survey and \$100 gift voucher and seconded by Bee, All in favour.

5.3 Vacant position for Grant coordinator Christelle H
Carolyn, our grant coordinator has resigned. Job description for the grant coordinator is circulated in the meeting. The call out will be put out in the newsletter and Facebook for a volunteer.

5.4 Quotes received for Awning project and submitted to Paul Christelle H
Carolyn has sent 3 quotes to Paul for consideration to proceed o the awning project. Paul (school) will need to submit to AMU and Carolyne can advise the granting body. School will supervise the project. Paul will liaise with AMU on timing and next step.

Meeting closed **8:55** pm.

Next general meeting 18th June 2019 at 7:45 pm.

	Topic	Current Responsible Person	Update	Status
	School Capital Project	All Exec	The Exec team will meet on the 4 th June to discuss short, medium and long-term goals.	OPEN
	Review of School Uniform Skort and Short Collar shirt	Kelly Norris and Christelle on liaison with school and supplier. Bec Cotton on communication to Uniform Team.	P&C exec and School have communicated the changes on sport uniform for skort. Short will be the go-forward formal sport uniform. Families who have purchased skort can still use it. Also communication has been sent out to clarify that the winter uniform shirt is unisex.	CLOSED
	Audit recommendation	Bee lead	Will be tabled at the Exec meeting on the 4 th 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.	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.	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