



Parents & Citizens
Association

P&C Minutes for General Meeting 20th Aug 2019

Meeting Opened 7:45 pm

ATTENDANCE

Winy Souw, Dane Tierney, Chris Jones, Hamish Baxter, Christelle Hechter, Bee Gin Sim, Tahereh Oskooi, Kate Ward, Kelli Thwaites, Kelly Norris and Lisa Richardson.

SCHOOL STAFF

Paul McSweeney , Evan Gibbons

APOLOGIES

Stuart Goddard, Angela Yee, Linden Browne, Rebecca Cotton.

PREVIOUS MINUTES

Moved Kelly Norris seconded Kelly Thwaites that the minutes of the 18th June 2019 be accepted. *Passed unanimously.*

REPORTS

1. PRINCIPAL'S REPORT

- NSW Education Week – Celebrated on Thursday 8 August. 2019 saw a different format being utilised. We have responded to community feedback in previous years to generate a programme for the day that spreads the open classroom timing and allows for parents/caregivers to work alongside their children in dedicated learning workshops. Our talented performers were showcased at various times throughout the day rather than via the traditional assembly. Thank you for the generous support of the Library Book Stall with over \$3600 worth of texts being donated to our Library.
- Cybersafety Forum – Thank you to Angela Yee for the organisation of the Cybersafety parent forum held on 7 August. A much needed refresher for adults about the risk associated with our increasingly interconnected homes.
- Arts Alive – 19 students worked with Mrs Voss to join the combined Arts Alive mass choir. An amazing experience for our students to be centre stage at the Sydney Opera House in such a prestigious event. Well done to all involved.
- Band program – Congratulations to all those involved in our band programs with continued outstanding results in recent performances/competitions. A true testament to the determined efforts of many and the persistence required to master an instrument. Our instrumental programs continue to go from strength to strength.
- Infrastructure Upgrades – The Audio Visual equipment in the Hall and COLA have been upgraded with new sound panels, speakers, projector and automatic screen. A much needed investment.

32 Laptops and secure storage have been rolled out across stage 2. All three levels of the three storey building now have access to the technology required to fully engage in a modern delivery of curriculum.

The Library transformation has begun with the delivery of shelving and furniture expected to be received and installed over the coming month.

Thank you to the P and C for contributing generous funding towards these upgrades.

- Staffing –

Miss Anna Pinnuck has been successful via the merit selection process in a permanent teacher position at Pennant Hills Public. We wish her every success as she begins at her new school on 26 August. Mrs Daaboul will teach 3P for the remainder of the term.

Mrs Denise Cowardine has received a service transfer to join the teaching staff of NWPS. She is an experienced teacher and is very much looking forward to starting with us. Mrs Cowardine will teach 3P throughout term 4.

Mrs Bou Mansour will be taking her maternity leave as of Monday 26 August. Mr Greg Curran will be relieving in the role of Assistant Principal. Mr Curran joins us as an experienced Relieving Assistant Principal and has extensive experience in teaching stage 3. We wish Mrs Bou Mansour the very best with her family and welcome Mr Curran to Normanhurst West.

Mrs Panagos has returned from her maternity leave taking on the flexible role of executive release. Mrs Marcovitch will begin her maternity leave within the next few weeks. Mrs Shelverton will take on the teaching load across the whole week.

2. PRESIDENTS REPORT

Good evening everyone and welcome to the first meeting of term 3.

First of all I would like to say a very warm welcome back to Paul. Hope you had a great holiday. Evan did a great job while you were away, so thank you Evan for stepping into Paul's shoes. We appreciate it.

Thank you to our wonderful community for all those fabulous Earn and learn stickers – 49, 260 points were earned! I know what you are thinking, what does that actually equate to right? Well, we were able to purchase science equipment that is needed and required to make the classroom and learning experience more fun. As soon as the order arrives at school, we will take some photos and share on facebook.

Term 3 has had a great start - we have had a cyber safety talk, our band is doing amazing things in the world of music.

Up and coming for this term is the much anticipated father's day stall, dad camp and we are in the thick of everything Family Fun day related and Colour Run is back – bigger and better than last year – but I will leave to Kelli to update.

Baie dankie (buy a donkie – thank you)

Christelle

3. TREASURERS REPORT

Profit and Loss
Normanhurst West P & C Association
All Sub Committees
1 January 2019 to 31 August 2019

	Canteen	FFD	Fundraising	LOTE	Uniform	Working Account	Total
Income							
Canteen - over the counter	\$17,418.85	\$0.00	\$0.00	\$0.00	\$0.00	\$1,671.95	\$19,090.80
Canteen On line sales	\$36,019.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,019.60
Craft Event - Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,475.00	\$2,475.00
Donation-Ambulance Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,536.02	\$1,536.02
Donations - Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,361.00	\$17,361.00
Donations - Canteen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00	\$13,000.00
Donations - Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Donations - Uniform	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,108.80	\$7,108.80
Fundraising - Interest Income	\$0.00	\$0.00	\$2.11	\$0.00	\$0.00	\$0.79	\$2.90
Fundraising - Photo	\$0.00	\$0.00	\$1,342.31	\$0.00	\$0.00	\$0.00	\$1,342.31
Fundraising Event -Calendar	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Interest Income	\$18.92	\$0.00	\$0.00	\$0.71	\$0.00	\$398.60	\$418.23
Membership Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	\$22.00
Other Revenue	\$0.00	\$33.00	\$0.00	\$0.00	\$0.00	\$4,522.62	\$4,555.62
Quiz Night	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,511.12	\$2,511.12
Revene- Election Day Stall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,685.95	\$6,685.95
Sales - LOTE lessons	\$0.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00
School Banking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
Uniform - Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$8.53	\$0.00	\$8.53
Uniform - Sales of Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$42,233.37	\$0.00	\$42,233.37
Total Income	\$53,457.37	\$33.00	\$1,404.42	\$1,400.71	\$42,241.90	\$62,693.85	\$161,231.25
Less Cost of Sales							
Canteen - Online direct fees	\$1,133.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,133.41
Canteen Food and Bev	\$30,525.73	\$0.00	\$0.00	\$0.00	\$125.70	\$0.00	\$30,651.43
Uniform - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$4,280.78	\$0.00	\$4,280.78
Uniform - Stock Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$17,021.55	\$0.00	\$17,021.55
Total Cost of Sales	\$31,659.14	\$0.00	\$0.00	\$0.00	\$21,428.03	\$0.00	\$53,087.17
Gross Profit	\$21,798.23	\$33.00	\$1,404.42	\$1,400.71	\$20,813.87	\$62,693.85	\$108,144.08
Less Operating Expenses							
Canteen - Donation to the P&C	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00
Consulting & Accounting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,200.00	\$2,200.00
Dad & kids Camp expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,238.00	\$2,238.00
Donation-Band	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,650.00	\$1,650.00
Election Day Stall exp	\$0.00	\$0.00	\$819.60	\$0.00	\$0.00	\$1,062.75	\$1,882.35
Family Fun Day Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$341.67	\$341.67
Fundraising - Donations to P&	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
General Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$53.60	\$53.60
Grandparents Day Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,803.26	\$2,803.26
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,885.80	\$4,885.80
IT Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,002.77	\$21,002.77
Kindy Inflatable World	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$750.00
Kindy LABS Day	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$79.95	\$79.95
LOTE - expenses	\$0.00	\$0.00	\$0.00	\$1,442.17	\$0.00	\$0.00	\$1,442.17
Mothers Day Stall	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,326.25	\$1,326.25
Office Expenses	\$616.14	\$0.00	\$0.00	\$0.00	\$0.00	\$101.25	\$717.39
Repairs and Maintenance	\$158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158.00
Subscriptions	\$109.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129.00	\$238.00
Superannuation	\$1,659.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,659.66
Uniform - Consignments	\$0.00	\$0.00	\$0.00	\$0.00	\$571.80	\$0.00	\$571.80
Uniform - Donations to P&C	\$0.00	\$0.00	\$0.00	\$0.00	\$7,114.60	\$0.00	\$7,114.60
Uniform - Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$24.10	\$0.00	\$24.10
Uniform - Office supplies & pri	\$0.00	\$0.00	\$0.00	\$0.00	\$373.49	\$0.00	\$373.49
Uniform - Service Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$758.04	\$0.00	\$758.04
Uniform - Telecommunication:	\$0.00	\$0.00	\$0.00	\$0.00	\$245.00	\$0.00	\$245.00
Wages and Salaries	\$11,950.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,950.14
Total Operating Expenses	\$27,492.94	\$0.00	\$819.60	\$1,442.17	\$9,087.03	\$43,624.30	\$82,466.04
Net Profit	-\$5,694.71	\$33.00	\$584.82	-\$41.46	\$11,726.84	\$19,069.55	\$25,678.04

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

Balance Sheet

No	BSB	Account	Bank Statement	Xero Balance	Variance	Unreconciled	Commentary
			as per Xero	Aug-19	Aug-19		
4	032-087	245321 Canteen	39,334	34,715		4,619.45	Timing
6	032-285	540073 Working Account	1,201.55	1,201.55		-	
7	032-285	540081 Fundraising	4,760.02	4,760.02		-	
8	032-285	540110 French Account	1,945.19	1,011.04		934.15	Timing
9	032-285	540129 Uniform	17,967.65	17,967.65		-	
3	032-285	540137 Bonus Cash Reserve	94,480.46	94,275.16		205.30	\$20k in Bonus Cash Reserve belongs to Band
1	032-285	540145 Cash Reserve	0.54	0.54		-	
10	032-285	550773 Building Funds	140,687.50	140,687.50		-	Building fund has special requirements of spending
		Term Deposit	260,242.00	260,242.00		-	\$240k term deposit earmarked for OOSH. Renewed for 6 months
			560,619.32	554,860.42		5,758.90	
2	032-285	540153 Cash Reserve (LSL)	3.13				LSL Not in Xero
5	032-189	264849 BAND	4,326.06				Not in Xero

Funding Tracker

Funding Item	Funding Cost		Reimbursement Tracker	
	(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	19,286	1,714
School App - approx	1,000	47,000	816	184
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
Sports equipment	2,000	65,000		2,000
\$100 per class stickers	2,300	67,300		2,300
	67,300		20,103	47,197

P&C Volunteer 2019 Nomination 100

To be paid:

Cola & Hall PA & Aircon Clean 20,323

4. SUB-COMMITTEE REPORTS

4.1. Canteen

Treasurer's Report for July 2019

As of the 31st July 2019 the canteen bank balance sits at \$36,329, with a loss of \$1955.54 for the month of July.

The loss seen in the month of July is due to a range of factors including the school holiday period with its associate dip in revenue, increase in wages covering roster holes and some recent purchases of kitchen utensils.

Despite 2 months of loss the canteen continues to sit in a health financial position currently and would be happy to donate a further \$5000 to the P&C at this point.

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

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We are still working with the auditors to resolve the long service leave issue. Also we have outgoings in relation to canteen works to integrate the space better for joint use by canteen and OOSH which also includes the purchase of a new refrigerator, now approximately \$2000.

Westpac Cheque Account as at 31/7/19- \$36, 329

Westpac Long Service Leave as at 31/7/19- **\$3.13**

Attached- Profit and Loss Report Ending 31st July 2019

4.2. Band and String

Not much to report, it's business as usual in the band & strings program. All bands & ensembles are rehearsing well and progressing well.

The strings ensembles had a casual performance recently at the Normanhurst West Community Preschool that went very well.

The Jazz Ensemble & ICB performed last Tuesday at the Ryde Eisteddfod with the ICB receiving some very constructive feedback & the Jazz Ensemble receiving a second-place award.

On Sunday the ICB & SCB performed at the ASBOF in Chatswood, with the ICB receiving a bronze award for their section and the SCB receiving a gold award for theirs.

I wanted to say thank you to Sharon Aliaga, our event co-ordinator for this year. She's making sure the band co-ordinators know what's going on.

We're looking to book in next year's camp & strings camp in the next month. We're hoping to secure a date at Bayden Powell Scout Centre again due to the easy location.

Our term 3 invoices went out the weekend before last.

Cash in bank as of 19/08/19 is \$7357

Thank you.

4.3. OOSH

At the recent OOSH meeting, the committee discussed the timing of the enrolment for 2020 it was decided that enrolment will be open to everybody at the same time. OOSH is putting out a communication to go out via OOSH newsletter, P&C newsletter, School newsletter and preschool.

Dane, the auditor and OOSH committee had a discussion last week on the potential of separating OOSH as a separate entity. The committee is considering next step in consultation with Dane and Claire.

4.4. Uniform Pool

As discussed at the last P&C meeting, the prices across the entire uniform range need reviewing as they have not been updated for a few years.

The immediate price changes agreed at June's meeting were implemented on the 1st July. These are detailed below:

Price Increases Implemented 1st July 2019		
Item	Previous Price \$	New Price \$
Tracksuit Pants	28.00	31.00
Boys Winter Trousers	28.00	30.00

The uniform pool sub-committee met recently to review all prices. Our proposed price increases are detailed in the attached table.

The main points we considered when reviewing the prices were:

- To provide value for money to the school community by ensuring prices are set to cover costs and not to make large profits.
- The mark-up should be approximately 10-15% as per the guidance given at June's P&C meeting.
- There should not be a huge disparity between the cost of the boys' uniform and the girls' uniform, where possible.
- Alternatives to some items can be purchased cheaper elsewhere and thus we try to remain competitive where possible.
- Building in enough buffer for supplier price increases over the next 12-18 months so we do not need to revise prices again within that time frame, unless absolutely necessary.

Our suggestion would be that the new pricing structure would apply from the first day of Term 4. We will advertise the forthcoming changes as soon as they are approved, given parents ample opportunity to purchase items at the current prices. We therefore ask that the price review be finalised by the end of Week 7 to provide plenty of time for this and for new price-lists to be produced for inclusion in the Kindergarten Orientation Days information bags.

Shop Clean-up

Last week a small team of volunteers spent a few hours cleaning the uniform shop and clearing out the store-room. The next step is to purchase the additional shelving and curtain for the change-room area.

4.5. Languages

P&C LOTE Report Tuesday, 20th August, 2019

The class is currently learning about the weather and sentence starters such as je peux..., je voudrais..., ou est...

Since the last meeting on 18th June, 2019

Opening \$ 1268.92

Income \$ 739.27

Expenditure \$ 792

Closing \$ 1216.19

4.6. Family Fun Day

Trash & Treasure

We are pleased to welcome Emma Gibson, organiser of the Normo Thrift Shop (formerly Trash & Treasure) to the FFD Committee. Emma has been involved with FFD for many years and was responsible for setting our Plaster Art Stall record last year!

We are also excited to welcome Jaynie Halliburton to the team as Plant Stall Co-ordinator. Jaynie has worked with Jeanette on the Plant Stall in the past and we thank her for her support in organising our popular Plant Stall this year.

Raffle Tickets

Digital Rush at Hornsby have kindly agreed to donate the cost of printing our raffle tickets. We hope they will be printed next week so we can launch Raffle Tickets in Week 6. This year's prizes are fabulous, the best ever!

5c Challenge

The 5c Challenge Step by Step Procedures Guideline has been developed and distributed to Chris who has kindly agreed to co-ordinate the 5c Challenge this year. We aim to commence at the same time as Raffle Tickets, Week 6.

Social Media Campaign

Kristina and Nicki have been working on developing our social media campaign and updates for FFD on the P&C website. Our media release has been prepared and ready for distribution.

Thank you to Kristina who has created a FFD email for P&C which will be routinely monitored.

ffd.nwps@gmail.com

This is the email for public distributions that will be advertised on our promotional material. Please continue to use my personal email address to contact me, thank you. 2

FFD 2019 Commercial

A huge thank you to Scott Gorman who has professionally produced a TV commercial for FFD 2019 complete with overhead drone footage and a fantastic voice over by Amelie in Year 6! We will use this for promotion on our P&C Facebook and Websites.

Art Show Exhibitions – Class Artworks

Angela has unfortunately had to withdraw her commitment to the Art Show Exhibition which is totally understandable as she undertakes many active roles at NWPS, thank you. We have decided not to go ahead with the class artworks this year. It was a new addition this year and unfortunately with our limited time frame would be better postponed until next year.

The Art Show Exhibition will continue as usual. Thank you to Terri for again co-ordinating the Art Show Exhibition which includes the Colouring In Competition and Lego Exhibition.

Administration

We are on target to complete and process the many administration tasks required for FFD including:

- Overview of duties to provide volunteers
- Waste Management Plan
- Monitoring and Cleaning of Facilities
- Safe Food Handling Practices
- First Aid Requirements

5. Business Arising

5.1. OSHC CCTV

Lisa

Lisa would like to know the operation of the CCTV due to children privacy policy. The CCTV is installed as a deterrent to prevent vandalism to school garden and equipment. It is complied with OSHC policy on operating hours.

5.2. Using building fund to build awning for bus shelter

Christelle H

Christelle met with Paul and Evan and agreed to get awning for bus shelter installed. Currently getting quotes and notify AMU accordingly.

5.3. Library transformation timing and communication

Christelle H

The Library transformation has begun with the delivery of shelving and furniture expected to be received and installed over the coming month. On Thursday, 22nd Aug, the bookshelves will be up.

5.4. Approval for Uniform price increases and other items

Kate W

Motion put forward by Uniform committee, seconded by Winy. All in favour. Motion carried.

5.5. Colour Run Update

Kelly T

Locked in for Fri, 27th Sep and this year will include some obstacles course.

Meeting closed **8:50 pm**.

Next general meeting 17th Sep 2019 at 7:45 pm.

	Topic	Current Responsible Person	Update	Status
	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. The hosting will be migrated to Pacific Digital. Domain extended to 2 years with Pacific Digital. Website will be migrated post FFD.	CLOSED
	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