



Parents & Citizens
Association

ATTENDANCE

Winy Souw, Christelle Hechter, Lisa Richardson, Michael Gunter, Bee Gin Sim, Kelli Thwaites, Kelly Norris, Stuart Goddard, Chris Jones, Ian Shinfield, Alex Bacchin, Rebecca Cotton, Fiona Goodman, Nicholas Guest, Lara Hibbard, Tahereh Oskooi, Chew Tali, Dane Tierney, Julie Tierney, Kristy Turner, Kate Ward, Michael Tsai, AJ Shantiratnam, Rowena Bennett, Susy Selvarajan, Jenny Shi.

SCHOOL STAFF

Paul McSweeney, Evan Gibbons.

APOLOGIES

Hamish Baxter, Kelly Norris, Linden Browne and Angela Yee.

PREVIOUS MINUTES

Moved by Lisa seconded by Bec that the minutes of the 19th Nov 2019 be accepted. *Passed unanimously.*

REPORTS

1. PRINCIPAL'S REPORT

School Staffing 2020

We have 21 classes for 2020 as well as our Early Intervention Class. Numbers have worked very well this year, just, in that we have no composite classes and 3 classes for each grade. We welcome two new teachers. Miss Chrissie Cassimaty will be the Relieving Assistant Principal for Stage 3 and is teaching a Year 6 class. Ms Lee-Anne Garcia is teaching a Year 3 class. Mrs Saliba and Mrs Johnson are returning after a year on maternity leave and will each be working two days per week. Mr Ireland is working this year on a Year 6 class for three days per week. Miss Daaboul is teaching a Year 3 class on Fridays.

It has been a smooth start to the year for all of the students and staff. Classes were formed on the student's second day. 49 Kindergarten students started on the 4th February in 3 classes and all have settled very well into school life.

School Maintenance

Over the holidays A Block was completely repainted and new windows installed. Final touches still need to be completed. New roofing for A and D Blocks is definitely happening with a start date anytime towards the end of Term 1. We have asked if A Block could be done during the April holidays and am awaiting response. The two awnings were not completed over the most recent

holidays as there was a hold up with the tender process which has now been completed. Also expecting this work to be completed over the next couple of months.

Welcome BBQ

There was an excellent turnout of Kindy parents and new parents of the school last Friday morning for the Welcome BBQ put on by the staff. Everyone was very pleased with how their children had started here and how the community had made them feel welcome.

PSSA Sport

Starting this Friday, Normanhurst West will again be participating in Summer PSSA sport. In Years 3 and 4, the teams are Boys and Girls League Tag and Boys and Girls Auskick (AFL). In Years 5 and 6 the teams are Boys and Girls League Tag and Boys and Girls Softball. This competition will continue for the rest of Term 1 and then begin again late in Term 3.

Paul McSweeney
Principal

2. PRESIDENTS REPORT

Good evening everyone

Welcome to the very first P&C meeting for 2020. Though the Christmas holidays and new year truly are now in the past, I hope you all had a great break, that you were able to recharge batteries and that you are ready to grab 2020 by the horns. I myself are very excited for this new year and can't wait to see what she has in store for us.

Over the past few months you would've heard or read that we are calling for volunteers. Thank you to each one who have put their hand up to help, however not all vacant positions have been filled and will be addressed a bit later in the meeting. For every position we do not fill with volunteers, as a community we have to realise it will have knock on effect on our school community and how we, the P&C can go forward to provide a service.

As we are in the start of the year, it is a great time to put our heads together and look at fundraising activities and community activities. We gladly invite all ideas to be discussed with the executive team.

I wish all of you a great first term and look forward to seeing you in our meetings, events and on a school ground.

Warm Regards

Christelle

3. TREASURERS REPORT

P&L

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

Band	Canteen	FFD	Fundraising	LOTE	Uniform	Unassigned	Total
Income							
Band fee	\$6,978.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,978.00
Band Income Instrument Hire	\$2,720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,720.00
Band Sibling Discounts	-\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$400.00
Canteen - over the counter	\$0.00	\$33,108.10	\$0.00	\$0.00	\$0.00	\$0.00	\$33,108.10
Canteen On line sales	\$0.00	\$74,985.40	\$0.00	\$0.00	\$0.00	\$0.00	\$74,985.40
Dad & kids Camp Revenue	\$0.00	\$0.00	\$0.00	\$6,825.00	\$0.00	\$0.00	\$6,825.00
Donation-Ambulance Levy	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,628.04	\$1,628.04
Donations - Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,975.99	\$24,975.99
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	\$107.00	\$7,108.80	\$7,215.80
Entertainment Book	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$252.00	\$252.00
Family Fun Day Revenue	\$0.00	\$0.00	\$59,202.10	\$0.00	\$0.00	\$0.00	\$59,202.10
Fundraising - Colour Run	\$0.00	\$0.00	\$0.00	\$24,717.88	\$0.00	\$0.00	\$24,717.88
Fundraising - Interest Income	\$0.00	\$0.00	\$0.00	\$2.11	\$0.00	\$0.00	\$2.11
Fundraising - Photo	\$0.00	\$0.00	\$0.00	\$1,342.31	\$0.00	\$0.00	\$1,342.31
Fundraising Event - Sponsors	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Fundraising Event - Calendar	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00
Grants Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$25,000.00
Interest Income	\$0.00	\$38.20	\$0.00	\$0.00	\$0.71	\$0.00	\$38.91
Jazz band income	\$1,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00	\$1,490.00
Membership Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22.00	\$22.00
Other Revenue	\$0.00	\$168.00	\$33.00	\$0.00	\$0.00	\$668.82	\$7,013.42
Quiz Night	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,511.12	\$2,511.12
Revenue - 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	\$0.00	\$3,197.00	\$0.00	\$3,197.00
School Banking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00	\$525.00
Strings Adv-Income	\$52.00	\$0.00	\$0.00	\$0.00	\$0.00	\$104.00	\$156.00
Strings Income	\$87.00	\$0.00	\$0.00	\$0.00	\$0.00	\$435.00	\$522.00
Uniform - Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.89	\$14.89
Uniform - Sales of Uniforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,311.58	\$61,311.58
Total Income	\$10,737.00	\$108,797.70	\$59,235.10	\$32,947.28	\$3,197.71	\$61,590.27	\$371,386.20
Less Cost of Sales							
Canteen - Online direct fees	\$0.00	\$2,302.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,302.38
Canteen Food and Bev	\$0.00	\$57,735.41	\$0.00	\$0.00	\$0.00	\$0.00	\$57,735.41
Uniform - Cost of Goods Sold	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,965.37	\$4,965.37
Uniform - Stock Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,537.08	\$34,537.08
Total Cost of Sales	\$0.00	\$60,037.79	\$0.00	\$0.00	\$0.00	\$39,502.45	\$99,540.24
Gross Profit	\$10,737.00	\$48,759.91	\$59,235.10	\$32,947.28	\$3,197.71	\$22,087.82	\$271,845.96
Less Operating Expenses							
Band - Misc/Admin	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00
Band Awards	\$188.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$188.10
Band Books/Scores	\$107.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$107.65
Band Conductor External	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Band Conductor Standard	\$1,890.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,890.00
Band Event transport	\$1,293.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,293.00
Band Instrument Service	\$2,156.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,156.00
Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-0.15	\$-0.15
Canteen - Donation to the P&C	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,000.00
Colour Run Expenses	\$0.00	\$0.00	\$0.00	\$230.80	\$0.00	\$0.00	\$12,378.31
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	\$897.31	\$0.00	\$0.00	\$4,894.85
Donation - Air Con Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
Donation - Library Transforms	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,126.00	\$17,126.00
Donation - PA System	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00
Donation - Sporting Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,090.45	\$1,090.45
Donation-Band	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,650.00	\$1,650.00
Donation-Colour Run Earning	\$0.00	\$0.00	\$0.00	\$12,520.00	\$0.00	\$0.00	\$12,520.00
Election Day Stall exp	\$0.00	\$0.00	\$0.00	\$819.60	\$0.00	\$1,062.75	\$1,882.35
Family Fun Day Expenses	\$0.00	\$0.00	\$17,557.35	\$221.28	\$0.00	\$5,246.78	\$23,025.41
Fathers Day Stall	\$0.00	\$0.00	\$0.00	\$48.00	\$0.00	\$1,486.50	\$1,534.50
Fundraising - Donations to P&C	\$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	\$376.84	\$376.84
Gifts	\$0.00	\$62.50	\$0.00	\$0.00	\$0.00	\$0.00	\$62.50
Grandparents Day Exp	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,224.67	\$4,224.67
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,885.80	\$4,885.80
Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-0.04	\$-0.04
IT Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,262.77	\$21,262.77
Kindy/Infatable 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	\$0.00	\$3,201.77	\$0.00	\$3,201.77
Mothers Day Stall	\$0.00	\$0.00	\$0.00	-\$2,475.00	\$0.00	\$1,326.25	-\$1,148.75
Non Strings conductor events	\$4,372.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,372.50
Office Expenses	\$0.00	\$961.29	\$0.00	\$0.00	\$0.00	\$0.00	\$1,062.54
Repairs and Maintenance	\$0.00	\$438.32	\$0.00	\$0.00	\$0.00	\$0.00	\$438.32
String Conductor events	\$907.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$907.83
Strings Conductor	\$1,485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,485.00
Subscriptions	\$0.00	\$109.00	\$0.00	\$0.00	\$0.00	\$129.00	\$238.00
Superannuation	\$0.00	\$2,698.18	\$0.00	\$0.00	\$0.00	\$0.00	\$2,698.18
Tutor - Normal Band	\$4,751.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,751.00
Uniform - Consignments	\$0.00	\$0.00	\$0.00	\$0.00	\$1,261.20	\$0.00	\$1,261.20
Uniform - Donations to P&C	\$0.00	\$0.00	\$0.00	\$0.00	\$7,114.80	\$0.00	\$7,114.80
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	\$584.80	\$0.00	\$584.80
Uniform - Service Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$1,209.35	\$4.98	\$1,214.33
Uniform - Telecommunication	\$0.00	\$0.00	\$0.00	\$0.00	\$385.00	\$0.00	\$385.00
Wages and Salaries	\$0.00	\$24,313.12	\$0.00	\$0.00	\$0.00	\$0.00	\$24,313.12
Work Teachers Day & kindy o	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$483.08	\$483.08
Total Operating Expenses	\$18,161.08	\$41,582.41	\$17,557.35	\$12,261.99	\$3,201.77	\$10,579.05	\$195,975.58
Net Profit	-\$7,424.08	\$7,177.50	\$41,677.75	\$20,685.29	-\$4.06	\$11,508.77	\$75,870.38

Balance Sheet

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

No	BSB	Account	Bank Statement	Bank Statement	comments
			in Westpac	as per Xero	
			Feb-20	Feb-20	
4	032-087	245321 Canteen	28,270	28,104	
6	032-285	540073 Working Account	32,490.42	32,490.42	
7	032-285	540081 Fundraising	9,926.06	9,926.06	
8	032-285	540110 French Account	367.93	367.93	
9	032-285	540129 Uniform	23,693.25	23,693.25	
3	032-285	540137 Bonus Cash Reserve	108,623.41	108,623.41	\$15k in Bonus Cash Reserve belongs to Band
1	032-285	540145 Cash Reserve	2,003.50	2,134.29	Utilised - Band Equip (2019) Band Needed Funds
10	032-285	550773 Building Funds	157,277.17	148,450.15	Building fund has special requirements of spending
		Term Deposit	261,521.11	261,521.11	\$240k term deposit earmarked for OOSH. Renewed for 6 months
				615,310.89	
2	032-285	540153 Cash Reserve (LSL)	3.13		LSL Not in Xero
5	032-189	264849 BAND	2,839.41	5,073.89	2,234.48 Variance OK

Funding Tracker

Funding Item	Funding Cost		Reimbursement Tracker	
	(nominated \$)	(Cumulative)	Reimbursed	Residual
Library Transformation	18,000	18,000	17,126	874
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	1,090	910
\$100 per class stickers	2,300	67,300		2,300
	67,300		54,319	12,981

P&C Volunteer 2019 Nomination 100

Spoken to Sue: \$25k grant has been submitted will get this month. Will prepare library smart board and \$100 per class. Still pending on the rest

2019			
Fundraising Events		Profit from Event	Note:
Mothers Day	2,475	1,326	1,149
Colour Run	24,718	12,378	12,340 Reimbursed to school already in 2019
Dad and Kids Camp	6,825	4,895	1,930
Fathers Day	2,133	1,535	599
Election Day	6,686	1,882	4,804
Quiz Night	2,511		2,511
Grandparents Day	4,518	4,225	293
Family Fun Day	59,375	20,341	39,034
Total			62,658.45

Budget 2020

NWPS P&C 2020 Budget														
Revenue	Term 1		Term 2				Term 3		Term 4			Total		
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20		Dec-20	
1015 Canteen donations		0	4,000	0	0	0	0	0	0	0	0	0	4,000	
1020 Uniform Pool donations	0	0	0	0	0	0	0	3,000	0	0			3,000	
1025 Fundraising donations	0	0	0	0	2,500	0	0	0	2,500	4,500	0	0	9,500	
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	
1060 Building Fund Donations				6,250		6,250			6,250			6,250	25,000	
OOSH to repay WC approx			2,278								4,200		6,478	
Camp								6,720					6,720	
Trivia Night				4,500		0							4,500	
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	6,388	13,250	2,600	6,350	1,300	9,820	8,850	5,800	4,300	6,350	66,058	
Expenses														
2000 Bank fees, Merchant Fees	11	11	11	11	11	11	11	11	11	11	11	11	132	
Audit Fees			2,200										0	
2005 Donations to NWPS	0											0	0	
Domain Name														
Registration/website costs,														
Xero \$65/month	65	65	65	65	65	65	65	65	65	65	65	65	780	
Fundraising													0	
2040 Insurance	0	0	0	0	0	0	8,400	5,000	0	0	0	0	13,400	
2045 Miscellaneous expense/ Finar	0		100	600	0	600			600	0	0	0	1,900	
2060 Building Fund expense													0	
Trivia night expenses				500									500	
Fundraising Events Expense					1,300				1,300	500			4,500	
Camp	0	0	0	0	0	0	0	4,500					0	
Expense total	76	76	2,376	1,176	1,376	676	8,476	9,576	1,976	576	76	76	21,212	
Starting balance	Total	924	(26)	4,012	12,074	1,224	5,674	(7,176)	244	6,874	5,224	4,224	6,274	44,846
\$42,416.48	Cashflow projection	43,340	43,314	47,327	59,401	60,625	66,299	59,123	59,367	66,241	71,465	75,689	81,963	87,263

Fed insurance 5,000
Workers Com 8,400

subsidies by OOSH

OOSH budget will deliver ~\$20k surplus which includes price increase for afternoon class and vacation care. Budget will need to be accepted at the March AGM.

4. SUB-COMMITTEE REPORTS

4.1. Canteen

The canteen is gearing up for another fun year and reopened last week to support parents, raise money and of course provide for the kids. We finished off 2019 with a complete clean and a committee brunch to appreciate the contribution of members and Jenny.

We are currently actively looking to replace our convener as I must step down. I will remain on the committee and am able to work with the new convener. Catherine Riley has offered to take the secretary position at the AGM planned for mid March. Edwina will continue as treasurer for now, however mid year we will recruit someone to train up in the role with a plan to takeover as treasurer in 2021. Karina will continue as the roster coordinator and has put together the roster for 2020. Canteen is, as always, looking for volunteers to staff the canteen and we are encouraging grandparents and other significant adults to take this opportunity to see the kids at school and assist in the canteen.

Karen Jessop

4.2. Band and String

Band Conductor Meeting 6/02/2020

Present: Linden Browne, Dave Odams, Alex Silver

Ryde Eisteddford – not enter into ICB this year as Alex feels its not a great judge of where the band is at when the competition is based on the ensemble size rather than their level. Still enter Jazz Ensemble as it's one competition that they can play in due to the make up of instruments in the band.

North Shore Band Festival – both Dave & Alex agreed this would be a good event to try for TB, ICB & SCB in 2020. This event gives bands a short workshop with composers & our students might get a bit more out of it than ASBOF. It was decided to enter this event as it's approx. \$100 per band, held around a similar time to ASBOF which is around \$400 per band. Depending on band events budget some bands may still be able to enter ASBOF, to be decided later in the year. Linden to email Jacqui Baxter (2020 Events Co-ordinator) and Sharon Aliaga to ask Sharon to hand over to Jacqui & help her to enter North Shore Band Festival (done 6/02/2020)

Music by Moonlight – proposed date of Sat 19th Sept (to be confirmed with the school – Linden)

Band Gala night – proposed date of 26th Nov with a back-up date of 3rd Dec (to be confirmed with the school – Linden)

Senior Concert Band Tour – needs to be held on a Wednesday (date to be decided in conjunction with the school – Linden to follow up)

Grandparents Day – normally held the Tuesday after the June long weekend, 9th June (to be confirmed with the school – Linden)

LABs Day – Linden to request date from school

NWCPS performance – Linden to email preschool to seek their interest & follow up with the school as to possible appropriate dates (done 7/02/2020)

Nursing Home performance – the possibility of finding a nursing home to travel to & perform at was spoken about. It's not included in current budget & we would need to hire a truck to transport larger items (stands & percussion), possibly a bus to transport students if held on a school day. Decided to look at this later in the year if an additional performance is needed & if the budget allows.

Band Mentors – Dave will manage band mentors.

The last few weeks of rehearsals after Presentation Night performance can feel a bit pointless for students. There was a suggestion that the last rehearsal of the year could be made up of playing a few tunes & then having a bit of a celebration (breakfast type foods brought to rehearsal by students, fruits, croissants, pancakes etc) with some silly/funny awards presented by conductors & parent co-ordinators.

Busking at Hornsby – Last year Jazz Ensemble busking event was very successful. Recommended to look at booking a session again at the end of this year. Perhaps fundraising for something specific (a sign indicating what the money raised is going towards might

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

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increase donations). Conductors/Parent Co-ordinators could also seek interest from other bands & make up a smaller ensemble if interest is there.

In School performances – Linden to let school know that it would we are happy to organise a band/s to perform at any in school events (assemblies etc) through the year. (done 9/02/2020)

4.3. OOSH

Account Balances :

Transaction A/c = \$2,404.21

Cheque A/C = \$50,595.72

It's been a great start to the year for OOSH. Bookings have settled and we do not currently have any waiting lists for any sessions (although we are a capacity for a number of afternoon sessions).

After no fee increases over the past 4 years, we implemented fee increases for 2020 for afternoon sessions (to \$22.50) and a \$5 increase on the base cost of vacation care. We still remain extremely competitive with other local services.

We are still looking to hire a cook for the service and have re-advertised this position.

New fridges are still required in the canteen – builders have been to look at the space and some redesign of movable furniture is required to accommodate (due to a large concrete slab under one of the cupboards to be demolished). We continue to liase with the Canteen team. There was also some question around power requirements – Roz to follow up with Evan.

4.4. Uniform Pool

Uniform team arranged for thank you morning tea for volunteers.

Someone has step in to do the second-hand uniform convenor.

Uniform co-convenor role is still vacant and will need to be voted as paid role.

Current co-convenor, Jenny can only do every Wednesday for store opening and can open the shop every second Wednesday.

4.5. Languages

Finances as of 16th February, 2020

With last year's teacher due to have a baby next month, we are glad welcome back Isabelle Pellet. She taught the LOTE classes for about 3 years. Isabelle is Parisian, so we are fortunate to have another native speaker, and she works in high schools teaching French. The lesson price is to be raised to \$9 per lesson but the resources fee will remain the same. Parents should be able to use the creative kids' voucher towards the lessons. Since the last meeting on 20th August, 2019

Opening \$ 750.75

Income \$ 1635.18

Expenditure \$ 1734

Closing \$ 651.93

5. Business Arising

5.1 Uniform Pool Paid Role

Bec

Motion seek a uniform pool convenor role to be a paid role. Min of 3 hours on casual award with approx. 6-10 hours a week on average.

Motion proposed by Kate Ward to employ a Uniform Pool Manager role on a casual basis, seconded by Lisa. All in favour. Motion Passed.

5.2 By Law changes

Lisa

Lisa table the changes proposed in By Law to change the frequency of P&C meeting from every third Tue each month during the term to week 3 and week 8 of the term.

5.3 Capital Project Update

Paul/Evan

Awning project was delayed from having it done during the Christmas break due to the contractor lost the tender paper and now will need to completed in the next school holiday. Style Master, the supplier is trying to charge \$20k more as the previous quote has expired however Paul has knocked it back. The negotiation process is still on-going with AMU offering help to get the supplier 'Style Master' to honour the price as well.

Weatherproofing COLA quote is still outstanding. We need the get the quote in order to get Matt Kean to support getting grant. Evan said need to wait until the awning issue is resolved before we get another quote from StyleMaster.

5.4 Social Calendar

Stu

FFD and convenors roles will be put on facebook and school newsletter. If we can't fill the roles, we will not run FFD in 2020.

5.5 Website and IT general

Alex

Alex has agreed to help looking after P&C website and IT general.

5.6 Roles vacancies for 2020

Christelle

OOSH Treasurer
Canteen convenor
Exec Committee role

5.7 Sport Shirt

Paul

Result of sport shirt is passed and will be communicated to parents in the next school newsletter.

Meeting closed 09:50 pm.

Next Annual General Meeting Mar,17th at 7:45 pm.

	Topic	Current Responsible Person	Update	Status
	P&C website and Hosting	Hamish -hand over to Alex	P&C website and hosting need to be revamped as current host (Guinea Digital) will not support going forward. Not urgent currently. We can move the host to Pacific Digital who will still able to support WordPress and can offer better layout and functionality. This will be done post FFD.	OPEN
	Awning Grant	Paul and Carolyn	AMU has approved and work to commence shortly.	CLOSED
	Bus Shelter	Christelle	P&C Executive has approved the use of building fund to build awnings for bus shelter. It was agreed to get Style Master to quote for the awning	OPEN
	P&C by law	Lisa R	It was agreed at the last P&C Exec. meeting to amend P&C by law to reduce the number of general meeting to week 3 and 8 of the term instead of monthly, and one of the P&C Executive Member need to be the OOSH representative. It was also proposed to have one of VP role to oversee fundraising activities. The amended By Law is to be voted on in Feb with 7 days notice given to P&C members who have paid their P&C contribution.	OPEN