



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING AGENDA

Monday, 25 July 2016

Apologies: Nerissa Hardcastle

Attendees: Catherine Perez-Masill, Eva Stokes-Blake, Andrew Ridley, Bronwyn Wilson, Danielle Harris, Abby Denham McQuillan, Wendela Flokstra – Mester, Tim Simpson.

Agenda Items for 25 July 2016		Presenter
1	Welcome & Formal Opening	Abby
2	Minutes of Previous Meeting <ul style="list-style-type: none"> - Distributed and accepted 	Abby
3	Business arriving from previous meeting <ul style="list-style-type: none"> - Election Day BBQ and Cake Stall - Father's Day, more details to follow in item 8 - Comedy Night, more details to follow in item 8 - Recruiting for 2017 – P&C Executive team will all be stepping down, looking for new executive team 	Abby
	ACTION ITEMS / FURTHER DISCUSSION	Action taken by
	2017 P&C Executive team recruitment <ul style="list-style-type: none"> - Suggested newsletter communication to outline roles 	P&C Executive team
4	Correspondence	Held Over
4	Principal's report Spring Showcase <ul style="list-style-type: none"> - Information will be distributed in Week 4 of The Weekly - Focus this year will be on Science Tech Engineering Arts Maths (STEAM) School photos <ul style="list-style-type: none"> - this Thursday - Request neat tidy attire, ties for boys - Sports photos later date Opportunity Class (OC) placement test <ul style="list-style-type: none"> - this Wednesday for years 4 going into year 5 Selective high school testing <ul style="list-style-type: none"> - completed, 2 successful, 1 on waiting list - 6 students sat test Tech resources request – new whiteboards <ul style="list-style-type: none"> - whiteboards were initially installed in 2005 	Bronwyn

<ul style="list-style-type: none"> - request to focus technology funding on replacing with new whiteboards - initially 6 need immediate replacement - cost is \$3000 per board <p>New student orientation / New parent info evening</p> <ul style="list-style-type: none"> - Request P&C representation on the night - Request parent representation for a 'parent perspective' (recommend new Kinder parent) - Library bag used to be funded by DET & given to all incoming students, DET are no longer funding <ul style="list-style-type: none"> o Request for P&C to fund library bag, moving forward o Indicated P&C used to fund this expense <p>Game Zones (in Library) on Tuesdays</p> <ul style="list-style-type: none"> - Students will begin knitting poppies with Mrs Matkovich - donations from parents welcome - interested parents can participate / assist at lunchtime on Tuesdays or assist their children at home <p>Gifted and Talented forum – week 4 (GATE – gifted and talented extension group)</p> <ul style="list-style-type: none"> - begins with Stage 2 students - Student Organised Learning Environment (SOLE) - Run by Alyssa Wilcock, focussing on geography in line with the new curriculum <p>New finance system – LNBC</p> <ul style="list-style-type: none"> - 5 September roll out - Staff will be on 15 days training prior to roll out - Patience requested prior to roll out and during the transitional period <p>Playground Stage 1 update</p> <ul style="list-style-type: none"> - Approval has been granted - Currently sitting with procurement - Held over due to new finance system roll out and new leadership in Assets Management Group - Assets is aware that project must be completed by 31 March 2017 in order to meet terms and conditions of CBP Grant <p>Healthy food Canteen strategy</p> <ul style="list-style-type: none"> - online consultation, survey to be completed by Danielle - Bronwyn provided documentation to Danielle for review <p>Survey in next newsletter – Out of School Hours Care</p> <ul style="list-style-type: none"> - Focus on what people want, gain insight into parents thoughts on out of school hours care <ul style="list-style-type: none"> o Out of School Care service will go to tender o Confirmed no license extension beyond 28 January 2017 o OOSC provided with notification 	
ACTION ITEMS / FURTHER DISCUSSION	Action taken by
<p>Tech Resources</p> <ul style="list-style-type: none"> - Determine feasibility and priority in funding for 2016 year <p>New Parent Info Evening</p> <ul style="list-style-type: none"> - Allocate P&C representation - Allocate Kindy Parent to give talk on 'parent perspective' - Put communication out to parents asking if anyone has new library bags they can donate - Provide 50th Anniversary shopping bags as an interim for 2016 - P&C will gift remainder of the drink bottles and continue funding t-shirt - P&C to sell Cookbooks on the night to new parents - Look at feasibility in funding library bag in 2017 and onwards 	<ul style="list-style-type: none"> - P&C Executive team - Abby has volunteered - P&C Exec to source - Abby to ask Caron to put in newsletter - P&C can collate bags, bottles and any marketing collateral - Gladys to investigate costs and allocate in 2017 fin plan

	<p>Playground Stage 1</p> <ul style="list-style-type: none"> - Extension or amendment plan application will be sought closer to deadline date if there is a foreseeable delay from DET <p>Heathly Food Canteen Strategy</p> <ul style="list-style-type: none"> - Danielle to meet with Bronwyn to complete survey and discuss initiative 	<ul style="list-style-type: none"> - Gladys to work with Bronwyn - Danielle Harris
5	<p>Band Report</p> <p>On the 20th of June both Performance Band and Concert Band performed at the NSSWE (North Sydney Symphonic Wind Ensemble) Community Concerts at Forest High in Frenchs Forest. PB blew the audience away!</p> <p>Upcoming performances this term:</p> <ul style="list-style-type: none"> - PB is performing at the NSW School Band Festival at Monte Sant' Angelo Mercy College on Tuesday the 26th of July - Baby Proms on Tuesday the 23rd of August with visits to West Pymble KU and Gordon KU (PB only) - Spring Showcase on Thursday the 1st of September (TB, CB and PB) - NSSWE Spring Music Festival at the Concourse in Chatswood on Saturday the 10th of September (CB and PB) <p>ACTION ITEMS / FURTHER DISCUSSION</p> <p>Baby Proms</p> <ul style="list-style-type: none"> - Look at extending Baby Proms to Kindy Kids and Kendall Street Kindergarten <p>Christmas Spectacular</p> <ul style="list-style-type: none"> - Band to provide availability, confirm 6-7pm on the night 	Wendela
6	<p>Canteen Report</p> <p>Slow start to term</p> <p>Thursday sales are going really well</p> <p>Breakfast has positive feedback, kids are enjoying, income is positive</p> <p>Request for school's special event days e.g. multicultural day be allocated / booked on non-canteen days so it does not detract from canteen sales</p> <p>Bread is being eaten by birds as it's not covered effectively</p> <p>ACTION ITEMS / FURTHER DISCUSSION</p> <p>Special event days at school</p> <ul style="list-style-type: none"> - Bronwyn accepted feedback, noted down for future planning of events <p>Bread issue</p> <ul style="list-style-type: none"> - Purchase enclosed plastic containers to stop birds from eating bread 	<p>Danielle</p> <p>Action taken by</p> <p>Bronwyn / Admin office</p> <p>Wendela</p>
7	<p>Treasurer's Report</p> <p>Half yearly reporting completed, reporting from 1 January to 30 June 2016 was provided as follows:</p> <p><u>Current Bank Balances</u></p> <p><u>P&C Transaction Account – Profit and Loss</u></p> <p><u>Fundraising and Events – Profit and Loss</u></p> <p><u>Canteen Account – Profit and Loss</u></p> <p><u>Canteen Account – Multiperiod Profit and Loss (over 6 months)</u></p> <p>ACTION ITEMS / FURTHER DISCUSSION</p> <p>Provide numbers of families who have donated so far</p> <p>Report on tracking to meet financial obligations at year end</p>	Gladys

8	<p>Fundraising Sub committee Report</p> <p>Father's Day Breakfast & Spring Showcase – planning underway</p> <ul style="list-style-type: none"> - Tech tree, whiteboards - Father's Day gift drive through Identity Direct <ul style="list-style-type: none"> o Flyers to be distributed o Monetary commission calculated quarterly and transferred to P&C - Father's Day raffle <ul style="list-style-type: none"> o Raffle ticket books distributed to students to sell (1 book per student) <p>Comedy Night</p> <ul style="list-style-type: none"> - Price is \$35 per ticket - All inclusive, no further fundraising on the night <p>Christmas Spectacular</p> <ul style="list-style-type: none"> - Term 4 - Christmas tree lighting, band playing, colour run and possible movie night - Request for volunteers to be communicated closer to the date 	Eva
	<p>ACTION ITEMS / FURTHER DISCUSSION</p> <p>Identity Direct</p> <ul style="list-style-type: none"> - Flyers for New Parent Welcome Night requested - Further advertise on Facebook, newsletter and websites <p>Comedy Night</p> <ul style="list-style-type: none"> - Reinforce communication that no additional fundraising sought on the night <p>Further fundraising idea – post Trivia Night</p> <ul style="list-style-type: none"> - Catherine Perez-Mansill received enquiries requesting duplicating the artwork item for her class. She looked into it and found it was relatively cheap to duplicate (about \$85 onto canvas) <ul style="list-style-type: none"> o Suggest extending fundraising to include duplication of artwork or printing artwork onto postcards, posters etc. 	
9	<p>Special Agenda Items</p> <p>Thank you to Bronwyn for note of support</p> <p>Kylie Harris – runs drama, stalled, needs public liability insurance – Abby to follow-up</p>	All
10	<p>General Business</p> <p>Bendigo Bank Community Grants evening</p> <ul style="list-style-type: none"> - Grant application closes 3 August 2016 - Looking to submit grant request to make the chicken coup - Inclusion of community involvement will reflect well in application - Highlighted Men's Shed and Turrumurra Community Gardens involvement in completing project 	All
11	<p>Next Meeting Date and Close</p> <p>5 September 2016</p>	Abby

TREASURER'S REPORT
P&C PROFIT AND LOSS STATEMENT
 JANUARY 2016 TO JUNE 2016

Current Bank Balances

at 30 June 2016

P&C Transaction Account	\$ 23,783.62
P&C Investment Account	\$ 41,419.77
P&C Building Fund Account	\$ 58,623.15
Canteen Account	\$ 3,030.39
Band Transaction Account	\$ 12,761.37
Band Investment Account	\$ 37,392.23

Total Cash at Bank	\$ 177,010.53
---------------------------	----------------------

Profit & Loss [Cash]

January 2016 through June 2016

P&C Transaction Account

4-0000 Income

4-1000	Donations	
4-1010	Building Fund - deductible	\$3,610.00
4-1020	General - non deductible	\$2,464.60
4-1030	Grounds - non deductible	\$750.00
4-1040	Technology - non deductible	\$1,920.00

4-2000 Fundraising Income

4-2010	Events Income	\$8,260.00
4-2020	Ticket Sales	\$4,625.00
4-2040	Sale of Goods	\$5,320.00

4-3000 Operating Activites

4-3030	Sponsorship fees received	\$2,100.00
4-3060	Membership fees received	\$16.00

4-6000 Uniform Shop Sales

4-6010	Excel Uniforms Commission	\$1,579.10
4-6020	Second Hand Clothing Stall	\$1,152.59

4-7000 Other Income

4-7040	Other Income - Miscellaneous	\$208.52
--------	------------------------------	----------

Total Income	\$32,005.81
---------------------	--------------------

Gross Profit

\$32,005.81

6-0000 Expenses

6-1000	General & Administrative Exp	
6-1012	PayPal Fees - General	\$2.42

6-3000 Fundraising Expenses

6-3010	Cost of Prizes/Goods	\$454.05
6-3020	Cost of Incentive Prizes/Goods	\$3,889.56
6-3040	Printing costs	\$30.00
6-3120	TryBooking Fees and Charges	\$108.51

6-3130	PayPal Fees - Fundraisers	\$65.87
6-4000	Funding Commitments	
6-4010	School Pledges	\$20,679.77
	Total Expenses	\$25,230.18

Operating Profit	\$6,775.63
-------------------------	-------------------

8-0000	Other Income	
8-1000	Interest P&C Transaction 0695	\$3.75
	Total Other Income	\$3.75

Net Profit (Loss)	\$6,779.38
--------------------------	-------------------

Fundraising and Events - Profit & Loss

at 30 June 2016

1000.2014.1	West Pymble Home Cooked
<u>Income</u>	
Sale of Goods	\$1,655.00
Total Income	\$1,655.00
<u>Expense</u>	
Cost of Incentive Prizes/Goods	\$468.48
PayPal Fees - Fundraisers	\$17.42
Total Expense	\$485.90

Net Profit (Loss)	\$1,169.10
--------------------------	-------------------

1000.2016.0	2nd Hand Uniform Stall
<u>Income</u>	
Second Hand Clothing Stall	\$1,152.59
Total Income	\$1,152.59
<u>Expense</u>	
PayPal Fees - General	\$2.42
Total Expense	\$2.42

Net Profit (Loss)	\$1,150.17
--------------------------	-------------------

1000.2016.1	Welcome Night
<u>Income</u>	
Ticket Sales	\$655.00
Total Income	\$655.00
<u>Expense</u>	
Cost of Prizes/Goods	\$313.51
Cost of Incentive Prizes/Goods	\$79.38
Total Expense	\$392.89

Net Profit (Loss)	\$262.11
--------------------------	-----------------

1000.2016.2	Hot Cross Bun Drive
-------------	----------------------------

<u>Income</u>	
Sale of Goods	\$1,305.00
Total Income	\$1,305.00
<u>Expense</u>	
Cost of Incentive Prizes/Goods	\$804.00
PayPal Fees - Fundraisers	\$31.99
Total Expense	\$835.99
Net Profit (Loss)	\$469.01

1000.2016.3	Mother's Day Stall
<u>Income</u>	
Sale of Goods	\$3,325.00
Total Income	\$3,325.00
<u>Expense</u>	
Cost of Incentive Prizes/Goods	\$2,950.22
Total Expense	\$2,950.22
Net Profit (Loss)	\$374.78

1000.2016.4	Grandparents Day
<u>Income</u>	
General - non deductible	\$814.60
Events Income	\$50.00
Total Income	\$864.60
<u>Expense</u>	
Cost of Prizes/Goods	\$11.60
PayPal Fees - Fundraisers	\$0.59
Total Expense	\$12.19
Net Profit (Loss)	\$852.41

1000.2016.5	Trivia Night 2016
<u>Income</u>	
Ticket Sales	\$3,616.49
Sponsorship fees received	\$2,100.00
Cash sales on the night	\$895.00
Live Auction sales	\$6,510.00
Silent Auction sales	\$1,750.00
Total Income	\$14,871.49
<u>Expense</u>	
Cost of Prizes/Goods	\$184.90
Total Expense	\$184.90
Net Profit (Loss)	\$14,686.59

CANTEEN - Profit & Loss [Cash]**January 2016 to June 2016**

4-0000	Income	
4-4000	Canteen Sales	
4-4010	Counter Sales	\$ 11,730.35
4-4020	School24 Online Sales	\$ 22,100.00
4-4030	Catering Fees Received	\$ 1,101.00
	Total Income	\$ 34,931.35

5-0000	Cost of Sales - Canteen	
5-1000	Food Purchases	\$ 13,600.35
5-1100	Beverage Purchases	\$ 2,914.80
5-1200	Frozen Dessert Purchases	\$ 1,368.94
5-1300	Packaging Purchases	\$ 513.69
5-2000	Freight	\$ 20.90
	Total Cost of Sales - Canteen	\$ 18,418.68

Gross Profit	\$ 16,512.67
---------------------	---------------------

6-0000	Expenses	
6-2100	Canteen Operating Expenses	
6-2105	Kitchen Equipment / Tools	\$ 28.85
6-2110	Kitchen Supplies	\$ 26.87
6-2170	School24 Service Fees	\$ 984.00
6-2180	Credit Card Commission	\$ 1.73
6-2190	Canteen Communication Costs	\$ 52.00
6-2200	Misc Canteen Operating Expense	\$ 21.46
	Total Canteen Operating Expenses	\$ 1,114.91

6-2400	Employment Expenses	
6-2410	Staff Amenities	\$ 51.01
6-2420	Superannuation	\$ 890.14
6-2430	Wages & Salaries	\$ 10,708.61
6-2440	Workers' Compensation	\$ 440.93
6-2450	Staff Training & Development	\$ 280.00
	Total Employment Expenses	\$ 12,370.69

Total Expenses	\$ 13,485.60
-----------------------	---------------------

Operating Profit	\$ 3,027.07
-------------------------	--------------------

8-0000	Other Income	
8-3000	Interest Canteen Account 7965	\$ 0.92
	Total Other Income	\$ 0.92

9-0000	Other Expenses	
	Trade Creditors - Suspense	\$ 252.96
	Employee Reimbursements - Suspense	\$ 536.10
	Total Other Expenses	\$ 789.06

Net Profit (Loss)**\$ 2,238.93****Notes**

Average Daily Counter Sales	\$	171.88
Average Daily School24 Sales	\$	381.03
	\$	552.91
Avg cost to run Canteen per open day	-\$	246.11

CANTEEN - Multiperiod Profit & Loss [Cash]

	Feb-16	Mar-16	Apr-16	May-16	Jun-16
Income					
Canteen Sales					
Counter Sales	\$ 2,368.10	\$ 1,870.85	\$ 716.55	\$ 2,359.20	\$ 4,415.65
School24 Online Sales	\$ 1,760.00	\$ 6,240.00	\$ 5,500.00	\$ 2,510.00	\$ 6,090.00
Catering Fees Received		\$ 26.00	\$ 750.00		\$ 325.00
Total Income	\$ 4,128.10	\$ 8,136.85	\$ 6,966.55	\$ 4,869.20	\$ 10,830.65
Cost of Sales - Canteen					
Food Purchases	\$ 1,926.09	\$ 2,219.11	\$ 2,708.50	\$ 2,691.05	\$ 4,055.60
Beverage Purchases	\$ 174.31	\$ 746.67	\$ 462.63	\$ 867.85	\$ 663.34
Frozen Dessert Purchases	\$ 408.87	\$ 190.95	\$ 95.52	\$ 173.18	\$ 500.42
Packaging Purchases	\$ 17.52	\$ 192.12	\$ 100.73	\$ 118.59	\$ 84.73
Freight		\$ 9.90		\$ 11.00	
Total Cost of Sales - Canteen	\$ 2,526.79	\$ 3,358.75	\$ 3,367.38	\$ 3,861.67	\$ 5,304.09
Gross Profit	\$ 1,601.31	\$ 4,778.10	\$ 3,599.17	\$ 1,007.53	\$ 5,526.56
Expenses					
Canteen Operating Expenses					
Kitchen Equipment / Tools		\$ 3.70			\$ 25.15
Kitchen Supplies	\$ 0.99	\$ 17.38		\$ 5.57	\$ 2.93
School24 Service Fees	\$ 26.25	\$ 250.00	\$ 276.00	\$ 123.75	\$ 308.00
Credit Card Commission		\$ 0.68		\$ 0.82	\$ 0.23
Canteen Communication Costs	\$ 52.00				
Misc Canteen Operating Expense	\$ 13.98			\$ 3.48	\$ 4.00
Total Canteen Operating Expenses	\$ 93.22	\$ 271.76	\$ 276.00	\$ 133.62	\$ 340.31
Employment Expenses					
Staff Amenities	\$ 20.00				\$ 31.01
Superannuation	\$ 156.62	\$ 180.02	\$ 66.93	\$ 299.12	\$ 187.45
Wages & Salaries	\$ 1,992.81	\$ 2,121.42	\$ 1,036.84	\$ 3,433.48	\$ 2,124.06
Workers' Compensation	\$ 440.93				
Staff Training & Development			\$ 140.00	\$ 140.00	
Total Employment Expenses	\$ 2,610.36	\$ 2,301.44	\$ 1,243.77	\$ 3,872.60	\$ 2,342.52
Total Expenses	\$ 2,703.58	\$ 2,573.20	\$ 1,519.77	\$ 4,006.22	\$ 2,682.83
Operating Profit	-\$ 1,102.27	\$ 2,204.90	\$ 2,079.40	-\$ 2,998.69	\$ 2,843.73
Other Income					
Interest Canteen Account 7965		\$ 0.22			\$ 0.70
Total Other Income		\$ 0.22			\$ 0.70

Other Expenses

Trade Creditors - Suspense					\$	252.96
Employee Reimburse - Suspense					\$	536.10
Total Other Expenses					\$	789.06

Net Profit (Loss)	-\$ 1,102.27	\$ 2,205.12	\$ 2,079.40	-\$ 2,998.69	\$ 2,055.37
--------------------------	---------------------	--------------------	--------------------	---------------------	--------------------