



WEST PYMBLE PUBLIC SCHOOL

WEST PYMBLE P&C ASSOCIATION INCORPORATED

MEETING MINUTES

6 February 2017 @ 7.30

Apologies: Kathy Heath, Tim Heath, Paul Haynes, Bronwyn Wilson, Dominic Benedet

Attendees: Bob Keen, Leanne Bamford Barnes, Terri Farrugia, Ursula Pavlov, Abby Denham-McQuillian, Emma Smales, Eva Stokes-Blake, Alicia Rogers, Jacqui Clark, Danielle Harris, Sarah Dunlop, Katrina Crooks, Annabel Hunt, Gladys Wilkins, Nerissa Hardcastle, Kristen Smith, Jackie Foley, Kim Brown, Andrew Ridley, Wendela Flokstra-Mesker, Angela Dickens, Zuzana Durmanadova, Henrieta Jaglica

NEXT MEETING DATE: 13 March 2017 @ 7.30pm

1. Open & Formal Opening – Outgoing President Abby
Meeting Open at 7.30pm
2. Minutes of Last Meeting
Minutes approved by all.
3. Declaring of Outstanding P&C Positions Vacant
Election of Office Bearers President – Bob Keen Treasurer – Jackie Foley Fundraising Co-ordinator – Remain vacant and lead by Kirsten Smith and Nerissa Hardcastle Band Convenor – Annabel Hunt* Band Accounts Manager – Sarah Dunlop <i>*Since the meeting Annabel Hunt has stood down from the position of Band Convenor and the position is currently open with Paul Haynes still sitting in the role until the next General Meeting on 13th March 2017.</i>
4. Principal's Report – Presented by Emma Smales on behalf of Bronwyn Wilson
Principal's Report Mrs Wilson thanked the outgoing P&C Team for their support of the school and education at West Pymble Public School A re-cap was given of P&C donations given to the school over the past 12 months and what has been spent: <ul style="list-style-type: none">• Grounds Contribution - \$796.51 – Money raised from Parents who opted out of the School Working Bee's) put towards Chicken Coop<ul style="list-style-type: none">• Yet to be spent by the school• To be spent in 2017• Stage 3 originally designed Chicken Coop but when it went to the School Parent Architect there was insufficient detail• Will be used more in 2017 as a part of the environmental education program• Options of labour through Men's Shed• Amanda Scarli's husband may donate some of the material once design is finalised• Request that P&C look into additional grant from NAB•

- **Grandparents Day 2016 - \$852.41 – Money raised from wishing trees for each classroom**
 - Money has not been spent yet as Mrs Wilson was waiting for a class breakdown
 - Agreed now we are in a new year and students and classes have been changed – should be evenly split among the 15 classrooms
 - Used as Classroom resource money as determined by teacher
- **Spring Showcase - \$3,800 – Money raised from Spring Showcase Wishing Tree**
 - Alissa Wilcock to get back to P&C about what it will be spent on
 - Will be used for Tech funds
- **STLA Teacher Pledge - \$23,300**
 - Mrs Allsop and Ingrid Baker – 50% of funds provided from pledge
- **Teachers Consumables - \$2,300**
 - Equates to approximately \$100 per classroom

Welcome to new P&C Team

Question raised about existing 3-6 Playground equipment and when it will be repaired, unsure of details but it is high on the priority list.

Actions Items	Person Responsible	Date
<ul style="list-style-type: none"> • Chicken Coop <ul style="list-style-type: none"> • Budget required 	Miss Smales	13 th March 2017
<ul style="list-style-type: none"> • Grandparents Day Money <ul style="list-style-type: none"> • Money to be distributed among classrooms asap 	Mrs Wilson	13 th March 2017
<ul style="list-style-type: none"> • Spring Showcase Money 	Alissa Wilcock	13 th March 2017

5. Treasurers Report

Outgoing Treasurer Gladys Wilkins

STATEMENT OF FINANCIAL POSITION

	2016	2015	2014
Assets			
Current Assets			
Cash On Hand			
P&C Transaction Account 0695	\$4,090.04	\$21,193.46	\$25,531.36
P&C Investment Account 5922	\$30,374.32	\$42,162.70	\$44,474.45
Canteen Account 7965	\$125.09	\$4.78	\$3,965.96
Band Transaction Account 3438	\$1.04	\$1,882.62	\$255.17
Band Investment Account 4881	\$33,826.42	\$37,161.47	\$40,324.64
P&C Building Fund Account 9036	\$4,262.50	\$11,603.90	N/A[1]
Undeposited Funds	-\$3,864.61	\$0.00	\$0.00
Total Cash On Hand	\$68,814.80	\$114,008.93	\$114,551.58
Debtors	\$992.68	\$0.00	\$0.00
Total Current Assets	\$69,807.48	\$114,008.93	\$114,551.58
Non-Current Assets			
Property, Plant & Equipment			
Canteen Equipment			
Canteen Equipment at Cost	\$9,418.85	\$11,135.30	NR
Office Equipment			
Office Equipment at Cost	\$139.00	\$139.00	NR
Fundraising/Events Equipment			
Fundraise/Events Equip at Cost	\$4,919.04	\$5,387.52	NR
Total Property, Plant & Equipment	\$14,476.89	\$16,661.82	NR
Total Assets	\$84,284.37	\$130,670.75	\$114,551.58
Liabilities			
Current Liabilities			
Trade Creditors	-\$1,180.23	-\$20,686.72	-\$17,800.00
PAYG Instalment Payable	\$0.00	\$852.00	NR
Payroll Liabilities	\$0.00	-\$1,350.96	-\$64.00
Total Current Liabilities	-\$1,180.23	-\$21,185.68	-\$17,864.00
Total Liabilities	-\$1,180.23	-\$21,185.68	-\$17,864.00
Total Equity	\$83,104.14	\$109,485.07	\$96,687.58

[1] Account was opened in 2015

STATEMENT OF COMPREHENSIVE INCOME

	2016	2015	2014
Income	\$205,686.30	\$149,553.61	\$160,887.81
Cost of Sales - Canteen	-\$44,521.27	-\$43,164.82	-\$47,931.22
Cost of Sales - Band	-\$45,378.26	-\$38,996.61	-\$40,111.00
Total Cost of Sales	-\$89,899.53	-\$82,161.43	-\$88,042.22
Gross Profit	\$115,786.77	\$67,392.18	\$72,845.59
Expenses	-\$159,815.44	-\$64,497.33	-\$55,013.27
Operating Profit	-\$44,028.67	\$2,894.85	\$17,832.32
Interest Income	\$1,036.45	\$1,391.24	\$1,987.23
Net Profit (Loss)	-\$42,992.22	\$4,286.09	\$19,819.55
Cash balance at the beginning of the financial year (1 Jan 15)	\$114,008.93	\$114,551.58	\$94,732.03
Cash balance at the end of the financial year (31 Dec 2015)	\$68,814.80	\$114,008.93	\$114,551.58

Page 1 – Statement of Comprehensive Income. The P&C's financial year ended with a considerable loss of about \$43K. We arrived at this loss due to:

1. Increase in funding to the school - utilising retained earnings (\$74K in 2015)
2. Losses from Band - deficit of \$5K in 2016 had a slight impact to overall financial position.

Looking at our Statement of Financial Position (top of Page 1), we still retained about \$83K in equity. Most are cash assets. Value in equity is down about 32% from last year, but we expected this to be the case and recorded forecasted spend in our Financial Plan at the start of the year.

More work is needed on Band Assets (working Asset Register) to give us a true indication on the value of all the Assets we own.

School Pledges
1/01/2016 To 31/12/2016

Description	Amount
2015 Learning Support Teacher	\$18,000.00
2015 Teacher Consumables	\$2,300.00
Teacher's Room Supplies	\$722.08
Morning teas / Events	\$139.46
Playground Project	\$70,080.00
Hands First	\$240.39
2016 Learning Support Teacher	\$23,300.00
2016 Teacher Consumables	\$2,300.00
Classroom Resources	\$852.41
Grounds Donation	\$796.51
Technology Donation	\$3,800.00
	\$122,530.85
Playground Project	
Building Fund	\$11,678.90
Cash Reserves (Investment A/C)	\$11,532.10
CBP Grant	\$46,869.00
	\$70,080.00
Technology Donation	
2016 Parent Contributions	\$2,220.00
2016 Spring Showcase Tech Tree	\$558.81
2016 Fundraising / Retained Earnings	\$1,021.19
	\$3,800.00

Treasurers Report cont.

Funding to the school

About \$122K was paid to the school in 2016. If you take out the \$46K in grant money received and paid, the P&C spent \$76K in school pledges / donations (about the same as the retained earnings for 2015).

A portion of the money spent (\$20K) was for 2015 pledges (LST & Teacher Consumables) and the remaining \$56K spent were pledges / donations planned for at the start of the year. All in all achievements over the last 2 years were high. By using a combination of retained earnings and fundraised money, not only were we able to fund the Playground Project, we were able to continue to support legacy pledges (LST & Teacher Consumables), Staff room supplies and the Hands First Initiative. Changing the way families made donations to the P&C also enabled us to fund key areas of technology and our school grounds.

This year we were also able to save on Admin and Operating costs. We mapped out our financial plans early in the year to minimise the operations and activity spend in order to maximise the amount we gave back to the school. As shown in the Transaction A/C P&L (Page 3 and 4), we spent \$850.00 less on admin and operating, which meant we were able to increase the amount of funding we gave to the school to pay for Technology.

PROFIT & LOSS - TRANSACTION ACCOUNT

	2016	2015	2014
Income			
Donations			
Building Fund - deductible	\$4,115.00	\$11,625.00	\$5,414.55
General - non deductible	\$2,759.60	N/A	N/A
Grounds - non deductible	\$810.00	N/A	N/A
Technology - non deductible	\$2,220.00	N/A	N/A
Total Donations	\$9,904.60	\$11,625.00	\$5,414.55
Fundraising Income			
Events Income	\$8,976.10	\$4,963.15	\$42,444.08
Ticket Sales	\$4,891.00	\$6,683.24	NR
Grants / Subsidies	\$46,869.00	\$0.00	\$0.00
Sale of Goods	\$10,306.65	\$10,378.70	NR
Total Fundraising Income	\$71,042.75	\$22,025.09	\$42,444.08
Operating Activities			
Sponsorship fees received	\$2,100.00	\$989.00	\$2,025.00
Advertising fees received	\$0.00	\$150.00	\$0.00
Membership fees received	\$18.50	\$31.00	NR
Total Operating Activities	\$2,118.50	\$1,170.00	\$2,025.00
Other Fundraising/Commission			
Second Hand Clothing Stall	\$2,640.59	\$2,372.00	\$1,604.95
Excel Uniforms Commission	\$2,781.20	\$3,110.37	\$0.00
Identity Direct Commission	\$70.53	N/A	N/A
Comedy for a Cause Commission	\$201.20	N/A	N/A
Other Commission Received	\$217.91	N/A	N/A
Aussie Farmers	N/A	\$0.00	\$132.70
Total Other Fundraising/Commission	\$5,911.43	\$5,482.37	\$1,737.65
Other Income			
Other Income - Miscellaneous	\$0.12	\$0.00	\$0.00
Delivery Charges	\$0.00	\$25.30	\$0.00
Closing accounts	\$0.00	\$0.00	\$527.24
Total Other Income	\$0.12	\$25.30	\$527.24
Total Income	\$88,977.40	\$40,327.76	\$52,148.52
Gross Profit	\$88,977.40	\$40,327.76	\$52,148.52
Expenses			
General & Administrative Exp			
Bank Charges	\$0.00	-\$525.75	-\$302.51
Merchant Fees	\$0.00		-\$259.15
PayPal Fees - General	-\$166.07	\$0.00	N/A
Membership fees paid	-\$425.00	-\$425.00	NR[1]
Gifts >\$300	-\$187.79	-\$220.97	NR
General Expenses	\$0.00	\$0.00	-\$167.77
Total General & Administrative Exp	-\$778.86	-\$1,171.72	-\$729.43
Operating Expenses			
Insurance	-\$610.00	-\$610.00	-\$1,118.00
Computer Software/Web Develop	-\$226.63	-\$637.03	-\$172.50
Postage & Freight	\$0.00	-\$45.73	\$0.00
Closing Accounts	\$0.00	\$0.00	-\$527.24
Total Operating Expenses	-\$836.63	-\$1,292.76	-\$1,817.74
Fundraising Expenses			
Cost of Prizes/Goods	-\$454.05	-\$1,687.94	-\$30,652.33
Cost of Incentive Prizes/Goods	-\$5,067.26	-\$1,401.22	
Labour Hire	\$0.00	-\$1,156.00	
Printing costs	-\$30.00	-\$102.35	
TryBooking Fees and Charges	-\$108.51	-\$140.33	
Stationery costs	\$0.00	-\$12.30	
Equipment Hire / Lease	\$0.00	-\$1,512.90	
Licence fees	\$0.00	-\$300.00	
PayPal Fees - Fundraisers	-\$95.12	-\$31.68	\$0.00
Fundraising Expenses - Misc	\$0.00	-\$902.05	\$0.00
Total Fundraising Expenses	-\$5,754.94	-\$7,246.77	-\$30,652.33
Funding Commitments			
School Pledges	-\$122,530.85	-\$21,250.97	-\$210.07
Total Funding Commitments	-\$122,530.85	-\$21,250.97	-\$210.07
Clothing Pool Expenses			
Clothing Pool	N/A	N/A	-\$819.72
Total Expenses	-\$129,901.28	-\$30,962.22	-\$33,409.57
Operating Profit	-\$40,923.88	\$9,365.54	\$17,832.32
Other Income			
Interest P&C Transaction 0695	\$14.77	\$1,391.24	\$1,987.23
Total Other Income	\$14.77	\$1,391.24	\$1,987.23
Net Profit (Loss)	-\$40,909.11	\$10,756.78	\$19,819.55

[1] Cost is incorporated into Insurance

2016 FUNDRAISING AND EVENTS

	2016	2015	2014
West Pymble Home Cooked			
Income			
Sale of Goods	\$705.00	\$3,925.00	\$26,662.48
Sponsorship fees received	\$0.00	\$450.00	\$9,127.00
Advertising fees received	\$0.00	\$150.00	\$0.00
Total Income	\$705.00	\$4,525.00	\$35,789.48
Expense			
TryBooking Fees and Charges	N/A	-\$15.57	NR
PayPal Fees - Fundraisers	-\$3.33	-\$15.30	N/A
Total Expense	-\$3.33	-\$30.87	-\$24,114.95
Net Profit (Loss)	\$701.67	\$4,494.13	\$11,674.53
2nd Hand Uniform Stall			
Income			
Second Hand Clothing Stall	\$2,640.59	\$2,372.00	\$1,604.95
Total Income	\$2,640.59	\$2,372.00	\$1,604.95
Expense			
PayPal Fees - Fundraisers	-\$15.65	N/A	N/A
Total Expense	-\$15.65	\$0.00	\$0.00
Net Profit (Loss)	\$2,624.94	\$2,372.00	\$1,604.95
Wine & Cheese Night / Welcome Night			
Income			
Ticket Sales	\$655.00	\$765.00	NR
Total Income	\$655.00	\$765.00	NR
Expense			
Cost of Prizes/Goods	-\$313.51	\$0.00	NR
Cost of Incentive Prizes/Goods	-\$79.38	\$0.00	NR
Total Income	\$3,368.00	\$1,384.00	\$2,005.10
Expense			
Cost of Incentive Prizes/Goods	-\$2,950.22	-\$780.61	-\$2,215.94
PayPal Fees - Fundraisers	-\$31.62	N/A	N/A
Total Expense	-\$2,981.84	-\$780.61	-\$2,215.94
Net Profit (Loss)	\$386.16	\$603.39	-\$210.84
Trivia Night			
Income			
Events Income	\$8,360.00	\$3,675.00	NR
Ticket Sales	\$3,970.00	\$3,875.00	NR
Sponsorship fees received	\$2,100.00		
Sale of Goods	\$0.00	\$2,619.50	NR
Total Income	\$14,430.00	\$10,169.50	\$560.61
Expense			
Cost of Prizes/Goods	-\$128.94	-\$661.71	NR
Cost of Incentive Prizes/Goods	-\$55.96	-\$199.74	NR
Printing costs	-\$30.00		
TryBooking Fees and Charges	-\$108.51	-\$96.22	NR
PayPal Fees - Fundraisers	-\$4.65	-\$13.69	NR
Fundraising Expenses - Misc	\$0.00	-\$30.65	NR
Total Expense	-\$328.06	-\$1,002.01	-\$490.67
Net Profit (Loss)	\$14,101.94	\$9,167.49	\$69.94
Election Day BBQ / Cake Stall (2016 only)			
Income			
Ticket Sales	\$266.00	\$0.00	\$0.00
Sale of Goods	\$3,391.80	\$0.00	\$0.00
Events Income	\$0.00	\$1,204.10	\$0.00
Total Income	\$3,657.80	\$1,204.10	\$0.00
Expense			
Cost of Incentive Prizes/Goods	-\$489.60	\$0.00	\$0.00
Cost of Prizes/Goods	\$0.00	\$326.40	\$0.00
Total Expense	-\$489.60	\$326.40	\$0.00
Net Profit (Loss)	\$3,168.20	\$877.70	\$0.00
Spring Showcase			
Income			
Events Income	\$566.10	\$0.00	\$0.00
Sale of Goods	\$1,536.85	\$1,705.30	\$0.00
Total Income	\$2,102.95	\$1,705.30	\$0.00
Expense			
Cost of Prizes / Goods	\$0.00	-\$250.00	-\$374.14
Cost of Incentive Prizes/Goods	-\$688.10	-\$420.87	
PayPal Fees - Fundraisers	-\$7.29	\$0.00	NR
Total Expense	-\$695.39	-\$670.87	-\$374.14
Net Profit (Loss)	\$1,407.56	\$1,034.43	-\$374.14
Total Income	\$29,728.94	\$25,536.09	\$44,049.03
Total Expenditure	-\$5,754.94	-\$7,246.77	-\$30,652.33
Net Profit (Loss)	\$23,974.00	\$18,289.32	\$13,396.70

Treasurers' Report cont.

2016 Fundraising and Events

Looking at our fundraising and events we are able to see a pattern of growth over the last 3 years. You will also notice that our expenses have decreased. One of the reasons we were able to manage our fundraising expenses was because we included financial forecasting in our fundraising planning and executing. The exec team agreed at the start of the year that each event or fundraiser would have a budget in place to keep costs down and ensure we never finished an event at a loss. All the effort put into formulating a financial forecast can be seen in the Fundraising and Events figures. Example: Welcome Night. I would recommend continuing to incorporate budgets and forecasts into any event or fundraiser held.

Treasurers' Report Cont.

PROFIT AND LOSS - CANTEEN

	2016	2015	2014
Income			
Canteen Sales			
Counter Sales	\$23,622.15	\$21,592.60	\$69,435.77
School24 Online Sales	\$50,580.75	\$48,908.25	
Catering Fees Received	\$1,101.00	\$400.00	N/A
Total Income	\$75,303.90	\$70,900.85	\$69,435.77
Cost of Sales			
Food Purchases	-\$31,387.22	-\$32,151.60	-47931.22
Beverage Purchases	-\$6,651.94	-\$7,445.28	
Frozen Dessert Purchases	-\$4,705.36	-\$1,745.81	
Packaging Purchases	-\$1,352.24	-\$1,775.37	
Freight	-\$163.90	-\$12.10	
Catering Purchases	-\$260.61	NR	N/A
Total Cost of Sales	-\$44,521.27	-\$43,130.16	-\$47,931.22
Gross Profit	\$30,782.63	\$27,770.69	\$21,504.55
Expenses			
Canteen Operating Expenses			
Kitchen Equipment / Tools	-\$108.37	-\$41.98	NR
Kitchen Supplies	-\$138.18	-\$131.42	NR
School24 Service Fees	-\$2,577.75	-\$2,119.25	NR
Repairs & Maintenance	\$0.00	-\$392.50	NR
Credit Card Commission	-\$3.04	\$0.00	\$0.00
Canteen Communication Costs	-\$122.50	-\$180.00	NR
Council / Govt Fees or Charges	\$0.00	-\$30.00	NR
Misc Canteen Operating Expense	-\$21.46	-\$28.97	-\$4,395.29
Total Canteen Operating Expenses	-\$2,971.30	-\$2,924.12	-\$4,395.29
Employment Expenses			
Staff Amenities	-\$71.50	-\$121.92	NR
Superannuation	-\$1,851.00	-\$3,284.57	NR[1]
Wages & Salaries	-\$22,387.53	-\$25,018.99	-\$16,388.69
Workers' Compensation	-\$582.19	-\$539.85	NR[2]
Staff Training & Development	-\$420.00	N/A	N/A
Other Employer Expenses	\$0.00	-\$240.00	NR
Total Employment Expenses	-\$25,312.22	-\$29,205.33	-\$16,388.69
Total Expense	-\$28,283.52	-\$32,129.45	-\$20,783.98
Operating Profit	\$2,499.11	-\$4,358.76	\$720.57
Other Income			
Interest Income	\$2.18	\$4.32	\$15.22
Trade Debtors	\$592.68	\$0.00	\$0.00
Total Other Income	\$594.86	\$4.32	\$15.22
Other Expenses			
Trade Creditors	-\$1,180.23	\$0.00	\$0.00
Total Other Expenses	-\$1,180.23	\$0.00	\$0.00
Net Profit (Loss)	\$1,913.74	-\$4,354.44	\$735.79

[1] Cost is incorporated into Wages & Salaries

[2] Cost is incorporated into Insurance

Canteen

As reported in the AGM, the Canteen's changes to pricing structure (use of a mark-up calculator) has meant a profit for 2016.

As you can see, there's been an enough of an increase in income to realise a profit at year end.

In order to maintain and increase the level of profit year on year, I recommend managing cash flow VS stock. If you refer to the Trade Creditors section of the Canteen P&L (on Page 7), an amount of \$1.1K is owed to our suppliers. This is due to issues with cash flow. Even though there's a profit at the end of the year, there wasn't enough cash to pay the debts that we owed.

I recommend that processes be put in place to manage stock ordering in line with week on week cash flow needs. Because we run on cash accounting and our financial year ends at the same time the school year ends, it should be normal practice to slow down ordering and order only what's needed by year end – no further stock should be ordered for 2017. This keeps the bank balance high and our accounts are a true reflection on the stock needed and sold in 2016.

What's more, all our suppliers except for sushi run on a month end due statement period. This means that when you order supplies for the month, say January, it won't be due until the end of the following month – February. If you purchase stock in December, for example, it means that the payment for the supplies is due at the end of January when school returns and cash flow is non-existent.

The other consideration on cash flow VS stock is the amount of stock ordered and how far ahead we should be ordering to manage the amount of cash in the bank account at any one time. Now that we've been scrutinising the accounts for 2 years, we can see that the highest expense

periods fall at the end of each quarter, in line with the end of each term. This is when we not only have to pay suppliers and wages, we also have superannuation and PAYG. Monthly, we have suppliers and fortnightly are pay periods. Keeping those liabilities in mind, I would suggest not ordering more than 2 to 3 weeks worth of stock. This will alleviate the pressure of having enough cash to pay for our debts when they become due.

Treasurers' Report cont.

PROFIT AND LOSS - BAND

	2016	2015	2014
Income			
Band Income			
Performance Band	\$12,505.00	\$12,515.00	\$39,272.19
Concert Band	\$8,950.00	\$7,210.00	
Training Band	\$11,000.00	\$10,560.00	
Percussion	\$350.00	\$350.00	
Instrument Hire	\$8,300.00	\$7,450.00	
Band Income - Miscellaneous	\$300.00	\$240.00	
Total Income	\$41,405.00	\$38,325.00	\$39,272.19
Cost of Sales - Band			
Band Tutors	-\$17,667.00	-\$15,246.00	-\$40,111.00
Band Camp	-\$19,065.82	-\$17,915.79	
Band Competition & Event Fees	-\$1,795.00	-\$677.00	
Sheet Music	-\$820.00	-\$770.00	
Instrument Repairs & Maintenance	-\$5,687.00	-\$4,260.00	
PayPal Fees - Band	-\$343.44	-\$127.82	N/A
Total Cost of Sales - Band	-\$45,378.26	-\$38,996.61	-\$40,111.00
Gross Profit	-\$3,973.26	-\$671.61	-\$838.81
Expenses			
Band Expenses			
Bank Charges	\$0.00	-\$52.50	NR
Band Equipment (non-capital)	-\$1,273.00	-\$802.90	NR
Band Expenses - Miscellaneous	-\$357.64	-\$617.75	NR
Total Band Expenses	-\$1,630.64	-\$1,473.15	\$0.00
Operating Profit	-\$5,603.90	-\$2,144.76	-\$838.81
Other Income			
Interest Band Transaction 3438	\$11.69	\$7.31	\$31.33
Total Other Income	\$11.69	\$7.31	\$31.33
Net Profit (Loss)	-\$5,592.21	-\$2,137.45	-\$807.48

BAND

Band has continued on a trend of losses over the last 3 years. Each year has more than doubled in losses and it can clearly be attributed to expenses far exceeding income in the year.

I have made recommendations to the band committee to mitigate their losses. Last year, I had reported to the band the need to increase fees by at least \$40 per member to cover losses incurred in the previous year, to break even in the next year.

At that point we agreed to an incremental increase of \$10 for each member year on year to lessen the effect of 'bill shock' to parents. This was on the understanding that expenses would not increase (expenses for 2015 was down from 2014, so it was an easy assumption to make at the time).

Unfortunately, expenses far exceeded our forecasted expectations (e.g. Band Tutors up by 16%, Band Camp up by 6%) and this meant continued loss.

I have now made new recommendations to the band committee for a re-structure of their band fees. I have realised the need to use a formula based structure and have recommended dividing fees into 3 liability categories – General fees (Band Tutors, Sheet Music & Misc Exp – same fee for every member), Band Camp fees (based on band membership) and Competition & Events (based on band membership). This will provide justification on how fees are calculated and give transparency to all parents. I have also recommended that the Band Committee work with Key Music as they're our main contractor and look at whether there is a current contract, opening discussion on locking in costs over a set period e.g. 3 year term.

The detailed recommendations are currently with the Band Committee for review, feedback and investigation.

The 2016 Financial Statement is complete and now with our Auditor for review.

6. WPPS Communications Procedure – Schoolzine

Mr Dominic Benedet Assistance Principle at WPPS is currently in the process of updating the new Communications Procedure. Aiming to utilise the new Schoolzine App and sync with the School Website and calendar.

Action:

Leanne Bamford-Barns (P&C Communications) will liaise with Mr Benedet regarding the procedure and see how the P&C can also streamline the communications process.

7. Playground Upgrade Progress Report

Playground Project update by Abby Denham-McQuillen

Phase 1

After a long and tedious tender process using the Assets Department through the Department of Education it was brought to the P&C's attention that the project tenders meant that we were approximately \$9k short. WPPS has agreed to fund this shortfall meaning that the project can now go ahead.

ULP the original contractor of choice will no longer be the vendor as their quote was no longer competitive.

The P&C Building Fund has an approximately \$4k buffer for additional costs.

Assets Department will manage the process with the contractor and Mrs Wilson will most likely be the on-site contact

Action:

It was agreed by all attending the meeting that the project will proceed.

8. Term 1 Fundraising

Discussion lead by VP – Kirsten Smith

Welcome Night

First P&C event of the year

Approx 20 Kindy Parents attending

Question raised about Communication of event – Advertised at Tea and Tissue, Calendar of Events and Facebook Page. Also emailed to Parents by last years class parents.

Forecast budget of \$300

Action:

Aim for a cost neutral event

Abby to do shopping and keep budget under-check

Hot Cross Bun Drive

A success last year – aim to make this year bigger and better

Encourage kids to get the most orders for their Year / Class by incentive of prize

Action:

Eva to send last year's contacts from Bakers Delight and previous order form

Abby to assist

Grandparents Day

Last year was a big success – especially with the wishing tree.

Hot Cross buns for Grandparents Morning Tea

Action:

Abby to contact Coles to see if they will donate Hot Cross Buns same as last year

P&C Pledge

It was brought to P&C's attention that Turramurra High School incorporates the P&C Pledge as part of the Term School Fees.

Agreed it would be ideal if West Pymble Public School could do the same

Action:

Bob to organize a meeting with School Principle Bronwyn Wilson about logistics of this and if it would be possible Jackie Foley Treasurer to discuss with outgoing Treasurer Gladys about Building Fund – Tax Deduction

Aim to incorporate Pledge with Term 2 Fees

9. Canteen Report

Canteen Manager – Danielle Harris

School24

It was brought to the Canteen Manager an P&C's attention by a parent that School24 has now introduced a 25c per order fee or 13.30 fee per family for the year.

It was agreed that in order to keep the Canteen in a healthy balance this was not something the Canteen Account could absorb and Parents would continue to pay this.

After investigation of other similar Canteen Companies this was a common fee to include and not worth changing companies.

Swimming Carnival

Idea was to create meal deals that could be delivered to the Swimming Pool if kids ordered their lunches online through School24.

Action:

Danielle Harris to contact Ku-ring-gai Aquatic Centre and see if we could bring food from our canteen to the school

10. Band Report

Emailed By Paul Haynes to be included with the meeting minutes.

Band starts next week. Currently 90 students involved, which is a significant increase from last year.

Thanks
Paul A. Haynes

NEXT MEETING GM 13th March 2017 @ 7.30PM