

NEUTRAL BAY PUBLIC SCHOOL PARENTS AND CITIZEN'S ASSOCIATION

ABN 37 905 613 207

A body corporate under the Parents and Citizens' Association Incorporation Act 1976

MINUTES OF P&C 2024 ANNUAL GENERAL MEETING

HELD ON WEDNESDAY 28 February 2024

1. Welcome and apologies.

Liz Henry opened the meeting at 7:05pm with a welcome to country and general Introduction.

Attendance – Liz Henry, Alice Lai, Rachel Thompson, Elizabeth Barnett, Chris Davitt, Elizabeth Brennan, Phaedra Engel-Harrison, Pam Lam, Nada Abdelhamid, Emma Brown, Juanita Fernandez, Katherine Davies, Joanne Anderson, Marjorie Trevillion

Staff – Judy Goodsall (Principal) and Victor Tan (Assistant Principal)

2. Acceptance of minutes from Annual General Meeting 2023

The minutes of the 2023 AGM held on 17 February 2023 were accepted.

Proposed: Rachel Thompson. **Seconded:** Elizabeth Barnett. All agreed.

3. Business arising

There was no business arising.

4. P&C 2023 Annual Report

NBPS P&C Association is pleased to report on its activities for 2023. The following report covers the reporting period from October 2022 through to September 2023. The NBPS P&C Association fulfils a number of functions in the School community:

- as a forum for parent/School executive interaction and consultation with regular contributions from both the Principal & Deputy Principals;
- the provision of funding for teaching and practical resources as required by the school to benefit our students
- complete running of the Canteen, Uniform Shop and Nearly New Uniform service which benefit all of our students and their families
- Engendering a real sense of community through the organisation of calendar of social, occasion driven and fundraising events for School families and the broader local community;
- representing the views of, and providing information to the School community; and
- representing parents in interactions with our broader local community.

Funding Educational and other Resources The primary objective of the P&C's

fundraising activities is to direct funds raised toward enhancing the educational outcomes and experience for all students at the School.

Accordingly, in the year to 30 September 2023, the P&C Association contributed \$200,000 to the ongoing support of the Science, Music and Art programs at the School as well as the learning support programs (SLSO) for students. The P&C also continues to support various wellbeing programs which are run in the School for the Senior years. It is of significance that in 2023, building works commenced at the School.

Voluntary Contributions

Voluntary contributions are the backbone of the P&C's fundraising efforts and I would like to thank the very generous support of all Neutral Bay families in 2023. I am pleased to report that we raised \$68,000 and these contributions help support the Music and Science programs which are not otherwise funded by the government. It is pleasing to note that this amount has remained steady in spite of increased cost of living pressures and reduced student numbers at the school.

Fundraising and Events

Our events and fundraising efforts were not diminished by the impact of the building works. Special thanks are extended to Rachel Thompson for her continued enthusiasm as Events and Fundraising co-ordinator and also to Elizabeth Barnett – Sponsorship officer. Their combined efforts allowed us to hold an impressive calendar of events – and to allow members of our Community to get visibility and show their support for NBPS by providing Sponsorship. We held our Welcome Drinks, P&C Family Picnic, Mother and Father's Day stalls, Mother's Day Dance, Father's Day Breakfast, Grandparents Day, Easter Hunt, Celebration Buckets, Juicy Fairies, Trivia Night, the annual Online Auction regular hotdog days and the return of the Pampered Pooch Parade. And of course, the Fun Run!. All of these events take significant time, confidence and sheer hard work. Thank you to Rachel, Elizabeth, all members of the P&C, volunteers, the leadership and teachers or of the School and, of course - the community for making all of these such a success.

I would also like to thank all of the office bearers in the P&C Executive.

They make a significant contribution in time, enthusiasm and ideas and are pivotal to the ongoing momentum we have.

Special thanks to Neil Cruttenden our Secretary, our Vice Presidents Marj Da Silva and Chris Davitt, Sponsorship Officer Elizabeth Barnett Communications Officer Libby Brennan, our Treasurer, Assistant Treasurer and Canteen Treasurer, Alice Lai, Sally Davitt and Nada Abdelhamid.

A particular note of thanks to Elizabeth Barnett for the stellar effort she has put into setting up the NBPS Sponsorship program over the last 3 years – we are continually humbled by the generosity and kindness of those who provide us with donations.

Uniform Shop and Nearly New

Sylvia Seah and her team continue to anticipate and serve the needs of the community by ensuring uniform items are kept in stock and orders processed. Sylvia maintains a close eye on pricing and supply of uniforms and has expanded our remit to include supply of Year 6 shirts and other PSSA sport shirts.

Heartfelt thanks to Tamia Gallego and her wonderful team of volunteers for their efforts in the smooth running of the "Nearly New" uniform sales. Neutral Bay Public School greatly appreciates

the generosity of parents who donate quality pre-loved uniforms. This assists us in raising funds and also reducing landfill.

We are pleased to continue to support parents who wish to purchase second-hand items and to promote recycling.

Total New Uniform sales increased from \$151,000 to \$154,391.

Nearly New Sales generated almost \$13,000 in sales throughout the year.

Canteen

The NBPS Canteen takes pride in creating healthy and tasty meals or snacks for the students and teachers at reasonable prices. The canteen team ensures a high standard of efficiency. The canteen is consistently regarded highly by the North Sydney Council in their annual Food Premises Inspection.

I would like to take this opportunity to thank our loyal team members, Naoko Yamada, Jocelyn Greig and our Canteen Co-ordinator Jen Harris for their hard work, good humour and adaptability in the daily running of the canteen this year. The canteen relies on the support of volunteers and we thank all those who have volunteered on one or several occasions throughout the year. The Canteen returned a profitable result for the year and this is largely due to a detailed review of pricing and outgoings conducted by Sally Davitt and Alice Lai – Thank you both very much. This positive result will help mitigate the losses which the Canteen is likely to encounter with its temporary relocation and reduced capacity during the Construction period.

General

For those who are the heart of what we do – the students of this great School, we hope that our various events and initiatives helped them learn what it means to be part of the Neutral Bay community. We hope that it adds to their combined experience and the memories they carry forward. The joy we all saw on kids faces as they powered around the circuit on the Fun Run, watched as Mr Tan was slimed, chased Santa and his elves or greeted the Easter Bunny... the excitement at choosing just the right gift for their parent, or the simple joy of enjoying a hot dog. We as the P&C Executive are motivated to give our time because we know that the leadership, teaching and support staff of Neutral Bay Public School really do care. To our Principal Judy Goodsell, Vice Principal Victor Tan and the wonderful Deputy Principal Sue Hill Thanks also to the outstanding and dedicated teaching, administration, and support staff.

It has been such a privilege to work with an enthusiastic and fun group of people. We have our children at the heart of what we do and I thank all the volunteers who continue to place the School community as a high priority in their often busy lives. Our volunteers are critical to the ongoing success of events, fundraising, uniform shop, canteen, The contribution of these volunteers is highly valued and greatly appreciated by the P&C and I ask that all members of the School community find the time to acknowledge and thank these volunteers for their contribution.

Class coordinators, event volunteers, those who attended and supported Community and Fundraising efforts, to our sponsors – thankyou. To the dedicated members of the P&C Executive and Committee – thankyou. I have thoroughly enjoyed being your President. Thank you for the opportunity.

On behalf of your elected P&C

representatives,
Elizabeth Henry
President NBPS P&C Association

1. P&C Annual Accounts

Motion (1): That the P&C adopt the audited financial statements for the years ending 30 September 2023.

Proposed: Alice Lai. **Seconded:** Elizabeth Brennan. All agreed.

2. Setting of P&C fees for 2024

It was agreed to keep the fee at \$10

Proposed: Alice Lai **Seconded:** Elizabeth Brennan All agreed.

3. Appointment of auditors for 2024

Motion (4): that the existing auditor be retained.

Proposed: Alice Lai. **Seconded:** Elizabeth Brennan. All agreed.

4. Election of Office Bearers for 2024

The following members were elected.

Committee

President: Rachel Thompson

Proposed: Elizabeth Brennan **Seconded:** Marjorie Trevillion.
All Agreed

Secretary: Neil Cruttenden

Proposed: Marjorie Trevillion **Seconded:** Elizabeth Barnett
All Agreed

Treasurer: Emma Brown

Proposed: Elizabeth Henry **Seconded:** Alice Lai
All Agreed

Assistant Treasurer: Nada Abdelhamid

Proposed: Elizabeth Henry **Seconded:** Rachel Thompson
All Agreed

Vice President: Marjorie Trevillion

Proposed: Elizabeth Barnett **Seconded:** Alice Lai.

All Agreed

Vice President: Elizabeth Brennan

Proposed: Elizabeth Henry **Seconded:** Rachel Thompson.

All Agreed

Communications Officer: Phaedra Engel - Harrison

Proposed: Elizabeth Brennan **Seconded:** Joanne

All Agreed

Events Officer: Pam Lam

Proposed: Elizabeth Barnett **Seconded:** Marjorie Trevillion

All Agreed

Canteen Treasurer: Chris Davitt

Proposed: Elizabeth Henry **Seconded:** Elizabeth Barnett

All Agreed

Sub-committees

5. Meeting dates for 2024

6. Other Business

There being no other business, the meeting closed at 9:00 pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE