

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 2019 ANNUAL GENERAL MEETING

HELD ON WEDNESDAY 11 December 2019

1. Welcome and apologies

Sharmila Soorian opened the meeting at 8.30 pm and welcomed all present.

Attendance – Sharmila Soorian (President & Chair and Secretary), Tim Hawes (Vice President), Glen Giffen (Vice President), Jenni Spillane (Treasurer), Vanessa Baumer–Rowley (Events Coordinator), Alex Youroukelis, Anita Alexander, Lisa Connor Brent, Gervaise Samuels, Fumika Sugimoto.

Staff – Judy Goodsell (Principal), Heather Strachan (Deputy Principal)

Apologies – Mirjam Roos (Secretary), John Byrne (OOSH)

2. Acceptance of minutes from Annual General Meeting 2018

The minutes of the 2018 AGM held on 12 December 2018 were accepted.

Proposed: Tim Hawes. **Seconded:** Jenni Spillane. All agreed.

3. Business arising

There was no business arising.

4. P&C 2019 Annual Report

The President tabled and presented the highlights of the 2019 Annual report:

- The primary objective of the P&C's fund raising activities is to direct funds raised towards enhancing the educational outcomes and experience for all students at the School. Accordingly, in the year to 30 September 2019, the P&C Association contributed \$210,000: to the ongoing support of the Science and Music programs at the School (\$120,000), to increase the number of support learning officers to help students (\$30,000) and technology (\$30,000). Last year the P&C contributed (\$30,000) to the purchase of several house sun shelters to be used at sporting venues. This expenditure was not undertaken in 2019 and the funds were used instead to purchase lap tops for the classroom. This year, the P & C had funded the purchase and installation of air conditioning units in the amount (\$30,000).
- **Voluntary Contribution:** Voluntary contributions are the backbone of the P&C's fundraising efforts. The President thanked the families of the School for their generous support in 2019. The amount of \$108,775 was raised from voluntary contributions, a drop in contribution compared to last year's contribution of \$130,218. Just for comparison in 2017, it was \$110,000. Whilst I cannot explain the reason for the drop in contribution this year, I would suggest that when the

School sends its invoice in Term 1, 2020 that we reiterate the importance of voluntary contributions.

- **Fundraising and Events:** The P&C was responsible for another year of strong fundraising and events and thanks was extended to Vanessa Baumer–Rowley for her contribution as the Fundraising and Events Coordinator. Thank you also to Jenni Spillane, P&C treasurer. There were many fundraising events held this financial year starting from last year’s online auction at 32Auctions which successfully raised \$9,042. Followed by our End of Year picnic raising \$2,733. 2019 started off with our Welcome drinks, a free event provided by the P&C to host all the parents & carers from the School to a child free night. In March we had the State election BBQ raising \$4,020 followed by our welcome picnic at the end of the month raising \$2,487.

In April was Grandfriends day, we organised a lovely morning tea in conjunction with the Years 1 & 2 parents who provided all the food. Mother's Day this year saw a whopping 3 events, the Mum & Son Dance, the Mother's Day Stall & the Ladies & little Ladies high tea all raising \$3,923. Also in May we held an election BBQ for the Federal election raising \$3,983. In June we hosted a cocktail party for the Parents & Carers held in the Chapel at the Greenwood Hotel. Another enjoyable night was had by all which also included live auction prizes, silent auction items, mystery gift bags & games raising \$7,571. Father's Day was another busy time with 3 events, a Dad & Daughter dance, a Father's Day breakfast under the COLA & Father's Day stall all raising \$6,097. All these events took place along with the raffle, entertainment books & other smaller fundraising giving us a total \$51,854.86. Next year’s financials will include the 2019 Halloween Carnival.

Sharmila thanked all volunteers who have helped and worked at these events, along with all of our keen bakers but also to all the School community for attending and participating because without the community coming along these events would not be as successful as they were. The Committee welcomed Jane Stevens as the new Fundraising and Events Coordinator for 2020. Sharmila also like to thanked all of our sponsors for their generous support throughout the year.

- **Uniform Shop**
We thank Sarah Wilson–Brown who took over running the shop. We would also like to acknowledge Tamia Gallego who continues to run the second hand arm of the shop. Neutral Bay Public School greatly appreciates the generosity of parents who donated quality pre-loved uniforms. The response from the community has been incredible and resulted in donations and cash sales of \$6,898 to date. Additionally, the shop has seen great support by regular volunteers: Andrea, Natalie, Sylvia, Mahdia and Laura – enabling us to deliver orders every day. Total sales were decreased from \$161,066 to \$156,969 this year with an increased of profit from \$48,149 in 2018 to \$55,388 in 2019. Profit is a lot higher this year compared to last year’s profit because of the total cost of goods sold being reduced by \$7,063. Thanks to our book keeper Yuji Huraizumi.
- **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 and professionalism, and with the help of our incredible parent volunteers, this is possible. The canteen is consistently regarded highly by the North Sydney Council in their annual Food Premises Inspection.

The School enjoys a relatively unique canteen model of non-for-profit that the P&C run which ensures healthy and varied menu options at low prices. This model can only be sustained with the support of a large number of volunteers and with the class volunteer system this has been successful.

Sharmila thanked Naoko Yamada, Jocelyn Greig and Katherine Morris for their hard work in the daily running of the canteen this year and thank you to all the wonderful volunteers in the School community who gave their time to the canteen.

- **Band & Strings**

Since joining the P&C in 2014, the Strings program has developed into 2 groups, the Orchestra and Senior Chamber. Over 30 students participate in the Strings program and have represented the School in Sydney Eisteddfod and other School events. The Strings program is run by parent volunteers and is funded by user-pay String fees. Sadly, this will be the final year for Rachel Miller, our conductor at the School. Thank you to Rachel Miller who has been with us for nearly 12 years. I wish Rachel all the best in her new and exciting adventure. Recruitment process is underway for a new replacement for 2020.

The Band Program has had an exciting year this year, with all three bands playing to a very high standard. Congratulations to the students for their hard work.

Sharmila thanked all the people who made the Band Program a success:

- Band Coordinators Katie Duncan, Tracy Harington Hawes and France Beaulieu
Bandmasters Ray Hampton, Luis Madrid and Emma Clain
Mr Tan and the teachers who attended the camp.

- **General**

It has been a very busy year in 2019 and Sharmila has now served 3 years as President. Sadly, her term as President has now come to an end in accordance with the P&C Constitution. Sharmila have had the privilege of working with an outstanding group of people and was pleased to report the continued success of the P&C, which is entirely due to the dedicated volunteers who continue to place the School community as a high priority in their often busy lives. Our volunteers are critical to the ongoing events, fundraising, uniform shop, canteen and band & orchestra programs. The contribution of these volunteers is highly valued and greatly appreciated by the P&C and Sharmila asked that all members of the School community find the time to acknowledge and thank these volunteers for their contribution.

Sharmila thanked the entire P&C Executive team for their tireless efforts during 2019. This meeting will see the end of the term for our Vice-President, Tim Hawes who has served 3 years on the Executive, Jenni Spillane who also served 3 years as Treasurer, Vanessa Baumer-Rowley who served 3 years as Fundraising Officer. Finally, on behalf of the parents and the entire School community, Sharmila wished to acknowledge the incredible contribution that Principal Mrs Judy Goodsell, Deputy Principals Mr Victor Tan and Ms Heather Strachan, the teaching and administrative staff continue to deliver for our children, the students. Accordingly, the P&C extends its gratitude for their amazing professionalism, dedication and support in 2019.

1. P&C Annual Accounts

The Treasurer tabled and presented the highlights of the audited accounts and the Treasurer's report for financial year ending 30 September 2019.

At the beginning of the year, the P&C was asked to support the following school's initiatives:

- Science & music programmes (50%) \$120,000

- Teacher's support \$ 30,000
- Technology \$ 30,000
- Air Conditioning \$ 30,000

The following table provides a summary of the funds that were raised:

Activity	Feb Estimates	Actual FY19
Voluntary contribution	\$110,000	\$104,994
Fundraising	\$55,000	\$51,855
Donation	\$0	\$202
Uniform shop	\$55,000	\$55,000
Canteen	-	-
Band & Strings	-	-
Total	\$220,000	\$212,389
P & C running costs & community events	\$20,000	\$21,422
<i>Contribution to the school</i>	\$200,000	\$183,800¹

Voluntary Contribution

The voluntary contribution came in at \$108,775 this year, which is a little lower than budget and an 19% decrease on last year's contribution. As always the P & C thanks all parents for their generous contributions and for school office team for the wonderful job they have done administering the contributions.

Fundraising & Events

A huge thank you to Vanessa Baumer-Rowley, Sharmila Soorian and Jane Stevens and their helpers for all their hard work and dedication in organising the greatly successful events hosted in 2019, especially the State & Federal Election BBQ's, Cocktail Party, Mother's and Father's Day stalls and events.

The Halloween Carnival was the major fundraising event for the 2019 School Year occurred after 30 September therefore is not included in the fundraising numbers for FY 2019. Some of the expenses for Halloween Carnival were paid in the FY2019 but these are offset by income received late for FY2018.

Even without the Haloween Carnival, the fundraising component for FY2019 is very close to our February 2019 estimates.

Uniform Shop

Whilst sales in the Uniform shop were slightly up on last year, the shop performed well and made a net profit of \$55,000. This is more than last year's profit of \$48,000. This is great result considering cost have increased this year. An enormous thank you should be extended to Sarah Ouvrier for doing such a terrific job. The P&C thanks Sarah for volunteering for this role, her efforts have ensured the Uniform Shop will remain a steady source of profit for the P & C going forward.

¹ This amount includes payments of \$80,000 was made in the 2018 School year. Another payment will be made for \$106,200 prior to the end o the 2019 School year.

A special mention to Tamia Gallego for managing the second hand uniform component of the shop and providing this important service.

Canteen

The canteen continues to offer a great service to the school community and sales increased slightly to \$271,000 this year, up by almost 2% on last year. The canteen is a self-sustaining business, and the P & C does not seek to draw profits from it, it typically returns around \$15,000-\$20,000 each year. This money is set aside to fund capital works and invest in new equipment as required. This year this capital was called upon to replace the P&C BBQ.

This year, because of static food costs, increases in prices and an increase in wages (up 22%) the canteen made a profit of \$19,000. Thus, the canteen may be able to keep prices constant in 2020. As always, we must acknowledge, that the canteen's prices are still very reasonable and if an external provider was brought in, prices would rise significantly.

Thanks are extended to Sharmila Soorian the canteen co-ordinator this year for the many hours that she has put in to keep the canteen running so well. As well as the Canteen Team Jocelyn, Naoko & Katherine.

A big thank you to Fumi Rice, Canteen Treasurer since June, for making sure the suppliers are paid & the accounts are kept up to date.

NBPS Band & Strings Programs

The Band & Strings Programs are self-funded and managed and independently funded from the rest of the P&C. There was a no change in Band Fees this year which has meant the Band was well placed to cover all its costs this year. It is currently not anticipated Band and Strings fees will remain constant in 2020.

Thanks to Heather Macdonald and Sharmila Soorian, as respective Band & Strings Treasurers, for all their hard work this year in making sure that their accounts ran smoothly.

P & C Running Costs

The running costs of the P & C are predominantly made up of P & C insurances of around \$7,000, auditing fees of \$3,300, non-profit events such as the P & C Welcome Drinks and multiple Guest Speakers during the year at around \$7,900. In addition there are other minor expenses.

General

Fundraising now has their own Debit Card account which will make the year of year quicker for 2020. Previously the canteen and fundraising have shared the same debit card account which is in the Canteen's ledger. The Fundraising expenses then are loaded into the Canteen Ledger as a journal.

In terms of our cash position for the fundraising and general accounts, we finished the year with \$121,000 in the bank, \$51,000 down on last year's \$172,000. Uniform Shop Savings are \$198,000. The reason for a smaller cash balance this year is the reduced Voluntary contribution & that the P&C have not drawn any funds from the uniform shop in 2017, 2018 or 2019 to cover the contribution to the school.

The P & C commits to supporting the science and music programs in the amount of \$120,000 per year with the main costs being teacher's salaries. As a result, the school needs to know that the P&C has a sufficient buffer to meet the costs of these programs in the year ahead.

This year the P&C moved to One Touch Payroll for all the P&C employees, this meant the Uniform shop wages are also processed in the Canteen Ledger. In addition the 2 EFTPOS units have been replaced with 4 square card readers. This will save the P&C around \$400 per year as the EFTPOS units cost \$71.

3 years as P&C and Canteen Treasurer these roles come with great responsibility (and many hours of work)!, it has been rewarding and fun to be involved with such a great group of parents who give their time so generously to support our wonderful school.

Motion (1): That the P&C adopt the audited financial statements for the years ending 30 September 2019.

Proposed: Jenny Spillane. **Seconded:** Tim Hawes. All agreed.

2. Setting of P&C fees for 2020

Given the financial position of the P&C, the committee agreed not to increase the Contribution for 2020 by the following motions:

Motion (2): That the Neutral Bay Public School P&C Association voluntary contribution for 2019 be \$180 for first child, \$150 for second child and a total of \$405 for three or more children.

Proposed: Jenni Spillane. **Seconded:** Vanessa Baumer-Rowley. All agreed.

Motion (3): That the Neutral Bay Public School P&C Association membership fee for 2020 remain at \$10 per member, noting that for family where there are more than 2 adult family members (ie, grandparents, step-parents etc) involved in the P&C Association, membership fee will be paid only for the first two members.

Proposed: Tim Hawes. **Seconded:** Vanessa Baumer-Rowley. All agreed.

3. Appointment of auditors for 2020

Motion (4): that the Neutral Bay Public School P&C Association appoints Aitken O'Grady Chartered Accountants as the P&C Association's auditors for 2020 in the amount of \$3,300.

Proposed: Jenni Spillane. **Seconded:** Vanessa Baumer-Rowley. All agreed.

4. Election of Office Bearers for 2020

The following members were elected.

Committee

President: There were no nominations for the position of President. The position was declared vacant.

Vice President: Glen Giffen was nominated by Sharmila Soorian. Accepted. All agreed.

Vice President: There were no nominations for the other position of Vice-President. The position was declared vacant.

Secretary: Mirjam Roos was nominated by Sharmila Soorian. Accepted. All agreed.

Treasurer: Fumika Sugimoto was nominated by Jenni Spillane. Accepted. All agreed.

Assistant Treasurer: There were no nominations for the position of Assistant Treasurer. This position was declared vacant.

Sub-committees

Band Co-ordinator (shared positions):No nominations were received for the positions of Band Coordinators. These positions were declared vacant.

Canteen Co-ordinator: No nominations were received for the position of canteen co-ordinator. This position was declared vacant.

Uniform Shop Co-ordinator: Sarah Wilson-Brown was nominated from the floor of the meeting. Accepted. All agreed.

Events Co-ordinator: Jane Stevens nominated from the floor of the meeting. Accepted. All agreed.

Fundraising Co-ordinator: Jane Stevens was nominated from the floor of the meeting. Accepted. All agreed.

Communications Coordinator: No nominations were received for the position of communications co-ordinator. This position was declared vacant.

5. Meeting dates for 2020

19 February
11 March
6 May
10 June
5 August
9 September
14 October
18 November
9 December (reserve)

6. Other Business

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

SIGNED AS A TRUE RECORD

CHAIR
DATE