**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

**Agenda of P&C Meeting 1/16**

**To be held on Wednesday 24 February 2016 at 7.30pm**

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| **Agenda item** | **Document/speaker** |
| 1. **WELCOME AND APOLOGIES** | Ben Keen |
| 1. **MINUTES FROM PREVIOUS MEETING** | As circulated |
| 1. **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING** | Ben Keen |
| 1. **CORRESPONDENCE** | Michelle Jackson |
| 1. **PRINCIPAL’S REPORT** | David Shuster |
| 1. **TREASURER’S REPORT** | Alex Fransen |
| 1. **SUB COMMITTEE REPORTS** 2. **Uniform Shop**   - The future of the uniform shop & Flexischools  - Volunteer recruitment   1. **Events and Functions** 2. **Band** 3. **Canteen**  * Plastic recycling * Volunteers * **Motion (1)** That the P&C partly fund the purchase of a new freezer to be stored in the staffroom and shared in cost and use by the P&C and the school. The canteen co-ordinator is to obtain 3 quotes for this purpose. * **Motion (2)** That the P&C fund the repair of the canteen oven ignitor subject to quotes being obtained by the canteen co-ordinator. | Elizabeth Gurr  Belle Jackson  Band Committee  Bridget Douglas |
| 1. **OTHER BUSINESS** |  |
| **2016 MEETING DATES**  *Wednesday 9 March*  *Wednesday 4 May*  *Wednesday 8 June*  *Wednesday 10 August*  *Wednesday 7 September*  *Wednesday 26 October*  *Wednesday 23 November*  *Wednesday 7 December* |  |

**Attachments**

**6. Treasurer’s Report**

An important function of the P&C is to raise funds to host community events and to financially support the school to provide a richer education for our children. This year, the P & C is aiming to transfer $190,000 to the school. This will be achieved through a range of activities which are outlined below:

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| **Activity** | **2016 Estimates** |
| Voluntary contribution | $90,000 |
| Uniform shop | $45,000 |
| Canteen | - |
| Carnival | $30,000 |
| Event Sponsorship | $30,000 |
| Raffle | $6,000 |
| Other fundraising events | $9,000 |
| Band & Strings | - |
| Total | $210,000 |
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| P & C running costs | ($16,000) |
| Community events | ($4,000) |
| Estimated contribution to the school | $190,000 |

**Voluntary contribution**

This year, the school and the P & C are trialling the remittance of the Voluntary Contribution through the school office. Whilst we appreciate the additional upfront financial burden, in order to minimise the extra administrative workload for the school office, the Voluntary Contribution was included with the payment of the Semester 1 school fees.We will review the success of this approach and if required, we will look to provide an alternate method of payment later in the year.

**Uniform shop**

In 2015, the uniform shop sales rose by 15% with a net profit of $47,000. As a result, $50,000 was transferred to the school as part of the P & C’s $200,000 contribution for 2015. Elizabeth Gurr and her team did a great job to achieve this result. This year we have conservatively estimated a transfer of $45,000 from the shop. In order to maintain the shop’s profitability and sustain servicing an ever growing school population, the uniform shop will be moving to an online only ordering platform over 2016.

**Canteen**

In 2015, turnover increased by 8.8% in-line with increasing student enrolments. The canteen has a canteen manager, Maree Phillips and three part-time paid employees but still relies heavily on volunteers to ensure its ongoing success. Bridget Douglas is the canteen’s co-ordinator and does a wonderful job as a liaison between the canteen and the P & C whilst continuing to encourage volunteers to sign up for shifts. In order to maintain a healthy and affordable offering the canteen does not seek to transfer profits back to the school and it remains self-sufficient. Whilst it has a current cash balance of around $80K, this has taken a number of years to accrue and is necessaryto sustain working capital of around $15K and to replace capital equipment and fund refurbishments as required. The fridges and freezersare currently proving problematic and will most likely need replacing in 2016.

**Carnival**

In 2016, the school will host the bi-annual school carnival. Whilst this event is not expected to raise the same amount as the successful inaugural Ball last year, it is a fun community event for the whole family. It is anticipated that the carnival will raise around $30K.

**Event sponsorship**

In 2015, the P & C entered into a key agreement with McGrath to support the P & C’s fundraising events over the following three years. It is anticipated that this agreement along with other potential event sponsorships should generate around $30K.

**Raffle & other fundraising activities**

A range of fundraising activities including the main P & C raffle and the Mother’s Day and Father’s Day stalls expect to generate an additional $15K.

**Band & Strings**

Whilst the P & C also oversees the administration of the Band and Strings, these units, like the canteen are self-sustaining. They are operated on a break-even basis with only a small amount held in cash reserves. This year, the band fees went up from $540 to $600. Whilst this is a significant increase the band had not increased its fees for a number of years despite its costs continuing to rise (which was slowly eroding the small cash reserves that the band and orchestra held).

**P & C expenses**

The P & C running costs are around $16,000 per annum. This is largely made up of insurances (including Student Injury Insurance), bank and internet payment fees and auditing fees. The other main expenses incurred by the P & C relate to the organisation of community events, the main one being the P & C Welcome Drinks at the beginning of the school year.

**How the money will be spent**

Whilst the school is still finalising its budgets, the P & C are looking to support the following initiatives:

1. **Music & Science programs** $110,000

The P & C will continue to fund half of the costs associated with the Music & Science programs. Without the ongoing support of the P & C, these extension programs would not exist at our school.

1. **Teacher’s Support**  $20,000-30,000

Provide an additional 22 hours a week of learning support in our ever growing classrooms.

1. **Technology** $20,000-30,000

Fund the purchase of additional laptops and iPads as well as other technology related equipment.

1. **Portable stage** $10,000

A portable stage will be purchased to facilitate all school outdoor assemblies and events.

As at the start of the year, the P & C’s main account has a cash balance of around $150K. This is in line with our policy to have enough money to fund the Music & Science program one year in advance (the Principal commits to this in Term 4 of the previous year) as well as ensuring the P & C can fund its running costs and expenses.

The P & C is in a strong financial position thanks to the ongoing support of parents and the dedication of P & C members. We would like to thank retiring Treasurer Anne Moal for all her hard work and dedication over the past two years. Thank you also to Jane Tham for all your hard work as Band Treasurer over the past couple of years. The Treasury team would like to welcome Kate Juniper, our new Assistant Treasurer, as well as Melanie Lindsay, our new Band Treasurer. Thank you to Jenni Spillane who continues on as Canteen Treasurer in 2016,Sharmilla Soorian who continues on as Strings Co-ordinator and Treasurer and to Elizabeth Gurr who along continues on as Uniform Shop co-ordinator and Treasurer with support from Yuji Hiraizami, our external book-keeper.

**7a) Uniform Shop Report**

The start of the school year has been very busy for the uniform shop. As of 16 February we had $68,053.03 cash (across the bank accounts) and $92,561.13 inventory. Orders for winter stock will be placed within the next few weeks, which will reduce our cash holding and increase our inventory substantially. It may be slightly lower than previous years as I do not need to order as many winter tunics. Last year, we discovered over 300 large size tunics and came to a deal with our supplier whereby he swapped them for the same number of smaller sizes at a lower price. Therefore we have a couple of years' worth of stock of smaller sizes, which will eventually sell.   
  
Since the start of the financial year (1st October 2015) up until 16th February, there have been sales totalling $82,691.50, with a net profit of $30,378.78. Of those sales, 55.1% ($45,535) were from instore sales and 44.9% ($37,156.50) were from Flexischools. Last financial year we had 57.8% sales via Flexischools, and the previous year was 48.2%. The plan is to greatly increase the Flexischools percentage this year. Orders continue to be packed and delivered daily, and Flexischools have told me that there are over 900 families registered with them for our school. Therefore increasing online sales should not be a problem.

Lack of volunteers remains a problem. I am in the shop once or twice per day, everyday, as well as the time spent at home during the day/evenings/weekends/holidays. On a quiet week this comes to about 15 hours, but in busy periods (like the start of the school year) it can be upwards of 25 hours per week. I also have 2 regular volunteers who help multiple times per week, as well as another 2 who come in when they can.

I am looking for more volunteers to come in on a regular/weekly basis to assist with packing the Flexischools orders. This is not an onerous task at all, probably no more than 30-45 minutes, which is done straight after morning drop off. Similar time-commitment as reading groups.

I am also looking for 1-2 people to share the Uniform Shop Coordinator role with me, with the view for 2-3 people to take over the role towards the end of the current school year. I am happy to do a long-term handover period but would need to have the new people ready to come on board from the start of term 3 at the very latest.

**7b) Events and Functions Report**

**Welcome Drinks -** Thanks to the 200 guests who came along to the P&C Welcome Drinks. Parents and Staff enjoyed delicious food and drinks, sparkling surroundings and lots of laughs. It was a real team effort, so here are the Thank-Yous: First, to Mr. Shuster, Mr. Tan, Mrs. Jarvorsky and the 30 teaching staff for giving up their precious Friday night to mingle with parents.  Next, to our Year 6 Coordinator, Ariane Kiel, and her team of 20 Year 6 parents, who worked tirelessly to make sure everyone had a fantastic time. And finally, thanks to Amanda Petrides, Lisa Connor-Brent, Sharmila Soorian for their significant contribution to the night. **The event came in on cost budget**.

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| **EVENTS 2016** | **PROPOSED DATES** | **YEAR HELPERS** |
| 1. P&C Welcome Drinks | **Friday, 12 February** | Year 6 |
| 1. P&C Welcome Picnic | **Friday, 26 February** | Year 2 |
| 1. Year/Class Coordinator Welcome briefing | **Thursday 25th February** | Event Team |
| 1. Grand friends morning tea | **Thursday 31st March** | Year 1 |
| 1. Mothers’ Day Stall | **Friday, 6 May** | Year 5 |
| 1. Fathers’ Day Event | **Friday, 2 September** | Year 3 |
| 1. School Fair | **Date in discussion** | All Years |
| 1. Art Exhibition & Fundraiser Auction | **TBC** | All Years |
| 1. 2017 Kindy Welcome | **Tuesday 8th November** | Kindergarten |
| 1. Kindy Picnic | **TBC** | Kindergarten |
| 1. Federal Election and P&C Fundraising BBQ | **TBC** | Year 3 |
| 1. P&C Family Farewell Picnic and Disco | **Friday 9th December** | Year 4 |

**Class lists 2016**

We have had 643 parents fill in the google link, a final push on this will come this week. Please find a list of all Year and Class Coordinators for 2016 below. We thank each of them for their nomination, time and energy in this role. Mr Shuster will hold a welcome and briefing session with all of these parents this week.

**Role descriptions:**

**Class Coordinator**

Usually two per class, this is an easy, fun role that would suit anyone with access to email. The Class Coordinators work with their Year Coordinator and class teacher, helping to pull together social and fundraising events by rallying the support of other parents. They may also help the teacher to contact parents if help is needed in the classroom or on excursions. They pass on information from the P&C, via the Year Coordinator, and maintain class contact lists.

**Year Coordinator**

Year Coordinators are the main contact between the P&C and the parent body, and work with the fundraising team to rally support (via Class Coordinators) for school events, in particular fundraising functions. These are well-supported roles that suit good communicators with regular access to email. We’d ask that they try to attend P&C Meetings a couple of times during the year.

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| **Class** | **Parent Name** | **Year/Class Co-ordinator** |
| 1A | Chloe Donovan | Class Co-ordinator |
| 1A | Sanje Warna | Class Co-ordinator |
| 1E | Elizabeth Henry | Year Co-ordinator |
| 1E |  | Class Co-ordinator Vacancy |
| 1CR |  | Class Co-ordinator Vacancy |
| 1K | Lucy Barnett | Class Co-ordinator |
| 1M | Beejal Vyas-Price | Class Co-ordinator |
| 1M | Carla Rivas | Class Co-ordinator |
| 1P | Lisa Connor-Brent | Class Co-ordinator |
| 1P | Fiona Hekking | Class Co-ordinator |
| 1P | Monica Gessner | Class Co-ordinator |
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| 2C | Sharmila Soorian | Class Co-ordinator |
| 2C | Jess Keen | Year Co-ordinator |
| 2E | Kellie Clarke | Class Co-ordinator |
| 2E | Sylvia Seah | Class Co-ordinator |
| 2J | Kerrie Boyd | Class Co-ordinator |
| 2M | Sascha Moore | Class Co-ordinator |
| 2M | Yasmin Tadich | Class Co-ordinator |
| 2R | Sarah Beyrath | Class Co-ordinator |
| 2R | Rachel Partis | Class Co-ordinator |
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| 3C | Evelyn Jackson | Class Co-ordinator |
| 3C | Amy Dal Pozzo | Class Co-ordinator |
| 3D | Ariane Kiel | Class Co-ordinator |
| 3J | Sarah O'Callaghan | Class Co-ordinator |
| 3P | Lauren Sampson | Class Co-ordinator |
| 3R | MaryAnn Beregi | Year Co-ordinator |
| 3R | Hiba Salman | Class Co-ordinator |
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| 4C | Beejal Vyas-Price | Class Co-ordinator |
| 4M | Jacqui Donohoe | Year Co-ordinator |
| 4R | Kate Leveaux | Class Co-ordinator |
| 4R | Lucy Egger-Girardin | Class Co-ordinator |
| 4H | Claudia Stephens | Class Co-ordinator |
| 4H | Fiona Willington | Class Co-ordinator |
| 4M |  | Class Co-ordinator Vacancy |
| 4I |  | Class Co-ordinator Vacancy |
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| 5B | Bridget Douglas | Class Co-ordinator |
| 5K | Nazley Slamang | Class Co-ordinator |
| 5K | Leah Sparkes | Class Co-ordinator |
| 5L | Lucinda Conlon | Class Co-ordinator |
| 5M | Marinda Faugust | Class Co-ordinator |
| 5R | Sharon Brozin | Class Co-ordinator |
| 5R | Tal Dvir | Class Co-ordinator |
| 5t | Leslie Wait | Class Co-ordinator |
| 5T | Sharmila Soorian | Year Coordinator |
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| 6C | Sevaly Sen | Class Co-ordinator |
| 6C | Jane Tham | Class Co-ordinator |
| 6K | Kate Leveaux | Class Co-ordinator |
| 6K | Dana Casimaty | Class Co-ordinator |
| 6k | Mel８ | Class Co-ordinator |
| 6k | Ping Wei | Class Co-ordinator |
| 6P | Peta Thomson | Class Co-ordinator |
| 6P | Angela Clark | Class Co-ordinator |
| 6P | Ariane Kiel | Year Co-ordinator |
| 6R | Sarah O'Callaghan | Class Co-ordinator |
| 6R | Sarah Inglis | Class Co-ordinator |
| 6S | Mona Martyn-Smith | Class Co-ordinator |
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| KB | Vicki Katsioulas Burnside | Class Co-ordinator |
| KB | Valya Manjariotis | Class Co-ordinator |
| KB | Cesilia Kim | Class Co-ordinator |
| KD | Marc-Oliver Thurner | Class Co-ordinator |
| KHC | Olivia Hutchinson-Smith | Class Co-ordinator |
| KHD | MARLENE NURICK | Year Co-ordinator |
| KK | Rachel Partis | Class Co-ordinator |
| KL | Amanda Petrides | Year Co-ordinator |
| KL | Gervaise Samuels | Class Co-ordinator |
| KL | Kate Moore | Class Co-ordinator |
| KSV | KundanMisra | Class Co-ordinator |
| KSV | Ruthann Richardson | Class Co-ordinato |
| KSV | GaukharRakhimov | Class Co-ordinator |
| KSV | SanjaSoltani | Class Co-ordinator |
| KSV | Cherry ZHOU | Class Co-ordinator |
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**Neutral Bay Fair**

We are seeking all ideas and feedback for the major event for next year, please join our steering committee or submit all ideas to nbpspandcevents@[gmail.com](http://gmail.com/)

**Sponsorship- P&C Event Sponsor for 2015-2017: McGrath Neutral Bay**

The Neutral Bay Public School P&C Association is lucky enough to receive support from local businesses to help raise money for our fabulous school. Throughout 2015-2017, our major events sponsor, McGrath Neutral Bay Principal Piers Van Hamburg, will generously donate a commission-free house sale for auction annually, as well as 10% of every commission on homes sold by his team during this period for families with a child attending the school.

We continue to thank McGrath for their ongoing commitment to our P&C fundraising calendar, McGrath enter their second year of our 3-year agreement in 2016, discussions are underway with them about what events they will be supporting next year.

**7c) Band Report**

**Junior Band** **(Diana Saada)**

The Junior Band is off to a wonderful start. The children have settled in well, working beautifully together. The band rehearsal that was scheduled for the 17thof February was cancelled due to the swimming carnival and unfortunately could not be rescheduled. Even so, with only just a few rehearsals behind them, the progress of the Junior Band is something parents and the school should be very proud of! Parents have all been very supportive; with the supervision roster being filled up for term one in no time at all. The number of children participating in the Junior Band is still being finalised, as some members have withdrawn, with more possibly withdrawing. We started with 92 children on the Junior Band list and we are now down to 76 (still a big number). Some children failed to attend rehearsal from day one while others withdrew more recently, mainly due to children being unable to fulfill their Junior Band commitment. The Band treasurer has invoiced the band fees. They were emailed out to the relevant Junior Band families on the 12th of February, with payment being due on 24th of February. So far it has been a pleasure being the Junior Band coordinator and I look forward to a wonderful year of Junior Band!

**Senior band (Andrea Nottage)**

Senior Band has 46 members this year. Auditions ran very smoothly at the start of term 1. On the whole most students remembered their correct day and time. This information could only be found on the school web-site and a notice outside the hall on the first day of the school year. A Senior Band Parent Rehearsal Roster will be sent out by February 24th. In the meantime sessions have been filled by Senior Band parents known to the coordinator to be able to help out.

**Concert Band (Daniella Zurita and Karen Scott)**

Concert Band has 37 members this year. Auditions ran smoothly at the start of term 1 with only a few children forgetting to come during their allocated time slot. Student attendance has been good and the band is making progress on their initial pieces “Hawaii Five-O”, “Sideshow Alley”, and “The Hey Song”. A Concert Band Parent Supervision Roster has been sent out to parents and all sessions for term one, as well as half of term two, have been filled already.

**7d) Canteen Report**

The canteen has started the year well. The orders have come back in to a similar level to last year – with 170-180 orders Monday and Tuesday, 200-300 on Wednesday and Thursday, and 300-400 on Friday. The sushi orders are steady despite the 30c increase in item price.

The new oven was installed on the last day of school and is working well. It cooks much more efficiently than the old one and heats/cooks evenly.

There were several issues with the fridge/freezer over the Christmas holidays. The temperatures were not holding, the freezer was icing up and the fridge was leaking water. It was judged to be a seal issue and over several visits the seals were replaced and correctly installed. Current feeling is that the fridge/freezer are just managing to cope with the amount of food stored and the many times the doors are opened during a working day. This is especially true of the freezer. This fridge and freezer has been unreliable for all of the time that I have been coordinator. I would like to start looking for replacements. It is not urgent yet, but I think it is necessary to start planning for their demise.

In order to take some pressure off the freezer the school has agreed to share cost of a new freezer to be stored in the staffroom with freezer space shared by both canteen and school. This will be especially useful when other branches of the P&C need moosies/juicies for events and also on very hot days when the staff buy icecreams for their students. It also allows the canteen staff to continue to bulk up supplies of homemade items such as spinach and ricotta triangles, curry puffs and meat pies. Currently there is no room to store these items.

One of the stove ignitors is not working properly and needs to be repaired.

The volunteer roster was very slow to start this year with many empty spaces. It has been considered and discussed with the school the attempt to motivate volunteers on a class/week basis, starting in Term 2. It is thought that the encouragement will come through year coordinators/class coordinators with support from the school. The selling points of this are: volunteer with other parents from your child’s class; once your shift is done, there is not pressure to volunteer again (unless you want to!); your class week is set in advance allowing planning. Kindy classes will not be involved in this as they have moosie/juicie fairies to organize. Any creative ideas on helping this to work much appreciated! Also considered to encourage volunteers are a monthly draw for a prize (bottle of wine?) and birthday treat for child if you volunteer on their birthday.

Also thinking of ways to make it easier for volunteers to get on a roster was simplifying the process. Signup genius works well when you know how to use it, but is not friendly for new users and requires a number of steps including registration. There has been a thought of moving to Googledocs – this system is obviously used by much of the school for various bookings. It requires no registration and has a one-click outcome. The only downside that I can see is that Signupgenius collects an email address from the volunteer (to be used for future communications) whereas Googledocs would not. Pros: link to be included in every newsletter – one-click outcome; School and other branches of P&C use Googledocs – people are familiar with it; No registration required. Cons: no volunteer data collected – email address; Possibility of accidentally clicking on another person’s roster booking and erasing it – if you keep it open to everyone.

Before there is a change made I think we need to be very clear that it will be a change for the better.

The new iced tea and the chill aloe on the canteen menu are very popular. There are currently 4 flavours of each being sold, though this may lessen as the less popular items are taken off the menu. One issue arising from this is the lack of plastic recycling in the school. I would like to see plastic recycling implemented if possible.