**NEUTRAL BAY PUBLIC SCHOOL**

**P & C ASSOCIATION**

**Agenda of P&C Meeting 3/16**

**To be held on Wednesday 4 May 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. **SCHOOL COUNCIL’S REPORT** | David Jackson |
| 1. **SUB COMMITTEE REPORTS** 2. **Uniform Shop** 3. **Events and Functions** 4. **Band** 5. **Canteen** | Elizabeth Gurr  Belle Jackson  Band Committee  Bridget Douglas |
| 1. **OTHER BUSINESS** |  |
| **2016 MEETING DATES**  *Wednesday 8 June*  *Wednesday 10 August*  *Wednesday 7 September*  *Wednesday 26 October*  *Wednesday 23 November*  *Wednesday 7 December* |  |

**Attachments**

**8a) Uniform Shop Report**

Sales for 2016 so far have come to $62k. April had been a quieter month with sales of just $8k as at 27th April (with $1.5k coming from second hand items) but with almost 3 weeks of school holidays, that is to be expected.  
  
Since the start of the financial year (1st October), sales have totalled $109k with a net profit of $41.5k.  
  
All of the winter stock has arrived now which has proven a challenge for storage, but parents have started to purchase winter items and once the weather turns cooler, sales will pick up more.  
  
Currently have a little over $55k in the bank - the bulk of the winter orders have been paid for, with just $9k left to pay in the next few weeks. The winter stock should be the last major order this financial year (the large summer stock order will be paid after the end of the financial year) so we should be on track to transfer $45-$50k to the school as planned.  
  
The way the uniform shop operates has changed now - the only way to purchase new items is via Flexischools. Despite signage around the school and mentions in the school newsletter every week since 2nd March, there are still a number of parents who haven't realised about the changes. The first day of the shop being closed for new purchases is 3rd May. As at time of writing this report (28th April) I don't know how that morning will go but I hope to be able to report back positively at the meeting on 4th May.  
  
I have had 3 new volunteers come on board but still looking for more. I will be contacting the other 15 (who ticked uniform shop on the sign up forms) again shortly.  
  
Finally, I will be resigning from the position of uniform shop coordinator at the end of Term 2 (Friday 1st July being my last day). A job description/advert will be going in the school newsletter over the coming weeks. We hope to recruit 2 or 3 people to share the role moving forward. I am preparing handover documents to facilitate a smooth transition but hopefully replacements will be found quickly to enable me to do a thorough hands-on handover.

**8c) Band Report**

**Senior band (Andrea Nottage)**

The Band Workshop at school on April 3rd was very successful for SB. There was 98% attendance. At the workshop the students’ concentration and dedication was commendable. They all understood what was expected of them and worked very hard together. It was a great afternoon. Senior Band is aware of the upcoming band camp dates. Rosters and duties emails will be sent out in due course.

**8d) Canteen Report**

Currently there are no part-time assistant canteen managers. Naoko is helping Maree four days a week until canteen assistants are employed. An advertisement was placed on Seek over the school holidays and several candidates have suitable qualifications and/or experience. The canteen subcommittee will meet and organize interviews shortly. The class by week canteen roster is going well so far. New people are signing up to volunteer and the class coordinators seem amenable to reminding their class parents when their rostered week is due. The roster isn’t full, but it is definitely an improvement on previous terms and so far all feedback to me has been positive. Emails are still going out weekly to the regular volunteers to try to fill in the gaps.