

# NEUTRAL BAY PUBLIC SCHOOL

## P & C ASSOCIATION

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### MINUTES OF P&C MEETING 6/19

HELD ON WEDNESDAY 11 September 2019

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#### 1. WELCOME AND APOLOGIES

The President opened the meeting at 7.35pm and welcomed attendees to the sixth meeting of the year.

**Attendance** – Sharmila Soorian (President and Chair), Tim Hawes (Vice President), Jenni Spillane (Treasurer), Vanessa Baumer-Rowley (Events Coordinator), Mirjam Roos (Secretary), Alex Youroukelis, Hedley Partis, Louise Warburton, Trinette Kinsman  
Staff - Victor Tan (Deputy Principal), Genevieve Carnegie

**Apologies** – Judy Goodsell (Principal), Glen Giffen (Vice President), Rachel Partis (School Council)

#### 2. MINUTES FROM PREVIOUS MEETING

**Motion (1):** That the minutes of the meeting held on 7 August 2019 be accepted as a true record of that meeting.

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

#### 3. BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING

There was no business arising.

#### 4. CORRESPONDENCE

A Thank-You note from Eamon has been received for the assistance the P&C provided for the participation in the School Sport Australia National Cross Country Championship.

It is noted that funding can only be provided for competition at National Level and where the student is a representative of the school (related to Dept of Education, but not discipline related).

#### 5. PRINCIPAL'S REPORT

The principal's report (by Victor Tan) covered the following matters:

- **Updating School Plan**

The key updates will be published on the webpage asap; these include the school upgrade, evidence-based practices, and change to current practice based on future focussed learning, as well as professional learning for staff and teachers collaboration and the improved linking of home and school

- **Building News**

No further news

- **New Enrolment Policy**

A new enrolment policy is being implemented this term -

- a buffer- number of expected in area enrolments during the year will limit student intake
- Siblings are still accepted until 2021, afterwards only students who live within the catchment area boundaries can be enrolled if the cap is reached

## **6. TREASURER'S REPORT**

- The P&C have paid \$100,000 to the school since the last P&C meeting as part of our annual donation to the school. So far we have paid \$138,000 to the school; the final balance of the P&C contribution will be paid later this term or the beginning of term 4. Thanks to all who have contributed via voluntary contribution or attending P&C Events; these funds enhance our children's education.
- The raffle has raised \$5,243.40, thanks Sharmila for collecting and banking the raffle money and all the families that sold or purchase tickets.
- Father's Day raised \$6,000 after final expenses, thanks to all the volunteers, especially those working on Thursday night and all the Dads and Kids who attended.
- The fees for the P&C bookkeeper Yuji increased effective 1-July-2019, by \$15.00 per month (from \$290 to \$305). It is recommended to investigate costs to ensure they are reasonable and perhaps find a bookkeeper closer to the school so the Treasury team can get assistance more easily.
- Receipt of P&C Debit cards are an ongoing problem. Due to some issues, the Canteen has been without a debit card since the 31st July.
- The bank account for the Fundraising debit card was opened. It was a lengthy process as Westpac Neutral Bay has very few staff and none (except the manager) seem to know how to manage community accounts such as ours.
- It was noted that the Middle Harbour P&C have moved their fundraising banking to Bendigo Bank because they provide a consultant for community events which makes it easy to acquire EFTPOS terminals and even an ATM for fundraising events. The Treasurer will investigate Bendigo Bank (branch located in Mosman).
- It is recommended that Squarecard is enabled for the Halloween Carnival as it will accept payments from more card types than the current EFTPOS terminals and in addition supports most phone and smartwatch payment methods. If Squarecard is implemented, the EFTPOS terminals can be returned, saving the P&C \$35 per unit
- The P&C are still looking for someone to fill the Assistant Treasurer Role. If you are interested, please contact Jenni Spillane to discuss the role. Mostly this role is to collect P&C memberships, count money, approve payments & co-sign cheques.
- Jenni Spillane will be standing down at the end of this year as the 3 year term as Treasurer is coming to an end. This means the P&C are also looking for a new Treasurer for 2020. This role is paying invoices, paying employees and ensuring proper procedures are followed by all other Treasurers. (The P&C has 4 Treasurers: Band, Strings, Canteen and Uniform Shop.)
- End of Financial year for the P&C is currently approaching; it is suggested to engage Aitkin and O'Grady as our Auditors this year.

## **7. SCHOOL COUNCIL REPORT**

The School Council has met and discussed how the school and staff can be supported with the upcoming building works. However no building news. The next meeting will be held the following term.

## **8. SUB COMMITTEE REPORTS**

### **a) UNIFORM SHOP**

- Issue with rag tags ongoing
- Sarah Wilson-Brown is assisting with the stock take over the holidays

- Order required for Kindergarten Orientation in Term 4

**b) EVENTS AND FUNDRAISING**

- Cocktail Evening in June was successful
- The upcoming events are as follows:
  - Fathers Day activities were successful
  - 31<sup>st</sup> October: Halloween Festival/ School Carnival

**b) BAND**

Nothing to report

**d) CANTEEN**

Nothing to report

**OTHER BUSINESS**

The P&C have received information from the P&C Federation about the EBA bargaining agreement. Our employment contracts would fall under this; the relevant awards are the Retail Shop Award, Fast Food Industry Award and Award for Band Master. We generally pay on par or above; if we chose to adopt we would need to pay their rates which would potentially mean lower salaries. It was proposed to continue to pay higher than the EBA but to freeze until the EBA keeps up.

There was no further business.

The meeting closed at 8.35pm.

**SIGNED AS A TRUE RECORD**

CHAIR

DATE