

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 2017 ANNUAL GENERAL MEETING

HELD ON WEDNESDAY 22 November 2017

1. Welcome and apologies

Sharmila Soorian opened the meeting at 8.36 pm and welcomed all present.

Attendance – Sharmila Soorian (President and Chair), Peter Carter (Vice -President), Tim Hawes (Vice-President), Jenny Spillane (Treasurer), David Shuster (Principal), Gai Javorsky (Deputy Principal), Bryony Herborn (Deputy Principal), Michelle Jackson (Secretary), Vanessa Baumer-Rowley, Monica Gessner, Alex Middleton, Lisa Connor-Brent, Alex Fransen, Alex Youroukelis, Jim Becker, Milton Sams, Stella Yin, Peta Thomson, Rachel Partis, Monica Bondandi, Ryan Pereira.

Apologies: Leslie Wait, Kate Juniper and Ginita Taylor.

2. Acceptance of minutes from Annual General Meeting 2016

The minutes of the 2016 AGM held on 23 November 2016 were accepted.

Proposed: Jenny Spillane. **Seconded:** Lisa Connor-Brent. All agreed.

3. Business arising

There was no business arising.

4. P&C 2017 Annual Report

The President tabled and presented the highlights of the 2017 Annual report:

- The primary objective of the P&C's fundraising 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 2017, the P&C Association contributed \$210,000 to the ongoing support of the Science and Music programs at the School (\$120,000), increasing the number of support learning officers to help students (\$30,000) and technology (\$30,000). This year, the P & C also funded the purchase of several air conditioning units for classrooms with more installation of these units in the 2018 (\$30,000).
- **Voluntary contributions** are the backbone of the P&C's fundraising efforts and the President thanked Neutral Bay families for their very generous support in 2017. The amount of \$119,862 was raised from voluntary contributions, with a participation rate of 85% compared to a participation rate of over 60% in 2016, and from around 50% in 2015.
- NBPS enjoyed another year of strong **Fundraising and Events**. The President thanked Vanessa Baumer-Rowley for her contribution as Fundraising and Events Coordinator, the Treasurer, Jenni Spillane, for all her work relating to fundraising and Monica Gessner, Communications Co-ordinator, for her valuable work in communications and involvement with the newsletter & the P&C committee. The highlights for 2017 included the Twilight Picnic, Welcome Drinks, Grandfriends Day, Mothers & Fathers Day Dance and stalls,

Father's Day breakfast, State By-Election and Local Government Election BBQ. These were all great community events, supported by the parent body and our wonderful group of volunteers.

- The highlight event for the year was Shrek the Musical involving years 3 and 4 students. This was followed by the Shrek Ball "A Medieval Banquet" where parents enjoyed a night at 'Simmer on the Bay', Walsh Bay to celebrate the end of the musical. The President thanked the event sponsor, McGrath Neutral Bay, for their generous support of the Shrek Ball. The President acknowledged the valuable contribution of the teachers and parent volunteers to the success of the Shrek Musical.
- Art auctions will be held in November and December. These will be another major fundraiser for the school calendar year. The year will conclude with the end of year school picnic.
- The **Uniform Shop** has had another busy and fruitful year. The P&C employed Kate Jegat to run the shop as of Term 3 in 2016, and mid-way through 2017 Kate left to take on other challenges. A parent, Ginita Taylor, took over running the shop on a volunteer basis. Eileen Young continues to run the second hand arm of the shop. Additionally, the shop has seen great support by regular volunteers: Leslie, Fumi, Yoshie, Andrea, Sarah and Laura – enabling the Uniform Shop to deliver orders every day. Total Uniform Shop sales were \$160,000 with profit of \$50,000. Both of these figures are slightly down from the past year due to several factors; First, Kate Jegat was a paid employee. Secondly; second-hand sales increased, impacting new sales. The President extended her thanks to Jenni Spillane, P&C Treasurer, for her support in the operation of the finances of the Uniform Shop as well as to Yuji, our book keeper.
- The number of second hand sales have been increased to two or three per term, which greatly assists the Uniform Shop turn over stock (given the limited storage), supports parents who wish to purchase second hand items and promotes recycling. The Uniform Shop continues to be challenged for storage space. However, this has been managed by tidying up the storeroom with shelving, re-arranging the main shop and the second hand items as well as keeping inventory levels of new items at a manageable level.
- The stocktake was conducted on the first Saturday of the September holidays. The President extended thanks to all volunteers who undertook the stocktake. The President also extended thanks to Mr Michael for all his help during the year.
- Leslie Wait, the Uniform Shop representative on the P&C will be leaving at the end of 2017 as her youngest child moves to high school. The President extended a huge thank you to Leslie for her dedication and continued support over many years.
- The **Canteen** takes pride in creating healthy and tasty meals and snacks for the students and teachers at reasonable prices. The Canteen team ensures a high standard of efficiency and professionalism with the help of the incredible parent volunteers. The Canteen is consistently regarded highly by the North Sydney Council in their annual Food Premises Inspection. The School enjoys a relatively unique model of operation as a not-for-profit, P&C run canteen 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. The class volunteer system has been successful. This year the Canteen is proud to announce it is an early implementer of the new Healthy Canteen Strategy. The Canteen has made changes to the menu to reflect that. The President thanked Naoko, Jocelyn and Katherine for their hard work in the daily running of the Canteen this year and all the wonderful volunteers in the NBPS community who volunteered.
- Alex Middleton took over the role as Canteen-Co-ordinator from Bridget Douglas this year and has done a great job in ensuring the children enjoy the delicious and healthy canteen food. The President extended thanks to Alex for her wonderful work.
- Since joining the P&C in 2014, the **Strings Program** has developed 2 groups, the Orchestra and Senior Chamber. Over 30 students participated in the Strings program and have represented the School in the Sydney Eisteddfod and other School events.
- 2017 has been an exciting year for the **Band Program** at NBPS with all three bands playing to a very high standard. Junior Band won silver and Senior Band won Gold at NSW School Band Festival. Concert Band competed at the Sydney Eisteddfod, where they won second prize, and also at the NSW School Band Festival, where they won a bronze award.

- This year Concert Band has been invited to play at the Northern Youth Symphonic Wind end of year concert at the Sydney Conservatorium of Music. This concert will take place in late November 2017.
- The annual Band Camp was held at the Sydney Academy of Sport and Recreation at Narrabeen, which has spacious facilities for concerts, rehearsals and recreation. Band Camp 2017 was a big success made possible by the wonderful support of the band masters, tutors, band families, teachers and band co-ordinators and of course the children who all worked tirelessly to make the weekend run smoothly.
- This year the Band Committee made the decision to reduce the band camp from two nights to only one night for Senior and Concert bands with Junior Band not staying overnight. The new model worked extremely well and as such 2018 will follow this model. Band does not receive any funding from the school or the P&C and is completely reliant on annual fees to cover costs. Band Fees for 2018 will be set at \$550 for junior band and \$610 for Senior and Concert band per band student. An adjustment has been made to reflect the new band camp model.
- All bands are now getting ready for their end of year concert, which is always a special treat for the community and related families. 2018 is looking very promising with unprecedented interest in Junior Band. Over 100 children are forecasted to join the incoming Junior Band.
- The President thanked all the band co-ordinators and wished the Band Program at NBPS all the very best as it continues to go from strength to strength.
- The President is 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. The President asked that all members of the School community find the time to acknowledge and thank these volunteers for their contribution.
- The President thanked the P&C Executive team for their tireless efforts during 2017. The President thanked the following members of the Executive who were standing down:
 - Bridget Douglas, Canteen Coordinator
 - Monica Gessner, Communications Coordinator
 - Leslie Waits, Uniform Shop Coordinator.
- On behalf of the parents and the entire NBPS School Community, the President acknowledged the incredible contribution of the School Principal Mr David Shuster, Deputy Principals Ms Gai Javorsky and Ms Bryony Herborn, and the teaching and administrative staff of the School.

5. 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 2017.

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

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|----------------------------------|----------------------|
| Science & music programmes (50%) | \$120,000 |
| Teacher's support | \$ 20,000 - \$30,000 |
| Technology | \$ 20,000 - \$30,000 |
| Air Conditioning | \$ 10,000 - \$20,000 |

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

| Activity | Feb Estimates | Actual FY17 |
|------------------------|-----------------------|-------------|
| Voluntary contribution | \$100,000 | \$120,218 |
| Fundraising | \$50,000 | \$49,955 |
| Event Sponsorship | \$10,000 ¹ | \$0 |

¹ At the beginning of the year, it was anticipated that our major event sponsor, McGrath Neutral Bay, would host a major event in FY2017. This activity has now been moved into Q1 2017.

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|--|------------------|------------------|
| Uniform shop | \$45,000 | \$49,437 |
| Canteen | - | - |
| Band & Strings | - | - |
| Total | \$225,000 | \$219,610 |
| <hr/> | | |
| P & C running costs & community events | \$20,000 | \$17,359 |
| Contribution to the school | \$205,000 | \$202,251 |

Voluntary Contribution

The voluntary contribution came in at \$120,218, which was \$20,000 ahead of budget and 19% up on last year's contribution. This is a great outcome. The Treasurer thanked all the parents for their contributions and for school office team for the wonderful job they have done administering the contributions.

Fundraising & Events

The Treasurer thanked Vanessa Baumer-Rowley and her helpers for all their hard work and dedication in arranging the successful Shrek – Medieval Banquet, as well as all the other terrific events hosted in 2017, especially the Mother's and Father's Day Dances and the 2 Election BBQs. Whilst much of the estimated sponsorship income and Art Auction Income will now be received in FY 2018, the fundraising component for FY 2017 is very close to February 2017 estimates. A terrific effort by all involved.

Uniform Shop

Whilst sales in the Uniform Shop were down slightly on last year, the shop performed well and made a net profit of \$49,000. This is less than last year's profit of \$58,000. This difference is largely due to wage costs. The Treasurer thanked Leslie Wait, Kate Jegat and Ginita Taylor for doing such a terrific job. In term 3, Ginita Taylor took over as Uniform Shop Manager from Kate who left for a role which had greater income earning prospects. As the Uniform Shop Manager is no longer a paid position, a rise in profit is anticipated for next year. The Treasurer thanked Ginita Taylor for volunteering for this role. Her efforts should ensure the Uniform Shop will remain a steady source of profit for the P & C going forward.

The Treasurer gave a special mention to Eileen Young 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 decreased slightly to \$257,868 this year, down by almost 4% 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, because of static food costs, increases in prices and a decrease in wages (down 32%) the canteen made a profit of \$29,000. As a result, the canteen may be able to keep prices constant in 2018. As always, we must acknowledge, that the canteen's prices are still very reasonable and if an external provider was brought in, prices would no doubt rise significantly.

The Treasurer extended her thanks to Alex Middleton and Bridget Douglas, the Canteen Co-ordinators this year for the many hours that they put in to keeping the canteen running so well.

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 slight increase Band Fees this year which has meant the Band was well placed to cover all its costs this year. Band camp costs were less than expected so fees were reduced for both Senior and Concert Band, some parents elected to have this amount refunded while others did not. These overpayments are currently held in reserve to be applied to next year's fees or as a donation to the band program. It is currently not anticipated Band fees will rise in 2018.

The Treasurer thanked Melanie Lindsay 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 \$3,000, the P & C Welcome Drinks at around \$2,700, as well as other minor expenses.

In terms of the cash position for the fundraising and general accounts, we finished the year with \$227,000 in the bank, \$50,000 up on last years \$168,000. One of the reasons for the larger cash balance this is year is that we have not yet paid the second or third tranche of funds to the School, the next tranche will be paid on the 23rd November 2017. We anticipate making another payment to the school once the funds for the Art Auctions currently underway have been collected.

The P & C commits to support 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 we have enough of a buffer to meet the costs of these programs in the year ahead.

Once all the FY2017 adjustments are complete the Canteen will transition to QuickBooks like the Uniform Shop and Fundraising. As noted by last year's Treasurer, Alex Fransen, QuickBooks is generally a far more accessible and easy to use system which will enable the canteen team to enter their time directly rather than completing handwritten time sheets. The move to Quickbooks will improve the timeliness and accuracy of Canteen reporting and ease some of the problems experienced with payroll especially with superannuation and PAYG this year. The Treasurer thanked the Uniform Shop book-keeper, Yuji Huraizumi, for helping us to sort out our PAYG and Superannuation problems and providing timely book keeping for the Uniform Shop.

The Treasurer extended her thanks to Ariane Kiel, the Assistant Treasurer. Ariane has assisted with counting funds for the numerous BBQ and cake stalls which we have had this year.

While the Treasury and Canteen Treasurer roles comes 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 great school. The Treasurer thanked the Executive team for being a great group of people to work with, and to Sharmila Soorian, for being a timely approver of transactions and an inclusive and steady hand as our President.

Motion (1): That the P&C adopt the audited financial statements for the years ending 30 September 2017.

Proposed: Peter Carter. **Seconded:** Vanessa Baumer-Rowley. All agreed.

6. Setting of P&C fees for 2018

Given the financial position of the P&C, the committee agreed not to increase the Contribution for 2017 by the following motions:

Motion (2): That the Neutral Bay Public School P&C Association voluntary contribution for 2018 be \$180 for the first child, \$150 for the second child and a total of \$405 for three or more children.

Proposed: Jenny Spillane. Seconded: Alex Middleton. All agreed.

Motion (3): That the Neutral Bay Public School P&C Association membership fee for 2018 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: Jenny Spillane. Seconded: Alex Middleton. All agreed.

7. Appointment of auditors for 2018

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 2018.

Proposed: Jenny Spillane. Seconded: Alex Middleton. All agreed.

8. Election of Office Bearers for 2017

The following members were elected.

Committee

President: Sharmila Soorian was nominated by Jenny Spillane. Accepted. All agreed.

Vice President: Peter Carter was nominated by Jenny Spillane. Accepted. All agreed.

Vice President: Tim Hawes was nominated by Sharmila Soorian. Accepted. All agreed.

Secretary: Michelle Jackson was nominated by Sharmila Soorian. Accepted. All agreed.

Treasurer: Jenny Spillane was nominated by Sharmila Soorian. Accepted. All agreed.

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

Sub-committees

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

Canteen Coordinator: Alex Middleton was nominated by Sharmila Soorian. Accepted. All agreed.

Uniform Shop Coordinator: Ginita Taylor was nominated by Michelle Jackson. Accepted. All agreed.

Events Coordinator: Vanessa Baumer-Rowley was nominated by Sharmila Soorian. Accepted. All agreed.

Fundraising Coordinator: No nominations were received for the position of Fundraising Coordinator. This position was declared vacant.

Communications Coordinator: Peta Thomson was nominated from the floor of the meeting. Accepted. All agreed.

9. Meeting dates for 2018

Wednesday 21 February
Wednesday 14 March
Wednesday 16 May
Wednesday 13 June
Wednesday 8 August
Wednesday 12 September
Wednesday 17 October
Wednesday 21 November Annual General Meeting
Wednesday 12 December (reserve)

10. Other Business

There being no other business, the meeting closed at 9:30 pm.

SIGNED AS A TRUE RECORD

CHAIR

DATE