

LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

GENERAL MEETING MINUTES 3 December 2024

Location: Club Lennox Sports

Time: Meeting opened at 18:07

1. Welcome

2. Attendance and Apologies

Present: M Ivey, K Nimmo, K Smith, K Mitchell, K Wafer, D Langfield, M Dippert, A Roberts, L Ludvigson

Apologies: I Yap, S Leonard, C Domensino

3. Confirmation of previous meeting minutes

Moved by: K Mitchell Second: K Nimmo

4. Business arising from previous meeting minutes

4.1 Colour/Fun Run 2025

- Date confirmed Thursday 29 May in week 5 of Term 2. K Smith to coordinate.

5. Principal's Report

Received and attached.

6. Canteen Report

Received and attached.

7. Treasurer's Report

Received and attached.

8. President's Report

Received and attached.

9. Correspondence

9.1 2024/25 Richmond Volunteer Grants Expression of Interest deadline is 13 January. K Smith to coordinate with I Yap to submit EOI for grant towards P&C Insurance cost or play equipment.

10. General Business

10.1 Kindy BBQ/Meet the Teacher

- Date confirmed as Wednesday 26 February in week 5 of Term 1.
- M Ivey to coordinate BBQ/volunteers.

10.2 Change of School Uniform

- K Wafer to coordinate new school uniform working group.
- D Langfield to forward information regarding the process.

10.3 P&C members/volunteers

- Recruiting continues to be difficult. P&C Communication with student families via School Bytes notices considered less effective than sending notes home with students.
- D Langfield to look into the possibility of sending a paper notice each term outlining upcoming school and P&C dates/information and showcasing key achievements (re-purposing Facebook/Lennox Wave content).
- M Ivey to draft persuasive recruitment messaging to include in paper notices.

10.4 Easter Raffle

- Please save any baskets/hampers received from Christmas for re-purposing for the Easter Raffle. M Dippert to collect/store.

11. Closure and date of next meeting

Next meeting: Tuesday 11 February. Meeting closed: 19:15

What a busy year it has been.

We began our year with the meet the teacher bbq. Belinda put together a menu with lots of options and we were able to use the Apple square for people to pay which worked really well. The feedback from people was perhaps there were too many options and next year it may be easier to go back to sausage sizzle.

Our next event was the annual Easter raffle which always brings in a huge support from families. It was Mr O'Connors first year and he certainly brought the enthusiasm as usual!

March and April were a tricky time to navigate with Belinda unexpectedly taking leave before resigning from her position.

We advertised the position and had a number of applications who Meagan and I went through and prioritised, meeting with some before selecting someone with a connection to the school and renewed energy we felt the canteen needed.

We welcomed Caroline to our Canteen Manager role in April. Caroline has done a mammoth job single handedly overhauling the canteen to bring it up to scratch. Thoroughly cleaning and organising it, passing the menu through the NSW Healthy Canteens requirements, bringing volunteers back into the canteen and making it a positive environment for our children to be welcomed to. Thank you Caroline you have done an amazing job!

Caroline trailed the lolly bags at the athletics carnivals which blew expectations and resulted in a trip to the shops to make some more.

The lions club ran the bbq this year but I think it is certainly something we can look at doing ourselves in the future with so many parents at the event this year to volunteer.

We have had a couple of things requiring attention this year including the slushie machine, we purchased a new one from the previous brand, we needed a new pie oven door, a new air conditioner, air fryer and are currently assessing whether we will need a new fridge.

We also welcomed Janine 2 days per week casually to support Caroline.

Lisa has also put in some extensive work in the background to put in systems to support Caroline including stocktake but also extensively going through and analysing all of the data to provide some really valuable insights and recommendations.

We held our Mother's Day and Father's Day stalls thanks to Karly and Krista for ordering and running the days. It is always wonderful to a large number of volunteers from our families who contribute to these days and share in the excitement.

At the request of quite a few parents and students the Halloween Disco sprung to the ground. Selling nearly 400 tickets which is pretty amazing. I think we are all looking forward to that bigger air conditioned hall for future events. This was our first year using spriggy and definitely saved a lot of time and man power for one person having

to put consolidate the notes, names, count and store such a large amount of money and be able to take it to the bank. There was some confusion about the permission note but Deb has confirmed we will not need this in future as the information is on spriggy and counted as permission. We did have around 15 people with no ticket but these were able to be quickly followed up the next day and all accounted for thanks to spriggy we were able to put orders through on parents behalf if they have given permission. Again a big thanks to Karly, Krista, Emily and all the volunteers who helped bring it together and find sponsors to make the event a success.

We have had a couple of meetings this year with the infrastructure team in regards to the new canteen, layout and requirements. The new canteen will be attached to the school hall and share a space with the OOSCH who will also utilise the hall as their space.

We have not received much information from NSW school infrastructure this year and were informed as of 2025 they will no longer be holding the reference group meetings as it will move into the build phase. I thank Kerren for participating in these meetings on the P&Cs behalf. The current timeline is to be completed by 2027.

I think one of the biggest reflections from this year is our lack of volunteers in the core P&c with much of the work landing on the same people who are also very time poor but who do it for the love of our kids, school and community. We have tried several approaches to new volunteers including QR codes, flyers, face to face but I think the meet the teacher bbq is our best bet to meet people and put a positive experience to the group. Some on the bbq and some signing people up to the email link.

After 6 years with the P&c it is my time to step down and pass the reigns over to someone new and fresh. I'm not sure what the next 12 months will bring for my family and so rather than cause potential disruption next year I feel it's best to step down and provide as much notice as possible to find someone for the role. After this year and with many new positive changes in place.

I've loved being a part of the P&c and our school community. Thank you to everyone who has been a part of that.

Sophie Leonard

P and C Meeting Principal Report – Term 4 week 8

- Term 4 is getting close to the end. The last day for students – Wednesday 18th December. Major presentation assembly Thursday 12th December Community Centre 10am. Students receiving awards -parents have been notified. School captains will be announced on this day also. Year 6 have their farewell this evening.
- I will be on leave from Friday 13th through to the end of the term – travelling to Newcastle for our daughter's graduation and moving her.
- Term 1 2025 – there is now 4 staff development days – all students will start school on Thursday 6 February.
- Calendar items – Wednesday 12th – swimming carnival, Thursday 13 and 14 February – Best start testing for Kinders.
- Meet the teacher – potentially week 5 (week 1 is a day)– Wednesday 26th February
- There will also be 2 staff development days at the start of term 2 and one at the start of term 3 and term 4 – these dates have been added to the school bytes calendar.
- Reports we hope to have uploaded and sent to parents – by end of week 9 – view in school bytes.
- Build update – as sent to everyone last week in the latest update. There are some meetings next week to update us on a few final design things – there will be a few minor changes. There was a survey in the information that went out last week – would be great if everyone could complete that. I am having a bit of debate with them regarding the car park and what is being proposed for Kiss and drop. I will continue to advocate for children's safety. At this stage we will be operating from the new site term one 2027. The pre-school will open then also – it is a 40-place centre.
- Parent payments for 2025 – we have absorbed many things we were asking families to pay for – so we hope that will help families. There will be no reading eggs in 2025, we have absorbed all the assessment items we use and the cost of school Bytes.
- Classes for 2025 – are close to being finalised – but we will leave this until the start of next year – in case there are more students to add or students who leave. There will be no composite classes in 2025, and all classes will be of a small size – at this stage biggest class has 23 students. There will be a new assistant principal as Mrs Armstrong is retiring. Awaiting on staffing to fill that.

Canteen Report

We have seen a steady increase of orders on Wednesdays, which is great for sales but is a struggle when we don't have extra hands to help get the orders out on time.

As it is coming to the last two weeks of the school year, we have cut back on the supplier orders only offering what we have left. Eg. pies, sausage rolls, tender wraps, nuggets etc..

There won't be many daily specials as we are not going to order the items in so we don't have stock sitting over the holiday break.

We have had equipment issues, our beloved air con has died. So canteen temperatures are soaring in this warm weather. Hopefully a new air con will be installed before the end of term. And sadly the big fridge has lost its chill, the electricians came and said we need a new one. There isn't anything that can be done, because it is a high traffic used fridge they think it just needs to be replaced so we need to look into that over the holidays and sort out a replacement. We are running out of fridge space even though we have others they are also full.

The air fryer has been a lifesaver on our busy wed-fri days. So we just wanted to say a big thank you for that!

Volunteers are still our biggest struggle on busy days. As we have spoken about previously, it's so important to get a paper note out to parents so they have a clearer reminder of the need for volunteers :) Other thoughts are minimising the days open next year to Mon, wed & Friday so we have a smaller amount of days to lean on volunteers. Or go back to a very simple menu to be able to manage the busy days if there aren't any helpers.

Coming up we have the final principals morning tea which is on Wednesday 4th Dec, so milkshakes and muffins for 14 winners will be made. We also have a red food day which is being run by the SRC. They are wanting some lolly bags, drinks & cupcakes made up which can be ordered through our supplier & the school will pay for & then all sales will go to their fundraising cause.

As this is our last meeting for 2024 I would like to thank all the volunteers & the P&C for helping me figure out how to run the canteen this year. And we look forward to a successful, more profitable 2025 with lots of volunteers haha

Main things to follow up are: Air conditioning, Fridge & Volunteers.

Thank you, Caroline

Profit and Loss

Lennox Head Public School P & C Association

For the period 1 January 2024 to 25 November 2024

Account	1 Jan-25 Nov 2024	1 Jan-26 Nov 2023
Trading Income		
Canteen Cash Sales	4,798.70	1,387.15
Canteen Sales	74,524.38	71,812.15
Disco Night	3,118.20	0.00
Easter Raffle	2,478.20	3,344.65
Fathers Day Stall Income	2,919.40	3,019.05
Mothers Day Income	2,755.85	2,826.60
Tintenbar Upfront	175.00	0.00
Uniform Sales	0.00	41.28
Total Trading Income	90,769.73	82,430.88
Gross Profit	90,769.73	82,430.88
Other Income		
Interest Received	202.21	67.96
P & C Membership	0.00	16.00
Total Other Income	202.21	83.96
Operating Expenses		
Audit Fee	654.50	599.50
Bank Fees	27.21	15.85
Byron Gourmet Pies	0.00	90.42
Canteen Equipment	577.50	0.00
Closing Stock on Hand - Food	(542.79)	(545.61)
Closing Stock on Hand - Uniform	(659.18)	44.80
Disco Costs	630.49	0.00
Dolphin Office	52.00	0.00
Easter Raffle Costs	0.00	145.30
Essential Equipment & Supplies	377.60	0.00
Fathers Day Stall Costs	2,172.56	2,069.30
Freewave Sushi	2,643.73	1,211.60
IGA	1,067.60	122.73
Insurance	1,554.00	1,445.00
JDC Holdings	0.00	990.35
Kemp Agencies	2,277.25	644.30
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	1,627.50
Miscellaneous Purchases	1,663.36	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Norco	3,872.74	2,911.10
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	160.00
Payroll Expenses	30,496.50	30,005.55
Payroll Expenses- Contractor	516.98	0.00
School donation- Outdoor tables	6,000.00	15,930.00
Slush Puppie	742.95	298.00
Superannuation	3,428.94	3,214.60
Superior Food Group	19,934.99	17,295.75
The Provadores	153.48	0.00
Woolworths	14,427.94	7,641.30
Workers Compensation	733.93	486.88
Xero Subscription	741.80	150.50
Total Operating Expenses	96,726.83	88,286.24
Net Profit	(5,754.89)	(5,771.40)

Profit and Loss

Lennox Head Public School P & C Association
For the period 1 January 2024 to 25 November 2024

Cost Centre is Canteen.

Account	25-Nov-24	25-Nov-23
Trading Income		
Canteen Cash Sales	4,798.70	1,387.15
Canteen Sales	74,524.38	71,812.15
Total Trading Income	79,323.08	73,199.30
Gross Profit	79,323.08	73,199.30
Operating Expenses		
Bank Fees	3.61	15.85
Byron Gourmet Pies	0.00	90.42
Canteen Equipment	577.50	0.00
Closing Stock on Hand - Food	(542.79)	(545.61)
Dolphin Office	52.00	0.00
Essential Equipment & Supplies	377.60	0.00
Freewave Sushi	2,643.73	1,211.60
IGA	1,067.60	122.73
JDC Holdings	0.00	990.35
Kemp Agencies	2,277.25	644.30
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	1,627.50
Miscellaneous Purchases	1,163.36	0.00
Norco	3,872.74	2,911.10
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	0.00
Payroll Expenses	30,496.50	30,005.55
Payroll Expenses- Contractor	516.98	0.00
Slush Puppie	742.95	298.00
Superannuation	3,428.94	3,214.60
Superior Food Group	19,934.99	17,295.75
The Provodores	153.48	0.00
Woolworths	14,427.94	7,641.30
Workers Compensation	733.93	486.88
Total Operating Expenses	82,478.26	66,579.40
Net Profit	(3,155.18)	6,619.90
* Gross Margin Calculation	32,059.49	39,797.17
	40.42%	54.37%

Profit and Loss

Lennox Head Public School P & C Association
For the period 1 January 2024 to 25 November 2024

Cost Centre is Fundraising.

Account	25-Nov-24	25-Nov-23
Trading Income		
Disco Night	3,118.20	0.00
Easter Raffle	2,478.20	3,344.65
Fathers Day Stall Income	2,919.40	3,019.05
Mothers Day Income	2,755.85	2,826.60
Tintenbar Upfront	175.00	0.00
Uniform Sales	0.00	41.28
Total Trading Income	11,446.65	9,231.58
Gross Profit	11,446.65	9,231.58
Other Income		
Interest Received	202.21	67.96
P & C Membership	0.00	16.00
Total Other Income	202.21	83.96
Operating Expenses		
Audit Fee	654.50	599.50
Bank Fees	23.60	0.00
Closing Stock on Hand - Uniform	(659.18)	44.80
Disco Costs	630.49	0.00
Easter Raffle Costs	0.00	145.30
Fathers Day Stall Costs	2,172.56	2,069.30
Insurance	1,554.00	1,445.00
Miscellaneous Purchases	500.00	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Parents Info BBQ Night	0.00	160.00
School donation- Outdoor tables	6,000.00	15,930.00
Xero Subscription	741.80	150.50
Total Operating Expenses	14,248.57	21,706.84
Net Profit	(2,599.71)	(12,391.30)

Note- \$1,526.02 was paid in sick leave in 2024.....Canteen was non operational

Balance Sheet

Lennox Head Public School P & C Association

As at 25 November 2024

Account	25 Nov 2024	25 Nov 2023
Assets		
Bank		
Canteen Account	3,144.11	0.00
Fund Raising	3,293.20	0.00
SouthernCross CU Canteen	8,522.70	16,073.22
SouthernCross CU Fundraising	20,580.88	14,609.54
SouthernCross CU Term Deposit	5,270.17	5,067.96
Total Bank	40,811.06	35,750.72
Current Assets		
Petty Cash - Canteen	300.00	300.00
StockonHand - Food	1,925.50	1,440.06
StockonHand - Uniforms	735.98	315.30
Total Current Assets	2,961.48	2,055.36
Total Assets	43,772.54	37,806.08
Liabilities		
Current Liabilities		
Canteen	7,152.31	0.00
Other Accounts Payable	(144.69)	6,870.78
PAYG Withholding Payable	660.25	1,768.25
Superannuation Payable	650.61	1,522.82
Total Current Liabilities	8,318.48	10,161.85
Total Liabilities	8,318.48	10,161.85
Net Assets	35,454.06	27,644.23
Equity		
Current Year Earnings	(5,754.89)	(5,771.40)
Retained Earnings	33,415.63	33,415.63
Retained Earnings9	7,793.32	0.00
Total Equity	35,454.06	27,644.23