

LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

GENERAL MEETING MINUTES 01 AUG 2023

Location: Club Lennox Sports

Time: Meeting opened 6.02 pm

1. Welcome and Acknowledgment

2. Attendance and Apologies

Present: Sophie Leonard, Jacqui Lachmann, Ivy Yap, Krista Smith, Lisa Ludvigson, Belinda Nelson, Shelly Brown, Miranda Ivey, Karly Nimmo, Meagan Dippert, El Settle, Simon Settle

Apologies: Emily McKenzie, Deb Langfield

3. Confirmation of previous meeting minutes

Motion to approve the minutes of previous meeting moved by: Krista Smith

Second: Jacqui Lachmann

4. BUSINESS ARISING FROM PREVIOUS MEETING

4.1 Purchase of outdoor furniture

Motion to donate \$15,930 to the school for outdoor furniture.

Moved by: Ivy Yap

Second: Jacqui Lachmann

5. PRINCIPAL'S REPORT

Received and attached.

6. TREASURER'S REPORT

Received and attached.

7. CANTEEN REPORT

Received and attached.

8. GENERAL BUSINESS

8.1 Sentral calendar - P&C meeting dates

P&C meeting and events are in the calendar.

8.2 Fathers Day Stall 30 Aug - volunteers

Stall will be held at COLA and packing at canteen/music demountable.

[Follow up:](#)

- 1) Karly will lead the organisation of volunteer teams on Tue 29 Aug for packing and Wed 30 Aug for stall.
- 2) Jacqui/Ivy will move new stock to school on Tue 29 Aug

8.3 Colour Run 03 Nov - planning update

Sub-committee has been formed and met on 16 Jul to plan the 8 week campaign fundraiser. Some prizes have been donated by local business to support the fundraiser. Campaign kickoff is Mon 18 Sep, with announcement at school assembly, fundraising posters to be displayed around the school, parent letters and fundraising flyers to be sent home.

Follow up:

- 1) Krista will compose a message to be sent via Sentral seeking prize donations from parents who run businesses.
- 2) Karly will include volunteer recruitment for Colour Run in the Fathers Day stall volunteer recruitment message.

8.4 Any other business

School build - There is a need to reestablish direct communication between the P&C and SINSW regarding the school build project as some members first learnt about the new school site through social media. Members discussed/agreed upon the importance of having parent representation in and input to the school build project. Kerren Kernaghan is the representative at the School Infrastructure NSW Project Reference Group (SINSW PRG). Lisa Ludvigson volunteered to be a second/back up PRG representative should meetings occur during school hours.

Follow up: Sophie to contact SINSW to see if it is possible to have both a community representative and parent representative at PRG and obtain if possible a PRG meeting schedule.

9. CLOSURE AND DATE OF NEXT MEETING

Next meeting: 05 SEP 2023

Meeting closed: 6:56pm

P and C Meeting Term 3 Week 3 2023

- Apologies for not in attendance tonight – got a mercy call to help out as new mum has mastitis and has been in hospital this morning – so I was on call. 3 weeks old now – Maisie and Millie are just perfect.



- Build Update –. great news. Now they move into business case mode – so should know more by later in year re timeframes etc. I was told though all going well hopefully looking to be done by 2026. That is open start of 2026 school year. There wasn't a lot more detail last week – but I think it will move fairly quickly. We will have to have a re zone, and I will have interim talks regarding that in the next few weeks.
- Events – Sentral calendar – These are now being added and you can see this from the website or from SENTRAL App on your phone.
- Book Parade – next Wednesday – all welcome to watch. Organise costumes please for students.
- Things in music room – there are still items that belong to P and C in music room – can we please have these tidied up. In addition, 2nd hand uniforms are a bit all over the place – would someone like to tidy/organise these for parents who do come to look and purchase?
- NAPLAN results – I was planning to show you these – but on the whole really pleased – lots of students in exceeding or strong cohorts – big improvement in writing – but a little lower in Year 3 grammar – so will re visit this cohort and look at teaching gaps. We will get gteatre graph detail and analysis in the coming weeks.
- NSW DOE – Draft Plan and feedback prior to 25 August – I will distribute this through P and C – for you to read and have a look – any comments let me know. I'll attach to this.
- Transition From Temp To Permanent – what this looks like – we have a few staff this has worked well for – both teaching and SASS. Will explain more at next meeting.
- Numbers 2024 – looks similar – slightly higher than this year.
- Art Show – week 9 – opening Friday night adults only – then open all weekend. Class artworks will be available to bid on.
- Kinder Orientation – Tuesday 24 and 31 October and 7 November – Term 4. If you know of anyone in our zone who maybe hasn't enrolled or is a sibling please let them know to do that ASAP.
- Grandparents Day – Monday 23 October

Canteen Report Term 2

Term 2 was a fast paced one. We hit the ground running with new changes to the menu and to day to day running. We have continued with success with only myself on Mon Tue & Wed, and with 1 vollie on Thurs and 2 on Fridays, this is working out well. Sales are up by about \$10 000 compared to last year.

Orders for Mon - Thurs have stayed similar to previous years, but Fridays are increasing every week, with the avg being 130, but have been up to 160. Recess is still problematic, with 95% of the orders are for lunch break. It is impossible to change the settings.

As previously reported the Athletics carnival was a huge success, just need to change a few things if it was to be held there again.

We have received the first update for the Healthy canteen review, and all we need to provide is serving sizes for a number of items, otherwise we are tracking for a pass.

The daily specials for Mon Tue & Wed weren't really successful, with only a few orders. I believe that the specials aren't as successful anymore due to more options available on a daily basis. We are continuing Sushi on Fridays, but from next week we are putting it back on Wed.

The Naidoc Sausage sizzle was well received by all students, and the catering we did for the special guests was a great success.

We would like to do a fundraiser through the canteen, to try and boost profit, as we are still not reaching the targets that we would like to.

Cookie Dough - Jolly Socks - Gingerbread Houses - Bite Size -

We will be having a Red Food day in either week 7 or 8, and are still finalising the menu, open to suggestions.

Belinda

Profit and Loss- Total

Lennox Head Public School P & C Association

For the month ended 30 June 2023

Account	Jun 2023	YTD
Trading Income		
Canteen Sales	9,504.19	44,365.49
Easter Raffle	0.00	3,344.65
Mothers Day Income	0.00	2,826.60
Uniform Sales	0.00	41.28
Total Trading Income	9,504.19	50,578.02
Gross Profit	9,504.19	50,578.02

Other Income

Interest Received	0.00	67.96
P & C Membership	0.00	14.00
Total Other Income	0.00	81.96

Operating Expenses

Audit Fee	0.00	599.50
Bank Fees	0.60	1.90
Byron Gourmet Pies	0.00	90.42
Closing Stock on Hand - Food	0.00	(545.61)
Closing Stock on Hand - Uniform	0.00	44.80
Easter Raffle Costs	0.00	145.30
Fathers Day Stall Costs	2,069.30	2,069.30
Freewave Sushi	143.10	812.80
IGA	0.00	122.73
Kemp Agencies	255.70	255.70
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	911.50
Mothers Day Stall Costs	0.00	1,162.44
Norco	328.20	1,805.90
Parents Info BBQ Night	0.00	160.00
Payroll Expenses	4,072.00	16,160.75
Slush Puppie	0.00	298.00
Superannuation	427.54	1,691.74
Superior Food Group	1,917.25	11,128.62
Woolworths	2,683.04	7,206.99
Xero Subscription	29.50	29.50
Total Operating Expenses	11,926.23	44,721.36
Net Profit	(2,422.04)	5,938.62

Profit and Loss- Canteen

Lennox Head Public School P & C Association

For the month ended 30 June 2023

Account	Jun 2023	YTD
Trading Income		
Canteen Sales	9,504.19	44,365.49
Total Trading Income	9,504.19	44,365.49
Gross Profit		
	9,504.19	44,365.49

Operating Expenses

Bank Fees	0.60	1.90
Byron Gourmet Pies	0.00	90.42
Closing Stock on Hand - Food	0.00	(545.61)
Freewave Sushi	143.10	812.80
IGA	0.00	122.73
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	911.50
Norco	328.20	1,805.90
Payroll Expenses	4,072.00	16,160.75
Slush Puppie	0.00	298.00
Superannuation	427.55	1,691.74
Superior Food Group	1,917.25	11,128.62
Woolworths	2,683.04	7,206.99
Kemp Agencies	255.70	255.70
Xero Subscription	29.50	29.50
Total Operating Expenses	9,856.94	40,540.02
Net Profit	(352.75)	3,825.47

Profit and Loss- Fundraising

Lennox Head Public School P & C Association

For the month ended 30 June 2023

Account	Jun 2023	YTD
Trading Income		
Easter Raffle	0.00	3,344.65
Mothers Day Income	0.00	2,826.60
Uniform Sales	0.00	41.28
Total Trading Income	0.00	6,212.53
Gross Profit		
	0.00	6,212.53

Other Income

Interest Received	0.00	67.96
P & C Membership	0.00	14.00
Total Other Income	0.00	81.96

Operating Expenses

Audit Fee	0.00	599.50
Closing Stock on Hand - Uniform	0.00	44.80
Easter Raffle Costs	0.00	145.30
Fathers Day Stall Costs	2,069.30	2,069.30
Mothers Day Stall Costs	0.00	1,162.44
Parents Info BBQ Night	0.00	160.00
Total Operating Expenses	2,069.30	4,181.34
Net Profit	(2,069.30)	2,113.15

Balance Sheet

Lennox Head Public School P & C Association

As at 30 June 2023

Account	30 Jun 2023
Assets	
Current Assets	
SouthernCross CU Canteen	27,988.46
SouthernCross CU Fundraising	13,166.89
SouthernCross CU Term Deposit	5,067.96
StockonHand - Food	1,440.06
StockonHand - Uniforms	315.30
Total Current Assets	47,978.67
Total Assets	47,978.67
Liabilities	
Current Liabilities	
Other Accounts Payable	6,637.64
PAYG Withholding Payable	1,078.25
Superannuation Payable	908.53
Total Current Liabilities	8,624.42
Total Liabilities	8,624.42
Net Assets	39,354.25
Equity	
Current Year Earnings	5,938.62
Retained Earnings	33,415.63
Total Equity	39,354.25