

# **LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION**

## **GENERAL MEETING MINUTES 18 JUNE 2024**

**Location:** Club Lennox Sports

Meeting opened at 18:00

### **1. Welcome**

### **2. Attendance and Apologies**

**Present:** Ivy Yap, Meagan Dippert, Emily McKenzie, Karly Nimmo, Caroline Domensino, Deb Langfield, Lisa Ludvigson

**Apologies:** Kate Mitchell, Miranda Ivey, Krista Smith, Sophie Leonard, Jacqui Lachmann

### **3. Confirmation of previous meeting minutes**

Motion passed to approve previous meeting minutes. Moved: Karly Nimmo Second: Meagan Dippert.

## **4. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES**

### **4.1 Opportunity to change school uniforms**

Requires a school-led committee to conduct the consultation process. Propose initiating process in 2025. Note: LHPS has a contract with School Locker until February 2029. Deb Langfield to enquire re terms/opportunity for change.

### **4.2 Fundraising opportunity with Tintenbar Upfront**

Raises \$50-\$1500 depending upon attendance. Tickets are \$10.00/head. Beneficiary to supply cakes. Very receptive to idea of school choir and band participating. Prior school choir/band/staff commitments prevent pursuing this opportunity this year. Members agreed to decline offer for this year but invite re-enquiry in future years, earlier in the school year to allow for planning and coordination with choir/band.

## **5. PRINCIPAL'S REPORT**

Received and attached.

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

Received and attached.

## **7. CORRESPONDENCE**

Received quotes for school equipment.

Fathers Day catalogues and tea towel fundraiser information passed to Fundraising Committee.

## **8. GENERAL BUSINESS**

### **8.1 Chess Club**

Members support the Chess Club event in the upcoming school holidays and will promote via School Bytes once expected email supplying information is received.

### **8.2 Athletics Carnival**

Canteen offering for Athletics Carnival unclear as site/amenities still to be confirmed. Caroline Domensino to enquire if Lennox Head Lions Club could conduct barbecue using their equipment.

### **8.3 P&C Funds Allocation**

Motion passed to donate \$6,000.00 to the school towards the purchase of bike racks and additional seating. Note opportunity for PR in School Bytes/Lennox Wave informing school and wider community regarding use of funds raised by P&C for the school.

Moved: Ivy Yap. Second: Karly Nimmo.

#### **8.4 Change of Banking Institution**

Motion passed to move P&C transactional banking from Southern Cross Credit Union to Summerland Bank to enable use of Bank@Post services.

Moved: Lisa Ludvigson. Second: Ivy Yap.

#### **9. CLOSURE AND DATE OF NEXT MEETING**

Next meeting: Tuesday 6 August

Meeting closed: 18:52.

## Principal Report – P and C Term 2 Week 8- Tuesday 18 June

1. EV submission and panel meeting went very well in week 5. We were moved to excelling for educational leadership, wellbeing and reporting – we had already put ourselves at excelling for resourcing. All other areas validated as Sustaining and growing – with the conversation leading to us being very close to excelling in some other areas. This is measured against the school excellence framework. Massive well done to the exec team for putting this together. The work that the staff do on the ground everyday – makes it easy for us to justify all the great things that happen in this school and ensuring we are doing everything we can to make sure we are meeting the needs of all students. Thank you also to the community for your support for our school.
2. School Uniform – process on changing this – I have added some information. We are contracted with school locker until 2029. But you would need to form a committee – see information attached.
3. Build – community consultation went well – I have had a long discussion with staff – we must start looking forward not back – as we won't get everything we would like. Need to follow up the undercover – but spaces won't be modified as such. I have some photos of a new build and a video that I can share from another school. In the near future Wardell and Empire vale will be finished – possibly will have open days – but will give you an idea of the classroom spaces.
4. School Photos – should be back early next term – currently being packaged.
5. NAIDOC Day activities for students – Tuesday 2 July.
6. Athletics Carnival – Thursday 4 July – EPIQ sports fields. Students will be bused there. Just waiting on final clarification from council.
7. School reports for semester One – will be uploaded to School bytes in week 10. We will send a notice when this is done.
8. Term 3 begins for Students on Tuesday 23 July.

**Profit and Loss- TOTAL**

Lennox Head Public School P & C Association  
For the 5 months ended 31 May 2024

<b>Account</b>	<b>Jan-May 2024</b>	<b>Jan-May 2023</b>
<b>Trading Income</b>		
Canteen Cash Sales	2,769.60	0.00
Canteen Sales	24,278.79	34,861.30
Easter Raffle	2,478.20	3,344.65
Mothers Day Income	2,755.85	2,826.60
Uniform Sales	0.00	41.28
<b>Total Trading Income</b>	<b>32,282.44</b>	<b>41,073.83</b>
<b>Gross Profit</b>	<b>32,282.44</b>	<b>41,073.83</b>

**Other Income**

Interest Received	202.21	67.96
P & C Membership	0.00	14.00
<b>Total Other Income</b>	<b>202.21</b>	<b>81.96</b>

**Operating Expenses**

Audit Fee	0.00	599.50
Bank Fees	2.41	1.30
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
Essential Equipment & Supplies	377.60	0.00
Freewave Sushi	1,361.73	669.70
IGA	323.33	122.73
Kemp Agencies	537.87	0.00
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	911.50
Miscellaneous Purchases	200.00	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Norco	1,270.30	1,477.70
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	160.00
Payroll Expenses	12,828.42	12,088.75
Payroll Expenses- Contractor	516.98	0.00
Slush Puppie	0.00	298.00
Superannuation	1,411.09	1,264.20
Superior Food Group	6,792.03	9,211.37
The Provodores	153.48	0.00
Woolworths	4,638.65	4,523.95
Xero Subscription	326.80	0.00
<b>Total Operating Expenses</b>	<b>33,921.44</b>	<b>32,795.13</b>
<b>Net Profit</b>	<b>(1,436.79)</b>	<b>8,360.66</b>

**Profit and Loss- CANTEEN**

Lennox Head Public School P & C Association  
For the 5 months ended 31 May 2024

Cost Centre is Canteen.

<b>Account</b>	<b>Jan-May 2024</b>	<b>Jan-May 2023</b>
<b>Trading Income</b>		
Canteen Cash Sales	2,769.60	0.00
Canteen Sales	24,278.79	34,861.30
<b>Total Trading Income</b>	<b>27,048.39</b>	<b>34,861.30</b>
<b>Gross Profit</b>		
	<b>27,048.39</b>	<b>34,861.30</b>

**Operating Expenses**

Bank Fees	2.41	1.30
Byron Gourmet Pies	0.00	90.42
Closing Stock on Hand - Food	0.00	(545.61)
Essential Equipment & Supplies	377.60	0.00
Freewave Sushi	1,361.73	669.70
IGA	323.33	122.73
Kemp Agencies	537.87	0.00
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	911.50
Norco	1,270.30	1,477.70
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	0.00
Payroll Expenses	12,828.42	12,088.75
Payroll Expenses- Contractor	516.98	0.00
Slush Puppie	0.00	298.00
Superannuation	1,411.09	1,264.20
Superior Food Group	6,792.03	9,211.37
The Provodores	153.48	0.00
Woolworths	4,638.65	4,523.95
<b>Total Operating Expenses</b>	<b>30,763.84</b>	<b>30,683.09</b>
<b>Net Profit</b>	<b>(3,715.45)</b>	<b>4,178.21</b>

**Profit and Loss- FUNDRAISING**

Lennox Head Public School P & C Association  
For the 5 months ended 31 May 2024

Cost Centre is Fundraising.

<b>Account</b>	<b>Jan-May 24</b>	<b>Jan-May 23</b>
<b>Trading Income</b>		
Easter Raffle	2,478.20	3,344.65
Mothers Day Income	2,755.85	2,826.60
Uniform Sales	0.00	41.28
<b>Total Trading Income</b>	<b>5,234.05</b>	<b>6,212.53</b>
<b>Gross Profit</b>		
	<b>5,234.05</b>	<b>6,212.53</b>

**Other Income**

Interest Received	202.21	67.96
P & C Membership	0.00	14.00
<b>Total Other Income</b>	<b>202.21</b>	<b>81.96</b>

**Operating Expenses**

Audit Fee	0.00	599.50
Closing Stock on Hand - Uniform	0.00	44.80
Easter Raffle Costs	0.00	145.30
Miscellaneous Purchases	200.00	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Parents Info BBQ Night	0.00	160.00
Xero Subscription	326.80	0.00
<b>Total Operating Expenses</b>	<b>3,157.60</b>	<b>2,112.04</b>
<b>Net Profit</b>	<b>2,278.66</b>	<b>4,182.45</b>

**Balance Sheet**

Lennox Head Public School P &amp; C Association

As at 31 May 2024

<b>Account</b>	<b>May 2024</b>	<b>May 2023</b>
<b>Assets</b>		
<b>Bank</b>		
Canteen	328.84	0.00
<b>Total Bank</b>	<b>328.84</b>	<b>0.00</b>
<b>Current Assets</b>		
Petty Cash - Canteen	300.00	0.00
SouthernCross CU Canteen	8,522.70	24,726.52
SouthernCross CU Fundraising	25,411.63	15,265.69
SouthernCross CU Term Deposit	5,270.17	5,067.96
StockonHand - Food	1,382.71	1,440.06
StockonHand - Uniforms	76.80	315.30
<b>Total Current Assets</b>	<b>40,964.01</b>	<b>46,815.53</b>
<b>Total Assets</b>	<b>41,292.85</b>	<b>46,815.53</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other Accounts Payable	349.51	4,000.00
PAYG Withholding Payable	580.25	558.25
Superannuation Payable	590.93	480.99
<b>Total Current Liabilities</b>	<b>1,520.69</b>	<b>5,039.24</b>
<b>Total Liabilities</b>	<b>1,520.69</b>	<b>5,039.24</b>
<b>Net Assets</b>	<b>39,772.16</b>	<b>41,776.29</b>
<b>Equity</b>		
Current Year Earnings	(1,436.79)	8,360.66
Retained Earnings	33,415.63	33,415.63
Retained Earnings9	7,793.32	0.00
<b>Total Equity</b>	<b>39,772.16</b>	<b>41,776.29</b>

# School Uniform Policy Guidelines Checklist

## Policy checklist

**Consultation:** should include the following groups:

- Students
- Teachers and other staff
- Parents/carers  
(including school Parents and Citizens' Association)
- Suppliers and retailers.

**Wellbeing:** factors to be considered:

- The diversity of the school population  
(options are available within the agreed school uniform)
- Uniform items encourage physical activity
- Shorts and pants options are available, including specific options for girls
- Items are affordable, comfortable for all body shapes and appropriate for a variety of learning and break-time activities
- Appropriate, fair and consistent responses for students not following school uniform requirements.

**Health & Safety:** factors to be considered:

- Sun safe uniform items, including hats that protect the head, neck and ears
- Uniform items necessary for particular activities, eg safe footwear
- Availability of uniform items for cold and hot weather
- Road safety/visibility of uniforms.

**Supply and purchase:** factors to be considered:

- Families are well informed about uniform items necessary for health and safety reasons
- Affordability of uniform items
- Families are aware of available financial support to purchase uniform items if required
- Clothing pool established and promoted for donations and access to low cost or loan uniform items
- Procurement and Legal Services' advice regarding:
  - a nominated preferred supplier and/or
  - the establishment of a uniform shop to be run by an external organisation
- Location and opening hours of preferred suppliers/on-site uniform shops provide reasonable opportunities for families to purchase uniform items
- Supplier and retailer's details, including location and opening hours, are available on the school website and other school communication channels.

## Policy information

Each school's uniform must be the result of formal consultation with students, teachers and other staff and parents/carers (including the Parents and Citizens' Association).

Parents/carers must be given sufficient time to purchase items and schools may need to give parents/carers up to three years where there have been changes.

All suppliers and retailers must also be notified and given sufficient time to change the school uniform.

Source: [School Uniform policy](#)

The Department of Education requires that schools set local school uniform requirements.

A school's response to a student not wearing school uniform should be appropriate, fair and consistent.

A student cannot be suspended or expelled for not wearing school uniform.

Schools should positively encourage the wearing of a school uniform. Principals can make exemptions for not wearing a uniform after discussion with parents & carers, and if considered justified by the principal.

Decisions about school uniform requirements must comply with work health and safety and anti-discrimination legislation.

A school uniform should promote the health and safety of students by identifying items necessary for particular activities to protect students from injury (for example, items for sun protection or safe footwear).

See Health and Safety Directorate factsheets (Intranet only):

[Footwear Guidelines for NSW Government Schools](#)

[Sun Safety - overview and key steps](#)

Schools must have written agreements in place to set out the terms and conditions of a 'uniform shop' and 'supply arrangements'. Schools must comply with procurement requirements to have an on-site uniform shop operated by any party, other than a Parents & Citizens Association.

Schools must advise parents on how they can access financial support if they are unable to purchase uniform items. To assist families, schools should organise facilities such as clothing pools.

*\* Contract with school locker until 2029 (Feb)*

For further information contact the [Student Health Team](#). The diagram can also be printed and used as a planning and review checklist.