

LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

GENERAL MEETING MINUTES 14 MAY 2024

Location: Club Lennox Sports

Time: Meeting opened at 18:05

1. Welcome

2. Attendance and Apologies

Present: Sophie Leonard, Jacqui Lachmann, Emily McKenzie, Deb Langfield, Krista Smith, Lisa Ludvigson, Miranda Ivey, Karly Nimmo, Meagan Dippert, Felicity Davis, Keira Wafer, Caroline Domensiono,

Apologies: Ivy Yap, Kate Mitchell, Yasmin Stanfield

3. Confirmation of previous meeting minutes

Moved by: Karly Nimmo Second: Emily McKenzie

4. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

4.1 Canteen Operation

Belinda Nelson has resigned. Caroline Domensiono has been employed as Canteen Manager and will operate the canteen Tuesday to Friday. Janine likely to operate Mondays starting later in the term.

More volunteers are needed. Karly Nimmo to draft message to the school community for School Bytes. Krista Smith to post on Lennox Community facebook page.

4.2 Fundraising

Easter Raffle raised \$2,700. Mother's Day stall made ~\$550 in profit, plus stock remains for next year.

4.3 P&C Funds Allocation

Deb Langfield to get quotes for new bike racks/additional seating.

5. PRINCIPAL'S REPORT

Received and attached.

6. CANTEEN REPORT

The Canteen Manager will report directly to the President and no longer report at P&C meetings.

7. TREASURER'S REPORT

Received and attached.

8. CORRESPONDENCE

Andrews Insurance advised the notification of event requirements to ensure insurance coverage at offsite events held by the P&C. <https://www.pandc.org.au/noe/>

9. GENERAL BUSINESS

9.1 Canteen Bank Signatory

Motion to approve Caroline as canteen bank signatory and remove Belinda.

Moved by: Karly Nimmo Second: Krista Smith

Lisa Ludvigson to look into the prospect of changing banks to allow use of local Bank@Post services.

9.1 School Build

Community information sessions will be held at the school Wednesday 5 June. Deb Langfield will circulate information prior.

The change of school location may be an opportunity to initiate change to school uniform. Deb Langfield to enquire about the process.

9.2 Fundraising Opportunity

Tintenbar Upfront donates proceeds from the door to charities in exchange for publicity and volunteers on the night. Krista Smith to follow up.

10. CLOSURE AND DATE OF NEXT MEETING

Next meeting: 18 June 2024

Meeting closed: 19:03pm

Term 2 Week 3 – P and C Meeting – Tuesday 14 May 2024

- Term 2 welcome back.
- I am back at school for the time being – thanks to the staff for relieving in other positions in my absence.
- Our external validation submission needs to be uploaded by this Thursday. The meeting for this will be held on Thursday 30th of May – it is still quite a lot of work- collating evidence and validating ourselves against the School excellence Framework – SEF
- As we have moved to school byes and new syllabus – reports will have a slightly different format – staff have had PL on this at a session this afternoon.
- Kinder information evening for 2025 – next Wednesday. I think I might leave out the P and C section and do that at the end of year one – when parents get more information about the school.
- NAIDOC day celebrations 2nd July
- Athletics Carnival 4th July
- Build Update

Project status

- Other project activities are continuing, including engineering design and an Aboriginal Cultural Heritage Assessment of the new site. Meeting with AECG tomorrow.
- We will also be getting a new departmental preschool on site.

Community Information Sessions – Wednesday 5 June

- These will be drop-in style sessions in the school hall and representatives of the school and infrastructure team will be on-hand to provide information and answer questions.
- The date for the sessions looks to be -
- This will be in the hall. Proposed times are
 - 9:00am – 10am (school drop off)
 - 2:30to 3:30pm (before school pick up)
 - 5:30 to 7:00pm (after business hours)
- Funds for SRC – Ideas – w desperately need new bike racks – old one rusting, other suggestions were more/newer lunch seats for 3-6 eating area.
- Also thinking about you hanging onto some money for things to do with build eg playground equipment – I feel we won't get like for like, outdoor furniture etc , I've heard a few different things.
- Tintenbar Up Front proposal re fundraising passed onto P and C .

Profit and Loss- Total

Lennox Head Public School P & C Association
For the period 1 January 2024 to 7 May 2024

Account	1 Jan-7 May 2024	1 Jan-8 May 2023
Trading Income		
Canteen Cash Sales	1,647.10	0.00
Canteen Sales	19,982.85	23,341.39
Easter Raffle	0.00	3,344.65
Uniform Sales	0.00	41.28
Total Trading Income	21,629.95	26,727.32
Gross Profit	21,629.95	26,727.32
Other Income		
Interest Received	202.21	67.96
Total Other Income	202.21	67.96
Operating Expenses		
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
Freewave Sushi	775.53	454.50
IGA	323.33	0.00
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	2,317.26	888.19
Norco	704.70	1,035.40
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	160.00
Payroll Expenses	10,608.30	10,307.25
Payroll Expenses- Contractor	516.98	0.00
Slush Puppie	0.00	298.00
Superannuation	1,166.88	1,077.16
Superior Food Group	5,158.23	8,090.74
The Provodores	153.48	0.00
Woolworths	3,362.88	2,422.00
Xero Subscription	326.80	0.00
Total Operating Expenses	26,704.60	25,950.03
Net Profit	(4,872.44)	845.25

Profit and Loss- Canteen

Lennox Head Public School P & C Association
For the period 1 January 2024 to 7 May 2024

Account	1 Jan-7 May 2024	1 Jan-7 May 2023
Trading Income		
Canteen Cash Sales	1,647.10	
Canteen Sales	19,982.85	
Total Trading Income	21,629.95	23,341.39
Gross Profit		
	21,629.95	
Operating Expenses		
Bank Fees	2.41	
Freewave Sushi	775.53	
IGA	323.33	
Kemp Agencies	537.87	
Norco	704.70	
North Coast Wholesalers	429.45	
Parents Info BBQ Night	120.50	
Payroll Expenses	10,608.30	10,307.25
Payroll Expenses- Contractor	516.98	0.00
Superannuation	1,166.88	1,077.16
Superior Food Group	5,158.23	
The Provodores	153.48	
Woolworths	3,362.88	
Total Operating Expenses	23,860.54	23,080.65
Net Profit	(2,230.59)	(1,370.35)

Profit and Loss- Fundraising

Lennox Head Public School P & C Association
For the period 1 January 2024 to 7 May 2024

Account	1 Jan-7 May 2024
Gross Profit	0.00
Other Income	
Interest Received	202.21
Total Other Income	202.21
Operating Expenses	
Miscellaneous Purchases	200.00
Mothers Day Stall Costs	2,317.26
Xero Subscription	326.80
Total Operating Expenses	2,844.06
Net Profit	(2,641.85)

Balance Sheet

Lennox Head Public School P & C Association
As at 7 May 2024

Account	7 May 2024	7 May 2023
Current Assets		
Petty Cash - Canteen	300.00	0.00
Petty Cash - Fundraising	0.00	95.10
SouthernCross CU Canteen	9,406.99	19,775.32
SouthernCross CU Fundraising	20,491.12	13,203.74
SouthernCross CU Term Deposit	5,270.17	5,067.96
StockonHand - Food	1,382.71	1,440.06
StockonHand - Uniforms	76.80	315.30
Total Current Assets	36,927.79	39,897.48
Current Liabilities		
Other Accounts Payable	(144.69)	3,301.10
PAYG Withholding Payable	389.25	1,253.25
Superannuation Payable	346.72	1,082.25
Total Current Liabilities	591.28	5,636.60
Net Assets	36,336.51	34,260.88
Current Year Earnings		
Current Year Earnings	(4,872.44)	845.25
Retained Earnings	41,208.95	33,415.63
	36,336.51	34,260.88