

# LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

## GENERAL MEETING MINUTES 17 June 2025

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**Location:** Club Lennox Sports Meeting Room

**Time:** Meeting opened at 6:10pm

### 1. Welcome

### 2. Attendance and Apologies

**Present:** M Dippert, E Flower, K Smith, A Roberts, D Langfield, K Wafer, I Yap, E McKenzie, K Kay, M Ivey, S Donnelly

**Apologies:** L Stead, C Bermingham, K Mitchell

### 3. Confirmation of previous meeting minutes

Moved by: K Smith      Seconded: M Dippert

### 4. PRINCIPAL'S REPORT

Received and attached.

### 5. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

5.1 School newsletter will be printed by the end of term 2

5.2 Secondhand uniform stall planned for Friday 20 Jun 25. E Flower to lead.

### 6. TREASURER'S REPORT

Attached.

**6.1 Motion:** Submit ATO application for endorsement as deductible gift recipient

Moved by: M Dippert      Seconded: K Smith

Outcome: Carried

**6.2 Motion:** Canteen to close on Mondays only from Term 3 onwards

Moved by: M Dippert      Seconded: I Yap

Outcome: Carried

### 7. CANTEEN REPORT

Attached.

### 8. CORRESPONDENCE

8.1 Office bearer updates with P&C Federation NSW- Completed

8.2 Office 365 license expires Oct 25

8.3 Tomra Return & Earn application- Approved

8.4 2024 Annual Information Statement submitted to ACNC - Completed

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

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8.5 3x3m marquee quote provided by school - to be purchased by the school and reimbursed by P&C

### **9. GENERAL BUSINESS**

#### **9.1 Sunscreen**

Grants available to provide sunscreen to school. Ash will follow up.

#### **9.2 Grant Funding opportunities**

Moved to next meeting

#### **9.3 Brainstorming session 12 Jun – highlights**

- Bake stall in term 3
- Garden bed program
- Family movie night
- Silent disco

#### **9.4 New school build community session – P&C feedback**

Size of school is too small, concerns with air conditioning and air circulation, COLA is small. Ash to draft a letter summarising the issues/concerns on behalf of the P&C.

#### **9.5 GoFundMe discussion**

K Wafer has started the process of establishing a GoFundMe P&C page with a QR code to raise funds for the school playground at the new site. Plan to place posters around the school grounds to encourage the community to donate.

#### **9.6 Other business**

Discuss canteen operations and menu at next meeting

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

Meeting closed: 7:46pm

Next meeting: 5 Aug 25

## Principal report – Term 2 Week 8

- Athletics Carnival – lots of organisation to get all the students their to compete. We had to hold other field events prior to the day – otherwise we would not have time to complete everything with the time we need to factor in for transport.
- Assistant Principal applications have all been completed. It was a very close process – the successful applicant was Jordanna Coughlin – who was on staff and had been relieving in the role. She will officially take over this role next term. The classroom position – for the 4O class – will now be released to staffing – to see if they are going to fill that now.
- School reports – these are in the process of being finalised – these will be available in School bytes in week 10 – we will let parents know when they are ready.
- Colour Run- what a great event. Well done to all of you for your organisation and getting the community involved to make it an epic fundraiser.
- New prospectus is now on the website for parents and all new enrolments get one of these.
- I have a build meeting next Tuesday afternoon to look at final design – then tender should be awarded. So, we should hopefully see some build action on the site before the end of the year.
- There was a new licencing requirement for all school uniform suppliers – so have been waiting for that paperwork to process – prior to re contacting School Locker – but this will happen next term.
- Lots of sporting teams and individual performances this term – we have a lot of talented students.
- The FNC Dance festival was amazing and well do to all the students and teachers for their great efforts.
- Well done to the choir students who travelled to Coffs Harbour for the Compass music festival
- Well done to all the performers at Love Lennox- thanks to parent's students and teachers for giving up some of your Saturday.
- Events still to come this term – Tuesday 24 June – Spelling Bee Final - afternoon
- Monday June 30 – Paul Bryant public Speaking - Times are as follows:
  - Stage 1: Year 2 – 9:50am
  - Stage 2: Years 3 & 4 – 10:30am
  - Stage 3: Years 5 & 6 – 12.05pm
- Tuesday July 1 – Naidoc Day
- Last day of term – Friday 4 July – Students Resume – Tuesday 22 July
- Week 3 – Term 3 – Education Week – Open day – currently being planned – possibly by the Wednesday 6 August

- The principal of BCHS – Peter Howes would like to come to your meeting next term – to outline a new program they will have running at the school. A chance to also ask him questions.

## **Canteen Report for 17 Jun 25 General Meeting**

Hello, this term we have been implementing sushi every second Friday which is home made by our amazing volunteer Linda. She wants it all to go to the school as her donation to the community which is so beautiful but I would love to flag it with the P&C so we can do something nice for her at the end of the year to say thank you.

This term we have catered a few times for Deb & her colleagues and received positive feedback which was nice. We will also be catering for the department of ED when they have a meeting in the hall in the coming weeks.

Athletic carnival prep is under way, we have organised the lions club to attend again and the canteen will provide treats and snacks like we did last year. We are also going to see if we can get a coffee truck there for parents but that's not locked in.

No equipment issues this term, everything has been running smoothly.

Volunteers have been wonderful but still looking for extra's to have on hand as always.

We think now is a good time to promote the second hand uniforms for the winter days. Jumpers and pants are available and there is quite alot of all sizes of uniforms to be moved on. Plus it would be a good idea to put a call out for donations if households have lots of small uniforms to share with the school community.

Overall the canteen has been running smoothly, shout out to Janine for taking on extra days when I was away for a family wedding.

Thanks, Caroline

**Profit and Loss**

Lennox Head Public School P & C Association  
For the period 1 January 2025 to 10 June 2025

Account	2025	2024
<b>Trading Income</b>		
Canteen Cash Sales	4,395.20	3,087.50
Canteen Sales	33,337.36	25,780.82
Easter Raffle	2,735.00	2,478.20
Mothers Day Income	3,381.35	2,755.85
<b>Total Trading Income</b>	<b>43,848.91</b>	<b>34,102.37</b>
<b>Gross Profit</b>	<b>43,848.91</b>	<b>34,102.37</b>
<b>Other Income</b>		
Interest Received	0.00	202.21
<b>Total Other Income</b>	<b>0.00</b>	<b>202.21</b>
<b>Operating Expenses</b>		
Bank Fees	0.00	2.41
Color Run costs	883.00	0.00
Dolphin Office	432.96	144.95
Easter Raffle Costs	59.99	0.00
Essential Equipment & Supplies	0.00	377.60
Fathers Day Stall Costs	2,195.78	0.00
Freewave Sushi	0.00	1,470.33
IGA	161.21	530.88
Kemp Agencies	1,068.06	537.87
Miscellaneous Purchases	105.00	200.00
Mothers Day Stall Costs	2,640.97	2,630.80
Norco	1,809.30	1,336.16
North Coast Wholesalers	0.00	429.45
Northcoast Wholesale	914.25	0.00
Parents Info BBQ Night	0.00	120.50
Payroll Expenses	15,694.96	13,528.08
Payroll Expenses- Contractor	0.00	516.98
School donation- Outdoor tables	2,444.26	0.00
Slush Puppie	(684.35)	0.00
Superannuation	1,785.84	1,488.05
Superior Food Group	9,216.04	7,191.75
The Provodores	0.00	153.48
Woolworths	6,775.77	4,638.65
Xero Subscription	350.00	326.80
<b>Total Operating Expenses</b>	<b>45,853.04</b>	<b>35,624.74</b>
<b>Net Profit</b>	<b>(2,004.13)</b>	<b>(1,320.16)</b>

**Profit and Loss- CANTEEN**

Lennox Head Public School P & C Association  
For the period 1 January 2025 to 10 June 2025

Account	2025	2024
<b>Trading Income</b>		
Canteen Cash Sales	4,395.20	3,087.50
Canteen Sales	33,337.36	25,780.82
<b>Total Trading Income</b>	<b>37,732.56</b>	<b>28,868.32</b>
<b>Gross Profit</b>	<b>37,732.56</b>	<b>28,868.32</b>
<b>Operating Expenses</b>		
Bank Fees	0.00	2.41
Dolphin Office	432.96	144.95
Essential Equipment & Supplies	0.00	377.60
Freewave Sushi	0.00	1,470.33
IGA	161.21	530.88
Kemp Agencies	1,068.06	537.87
Miscellaneous Purchases	105.00	0.00
Norco	1,809.30	1,336.16
North Coast Wholesalers	0.00	429.45
Northcoast Wholesale	914.25	0.00
Parents Info BBQ Night	0.00	120.50
Payroll Expenses	15,694.96	13,528.08
Payroll Expenses- Contractor	0.00	516.98
Slush Puppie	(684.35)	0.00
Superannuation	1,785.84	1,488.05
Superior Food Group	9,216.04	7,191.75
The Provodores	0.00	153.48
Woolworths	6,775.77	4,638.65
<b>Total Operating Expenses</b>	<b>37,279.04</b>	<b>32,467.14</b>
<b>Net Profit</b>	<b>453.52</b>	<b>(3,598.82)</b>

**Profit and Loss**

Lennox Head Public School P & C Association  
For the period 1 January 2025 to 10 June 2025

Account	2025	2024
<b>Trading Income</b>		
Easter Raffle	2,735.00	2,478.20
Mothers Day Income	3,381.35	2,755.85
<b>Total Trading Income</b>	<b>6,116.35</b>	<b>5,234.05</b>
<b>Gross Profit</b>	<b>6,116.35</b>	<b>5,234.05</b>
<b>Other Income</b>		
Interest Received	0.00	202.21
<b>Total Other Income</b>	<b>0.00</b>	<b>202.21</b>
<b>Operating Expenses</b>		
Color Run costs	883.00	0.00
Easter Raffle Costs	59.99	0.00
Fathers Day Stall Costs	2,195.78	0.00
Miscellaneous Purchases	0.00	200.00
Mothers Day Stall Costs	2,640.97	2,630.80
School donation- Outdoor tables	2,444.26	0.00
Xero Subscription	350.00	326.80
<b>Total Operating Expenses</b>	<b>8,574.00</b>	<b>3,157.60</b>
<b>Net Profit</b>	<b>(2,457.65)</b>	<b>2,278.66</b>

**Balance Sheet**

Lennox Head Public School P &amp; C Association

As at 10 June 2025

<b>Account</b>	<b>2025</b>	<b>2024</b>
<b>Assets</b>		
<b>Bank</b>		
Canteen Account	9,564.08	0.00
Fund Raising	21,066.13	0.00
Petty Cash - Canteen	60.76	300.00
SouthernCross CU Canteen	0.00	8,774.88
SouthernCross CU Fundraising	0.00	25,411.63
SouthernCross CU Term Deposit	5,270.17	5,270.17
StockonHand - Food	2,037.57	1,382.71
StockonHand - Uniforms	735.98	76.80
<b>Total Current Assets</b>	<b>38,734.69</b>	<b>41,216.19</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Other Accounts Payable	(59.74)	0.26
PAYG Withholding Payable	1,016.25	659.25
Superannuation Payable	942.99	667.89
<b>Total Current Liabilities</b>	<b>1,899.50</b>	<b>1,327.40</b>
<b>Total Liabilities</b>	<b>1,899.50</b>	<b>1,327.40</b>
<b>Net Assets</b>	<b>36,835.19</b>	<b>39,888.79</b>
<b>Equity</b>		
Current Year Earnings	(2,004.13)	(1,320.16)
Retained Earnings	33,415.63	33,415.63
Retained Earnings9	5,423.69	7,793.32
<b>Total Equity</b>	<b>36,835.19</b>	<b>39,888.79</b>