

GENERAL MEETING MINUTES

Lennox Head Public School P&C Association

Location: Club Lennox

Date: Tuesday 08 Nov 2022

Time: Meeting opened 6:02pm

1. REGULAR ITEMS

1.1 Acknowledgement of Country

S. Leonard

1.2 Attendance and Apologies

Present: D. Langfield, S. Leonard, S. Tatum, K. Smith, T. Ranyard, E. McKenzie, I. Yap, Z. Parkinson

Apologies: J. Lachmann, L. Jeffers, K. Dicker

1.3 Presentation and confirmation of previous meeting minutes

Motion to approve the minutes of 11 October 2022 made by K. Nimmo. Second K. Smith.

2. MATTERS ARISING FROM PREVIOUS MEETING

2.1 School build update

PRG meeting scheduled for 21 Nov 2022.

2.2 Canteen

2.2.1 Staffing

Potential full time candidate to undergo a trial on Wed 9 Nov.

2.2.2 Canteen kitchen equipment planning for 2023

Most of the kitchen equipment in the canteen is over 10 years old and there is a high risk of service failure due to equipment malfunction. Priority replacements are the upright freezer and electric oven/stove. Seek clarification from Dep of Education what canteen equipment will be provided in the new school in order to plan for replacements.

Follow up: Check prices for domestic upright freezer (min capacity 206L) at HomeClearance (I. Yap), Good Guys (K. Smith); source quotes for a secondhand commercial electric oven/stove (S. Leonard).

2.4 Fundraising

2.4.1 Fundraising targets/purpose for next year

Resources will be required for new K-2 syllabus, D. Langfield to advise costings in early 2023. Plan to replace outdoor seating furniture in 2023.

2.4.2 Allocation of fundraising money from Easter raffle

Funds still remain and carry over to 2023. Aim to support schools in the local area.

2.4.3 Halloween Disco review

Raised \$2,700. K. Smith prepared a post-event wrap up and checklist for future discos. General feedback on the event was positive. Areas for improvement include provide students with wristband/stamp to avoid bottleneck at check in, family tickets were well received, use Spriggy Events to track food orders (individual only).

3. REPORTS

3.1 Principal

Received and attached.

3.2 Treasurer

Received and attached. Southern Cross account opened.

3.3 Canteen

Received and attached. S. Tatum advised more volunteers are urgently needed to ensure the canteen can operate 5 days a week.

4. GENERAL BUSINESS

4.1 Parliamentary Inquiry into School Infrastructure [report](#)

- The report was released late Oct 2022. The NSW Government has 3 months to respond to the 20 findings and 30 recommendations from the inquiry.
- Some of the key findings - planning process for school infrastructure lacks transparency; poor demographic planning has had a negative effect on several school communities; school communities are frustrated about being kept in the dark around the progress of planned projects; the infrastructure of existing schools should not be left to deteriorate.
- Some of the key recommendations - Dep of Education (DoE) increase the transparency in the school infrastructure planning process by improving consultation with school communities and abolishing the use of non-disclosure agreements for parent representatives on project working groups; School Infrastructure NSW (SINSW) provide either a completion timeframe or an estimated completion timeframe (timeframe should be a maximum of a 6 month window with reasons publicly listed when timeframes change) on every major project; SINSW release a project update document at minimum once every 3 months, DoE improve communications with school communities by establishing a clear point of contact within SINSW who is empowered to provide transparent timelines (including estimate timelines when timelines are not finalised) and answer questions on the process.

4.2 Succession plan for Treasurer position

T. Ranyard will depart the role at 2023 AGM. The Treasurer position requires book keeping skills.

4.3 Kindy BBQ

Tentative date is Thu 23 Feb 2023, D. Langfield to confirm. Food orders can be facilitated through Spriggy Events.

4.4 Acknowledgment of volunteers

Canteen volunteers - plan for the P&C to sponsor a lunch and the school to host a morning tea.

5. CLOSURE AND DATE OF NEXT MEETING

Next meeting: 13 Dec 2022

Meeting closed: 7:15pm

P and C Meeting – Term 4 Week 5 – Tuesday 8 November- Principals Report

- Notification of next PRG meeting – re build – Monday 21 November at 2pm – we hope to find out some good news – re where to next!
 - Monday 24 October – Grandparents day – was a great success.
 - Kinder O – has now been completed for our 2023 cohort – went well. Three kinder classes next year – Mrs Dyer, Mrs Thomas and Miss Somerville will be the teachers.
 - End of year - day excursions – notes going out this week.
 - Year 6 Farewell – Thursday 15 December – Community Centre – invitations etc will go out soon.
 - K-2 Swimming – weeks 8 and 9 in term 4 – pretty much all organised.
 - Major Presentation day – Friday 16 December – this is now also the last day of term. There will be 2 assemblies – Year 3 -6 first at 10am, K-2 will be from 12pm. If your child is receiving an award at this assembly you are notified by the teacher.
 - Class structure – 2023 – we have attached teachers to classes for 2023 – some changes due to maternity leaves etc – slight changes next year with teachers moving around a little. Children will be notified new teachers and new class when they return in 2023...as sometimes things change over the holidays eg additional students may arrive etc.
 - Reports for term 4 – we will be introducing the Sentral parent portal APP – where you will find reports – so no more printing paper copies. We will also be using other features in this APP next year – more information to come as we work through it. Every parent will receive a letter re log on details very soon. Unique code for each parent. That is both mum and dad will have their own code.
 - School funding for 2023 was released last week – very similar to us from last year. Some increase in our learning support teacher allocation. I still will have to query some areas re staffing – as I need to ensure I'm funded no less than 2021 levels – there is some additional staffing next year also re flood relief. We will have 20 classes next year.
 - First day of school 2023 – teachers attend Friday 27 Jan and Monday 30 Jan – students start years 1-6 on Tuesday 31 January. Kinders will do Best start testing first
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7:32 AM

08/11/22

Accrual Basis

Lennox Head Public School P & C Association
Profit & Loss - Canteen
October 12 through November 7, 2022

	<u>Oct 12 - Nov 7, 22</u>
Ordinary Income/Expense	
Income	
40100 · Canteen Sales	9,323.16
Total Income	<u>9,323.16</u>
Cost of Goods Sold	
50103 · Byron Gourmet Pies	42.90
50105 · Freewave Sushi	109.60
50114 · Norco	487.40
50115 · Northcoast Wholesale	520.80
50117 · Quality Food Services	1,212.38
50118 · Slush Puppie	1,106.53
50119 · Woolworths	1,856.84
Total COGS	<u>5,336.45</u>
Gross Profit	3,986.71
Expense	
60101 · Bank Fees	2.50
60105 · Superannuation	299.99
66000 · Payroll Expenses	2,856.70
Total Expense	<u>3,159.19</u>
Net Ordinary Income	<u>827.52</u>
Net Income	<u><u>827.52</u></u>

7:32 AM

08/11/22

Accrual Basis

Lennox Head Public School P & C Association
Profit & Loss - Fundraising
October 12 through November 7, 2022

	<u>Oct 12 - Nov 7, 22</u>
Ordinary Income/Expense	
Income	
40216 · Uniform Sales	9.90
40217 · Disco Night	3,264.80
Total Income	<u>3,274.70</u>
Cost of Goods Sold	
50217 · Disco Costs	562.70
Total COGS	<u>562.70</u>
Gross Profit	<u>2,712.00</u>
Net Ordinary Income	2,712.00
Other Income/Expense	
Other Income	
40500 · Interest Received - CBA	10.11
Total Other Income	<u>10.11</u>
Net Other Income	<u>10.11</u>
Net Income	<u><u>2,722.11</u></u>

7:31 AM

08/11/22

Accrual Basis

Lennox Head Public School P & C Association
Profit & Loss - Total
October 12 through November 7, 2022

	<u>Oct 12 - Nov 7, 22</u>
Ordinary Income/Expense	
Income	
40100 · Canteen Sales	9,323.16
40216 · Uniform Sales	9.90
40217 · Disco Night	3,264.80
Total Income	<u>12,597.86</u>
Cost of Goods Sold	
50103 · Byron Gourmet Pies	42.90
50105 · Freewave Sushi	109.60
50114 · Norco	487.40
50115 · Northcoast Wholesale	520.80
50117 · Quality Food Services	1,212.38
50118 · Slush Puppie	1,106.53
50119 · Woolworths	1,856.84
50217 · Disco Costs	562.70
Total COGS	<u>5,899.15</u>
Gross Profit	6,698.71
Expense	
60101 · Bank Fees	2.50
60105 · Superannuation	299.99
66000 · Payroll Expenses	2,856.70
Total Expense	<u>3,159.19</u>
Net Ordinary Income	3,539.52
Other Income/Expense	
Other Income	
40500 · Interest Received - CBA	10.11
Total Other Income	<u>10.11</u>
Net Other Income	10.11
Net Income	<u><u>3,549.63</u></u>

7:20 AM

08/11/22

Accrual Basis

Lennox Head Public School P & C Association
Profit & Loss - Canteen
January 1 through November 7, 2022

	<u>Jan 1 - Nov 7, 22</u>
Ordinary Income/Expense	
Income	
40100 · Canteen Sales	83,481.73
Total Income	<u>83,481.73</u>
Cost of Goods Sold	
50101 · Aldi	1,651.75
50103 · Byron Gourmet Pies	128.70
50104 · Coles	93.90
50105 · Freewave Sushi	2,076.50
50108 · IGA	612.60
50113 · Miscellaneous Purchases	630.59
50114 · Norco	3,979.97
50115 · Northcoast Wholesale	4,776.70
50117 · Quality Food Services	10,421.54
50118 · Slush Puppie	2,561.91
50119 · Woolworths	10,855.54
50135 · Closing Stock on Hand - Food	-223.06
Total COGS	<u>37,566.64</u>
Gross Profit	45,915.09
Expense	
60101 · Bank Fees	54.54
60105 · Superannuation	2,881.10
60108 · Workers Compensation	469.69
66000 · Payroll Expenses	29,494.52
Total Expense	<u>32,899.85</u>
Net Ordinary Income	<u>13,015.24</u>
Net Income	<u><u>13,015.24</u></u>

7:19 AM

08/11/22

Accrual Basis

Lennox Head Public School P & C Association
Profit & Loss - Fundraising
January 1 through November 7, 2022

	<u>Jan 1 - Nov 7, 22</u>
Ordinary Income/Expense	
Income	
40204 · Easter Raffle	4,048.45
40206 · Fathers Day Stall	3,462.40
40210 · Mothers Day Stall	2,303.25
40216 · Uniform Sales	671.10
40217 · Disco Night	3,264.80
Total Income	<u>13,750.00</u>
Cost of Goods Sold	
50204 · Easter Raffle Costs	18.70
50206 · Fathers Day Stall Costs	3,134.15
50208 · Hat Costs	498.76
50210 · Mothers Day Stall Costs	1,817.60
50217 · Disco Costs	562.70
50225 · Closing Stock on Hand - Uniform	-217.60
Total COGS	<u>5,814.31</u>
Gross Profit	7,935.69
Expense	
60101 · Bank Fees	-10.00
60201 · Audit Fee	577.50
60207 · Insurance	1,348.00
Total Expense	<u>1,915.50</u>
Net Ordinary Income	6,020.19
Other Income/Expense	
Other Income	
40400 · P & C Membership Fees	10.00
40500 · Interest Received - CBA	20.74
Total Other Income	<u>30.74</u>
Other Expense	
80101 · Donation - Lennox Head PS	2,000.00
80106 · Donation - Upper Coopers Creek	282.00
Total Other Expense	<u>2,282.00</u>
Net Other Income	<u>-2,251.26</u>
Net Income	<u><u>3,768.93</u></u>