

# LENNOX HEAD PUBLIC SCHOOL P&C ASSOCIATION

## GENERAL MEETING MINUTES

**Location:** Club Lennox Sports Meeting Room

**Date:** 24 Oct 2023

**Time:** 6.02pm

### 1. Welcome and Acknowledgment

### 2. Attendance and Apologies

**Present:** Krista Smith, Jacqui Lachmann, Sophie Leonard, Lisa Ludvigson, Emily McKenzie, Ryan O'Connor, Kiri Dicker, Aisling Roberts, Miranda Ivey, Karly Nimmo, Ivy Yap

**Apologies:** Belinda Nelson

### 3. Presentation and confirmation of previous meeting minutes

Motion to approve the minutes of 05 Sep 23 made: Lisa Ludvigson

Second: Meagan Dippert

### 4. BUSINESS ARISING FROM PREVIOUS MEETING

#### 4.1 Notice of Motion - Vote to adopt P&C By-Laws

Motion for a vote to adopt the P&C By-Laws released by NSW P&C Federation. Majority voted to adopt the by-laws. Moved: Lisa Ludvigson

Second: Jacqui Lachmann

### 5. PRINCIPAL'S REPORT

Received and attached.

### 6. TREASURER'S REPORT

Received and attached.

### 7. CANTEEN REPORT

Received and attached.

### 8. NEW BUSINESS

#### 8.1 Colour Fun Run

Circa \$13,500 raised and 188 students registered to date. P&C to purchase 20 bales of hay at \$11/unit for event day.

Moved: Ivy Yap

Second: Krista Smith

#### 8.2 2024 fundraising plan

P&C will wait for advice from the school regarding funding priorities and requirements in 2024. Members to start thinking of fundraising ideas and events for 2024, initial focus on the first quarter. Current plans - Kindy/Meet the Teacher BBQ, Easter Raffle, Mothers/Fathers Days Stalls.

**Follow up:** Krista to contact Shelly Brown regarding ideas for a possible talent show in 2024.

#### 8.3 Any other business

- Disco preparations are going well.
- Tue 28 Nov 23 - P&C end of year dinner. Venue TBA.

### 10. CLOSURE AND DATE OF NEXT MEETING

Next meeting: Tue 20 Feb 2024

Meeting closed: 7:28pm

### P and C Meeting Term 4 Week 3 2023

- Apologies for not being in attendance tonight – but I am in Sydney for the State NSW Primary Principals conference.
- Grandparents Day which was held today was a great success. We acknowledge that some people feel that grandparents maybe don't have enough time in rooms – however it is really challenging to have large groups in classrooms for extended periods and can be overwhelming for some students. This day is not done in every school and we try to get it right. I have worked in schools where it was simply an outside event and students just read books with parents – so we will decide how we operate this moving forward.
- Currently – 11 students in Sydney for State Athletics- a massive achievement the most to ever attend.
- Halloween Disco Thursday – there will be staff in attendance to assist with supervision.
- Colour Run – organisation seems to be going well – sure it will be successful next week.
- Student Leadership applications for those interested in positions eg captains is happening at present.
- A link has been sent to parents to complete the parent Tell Them From Me survey – can you please encourage people to complete this as it helps me when completing the Annual School Report, as it can help us to see what is working well and what areas we can continue to develop.
- The school will be completing external validation in May 2024 – we will keep you informed as we progress with this.
- Travel/Extended Leave – just a reminder if you are planning on going away for a few days – either in the country or overseas you must fill in an extended leave form – these needs to be done prior to travel. If travelling overseas you must also attach a flight itinerary – a DOE requirement. If you don't do this you will get a text for each day your child is absent – fill in the form before you go and this won't happen.
- Kinder Orientation – Tuesday 24 and 31 October and 7 November – started today. We have around 70 kinders.
- New behaviour- suspension/Expulsion policy has been sent to Principals – we will have some training around this and then it will be operational term one 2024. It won't change what we really do on a day to day basis – just a few tweaks if anything.
- All upcoming dates/events are being added to Sentral calendar as they arise. Term 4 dates are on there.
- North Coast Creative Arts Camp – week 6 – mostly Stage 3 students attending.
- Life Ed van – week 6 – K-2 students.
- Swimming weeks 7 and 8 for all K/1/2/ students
- Friday 9 December – 10am Major presentation assembly – this will be held in the community centre. You will be notified if your child is receiving a class award or another major award.
- Build – I had a meeting with Jonathon Darwen senior project manger on Friday afternoon – as I felt there was not a lot of information coming out as to what was occurring. There will now be a PRG meeting that will happen hopefully week 4 – I am just waiting for the calendar invite – so things I do know and what I can tell you.
  1. The business case is now complete and being submitted to Treasury for formal approval– this is really just a tick a box as the funds were previously approved. Funding is definitely confirmed for the project



2. We will have all of the same features that we currently have – but nice and new – bigger hall, canteen in that space with OOSH, plus the scope contains a pre-school to be built alongside the school. (I don't know much more than that at this time in terms of the pre-school)
3. The concept design is now being completed which includes all of the engineering specs etc. the concept design covers a master plan for future expansion if needed – eg additional classrooms – but it is being built with more than we currently have.
4. Working towards a planning submission for the new year. This doesn't go through council – but to State Significant Development Application – to get Department Of Planning approval. Lots of reports have to be included in this – which are almost done.
5. All detailed site due diligence has been completed and has not highlighted any significant risks.
6. Once planning applications are submitted- then they work on procuring a contractor.
7. Construction will commence as soon as planning approves – this could take a number of months. But a little pressure to get this through more quickly.

## CANTEEN REPORT OCTOBER 2023

The new Daily Specials are being well received.

New Fruit Tubs are a huge hit with the younger grades.

Orders are continuing to grow on Fridays

Received a complaint - see attached Letter. Deb handled this situation as she was very upset with the references to my attitude.

SRC Red Food day - we have scheduled this term's Red food day in conjunction with the SRC fundraiser, which is Daniel Morcomb Day. The SRC is heavily involved in every aspect of the process. It will be on Wed 6th Dec.

I would like to mention the situation about using Spriggy for the Disco. If more time was given to be able to try and work out how to do what was being asked of me, I believe I would have been able to sort this out. I also did not appreciate someone contacting Spriggy and asking questions about "How it could be Done", as this undermined me with this Company. As it is used solely for canteen purposes at this stage, I feel like it is my responsibility to do this, not a member of the P & C.

Till Next Meeting

Cheers

Belinda Nelson

Canteen Manager

**Profit and Loss- Total**

Lennox Head Public School P & C Association  
For the period ended 9 October 2023

<b>Account</b>	<b>1 Jan23- 9 Oct23</b>
<b>Trading Income</b>	
Canteen Cash Sales	1,387.15
Canteen Sales	71,812.15
Easter Raffle	3,344.65
Fathers Day Stall Income	3,019.05
Mothers Day Income	2,826.60
Uniform Sales	41.28
<b>Total Trading Income</b>	<b>82,430.88</b>
<b>Gross Profit</b>	<b>82,430.88</b>
<b>Other Income</b>	
Interest Received	67.96
P & C Membership	16.00
<b>Total Other Income</b>	<b>83.96</b>
<b>Operating Expenses</b>	
Audit Fee	599.50
Bank Fees	15.85
Byron Gourmet Pies	90.42
Closing Stock on Hand - Food	(545.61)
Closing Stock on Hand - Uniform	44.80
Easter Raffle Costs	145.30
Fathers Day Stall Costs	2,069.30
Freewave Sushi	1,211.60
IGA	122.73
Insurance	1,445.00
JDC Holdings	990.35
Kemp Agencies	644.30
Lennox Bakery	569.08
M & J Chicken	1,627.50
Mothers Day Stall Costs	1,162.44
Norco	2,911.10
Parents Info BBQ Night	160.00
Payroll Expenses	24,304.75
School donation- Outdoor tables	15,930.00
Slush Puppie	298.00
Superannuation	2,587.54
Superior Food Group	17,295.75
Woolworths	7,641.30
Workers Compensation	486.88
Xero Subscription	150.50
<b>Total Operating Expenses</b>	<b>81,958.38</b>
<b>Net Profit</b>	<b>556.46</b>

**Profit and Loss- Canteen**

Lennox Head Public School P & C Association  
For the period ended 9 October 2023

<b>Account</b>	<b>1 Jan23- 9 Oct23</b>
<b>Trading Income</b>	
Canteen Cash Sales	1,387.15
Canteen Sales	71,812.15
<b>Total Trading Income</b>	<b>73,199.30</b>
<b>Gross Profit</b>	
<b>73,199.30</b>	
<b>Operating Expenses</b>	
Bank Fees	15.85
Byron Gourmet Pies	90.42
Closing Stock on Hand - Food	(545.61)
Freewave Sushi	1,211.60
IGA	122.73
JDC Holdings	990.35
Kemp Agencies	644.30
Lennox Bakery	569.08
M & J Chicken	1,627.50
Norco	2,911.10
Payroll Expenses	24,304.75
Slush Puppie	298.00
Superannuation	2,587.54
Superior Food Group	17,295.75
Woolworths	7,641.30
Workers Compensation	486.88
Xero Subscription	29.50
<b>Total Operating Expenses</b>	<b>60,281.04</b>
<b>Net Profit</b>	<b>12,918.26</b>

**Profit and Loss- Fundraising**

Lennox Head Public School P & C Association  
For the period ended 9 October 2023

<b>Account</b>	<b>1 Jan23- 9 Oct23</b>
<b>Trading Income</b>	
Easter Raffle	3,344.65
Fathers Day Stall Income	3,019.05
Mothers Day Income	2,826.60
Uniform Sales	41.28
<b>Total Trading Income</b>	<b>9,231.58</b>
<b>Gross Profit</b>	
<b>9,231.58</b>	
<b>Other Income</b>	
Interest Received	67.96
P & C Membership	16.00
<b>Total Other Income</b>	<b>83.96</b>
<b>Operating Expenses</b>	
Audit Fee	599.50
Closing Stock on Hand - Uniform	44.80
Easter Raffle Costs	145.30
Fathers Day Stall Costs	2,069.30
Insurance	1,445.00
Mothers Day Stall Costs	1,162.44
Parents Info BBQ Night	160.00
School donation- Outdoor tables	15,930.00
Xero Subscription	121.00
<b>Total Operating Expenses</b>	<b>21,677.34</b>
<b>Net Profit</b>	<b>(12,361.80)</b>

**Balance Sheet**

Lennox Head Public School P &amp; C

As at 9 October 2023

**Account** **9-Oct-23****Assets****Current Assets**

Petty Cash - Canteen	300.00
SouthernCross CU Canteen	16,073.22
SouthernCross CU Fundraising	14,609.54
SouthernCross CU Term Deposit	5,067.96
StockonHand - Food	1,440.06
StockonHand - Uniforms	315.30
<b>Total Current Assets</b>	<b>37,806.08</b>
	<b>37,806.08</b>

**Current Liabilities**

Other Accounts Payable	1,897.98
PAYG Withholding Payable	1,040.25
Superannuation Payable	895.76
<b>Total Current Liabilities</b>	<b>3,833.99</b>
	<b>3,833.99</b>

**Net Assets** **33,972.09**

Current Year Earnings	556.46
Retained Earnings	33,415.63
	<b>33,972.09</b>