

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

## **GENERAL MEETING MINUTES 29 OCTOBER 2024**

**Location:** Club Lennox Sports

Meeting opened at 18:00

### **1. Welcome**

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

**Present:** K Mitchell, K Nimmo, S Leonard, L Ludvigson, R O'Connor, E McKenzie, J Lachmann, M Ivey, S Brown, K Smith

**Apologies:** I Yap, M Dippert, C Domensino

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

D Langfield requested an amendment to the wording of the minutes after distribution to members. Motion passed to approve previous meeting minutes with the requested amendment. Moved: L Ludvigson Second: K Mitchell.

### **4. Matters arising from previous meeting minutes**

4.1 Motion passed to close Southern Cross Credit Union bank accounts named "Lennox Head P&C Canteen" and "Fundraising" account number 100043291 and 100143757. Moved M Dippert Second: L Ludvigson

### **5. Principal's Report**

Received and attached.

P&C will provide cake for the year six farewell Thursday 12 December.

### **6. Canteen Report**

Attached.

## **7. Treasurers Report**

Received and attached.

## **8. General Business**

### **8.1 Fundraising**

- Halloween Disco a success with ~340 attendees and 2.5K profit.
- Tintenbar Upfront fundraiser 3.30-6.15 pm 10 November at Tintenbar Hall. S Leonard, S Brown, L Ludvigson, K Wafer providing food for afternoon tea for 30-40 people. S Leonard to share event on P&C Facebook page.
- K Smith to liaise with D Langfield to confirm date in term 2 next year for colour/fun run

### **8.2 Assemblies**

- S Brown asked about the potential for P&C to replace the speakers used for the school song and national anthem at assemblies. New audio/visual equipment expected in the new school build, so no
- S Brown suggested engaging the school community to re-record the school song played at school assemblies. S Leonard to raise with D Langfield.

## **9. Closure and date of next meeting**

Meeting closed: 19:12

Next meeting: Tuesday 3 December followed by end of year drinks and dinner.

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

## **GENERAL MEETING MINUTES 10 SEPTEMBER 2024**

**Location:** Club Lennox Sports

Meeting opened at 18:01

### **1. Welcome**

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

**Present:** Kate Mitchell, Karly Nimmo, Sophie Leonard, Lisa Ludvigson, Meagan Dippert, Emily McKenzie, Caroline Domensino, Deborah Langfield

**Apologies:** Ivy Yap, Miranda Ivey, Krista Smith, Jacqui Lachmann, Keira Wafer

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

Motion passed to approve previous meeting minutes. Moved: Karly Nimmo Second: Kate Mitchell.

### **4. Matters arising from previous meeting minutes**

4.1 Difference in School Fees between junior and senior school levels generally because they require different items. Each year will be a little different.

Deborah Langfield to check regarding doubling up of payments – eg school fee charge for book included in book pack.

### **5. Principal's Report**

Received and attached.

### **6. Canteen Report**

6.1 Order volume is back to last year's levels.

6.2 Raised prices of some items to keep up with rising costs

6.3 Inspection completed and received positive results

## **7. Treasurers Report**

Received and attached.

7.1 Canteen bank account with Summerland Bank now established for deposits to be made using Bank@Post services.

7.2 Motion passed to open second bank account for fundraising monies. Two signatories to be President Sophie Leonard and Treasurer Meagan Dippert. Moved: Meagan Dippert Second: Kate Mitchell.

## **8. General Business**

8.1 PRG Representation. Parent representative no longer required for PRG from next year.

8.2 School/Excursion Fees. Discussion around affordability of school/excursion fees for some families.

Deborah Langfield to look into alternative payment options – eg instalments over time – to ease financial pressure on families.

P&C to make annual donation to the school for allocation to families who require assistance.

### **8.3 Fundraising**

- Father's Day Stall raised ~\$750.00.
- Karly Nimmo to lead coordination of Halloween Disco 24<sup>th</sup> October
- P&C Confirmed as recipient charity for Tintenbar Upfront 10 November

## **9. Closure and date of next meeting**

Meeting closed: 19:00

Next meeting: Tuesday 29 October

### P and C Meeting – Term 4 Week 3

- Apologies for not being in attendance this evening – I am in Sydney for the NSW PPA State Conference, I will be back on deck next Monday – thanks Ryan for filling in.
- Congratulations to all the students who represented at State Athletics – an amazing achievement. The students at school really got behind them here – by watching the live streams.
  - Harley D - 3rd in the 100m & 13th in the 200m
  - Will D - 5th in the 200m, 13th in the 100m & 27th in Long Jump
  - Ava K - 29th in the 1500m & 31st in the 800m
  - Zara R - 30th in the 200m
  - Senior Girls Relay - 13th
  - Senior Boys Relay - 36<sup>th</sup>
- Parent survey that was sent – we need more responses please – only 13 to date.
- Re invoices – we are currently assessing what we can take off (and see if school can cover) to make it more affordable for parents. When these are issued next year – if say an amount was \$80, you can simply put in the amount you want to pay eg \$20 – simply change it – then the amount will be reduced to \$60. So, you can pay it off over the year.
- Book packs are also being streamlined where possible and these lists should be ready by the end of the year.
- Facebook page going well to date – trying to give more of a snapshot of all the great things happening here.
- Planning underway for 2025 – looking at class make up and staffing. We are very lucky – as we are on a special hold due to the upcoming build – we have been given more staff than we would have been entitled to – which means we should have we hope 20 classes still next year – with smaller amounts in each class – of course subject to change! We are currently trying to ascertain if we are losing students to other schools or additionally if there are people moving to the area who may enrol – this will enable us to make accurate classes.
- Reporting – grading – a review of this with staff was held this afternoon – so we will see children getting potentially higher grades on reports. Students to be assessed and graded on content taught – not looking at the whole outcome. We were probably being a little too harsh when giving out grades – based on advice we had at the time.
- Disco feedback – was a great night – we look at just one platform next time – eg just Spriggy. Have a list at the end of the day and teachers stamp students so that then it is easier when they arrive. Potentially say to parents if no payment by due date – can't attend – then we have exact numbers. I would shorten the first disco to 45 minutes – from 5-5:45 start the next one at 6-7pm. I think that is enough time for them. But having said all of that the children had a great time.
- A big thank you to the P and C for providing morning tea for World Teachers Day it was greatly appreciated by the wonderful teaching staff.
- Thursday 12 December – Major presentation assembly 10am. Year 6 farewell will be that same evening. Students last day Wednesday 18 December.

## Canteen Report 1 November 2024

We have been slowly increasing some menu items not by a lot, but enough to cover the containers/bags/utensils also given with the orders.

As the temperature has gotten warmer we have added some menu items, which are slowly becoming more readily ordered. The pesto pasta with the addition of chicken or falafel has been a lot more popular this time around. It was on the menu earlier in the year but didn't get a lot of attention. I think families are more open to the canteen and food availability now which is great.

Something that was a standout was our hot dog and chill J meal deal. Of the 104 orders 68 were for the meal deal which was fantastic and encouraging to see that the perceived value of a meal deal makes sales soar. We will be trying that again with the option of a chill J of their choice.

Equipment to flag, we had an incident in the canteen when a class came in to film a class item and two students accidentally smashed a glass door on our pie warmer. The school suggested we go through insurance to claim the new door. Definitely is something that needs action as we use the pie warmer every day.

Karly brought in her air fryer last night which helped greatly for the oven's busy day. We were able to cook nuggets more efficiently with the help of the air fryer and concentrate on the special of the day without having to wait so long for the nuggets to cook in the oven. The air fryer will be a very useful addition to the canteen.

The slushie machine still isn't working 100% correctly again today I came into it leaking. I have been in touch with slush puppie numerous times to get someone to come and have a look at it but unfortunately their customer service is on the lacking side and we are yet to get a technician out or even a response. To combat this we have been leaving a bucket out to catch excess leaks.

We are still in need of volunteers as the year nears a completion, our current volunteers have less availability which is so understandable but definitely puts us under pressure on the busy days. Wed- fri are the main days we will need to focus on for next year. A suggestion is to send a note home in school bags, a physical piece of paper might just spark some more interest rather than just another message on the portal.

We performed an end of term stocktake on Friday 27th September, we defrosted two freezers that high ice build up which. And were able to get rid of excess pantry/packaging that are no longer used on the current menu.

Last term we had two principal morning teas & a morning tea last week for students, parents & facilitators. It went successfully even when it was a last minute addition.

We placed an order for the halloween disco which was \$158.80, bread was donated by woolies and we had 15 loaves left over which has been frozen and available for use over the coming weeks which is great.

We also had a really successful halloween day in the canteen with the students really enjoying the decorations and halloween treats on offer. We will do something at the end of term for Christmas.

We have also been approached to help the year 6 students to raise money for their end of year festivities. Awaiting to hear from Mr Robb what they are planning.

As everything has been since taking over the canteen everything is a learning moment. Occasionally situations occur like not having enough of certain packaging for special menu items. So adjusting and creating solutions have to happen on the fly like the other week when all the nachos had been prepped we discovered the lids had not been sent by the supplier. Going forward we will make sure all orders have been received before offering specials on the menu to avoid chaotic collections for the kids.

Lastly we realised that when too many electrics are plugged in next to the pie warmer on the electrical plug it can short the equipment. This happened last friday.

Thanks Caroline

## Profit and Loss

Lennox Head Public School P & C Association

For the period 1 January 2024 to 23 October 2024

<b>Account</b>	<b>1 Jan-23 Oct 2024</b>	<b>1 Jan-24 Oct 2023</b>
<b>Trading Income</b>		
Canteen Cash Sales	6,164.90	1,387.15
Canteen Sales	61,189.97	71,812.15
Easter Raffle	2,478.20	3,344.65
Fathers Day Stall Income	2,919.40	3,019.05
Mothers Day Income	2,755.85	2,826.60
Uniform Sales	0.00	41.28
<b>Total Trading Income</b>	<b>75,508.32</b>	<b>82,430.88</b>
<b>Gross Profit</b>	<b>75,508.32</b>	<b>82,430.88</b>
<b>Other Income</b>		
Interest Received	202.21	67.96
P & C Membership	0.00	16.00
<b>Total Other Income</b>	<b>202.21</b>	<b>83.96</b>
<b>Operating Expenses</b>		
Audit Fee	654.50	599.50
Bank Fees	16.61	15.85
Byron Gourmet Pies	0.00	90.42
Canteen Equipment	577.50	0.00
Closing Stock on Hand - Food	(542.79)	(545.61)
Closing Stock on Hand - Uniform	(659.18)	44.80
Dolphin Office	52.00	0.00
Easter Raffle Costs	0.00	145.30
Essential Equipment & Supplies	377.60	0.00
Fathers Day Stall Costs	2,172.56	2,069.30
Freewave Sushi	2,551.73	1,211.60
IGA	996.33	122.73
Insurance	1,554.00	1,445.00
JDC Holdings	0.00	990.35
Kemp Agencies	1,972.65	644.30
Lennox Bakery	0.00	569.08
M & J Chicken	0.00	1,627.50
Miscellaneous Purchases	1,055.59	0.00
Mothers Day Stall Costs	2,630.80	1,162.44
Norco	3,209.05	2,911.10
North Coast Wholesalers	429.45	0.00
Parents Info BBQ Night	120.50	160.00
Payroll Expenses	25,780.90	25,933.55
Payroll Expenses- Contractor	516.98	0.00
School donation- Outdoor tables	6,000.00	15,930.00
Slush Puppie	742.95	298.00
Superannuation	2,886.64	2,766.70
Superior Food Group	16,785.76	17,295.75
The Provodores	153.48	0.00
Woolworths	11,793.76	7,641.30
Workers Compensation	733.93	486.88
Xero Subscription	671.80	150.50
<b>Total Operating Expenses</b>	<b>83,235.10</b>	<b>83,766.34</b>
<b>Net Profit</b>	<b>(7,524.57)</b>	<b>(1,251.50)</b>



## Balance Sheet

Lennox Head Public School P & C Association

As at 23 October 2024

<b>Account</b>	<b>23 Oct 2024</b>	<b>23 Oct 2023</b>
<b>Bank</b>		
Canteen Account	4,526.49	0.00
<b>Total Bank</b>	<b>4,526.49</b>	<b>0.00</b>
<b>Current Assets</b>		
Petty Cash - Canteen	300.00	300.00
SouthernCross CU Canteen	8,522.70	16,073.22
SouthernCross CU Fundraising	21,591.97	14,609.54
SouthernCross CU Term Deposit	5,270.17	5,067.96
StockonHand - Food	1,925.50	1,440.06
StockonHand - Uniforms	735.98	315.30
<b>Total Current Assets</b>	<b>38,346.32</b>	<b>37,806.08</b>
	<b>42,872.81</b>	<b>37,806.08</b>
<b>Current Liabilities</b>		
Canteen	7,152.31	0.00
Other Accounts Payable	(144.69)	3,318.78
PAYG Withholding Payable	1,013.25	1,248.25
Superannuation Payable	1,167.56	1,074.92
<b>Total Current Liabilities</b>	<b>9,188.43</b>	<b>5,641.95</b>
	<b>9,188.43</b>	<b>5,641.95</b>
<b>Net Assets</b>	<b>33,684.38</b>	<b>32,164.13</b>
<b>Current Year Earnings</b>		
Current Year Earnings	(7,524.57)	(1,251.50)
Retained Earnings	33,415.63	33,415.63
Retained Earnings9	7,793.32	0.00
	<b>33,684.38</b>	<b>32,164.13</b>

