



TURRAMURRA PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Kissing Point Road
TURRAMURRA NSW 2074

GENERAL MEETING

TUESDAY 24th February 2015, COMMENCING 7.40PM
MINUTES

Chair: Briony Foster (President)

Attendees:

Margaret Foott (Principal)	Jacqui Gordon (TPS)
Justine McLarty	Vanessa Middleton
Briony Foster	Jodie Burke
Michael Romer	Ula van Hoorn
Kerry Medd	Lore Tewater
Liz Grant	Liz Maund
Kathryn Aubourg	Jason Smylie
Helen Gaulton	Jane Willis
Melissa Self	Tanya Treharne
Kristina Willis	Jessica Whitehouse
Annie Tjia	John Fisk
Glenda Meaker-King	Rachel Fryer
Nathalie Fagan	Katinka Millar

Apologies:

Nicole Golabek

- President's Welcome:** Briony Foster thanked everyone for attending the meeting and welcomed the new parents to TPS. Briony briefly outlined the process of becoming a member and voting rights. Briony advised that since the last meeting Nicole Golabek who has fulfilled the role of P&C Treasurer has resigned due to other commitments and therefore the role will be declared vacant and a new Treasurer sought.
- Confirmation of Previous Minutes:** Minutes of the General Meeting held 28 October 2014 were accepted. Proposed - Lore Tewater, Seconded - Jodie Burke.
- Correspondence:** Correspondence register has been updated. Items of note:
 - Letter from Premier of NSW, Mike Baird, advising TPS P&C successful in obtaining a grant in the amount of \$64,800 for infants playground equipment
 - Letter from Barry O'Farrell congratulating TPS P&C on successful grant application
- Election of P&C Treasurer:** Margaret Foott declared the P&C Treasurer's position vacant and called for nominations. No nominations were received therefore the position remains as a casual vacancy.

Election of sub-committee positions remaining vacant at AGM:

Position	Nominee
Class Parent Co-ordinator	Katinka Millar
Band Convenor / Coordinator (joint role)	Kathryn Aubourg & Liz Maund
Band Treasurer	Helen Gaulton
Band Secretary	Glenda Meaker-King

There were no additional nominations for the above positions and no objections to the nominees therefore the positions were declared filled and nominees thanks and congratulated.

5. President's Report:

Front Entrance Works - Briony Foster reported that verbal approval of the DA has been received and we are awaiting written confirmation. A tree was removed by the DEC as it was deemed unsafe, we had previously had issues with council concerning removal of this tree as it was a protected species. Quotes for the front entrance works will need to be refreshed as they are over six months old and we hope to commence the works asap once written DA approval received.

Fair - The final figure is yet to be determined as we are in dispute with one supplier about their invoice as some pieces of equipment were unable to be used due to missing elements. The profit from the fair is circa \$10,000.

Social and fundraising activities 2015 - The social and fundraising calendar was circulated to families via the class parent network at the end of 2014 and also appeared in the newsletter in earlier on 17 February 2015. The major events this term are:

- Election day stalls
- Easter Egg Hunt and family camp out (booking details now on Trybooking.com.au)

The major fundraiser for the year is a cookbook and details on how to participate and order will be released later in the term.

Conclusion - Briony finished her report by thanking everyone for their support, participation and contributions to P&C activities.

6. Treasurer's Report: Briony Foster presented and update in Nicole Golabek's absence.

- The P&C account is currently sitting at \$85,790. There are some expenses to pay however we are in a good position
- \$24,000 - \$30,000 is already committed to the front entrance works
- \$10,000 is already committed towards the first round of iPads purchased by the school, we are awaiting an invoice from the school so this amount can be paid
- Air-conditioning - 4 classrooms were air-conditioned over the holidays and OOSH are paying for 2 of these as they will use those rooms if necessary with increasing numbers. Quotes have been received for air-conditioning additional classrooms in the infants area. Margaret Foott advised that not all classrooms can be air-conditioned as the electricity load can not cope and \$500,000 of works would be required in further infrastructure to accommodate this. It was queried whether infants rooms are insulated and Margaret agreed it would be a good idea. Margaret advised that all rooms do have fans. It was also suggested that solar power be looked at. **Action:** Margaret Foott to investigate whether infants classrooms are insulated.

7. Band Committee: The band committee report is annexed.

In addition Jane Willis advised that the band camp is to be held 6-8 March 2015 at Crusaders Galston. Volunteers will be assisting at band camp and a sign on sheet will be utilized and all volunteers will be required to sign on and off.

Briony queried why the band committee has a \$20,000 term deposit and advised that under the constitution sub-committees should not hold more than \$10,000 in surplus funds. Helen Gaulton explained that there are regular large expenses that arise during each year and the term deposit holds funds for those expenses and once the general operating account gets low the term deposit funds are transferred to pay the expenses.

8. Uniform Shop - Jason Smylie's report is annexed.

Tineke Millard is no longer involved in the operations of the uniform shop therefore her signature is to be removed from the accounts held with Bendigo Bank. Briony Foster (P&C President) and Justine McLarty (P&C Secretary) will need to be added as signatories to the Uniform shop bank account and be given the same internet banking access and authority as Jason Smyllie and Lore Tewater.

An action item from the October general meeting was to see if the green trackpants which Condor were holding for TPS could be dyed black. A test pair has been dyed and Briony advised that they look acceptable and she has washed a number of times on various wash cycles to test if the dye is colourfast which appears ok. Final numbers and prices of the dyed pants will be obtained however we have to purchase these under our agreement with Condor.

Uniform shop financial report is attached. Lore Tewater advised that there appears to be an account possibly still being held with CBA which dates back to 2013 before Lore became involved. CBA was the uniform shop's bank prior to the switch to Bendigo. **Action:** Lore to investigate further and liaise with Briony for assistance if required,

Briony advised that she is seeking advice from Fair Work Australia to ensure that Jason is being correctly remunerated as it does not appear that he is employed under an award and has not had an increase in pay rate for a number of years.

9. Canteen - Canteen committee and financial report is annexed.

It was noted that some funds will need to be put aside for maintenance items.

10. Principal's Report - Margaret's report is annexed.

27 July will be open day / grandparent's day / sculpture trail as one major event.

The draft school fees communication was circulated for review. It was noted that there had previously been some discussion around offering the P&C contribution as a split payment over the year and this was not reflected on the draft. **Action:** Margaret to have the communication updated to include an option to pay P&C contribution in two payments.

11. General Business - The following motions were discussed and voted on:

1. That the school sticker yearly allocation per teacher as agreed in 2012 (\$50 per teacher) be ratified for the 2015 year budget)
2. The TPS P&C sign up to the My Skoolbag app at a cost of \$1,220 in 2015 and \$540 per annum ongoing (\$1 per child per annum paid by the P&C)
3. That the P&C commit up to \$6,000 to meet the full landscaping cost and price increase on equipment for the infants playground
4. That the AGM for the Turramurra Public School P&C be held in February each year commencing February 2016
5. That the by-laws as revised and proposed be adopted (copy annexed)
6. That the Prescribed Constitution as released by the P&C Federation be noted and accepted (copy annexed)

Items 1-6 were voted on and unanimously approved by all financial members present at the meeting. Items 1-6 will be adopted.

7. That the P&C banking be transferred to Westpac rather than Bendigo to align with the school banking

Item 7 was discussed and agreed that further investigation is required into what accounts & facilities Westpac can offer TPS P&C before a decision can be made.

Nathalie Fagan and John Fisk both offered to assist Briony with the implementation of the My Skoolbag system.

Helen Gaulton advised that the band committee would like to transition their accounts to Zero and Jodie Burke will assist with training as required.

There being no further business, the meeting closed at 9.40pm.

Next scheduled meeting is 12 May 2015 at 7.30pm (ie. The 4th Tuesday in the term as per the TPS P&C By-laws). NOTE: should we receive a nomination for the Treasurer's position it may be necessary for another meeting to be held before the end of term 1 and this will be communicated directly to all financial members and via the school newsletter.

TPS Band Report for TPS P&C Meeting - 24 February 2015

The Band Committee held their first meeting for the year on February 4th and is getting ready for another exciting year. All Committee members were voted in at the AGM held in December 2014. Kathryn Aubourg and Liz Maund-Arnott are sharing the role of Band Co-ordinator and Helen Gaulton as Treasurer.

The Band Camp Committee is working hard, getting ready for the Annual Band Camp which takes place on Friday 6, Saturday 7 and Sunday 8th March 2015 for approximately 126 students. There will be a Parent Information Night held on 2 March for all parents and volunteers to outline the expectations for the weekend. Meetings are being held during February for the Band Camp Committee (headed by Jane Willis) to prepare for this huge event. The Crusaders camp site continues to work well for our school bands with rooms for instrument group tuition and whole band rehearsal space.

The new Junior Band has been formed with an enthusiastic group of 47 students. While the majority are from year 3, the group this year also includes 6 students from older classes who are joining band for the first time. Most students who returned their request form on time received their first choice of instrument. Due to the numbers this year, we will be unable to accommodate any more students in this band.

All the instruments we have available to hire are being used. The Performance and Jazz bands are smaller in size this year as a result of students leaving TPS or choosing to focus on other commitments in 2015.

One saxophone and two clarinets were purchased early this year as an investment in the sound and future performances of our bands. The instrument register for P&C

records and insurance will be completed by Kerry Medd (Instrument Coordinator) and Mr Tim Rowland (Band Director).

The TPS Band Committee will be meeting again on March 19th after Band Camp, to discuss the outcome of the event and prepare for the upcoming competition performances (The Ryde East Music Festival is the first band competition, usually held during May and the UNSW Competition in early August).

Kathryn Aubourg and Liz Maund-Arnott

Band Co-ordinators

TPS Band Committee

9 February 2015

**TURRAMURRA PUBLIC SCHOOL BAND
STATEMENT OF RECEIPTS & PAYMENTS
FOR THE 12 MONTHS 01/11/2013 TO 31/12/2014**

RECEIPTS	\$	
Band Camp		28,025.00
Band Fees		35,244.50
Interest		248.93
Reimbursement		-
Fundraising		334.25
Country Tour		10,225.00
Instrument Hire		9,200.00
Other income		537.00
Term Deposit - Break		8,000.00
Total Receipts		91,814.68
PAYMENTS		
Band Camp		26,678.64
Band Master		43,259.75
Bank Charges		-
Competition Fees		1,670.00
Country Tour		9,307.20
General Expenses		2,218.95
Instruments		1,979.95
Music		327.41
Postage		9.75
Repairs and reeds		1,172.00
Transport		352.73
Refunds		570.00
Expenses to be reimbursed		-
Term Deposit - reinvest		10,000.00
Total Expenses		<u>97,546.38</u>
Surplus/(Deficit) of Receipts over Payments	-	5,731.70
Cash book balance at 01/11/13		15,763.23
Cash book balance at 31/12/2014		<u><u>10,031.53</u></u>
Petty cash balance		200.00
Term Deposit at 31/10/2014		10,435.97
Total Cash		<u><u>20,667.50</u></u>

Uniform Shop Report Term 1 2015

Very busy start to term 1 with lots of customers on the 3 opening times in the first week and lots of sales

The bank account is sitting at \$36,456.77 with winter ordering about to take place.

We have had some people informing us that the summer dress is quite thin and a little see-through in direct sun light. I have raised this with the supplier and been informed that they source the material for Youngs App. And this is the same material that would be supplied to any supplier for this fabric. We have an option of having the dresses made in a denser fabric but would have to commit to 200 dresses a year for the supplier to make this fabric or we could look at other stock fabrics and change the dress to another design

We need to remove Tineke Millard from the bank account signatories list and add Briony Foster and the new P&C treasurer to the signatories list.

We have our 13 volunteers for this term and could do with a few more to carry us in to the future.

I have been asked by a few parents if we could look into skorts that do not fade and I have a couple of options for you to look at these would also bring down the cost of skorts

We should run the online ordering info in the Newsletter again as people are still asking me questions about how it works and how to pay.

Profit & Loss
Turramurra Public School P & C Association
Uniform Shop
1 January 2014 - 31 December 2014

	Jan-14	Feb-14	Mar-14	QUARTER 1	Apr-14	May-14	Jun-14	QUARTER 2	Jul-14	Aug-14	Sep-14	QUARTER 3	Oct-14	Nov-14	Dec-14	QUARTER 4	YTD
Income																	
Dr Shoe Commission	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$42.70	\$88.00	\$130.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.70
Uniform Shop Income	\$7,351.00	\$6,958.90	\$4,140.50	\$18,450.40	\$2,811.00	\$13,218.20	\$2,927.24	\$18,956.44	\$1,741.00	\$2,617.00	\$2,514.00	\$6,872.00	\$6,637.00	\$9,286.00	\$5,053.00	\$20,976.00	\$65,254.84
Total Income	\$7,351.00	\$6,958.90	\$4,140.50	\$18,450.40	\$2,811.00	\$13,260.90	\$3,015.24	\$19,087.14	\$1,741.00	\$2,617.00	\$2,514.00	\$6,872.00	\$6,637.00	\$9,286.00	\$5,053.00	\$20,976.00	\$65,385.54
Gross Profit	\$7,351.00	\$6,958.90	\$4,140.50	\$18,450.40	\$2,811.00	\$13,260.90	\$3,015.24	\$19,087.14	\$1,741.00	\$2,617.00	\$2,514.00	\$6,872.00	\$6,637.00	\$9,286.00	\$5,053.00	\$20,976.00	\$65,385.54
Plus Other Income																	
Uniform Shop Interest Income	\$3.37	\$4.25	\$5.60	\$13.22	\$5.28	\$3.22	\$5.85	\$14.35	\$6.62	\$6.46	\$6.72	\$19.80	\$6.44	\$5.88	\$11.06	\$23.38	\$70.75
Total Other Income	\$3.37	\$4.25	\$5.60	\$13.22	\$5.28	\$3.22	\$5.85	\$14.35	\$6.62	\$6.46	\$6.72	\$19.80	\$6.44	\$5.88	\$11.06	\$23.38	\$70.75
Less Operating Expenses																	
Bank Fees - Uniform Shop	\$88.67	\$119.62	\$88.89	\$297.18	\$78.69	\$145.79	\$119.05	\$343.53	\$42.94	\$52.62	\$71.70	\$167.26	\$71.98	\$120.26	\$191.44	\$383.68	\$1,191.65
Uniform Shop - cost of goods	\$1,557.60	\$3,564.16	\$2,808.40	\$7,930.16	\$1,540.28	\$12,583.72	\$5,200.59	\$19,324.59	\$0.00	\$0.00	\$4,987.43	\$4,987.43	\$0.00	\$0.00	\$17,271.19	\$17,271.19	\$49,513.37
Uniform Shop - running costs	\$0.00	\$391.53	\$208.09	\$599.62	\$201.37	\$298.08	\$201.37	\$700.82	\$208.08	\$208.08	\$201.37	\$617.53	\$208.08	\$298.97	\$208.09	\$715.14	\$2,633.11
Uniform Shop - Wages	\$264.84	\$529.68	\$529.68	\$1,324.20	\$264.84	\$794.52	\$529.68	\$1,589.04	\$529.68	\$904.87	\$264.84	\$1,699.39	\$529.68	\$640.03	\$397.26	\$1,566.97	\$6,179.60
Uniform Shop Superannuation	\$0.00	\$49.00	\$49.00	\$98.00	\$0.00	\$98.00	\$73.44	\$171.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$310.33	\$310.33	\$579.77
Total Operating Expenses	\$1,911.11	\$4,653.99	\$3,684.06	\$10,249.16	\$2,085.18	\$13,920.11	\$6,124.13	\$22,129.42	\$780.70	\$1,165.57	\$5,525.34	\$7,471.61	\$809.74	\$1,059.26	\$18,378.31	\$20,247.31	\$60,097.50
Net Profit	\$5,443.26	\$2,309.16	\$462.04	\$8,214.46	\$731.10	-\$655.99	-\$3,103.04	-\$3,027.93	\$966.92	\$1,457.89	-\$3,004.62	-\$579.81	\$5,833.70	\$8,232.62	-\$13,314.25	\$752.07	\$5,358.79

TPS Canteen Report

Year End Report 2014



Year End Report - 2014

Term 3 2014

Following a number of successful menu changes, fundraising activities and returning a profit in Term 3 2014, Term 4 saw the commencement of Liz Grant as the Canteen Manager.

Term 4 2014

During Term 4 activities included a canteen stall at the TPS Fete, Christmas Meal Deal and the introduction of Pre-ordered excursion packs.



TPS Canteen Financials



TPS Canteen Financials

Quarters 3 and 4 were both profitable, \$1534 and \$4922 respectively.

Canteen bank balance at 31/12/14 was \$13,495.23.

When adjusted for unpaid expenses relating to FY2014, this figure is \$11,868.

Term 4 takings were up on average \$200 per week on Term 3.

Financially the Canteen ended 2014 with profit of \$2,343.

Adjusted 2014 profit for FY2012 Super, taking from FY13 and other costs, brings this figure to approx. \$4000.

Fundraising contributed an additional \$2,864 to revenue

TPS Canteen 2015

The year ahead

Projected Activities

The Canteen Committee has planned at least 2 activities (meal deals and/or fundraising) per term.

Term 2 will see the trialling of a few new menu items.

Term 1

Swimming Carnival Meal Deal

Friday 30th January

Jelly Cup Fundraising Day

Tuesday 24th Feb

Freaky Friday Meal Deal

Friday 13th March

Term 2

Ice-block stall at TPS Cross Country

Tuesday 20th April

Last Day of Term Meal Deal

Friday 26th June



2015 The year ahead

Projected Activities

Term 3

Athletics Carnival Meal Deal & Stall
Last Day of Term Meal Deal

Tuesday 28th July
Friday 18th September

Term 4

Jelly Cup Fundraising Day
Last Friday of Term Meal Deal

Tuesday 17th November
Friday 11th December

P&C meeting Term 1

Welcome to the new year.

Our classes are all up and running and we had a smooth start to the year with only a few changes in the first week

We have unfortunately lost our new grad teacher and I am filling asap. (may be prior to the meeting)

The Year 6 position has been filled and will commence term 2. Miss Carroll will continue until end of term

Miss Young will then be on maternity leave and Miss Carroll will replace her for the 2 terms she is away.

New to our staff this year. Jenny Harrison replacing Lyn Collins in the LAST position T-TH

Mrs Luckey as the counsellor 1 1/2 days per week This is every Tuesday and Thursday fortnightly.

Fiona Savage full time replacing Mrs Bruce. Miss Strahle now taking the 4 day music program on her own. This was very hard to manage with 3 positions. Year 5 and 6 are also completing online Mandarin which the children are loving They are not doing French this year.

We have published the ASR to the website

Copies are available here if you wish to take one

Congratulations to Briony for the playground grant. Hopefully we will see this come to fruition soon

I have also applied for a small grant to further the environmental grounds work AMAROO

This year we will combine "Grandparents Day, Open Day and Sculptures in the school" into one big event. This is to attempt to optimise time spent in the classrooms and also to showcase our wonderful school and many of the programs we offer.

Our School Plan is due to be published at the end of term. We are looking at 3 strategic directions.

1. Developing Engaged and Motivated Students
2. Ensuring Quality Educational Practice
3. Maintaining and Supporting Positive Links with the Community.

As part of this plan 2015-2017 the school will embark on 3 projects. The first is PBEL next steps –classroom

The second is Quality Teaching and Accreditation of teachers using modelled teaching of writing to further develop quality teaching and expertise. The third is TOWN (a numeracy program to support the new curriculum and further engage students in the love of mathematics.)

These programs are in addition to the multitude of programs that already run successfully in the school (Dance Choral PSSA Robotics Chess Band etc)

The Swimming Carnival was a great success. The pool at Knox is a great venue and after looking at West Pymble Pool which is lovely I believe we are getting a much safer and user friendly venue at Knox. Zone Swimming will be at West Pymble Pool in the coming weeks

Band camp will be attended by a number of teacher volunteers. Kat Byers Overnight

Dance contact is Linda Robertson for this year

Mrs Gordon as non-teaching AP is responsible for student welfare and so all issues in this area will be dealt with by her.

Meet the Teacher night appeared to be very successful. We will keep the RFF component as it proved to be very popular.

The school has purchased 30 ipads for student use 10 for the ESL program and 20 to be used in classrooms.

Thank you P&C for assisting with this purchase (10K)

A/C was added to remaining classrooms at the 3-6 end of the school over the Christmas break. The teachers are very appreciative. There will be 3 additional added to the K-2 end soon.(Thank you OOSH and P&C)

Margaret Foott

Principal