



# TURRAMURRA PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Kissing Point Road  
TURRAMURRA NSW 2074

## GENERAL MEETING

TUESDAY 4<sup>th</sup> August 2015, COMMENCING 7.40PM  
MINUTES

**Chair:** Briony Foster (President)

**Attendees:**

Margaret Foott (Principal) (MF)  
Briony Foster (BF)  
Justine McLarty (JM)  
Lore Tewater  
Matt Treston  
Melissa Self  
Fiona Makin

Claire Thickett (TPS) (CT)  
Glenda Meaker-King  
Jason Smylie (JS)  
Liz Maund  
Kristina Willis  
Jodie Burke (JB)

**Apologies:**

Wilco Volwerk, Kath Aubourg, Rachel Fryer

- 1. President's Welcome:** Briony Foster opened the meeting and thanked everyone for attending
- 2. Confirmation of Previous Minutes:** Minutes of the General Meeting held 12 May 2015 were accepted.  
Proposed - Matt Treston, Seconded - Jodie Burke
- 3. Correspondence:** Correspondence register has been updated. Items of note:
  - Email from Katinka Millar, resigning from the position of Class Parent Co-ordinator. BF thanked Katinka for her assistance in this role, BF will act in this capacity until the next AGM
  - Healthy Kids Association - re their insurance offer. Jodie Burke has taken this to compare with our current provider
- 4. President's Report:** See annexed report.  
**P&C Contribution** – participation by families has increased and the amount to date is significantly above last year. A query was raised about the option to pay in 2 installments, it was noted that where parents elected to do this in term 1 the second installment has not been added to the school invoice. **Action:** MF to raise this with Rose and it will be rectified.  
  
**Executive Positions** - BF advised that whilst all positions are declared vacant at the AGM, the secretary and one vice-president's position will need filling. JM does not intend to nominate for 2016 and Michael Romer is in his final term.
- 5. Treasurer's Report:** See annexed report.
- 6. Band Committee:** See annexed report.  
  
Register of instruments has been finalised, Kerry Medd has co-ordinated this huge task. **Action:** BF to discuss with the P&C Federation (our current insurance provider)
- 7. Uniform Shop** - Financial report annexed.

Term 3 has started slowly. Dyed track pants have been selling slowly. Orders for new kindy supplies have begun. Sample of thicker (less see-through) fabric for summer dresses provided, it was noted that the pattern is not the same as the current fabric. JS to go back to supplier re pattern. Sample skort provided with zip pocket, it is a different fabric to current skort but consensus was to proceed with this one. Sample soccer socks provided, different fabric, consensus was to proceed with these.

JS advised we are waiting on contract from new uniform supplier.

**8. Canteen** - Report and financials not provided.

JB advised canteen has continued to be profitable. Cross country meal deal last term. Athletics Carnival meal deal this term. MF & CT requested that lollies are not sold at these events until lunchtime (they were sold from the beginning of the event this year). Pizza meal deal was held on last day of term 2. All meal deals have been popular. Canteen will do popcorn and lolly bags at the movie night on last day of term 3.

Canteen have excess funds and the committee are considering how this may be best used, there are a number of items the canteen needs.

The stove which OOSH has donated to the canteen is too wide to fit the existing space and some renovation will be required to fit the stove. It was note the existing canteen stove is in very poor condition and is a safety concern as the grilling element is bent. Liz has been instructed not to use the grill any more. As the costs of work required to fit the new stove will likely be in excess of \$500 a motion is required. BF explained the process if any sub-committee requires motions to be raised at P&C meetings. All motions must be publicized on the agenda which is to be published at least 7 days prior to the meeting. **Action:** Canteen committee to seek quotes on the proposed work asap and advise JM & BF by 21 August 2015 of motion(s) required. Providing this is done a 2<sup>nd</sup> meeting will be held in week 8 this term.

**9. Principal's Report** - Margaret's report is annexed.

**10. General Business**

It is noted that the requirement for a motion at the general P&C meeting is required for any expenditure of \$500 or more by any sub-committee, the exception being for stock.

The next scheduled meeting (term 4) is the last opportunity for people to become financial members of the P&C in preparation for the AGM in February. Only financial members can vote at the AGM and/or nominate for positions on the executive or any sub-committee position. JM requested that all sub-committees be mindful of this requirement with their planning for the next year.

There being no further business, the meeting closed at 8.55pm.

**Next scheduled meeting is 27 October 2015 at 7.30pm**

P&C Presidents Report  
Term 3 P&C Meeting  
4 August 2015

Term 2 saw the P&C wrap up one of the major events for the year. The Trivia night had 14 fully booked tables, and was very successful. I wanted to thank all of the volunteers who contributed. The night would not have been a success without the help of these volunteers, and the motivation and commitment of Justine. Thank you all.

While we have postponed the Swing dance night until early 2016, we still have a number of events planned for 2015. We have the movie night that is booked for the last day of term this term. Hopefully the night will be well attended and fun will be had by all.

It was great to see so many grandparents and family members at Grandparents day/ School open day. Thank you to year 2 who coordinated this, and to all of the infants school who provided yummy food for everyone to enjoy.

While we have had a slight delay in the availability of the company completing the front of school works, this is well under way, and a new date is being booked in. The DA is approved, and the money is available and ready for the works.

The Play equipment is Ordered and when ready we will be given a final date for installation. It is expected this will be towards the end of this term.

The Skoolbag communication APP is up and running, and I can see that many families have already downloaded this. All e-mail addresses for school parents are being entered to enable the newsletter and other alerts to be sent out to everyone through this process. Unfortunately there is a problem with the upload of a file, so the addresses have to be manually entered individually. While I have completed Kindy, Year 5, Year 6 and some other classes from each year, this will be another weeks work in progress.

Cookbook- We have launched our major fundraiser for the year. I would encourage you to all log in to add a favourite family recipe, a good quality photo if you like of the kids or family cooking the recipe, or holding the final product. The website address for adding your recipes was published in the newsletter this week. We will be collecting recipes over the next 3 weeks. Please help publicise this, and work to make this a great, successful fundraiser that leaves a product that can be valued by families for many years to come.

The final sets of Ipad devices have been purchased after Term 2's P&C meeting. The school is already making great use of these devices.

All P&C services and committees are working hard and progressing well. Its great to see such ongoing commitment to the school and our children's experience.

We have now finalized or are well on the way to finalizing all of the goals and commitments identified after the prior survey. I will be working on a new survey that looks at 2016 and 2017 to seek input and goal set for the next 2 years.

On a different but very important note, we have at least 2 members of the P&C Exec that finish their terms this year and can't be renewed under the bylaws. While all positions become available in February at the AGM, we really need people to consider putting their hand up for positions, most importantly the Secretary position and Vice Presidents position. Please consider these and other P&C positions, the last chance to become a member of the P&C enabling you to then be considered is the Term 4 P&C Meeting. The AGM will be held in term 1 of 2016.

Regards,  
Briony Foster

# Turrumurra Public School P&C Income and Expenditure

## Period: 2014 Q4

### INCOME AND EXPENDITURE

Cashbook balance brought forward @ 1/10/2014 \$ 76,244.70

#### INCOME

Membership Fees	\$ 12.00	
Interest	\$ 191.81	
Net Fundraising and social events	\$ 11,576.32	
Dr Shoe	\$ 30.90	
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		\$ 11,811.03

#### EXPENSES

Grandparents Day	\$ 87.41	
Workers Compensation	\$ 549.19	
P&C Membership Cost	\$ 441.00	
ATO	\$ 732.00	
Front Entrance	\$ 528.00	
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		\$ 2,337.60

#### AMOUNT CARRIED FORWARD

\$ 85,718.13

# Turrumurra Public School P&C Income and Expenditure

## Period: 2015 Q1

### INCOME AND EXPENDITURE

Cashbook balance brought forward @ 1/1/2015 \$ 85,718.13

#### **INCOME**

P&C Contribution	\$ 16,066.00
Interest	\$ 196.19
Net Fundraising and social events	\$ 3,820.15
Parent Donation	\$ 28.00
Dr Shoe	\$ 16.75
PAYG	\$ 1,001.00
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	\$ 21,128.09

#### **EXPENSES**

None	\$ -
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	\$ -

#### **AMOUNT CARRIED FORWARD**

**\$ 106,846.22**

## Turrumurra Public School P&C Income and Expenditure

### Period: 2015 Q2

#### INCOME AND EXPENDITURE

Cashbook balance brought forward @ 1/4/2015 \$ 106,846.22

#### INCOME

P&C Contribution	\$ 5,063.50
Interest	\$ 161.20
Net Fundraising and social events	\$ 3,156.02
Dr Shoe	\$ 67.90
PAYG	\$ 669.00
	\$ 9,117.62

#### EXPENSES

Air Conditioning	\$ 5,725.00
iPad	\$ 10,000.00
Stickers for teachers	\$ 1,250.00
year 6 farewell	\$ 1,200.00
	\$ 18,175.00

#### AMOUNT CARRIED FORWARD

\$ 97,788.84

#### BALANCE SHEET

##### Assets

Cash at Bank	\$ 97,788.84
Uncollected fundraising - trivia night	\$ 2,100.00
unpresented cheque (16/10/2014)	-\$ 164.00
cheque ATO (BAS) (6/07/2015)	-\$ 1,759.00
cheque Nicole Golabek (23/07/2015)	-\$ 13.70
cheque Teacher's lunch (23/07/2015)	-\$ 611.70
cheque Townsend Catering (23/07/2015)	-\$ 900.00
cheque infant Play Equipment (24/07/2015)	-\$ 16,420.00
cheque Fathersday 2014 (24/07/2015)	-\$ 1,500.00
Grant Application for new playground	\$ 63,800.00
	\$ 142,320.44

##### Liabilities

Front Entrance Works	\$ 21,000.00
Skoolbag app	\$ 1,220.00
Landscaping and equipment	\$ 6,000.00
Infant Play Equipment	\$ 49,263.20
	\$ 77,483.20

#### NET ASSETS

\$ 64,837.24

## **TPS Band Committee P and C Report**

### **Term 3 2015**

Since our previous report, the 2015 Band Committee has had two meetings – May 28<sup>th</sup> and July 23<sup>rd</sup>. We reviewed the activities that the band have participated in and are planning ahead for this term and into term 4.

The TPS Junior, Intermediate and Mixed Ensemble (Jazz) bands performed in the Ryde East Music Festival on May 25<sup>th</sup>. Both the Junior and Jazz band achieved 2<sup>nd</sup> placings in their respective sections. The Senior and Performance bands competed in the inaugural Wahroonga Band Festival on June 14<sup>th</sup>. Again the talent and hard work of our young musicians shone through with Senior Band placing 1<sup>st</sup> in their section and Performance band placing 2<sup>nd</sup>.

We are looking forward to August 9<sup>th</sup> when all 5 bands compete in the UNSW Band Festival.

A number of key musicians will be away and some changes have been made, by the organisers, to the program of the Manly Jazz Festival, so unfortunately this year Jazz Band will not be performing at this event. They will however entertain the parents of prospective 2016 Kindergarten children at the information night on the 20th August.

Planning for the 2015 Country Band Tour is well underway. This will occur in Term 4 and for this year only, will include students from both the Senior and Performance bands. This is necessary as the Performance band is small this year and doesn't cover all the instrument sections.

Assembly performances since our last report include Jazz band (11 May), Junior Band (25 May) and Senior Band (22 June). Intermediate Band performed on 27 July, at the Open Day concert and Performance band on 3 August at the Medal Assembly.

Kath Aubourg and Liz Maund-Arnott,

Band Co-ordinators

## **Financial report**

We have 14 families with outstanding band fees as at 9/7/2015. Payments will be chased up via email.

There have been 8 overpayments: cheques will be going back to parents by end of the month. There have been 2 underpayments and email has gone out requesting additional funds.

Again the majority of parents have opted to pay the fees in full to get the early payment discount.

The bank general account balance stands at \$33750.87. This plus the outstanding band fees, need to cover our expected running costs for the remainder of 2015.

Helen Gaulton

Treasurer.

**Profit & Loss**  
**Turramurra Public School P & C Association**  
**For the month ended 30 June 2015**

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	YTD
<b>Income</b>							
Uniform Shop Income	\$5,632.00	\$6,965.00	\$8,509.50	\$7,806.00	\$5,296.00	\$3,810.00	\$38,018.50
<b>Total Income</b>	<b>\$5,632.00</b>	<b>\$6,965.00</b>	<b>\$8,509.50</b>	<b>\$7,806.00</b>	<b>\$5,296.00</b>	<b>\$3,810.00</b>	<b>\$38,018.50</b>
<b>Gross Profit</b>	<b>\$5,632.00</b>	<b>\$6,965.00</b>	<b>\$8,509.50</b>	<b>\$7,806.00</b>	<b>\$5,296.00</b>	<b>\$3,810.00</b>	<b>\$38,018.50</b>
<b>Plus Other Income</b>							
Uniform Shop Interest Income	\$18.17	\$18.77	\$17.52	\$15.10	\$14.22	\$15.07	\$98.85
<b>Total Other Income</b>	<b>\$18.17</b>	<b>\$18.77</b>	<b>\$17.52</b>	<b>\$15.10</b>	<b>\$14.22</b>	<b>\$15.07</b>	<b>\$98.85</b>
<b>Less Operating Expenses</b>							
Bank Fees - Uniform Shop	\$82.14	\$106.72	\$124.90	\$137.52	\$139.13	\$111.50	\$701.91
Uniform Shop - cost of goods	\$0.00	\$0.00	\$21,241.70	\$0.00	\$0.00	\$8,010.22	\$29,251.92
Uniform Shop - running costs	\$307.08	\$60.41	\$0.00	\$0.00	\$198.00	\$0.00	\$565.49
Uniform Shop - Wages	\$551.75	\$264.84	\$529.68	\$1,245.54	\$638.30	\$1,363.19	\$4,593.30
Uniform Shop Superannuation	\$52.42	\$25.16	\$50.32	\$116.33	\$60.64	\$129.50	\$434.37
<b>Total Operating Expenses</b>	<b>\$993.39</b>	<b>\$457.13</b>	<b>\$21,946.60</b>	<b>\$1,499.39</b>	<b>\$1,036.07</b>	<b>\$9,614.41</b>	<b>\$35,546.99</b>
<b>Net Profit</b>	<b>\$4,656.78</b>	<b>\$6,526.64</b>	<b>-\$13,419.58</b>	<b>\$6,321.71</b>	<b>\$4,274.15</b>	<b>-\$5,789.34</b>	<b>\$2,570.36</b>

	Q1	Q2	YTD		
<b>Income</b>					
Uniform Shop Income	\$21,106.50	\$16,912.00	\$38,018.50	Stock figure at 30 June 2015	<u><u>\$47,603.60</u></u>
<b>Total Income</b>	<b>\$21,106.50</b>	<b>\$16,912.00</b>	<b>\$38,018.50</b>		
<b>Gross Profit</b>	<b>\$21,106.50</b>	<b>\$16,912.00</b>	<b>\$38,018.50</b>	Bank balance at 30 June 2015	<u><u>\$34,885.85</u></u>
<b>Plus Other Income</b>					
Uniform Shop Interest Income	\$54.46	\$44.39	\$98.85		
<b>Total Other Income</b>	<b>\$54.46</b>	<b>\$44.39</b>	<b>\$98.85</b>		
<b>Less Operating Expenses</b>					
Bank Fees - Uniform Shop	\$313.76	\$388.15	\$701.91		
Uniform Shop - cost of goods	\$21,241.70	\$8,010.22	\$29,251.92		
Uniform Shop - running costs	\$367.49	\$198.00	\$565.49		
Uniform Shop - Wages	\$1,346.27	\$3,247.03	\$4,593.30		
Uniform Shop Superannuation	\$127.90	\$306.47	\$434.37		
<b>Total Operating Expenses</b>	<b>\$23,397.12</b>	<b>\$12,149.87</b>	<b>\$35,546.99</b>		
<b>Net Profit</b>	<b>-\$2,236.16</b>	<b>\$4,806.52</b>	<b>\$2,570.36</b>		

P&C report term 3

Our term is off to a great start.

The Open Day, Grandparents day etc was a great success. I have had very little negative feedback and the teachers did a great job interpreting the theme and displaying around the school. Next year we will investigate a musical in place of the sculptures. (just an investigation at this stage!) It will be different to the last 2 years.

Our ipads are being used really well across the school Staff have had a number of inservice sessions and we have made links with other schools to add support which is excellent. I have not mentioned the ipads in the newsletter as this can sometimes alert people to break and enter!!

We have had painting quoted for the front blocks of the school and this will start shortly. The front facing blocks will all be painted to match the office. This will enhance the front area considerably.

Kinder Orientation is nearly here and we are planning the evening and the term 4 days now. We are also encouraging enrolments to be submitted asap.

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Athletics carnival was a great success and the canteen worked really well. I would perhaps like to limit lolly sales or not have lollies until after 12.

Zoo Snooze is also on next week and the children are very excited about it. Years 5 and 6 had a wonderful experience on their Bathurst excursion and we had nothing but positive reports about them too. Well done stage 3 and thank you to our teachers.

Staff really enjoyed their special treat at Vertical café on SDD. It was lovely to leave the school and enjoy a lovely lunch together. Special thanks to P&C

I am busy looking at staffing for 2016. We look like we will have 22 classes and the music room will be a classroom music will remain but will be in the OOSH block.

The French and Mandarin programs will continue as they did this year with Mandarin just for semester 1 (due to higher cost of this program) French Year K-4 and Mandarin 5-6

I have also looked at quotes for hall lighting upgrade. This is quite urgent and I have tried before but the quotes never arrived!!!

I have also commenced quotes for resurfacing the lines and motifs in the K-2 area. We hope to have these completed very soon .