



TURRAMURRA PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

Kissing Point Road TURRAMURRA NSW 2074

GENERAL MEETING - MINUTES

TUESDAY 9 August 2016, COMMENCING 7.30PM

Chair: Briony Foster (President)

Attendees:

Jacqui Gordon (TPS)	Alistair McDermott (TPS)
Briony Foster(BF)	Glenda Meaker-King
Wilco Volwerk (WV)	Rachel Fryer
Kerry Medd	Matt Brown
Helen Gaulton	Gillian Allen
Jason Smylie(JS)	John Fisk
Matt Ing	Tanya Treharne
Lore Tewater	

Apologies: Margaret Foott, Kath Aubourg, Neroli Sunderland, Jodie Burke, Kerry Soutter, Liz Maund

- 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 on 17/5/16 were accepted. Proposed - Gillian Allen, Seconded - Matt Ing.
- 3. Correspondence:**
 - Australian Charities Commission – Notice of intention to revoke charities registration – BF has responded and updated the required filings for the P&C. Future correspondence should now be directed to the P&C at the school's address, as the P&C was not receiving wrongly-addressed correspondence since 2014.
 - NSW Health Local District – parenting workshops available – no need for follow up.
 - ProcessPA – marketing offer for Committee Management Software system – P&C Exec to consider.
- 4. President's Report:** See annexed report which was presented at the meeting.
 - In addition, BF flagged that two business critical motions would be presented as General Business later in the meeting. The Canteen oven has failed and needs to be replaced as a matter of urgency, and Ms McGuire has also requested urgent funding for PSSA jerseys for the new OzTag teams which will start playing this term.
 - The Working Bee was held earlier this term, and was well attended and very successful. The old TPS sign from the Kissing Point entrance has been re-installed at the Infants school entrance.

5. **Treasurer's Report:** *See annexed report which was presented at the meeting.*
 - Approximately \$8,000 has been raised in fundraising so far this year. The 'BFG' movie screening raised approx. \$1500, and the Election Fair raised over \$6,000. Thanks to all involved in making these a success.
 - WV is also running the Entertainment Book fundraiser online, after further discussions with the organisers following the last General Meeting.
 - On-going sponsorships from Ray White real estate and a new sponsor, Danette Renovations, will hopefully general additional funds in the future as they are dependent on take-up by TPS parents when selling or renovating their properties.
 - BF reported that the P&C has been approached by an additional Real Estate agency offering sponsorship for the Cookbook fundraiser and possibly other future events.

6. **Band Committee:** *See annexed report.*
 - Additionally, the meeting noted that the Year 6 Country Band Tour will be happening this year on 21-22 November, to Port Stephens. Details are being finalised, but the tour will involve parent volunteers, and will need to a Notification for insurance purposes. Jane Willis and Emma Slade are the Performance Band organisers. Mr Rowland will confirm with the Committee whether or not the tour will also include the Year 5 band again this year, to make it financially viable.

7. **Uniform Shop** - *See annexed report.*
 - Uniform shop bank balance as at 1 August is \$37,787. The P&C agreed that the cost of \$10,450 for sports equipment for the school will be paid from the Uniform Shop profits.
 - Uniform Shop still has a large quantity of large sized rugby shorts which need to be disposed of. Suggested that we could sell them for \$5 a pair at the upcoming Father's Day breakfast – being run by Year 6 this year.
 - Request has been received from Ms McGuire for the Uniform Shop to donate funding for approximately 80 new shirts for OzTag PSSA teams, as they do not currently have uniforms. OzTag is a summer PSSA sport, so the teams will need uniforms before the end of this term. Feedback regarding the AFL PSSA shirts has been positive, they are good quality and last for several seasons. For future replacement of PSSA shirts, a suggestion was made that the P&C could seek sponsorship – apparently some other schools do this.

Motion proposed: *On a business critical basis, that the P&C, through the Uniform Shop, will fund the purchase of new shirts for the OzTag teams for PSSA up to a cost of \$1200.* Proposed - Kerry Medd; seconded - Glenda Meaker-King.
 - **Motion passed unanimously.**

8. **Canteen** - *See annexed report.*
 - As of this week, the Canteen oven has failed and urgently needs replacing. Rachel Fryer has sourced a temporary replacement oven which will fit into the existing space, pending purchase of commercial oven as currently being researched.
 - BF to follow up with Canteen Committee regarding workloads and timely reporting for future General Meetings.

Motion proposed: *On a business critical basis, that the P&C, through the Canteen Sub-Committee, will fund the purchase of a new oven by accepting the quote for \$1280 + \$280 delivery/installation - total: \$1560.* Proposed - Rachel Fryer; seconded - Briony Foster.
 - **Motion passed unanimously.**

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

- Discussion regarding installation of boom gate in teachers' car park – Mrs Foott has reiterated that there will be no change to the boom gate, this message is also to be given to the Class Parents meeting on Friday.
- Parents who use OOSH reported that there is strong dissatisfaction with the boom gate/parking situation, particularly on wet nights when there is limited and inconvenient street parking and an insufficiently-lit pedestrian crossing. It was noted that a proposal from OOSH that the OOSH manager could raise and then lower the boom gate between 5pm and 7am, to allow access for parents, has not received any formal response from Mrs Foott. The P&C was requested to note that OOSH would appreciate a formal response from the Principal to this formal request.

10. **General Business**

• **Outcomes of the 2016 P&C Survey**

BF presented the collated responses to the 2016 Survey. A total of 185 people responded, which is a pleasing result - 14 teachers at TPS and 171 parents. The priorities for future P&C activities are clear - the areas supported by most respondents are for the P&C to improve/support classroom resources (66.85%), and provide facilities (i.e. a multipurpose space/hall extension) (64.64%). Out of all specific projects to be funded by the P&C, the multipurpose building was rated the highest priority, followed by playground equipment to be installed in the Primary (3-6) area. Learning Support, in-class/project based resources and IT resources were all a close third in order of priorities.

Going forward, the P&C Executive will consider the survey results in more detail and put together a Plan for Future P&C Activities for discussion at the next Annual General Meeting in approximately six months' time. Copies of the TPS P&C Survey results can be requested by contacting the P&C at: tps.pandc@outlook.com

• **Father's Day Breakfast**

The P&C noted that Year 6 are organising the Father's Day breakfast this year, to be held on Friday 2 September. There is the possibility to use Flexischools for orders (Kerry Medd will liaise with Liz Grant and Rachel Fryer), and the event just needs to cover its costs.

• **Year 6 Farewell**

Year 5 parents requested confirmation that the Year 6 farewell is supported by the P&C. BF confirmed that it has been previously agreed that the P&C will provide funding of \$20/student, and the school holds the funds which are available for the organising committee as required.

• **Committee Audits**

BF confirmed that audits are currently being completed - 2014 audits have been finished and filed.

MOTION: That the P&C work with the school to understand what equipment is available in the area of STEM (e.g. iPads, bee-bots,), what the future plans are, and in mutual agreement with

the school, agree to fund additional equipment up to AUD 2,500. Proposed - Wilco Vorwerk, seconded - Kerry Medd.

- **Motion passed unanimously.**

MOTION: That the P&C fund the cost of splitting and reinstalling the double air conditioners in the infants rooms to enable all 4 rooms to have cooling to a cost of up to AUD 1,000. Proposed - Briony Foster, seconded - Kerry Medd.

- **Motion passed unanimously.**

MOTION: That the P&C work with the school to free up electricity/gain approval to go over the allocated electrical loading to enable air conditioning in the 2 remaining year one classrooms, ensuring all classrooms are air conditioned if possible in advance of summer, and approve the cost of up AUD 2500 per unit plus AUD 650 per cage. Up to 2 units need, replacement and 2 rooms not yet equipped require units with a total proposed expenditure of up to AUD 12,600 (4 units, possibly 4 cages). Proposed - Briony Foster, seconded - Kerry Medd.

- **Motion passed unanimously.**

MOTION: That the P&C agrees to arrange a movie fundraiser event in Term 4. Proposed - Kerry Medd, seconded - Matt Ing.

- **Motion passed unanimously.**

There being no further business, the meeting closed at 9.35pm. BF thanked everyone who attended.

Next scheduled meeting is a General Meeting on 1 November 2016 at 7.30pm.

P&C Presidents Report

Term 3 P&C Meeting

3 August 2016

Tern 2 saw the P&C wrap up one of the major events for the year. The Election day stalls were a major success. Thank you to all those that assisted in the lead up to the day, and on the day. Everyone's help was much appreciated, and helped us raise approximately \$6000. A great effort given we had just 3 stalls.

Kerry Soutter did a fantastic job of making the Sunday a success also, with the BFG movie day at Event cinemas. This was so successful that we will be offering a second one later in the year hopefully with the new JK Rowling movie. Look out for advertising. The event made approx. \$1500.

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

The P&C Survey is finalized and tonight I will be presenting the results. We had a fabulous response with 186 responses and provides fantastic information that will help us plan for the future.

Cookbook- The cookbook must be finalized in the next week and sent to the publisher. I negotiated a fortnight extension as we need to include the *Thermomix* conversions, which will hopefully be received no later than this Thursday. It is looking great so far.

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

On a different but very important note, at this stage this will be my final year as president. I will have completed my maximum allowable term. It would be great to have school parents who may be interested, attending the P7C meetings, or making contact if they have questions about the role.

Regards,

Briony Foster

Turrumurra Public School P&C Income and Expenditure**Period: 2016 Q2****INCOME AND EXPENDITURE**Cashbook balance brought forward @ 1/4/2016 **\$99,297.69****INCOME**

Parent Contribution	\$19,530.00
PAYG	\$249.00
Interest	\$108.97
Dr Shoe	\$48.50
P&C Membership	\$42.00
Net Fundraising and social events	-\$485.00
	\$19,493.47

EXPENSES

School Contributions	
2015 farewell presents	\$450.00
Teachers Lunch 2016	\$722.50
ATO	\$2,428.00
P&C Running Cost	\$732.29
Insurances	\$426.38
	\$4,759.17

AMOUNT CARRIED FORWARD**\$114,031.99****BALANCE SHEET****Assets**

Cash at Bank	\$114,031.99
cheque 555: Nicole Golabek expenses	-\$13.70
Mother's day	\$296.70
Skoolbag App	-\$363.00
Fair	\$6,169.50
Movie Day	\$1,551.32
Working Bee	-\$1,238.52
	\$120,434.29

Liabilities

Front Entrance Works	\$21,000.00
Shade Area	\$7,000.00
Landscaping and equipment	\$6,000.00
	\$34,000.00

NET ASSETS**\$86,434.29**

TPS Band Committee P & C Report - Term 3 2016

This report will review the activities that the TPS bands have participated in and are planning to participate in for this term and into Term 4.

Since our previous report, the 2016 Band Committee has held its term2 meeting on June 2nd, with the meeting for third term being held on August 11th.

The TPS Junior, Performance and Jazz bands have performed in the Ryde East Music Festival on May 29th. Junior band was thrilled to receive a Highly Commended and Jazz band achieved 1st place in their sections. The Senior and Intermediate bands competed at the Wahroonga Band Festival on June 19th. Again the talent and hard work of our young musicians shone through with Senior Band placing 1st in their section and Intermediate band placing 3rd.

We are looking forward to August 7th when all 5 bands compete in the UNSW Band Festival.

Planning for the 2016 Country Band Tour is underway. This will occur Term 4.

Band performances for this report period include:

Junior Band assemblies: 23 May & 5 Sept

Intermediate Band assemblies: 20 June & 19 Sept

Senior Band assembly: 25 July & Grandparent's Day: 8 Aug

Performance band Assemblies: 16 May, 22 August and Grandparent's Day: 8 Aug

Jazz band at Grandparent's Day: 8 Aug & Kindy Parent Info Night: 25 Aug.

Band Committee – Insurance of Instruments

An updated list of the TPS band instruments is attached. Please note that:

1. All of the percussion instruments and drum kits are stored year-round in the Band Room at TPS, for which Mr Rowland has the only key.
2. The majority of the other instruments are hired out to individual students during the school year, so are only stored permanently in the locked Band Room during the summer Dec/Jan school holidays. Exceptions are for at least one tuba and possibly one spare of each other instrument, depending on demand.
3. Approximately one day each week (currently Tuesdays), the majority of the other instruments are stored in the Band Room at TPS overnight during school term.
4. During school weeks, band students can also store their own personal instruments in the Band Room overnight, but they are not left on weekends.
5. This updated version of the Instrument Register shows the recent consolidation and reorganisation of the band inventory by Mr Rowland, which has resulted in numerous old/unusable instruments being donated or written off.

Liz Maund-Arnott and Kath Aubourg, Band Co-ordinators

TPS Band Committee Finance Report

Neroli Sunderland

3/8/2016

- Bank balance as at 31/7/2016 was \$41,018.37.
- Band fees - \$43,755 of the \$48,926 owing has been paid, with the balance due by 31st August
- Will amend invoice for the different bands next year to avoid confusion and overpayments - particularly by percussionists! 6 refund cheques being sent out for overpayments of between \$10-150 each (several other families refused a refund and donated the overpayment).
- Bank account signatories updated with the bank and are now: Neroli Sunderland, Briony Foster, Kathryn Aubourg and Elizabeth Maund

**TURRAMURRA PUBLIC SCHOOL BAND
SUMMARY OF RECEIPTS AND PAYMENTS
FOR THE YEAR TO DATE 01/01/2016 TO 31/07/2016**

Band Camp	Receipts	33,855.00	
	Payments	<u>29,251.20</u>	
	Net Surplus		4,603.80
Band Fees	Band Fees	36,953.25	
	Refunds	278.50	
	Band Master	21,670.00	
	Comp Fees	<u>3,000.00</u>	
	Net Surplus/Deficit		12,004.75
Bank Interest / Charges	Receipts	69.62	
	Payments	<u>0.00</u>	69.62
Reimbursements	Receipts	-	
	Payments	<u>-</u>	0.00
Fundraising	Receipts	0.00	
	Payments	<u>0.00</u>	
	Net Surplus		0.00
Country Tour	Receipts	0.00	
	Expenses	<u>0.00</u>	
	Net Surplus		0.00
Instrument Hire	Receipts	7,000.00	
	Instruments	15,515.34	
	Music	0.00	
	Repairs and		
	Reeds	0.00	

	Net Surplus/Deficit	-8,515.34
Other Income - Baby Proms, Break of Term Dep	Receipts	10,455.04
	Payments	0.00
	Net Surplus	10,455.04
Exp to be reimbursed	Receipts	0.00
	Payments	<u>0.00</u>
	Net Surplus	0.00
Income		<u>18,617.87</u>
General Expenses		69.00
Postage		0.00
Transport		0.00
Total Payments		<u>69.00</u>
<u>Surplus/ (Deficit)</u>		<u><u>18,548.87</u></u>

UNIFORM SHOP REPORT TERM 3 2016

- Bank account is sitting at \$36,538.58 as at 21-7-16.
- Have placed indent order for back packs .
- Have not managed to sell many fleece track pants so may need to drop price to encourage people to purchase.
- Have looked at golden leaf grey pants and will compare with LW Reid pants to see which are better value.
- Stock value around \$47,000.
- Still got some rugby knit shorts in large sizes that we should think about donating to charity as not selling.
- Need to find out rough estimate of kindy intake this year for summer dress order.

Uniform Shop Financials

Profit & Loss			
Turrumurra Public School Uniform Shop			
For the period ended 30 June 2016			
	Q1	Q2	YTD
Income			
Uniform Shop Income	\$21,683.68	\$22,121.85	\$43,805.53
Total Income	\$21,683.68	\$22,121.85	\$43,805.53
Gross Profit	\$21,683.68	\$22,121.85	\$43,805.53
Plus Other Income			
Uniform Shop Interest Income	\$13.00	\$38.68	\$51.68
Total Other Income	\$13.00	\$38.68	\$51.68
Less Operating Expenses			
Bank Fees - Uniform Shop	\$406.90	\$407.06	\$813.96
Uniform Shop - cost of goods	\$14,893.66	\$15,292.18	\$30,185.84
Uniform Shop - running costs	\$121.00	\$16.50	\$137.50
Uniform Shop - Wages			
Uniform Shop Superannuation			
Total Operating Expenses	\$17,437.72	\$18,108.26	\$35,545.98
Net Profit	\$4,258.96	\$4,052.27	\$8,311.23
Stock figure at 30 June 2016	\$47,426.53		
Bank balance at 30 June 2016	\$35,875.64		

Canteen Financials Term 3 2016

Canteen Modifications.

Progress to date

1st stage - Hand basin and install splashback. – Scoped, selected and arranging work.

2nd stage - Cupboard & appliances. – With continual increases in volumes of hot meals and class numbers and sizes. We have looked into Commercial options for the canteen, current domestic planning options, even increasing number of ovens do not produce the turnaround time required, to cook, keep warm, prepare and bag the orders.

This path has lead us to investigate and validate the requirements on the current power supply and future expansion. We have had electricians in to validate this.

Flexi-schools

Term 2 saw the canteen fully utilise Flexi Schools for all lunch orders. This has been going extremely well, all feedback has been positive, with orders for both recess and lunch.

Volunteers

Term three rooster was distributed, volunteers' numbers continue to drop. We lost 6 people for this term's roster. We are not getting the numbers for new volunteers. The committee and I continue to thank those of you can volunteer, greatly appreciated.

Menu Change

The Hash browns have been a popular addition to the menu. Next term sees the return of Sushi.

Zone Cross Country

The Zone Cross Country saw the canteen set up shop at Rofe Park, this was well supported.

Meal Deal

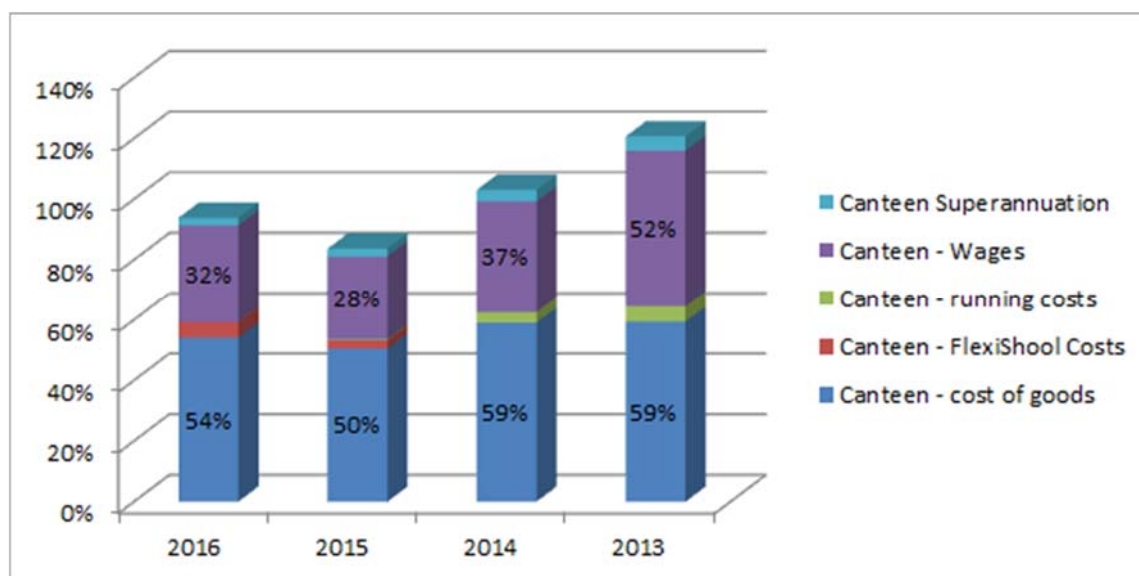
Term two Meal deal was greatly received, the children loved the little pizzas, having them individually boxed enabled them to stay hotter for longer and also not to have the cheese stick to the normal wrapping. Term three meal deal will be up on Flexi schools shortly.

2016 to date

With the introduction of a new staff member we have seen an increase in the total operating expenses, with two terms behind us this can be seen in the current figures. We have also absorbed additional costs from Flexi School which is reflected in this figure also. These items will continue to be monitored and analysed for trending.

Canteen Financials

Profit & Loss	2013	2014	2015	2016 YTD
Income				
Total Income	\$44,750.59	\$66,874.38	\$74,740.65	\$36,417.25
Total Other Income	\$19.23	\$51.15	\$109.07	\$57.36
Total Operating Expenses	\$54,032.43	\$64,582.22	\$63,543.04	\$34,669.85
Net Profit	-\$9,262.61	\$2,343.31	\$11,306.68	\$1,804.76



- Turnover is up 2% on last year
- Cost are up 14% on last year. Flexischools 266% (100% flexischool, plus new printer), Wages 24% (Extra person), COGS 9%. As a % of turnover COGS is up 4% which is inline with inflation, we have not increased prices.
- Profit for the quarter was \$939. YTD profit is \$1804
- Cash at bank is \$28544 as at 30 June 2016. I did not get all the bills paid in June so you could reduce this by approx. \$2-3K.
- Average weekly taking was back to \$1988, but this included the school and Zone Cross country.

Principals P&C Report - Term 3, 2016

A good start to the term. We had 6 new enrolments in the first few weeks.

Interviews for a teaching position commence this week and will be ready for the new year replacing Jude McLennan who has been on LSL and has now retired. Panel member sought from P&C.

Mr McCarthy has taken the rest of 2016 on leave and will return in the new year. Replacement GA's will oil the picnic tables. I found oil in the work shed so we will use this .

We planted 2 lovely trees on Tree day Waratah and Finger lime adding to our range of Indigenous trees and resources.

Hill End Excursion was successful. Canberra later in the term for Year 6.

Zoo snooze did not happen this year due to renovations at the zoo. Will most likely not be possible as the accommodation will not be able to cater for our numbers the day was successful as a long day event though.

The change of dance teacher was necessary due to Miss Lyn's medical issues. She has a bad foot and is unable to do the amount of movement for 3 groups. The dance provider I managed to find who could replace the days and times will unfortunately be more expensive.

Thank you for election day event. It seemed to be very successful.

Grandparents day Open day - Bands to entertain at the Exhibition. The day was well received, some constructive feedback re amount of time in rooms. People need to read instructions as we had many in the wrong place at the wrong time. Art show was terrific and band played really well for the duration. Thanks Bands and Mr Rowland. Special thanks to our morning tea providers. A lovely variety of cakes and slices and these were well received.

The office is managing the new finance system and all payments appear to be operating very smoothly. This is a very different way for the office to process and it has been quite stressful for them despite some training time. Thank you for your understanding.

We at present are holding 77 kinder names for 2017. This may mean we grow to 23 classes next year. We will be very close to numbers and this may mean for the first time I will need to hold classes for a few days in first term.

I have had no word re the demountable but understand it is to be removed. Just don't have a time.

OOSH will have the COLA constructed soon the scope and costings are being prepared now. This is to go directly outside the OOSH building and will provide a sun safe space for the summer.

The fitness station was ordered weeks ago and should arrive soon. It comes as a flat pack and the new GAs are happy to install. That will be a considerable saving.

The Musical extravaganza will be on again this year Dec 7. More details in term 4 (Save the date only). The various Turra choirs all have events this term. Miss Strahle works very hard with these groups Ticket information comes to parents of the various choral groups. The choral groups will perform later in the year.

I have had some opposition to the boom gate, but it stays. I was actually very surprised to see that parents park in the school grounds here. It is not common practice, and I would never have thought to park in my children's school grounds. The constant reminders, speeding cars, parking in the disabled spot, and my spot, despite the safety of students and clear information regarding the times you can use the car park, were not adhered to and so this is the result. The children are much safer now, as are my staff who were constantly met by departing parents in the am and pm. Complaints regarding the street parking and the crossing can be addressed to council. The council are rebuilding the crossing at some stage and raising it so this will be much safer as cars will be forced to slow down.