



TURRAMURRA PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Kissing Point Road
TURRAMURRA NSW 2074

P&C ANNUAL GENERAL MEETING TUESDAY 20th February 2018 at 7.30pm AGENDA

Item	Topic	Who
1	President's Welcome to AGM	Briony Foster
2	Attendees & Apologies	Rachel Wilson
3	Confirmation of Previous AGM Minutes	Briony Foster
4	President's Report for 2016	Briony Foster
6	<p>P&C Treasurer's Report</p> <p>Motion: that the audit for 2016 be conducted by an external consultant who is not associated with TPS and who will be paid a fee not exceeding \$1000 for their service.</p> <p>Motion: that the P&C voluntary contribution for 2017 be kept at the current level of \$90 for 1 child and \$180 for 2 or more children.</p>	Jodie Bourke
7	<p>Sub-Committee & Treasurer's Reports (brief presentation of the 2016 year, full reports will be included in the AGM minutes).</p> <ul style="list-style-type: none"> - Band Report - Band Committee Financials 2016 year - Uniform Shop Report - Uniform Shop Financials 2016 year - Canteen Committee - Canteen Committee Financials 2016 year 	<p>Kath Aubourg</p> <p>Neroli Sunderland</p> <p>Jason Smylie</p> <p>Lore Tewater</p> <p>Melissa Self/Rachel Fryer</p> <p>Jodie Burke</p>
8	Election of Office Bearers for 2017	Margaret Foott

Refreshments prior to General Meeting starting

Item	Topic	Who
9	OPENING OF GENERAL MEETING President's Welcome and opening of General meeting	President elected as above
10	Confirmation of Previous Minutes	President
11	Correspondence	President / Secretary
12	President's Report Motion: that the social and fundraising activity plan presented for 2017 be adopted and dates booked into TPS calendar. Motion: that the attached that Events Schedule presented for 2017 be adopted and year allocations .	President
13	P&C Treasurer Motion: that the P&C fund the cost of an additional 6 air conditioners to install air conditioners in the remainder of the infants rooms, required due to classroom moves and replace non functional units. Motion: that the P&C continue the previously agreed funding of \$50 per teacher for stickers used in classrooms. Motion: that the P&C renew the Skoolbag App subscription at a cost of \$1 per child. Motion: that the P&C continue to fund the annual teachers thank you lunch.	Treasurer
14	New Issues from Conveners & Treasurers arising since previous meeting - Band - Band Camp 2018 - Canteen updates	Conveners / Treasurers elected above Kim Neatherway/Peita Hardy
15	Principal's Report	Margaret Foott
16	General Business - Fundraising for 2018 - Discussion on class allocations and what events the P and C will continue to support.	President

**Next Meeting: General Meeting - 4th Tuesday of Term 2 at 7.30pm
(unless a second meeting is deemed necessary for term 1, if so this will be advertised).**

Presidents welcome – Briony Foster opened the meeting and thanked everyone for attending.

Confirmation of previous meeting: Lore Trewater approves the minutes from the last AGM.

We have one outstanding debt to pay for the musical instruments.

The Playground equipment will have woodchips underneath it. It will cost a total of \$18,200 to install.

TPS now has a 95% P&C contribution rate. Great to see families contributing to the P&C and parents are now seeing where their money is being spent.

There has also been an increased involvement from teachers with improvements and what they would like to see the money being spent on.

TPS Band Committee – Term One 2018

The Band Committee has started the 2018 school year with a restructured band program, after successful auditions for four (reduced from five) bands were held at the end of 2017. Mr Rowland began rehearsals with the **Performance Band** (56 members, combining Years 5 & 6), **Senior Band** (22 members, Year 4) and Jazz Band (21 Members) from the week beginning February 5th. **Junior Band** (38 Members, Year 3) commenced from February 13th, initially as separate woodwind and brass groups. The Junior Band will come together for the first time at Band Camp, after which they continue with school rehearsals as one band.

The change to the bands' structure this year is the result of decreasing numbers of students continuing with the Band Program through to Year 6, and overall a smaller number of students electing to join the Band Program. The Band structure will remain flexible to best suit the numbers of students going forward, and auditions will be held again at the of this year for 2019 bands.

As always, our focus for Term One is **Band Camp** and starting our Bands off well for the year ahead. The first Band Committee meeting was held on February 15th with another meeting to be held after band camp on March 29th (TBC). Our Band Camp coordinator, Kim Neatherway, is ensuring all organisation for the **March 9-11 Band Camp** is running smoothly, with notes already received by band members in the students second week of February. The **parent information night** to be held on **Monday March 5th** will inform new and continuing parents of their volunteer roles and responsibilities over the weekend. Without parent volunteers TPS Band Camp would not be the success that it continues to be. We will continue to advertise the role of Assistant/Shadow Band Camp Coordinator as part of the succession planning for 2019.

After camp, Mr Rowland will be preparing the Bands and music for the upcoming Ryde East and Wahroonga Band festivals in May and June, and we look forward to hearing our Bands when they play at School Assemblies throughout the year. Finally, **Kathryn Aubourg**, our long-standing member and co-coordinator of the Band Committee stepped down last year as her children finished their time at TPS, and we would like to thank Kath for her many years of support, enthusiasm and time given to the TPS Band Program and Committee.

Kerry Medd & Liz Maund

Band Committee for 2018 is:

Role	Committee Member
Band Master	Tim Rowland
Co-coordinators	Liz Maund & Kerry Medd
Treasurer	Neroli Sunderland
Secretary	Kylie Anne Good
Band Camp Co-coordinator	Kim Neatherway
Shadow Band Camp Coordinator	<i>Yet to be filled</i>
Instrument Coordinator	Neroli Sunderland
Tutor Coordinator	Eliana Johnston
Junior Band Managers	Megan Treston and Kath Carter
Senior Band Managers	Leah Rigney & Victoria Brown
Performance Band Managers	Simon Denne, Lisa Dinniss and Julie Hunter
Jazz Band Manager	Emma Hill
Country Band Tour Coordinators	TBC by end of Term 2

Turrumurra Public School Band Committee
Treasurer's Report – 15th February 2018

Band financials 2017:

Profit & Loss	
Turrumurra Public School P & C Association	
Band	
1 January 2017 to 31 December 2017	
	31 Dec 17
Income	
Band - Instrument hire fees	\$4,600.00
Band Camp Income	\$30,990.00
Band Fees	\$31,715.00
Band fundraising/donations	\$598.90
Country band tour fees	\$8,590.00
Total Income	\$76,493.90
Gross Profit	
	\$76,493.90
Plus Other Income	
Band - Interest	\$147.66
Total Other Income	\$147.66
Less Operating Expenses	
Band - bank fees	\$15.00
Band Camp Payments	\$30,272.29
Band Competition Fees	\$2,725.00
Band Country Band Tour Expenses	\$1,098.65
Band Country Tour	\$7,229.02
Band excursion costs	\$335.00
Band instrument service and repair	\$1,205.00
Band Master	\$37,371.25
Band Misc Expenses	\$1,830.09
Band Music	\$114.45
Band refunds	\$175.00
Total Operating Expenses	\$82,370.75
Net Profit	-\$5,729.19

Bank Reconciliation Summary			
Band Committee CBA Account			
Turrumurra Public School P & C Association			
As at 31 December 2017			
Date	Description	Reference	Amount
31/12/2017	Balance in Xero		\$20,179.17
Plus Outstanding Payments			
3/08/2016	Diana du Preez	1619	\$10.00
24/11/2017	Clarke Coaches	1706	\$2,640.00
Total Outstanding Payments			\$2,650.00
31/12/2017	Statement Balance		\$22,829.17

There was a deficit of \$5,729 for the year 2017.

A smaller number of students joining and/or continuing band than expected meant that band fees (yearly contributions) did not cover band master payments, competition fees and excursion costs. This will be resolved this year without increasing band contributions, as there will be only 4 bands in 2018 (7 rehearsals per week) rather than 5 (9 rehearsals per week).

The account balance at the end of the year was \$20,179.17.

Band financials - Year to Date:

Profit & Loss	
Turrumurra Public School P & C Association	
Band	
1 January 2018 to 15 February 2018	
	15 Feb 18
Income	
Band Camp Income	\$17,620.00
Total Income	\$17,620.00
Gross Profit	
	\$17,620.00
Less Operating Expenses	
Band Country Tour	\$121.31
Total Operating Expenses	\$121.31
Net Profit	\$17,498.69

Bank Reconciliation Summary			
Band Committee CBA Account			
Turrumurra Public School P & C Association			
As at 15 February 2018			
Date	Description	Reference	Amount
15/02/2018	Balance in Xero		\$36,155.86
Plus Outstanding Payments			
3/08/2016	Diana du Preez	1619	\$10.00
24/11/2017	Clarke Coaches	1706	\$2,640.00
4/02/2018	Kim Anforth	1704	\$330.00
14/02/2018	Turrumurra Music	1705	\$1,192.00
Total Outstanding Payments			\$4,172.00
15/02/2018	Statement Balance		\$40,327.86

Band camp fees are currently being collected.

Invoices for band yearly contributions and instrument hire to be sent out at the start of term 2.

Neroli Sunderland
15/2/2018

Discussion of band fee or band contribution for taxation purposes. Band tuition or band contribution? Jodie Bourke to investigate and report back next meeting

Uniform Report

We have been very busy over the first weeks of term with lots of sales being made. The new sport shirt has been a huge hit with lots sold in the available sizes.

Bank account is \$31,000. \$15,000 transferred from the Uniform Shop to the P&C.

There have been very few trackpants sold since dying. Motion passed to donate them to Stewart House.

explore the possibility of getting an air conditioner for the uniform shop as it has been unbearably hot and uncomfortable at each opening.

i have been approached by a company wishing to explore supplying our uniform. (samples provided)

we have had some response to our volunteer drive with 3 or 4 new parents coming on board, we could still do with a few more. The Uniform shop lost 5 parents last year as the kids were in year 6.

The Uniform shop will pay for netball uniforms.

Profit & Loss
Uniform Shop
January 2017 to December 2017

	Q1	Q2	Q3	Q4	Total
Income					
Uniform Shop Income	\$21,164.00	\$19,263.99	\$9,484.00	\$25,411.50	\$75,323.49
Total Income	\$21,164.00	\$19,263.99	\$9,484.00	\$25,411.50	\$75,323.49
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Gross Profit	\$21,164.00	\$19,263.99	\$9,484.00	\$25,411.50	\$75,323.49
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Plus Other Income					
Uniform Shop Interest Income	\$15.59	\$17.78	\$19.42	\$17.13	\$69.92
Total Other Income	\$15.59	\$17.78	\$19.42	\$17.13	\$69.92
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Less Operating Expenses					
Bank Fees - Uniform Shop	\$354.66	\$434.20	\$243.04	\$478.44	\$1,510.34
Uniform Shop - cost of goods	\$18,907.84	\$12,756.44	\$6,691.87	\$21,692.00	\$60,048.15
Uniform Shop - running costs	\$121.00	\$0.00	\$0.00	\$125.00	\$246.00
Uniform Shop - Wages	\$1,792.15	\$2,184.95	\$2,558.33	\$2,182.02	\$8,717.45
Uniform Shop Superannuation	\$170.25	\$207.56	\$243.04	\$207.30	\$828.15
Total Operating Expenses	\$21,345.90	\$15,583.15	\$9,736.28	\$24,684.76	\$71,350.09
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Net Profit	-\$166.31	\$3,698.62	-\$232.86	\$743.87	\$4,043.32
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Stock figure at 31 December 2017 **\$42,508.86**

Bank balance at 31 December 2017 **\$26,211.41**

Canteen Report

Roster Update

Term One and Two roster distributed amongst volunteers, we still have some gaps and are trying to fill these spots. We are just not getting new volunteers. We have a big drive for the lower primary classes, especially those that have new kindergarten siblings starting and parents may now be free to volunteer. We will be talking to the kindergarten classes on meet the teacher night.

Menu Changes

Term One will see the following change to the menu.

- OKF Sparkling mineral water item is being replaced by Mount Franklin lightly sparkling Lime, Raspberry and Mango flavours.

Renovations

Hand Basin – Splash back tiling has been completed finishing off the look of the hand basin.

Paper towel and soap dispenser – have been wall mounted in order to maximise space on the benchtops.

Commercial Oven – has been procured and installed this has greatly taken the pressure off our domestic oven. Having the oven installed in the middle section of our canteen has also saved our bench space.

Athletics Carnival

Year 5 or 6 should make sure use of the Athletics carnival for fundraising requirements again this year.

Flexi-schools

Flexi-Schools has been updated with:

All school provided dates have been updated in flexi school's dates for the beginning of 2018. These dates are the dates that the canteen is not available

5th Feb Swimming Carnival

30th Mar Good Friday

2nd Apr Easter Monday

We will continue to update the system when new dates are known and become available.

13th April Last Day Term 1

Price Review

Initial review has found that no changes are required as yet. These are continually looked at during the year and will be addressed if necessary.

Treasurer Vacancy

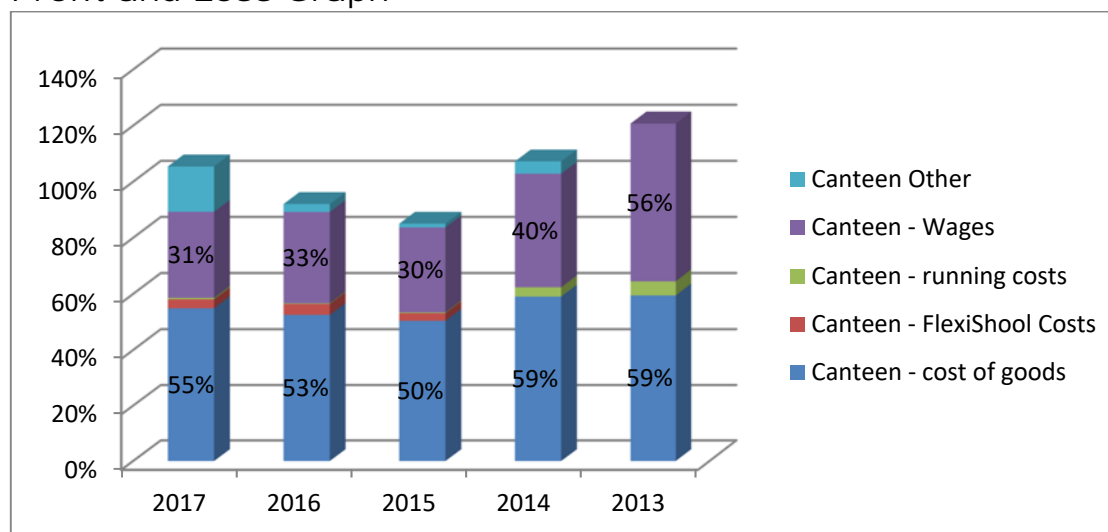
Emma Jenkins has agreed to take over from Jodie as Canteen Treasurer. Jodie will work with Emma for a time being until Emma is comfortable to assume the position. We thank Jodie for all her help over the past few years she has made it fun, always a laugh and she makes the figures look good. Emma has big shoes to fill. Jodie will continue in the role of P and C committee treasurer.

Canteen Treasurers Report for 2017

Profit and Loss

	Oct-17	Nov-17	Dec-17	Q4 FY17	YTD
Income					
Canteen Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$752.90
Canteen Sales Income	\$9,145.70	\$12,656.30	\$9,125.85	\$30,927.85	\$109,396.90
Total Income	\$9,145.70	\$12,656.30	\$9,125.85	\$30,927.85	\$110,149.80
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Gross Profit	\$9,145.70	\$12,656.30	\$9,125.85	\$30,927.85	\$110,149.80
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Plus Other Income					
Canteen Interest Income				\$0.00	
Total Other Income				\$0.00	
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Less Operating Expenses					
Total Operating Expenses	\$9,909.55	\$15,616.38	\$6,511.59	\$32,037.52	\$116,138.45
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Net Profit	-\$763.85	-\$2,960.08	\$2,614.26	-\$1,109.67	-\$5,988.65

Profit and Loss Graph



Summary

Canteen transferred \$15000 to P & C account to assist with the funding of play equipment for the primary area, bank account at \$12485.67

Figures for the quarter look down and into the negative, due to capex expenditure for renovations to the canteen. eg Commercial oven, Electrician, Soap Dispenser, Paper towel

Monday's continue to cover expenditure having broken \$500 mark a couple of time, averaging \$433.

Average takings sitting at \$3080 for the last quarter and \$2792 per week.

Election of Office Bearers for 2018

Position	Name
Treasurer	Wilco Volwerk and Matthew Ing
Secretary	Rachel Wilson
Treasurer	Jodie Burke
Band Convener	Liz and Kerri Medd
Band Treasurer	Neroli Sunderland
Uniform Shop Convener	Jason Smylie
Treasurer Uniform Shop	Lore Tewater
Canteen Convener	Melissa Self
Canteen Secretary	Rachel Fryer
Canteen Treasurer	Emma Jenkins
Class Parent Co-ordinators	Gill Allen and Vic Brown
Band Secretary	Kylie Anne Good
Band Camp Co-ordinator	Kim Netherway

All attendees vote to change laws for the next 6 months to let Briorny Forster continue as President.

General Meeting

Matthew Ing accepts the minutes of the previous meeting

2016 and 2017 financials are currently with the auditor. Motion passed for additional funding for accountant up to the \$1000.

Motion passed for P&C Voluntary contribution to be kept at the current level of \$90 for 1 child and \$180 for 2 or more children.

Principals Report

The year began very well. We were able to form classes on day 1 and have 22 classes with just 1 composite 5/6.

Children are settled and working well in their classes.

Swimming Carnival was excellent with great attendance and the children tried their very best.

Mrs Hurrell returns this week (Miss Byers) Miss Beswick will take all 2108 on leave and return in 2019 Mrs Suttor is replacing Mr McDermott until staffing clears the position for me to fill. Mrs McIntyre is doing well after knee surgery and hopefully will be back in term 2. Our new Mandarin teacher is working well with all classes. (Mrs Xiao) Mrs Hankins will continue in non teaching exec role this year. Mrs Warren will continue to support our Targeted children. Mostly with writing, reading and maths. Year 6 will go to camp next week to Great Aussie Bush camp.

Kindergarten are working really well and will go to normal end time next week.

Band camp is on soon with teachers no longer required to attend . They will have the option to drop in over the weekend. Operation art started on Monday for year 3

All groups of 10 are selected by the teachers and then 4 are selected to be sent to the event.

Focus for the year is the new school plan.

The strategic directions are around Teaching, Learning and Leading. These come from the school excellence Framework which is one of our measuring tools. You will be able to access the plan on the website soon.

The Annual School Report is in progress and will be uploaded to the website at the end of term 1.

Smart Start is coming soon- A financial Literacy course for years 1-6.

We also have 3 days EALD this year. This means the children have more language lessons and support.

Mrs Harrison is always keen to have more helpers with Parent run reading and Multlit just let us know if you are interested.

Mr Jackson donated the Street library to our school. I'm sure it will become a well used item once we get the idea of how to use it.

Also received was a letter from Alistair Henskens informing us of funding of \$570,000 for a back log of works.

Margaret Foott

Discussion about spending more money on the oval and landscaping to the hill.

Jason shows examples of some of the Italian Suppliers Uniforms. All in agreeance to see if they supply to another school and then we can consider this further.

The current shirts do stain and Jason is speaking to Golden Leaf. The sports skirt will hopefully be redesigned using microfibre.

The new playground equipment will go near the spider. There will be 2 units and a modular climbing area. The play equipment will just have woodchips as the rubber soft fall is not required and is very costly.

Kerry Medd suggests Table Tennis Tables for the school. All attendees love this idea and motion passed to order for the school.

Motion passed for the P&C to fund the cost of the additional air conditioners in the remainder of the infants rooms. The P&C also approve funding for the \$50 per teacher for classroom stickers. Motion is passed for the Skoolbag App subscription at \$1 per child. Motion passed for the P&C to continue to fund the annual teacher thank you lunch.

The P&C will no longer run the Tea and Tissues for kindergarten parents. This will now be looked after by the school.

The Gonski program has helped with teacher resources.

Meeting closes 9.30pm. Next schedule meeting is Tuesday 22nd May @ 7.30pm