

P&C Meeting - MINUTES

Date & Time	Tuesday 10 th May 2022	
Place	On-site at School (School Hall) and via MS Teams	
Chair	President	
Attendees – Members present	<u>Members:</u> Allison Spicer [Secretary] Andrea Aschner [Class Parent Coord] Angela Campbell [Treasurer] Harmony Behr [Strategy & Comms] John Richardson [President] Kip Fitzsimon [FOTB] (online) Lisa Bristowe [Netball] (online) Seta Vakaciwa [VP2] Tarnia Bowden Joyce [VP1]	<u>New members:</u> Matthew Lewinsohn <u>Observers:</u> Johanna Stewart (online) <u>School staff:</u> Matt Jackman [CPS Principal] Clare Hanoumis [CPS Assistant Principal]
Apologies	Mitch O'Donohue [Extra-Curricular], Rebecca Beavis [Canteen Chair]	
	[total: 13 attendees]	

Item	Description	Outcome / Action	Who
1.	Open		
1.1	Welcome	<ul style="list-style-type: none"> Welcome & Acknowledgement of Country - Presented 	Chair
1.2	Attendance	<ul style="list-style-type: none"> Attendance – Noted 	
1.3	Membership	<ul style="list-style-type: none"> New Members, Observers, Apologies - As above 	
1.4	Previous Minutes	<ul style="list-style-type: none"> Acceptance: Last meeting held 22nd Mar 2022. Accepted: Andrea, Seconded: Seta 	
2.	Reports (by exception)		
2.1	Principal's Report	<ul style="list-style-type: none"> Behaviour within school has been very good; Staff morale high Great having parents on school ground from start of Term 2; people are being quite respectful; Has allowed for quick/informal conversations between teachers and parents More space in playground noticeable with less students Naplan testing underway Aquabubblers will be installed this term Temporary set of toilets with ramp under construction adjacent to staff room (to accommodate school hall project) 	Matt J
2.2	Treasurer's Report [Attachments x2: Consolidated P&L, Balance Sheet]	<ul style="list-style-type: none"> Budget preparation; Discussion on approach; Idea for pre-approval of routine yearly items, underpinned by process Status of engagement with Crispin and Jeffery Chartered Accountants -consolidation to Xero completed (target was 31 March), training completed 	Angie
2.3	FOTB [Attachment x1: Motion for P&C to support band camp]	<ul style="list-style-type: none"> Billed whole year upfront, good for cashflow, but still chasing up some invoices issued in term 1, majority have paid upfront Band performance this weekend at Welcome BBQ has been cancelled as Murray has covid; Suggestion that an ex-student may be able to conduct Band camp 3rd June at Tops, cost per head \$350pp (same as last year); however costs have gone up slightly P&C subsidised \$1000 last year; Request this year is \$1200 Forecasting cash neutral position to EOY 	Kip

		<p>Motion: That the CPS P&C approve the expenditure for a \$1200 subsidy being paid to the FOTB Committee (incl gst) to make up the shortfall [with the objective of keeping cost to parents at \$350pp].</p> <p>Motion passed unanimously</p>	
2.4	Canteen	<ul style="list-style-type: none"> As tabled (included herein) 	[Rebecca]
2.5	Extra-Curricular	<ul style="list-style-type: none"> Spanish classes commenced Term 2; very popular so far P&C currently working with the school to field expressions of interest (no proactive sourcing at present) Belinda (school administrative staff) has been working with the P&C in coordination of suppliers – arrangement is working well 	[Mitch]
2.6	Class Parent Coordinator	<ul style="list-style-type: none"> Up and running through the P&C administered WhatsApp groups; Protocols working 	Andrea
2.7	Grounds & Environment	<ul style="list-style-type: none"> Edible Garden - preferred location north western corner; walk around completed; Grant of \$5,000 received; Targeting 2023 up and running Offer from Matt Lewinsohn to support G&E when able 	Vacant
2.8	Social & Fundraising [Attachment x1: Motion for P&C to fund social and fundraising events]	<ul style="list-style-type: none"> Welcome BBQ – Sunday 15th May, 12-4pm Need volunteers for BBQ plus pickup of bread rolls from Kingsford early Sunday morning <p>Motion (amended): To approve all costs incurred for the Welcome BBQ, at an estimate of approximately \$1,340 within a total income estimated of \$2500 (making the event cash positive on current estimates, or cash neutral at worst, as a community social event not a fundraiser).</p> <p>Motion passed unanimously</p> <ul style="list-style-type: none"> Election will be going ahead on school grounds next weekend Discussion re BBQ or cake stall on election day <p>Motion: To approve up to \$1,000 for a 'democracy day BBQ' plus cake stall on Election Day.</p> <p>Motion passed unanimously</p>	Andrea
2.9	Netball	<ul style="list-style-type: none"> Have introduced Club Captains in Clovelly Netball Year 6 team; Leadership role in the club - will write something in P&C pulse and gain some leadership experience with teams First week was a washout, last week good, everything running very smoothly 	Lisa B
3	Prior Business		
3.1	P&C Vacant Roles	<p>P&C Vacant Roles – request for nominees:</p> <ul style="list-style-type: none"> Grounds & Environment P&C Pulse Graphic Designer Website Designer and Administrator Auditor for CY 2022 	John
3.2	School Hall Project	<ul style="list-style-type: none"> Ready to go to tender (DoE Assets, Roger Turner) School in Cronulla has similar scope, so DoE plans to put out as one tender Query re scope, does it include COOSC use of the hall and storage space; Need to revisit/review scope and concept design to confirm items included Option B was preferred at an estimated \$2.1m 	Matt

		<ul style="list-style-type: none"> Need tender \$\$ to confirm target cost and associated fundraising target 	
3.3	Strategy 2022/2023	<ul style="list-style-type: none"> Suggest a workshop/planning session to provide input for remainder 2022 into 2023 Will inform budget and assist with planning routine/regular annual event calendar, plus other routine P&C contributions 	John, Harmony
4	New Business		
4.1	COOSC – Provider Category Review, and Service NSW vouchers	<ul style="list-style-type: none"> Out of School Hours Care (OSHC) providers at government schools are licenced by the NSW government, and allocated a provider category: Category A – P&C Association or another incorporated school-based parent organisation Category B – Not-for-profit other than those in Category A Category C – For-profit organisations New legislation requires Cat B and Cat C to go to tender at the expiry of their licence; Alternative is to transition to a Cat A Some time (approx. 2 years) before COOSC must decide to remain Cat B or look to transition COOSC is currently unable to accept Service NSW \$500 vouchers due to complex manual reporting requirements, and not supported by QikKids; A few who lodged early March have been accepted; Query if P&C can assist in any way with administrative functions, call for other specialised support? – P&C will table query with COOSC 	John Matt Lewinsohn, Joh Stewart
4.2	Hybrid meetings	<ul style="list-style-type: none"> P&C preference is to offer hybrid meeting option Facilities available? Matt/Clare – the school library is better suited than the school hall; access to a screen and camera; can purchase a portable audio device for laptops; P&C to explore audio device options 	Allison
5	Business for Next Meeting		
		<ul style="list-style-type: none"> 	
6	Next Meeting & Close		
	Tue 14 th June 2022 (Term 2)		
MEETING CLOSED: 8:20pm			

P&C Meeting Schedule 2022:

- *Nominally the 2nd Tuesday of each month during school term (dates in green adjusted by decision of P&C executive)*
- *Max of 2 meetings per term, unless agreed upon at general meeting, or extra-ordinary meeting agreed by P&C executive*
- *AGM to be held in February of each year, coinciding with the ordinary meeting for that month*

Feb22	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Feb23
<i>Holidays: Mon 11Apr–Fri 22Apr</i>		<i>Mon 4Jul–Fri 15 Jul</i>				<i>Mon 26Sep – Fri 7 Oct</i>			<i>Wed 21Dec–Thu 2Feb</i>		
Term 1		Break	Term 2		Break	Term 3		Term 4		Term 1	
22 nd	22 nd	12 th	10 th	14 th	12 th	9 th	13 th	11 th	8 th	13 th	21 st

Canteen Report

From Rebecca Beavis (as at Friday 6th May):

- It's so lovely to see all of the kids enjoying lunch at the same time, and back at the counter for over-the-counter sales
- Volunteers are back too and we have a good roster underway
- A warm welcome to **Amy Spencer** who joins the Canteen Committee this year as our new Volunteer Co-ordinator
- The winter menu is a big hit, including pizzas, nachos and baked potatoes again
- Sushi is still available Monday-Wednesday only as the sushi provider has some staffing challenges at the moment
- Thanks to the P&C for the new freezer which is now in place. Also the grill toaster, popcorn machine have all been purchased. All at prices below our estimates – happy to provide specific prices/costs as required. We'll buy the new Thermomix next week direct from Thermomix.
- The Canteen will be supporting the Welcome BBQ with drinks and treats to sell
- Libby is up and running using Xero. Mark Arthur and his team are up to date with superannuation, BAS, etc., thanks Mark and Charlie.
- Thanks to Ms Hanoumis and Mr Jackman for continued ease of communications between the School and the Canteen
- Overall, orders have really picked up in Term 2 and sales are strong. Birthday baskets are selling strongly too, e.g. 6 in one day yesterday (looking forward to the new Thermomix!)

From Mark Arthur (as at Friday 6th May):

- The net result for the Canteen operations to **30 April YTD** is **\$160 surplus** and in line with budget.
- The total income YTD 30 April is tracking lower than budget but so are expenses overall – however please note following comment.
- Please note that not all the April supplier invoices were on hand by today so some expenses have not been captured in these reports due to timing of the P&C meeting and the need to provide some reports for that. This will impact the reported numbers above.
- There are some tidy ups to do in the equity section of the Balance Sheet due to presentation of a consolidated position. This we will attend to next month.

Canteen

Profit and Loss

CLOVELLY PUBLIC SCHOOL PARENTS &
CITIZENS ASSN

For the 4 months ended 30 April 2022

Account	Actual	Last Year	Budget
Trading Income			
Cash Receipts Income (Canteen)	3,216.00	3,700.00	12,000.00
EFTPOS Sales (Canteen)	235.50	602.00	600.00
Flexi School Income (Canteen)	45,901.28	50,503.00	42,000.00
Fundraisers Gross Income (Canteen)	0.00		800.00
Total Trading Income	49,352.78	54,805.00	55,400.00
Cost of Sales			
Allen Carpenter and Sons	671.00	810.00	800.00
Botany Bites Cafe	3,340.78	6,270.00	5,500.00
Cash Expenses - Fundraisers (Canteen)	0.00	0.00	240.00
Cash Purchases - Food Items (Canteen)	2,786.06	5,889.00	1,200.00
Cash Purchases - Non Food Items (Canteen)	509.63	672.00	115.00
Clovelly Bakery Supplies	4,294.00	4,306.00	2,400.00
Coles	2,679.82	0.00	3,750.00
Daily Fresh - Grocery Items	5,472.00	5,900.00	5,000.00
Lucas Meats	104.00	254.00	200.00
Milk Supplies - Canteen	994.33	872.00	1,050.00
Sydney Packaging Supplies	1,058.48	1,234.00	850.00
Twisted Yogurt	0.00	1,018.00	1,050.00
Wholegreen Kitchen	240.00	330.00	250.00
Total Cost of Sales	22,150.10	27,555.00	22,405.00
Gross Profit	27,202.68	27,250.00	32,995.00
Other Income			
Interest Income	6.25	11.00	6.00
Total Other Income	6.25	11.00	6.00
Operating Expenses			
Depreciation	578.00	1,443.00	867.00
EFTPOS Merchant Fees	92.71	96.00	75.00
Flexi School Service Fees	892.32	1,515.00	1,630.00
Repairs & maintenance	2,508.74	368.00	850.00
Small Equipment Purchases (Canteen)	0.00	0.00	8,000.00
Software Subscriptions	209.30	168.00	129.00
Superannuation Expense - Canteen	2,069.76	1,886.00	1,940.00
Wages & Salaries - Canteen	20,697.50	19,851.00	19,400.00
Total Operating Expenses	27,048.33	25,327.00	32,891.00
Net Profit	160.60	1,934.00	110.00
Canteen Net Operating Result	160.60		
Net Fundraising Income	0		