



**MINUTES**  
**of the**  
**NARRAWEENA PUBLIC SCHOOL P&C**  
**2023 ANNUAL GENERAL MEETING**

**Tuesday 14 February  
2022 at 7.06pm**

1. **Meeting Opened at 7.06pm**
2. **Present / Apologies**
  - Attendance as per the attendance sheet.
  - Apologies from – None
3. **Acceptance of 2022 AGM minutes**
  - Motion to accept 2022 AGM Minutes: Micaela J.                      Seconded: Sarah C.
4. **Auditor's Report and Appointment of Auditor for 2023**
  - In the auditors opinion, the financial report of the Narraweena Public School P&C Association's presents fair and reasonable, in all material respects, the financial position of Narraweena Public School P&C Association as at 31 December 2022 and of its financial performance for the year ended in accordance policies and the Associations Incorporated Act.
  - Auditor has now been doing it for 4 years and had agreed to do it for one more year and then would like to hand it over to someone else. If anyone knows of anyone else that would be keen to take this on for 2024 please reach out to the P&C.
  - Appointment of Auditor – 1 January 2023 to 31 December 2023 –

Motion #1 – *That Sonia G V be appointed as the auditor for the 1 January 2023 to 31 December 2023*

Motion to accept: S a r a h C

Seconded: J e s s M

5. **Treasurers Report**

# Annual Summary for 2022 Highlights:

## Bank Summary

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### Narraweena School Parents & Citizens Assn From 1 January 2022 to 31 December 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	14,445	22,690	24,534	12,601
Canteen Account	39,978	158,660	165,808	32,829
Debit card account	608	7,135	7,335	408
NPS Main account	31,676	84,736	83,063	33,349
Uniform Shop account	44,910	60,142	74,398	30,654
<b>Total</b>	<b>131,617</b>	<b>333,363</b>	<b>355,139</b>	<b>109,841</b>

### 2022 highlights

#### **Band**

The band account turned a profit of just over \$2,000, which was spent on instrument repairs, new sheet music and towards the successful Musical Minds Band weekend.

It worked well that tuition for the full year for most students was paid in term 1 and Creative Kids vouchers were accepted again.

#### **Canteen**

The Canteen had the highest annual takings for the past 4 year \$154,500. As expected, there was a corresponding increase in the amount spent on supplies.

It is noted that the Wages & Salary for the canteen is up from previous years, perhaps a reflection that reliable volunteers are hard to get, thus paid staff are required to keep the canteen running smoothly. Also, a change in legislation to pay all employees superannuation, regardless of minimum amount earned in a fortnight, came into action in July.

There was a large expenditure on the purchase of 2 freezers at the end of 2022.

A note from the Auditor was a concern for the loss in the canteen account, however the points above help explain most of the concern.

#### **Uniform shop**

Profit was down this year, mainly due to the expensive sport shirts for years 3-6. Paula has managed to source a cheaper supplier for the future, however we need to run the current stock down.

#### **Main Fundraising account**

- Successful Easter raffle and hot cross bun order – orders via Flexischools efficient for both food & the raffle.

- Great fundraising through Federal Election BBQ with cake stall
- Mother's Day and Father's Day stalls – successful.
  - The accompanying breakfast events were lovely community events, subsidised by P&C
- Major fundraising event of the year - the Colour Run – raised over \$27,000 profit
- Successful Christmas Carols evening – complete with Santa. BBQ and sushi orders using Flexischools was great for catering, profit over \$1,250

#### **Fundraising income 2022**

<b>Item</b>	<b>Amount</b>	<b>Comment</b>
Easter Bun recess & Raffle	3,000	
		Community event, P&C
<u>Mothers Day</u> breakfast	(500)	Subsidised
Election BBQ	3,500	
Colour Run	27,000	
		Community event, P&C
<u>Fathers Day</u> Breakfast	(800)	Subsidised
Parent contribution via fees	13,277	
BBQ donations	1,300	
Carols evening	1,900	
	<u>\$ 48,677.00</u>	

#### **Donations to school 2022**

<b>Item</b>	<b>Amount</b>	<b>Comment</b>
Fine Motor Resources	362	In lieu of Auditor fees
		90% of this was from a government grant received in 2021
First Aid room furnishings	10,000	
Upgrade of Electronic sign	14,530	
Home readers	436	
Sports equipment for New Astro Turf	1,326	
Decodable readers	1,052	
Kitchen garden	12,500	
Dymocks vouchers	210	
	<u>\$ 40,416.00</u>	

Overall healthy bank balances ready for 2023.

On another note, Sonia has been preparing our Audit since 2019 and the rule of thumb is to change auditors very 5 years or so to ensure independence. Sonia is happy to prepare the NPS P&C audit for the year ending 31<sup>st</sup> December 2023. We will need a new Accountant to audit the books in 2024. Someone from the school or local community would be great, please let me know if you can suggest anyone.

Finally, as per previous years Sonia has requested that we use her "auditing fees" to purchase something beneficial for the school/students.

## 6. **President's Report**

Welcome to everyone, and happy valentines day !

2022 was a wonderful year for NPS P&C, it was a year in which our relationship with the school evolved to a new level which enabled us to support the school in accelerated ways.

Before talking about our achievements in 2022, I would like to thank everyone who has been an active member of the P&C in 2022.

Particular mention to Paula in the uniform shop, who does a remarkable job in a very short period of time and who is supported by our excellent volunteering team; Sarah our wonderful Canteen Manager who had brought some new and creative ideas during 2022 and leads a passionate team; Kate B our awesome treasurer and all-round guru of all numbers and processes; Linda our exceptional Secretary who keeps us on the detail; The Band Committee who have led the band to be thriving in 2022 and our fundraising committee, lead by Micaela who have smashed it out the park this year.

None of our achievements would have been realised without your support, so thank you.

As you have heard during the year, we have had an incredible year with many fundraising & community events, exceptional band performances and consistent high level of service from both the uniform and canteen.

During 2022, we have donated 40k to the school, which is approx. 85% of the money raised during the course of the year.

I'd like to thank Sally & the school exec for their support and flexibility, as well as embracing our new ideas!

## 7. **Confirmation of the 2023 membership fee.**

- The membership fee for 2023 was confirmed as \$1.00.

## 8. **Election of New Office Bearers:**

- The meeting was handed over to the principal to run the election of Office bearers for 2023.
- New Office Bearers for 2023 will be posted in the school newsletter once finalised.

## 9. **Updating of Membership Register (and payment of fees) for February 2023 onwards.**

- Membership Fees for 2023 were collected by Kate B.

## 10. **Meeting closed: 7.30 pm**

**Election of New Office Bearers for the Period Feb 2023 to Feb 2024**

Position	Name
<b>President –</b>	<b>Kate Nacinovic</b> Seconded by Micaela J. Accepted with the vision to transition to someone in the second half of the year.
<b>Vice-Presidents x 2 –</b>	<b>Kara Taylor</b> Seconded by Kate B  <b>Frank Valentino</b> (Once financial member) Seconded by Kate N
<b>Secretary –</b>	<b>Linda MacBride</b> Seconded by Jess M
<b>Treasurer –</b>	<b>Kate Bradshaw</b> Seconded by Linda M.
<b>Committee Positions (General)</b>	<b>Jess McPherson</b> Seconded by Kate N  <b>Thais Inacio Gomes</b> (Once financial member) Seconded by  <b>Lynda Newson</b> Seconded by Linda M  <b>Kara Taylor</b> Seconded by Lynda N  <b>Matilda Heyes</b> Seconded by Micaela J
<b>Fundraising Coordinator/s –</b>	<b>Micaela Jowett</b> Seconded by Jess M  <b>Jess McPherson</b> Seconded by Jazmin V  <b>Jazmin Valentino</b> Seconded by Micaela J  <b>Ashleigh Smith</b> Seconded by Matilda H  <b>Matilda Heyes</b>

	Seconded by Michelle F  <b>Michelle Fay</b> Seconded by Nichola C  <b>Nichola Cannon</b> Seconded by Ashleigh S
<b>Canteen</b> (Sub-committee):	
Chairperson –	<b>Thais Inacio Gomes</b> – to be discussed further
Secretary –	
Treasurer –	<b>Kate Bradshaw</b> Seconded by Linda M
<b>Uniform Shop</b> (Sub-committee):	
Shop Coordinator –	<b>Jess McPherson</b> Seconded by Nichola C
Shop Treasurer –	
<b>Band Committee</b> (Sub-committee)	
Chairperson –	<b>Mark Stevens</b> Seconded by Tamar S.
Secretary –	<b>Laura Stevens</b> Seconded by Kate N
Treasurer –	<b>Tamar Stewart</b> Seconded by Matilda H
General Committee –	<b>Alex Dembiany</b> (Once financial member)  <b>Ceridwen Pontello</b> (Once financial member)