



MINUTES
of the
NARRAWEENA PUBLIC SCHOOL P&C
2024 ANNUAL GENERAL MEETING

Tuesday 20 February
2024 at 7.06pm

1. **Meeting Opened at 7.06pm**
2. **Present / Apologies**
 - Attendance as per the attendance sheet.
 - Apologies from Tamar S.
3. **Acceptance of 2023 AGM minutes**
 - Motion to accept 2023 AGM Minutes: Micaela J. Seconded: Emma
4. **Auditor's Report and Appointment of Auditor for 2024**
 - 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 2023 and of its financial performance for the year ended in accordance policies and the Associations Incorporated Act.
 - Auditor has now been doing it for 5 years and 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 2024 to 31 December 2024 – no nominations currently. Note to be put out to school to ask for any recommendations.

5. Treasurers Report

Annual Summary for 2023 Highlights:

Bank Summary

Narraweena School Parents & Citizens Assn

For the period 1 January 2023 to 31 December 2023

ACCOUNT	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank					
Band Account	Active	12,600.77	32,384.47	25,609.73	19,375.51
Canteen Account	Active	32,829.28	183,627.52	201,714.26	14,742.54
Debit card account	Active	407.94	4,578.14	4,642.03	344.05
NPS Main account	Active	33,348.91	33,705.26	42,454.55	24,599.62
Uniform Shop account	Active	30,654.15	75,828.28	58,166.64	48,315.79
Total Bank		109,841.05	330,123.67	332,587.21	107,377.51
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2023 highlights

Band

The band account turned a big profit of just over \$7,000, with the help of the election day cake stall profits, and increased tuition & instrument hire fees.

A successful band weekend was held, with expenses being covered. New percussion instruments were purchased with the profits.

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 enjoyed an increase in sales of 18%, however this was overshadowed by a 28% increase in the cost of supplies. The prices of items for sale have been reviewed for 2024.

There were large equipment costs associated with fridge repairs, maintenance then eventually a new fridge purchased.

Also to be noted is the cost of staff increased 13% from last year. Including compulsory superannuation paid to all staff increased to 11%.

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 up this year, mainly due to the use of the Back to School Vouchers encouraging sales.

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, and a tidy profit for the Referendum BBQ only.
- Mother's Day breakfast and gift stall was successful, a lovely community event subsidised by P&C
- Father's Day BBQ breakfast was a great hit, and very popular, along with the gift stall, it turned a small profit.
- The fundraising event of the year – Design a plate – raised nearly \$2,000 profit
- Successful Christmas Carols evening, with the raffle making a great profit of \$2,800. Great to have most sales done via Flexischools and some cash sales on the night.

Fundraising income 2023

Item	Amount	Comment
Easter Bun recess & Raffle	2,250	
March Election BBQ & cake stall	3,500	
Mothers Day breakfast & gifts	(430)	Community event, P&C Subsidised
Design a plate	1,900	
Fathers Day Breakfast BBQ & gifts	770	
Referendum BBQ	1,365	
Design a plate	1,925	
Parent contribution via fees	13,725	Still to be received
Carols evening	2,800	
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	\$ 27,805.00	

Donations to school 2023

Item	Amount	Comment
Fine Motor Resources	396	In lieu of Auditor fees
Kitchen garden	12,500	
Dymocks vouchers	210	
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	\$ 13,106.00	

Overall healthy bank balances ready for 2024. The P&C are willing & able to contribute at least \$10,000 towards the new school play equipment and other items the school needs for the children.

On another note, Sonia has been preparing our Audit since 2019 and the rule of thumb is to change auditors every 5 years or so to ensure independence. 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 everyone back for 2024 and thank you for your ongoing support of the P&C throughout the year.

A year of change over the year, I took over from Kate N towards the end of last year and big thank you to her for setting up the P&C to run as smoothly as it does. A big thank you to Julie as well for her support of the P&C.

Paula is doing an amazing job in the uniform shop. There is a lot of extra work that goes on behind the scenes that nobody gets to see so a massive thank you.

Sarah has made some amazing changes in the canteen over the last year with the introduction of many different theme days in the canteen.

Special thanks to all the P&C exec team and fundraising team

Get frank to send his notes.

7. **Confirmation of the 2024 membership fee.**

- The membership fee for 2024 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 2024.
- New Office Bearers for 2024 will be posted in the school newsletter once finalised.

9. **Updating of Membership Register (and payment of fees) for February 2024 onwards.**

- Membership Fees for 2024 were collected by Kate B.

10. **Meeting closed:** 7.33 pm

Election of New Office Bearers for the Period Feb 2024 to Feb 2025

Position	Name
President –	Nomination: Frank Valentino Seconded: Micaela J.
Vice-Presidents x 2 –	Kara Taylor Micaela J Renee Cleary Matilda H
Secretary –	Keitana M Seconded: Kate B
Treasurer –	Kate Bradshaw Seconded: Linda M.
Committee Positions (General)	
Fundraising Coordinator/s –	Micaela Jowett Seconded: Kara T. Committee: Emma Michele Ash Matilda Jaz Emily Elliott
Canteen (Sub-committee):	
Chairperson –	Matilda Seconded: Frank V
Secretary –	
Treasurer –	Flora Murace (non financial) Seconded: Jaz
Uniform Shop (Sub-committee):	
Shop Coordinator –	Clare Potter Seconded: Laura S
Shop Treasurer –	
Band Committee (Sub-committee)	
Chairperson –	Laura S. Seconded: Jaz

Secretary –	
Treasurer –	Tamar S. Seconded: Kate B
General Committee –	