



**MINUTES of the
NARRAWEENA PUBLIC SCHOOL P&C
2024 ANNUAL GENERAL MEETING
Tuesday 3rd December 2024 at 7.00pm**

1. **Meeting Opened at 7.05pm.**
2. **Present / Apologies**
 - 17 in attendance.
 - Apologies from: Sarah C, Kara T, Emilia W, Natasja G, Joanna M, Tamar S.
3. **Acceptance of Feb 2024 AGM minutes**
 - Motion to accept Feb 2024 AGM Minutes: Linda M Seconded: Kate B
4. **Auditor's Report and Appointment of Auditor for 2024**
 - The Committee of the Association declares that: 1. The accompanying financial statements, being the Balance Sheet and the Profit & Loss Account of Narra-weena Public School P&C Association. Comply with the requirements of the Associations Constitution; and Give a true and fair view of the financial position as at 31st October, 2024 and performance for the year ended on that date. 2. In the Committee's opinion there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable. Note to mention: The Canteen made another loss for the year ending 31st October 2024 which may want to be reviewed. Also the stock take is not yet performed as to 31st October 2024
5. **Treasurer's Report**

Please note that the financial year has now changed to be in line with the AGM 1 Nov 2023 - 31 Oct 2024.

However, as the accounts were audited to 31 Dec 2023, the most recent audit covered transactions from 1 Jan 2024 to 31 Oct 2024. The treasurer's report will cover the same period.

Annual Summary for 2024 Highlights:

Bank Summary

Narraweena School Parents & Citizens Assn
For the period 1 January 2024 to 31 October 2024

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	19,375.51	24,967.51	19,784.71	24,558.31
Canteen Account	14,742.54	159,567.31	168,489.55	5,820.30
Debit card account	344.05	3,314.37	3,550.16	108.26
NPS Main account	24,599.62	48,493.72	20,873.38	52,219.96
Uniform Shop account	48,315.79	56,058.72	46,905.19	57,469.32
Total	107,377.51	292,401.63	259,602.99	140,176.15

2024 highlights

Band

The band account made a tidy profit of just over \$5,000. This is excellent as there was no specific fund-raising event for the band. However, the term 4 band leader and instrument hire fees will be reflected in next year's P/L. A successful band weekend was held, with expenses being covered.

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

Unfortunately, there was a miscommunication with the band committee volunteers and the treasurer, and when a child withdrew from the band program, he was refunded twice. The family has been contacted and asked for the accidental double payment to be returned, no response has been received.

Canteen

The Canteen has done well this year, with a smaller loss than last year. There was a significant fridge repair bill at the beginning of the year, and the account was still recovering from the fridge purchases last year.

Sarah and her team have done an excellent job. As noted last year, wages are a significant cost to running the canteen and Sarah's team, which decreased by 2 over the year, have put in an outstanding effort, keeping the canteen running very smoothly. They excelled on various special event days – State of Origin and Halloween, which helped boost the income.

Congratulations Sarah.

Uniform shop

The uniform shop has maintained its usual performance with great sales. Paula, Kathy and Diana have done a great job.

And thanks to Claire for organising and running the two successful second-hand clothing sales this year. Great for the school community on a Friday afternoon.

Main Fundraising account

- Outrageously successful Easter raffle and hot cross bun order – orders via Flexischools efficient for both food & the raffle.
- Mother's Day breakfast and gift stall was successful, a lovely community event
- Father's Day BBQ breakfast was a great hit, and very popular, along with the gift stall, it turned a tidy profit.
- Great fundraising at the Election BBQ with cake stall, with a profit over \$3,700
- Colour Run is outside the scope of this report, but is tracking very well, with profit so far of \$24,500.
- Donations to the school have been less, as we are saving to give a large donation for the new play equipment next year.

Fundraising profit Jan - Oct 2024		
Item	Amount	Comment
Easter Bun recess & Raffle	\$5,041	Bigger than last year
Mother's Day breakfast & gifts	\$872	Increase from last year
Father's Day breakfast & gifts	\$1,800	Increase from last year
Sept election BBQ & cake stall	\$3,715	Like last year
Parent contribution via fees	\$13,057	Same as last year
	\$24,485.00	
Donations to school Jan - Oct 2024		
Item	Amount	Comment
PSSA Conveners donation	\$50	
PSSA Sports Jersey	\$3,000	
	\$3,050.00	Less than previous years

Overall healthy bank balances for all P&C run functions.

Thank you to school parent Shuangshuang Hume-Grimm, a Certified Practising Accountant, for volunteering to audit the accounts this year, the P&C are very grateful. I hope you will be available next year too.

6. **President's Report**

We have had phenomenal success with fundraising across the year. Fundraising results 2024: Easter bun and raffle \$5,041, Mothers day \$872, Fathers day \$1,800, Sept election bbq and cake sale \$3,715, Colour run \$24,500, Parent contributions via fees \$13,057, for a total profit of \$48,985

Our final event of the year is the Christmas carols event, and we need to decide if we want to utilise this last opportunity for fundraising, or focus on family and community more. Last year was quite successful, raising \$2,800, but volunteers were manning tables rather than sitting with their kids.

I want to acknowledge and send a big 'Thank You' to Explore and Develop for their support throughout the year
Acknowledgements and big 'Thank You's also go out to each of our subcommittees this year:

Band: Laura/Mark/Tamar.

Canteen: Sarah/Matilda.

Uniform: Paula/Kathy/Diana/Clare.

Colour Run: Linda.

Exec team: Keitana/Renee/Kara/Kate.

And a big 'Thank You' to the school - without the support of the school, the P&C wouldn't run as smoothly or be able to function as efficiently.

Finally, a big Thank You to all the volunteers that have supported the P&C at events throughout the year.

7. **Confirmation of the 2025 membership fee.**

- The membership fee for 2025 was confirmed as \$1.00 by unanimous vote.

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

- The meeting was handed over to the principal to run the election of Office bearers for 2025.
- New Office Bearers for 2025 will be posted in the school newsletter once finalised.

9. **Updating of Membership Register (and payment of fees) for February 2025 - December 2026.**

- Membership Fees for 2025 were collected by Kate B.

10. **Meeting closed:** 7.40 pm

Election of New Office Bearers for the Period Feb 2025 to Feb 2026

Position	Name
President –	Nomination: Frank Valentino Seconded: Kate B
Vice-Presidents x 2 –	Nomination: Renee Cleary Seconded: Laura S Nomination: Kara Taylor Seconded: Kate B
Secretary –	Nomination: Keitana Manewell Seconded: Clare P
Treasurer –	Nomination: Tim Mullen Seconded: Kate B
Canteen (Sub-committee):	
Chairperson –	Nomination: Matilda Heys Seconded: Frank V
Treasurer –	Nomination: Kate Bradshaw Seconded: Renee C
Band Committee (Sub-committee)	
Chairperson –	Nomination: Mark Stevens Seconded: Kate B
Treasurer –	Nomination: Shuangshaung Hume-Grimm Seconded: Laura S
Uniform Shop (Sub-committee):	
Chairperson –	Nomination: Clare Potter Seconded: Kate B
Treasurer –	Nomination: Seconded:
Fundraising Coordinator/s –	Nomination: Sarah Johns Seconded: Frank V Nomination: Jess McPherson Seconded: Frank V
General Committee members –	Nomination: Seconded:
Grant-writing (Sub-committee):	
Chairperson –	Nomination: Emma Collyer Seconded: Frank V
General Committee members –	Nomination: Seconded: