



SUSSEX INLET PUBLIC SCHOOL P & C ASSOCIATION
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President Vice President/s Secretary Treasurer Canteen Liaison Uniforms Publicity

P&C Meeting Minutes

Date & Time 25/3/24 7:40pm

Chaired Haylee

Attendees

N. Hughes, F Demmocks, S. Turner, J. Cali Debattista, B. Hornemann, K. Arnold, L. McNamara, U Naismith, R Hingston, A Moloney-Reisch, E Carpenter, K Thompson, T Solari

Apologies

S. Carpenter, E Crothers, R Pascall, A Smith, R. Ferguson

Meeting Opened 7:40

Minutes from previous meeting

Moved Kym Seconded Jenna

Correspondence In and Out

Correspondence In

Date	From	Attention	Contents
Multiple	BSP	Haylee	Audit correspondence and questions
Multiple	Members	Naomi	Membership forms
Multiple	MSC	Haylee, Naomi	Tech support
Multiple	P&C Federation	Naomi	Webform answers regarding AGM rules, old records storage requirements, LSL policies, Student risk policy
1/3/24	Canva	Naomi	Confirming pro non profit account
9/3/24	Jenna, Bernadette	Naomi	Agenda items
14/3/24	BSP	Naomi	Quote fir 2024 and Xero
19/3/24	Elise	Naomi	Grant notification, added as BWON
19/3/24	Tracey S	Naomi	Treasurer reports
21/3/24	Bosco	Naomi	Quote for 2024 Audit
Multiple	LWR	Haylee, El, Kim, Tracey	Invoices and stock notification
Multiple	Cream of the coast	Canteen, Sam, Tracey	Invoices
Multiple	Lactalis	Canteen, Sam, Tracey	Invoices
Multiple	J&L Borgo	Canteen, Sam, Tracey	Invoices

Correspondence Out

Date	From	To	Contents
15/2/24	Naomi	Multiple	Minutes from Feb 24 meeting
16/2/24	Haylee	Bernadette, Jenny, Kirsten	Canteen closure, final dates Uniform shop info
26/2/24	Haylee	BSP	Audit reply to questions
28/2/24	Naomi	P&C Federation	Questions for AGM
28/2/24	Naomi	CTC	Easter Raffle notice
21/3/24	Naomi	School	Printing request
15/3/24	Naomi	Multiple	Agenda call out, AGM voting and positions info
21/3/24	Naomi	Bosco	Quote info

Presidents Report

Nil

Treasurers Report

Attached. In Feb had issues with LW Reid invoices due to the strange way they do their invoices.

It wasn't that we were owing money, rather it was that we had overdue credits to use.

In the Canteen we are losing money. There is only \$8k remaining in the account, which is a fair bit lower than normal, which is why we are going to tender. We have some assets remaining in the canteen. Approx 5k worth. Anna has a report to present later in the meeting after having a close look at costing and has some recommendations to get us through the next term.

We don't price to make a profit, it is a service, however we haven't kept prices up enough.

Nothing else owing, Paid off swim caps, Nothing pending. We now have zero balance for March

SUSSEX INLET P&C						
MONTHLY TREASURERS REPORT.						
Month:	Jan-24					
				income	expenditure	opening balance
item	date	name				\$11,901.52
uniforms						
	18-Jan	MY SCHOOL CONNECT		\$1,850.00		
		total		\$1,850.00	\$0.00	\$1,850.00
bookclub						
		total		\$0.00	\$0.00	\$0.00
fundraising						
		total		\$0.00	\$0.00	\$0.00
other						
		interest				
		total		\$0.00	\$0.00	\$0.00
					closing balance	\$13,751.52

MONTHLY TREASURERS REPORT.

CANTEEN FUND

Month: Jan-24

				income	expenditure	opening balance
						\$9,267.14
CANTEEN TAKINGS						
			total	\$0.00	\$0.00	\$0.00
WAGES						
			total	\$0.00	\$0.00	\$0.00
INVOICES						
	24-Jan	SUE SAFI INV			\$83.60	
			total	\$0.00	\$83.60	-\$83.60
other						
	24-Jan	SUPER			\$1,097.00	
	24-Jan	BAS			\$981.84	
			total	\$0.00	\$2,078.84	-\$2,078.84
					closing balance	\$7,104.70

SUSSEX INLET P&C

MONTHLY TREASURERS REPORT.

Month: Feb-24

			income	expenditure	opening balance
item	date	name			\$13,751.52
uniforms					
	1-Feb	KENNEDY SAM	\$10.00		
	5-Feb	LW REID		\$8.00	
	5-Feb	LW REID		\$565.91	
	5-Feb	LW REID		\$728.39	
	12-Feb	MY SCHOOL CONNECT	\$4,318.00		
	20-Feb	CASH DEPOSIT	\$258.00		
	20-Feb	CASH DEPOSIT	\$11.00		
	20-Feb	CASH DEPOSIT	\$14.00		
		total	\$4,611.00	\$1,302.30	\$3,308.70
bookclub					
		total	\$0.00	\$0.00	\$0.00
fundraising					
		total	\$0.00	\$0.00	\$0.00
other					
		interest			
	5-Feb	SWIMMING CAPS		\$500.00	
	12-Feb	MEMBERSHIPS	\$30.00		
	21-Feb	TO DEBIT CARD		\$1,000.00	
	9-Feb	YR 6 FAREWELL		\$345.00	
		total	\$30.00	\$1,845.00	-\$1,815.00
				closing balance	\$15,245.22

SUSSEX INLET P&C

MONTHLY TREASURERS REPORT.

CANTEEN FUND

Month: Feb-24

					income	expenditure	opening balance
							\$7,104.70
CANTEEN TAKINGS							
	9-Feb	TAKINGS			\$180.60		
	9-Feb	TAKINGS			\$129.60		
	9-Feb	TAKINGS			\$104.10		
	9-Feb	TAKINGS			\$103.40		
	16-Feb	MY SCHOOL CONNECT			\$1,500.00		
	16-Feb	TAKINGS			\$262.10		
	16-Feb	TAKINGS			\$148.20		
	16-Feb	TAKINGS			\$132.40		
	16-Feb	TAKINGS			\$120.50		
	16-Feb	TAKINGS			\$105.10		
	23-Feb	TAKINGS			\$110.30		
	23-Feb	TAKINGS			\$147.00		
	23-Feb	TAKINGS			\$180.00		
	23-Feb	TAKINGS			\$74.80		
	23-Feb	TAKINGS			\$120.70		
	23-Feb	MY SCHOOL CONNECT			\$1,500.00		
				total	\$4,918.80	\$0.00	\$4,918.80
WAGES							
	9-Feb	CHRIS WAGE				\$448.46	
	9-Feb	AYUMI WAGE				\$484.60	
	16-Feb	AYUMI WAGE				\$345.64	
	16-Feb	CHRIS WAGE				\$448.46	
	26-Feb	AYUMI WAGE				\$345.64	
	26-Feb	CHRIS WAGE				\$448.46	
				total	\$0.00	\$2,521.26	-\$2,521.26
INVOICES							
	9-Feb	GROC REIMBURSE				\$97.60	
				total	\$0.00	\$97.60	-\$97.60
other							
	21-Feb	DEBIT CARD TOP UP				\$1,000.00	
				total	\$0.00	\$1,000.00	-\$1,000.00
						closing balance	\$8,404.64

Canteen report

Nil

Uniform Report

El and Kim have taken over the roles and have been working hard and doing great job

13k worth of stock at present

Any change to uniform needs to go to survey and 3 yr transition.

Jan over 4k of sales and Feb 3.5k of sales

Prices have gone up in proportion to LW Reid and we are covering our costs whereas last year we weren't or were breaking even.

In November we need to order for the following year, so Tracey suggests to Kim and El to have a look over the invoices and accounts to see where this happens

MSC makes things easier, you filter via months and it shows what you need.

[Storage in the Uniform shop](#) – 10 tubs up high, Viking fest, craft, BBQ box, fete box, paperwork. El and Kim will coordinate going through the tubs and get the volume down and then allow more storage, 3 big boxes of paperwork.

Vals room is the second room. Since we need some space, can anything in there go to museum? Val also has things in library also and archives. Naomi will contact Val about whether some room can be made for the P&C. Tracey is happy to volunteer for a clear out of uniform shop items. With financial paperwork is it 7 years that we need to keep it for? We have to keep physical copies of minutes forever, but there is probably other records we can digitalise.

[Marketing the uniform](#) so kids know how to dress the kids. Kim and El have a girl and boy uniform and proposed taking photos of them modelling correct uniform. Bernadette advised that we have photographer coming in during week 11 to take photos of school leaders in school uniform. Sentral write up for school uniforms, promote the stock.

Action - Naomi to send out discussion for uniforms from previous minutes.

Principals Report

Principal's report 25 March 2024

Childcare challenges

Attended childcare crisis meeting at Sussex Inlet Neighbourhood centre on Monday 18 March, well attended and vocal community on the lack of services in the area available to working parents. Liza Butler is advocating in state parliament for a childcare service on community hall site or on the school grounds.

Canteen

Tender has closed and is with the Department for next steps. Aim is to have the new provider in place for Term 3 start date.

Viking Festival

Up to 10 senior students to be volunteers for 2hr on the day, will be trained by the Chamber of Commerce and will be given entry for the day and lunch.

Youth Advisory Working group

Facilitated by the Sussex Inlet Chamber of Commerce, leadership training for SRC members in senior classes to consult on planning and services needed in the community.

Uniform Shop

Decrease in school budget due to department staffing initiative, no longer have staff available to assist with uniform shop, from next term will be solely responsibility of P&C.

Assemblies

Will see the crowd at assembly (5/6Snapper) this week before considering splitting to K-2 and 3-6 assemblies. Suspect last crowd was due to awards.

Menindee

EOI (below) sent out to parents to gauge numbers. This was not a permission slip. We do not have details as we are yet to plan the trip and will only do so if numbers warrant planning.

Dear parents and caregivers,

We are currently in the preliminary stages of organising an excursion for Stage 3 students to Menindee Lakes, Broken Hill and Lake Mungo. This excursion is optional and will be in addition to the Stage 3 camp scheduled for Bathurst and the Blue Mountains in July this year.

The Menindee trip will be a unique educational experience for our students as it aims to provide them with exposure to real-world environmental issues, hands-on learning experiences, development of teamwork and leadership skills and cultural understanding and community engagement.

Considering various transportation options, the estimated cost of this excursion may range between \$500 and \$900 per child. We acknowledge the financial challenges families may be facing, particularly with the upcoming Blue Mountains camp expenses.

Before finalising arrangements for the Menindee excursion, we would appreciate your input on whether your child will be participating in this additional camp. Your response, indicating either Yes or No, is kindly requested.

Thank you for your cooperation and ongoing support.

Recent Fundraising Reports (amount raised, what worked, what didn't)

Nil at present

Upcoming Fundraising (What, When, Volunteers, Actions needed) Easter Raffle

Donations have been high.

Thanks everyone for a great response. Thank you to Fiona for arranging the prize hampers, they look amazing! Ticket sales are great. We had two kindy kids Stevie-Lee and William (Annas son) selling out from of Spar on the weekend, in uniform and it was great to see our kids in the community and the enthusiasm from kindy kids and parents. Thanks, Jenna, for arranging neighbourhood centre sales, this was a great idea. Final amount raised will be announced next meeting. Final takings will be counted by Naomi, Fiona and Kim at ballet on Tuesday this week.

Fiona to park in loading bay on the morning of the raffle to unload the baskets.

Mother's Day Stall – Gifts have been purchased and have arrived. Some still in office, not much space at present. El and Kim will arrange storage with a clear out of the storage rooms.

Viking fest Subcommittee Meeting – We have already had a subcommittee meeting and gotten the wheels in motion. We need to know what to know what we are fundraising for as part of our request for volunteers.

Discussion was had and Bernadette advised that the School is open to suggestions

The School is keen to focus on three main things:

- BBQ area
- Landscaping around the school, around play equipment trip hazards, mud pit created, they want buddy bench and proper garden.
- This year the values have changed from FISH to FISHER and school needs to update signage. 2 more pencils sculptures, repair the ones here.

In general, these could be summarised as relating to community engagement, school enhancement, providing space for school events where community are coming in to engage, we want a nice space for the community to feel welcome.

Fundraising outline is for a "Community Engagement Space".

Business Carried Over (from previous meeting)

Canteen Tender Process

Question – What have our staff been advised about the tender? Naomi will discuss with Ayumi and Chris and find out if they have correct info. P&C Staff employment will cease end term 2. Staff are welcome to apply with the new tender company, however roles are not guaranteed.

Tender is closed and Bernadette will advise on progress.

New Business

Canteen Profit Investigation– Anna presented a report on where and why we are losing money.

Why was it viable at 3 days and not 5 days?

Anna has drilled down to takings per day for each day of the week, and then did the same for costs

Net result is even on 3 days based on most recent calculations we are still going backwards by .5=1%. This doesn't take into account a stocktake, and there is a few factors that haven't been calculated.

10-15% price increase could make ends meet, even at 5 days.

The other side of the coin is diving into the costs – what we are spending on. What are we spending money on and can we do it better? Response was that Chris and Ayumi do a lot of work to ensure things are as cheap as possible. But what time does that take them? Chris and Ayumi spend a lot of time shopping. Is it paid time? Is fuel considered? Less oversight as when you have a truck arriving, and electronic invoice. Could be more economical and better for our employees to get woollies delivered.

Breaky club and Oosh get woollies delivery.

We understand that the idea is not to make a huge profit, but the other side of the coin is we can't afford to make a loss.

Could look at outsourcing payroll etc but would have to dive deeper into all the rest of the costs.

Price increase based on figures – at 4 days would have to raise by 6% at a minimum. 5 days was 11% and 3 days was 1%. Comment from Tracey was that our prices are incredibly cheap.

Another consideration is we have Chris's long service leave to pay, so even though the account may look reasonably healthy there is possibly 5k to be used for that.

Naomi presented a Motion to increase prices 10% remaining at 4 days,

Moved by Anna and seconded by Sam

Action - Letter sent and prices raised for Term 2

Full Funding Matters campaign

Discussion about what the campaign is and why we would support it. Question and Answer sheet was read and circulated. Bernadette provided a principal's viewpoint on the matter stating the current budget is very tight, and she is proud of how the school manages it, but further funding would be very welcome.

Naomi presented a Motion for the P&C to support the Full Funding For Public Schools Resolution.
Moved Tracey Seconded Haylee

Grant Discussion

We could use a whole committee position just for this. Fiona Phillips sends out grants bulletin each month. Currently there is a grant focusing on – Bubblers, water filling station etc. From the School – BBQ area has plumbing but no bubblers etc so Naomi will liaise with Bernadette about what we might like to apply for.

Sustainable Future Grant

Natural hazards stem projects grant up to \$4000

Bernadette is open to the P&C applying for these grants. Touch base with Bernadette about specifics of grant application.

Action – Richard will email the Natural Hazards and Stem Projects Grant to the P&C inbox.

Business Without Notice

Farewell Gift for Chris – Raised by Sam. To be organised. Revisit first meeting term 2.

Uniform Shop Tights proposal

Proposal to bring tights for sale in uniform shop, cheaper tights from Kmart don't last, we could add it to our line, adds another option. Dress is the most expensive item in the uniform shop. Would be great to have it as an option year-round. LW Reid option is thick and warm and slightly more expensive than Kmart but much better quality. Opaque tights. Would be sold for \$11 which makes a small profit.

El and Kim proposed a motion that tights mentioned above be added to the current uniform

Moved Naomi Seconded Haylee

Action – El and Kim to arrange first order and advertising

Closed 8:48pm