



SUSSEX INLET PUBLIC SCHOOL P & C ASSOCIATION

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| | | | | | |
|------------------|------------------|------------------|--------------------------|------------------|------------------|
| President | Secretary | Treasurer | Uniforms | Publicity | Book Club |
| H Quinn | J Debattista | N Hughes | E.Carpenter & K Thompson | U Naismith | F Demmocks |

P&C Meeting Minutes

Date & Time

21st October 2024, 7pm.

Chaired

Haylee Quinn (President)

Attendees

Jess Murphy, Bernadette Horneman, Fiona Demmocks, Jenna Debattista, Haylee Quinn, Samantha Turner, Sarah Carpenter, Unity Naismith, Jenny Duffy, El Carpenter, Kim Thompson, Andi Smith, Naomi Hughes

Apologies

Kym Arnold, Anna Moloney-reish, Elise Crothers, Renee Ferguson, Rebecca Pascall, Karren Rufus

Meeting Opened

21 October 2024, 7.01pm. Closed at 8.21pm

Acknowledgement to Country

Minutes from previous meeting

| | |
|------------|----------------|
| Moved | Seconded |
| Sam Turner | Unity Naismith |

Correspondence In and Out

Correspondence In

| Date | From | Attention | Contents |
|----------|----------------|-----------------------|-------------------------------|
| Multiple | Elise Crothers | Treasurer | Father's Day invoices |
| 12/8/24 | Bernadette | Secretary / Treasurer | Info req from meeting minutes |
| 23/8/24 | P&C Federation | P&C General | E- bulletin |

| | | | |
|----------|---|---|--|
| Multiple | Shoalhaven City Council | President | Hall hire for Halloween Disco & fee waiver |
| Multiple | Bernadette / Jess / Elise | President | Kindy Orientation Packs |
| Multiple | MSC | President | Tech Support - Performance - Halloween Disco |
| 2/9/24 | Bernadette | President | Trivia night prize |
| 4/9/24 | Nowra Central Plaza | President | Fundraiser request |
| 5/9/24 | Kirsten | President | Coles Fundraiser request |
| 6/9/24 | P&C Federation | P&C General | E- bulletin |
| 7/9/24 | Unity | P&C Team | Thank you gifts to businesses |
| 10/9/24 | Harvey Norman | President | Fundraiser request |
| 18/9/24 | Cupid Estate | President | Fundraiser request |
| 20/9/24 | Andrews Insurance | Secretary | PL for Trivia Night & Halloween Disco |
| 26/9/24 | Naomi Hughes | P&C General | Grants short list |
| 27/9/24 | P&C Federation | P&C General | E- bulletin |
| 30/09/24 | Paperbark Camp | Andi / Haylee | Trivia / Raffle prize |
| 3/10/24 | Treasurer | Bernadette / Haylee / P&C | Fiona Philips & Grant application (visit to school) |
| 4/10/24 | ACNC | P&C Committee | ACNC Newsletter |
| 8/10/24 | Unity Naismith | Sussex Inlet RSL / P&C Trivia committee | Advertise Trivia night via their social pages & screens inside venue |
| 9/10/24 | Sussex Inlet RSL | Haylee / Trivia committee | ClubGrants program |
| 10/10/24 | Nowra Bunnings | Secretary | Fundraiser BBQ enquiry |
| 14/10/24 | President | Secretary | Agenda items for meeting |
| 14/10/24 | Kym Arnold, Anna Maloney-reish & Elise Crothers | Secretary | Apology for meeting |
| 16/10/24 | Bernadette | Secretary | Agenda item for meeting |
| Multiple | Jenny Duffy | President | MSC and tea towel fundraiser |
| 17/10/24 | Unity Naismith | P&C Trivia committee | Inletter advert |
| 17/10/24 | Unity Naismith | Treasurer | Bank details for transfer of prize |
| 17/10/24 | Jenny Duffy | President | Year 6 Graduation pens |
| 21/10/24 | Ocean & Earth | P&C Trivia Committee | Fundraiser prize trivia |
| 21/10/24 | Nowra Bunnings | Secretary | Call for Q1 2025 BBQ |

Correspondence Out

| Date | From | Attention | Contents |
|----------|-----------------------|-----------------------------------|---|
| Multiple | Jenny Duffy | President | School Performance – seating, MSC tix |
| Multiple | MSC | President | Tech support - Performance tix - Trivia night tix |
| 9/8/24 | President | Treasurer | Invoice for fathers day stall |
| 12/8/24 | Secretary | Treasurer | Proof Minutes from Term 3 meeting |
| 12/8/24 | Secretary | P&C Members | Term 3 Meeting Minutes |
| Multiple | President | Kirsten / Gema | Trivia Night |
| Multiple | President | Jess Murphy & Bernadette Horneman | Kindy Orientation Packs |
| 29/8/24 | President | Treasurer | Halloween Disco hall hire invoice |
| Multiple | President | Sussex RSL | venue hire for trivia & donation |
| 2/9/24 | President | Secretary | Call for special meeting |
| 2/9/24 | Secretary | P&C Members | Call for special meeting |
| Multiple | President | Jamberoo | Call for donations |
| 3/9/24 | President | JB HiFi | Call for donations |
| 3/9/24 | President | BWS Nowra | Call for donations |
| 3/9/24 | President | Nowra Central Plaza | Call for donations |
| 7/9/24 | President | Unity | Thank you support gifts |
| 11/9/24 | Secretary | P&C Members | Reminder extra ordinary meeting |
| 11/9/24 | Secretary | Karren Rufus | Membership Form |
| 11/9/24 | President | ED Connect | Updated P&C contact details |
| 18/9/24 | President | Jenny Duffy | School Performance funds transfer |
| 18/9/24 | President | Jenny & Kirsten | Halloween Disco goes live on MSC |
| 21/9/24 | Secretary | Nowra Bunnings | BBQ Fundraiser enquiry |
| 3/10/24 | President | SIELC | Halloween Disco invite to pre-schoolers |
| 7/10/24 | Secretary | P&C Members | Call for Agenda Items |
| 7/10/24 | Secretary | Nowra Bunnings | BBQ Fundraiser enquiry |
| 14/10/24 | Secretary | P&C Members | Agenda for meeting |
| 14/10/24 | Secretary | Elise Crothers | Request for Father's Day report |
| Multiple | President | Jenny Duffy | MSC tea towel fundraiser replies |
| 17/10/25 | President | RSL | Club grant reply |
| 17/10/24 | President | Jenny Duffy | Advert for Sentral |
| Multiple | President / Secretary | Jenny Duffy | Year 6 graduation pens |
| 19/10/24 | Treasury | Shoalhaven City Council | Payment of hall for disco |
| 21/10/24 | President | Ocean & Earth | Fundraiser prize trivia |

Treasurers Report

Firstly Apologies all, this report was 3 weeks late which made the entire minutes late.

- A few reconciliation issues with Zero – but talked to accountant to rectify.
- Still working on actions from last meeting to close off last account.

Fathers Day Stall

Expenses: \$1604.2 | Income: \$2617.65 | Profit: \$1013.45

Notes: Profit not as high as previous but this is due to having more stock on hand and having plenty left over for next year.

Halloween Disco

Expenses: \$329.91 | Income: \$1473 | Profit: \$1143.09

Notes: \$52 cash, \$147 square, \$1274 MSC

Book Club

Book club figures have been strong and there are still some cash deposits pending banking for book club sales. Credits have been utilised for book club invoices where possible.

There are plans for some credits to be used to restock the library in Term 4

| MONTHLY TREASURERS REPORT. | | | | | | |
|-----------------------------|---------|-------------------|------|------------|-----------------|-----------------|
| Main Account ending #803100 | | | | | | |
| Month: | Jul-24 | | | | | |
| | | | | income | expenditure | opening balance |
| | | | | | | \$20,217.09 |
| uniforms | | | | | | |
| | 1.7.24 | LWs Si0974891 | | | \$24.55 | |
| | 1.7.24 | LWs Si0990551 | | | \$342.69 | |
| | 1.7.24 | LWs Si0984907 | | | \$512.20 | |
| | 1.7.24 | LWs Si0987620 | | | \$545.86 | |
| | 1.7.24 | LWs Si0989270 | | | \$1,209.49 | |
| | 26.7.24 | MSC | | \$1,940.00 | | |
| | 29.7.24 | LWs Si... | | | \$389.15 | |
| | | | tota | \$1,940.00 | \$3,023.94 | -\$1,083.94 |
| bookclub | | | | | | |
| | 9.7.24 | Book Club | | \$76.00 | | |
| | 23.7.24 | Book Club | | | \$37.00 | |
| | 23.7.24 | Book Club | | | \$15.00 | |
| | | | tota | \$76.00 | \$52.00 | \$24.00 |
| fundraising | | | | | | |
| | 19.7.24 | Forest Hill Grant | | \$3,330.00 | | |
| | | | tota | \$3,330.00 | \$0.00 | \$3,330.00 |
| other | | | | | | |
| | 2.7.24 | Purchase by Bec | | \$30.00 | | |
| | 15.7.24 | Xero | | | \$17.50 | |
| | 23.7.24 | Amber for Hotdogs | | \$50.00 | | |
| | | | tota | \$80.00 | \$17.50 | \$62.50 |
| | | | | | closing balance | \$22,549.65 |

MONTHLY TREASURERS REPORT.

Main Account ending #803100

Month: Aug-24

| | | | income | expenditure | opening balance |
|-----------------|---------|-----------------------|------------|-----------------|-----------------|
| | | | | | \$22,549.65 |
| uniforms | | | | | |
| | 12.8.24 | MSC tnr in | \$1,049.00 | | |
| other | | | | | |
| | 1.8.24 | insurance 1 | | \$685.00 | |
| | 1.8.24 | insurance 2 | | \$458.00 | |
| | 1.8.24 | insurance 3 | | \$158.00 | |
| | 1.8.24 | insurance 4 | | \$133.00 | |
| | 12.8.24 | Grant Funds | | \$2,700.00 | |
| | 12.8.24 | transfer out | | \$307.00 | |
| | 12.8.24 | tnr out (card top up) | | \$1,000.00 | |
| | 14.8.24 | xero | | \$17.50 | |
| | 29.8.24 | transfer out | | 394.24 | |
| | | total | \$0.00 | \$5,852.74 | -\$5,852.74 |
| | | | | closing balance | \$17,745.91 |

Month: Sepetember 2024

| | | | income | expenditure | opening balance |
|--------------------|---------|----------------------|------------|-----------------|-----------------|
| | | | | | \$17,745.91 |
| uniforms | | | | | |
| | 11.9.24 | MSC uniform income | \$1,683.00 | | |
| | 25.9.24 | LW Reid | | \$839.00 | |
| | | total | \$1,683.00 | \$839.00 | \$844.00 |
| bookclub | | | | | |
| | 3.9.24 | book club | \$109.00 | | |
| | | total | \$109.00 | \$0.00 | \$109.00 |
| fundraising | | | | | |
| | 3.9.24 | fathers day stall | \$2,617.65 | | |
| | | total | \$2,617.65 | \$0.00 | \$2,617.65 |
| other | | | | | |
| | 2.9.24 | tnr out | | \$729.30 | |
| | 12.9.24 | membership - K Rufus | \$2.00 | | |
| | 12.9.24 | archive boxes | | \$29.85 | |
| | 12.9.24 | square | | \$52.00 | |
| | 16.9.24 | xero | | \$17.50 | |
| | 18.9.24 | Play takings | \$1,340.00 | | |
| | 26.9.24 | play money tnr out | | \$1,340.00 | |
| | | total | \$1,342.00 | \$2,168.65 | -\$826.65 |
| | | | | closing balance | \$20,489.91 |

SUSSEX INLET P&C

MONTHLY TREASURERS REPORT.

Main Account ending #803100

Month: Oct-24

| | | | income | expenditure | opening balance |
|-----------------|----------|---------------|------------|-----------------|-----------------|
| | | | | | \$20,489.91 |
| uniforms | | | | | |
| | 28.10.24 | MSC income | \$1,725.00 | | |
| total | | | \$1,725.00 | \$0.00 | \$1,725.00 |
| other | | | | | |
| | 3.10.24 | refund | | \$50.00 | |
| | 14.10.24 | xero | | \$17.50 | |
| | 28.10.24 | MSC Hal Disco | \$1,274.00 | | |
| total | | | \$1,274.00 | \$67.50 | \$1,206.50 |
| | | | | closing balance | \$23,421.41 |

MONTHLY TREASURERS REPORT.

Card Account #403100

Month: Jul-24

| | | | income | expenditure | opening balance |
|-------|---------|----------------------|----------|-----------------|-----------------|
| | | | | | \$1,348.02 |
| | 9.7.24 | Float Athletics | \$315.00 | | |
| | 30.7.24 | purchase Fathers Day | | \$761.20 | |
| | 31.7.24 | purchase Fathers Day | | \$416.50 | |
| total | | | \$315.00 | \$1,177.70 | -\$862.70 |
| | | | | closing balance | \$485.32 |

Card Account #403100

Month: Aug-24

| | | | income | expenditure | opening balance |
|-------|---------|-----------------------------|------------|-----------------|-----------------|
| | | | | | \$485.32 |
| | 1.8.24 | purchase Fathers Day | | \$426.50 | |
| | 5.8.24 | txr card top up | \$1,000.00 | | |
| | 12.8.24 | txr kindy grant funds | \$2,700.00 | | |
| | 13.8.24 | kmart kindy grant purchase | | \$390.00 | |
| | 14.8.24 | amazon kindy grant purchase | | \$574.60 | |
| | 29.8.24 | float fathers day | | \$160.00 | |
| total | | | \$3,700.00 | \$1,551.10 | \$2,148.90 |
| | | | | closing balance | \$2,634.22 |

MONTHLY TREASURERS REPORT.

Card Account #403100

Month: Sep-24

| | | | | income | xpenditur | opening balance |
|--|---------|-----------|---------------------------------|------------|-----------------|-----------------|
| | date | name | Related fundraiser | | | \$2,634.22 |
| | 2.9.24 | hall hire | haloween disco | | \$11.28 | |
| | 26.9.24 | txr | play takings | \$1,340.00 | | |
| | 27.9.24 | txr | play takings | | \$1,340.00 | |
| | 27.9.24 | txr | remaining grant funds to school | | \$1,775.40 | |
| | | | total | \$1,340.00 | \$3,126.68 | -\$1,786.68 |
| | | | | | closing balance | \$847.54 |

MONTHLY TREASURERS REPORT.

Card Account #403100

Month: Oct-24

| | | | | income | xpenditur | opening balance |
|--|----------|---------------|--------------------|----------|-----------------|-----------------|
| | date | name | Related fundraiser | | | \$847.54 |
| | 21.10.24 | shoal council | Halloween Disco | | \$603.98 | |
| | 22.10.24 | Woolies | Halloween Disco | | \$100.50 | |
| | 23.10.24 | Woolies | Halloween Disco | | \$69.80 | |
| | 25.10.24 | Square | test refund | | \$2.00 | |
| | 25.10.24 | spar | Halloween Disco | | \$4.60 | |
| | 25.10.24 | Spar | Halloween Disco | | \$39.75 | |
| | 28.10.24 | Shoal council | Halloween Disco | \$500.00 | | |
| | | | total | \$500.00 | \$820.63 | -\$320.63 |
| | | | | | closing balance | \$526.91 |

Uniform Report

- Placed summer stock order, included kindy stock too incl library bags and hats
- Kindy orientation – Planning on doing a set up where children can try uniform (make shift fitting room next to P&C table) and provide a ‘shopping list’ for parents where they can record sizes and uniform types
- Look at opening after one or two of the kindy orientations as well (11-11.30am) **ACTION: EI & Kim to let Jess know which kindy orientations**
- Shop open on presentation day 6 December for opportunity to purchase uniforms (trailing)
- Will be open again on 3rd February day before school goes back to collect orders (2 hour window only)
- Will follow the process of ‘Orders placed by x date, then pick up 3rd February’

Revenue Reports

Total sales

62 Orders / \$4,527.00

Total cost

\$3,862.87

Total profit

\$664.13

Total fees

\$0.00

Average order size before fees

\$73.02

Top sellers

Short Sleeve Polo – Unisex
Sports Polo shirt– Unisex
Wide Brimmed Navy School Hat –w/logo
Microfibre Zip up Jacket w/logo
Girls Navy Culottes
Sports Shorts – Unisex
Long Sleeve Polo – Unisex
Girls Summer checked Culottes
Navy Fleece Crew Neck Jumper w/logo
Navy Track Pants with Zip Pocket

Highest orders of the week

Thursday, Tuesday

Lowest orders of the week

Sunday

Principals Report

Grandparent's Day

This Friday, picnic lunch and open classrooms. Inasmuch sending residents for students to 'adopt a Granny'.

Musical

Excellent community engagement, \$1700 funds raised at \$5/ticket.
Looking at possibly hosting another musical next year

Peer support

Program has started this term, led by Stage 3 students.

Term 4

- Teachers are currently working on student reports, which will provide parents with a comprehensive overview of their child's progress throughout the year. We are also looking forward to Presentation Day to celebrate the achievements of our students and highlight their hard work.
- Students will transition into their new 2025 classes before the end of this term. This is a fantastic way for them to familiarise themselves with their new environment and peers, ensuring a smooth start to the new school year.
- Discos on last day of term as an attendance incentive.
- Kindy orientation

- Visits start this term, first visit is for parents to attend alongside their children.
- P&C grant towards pencil set, laminated write on/wipe off case with name, eraser, "First Day" picture book as well as individual name labels for library bags, activity resources for "100 days at Kindy" celebrations and balloon arch to welcome all students back to school in 2025.
- Library bag and hat donated by the P&C for each Kindy student.

Year 6 farewell

11 December 2024, pens engraved

Preschool update

Still advocating for a preschool and working with various community groups, will provide updates as needed.

Feedback

What information would be useful in this report? Grants/wish lists

Replies: Any programs the school wants the P&C to pursue, any issues the school is experiencing.

Anything the school wants our community to assist with and the P&C can approach on school behalf.

School spectacular question raised by a member to Bernadette. Reply: Govt department rolling out more curriculum changes. Next 2-3 years the school will focus on just curriculum and then will look at the Southern Stars / Wakakirra program.

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

Father's Day Stall

We trialled different types of tables this time round

- 'Dad' tables with all stock that had dad wording on them,
- 'Games for everyone' table 'Car enthusiast' (not dad branded)
- 'Gift for grandad' table.

This worked well separating gifts for those not shopping for Dad, although was a little more chaotic with prices grouped but not tabled. The idea was good, although needs to be a little more priced together.

Plenty of stock leftover (3 medium sized boxes), with rationing stock for earlier classes (while still having plenty of choices) allowing for more stock for larger classes coming later in the day. *In hindsight years 6 going first is a better idea as the class sizes are larger in older age groups so trying to work out rationing is easier going down the ages. (I may have panicked we would run low and repeat the Mother's day stock dilemma and overordered slightly and rationed too much too early, apologies for this 😊)

The donations of plants and signs from the Men's shed were awesome and a top pick for the kids. Should definitely approach them in the future if this is a go ahead.

We profited \$546.45 from today's sales.

Still a good outcome, although not as high as our Mother's Day profits. Our main goal is to provide the service to the children and a profit is just a nice extra. We also have leftover stock, so we can reduce the amount spent next Father's Day and will see a higher profit return at that stall.

- Extra note for future ordering, less is more *maybe less chaotic if purchasing less variety and higher quantities for what sells well. Just to make it easier for restocking tables and keeping an eye on stock levels.

Suggestion for every 2nd year when stock is low – Father's Day breakie BBQ (idea received well by P&C group)

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

Halloween Disco

Helpers: Rebecca,

All booked, paid, organised. Invitation extended with daycare. All under control.

Unity to do a Trivia raffle tix sale

Trivia Night / Raffle

- Venue booked. Emailed letter to RSL board to waiver room hire fee, was granted by the club under the 'Club Grants'.
- MC – Lachie (aka Bulldog) confirmed
- Call for volunteers: Fiona, Naomi, Jenna, Unity, Sam, Kimmy, Haylee
- School confirmed they can print answer sheets
- There were issue with Tix online but now sorted (tried doing table allocations but caused issues)
- 34 tables in auditorium, so should be fine for teams to make their own tables
- Discussed having a PPT on the evening to include:
 - What we are raising money for 'Community Engagement Space' ... playground space, nature space etc (**ACTION: Bernadette to send pics**)
 - This is our school , Sponsor page, (**ACTION: send list of companies to Jenny**), chuck a few school kids into the slide. Any sponsors can bring banners to school and Jenny can take pics of the banner with kids. **ACTION: Jenny to create PPT**
- Agreed to have Tradies card on grog bottle
- Sponsors want pics of the person who wins their prize. Idea suggested was to possibly have a P&C flag / School table cloth as a banner to place on wall. Winners of each Prize can collect prize, walk over to the wall for a pic and photo can be sent to the sponsor post event .. A volunteer to take pics. **ACTION: Check Uniform shop room to see if there is a P&C Flag, otherwise borrow school table cloth from Jenny**

RAFFLE TIX UPDATE

- On MSC
- Distributing posters with our QR code .. advertised in in-letter, Neighbourhood centre, poster in school foyer and noticeboard in school

Upcoming Events (What, When, Volunteers, Actions needed)

Kindy Orientation

11/11- stall, uniform shop, healthy lunchbox, MSC

Kindy uniform fitting details TBC

Lady from Illawarra Health coming to chat to parents about healthy lunchboxes(no need for P&C to provide a lunchbox)

ACTION: Uniform shop – take uniform poster from office on day to display in uniform shop

Year 6 gifts

Engraving of pens required for some new students – Jenny emailed names for engravings to Haylee. Haylee to organise through Nowra Trophies

P&C committed to the following:

- drinks & food for Year 6 farewell
- Year 6 shirts for next year 2025.

Move Naomi, Second – Jenna (repeated this just in case it had not already been done)

Grants

Club NSW

Pursue it as a P&C and School. Crookwell school received \$300k previously. Unsure where we fall within all categories though, this needs to be looked at in depth.

Naomi going to approach the Grant for our Community Engagement Space.

ACTION: Naomi to provide all categories at next meeting so everyone knows what Club Grant cover. Different Grants have different \$ categories

The Grant is looks at improving community assets.

Bernadette shared that cost of Transport for school is huge. Could see if there is a grant to assist with purchasing a bus (54 seater) ... currently Inasmuch letting us use their bus (\$750 savings for local travel).

General Grants Update

- **ACTION:** Bernadette to get quotes and send benefits we are getting from what we are asking for. Can send dot points and P&C can collate document for grant proposal.
- Consider – planning native area getting Aboriginal consultant (get a Grant for that).
- Defib – Naomi to try and apply for this grant
- **ACTION:** School to provide a list of what school would like so the P&C have a priority list.

Business Carried Over (from previous meeting)

Marquee Bag

Still in the process, aimed to have fixed by end of week. Full new zip and reinforce the bag

Bunnings BBQ 2025

- Instead of Viking Festival

- Min 4 ppl .. recommend a morning crew and afternoon crew
- Operational between 9am – 4pm (minimum) If you sell out you will be required to purchase more to ensure operational during these times
- Advise to stick to a \$800 budget
- Saturdays and warmer months are busier .. expect between \$1,250-\$2,250 after expenses
- EOI due 4 November (Jan – Mar 25 window)
- Potentially look at a pre-fundraiser to cover costs.
- Agreed - Feb – March window, try and run 2 throughout the year to replace Viking Festival –
ACTION: Jenna to apply

Moved: Haylee, Second: Sam

New Business

2025 dates to remember

- 10th February 2025 – Term 1 P&C Meeting
- 31st March 2025 – AGM

Business Without Notice

Hall Aircon

P&C money required, as aircon has now been installed

- Money raised from Viking Festival 2023
- Money raised from Easter Raffle 2023

MSC

ACTION: Jenny - Once classes have been formed for 2025, please send Haylee 'Class Names' list so these can be uploaded into MSC

Bush care

Bush Care are unable to assist us with back area. The school has a new General Assistance (Grounds man) and he is starting to work on cleaning up the shrubs.

Menshed helping out with Garden Club, so not an option to assist with clearing this area

Next Meeting

10th February 2025