



**SUSSEX INLET PUBLIC SCHOOL P & C ASSOCIATION**  
**ABN 47332046225**

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President	Vice President/s	Secretary	Treasurer	Canteen Liaison	Uniforms	Publicity
H Quinn		N.Hughes	T. Solari	S. Turner		N.Hughes

## P&C Meeting Minutes

Date & Time 12/2/24

Chaired Haylee Quinn - President

Attendees J Debattista, U Naismith, E Crothers, S Carpenter, R Hingston, M Pearce, K Arnold, T Solari, H Quinn, S Turner, A Smith, G Tunks, T Cameron, D Booler

Apologies F Demmocks, R Pascall, J Slade, R Ferguson, M Miller, B Horneman, L McNamara, A Moloney-Resch

Meeting Opened 7:03pm

Acknowledgement to Country Haylee Quinn

Minutes from previous meeting

Moved N Hughes

Seconded K Arnold

## Correspondence In and Out

Read by Naomi and attached as follows.

### From School

- Year 6 farewell
- Year 6 Pens
- Hats for Kindy
- Uniforms
- Dates for 2024

### From MSC

- Tech help
- Uniform orders

### P&C Affiliation

- Tech help
- Dates for 2024
- Survey – shared on socials about full funding for public schools.

### Outlook

- Help and guides for setting up our not-for-profit Outlook Business 360 accounts.

### Swim Caps

- Invoice and delivery details.

### RSL

- Invoice for yr 6 farewell.

### LW Reid

- Invoices

## Presidents Report

Welcome members for 2024, and welcome new attendees, we are pleased to have you.

Out only fundraiser since last meeting was the Halloween Disco, which was a great success, report below.

Further details to follow in New Business and Fundraisers section.

## Treasurers Report

2023 Uniforms: Fundraisers of Mother's Day Stall, Easter raffle, Father's Day stall, Athletics canteen, Grandparents Day lunch, Viking festival and disco made an income of 31k and expenditure of 30k. We are happy with this as it is not run for profit, but to provide cheap uniforms for students.

Fundraising takings all up were 12k and expenses were 7k.

Donated \$7300 during the year to the school including year 6 pens, year 6 shirts, kindy packs, equipment and

Treasurer job needs to go to an online solution such as Xero or MYO. There are 4 accounts that need managing now, and it is too big a job to do it on paper, no one has time. Tracey recommends finding someone with bookkeeping experience or with their own business. Andi offered to help set up.

Haylee has asked BSP to quote. Decision to see what results of the audit were and investigate not for-profit discount options. As we are just covering costs for canteen this may put us in the red.

Wages platform no longer free

BSP audit has begun for 2023, and will be ready for the AGM

# SUSSEX INLET P&C

## MONTHLY TREASURERS REPORT.

Month: Oct-23

				income	expenditure	opening balance
item	date	name				\$13,582.83
uniforms						
	13-Oct	CASH DEPOSIT		\$85.00		
	16-Oct	caroline		\$90.00		
	17-Oct	brady		\$188.00		
	17-Oct	CASH DEPOSIT		\$142.00		
	26-Oct	LW REID			\$272.25	
	26-Oct	LW REID			\$493.74	
	31-Oct	MY SCHOOL CONNECT		\$1,449.00		
			total	\$1,954.00	\$765.99	\$1,188.01
bookclub						
			total	\$0.00	\$0.00	\$0.00
fundraising						
			total	\$0.00	\$0.00	\$0.00
other						
		interest				
	26-Oct	YR6 PENS			\$1,248.28	
			total	\$0.00	\$1,248.28	-\$1,248.28
					closing balance	\$13,522.56

[illegible]

# SUSSEX INLET P&C

## MONTHLY TREASURERS REPORT.

Month: Nov-23

				income	expenditure	opening balance
item	date	name				\$13,582.83
uniforms						
	13-Nov	MY SCHOOL CONNECT		\$569.00		
	13-Nov	MY SCHOOL CONNECT		\$488.00		
	13-Nov	MY SCHOOL CONNECT		\$208.00		
			total	\$1,265.00	\$0.00	\$1,265.00
bookclub						
	14-Nov	BOOKCLUB ISS 7		\$76.00		
			total	\$76.00	\$0.00	\$76.00
fundraising						
			total	\$0.00	\$0.00	\$0.00
other						
		interest				
			total	\$0.00	\$0.00	\$0.00
					closing balance	\$14,923.83

			SUSSEX INLET P&C			
			MONTHLY TREASURERS REPORT.			
			CANTEEN FUND			
Month:	Nov-23					
				income	expenditure	opening balance
	item	date	name			\$9,748.41
	CANTEEN TAKINGS					
		3-Nov	my school connect	\$1,400.00		
		3-Nov	cash deposit	\$301.30		
			cash deposit	\$161.30		
			cash deposit	\$160.70		
			cash deposit	\$128.60		
			cash deposit	\$127.50		
		10-Nov	my school connect	\$1,000.00		
		10-Nov	cash deposit	\$225.80		
			cash deposit	\$188.00		
			cash deposit	\$159.10		
			cash deposit	\$130.10		
			cash deposit	\$83.90		
		17-Nov	my school connect	\$1,090.00		
			cash deposit	\$281.50		
			cash deposit	\$151.80		
			cash deposit	\$139.30		
			cash deposit	\$131.70		
			cash deposit	\$123.00		
		24-Nov	my school connect	\$1,000.00		
			cash deposit	\$195.20		
			cash deposit	\$171.50		
			cash deposit	\$162.10		
			cash deposit	\$157.40		
			cash deposit	\$75.20		
			total	\$7,745.00	\$0.00	\$7,745.00
	WAGES					
		3-Nov	ayumi wage		\$345.64	
			chris wage		\$448.46	
		10-Nov	ayumi wage		\$345.64	
			chris wage		\$448.46	
		20-Nov	ayumi wage		\$345.64	
			chris wage		\$448.46	
		24-Nov	ayumi wage		\$345.64	
			chris wage		\$448.46	
			total	\$0.00	\$3,176.40	-\$3,176.40
	INVOICES					
		3-Nov	grocery reimb		\$40.75	
			grocery reimb		\$91.63	
			lactalis		\$442.33	
			borgo		\$2,242.16	
		10-Nov	grocery reimb		\$143.10	
			grocery reimb		\$177.61	
			cream of the coast		\$100.10	
		20-Nov	grocery reimb		\$59.49	
			grocery reimb		\$103.78	
		24-Nov	grocery reimb		\$171.45	
			grocery reimb		\$227.25	
			total	\$0.00	\$3,799.65	-\$3,799.65
	other					
			total	\$0.00	\$0.00	\$0.00
					closing balance	\$10,517.36

## Canteen report

See above for figures.

Wages platform is no longer free. Motion to pay the \$16.99 a month payroll cost was passed. Moved  
N Hughes, Seconded J Debatista

## Uniform Report

Position of Uniform Officer is currently vacant as Tina has finished up, her children are all in high school.

Haylee has been managing in the interim with other volunteers from the P&C and help from office staff.

Slight increase in prices due to increase from suppliers. This may require ongoing tweaking.

We now only accept MSC orders, no cash, as we don't have the volunteer numbers to run it with cash and manual stocktaking. Keeping orders to MSC ensures accurate and easy stocktaking and no physical banking. Response has been mixed but due to lack of volunteers we don't have any other option.

Monday is current day, ideally, we need two mornings spread across the week.



## Principals Report

Attached and read by T Cameron

Discussion and responses from Principals report in blue italics below

Principal's report 12 February 2024

Apologies for not being able to attend tonight's meeting, I look forward to seeing everyone at the AGM in March.

Smooth start to the year. Kindergarten and new students have settled in well with minimal tears. Our total enrolment currently is 247 students. Letting students know their class at the end of last year worked well, we will do that again at the end of Term 4 this year in preparation for 2025.

Update on newsletters: replacing the whole school "Term in Review" at the end of each term will be x2 class newsletters (one welcome to the term and one term in review per class).

Term calendars have gone home and Sentral has been updated so community should be aware of upcoming events: - **Thursday 15 Feb** Meet the Teacher from 3:15, information session in class followed by a BBQ. We're asking parents and caregivers to select one class to attend for the info session, it will not be long enough to move between rooms and messages shared will be consistent across the classes.

- **Friday 23 Feb** Wear your jersey! fundraiser will go to Stage 3 camp costs

- **Friday 1 March** Clean Up Australia day

- **Friday 8 March** athletics coaching program starts for Years 3 to 6 in preparation for athletics carnival - **Wednesday 13 March** 5/6Shark class assembly, SRC and sports badges and swimming carnival ribbons - **Thursday 21 March** Harmony Day – wear orange

- **Tuesday 26 March** School student leaders to GRIP in Wollongong

- **Wednesday 27 March** 5/6Snapper class assembly

- **Tuesday 2 April** School cross country carnival (back update Tuesday 9 March)

- **Wednesday 10 April** school photos

- **Friday 12 April** whole school ANZAC Day assembly (moved to before ANZAC Day so learning is front of mind for students rather than retrospective)

All this while our amazing teachers continue to teach rigorous and engaging lessons based on the new NSW curriculum!

### Dates for P&C events – to be confirmed:

Easter Hat parade Thursday 28 March – P&C facilitating raffle? *(Response: Yes P&C would love to do the raffle again this year, it was easy and successful last year)*

Mother's Day stall Friday 10 May? *(Response: Yes, we will do this again. We had talked of something different, but the kids love it)*

Father's Day stall Friday 30 August? *(Response: Yes, P&C will do again this year)*

Wednesday 12 June SIPS athletics carnival – P&C facilitating canteen? *(Response: Yes P&C will run canteen again)*

Joint school and P&C fundraiser – trivia night Thursday 9 May? *(Response: P&C Loved this idea, and will work with the school on the date)*

Halloween disco Friday 1 November (day after Halloween...) OR Friday 25 October to align with Grandparents Day *(response: Friday 25<sup>th</sup> October, Before Halloween, but not on same day as kindy orientation)*

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

Halloween Disco – Great easy fundraiser, made over \$900, first online only event, went well, the kids loved it. Improvements can be made to marking kids in and out, but it was way better than last year safety wise. Rain made things a bit difficult. DJ Quinn was a hit.

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

Mother's Day Stall – Elise to order gifts, budget of \$1500 moved S Turner, Seconded K Arnold. Volunteers are sought.

Easter Raffle – Run like last year, letters to businesses needed.

Athletics Carnival – June 12<sup>th</sup>, Subcommittee of Kim, Naomi, Unity, Bec, Andi. Book coffee machine now, Naomi can collect good on the Tuesday.

Viking Festival – Subcommittee of Jenna, Unity, Fiona, and Naomi. 2 hr blocks of volunteers worked well. Detailed notes from last year will be utilised.

New fundraising options were discussed:

Crazy Camel fundraiser – Kids produce a piece of art, teachers upload to a digital platform and parents can order items such as mugs, tea towels, calendars etc. Suggestion to combine with grandparents' day, e.g. make the art together, suggestion to do closer to Christmas for gifts etc.

Trivia – Art auction for trivia? Donations needed for trivia prizes. One off licence can be bought for non for profits; however, most members liked the ease of using a local licenced venue. Friday is thought to be the best day. Date to be discussed with school as original proposed date was felt to be too busy.

## Business Carried Over (from previous meeting)

MYOB/Xero See notes under Treasurer Report

Financial Audit Submitted and with BSP, due pre AGM

New Canteen account and cards –All up and running. Ayumi and Chris can log into the canteen card account to view balances, and both cards are working.

Microsoft new accounts All running with some tech help still occurring to merge the old email and contacts, files into the new outlook account. Check spam/junk as it is new.

Uniform Shop volunteer update See uniform report.

## New Business

### Canteen Management

We have tried to have canteen open 5 days a week, but there is not enough demand so looking to close Mondays. Days will be negotiated between Ayumi and Chris

P&C would like the school to look at tendering the canteen to an external company who may be able to manage better due to economy of scale.

“Megans kitchen” does Bomaderry, St Michaels and Nowra public. Sanctuary Point PS has recently chosen a provider also.

Included in the tender is that both current employees are offered jobs with the new company.

### Uniform Shop v Lowes

Lowes proposal discussed. It was agreed to try to keep uniform under the P&C for now to keep uniform costs low for our students and families. Lowes costs were considerably more. Haylee circulated a proposal from Lowes, and all were able to see the large mark up.

Lowes does donate a percentage to the school and offer to buy existing stock at the price we paid for it. We will keep in mind as an option should volunteer numbers continue to decline.

Naomi to draft a Sentral message, advising families that if we can't find enough volunteers, we may need to move the uniform shop to Lowes which would be a lot more expensive for families. We hope this may bring forth some more volunteers. Only 2 1hr blocks a week needed.

### AGM invitation

All are welcome to attend our AGM on Monday 25<sup>th</sup> March 7pm at the library.

## Business Without Notice

### Additional meeting needed for fundraisers.

Motion to hold an additional meeting after the AGM was made by Haylee. Moved K Arnold, Seconded S Turner

### Retiring Members

Request to do something for retiring members such as Tina and Amber who have volunteers many hours over the years was made by Naomi. Was decided that Naomi will bring some large cards to next meeting and members can write a message on them.