



SUSSEX INLET PUBLIC SCHOOL P & C ASSOCIATION

ABN 47332046225

39 Thomson Street Sussex Inlet 2540

Ph: 02 4441 2053 Fax: 02 4441 1729

Email: pandc@sussexinletps.onmicrosoft.com

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

29 July 2024, 7.00pm

Chaired

Haylee Quinn

Attendees

Karren Rufus, Anna Maloney-Reisch, Andi Smith, Tracy Solari, Eleanor Carpenter, Kimberley Thompson, Unity Naismith, Gemma Tunks, Bernadette Horneman, Richard Hingston, Sarah Carpenter, Elise Crothers, Kym Arnold, Samantha Turner, Haylee Quinn, Jenna Debattista, Naomi Hughes

Apologies

L McNamara, F Demmocks, R Pascall, M Miller, J Murphy, D Booter, T Cameron, J Duffy, R Ferguson

Meeting Opened

7.00pm, 29 July 2024

Acknowledgement to Country

Minutes from previous meeting

Moved Seconded

Naomi Hughes El Carpenter

Correspondence In and Out

Correspondence In

Date	From	Attention	Contents
10/5/24	Haylee	Treasurer	Athletics Carnival inv
15/5/24	Bernadette Horneman	Haylee	P&C funded projects
17/5/24	P&C Federation	P&C	P&C Newsletter MAY

23/5/24	Jenny Duffy	P&C Execs	Father's day catalogue
24/5/24	P&C Federation	P&C	Update on School Budget
27/5/24	El Carpenter	P&C Execs	P&C Vision, mission & Obj statement
29/5/24	Jenny Duffy	P&C Execs	School fun run info
31/5/24	Naomi	Jenna	Agenda items for next meeting
Multiple	David Booler & Naomi	P&C	Athletics Carnival & SP Oval
Multiple	Jenny Duffy	P&C	Athletics Carnival volunteers
Multiple	MSC	Haylee	Tech Support
Multiple	MSC	Uniform	Online orders
Multiple	Treasurer	Jenna	Canteen stock for Viking Festival
Multiple	Gemma Tunks	Haylee	Chris Farewell
Multiple	Bosco	Naomi & Haylee	Canteen closure and staff costs
Multiple	Grant'd	P&C Execs	Top Grants of the week
1/6/24	Elise Crothers	Treasurer	Reimbursement for Chris farewell pressie
4/6/24	Jenny Duffy	P&C Execs	Catalogue
4/6/24	ACNC	P&C Execs	Monthly newsletter
7/6/24	Jenny Duffy	Haylee	Sentral post – canteen closure
9/6/24	Naomi Hughes	Treasurer	Viking Festival – Butcher invoice
13/6/24	Bas Agent	Treasurer	Finalising Bas for canteen employees
14/6/24	Jenny Duffy	Haylee	Hot dog order opened for MSC
13/6/24	Treasurer	Haylee	Pmt approval athletics carnival lollies
14/6/24	Unity Naismith	Treasurer	Viking Festival reimbursement
18/6/24	Naomi Hughes	P&C Execs	Signed Audit
Multiple	School	P&C Execs	StoryFest 2025
24/6/24	Andrews Insurance	Secretary	Insurance Athletics Carnival
Multiple	Jenny Duff	Haylee Quinn	Athletics Carnival
30/6/24	ACNC	Naomi Hughes	AIS statement submission
30/6/24	Naomi Hughes	P&C Inbox	Student Scholarships
Multiple	MSC	Haylee Quinn	Disable of canteen store
Multiple	Canva	Kimberley Thompson	Business cards & Tote bag
Multiple	P&C Federation	P&C Execs	Updates + Newsletters
10/7/24	Andrews Insurance	P&C Execs	Membership & Insurance Renewal
10/7/24	ATO	Treasurer	SBSCH Payment - Super
16/7/24	Haylee Quinn	Secretary	Agenda items
17/7/24	El Carpenter	Secretary	Agenda items
21/7/24	Treasurer	Secretary	Agenda items
23/07/24	Jenny Duffy	P&C Inbox (Treasurer)	Scholastic Invoice
23/07/24	Msc	P&C Inbox	Principal Day 4 th Aug
26/07/24	Jenny Duffy	P&C Inbox (Treasurer)	Year 6 Shirt invoices
26/7/24	Naomi	Secretary	BWN for Agenda items

Correspondence Out

Date	From	Attention	Contents
9/5/24	Secretary	Treasurer	Proof Minutes
Multiple	Haylee	Tracy Madavy & David Booler	Sanga Oval & Athletics carnival
14/5/24	Secretary	P&C Members	Minutes from meeting

Multiple	Secretary	Viking BBQ Volunteers / Businesses	Logistics about the day / Invoices / Donations
18/5/24	Secretary	Bec Pascall	Athletics Carnival Insurance
23/5/24	Naomi Hughes	Elise Crothers	Father's day catalogue
Multiple	Jenny Duffy	P&C Execs	Athletics Carnival volunteers
Multiple	Gemma Tunks	Haylee / Elise Crothers	Chris Farwell Assembly / gifts
Multiple	Treasurer	Haylee Quinn	Reimbursement for receipts & Invoice payments
Multiple	Treasurer	Booking Keeping	Canteen Wages & LSL
Multiple	Haylee	Jenny Duffy	StoryFest 2025
25/6/24	Haylee Quinn	Jenny Duffy	Athletics Carnival Sentral
16/7/24	Secretary	P&C Members	Call for Agenda items
21/7/24	Secretary	Treasurer	Insurance Renewal
21/7/24	Secretary	P&C Members	Meeting Agenda
23/07/24	Treasurer	Corey (School Fun Run)	Unsubscribe
23/07/24	Treasurer	Bosco	Tax appointment
27/7/24	P&C Inbox	Treasurer	Invoices for payment

Presidents Report

Welcome

Overview of a very busy Term 2; mother's day, athletics carnival & Viking Festival.

Grants to be discussed later on, been busy with this.

President Report

First of all thankyou to everyone who has put in such hard work. Term 2 is the most stressful and heavy workload for the year, with Mother's Day, Athletics carnival and the Viking Festival and to have the addition of the closure of the canteen was just exhausting. So excuse my absence for the past month of so as I have needed time to regroup.

We have some exciting new interests and grants that Naomi has been busily researching. which I will leave for her to discuss. The rest of my report will be addressed throughout the meeting.

Treasurers Report

Canteen Final Figure – We finished in the BLACK. Move to close the General Acct Card and keep Canteen Card Account and close the Canteen Acct. Only because cards end in same numbers and very confusing.

Banking – Motion to complete the following.

Transfer remaining funds from, and close canteen account ending #5752

Transfer all funds from card account ending #403100 into card account ending #5471 and to close card account ending #403100 (so that we don't have two accounts ending 3100)

To refer to account ending #5471 as the "General card account" from now on, and to order card for president Haylee Quinn on this account.

To remove Ayumi and Chris as signatories on account ending #5471, having Sam Turner, Haylee Quinn and Naomi Hughes as signatories

To order one additional card on this account ending #5471 to be held by Treasurer Naomi Hughes and used for depositing banking funds via ATM and for fundraising events as needed.

The above was [Moved Unity, Seconded Anna](#)

Canteen Card ending in #5471

0 MONTHLY TREASURERS REPORT.						
Card Account #5471						
Month:	May-24					
				income	expenditure	opening balance
	date	name				\$622.97
	1.5.24	Aldi			\$10.44	
	3.5.24	Aldi			\$120.83	
	3.5.24	Aldi			\$4.28	
	3.5.24	Aldi			\$25.74	
	3.5.24	Spar			\$10.00	
	3.5.24	Woolies			\$28.60	
	7.5.24	Anyou			\$17.10	
	6.5.24	top up		\$1,000.00		
	7.5.24	Woolies			\$42.90	
	7.5.24	Aldi			\$102.90	
	7.5.24	dinh			\$18.00	
	8.5.24	Aldi			\$25.26	
	10.5.24	Woolies			\$12.50	
	10.5.24	Aldi			\$66.16	
	14.5.24	Woolies			\$26.60	
	14.5.24	aldi			\$81.49	
	14.5.24	dinh			\$18.00	
	16.5.24	spar			\$13.25	
	17.5.24	Woolies			\$14.80	
	17.5.24	Aldi			\$40.48	
	20.5.24	wan long			\$5.61	
	21.5.24	Woolies			\$20.00	
	21.5.24	wan long			\$3.23	
	21.5.24	coles			\$16.00	
	21.5.24	aldi			\$83.96	
	21.5.24	dinh			\$27.00	
	22.5.24	Woolies			\$19.50	
	23.5.24	spar			\$3.60	
	23.5.24	payroller			\$17.60	
	24.5.24	aldi			\$2.58	
	24.5.24	Woolies			\$4.70	
	28.5.24	Woolies			\$57.00	
	29.5.21	Woolies			\$57.75	
	31.5.24	Woolies			\$22.50	
			total	\$1,000.00	\$1,020.36	-\$20.36
					closing balance	\$602.61

MONTHLY TREASURERS REPORT.

Card Account #5471

Month: Jun-24

			income	expenditure	opening balance
	date	name			\$602.61
	4.6.24	woolies		\$8.75	
	4.6.24	aldi		\$40.86	
	13.6.24	txr to main		\$553.00	
		total	\$0.00	\$602.61	-\$602.61
				closing balance	\$0.00

Main Account:

Card Account #403100

Month: Jun-24

				income	expenditure	opening balance
	date	name	Related fundraiser			\$24.79
	4.6.24	Partial float	Viking	\$700.00		
	7.6.24	Spar	Viking		\$24.00	
	7.6.24	SPar	Viking		\$200.00	
	11.6.24	Float	Viking	\$1,150.00		
	25.6.24	Dinh	Viking		\$43.20	
	26.6.24	Woolies	Athletics		\$5.00	
	26.6.24	Aldi	Viking		\$42.17	
	26.6.24	Woolies	Athletics		\$65.15	
	27.6.24	Butcher	Athletics		\$69.75	
	27.6.24	Woolies	Athletics		\$77.50	
		total		\$1,850.00	\$526.77	\$1,323.23
					closing balance	\$1,348.02

MONTHLY TREASURERS REPORT.

Card Account #403100

Month: May-24

				income	expenditure	opening balance
	date	name	Related fundraiser			\$217.39
	6.5.24	top up	Card top up	\$1,000.00		
	8.5.24	Woolies	Viking		\$350.20	
	9.5.24	Float	Mothers DS		\$220.00	
	10.5.24	woolies	Viking		\$277.40	
	14.5.24	Float	Viking	\$1,600.00		
	14.5.24	float	Mothers DS	\$220.00		
	28.5.24	Float	V&Athletics		\$2,165.00	
		total		\$2,820.00	\$3,012.60	-\$192.60
					closing balance	\$24.79

Card Account #403100

Month: Jul-24

				income	expenditure	opening balance
	date	name	Related fundraiser			\$1,348.02
	9.7.24	Float	Athletics	\$315.00		
		total		\$315.00	\$0.00	\$315.00
					closing balance	\$1,663.02

Canteen report

No report, Canteen closing was covered in Business Carried Over and Treasury Report. Moving forward this section will be removed from the minutes.

Uniform Report

Fully stocked. Now have canteen laptop.

Kindy Orientation Day – having a standalone ‘Uniform Shop’ table (separate from the P&C table). Will have a display rack of the uniforms.

Hats are all stocked for 2025 kindies

Canva posts working on sentral and Insta / FB – orders are coming in

Aiming to post on social every fortnight; trying not to flood sentral.

Principals Report

Education Week

Will be combined celebration: Education Week, Science Week and Book Week in Week 5 this term.

Community events will include the SIPS-ibald Art Fair, Book Character parade, Book Fair, picnic lunch, open classrooms and “jump off” event for Jump Rope For Heart. Information on events will be shared on Sentral.

Parent / student / teacher interviews

Will take place over Weeks 8 and 9 this term. Booking via Sentral. Teachers will be meeting with all parents/caregivers and their child to discuss learning goals. If face to face not possible, teachers will phone. Aiming for 100% attendance

Musical

Team is working hard to create this production, everyone is excited to see it come together in Week 7. Ticketing will be online, finalising process to go live end of Week 3. There will be a matinee performance for students, and a matinee and evening performance for families and community members.

Yila Healing Trail

Elders have visited the school to make clapping sticks with each student and teach a song that will be shared on Sunday 20 October. The festival will run 11-20 October, various events throughout the Shoalhaven, QR code attached to this email and flyers available at the school office.

P&C can share the QR Code through social channels - loads of good things happening! **Unity to action.**

Preschool update

Still advocating for a preschool and working with various community groups, will provide updates as needed. Eliza Butler still advocating. Chris Minns supporting, however DoE barriers still need to be overcome.

Youth Engagement Strategy

All students at school will be involved in a survey to gather data on programs that young people will value in our area. Working with various community groups through the Foundation for Community Development on programs that will engage youth in our community.

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

Viking Festival

Raised - \$2,088.80 (only approx. 2k attendees this year). Expenses were \$1,495.25 in 2024 ... \$3,053.14 raised in 2023 (Expenses were \$2,050.78)

Conditions were hard this year. Thank you to EVERYONE involved, esp those that stayed beyond their 2 hr time slot.

Ended up with 24 volunteers on the day (had 32, 2 days before the event but the weather and floods caused a decrease in volunteers)

Lots of donations this year (great effort!)

A few hiccups need to be ironed out .. BBQ issues were the biggest issue.

Simple menu options worked well

Look into running 2 x Bunnings BBQ instead next year and see if this is just as profitable as the Viking Festival.

Athletics Carnival

Expenses: \$428 from invoices and receipts (woollies, butcher, lollies, frankfurts)

Left over stock used from Viking but cost not passed on:

Approx. 160 drinks; Bacon 8.5kg; Bread 7 loaves; Bread rolls 200; Sauce)

Takings \$1475

Profit \$1,047

Was tricky this year with stock and weather changes and public holiday prior. Hotdog sales significantly down from last year- recommend a change.

Lollies sell out, powerade sell out. It was great to have some fabulous new volunteers. We had plenty.

Mothers Day

\$1043 profit

Morning slot worked well, could then sell extra at recess. Regarding price, this year it was done on a "what do you think it's worth" method, rather than just adding a mark up to each item.

Bonus running it in the morning is that the Canteen hadn't been opened yet, so kids didn't spend their money there first.

Increase stock for next year.

Limited gifts to 2 gifts again, older kids took more.

Older kids first because they spent money

\$1500 spent on gifts

We do need more \$10 gifts

Feedback from staff – look at not doing mother / father stalls. School is more than just education, they support mental health, OT etc. Living in a time where families are diverse.

Suggestion: We did have a father's box that kids could buy from at the mother's day stall. Make comms in lead up 'carers present', it can be a service for those that have 1 parent. Maybe don't do per class, hold a lunchtime stall. Address inclusivity into next year (bookmark was a great initiative).

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

Father's Day

Date 30th August, morning only. Smaller kids first

Budget \$1800 .. moved Jenna, seconded Sarah

Float \$160

Men's shed – approach them for a gift donation .. **Andy to action**

Option – 2nd handbooks being wrapped with a ribbon. Lions club may want to offload some. **Naomi to action.**

Volunteers: Kim, Naomi, Andi, Jenna, El, Elise

Unity to action socials

Business Carried Over (from previous meeting)

1. Canteen Closure

We are now just finalising the closure of the canteen account as now all invoices and insurances have been finalised.

BOSCO calculated all entitlements due and these were finalised. With the additional funds raised by the sales of the assets we were able to pay out the LSL owing without having to use our main account funds, so thank you to all involved in that.

The bigger fridge was donated to breaky club use.

We still have some kitchen items in storage that can be donated to op shop – **Haylee to action.**

There was minimal interest at the car boot sale. I have not had any feedback from the community regarding the new canteen. I am pleased that they have kept Ayumi onboard.

Are we happy to remove from agenda as canteen closure complete- Move to remove.

Moved Jenna, Seconded Naomi

2. Trivia – Friday 15th November

Bernadette to chat to Sandra Gray, as she will help out. Bernadette to chase up and see what involvement required from P&C.

New Business

1. P&C Federation Membership + Insurance Renewal

Insurance Covers PL, Accidental Volunteer Workers, Property. Combined Insurance and Membership fee = **TOTAL \$1,434** .. to be paid by 31st July 2024. **Moved Sam, Seconded Naomi**

2. SIPS P&C to Benevity.

Naomi has the option to donate funds to a 'cause' through work each time she logs volunteer hours. Naomi is setting up the P&C to receive the donations.

Multiple other P&Cs are registered this way. It's a way for corporates to donate to charity via their staff benefits.

Moved: Sam, Seconded: Jenna

3. Public school building fund.

This would give us DGR status enabling companies to donate to us as a tax concession and we qualify because we are raising funds for new cola with the community engagement space.

Other P&C's send letters to local businesses twice yearly and receive donations this way as

part of the other businesses tax strategy.

This will also assist grant applications as many are only open to organisations with DGR status. Allowing us to apply for Grade 3 grant applications (\$50k - \$300k)

Naomi to request this letter next meeting **Naomi to action**

Application that goes to ATO

Will need to opening up an Account (may have acct keeping fees). Whatever goes into this account (Building Fund) can only be used purely only for this purchase, cannot dip into it for other things in the school (i.e library books).

Need executive committee of 2 responsible people. Look at stages, can use it for building funds, with school funds, and grants etc. Looking at a New Colah first.

If applying for a Grant under this Building Fund, then can use the building funds but have to use the grant within the certain timeframe.

Put to Vote: majority passed this in to apply for the grant. Treasurer and President as signatories. Naomi to follow up and put application through to ATO

4. Outdoor learning/community space

Dept put a freeze till 30 June 2024.

DoE aware of project and sorting a few things. Costings is underway.

5. Plans for year 6

Allocation of funds

Venue booked (RSL to cater) – move and motion to pay for dinner and drinks for Farewell.

Moved Kym, Seconded Naomi

Pens – already purchased, just need any new student names for engraving

Year 6 Shirts – already purchased, waiting on cost from Jenny (from 2023)

6. New marquee bag

Julie Kemp (industrial sewer), has volunteered to sew us a bag for free if the P&C buy the material. Noted the bag needs to be made slightly bigger.

Moved Jenna, Seconded Kym

7. Kindy planning - allocation of funds ... Grant Won!

P&C usually donate pencils & hats.

This year Naomi & El applied on behalf of the P&C and won a grant!! The Forest Hill Foundation of Graduates in Early Childhood Studies Grant for \$3,300.

\$3300 to donate towards kindy resources.

Uniform Shop to action:

Order School hat x 45 (one for each Kindergarten Student in 2025) .. \$450.00 DONE)

Library Bag x 45 (one for each Kindergarten Student in 2025) \$180.00

Invoice in Xero created for \$630 to be allocated to uniform shop - **Naomi to action**

Jess Murphy to action (DONE) - School supplies pack ordered, including pencils, scissors, folders and other basic stationary x 45 (supposed to be one for each Kindergarten Student in 2025, but can be used throughout junior school. Scope of grant is children under 8 years and very little return evidence of expenses needed) P&C can pay the invoice or transfer funds as needed for \$2,700.00

Unity to action – “Foundation of Graduates in Early Childhood Studies” to be acknowledged in any **publicity about your program**. Can this please be publicly acknowledge on social.

Haylee/Unity to action – Can we include a line in the orientation packs about acknowledging “Foundation of Graduates in Early Childhood Studies” for their grant of \$3,300 toward Kindy classroom resources

Bernadette to action – can you provide a few words of acknowledgement?

“**Description of the main benefits** to the children in your organization as a result of the grant”

Naomi to action: On completion of your **project you are asked send us a report**. That form is available under Forest Hill Grants on our website.

8. Community Engagement Space

What we normally allocate to the Kindy funds will now go towards the Community Engagement Space

P&C to contribute to this space \$5,000; \$2,088.80 will come from Viking festival and balance \$2,911,20 will come from the P&C Funds

This is required for Grant Proposals, by having the P&C contribute money to this space it allows us to tick the box ‘School co-contributing’ on grants and we will have a better chance in receiving grants.

[Moved Anna, Seconded Kim](#)

9. StoryFest update

Happens every 2 years. Organising committee has been established to engage community and schools. Currently initial phase is on how schools in the area can get involved. Writing program wasn’t effective in 2023 but re-looking at timing and try again next year.

Did anyone have any ideas on how we can engage the community rather than just having students attend?

Ideas: Someone in the community who may be writing a book, come and show a demonstration to other students. Example: Tomerong student writing a book with Mogo Zoo, so something similar.

Illustrator for online tutorials – Andy could tap into this, as she has a contact.

10. Records sorting and minimisation

Naomi requested to use blue bin at school to dispose of documentation. Bernadette approved

11. Square

Naomi purchased a square for \$50 for the Viking Festival. Naomi has asked if the P&C would like to purchase this off her and own it outright. Can be used at P&C functions.

[Moved Kim, Seconded Jenna](#)

Change square account from Naomi to P&C acct – **Naomi to Action**

Business Without Notice

1. Sussex Rewards

Sussex Rewards Program – brought to us by Brett Whipp (Unity presented on behalf of Brett)

If anyone signs up through our affiliate link then the P&C receive a cut of the profit. The school & P&C have to promote Sussex Rewards to our school community though.

Voted to wait and re-address next meeting, want to see how Sussex Rewards plays out in the community first before we associate with the program.

2. Surf Club

Richard asked the committee for ideas on how to grow the surf club, as it will go into administration if it doesn't get members.

Ideas/Feedback: Lack of beach is an issue. Look at changing patrols.

Currently applying for a grant for BBQ area and picnic area

Look at school camp at Surf Club or Music festival in that area (with inasmuch / bowlo bus for transport)

Reach out to other schools to promote Nippers program