**KILLARA PRIMARY SCHOOL**

**PARENTS AND CITIZENS ASSOCIATION**

**ANNUAL GENERAL MEETING**

**25TH FEBRUARY, 2015**

**REPORT FOR 2014**

**Table of contents**

 **Page**

**Agenda 1**

**P&C President’s Report 2**

**Treasurer’s Report 4**

**Northern Sydney Council of P&C 5**

**Grants and Submissions 5**

**Canteen Report 6**

**Uniform Shop 6**

**Acknowledgements 7**

**\*Financial Attachments**

**Agenda**

1. Presidents’ welcome
2. Attendees and apologies
3. Minutes of previous AGM, 2013.
4. Matters arising from the previous AGM.
5. Correspondence in and out
6. Principal’s report
7. Annual P&C report for 2014
8. Current office bearers declared vacant
9. Election of new office bearers and position holders
10. Matters for discussion including
* Draft budget and targets for 2015
* Vote to carry general business to the next general meeting
* Set date for next general meeting
1. Date of next AGM
2. AGM closed

**P&C President’s Report**

2014 was a successful year for the P&C, both in terms of the fundraising and social events held and the projects pursued by the P&C. At the outset of the year, the P&C worked with Mrs Taylor-Hill to identify areas where the P&C could assist with improvements for the benefit of students and the Killara Public School community. The projects identified and their status are set out below:

|  |  |
| --- | --- |
| Completion of solar panel project | Installation occurred during the summer holidays. The P&C matched dollar for dollar the $20k grant provided by the NSW government's Community Building Partnership Program.   |
| Provision of ipads for classroom use | Thanks to the money raised in the spellathon, the P&C funded the purchase of 16 ipads and 2 docking stations. |
| Funding of mural | Continuing on with the improvements to the school's front entrance made by the P&C in previous years, the P&C commissioned artist Rodney Monk to design and paint a mural on the back of the Killara Kids building. The mural was completed over the summer holidays. |
| Improvements to uniform shop | The P&C funded new shelving for the uniform shop  . |
| Creation of P&C website | As many other P&C's have done, the P&C built a website ([www.kpspnc.com.au](http://www.kpspnc.com.au/)) to facilitate communication with parents and the local community.  The website will also shortly feature functionality enabling parents to order uniform items online. |
| Improvements to Ridgeland Ave footpath | The P&C is pursuing improvements to the footpath at the front of the school, and is in discussions with Kuringai Council on this.   |

The P&C held a number of events during the year.  Some of these, like the spellathon and trivia night, raised significant amounts of money for the P&C and demonstrate the extraordinary generosity of KPS parents.  Others were held to enable students and parents to socialise as a community, and to celebrate important events.

The events held by the P&C in 2014 included:

* seniors' morning tea
* movie night
* Mother's Day stall
* spellathon
* Father's Day breakfast
* trivia night
* Killara Cafe
* Musica Viva concert for students
* Golf social day.

Each of these events could not have taken place without the support of the class parents who helped organise them, and the many parents who assisted. There is a strong culture among KPS parents of participating in school events and it is clear our parents acknowledge their role as partners in the education of their children.  As well as helping with and participating in P&C events, parents assist with reading, excursions and other classroom activities such as art.  Parent volunteers run the school canteen and the uniform shop.  The school is extremely fortunate to have such a participative parent body.

Assistance from our local businesses is very much appreciated and a special thanks to Melissa Lynch-Hill from McGrath Real Estate for her sponsorship, time and continued support towards our school throughout the year.

The P&C co-presidents would like to thank our wonderful executive team, our devoted P&C team in voluntary roles and all of the parents who have assisted the P&C and the school in 2014.

**TREASURER’S REPORT**

**Year ended 31 December 2014**

1 Accounts recorded on a cash basis of receipts/payments to 31 December 2014.

2 P&C subscriptions for 2014 was $40 per child. The $25 per family gardening maintenance was not charged this year.

3 Canteen raised $6,377 against the budget of $6k

4 Uniform sales raised $14k, in line with budget of $14k. The end of year stock level was higher at $34k compared to $28k last year in

anticipation for sales in the new year.

5 Total fundraising activities for the year raised $26.2k which is slightly under budget. Two major fundraising events were the School Trivia

Night which raised $10.4k and the Spell‐a‐thon which raised $12.3k.

6 A new P&C website ([www.kpspnc.com.au](http://www.kpspnc.com.au)) was developed this year at a cost of $5k.

7 Contributions to school resources:

‐ 16 new iPads and docking station at $7.8k

‐ Interactive Whiteboard at $7.3k

‐ Books and library resources at $5k

‐ 50% of wall mural behind the KK building at $3k. Balance to be paid in 2015

‐ Art Easels for each classrooms at $2k

8 Community Grants Received:

‐ $19,924 for 50% cost of our solar panel project.

9 Items on the wish list for 2015 are:

‐ Solar Panel $40k

‐ Balance of mural from 2014 $3,850

‐ Air Conditioners for the library $4.5k

10 There was an overall operating profit of $47k, compared to a budgeted deficit of $150 mainly due to the solar panels being installed in

2015 but budgeted for 2014, There were favourable net results in most P&C activities.

11 Total cash held at 31 December 2014 was $115k compared with $74k the previous year. The rest of the P&C's assets is held in uniform

stocks, $34.2k.

12 A full copy of the 2014 financial statements (to be audited) are available for viewing at this meeting. These are still to undergo full audit.

It is requested the Financial Statements are signed by the President and the Treasurer

**NOTES TO THE PROPOSED OPERATING BUDGET FOR 2015**

13 P&C subscriptions assumes a levy of $50/child. Families will also be given the option of paying a Gardening & Maintenance Levy of

$25/family if they are unable to attend a working bee. Interest income was calculated based on a declining cash balance in line with

spending initiatives.

14 P&C subscription based on 380 students. Proceeds from P&C subscriptions and Interest income help to fund Repairs & Maintenance,

Insurance, and sundry expenses.

15 Canteen and Uniform net proceeds are based on previous years' results.

16 Fundraising events are as specified with estimates based on prior years' results.

17 For 2014 there would be an overall budgeted operating profit of $9.5k. Projected closing cash balance would be approximately $124k.

**Parent Representative on the Northern Sydney Council of P&C**

Alan Gardiner was our P&C’s 2014 delegate to the Northern Sydney District Council of P&C Associations.  The District Council is an information-swapping and campaign coordination forum for matters of common interest to public schools in the Northern Sydney area.  During 2014 the District Council continued its campaign for expansion of Out-Of-School-Hours care (OOSH) provision in our area’s schools and for reform of the NSW P&C Federation.  Working at district/regional level is effective in resolving issues and, often, preventing those issues from affecting other schools where the issues may not yet be evident. Alan, apart from being our delegate and reporting the District Council’s activities at our P&C meetings, is also the treasurer and an executive member of the District Council.

**Grants and Submissions**

An application from 2013 for funding through the State Government’s Building Partnership Program was successful. In 2014, a solar panel grant for $20,000 was received. The conditions of the Grant required the P&C to match this spending $1 for $1. The P&C signed a funding agreement which required the project to be completed by the end of March 2015. Lend Lease was appointed as the as preferred company for installation of the school’s solar panels. The P&C, as a requirement, reported on the progress of this installation to ensure that the money was applied correctly.

In 2014 this project came to fruition and installation occurred in December. The panels have been working at maximum capacity and the school is looking forward to reduced electricity bills. There are system features that allow for data collection, the students will be able to take a hands on approach in monitoring energy use and collection.

Due to growing safety concerns of the condition of the nature strip at the entrance of the school, Ku-ring-gai Council was approached by the P&C to seek funds to have the area resurfaced. The response from council was that no funding was available, however, it was discussed that a ‘Footpath List’ did exist, which prioritises council funded footpath upgrades in the Ku-ring-gai area. The P&C were informed by council that we have been placed on a ‘Footpath List’. Council have stated that our required footpath maintenance is not on their priorities list until 2019 – 2020.

However, the school has received a letter from Council stating that ‘minor improvements’ will be investigated in the 2015 financial year. The P&C continues to have safety concerns about the condition of the nature strip so the P&C have contacted council again to request further information and to ask for a commitment from Council to re-prioritise our footpath. A reply was received stating that it may be appropriate to discuss the matter in February / March 2015 when Council frames its budget for 2015/2016. The P&C will continue to follow this up as a matter of priority.

|  |
| --- |
|   |

**Canteen report**

Theresa Leung and Dwi Robertson have continued to do a wonderful job as our canteen managers. They have had a great year and have enjoyed working with some terrific parents. Doing their best with the facilities available, the canteen managers have implemented a streamlined and healthy approach towards the management of the canteen. Ashley King attended the Healthy School Environment Forum on behalf of the P&C this year. Thank you to our managers and volunteers.

Ice Cream Sales 2014:- Coordinator Jane Liu

Thank you to Julie Paine and all volunteers who have helped throughout the year.

Thursday Sushi 2014:- Coordinator Carolyn Sinclair

Thank you to Carolyn Sinclair and all volunteers who have helped throughout the year.

**Uniform Shop**

2014 was another busy year for the uniform shop. Violeta Sutherland has continued in her coordinators role with reliable efficiency. Violeta and the P&C are extremely grateful for the many parent volunteers. We thank Violeta and the volunteers for their support and effort in the uniform shop.

As the school continues to grow in enrolments, so too, do the demands on the uniform shop. Due to the school’s increasing numbers, the uniform shop required an increase in stock to be held on site. As a result, the shop required additional shelving and this was provided by the P&C in May 2014. Air conditioning was also scoped for this space but unfortunately installation was not possible. A Fan will be provided as an alternative.

The P&C website was created by Matthew Richmond in 2014. This was setup with the view of enabling online uniform ordering. Caileen Cachia has kindly done all of the photography for the uniform lines and the P&C are in the final stages of implementation. Matthew, Violeta and the P&C are working very closely together on this project and will hopefully have this feature available on our website in the very near future.

**Acknowledgements**

Special thanks and acknowledgement to the following P&C volunteers, all of whom contributed significantly throughout 2014.

**P&C Executive**

Co-Presidents: Vanessa Mayhew and Dimity McCredie

Vice President: Nikki Napier

Treasurer: Stella Sung

Secretary: Claire Moore

**Independent Auditor**

Vanessa Newey

**P&C Voluntary Non Executive Roles**

**Accounts Payable:** Jessica Foo

**Accounts Receivable:** Annalees Jeffries

**Grants and Submissions:** Caileen Cachia

**Uniform Shop:** Violeta Sutherland

**Canteen:** Theresa Kim & Dwi Robertson

**Sushi:** Carolyn Sinclair

**Ice blocks:** Jane Liu

**Newsletter:** Bronwyn Edler

**Regional Representative:** Alan Gardiner

**Class Contact Directory:** Ainslie Wheatley

**Sponsorship/Fundraising:** Sandeep Rao

**Class Parent liaison:** Michelle Chua

**ESL coordinator:** Nina Kovach

**Fundraising/IT:** Ashley King

**Website Developer:** Matthew Richmond

**Every class parent and parent helper throughout the year.**