

**KILLARA PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION
ANNUAL GENERAL MEETING
19TH FEBRUARY, 2014**

REPORT FOR 2013

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Agenda

1. Presidents' welcome
2. Attendees and apologies
3. Minutes of the 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 2013
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 2014
 - Determining annual P&C contributions
 - Vote to carry general business to the next general meeting.
 - Set date for next general meeting.
11. Appointment of auditor
13. Date of next AGM
14. AGM closed

P&C President's Report

Killara Public School celebrated its' 75th birthday with some exciting initiatives. The P&C worked in cooperation with the school to make improvements in the three areas of amenity, safety and environmental responsibility. These were achieved through the following P&C funded projects:

- Installation of shade cloths over lunch seats
- Supply of PSSA sports uniforms to our school representative soccer and netball teams
- Interactive murals in the lower COLA area
- Contributions to the interactive musical playground
- Reclaiming the secondary teachers' car park for play space and expanding the primary teacher car park
- Landscaping to the front entrance
- Installation of interactive white board to the new demountable classroom
- Portable shades for events and carnivals

Through successful fundraising, the P&C was also able to allocate substantial funds to the three year solar plan, placing the solar project well within achievable reach and certainly within the planned three year time frame. The funds for this have also recently been boosted by a grant for over \$19k under the NSW Government's Community Building Partnership Program. This grant is in addition to the previously successful grant which contributing significantly to the expansion of the playground and relocated teacher car spaces.

The P&C also received funding from Ku ring gai Council for the playground murals and portable shades.

The School gratefully received continued support from McGrath Realty, courtesy of Melissa Lynch Hill and Sam Lynch, as major school sponsor for 2013.

Fundraising and growth in community spirit were achieved through the following events:

- School based Type-a-thon
- Movie Night
- 75th Birthday Cocktail Party and Auction night
- 75th Commemorative wine drive
- Father's day breakfast
- Mother's day stall
- Killara Café (one Friday a month during term)

Parents continued the school community's strong tradition of volunteering this year. The uniform shop and canteen have yet again been efficiently run by a group of dedicated parents, providing services to the wider school community. Reading groups, excursions, gardening and maintenance, specialist skills for classroom activities and general classroom support, continue to be provided by our generous parents. Class parents also played key roles in organising fund raising and year based social events and rallying support for school activities.

The spirit of cooperation and collective effort of School Executive and the P&C, continues to flourish and provide positive outcomes for Killara Primary School. The Co Presidents acknowledge that it is the collective effort of the school community which makes leading the P&C a rewarding and enjoyable experience and one which they are confident the newly elected President for 2014 will continue to enjoy.

TREASURER'S REPORT

Year ended 31 December 2013

- 1 Accounts recorded on a cash basis of receipts/payments to 31 December 2013.
- 2 P&C subscriptions for 2013 were \$40 per child and \$25 per family for gardening maintenance.
- 3 Canteen raised \$4.4 which is \$1.2k less than 2012. There was a period at the beginning of the year, when canteen was closed due to sourcing new volunteers for the canteen. Some changes have been made to the menu.
- 4 Uniform sales raised \$13.2k, in line with 2012 profit of \$13.3k. The end of year stock level was higher, at \$28k compared to \$24k last year in anticipation for sales in the new year.
- 5 All administration for the School Band is now being conducted by Killara Public School
- 6 Total fundraising activities for the year raised \$29.7k which is slightly above budget. Two major fundraising events were the School Anniversary Cocktail Night which raised \$17.2k and the Skill-a-thon which raised \$9.6k.
- 7 Contributions to school resources:
 - Improvements to the school entrance & teacher's car park was completed at a cost of \$30.6k.
 - PSSA Uniforms were purchased for our school soccer and netball teams at a cost of \$4.5k
 - Installation of the shade cloth structure came at a cost of \$12.8k
 - The P&C have co funded with the school the installation of the musical playground equipment at a cost of \$5k
 - Purchased two outdoor canopies at a cost of \$1.5k
- 8 Community Grants Received:
 - \$20,145 for the improvement to the school entrance & teacher's car park.
 - \$1,700 for the outdoor canopies
 - \$1,000 for the outdoor paintings
- 9 Two contributions the P&C had planned for 2013 will now be carried across to 2014. Picture books and library resources for \$5k and the solar power project for \$20k. We have received a letter from the NSW Government to confirm we have been successful in applying for a grant in aid of the solar project for \$19,924
- 10 Items on the wish list for 2014 are:
 - Interactive whiteboard for the new classroom \$8k
 - Picture books and library resources \$5k
 - Solar power project spread over a few years
 - Easels for each classroom \$2k
 - Path to join Highbridge to Ridgeland Avenue front entry gate \$15k
 - Benches / casual seating for new grass area at front of school \$5k
- 11 There was an overall operating profit of \$28.1k, compared to a budgeted deficit of \$18.2k. There were favourable net results in most P&C activities.
- 12 Total cash held at 31 December 2013 was \$73.9k compared with \$48.5k the previous year. The rest of the P&C's assets is held in uniform stocks, \$28.4k.
- 13 A full copy of the 2013 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 2014

- 1 P&C subscriptions assumes a levy of \$40/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. Proceeds from P&C subscriptions and Interest income help to fund Repairs & Maintenance, Insurance, and sundry expenses.
- 2 Canteen, Uniform and Band net proceeds are based on previous years' results.

- 3 Fundraising events are as specified with estimates based on prior years' results.
- 4 For 2014 there would be an overall budgeted operating profit of \$20k. Projected closing cash balance would be approximately \$93k.

*Please see Financial Attachments for financial statements

Parent Representative on the Northern Sydney Council of P&C

Alan Gardiner was our P&C's 2013 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. The District Council is well-connected with the Department of Education and Communities, the Education Minister's office, our local Members of Parliament and local councils. During 2013 the District Council continued its very successful work in lobbying for additional school capacity and has begun campaigning for expansion of Out-Of-School-Hours care (OOSH) provision in our area's schools. Killara Public School is, fortunately, not a school where these issues are as pressing as in many schools in Northern Sydney. However, by helping address these issues we are also helping to prevent these issues from spilling over to our school as parents are pushed steadily north as a response to the overcrowding and OOSH limitations impacting many of the district's schools. 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

Caileen Cachia took over from Felicity Barclay in the role of Grants and Submissions Co-ordinator this year. Caileen has done a remarkable job continuing Felicity's efforts.

2013 saw the completion of some projects funded by grants obtained in 2012. The removal of the car park at the front of the school and its replacement with grass and landscaping has greatly improved the presentation of our school and provided an extra space for the children to play. This project was implemented with funds from the State Government's Community Building Partnership Program.

Another project finalised in 2013 was the installation of the multisensory play equipment funded through Ku ring gai Council's Community Grants scheme.

In 2013 we once again successfully obtained grant funds from Ku ring gai Council through the Community Grants program. These were used for the playground paintings in the PAC COLA (\$1,000) and to purchase shade gazebos for sports days etc (\$1,700). It has been great to see the children enthusiastically embrace the playground paintings and to see the gazebos in use at the recent swimming carnival.

Last week we learned that our 2013 application for funding through the State Government's Building Partnership Program was successful. This is in the amount of almost \$20,000 and will be applied to the installation of solar panels as Stage 1 of our Becoming a Carbon Neutral School Project. This exciting project will involve many learning opportunities for the children as well as the obvious benefit of providing electricity to reduce our carbon footprint and electricity costs.

Traffic Safety Committee

2013 saw much activity in relation to the ongoing issue of the crossing. After being informed in May 2013 that the Council was proposing to remove our school crossing because it does not comply with current safety requirements, Unity Taylor-Hill along with some parent representatives attended the Traffic Safety Committee meeting at Kuringai Council. Unity made submissions in support of maintaining and upgrading our crossing.

Subsequently two on site meetings were held with Council and RMS representatives. The second of these included several local residents. The outcome of those meetings was that for the crossing to be upgraded will require RMS to relax some of its requirements (specifically the 24 hour, 7 day a week parking exclusions). This is a compromise to which the residents and KPS were prepared to agree, however RMS has previously refused to relax its requirements. We are preparing a submission to the Premier directly to ask him to intervene on our behalf with the RMS.

Canteen Report

Theresa Leung and Dwi Robertson took on the responsibility of taking on the canteen management and were very apprehensive at first, as both were new to the canteen system. Theresa and Dwi have had a great year as Canteen managers and have enjoyed working with some wonderful mothers. As new Canteen Co-ordinators, Theresa and Dwi adopted recommendations from previous canteen managers and P&C members, to make the canteen less complicated and more streamlined, making it easier to manage.

The following changes were implemented before reopening the canteen:-

1. Reduced the number of suppliers and sourced a new supplier who could provide most supplies.
2. Reduced the size of the menu, reducing the items that were too time consuming and not in demand. Adding some healthier easier to prepare menu items- fruit salad and toasted sandwiches.
3. Maintaining same supervisor/ manager and recruiting volunteer members to join the team.
4. Changed payment methods- allowing only top-ups by credit card on School24 Website.

Results after changes implemented: -

1. Reduced stress and pressure to order and follow up from different suppliers.
2. Allowed for smoother transition and opening of the canteen by keeping preparation less complicated and easy to follow.
3. Having consistent supervisors (Dwi mostly) each week, meant smoother running of the canteen and easier recruitment of volunteers.
4. Reduced the amount of other administration tasks (checking to see if deposit had been transferred and then topping up the credits back on the school24).

To broaden their knowledge of school canteen requirements, KPS joined the NSW school canteen association and attended the yearly NSW canteen association Expo, held in Chatswood. It showcased all the suppliers and foods available and provided seminars on appropriate food selection (categorised in RED, AMBER and GREEN food items) for canteens in NSW.

In Term 4, the decision was made to add healthier options to the menu, as the team had settled in to the routines. Freshly made wraps were introduced and provided more choice for older Primary children to enjoy.

The success of the canteen in 2013 has mainly been attributed to having a dedicated team of volunteers - Mala, Mateja, Ellie, Angela, Emma and Daisy.

A huge thanks to the regular team of volunteers, who have helped to keep the canteen open and especially to Dwi Robertson, who has tirelessly provided her time, energy and delicious morning tea treats for the team of volunteers.

Ice Cream Sales 2013: - Co-ordinator Julie Paine and handed over to Jane Liu.

The responsibility for the ordering and selling of the Ice creams (on Fridays during Terms 1 and 4) and banking all sales has been managed by Julie Paine and was handed over to Jane in Term 4.

Thank you to the ice cream sales volunteers who have helped throughout Terms 1 and 4.

Special Event – Thursday Sushi 2013:- Managed by Carolyn Sinclair

The biggest challenge was finding new suppliers. Carolyn eventually sourced a local sushi shop, that was able to meet the school's order requirements.

Sushi is still very popular on Thursdays and selling approximately 100 rolls a week. The canteen makes a small profit of 50 cents per each roll sold.

Thanks to all the Sushi volunteers that help to deliver the sushi to the children every Thursdays.

Financial result for 2013: - Some of the reasons for the difference in profit this year was probably due to the reduced menu items and the closure of the canteen during the start of the year combined with the high number of people who were unable or unaware of how to access the canteen. In addition to this, there have been a number of Mondays where the older Primary school children were away on excursions/ carnivals and or camps and therefore not using canteen services. The with addition of fresh food items which require ingredients such as cheese, bread, ham and fresh fruit also added to the increased outgoing costs of the canteen.

Uniform Shop

The continuing growth in KPS student numbers has resulted in another very busy year for the Uniform Shop.

Violeta Sutherland has continued in her Coordinators role with reliable efficiency and is also extremely grateful for the many parent volunteers for their effort and support in staffing the uniform shop.

As the school continues to grow in enrolments, so too, do the demands on the Uniform shop. This year, EFTPOS facilities were introduced which has made payment processing both convenient and efficient whilst also lessening the demands of cash management and banking.

To assist in future planning and to ensure the uniform shop can meet the needs of the school, the following recommendations are made to assist smooth function of the uniform shop:

- Fan - The shop gets very hot and needs a fan to assist ventilation.
- Shelving – As the school continues to grow there is an increasing need for more stock. To be able to keep more stock, more shelving will need to be installed.
- Shelf – The new EFTPOS machine currently sits on a stool or the floor. It would be better to have the machine sit on a small shelf near the power point.
- Projected enrolment numbers As far as is possible, it would be helpful, at the end of each year, to get an estimate of children numbers expected for the following year, from the school administration. This would help with the ordering of stock, as some items can take 6 or more weeks to be made & delivered.

Acknowledgements

Special thanks and acknowledgement to the following P&C volunteers, all of whom contributed significantly throughout 2013.

P&C Executive

- Co – Presidents: Catriona Dixon and Michelle O’Dea
- Treasurer – Stella Sung
- P&C secretary: Micky Mylne

Independent Auditor

- Rosharnie Samarasekera

School Council Parent Representatives

- Alex Martin
- Ann McCarthy

P&C Voluntary Non Executive Roles

Accounts payable: Sharon Buck

Accounts receivable: Annalees Jeffries

Grants and Submissions: Caileen Cachia

Uniform shop: Violeta Sutherland

Canteen: Theresa Kim and Dwi Robertson

Sushi: Carolyn Sinclair

Ice Blocks : Julie Paine/Jane Liu

Newsletter: Bronwyn Elder

Regional representative: Alan Gardiner

Events: Kerstin Knight

Maintenance: Daniella Panyter

Class Contact Directory: Ainslie Wheatley

Sponsorship: Catriona Dixon

Class Parent liaison: Michelle Chua

ESL co-ordinator: Nina Kovach

Welcome committee: Sharon Williams – co-ordinator.

- Fritha Renton Green
- Hisayo kagawa
- Mateja Ksela
- Jennifer Hong

KEY HELPERS: Monica Hood, Rachel Scholefield, Chris Hooten, Lyn Bessemer

Every class parent and parent helper throughout the year.