

Killara Primary School P&C Meeting

23 March 2016 Meeting Minutes

- Meeting opened: Sharon Tierney opened the Parents and Citizens (P&C) meeting at 7.35 pm on 23rd March 2016 in the KPS Library.
- Chairpersons: Sharon Tierney
- In attendance: Gilliane Appave (Acting Principal), Sharon Tierney, Frankie Su, Alan Gardiner, Ashley King, Nina Kovach, Carolyn Sinclair
- Apologies: Sarah Li, Sandeep Rao, Kim Thompson, Martin Shek, Violetta Sutherland, Vanessa Mayhew
- Minutes from: Minutes from meeting of 25th November 2015, were accepted as true and correct by Ashley King, seconded by Alan Gardiner
- Correspondence In/Out: ANZ and WBC banking statements
- President Report: Seniors Day is next Tuesday
(Sharon Tierney) Events calendar has been produced (Refer to attachment 1).
We have newsletter and social media coordinators, are still looking for fundraising coordinator to work with Sandeep, and Treasurer.
Resilience seminar had a great turnout and has received positive feedback.
We are looking at hosting K-2 and 3-6 social skills seminars for students in Term 2
- Principal's Report: Refer to attachment 2 for Principal's report
(Gilliane Appave)
- Treasurer Report: Refer to attachment 3 for Treasurer's Report
(Kim Thompson)
- General Matters: Update on Northern District Council by Alan Gardiner –

Regional Level – Jane Simmons talked about the amount of construction in the area. LMBR system was discussed.

Maintenance

Footpath – Footpath will be extended across front of Handprints over the school holidays between terms 1 and 2. We would like to eventually extend to the cul de sac.

Building/Grounds

Gillian attended a meeting with DofE, Design Inc, Lacost and Stevenson Architects, Savills Project Management, which has been appointed as new project management. Budget has been allocated. Alan to join the next meeting.

Fundraising

- P&C is looking at short term and long term fundraising goals, will implement some shorter term enhancements, such as new whiteboards, while others, like play equipment, are on hold until building works are complete
- Group discussed 5 cent fundraiser as an easy fundraiser. We will need to source a 2 liter container for each class.

Calendar

Calendar of events has been drafted, with Seniors Day next Tuesday, Maintenance Day end of May/June. We are still looking for Class Parents for 5F and 4M. Refer to attachment 1 for remaining events.

NSW P&C Federal Elections

- KPS endorsed Alan Gardiner for Treasurer

Canteen

Canteen is going well, but needs power cord fixed on one food warmer. Tess will seek 3 quotes and organise repair.

Contacts list

- Contacts list has been drafted. Approximately 10% of families have chosen not to be published in the directory
- Draft class list will be sent to class parent(s) to ask their class to verify their details before printing
- We will be looking into school apps late next term

Meeting closed: Sharon Tierney closed the meeting, 9.20pm in the library.

Next P&C meeting: Wednesday 27th April.

Meeting minutes distribution: To be posted on Killara PS website.

Killara Public School



P&C Association

EVENTS CALENDAR 2016

Event	Date	Organising Year
Seniors Day Lunch	29 March 2016	Year 1
Mother's Day Stall	5 May 2016	Year 5
Skip-a-thon	16 June 2016	Year 4
Maintenance Day	May/June	Kindergarten
Father's Day Breakfast	2 September 2016	Year 2
Movie Night/ Disco/Camp Out	TBC	Year 6
End of Year Fundraiser	22 or 29 October 2016	Year 3
Year 6 Graduation	9 December 2016	Year 6
Kindergarten Welcome Day	February 2017	Year 1 (2017)

KPS Parents and Citizens Meeting

Principal's Report

Held at KPS on 23 March 2016

General	<ul style="list-style-type: none">• Scripture and non-scripture organisation• Directions in Music re-evaluation end of Term 1• Dance and Drama teacher• Supervision of K-2 children in the afternoon – bus roll• Digital Cameras from MTA have arrived. Thank you to parents for supporting Woolworths Earn'n'Learn• Hi-Vis vests for teachers on playground duty• City-County Alliance
Staffing	<ul style="list-style-type: none">• There are currently 419 children enrolled at Killara Public School.• Mrs Stephanie Merriel has joined the staff as an SLSO (School Learning and Support Officer) to support two children in Kindergarten and one Year 2 child.• Mrs Louise Milligan has joined the staff in the role of SAO (School Administrative Officer).• 17th Teacher to be appointed
T&L	<ul style="list-style-type: none">• Programs have been handed in and feedback given to all teachers.• 4 teachers are participating in Quality Teaching Rounds.• Visible Learning Conference booked as combined teacher professional learning for KPS (Killara Schools Partnership)• Future-Focussed learning in Stage 3 classrooms
Building/Grounds	<ul style="list-style-type: none">• Briefing on meeting with DofE, Design Inc, Lacoste and Stevenson Architects, Savills Project Management
Parent Helpers	<ul style="list-style-type: none">• Two classes have yet to nominate parent helpers

KPS P&C - Bank Account Reconciliations

29 February 2016

Opening Cash Book Balances 1/1/2016

Deposits
Payments*
Tf/s

Cash Book Balance (Per Balance Sheet Totals)

Adjust for Reconciling Items:
Add back unrepresented cheques
Outstanding deposits

Balance per Bank Account 28/02/2016

Reconciliation check

ANZ Account
Westpac Account
ING Account
Balance per Bank Statement

Main Account	Canteen Account	Uniform Account	Band Account	Westpac Deposit	ING Deposit	Totals
2,277.33	5,638.44	6,658.02	-	102,711.58	-	117,285.37
-	157.75	8,109.00	-	219.60	-	8,486.35
(263.14)	(1,736.91)	(10,256.44)	-	-	-	(12,256.49)
-	-	-	-	-	-	-
2,014.19	4,059.28	4,510.58	-	102,931.18	-	113,515.23

2,014.19	4,059.28	4,510.58	-	102,931.18	-	113,515.23
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2,014.19	4,059.28	4,510.58	-	102,931.18	-	113,515.23
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KILLARA PRIMARY SCHOOL P&C ASSOCIATION
BALANCE SHEET
29 February 2016

	29 February 2016	31 December 2015
	\$	\$
ASSETS		
Cash and Bank Accounts	113,515	117,285
Main Account	2,014	2,277
Canteen Account	4,059	5,638
Uniform Shop Account	4,511	6,658
Band Account	-	-
Westpac Deposit Account	102,931	102,712
	-	-
Other Assets	39,041	39,041
Stock on Hand - Uniform Shop	38,841	38,841
Stock on Hand - Canteen	200	200
TOTAL ASSETS	152,556	156,327
Current Liabilities	4,784	6,428
Unpresented Cheques	290	290
Prepaid Canteen Income	4,494	6,138
TOTAL LIABILITIES	4,784	5,652
NET ASSETS	147,772	150,675
ACCUMULATED SURPLUS		
Surplus Brought Forward from 31 December 2014	143,683	96,663
Surplus (Deficit) for 2015 Year	(2,126)	47,020
P&C General	(143)	(12,782)
Canteen	64	6,233
Uniforms	(2,048)	8,887
Band	-	-
ACCUMULATED SURPLUS - 31 Dec 2015	141,556	143,683

KILLARA PRIMARY SCHOOL P&C ASSOCIATION

INCOME AND EXPENDITURE ACCOUNT

29 February 2016

	to 29 February 2016 <u>Actual</u> \$	2016 Full Year <u>Forecast</u> \$	2016 Year <u>Budget</u> \$	Variance to Annual <u>Budget</u> \$	2015 Year <u>Actual</u> \$
INCOME					
P&C Subscriptions and Grants	-	-	28,400	(28,400)	25,375
P&C Subscriptions	-	-	20,800	(20,800)	18,375
Gardening and Maintenance Levy	-	-	7,600	(7,600)	7,000
Interest	220	-	1,500	(1,280)	1,409
Grants	-	-	-	-	-
Canteen Profit	64	-	5,000	(4,936)	6,233
Canteen Receipts	1,571	-	32,000	(30,429)	33,523
Canteen Expenses	(1,507)	-	(27,000)	25,493	(27,290)
Increase in Stock Levels	-	-	-	-	-
Uniform Shop Profit	(2,048)	-	12,500	(14,548)	8,887
Uniform Shop Receipts	8,109	-	70,000	(61,891)	70,953
Uniform Shop Purchases	(10,157)	-	(62,000)	51,843	(62,066)
Increase/(Decrease) in Uniform Stocks	-	-	4,500	(4,500)	-
School Band	-	-	-	-	-
PA/Band Camp (net)	-	-	-	-	-
Band Income	-	-	-	-	-
Band Expenses	-	-	-	-	-
Fundraising & Activities	-	-	21,050	(20,650)	23,023
Mathathon	-	-	12,000	(12,000)	13,936
Movie Night / Disco Night	-	-	1,750	(1,750)	1,191
Mothers Day Stall	-	-	500	(500)	751
Grandparents Day	-	-	(100)	100	-
Bingo Night / Trivia Night	-	-	5,000	(5,000)	4,656
Popcorn Day / Golf Day	-	-	400	-	407
Fathers Day Breakfast	-	-	1,000	(1,000)	1,716
Sundry/Other	-	-	500	(500)	366
TOTAL INCOME	(1,764)	-	68,450	(69,814)	64,927
EXPENSES					
Parent Funded Programs	-	-	-	-	-
Teachers' Aides *	-	-	-	-	-
Contributions to School Resources	-	-	50,000	-	52,341
Solar power project	-	-	-	-	45,381
Mural - Balance from 2014	-	-	-	-	3,850
Urban Landscapes	-	-	-	-	1,080
Mitchell Stone Book Launch	-	-	-	-	2,030
Interactive whiteboard for new classroom	-	-	-	-	-
Easels for each classroom	-	-	-	-	-
iPads & Charger	-	-	-	-	-
Playground Art	-	-	-	-	-
New Playground Equipment	-	-	50,000	-	-
Sponsored Programs	-	-	2,000	2,000	-
Small Equipment Purchases	-	-	2,000	2,000	-
Repairs and Maintenance	-	-	4,750	4,750	3,034
Playground Equipment	-	-	-	-	-
Oval	-	-	4,500	4,500	-
Garden Maintenance	-	-	250	250	3,034
Other	362	-	5,600	5,238	7,215
Bank Merchant Fees & Charges	99	-	1,000	901	827
Sundry	74	-	500	426	1,366
EOY Gifts	189	-	350	161	527
Year 6 Farewell Gifts	-	-	500	500	370
Year 6 Graduation net of expenses (2014/15)	-	-	1,500	1,500	1,566
Uniform shop shelving	-	-	-	-	890
P&C Website	-	-	900	900	864
P&C Affiliation and Insurances	-	-	850	850	805
TOTAL EXPENSES	362	-	62,350	11,988	62,589
SURPLUS/(DEFICIT) FOR CURRENT YEAR	(2,126)	-	6,100	(8,226)	2,337

KPS P&C - Transactions
1 January to 29 February 2016

YTD

Receipts:

Subscriptions/gardening levy	-
Interest - bank accounts & deposits	220
Grants	-
Canteen receipts *	(72)
Uniform receipts	8,109
Band receipts	-
Fundraising	-
Total receipts	8,256

Payments:

Teachers' aides	-
School Entrance & Teachers Carpark improvements	-
Shade Tents - refund of unused funds	-
Canteen purchases	1,507
Uniform purchases	10,157
Playground Art	-
Oval Maintenance	-
EOY Gifts	189
Auxillary / Yr 6 Graduation	-
Picture books and library resources	-
Solar power project spread over a few years *	-
Mural - Balance from 2014	-
Urban Lanscapes	-
Mitchell Stone Book Launch	-
Uniform shop shelving	-
P&C Website	-
Garden Maintenance	-
Other	173
Total payments	12,026

Net receipts/(payments) **(3,770)**

Cash at Bank - beginning of year 117,285

Cash at Bank - 31 December 2015 **113,515**

Notes

The accounts have moved (3,770) in Jan / Feb 2016

This is mainly due to uniform stock purchases for winter, which have not yet been sold

The canteen made a small profit in February

Other minor expenses were incurred in Jan / Feb (end of year gifts / kindy morning tea)