

2020 AGM MINUTES

CARLINGFORD PUBLIC SCHOOL P&C ASSOCIATION

This meeting was held online through the Zoom Meeting Platform on Monday 17th August from 7:07pm to 7:46pm.

Attendees and Apologies

Trudy Mendis, Elizabeth Rose, Neil Hinton, Anita Chinwah, Rob Kerle, Emily Wong, Svantje Duller, Nargess Saqeb-Akram, Kate Makin, Linda Xu, Amna Jamal, Priyanka Malhotra, Emilia Djonov, Karen Kirton, Fiona Tramonte, Judith Gee, Penny Perry, Belinda Harrison, Natalie Kristensen, Belinda Sultana, Stephen Sultana, Clare Cheung, Joycelyn Lim, Wendy Gunawan, Stephanie Lam, Lisa To, Todd Dewey, Stephen Milhausen, Claudia Susanto.

Virtual Meeting Rules

- 1) This meeting will not be recorded as stipulated by the P&C Federation rules governing a virtual meeting.
- 2) **Equity** - there is a requirement to ensure that all people wishing to participate are able to do so in an equitable manner, this includes internet connections and ability to be active in the meeting:
 - a. If someone has a technical issue with their sound and cannot be heard we will enable chat capability;
 - b. If there is a drop out of a number of participants we may have to defer the rest of the meeting until a time all can participate;
 - c. Host reserves the right to mute all participants if necessary to gain control of the meeting back.
- 3) **Voting/Ballots** – will be done using the Zoom meeting Poll function. Only 2019 financial members can vote in this meeting, a report can be extracted after the close of the meeting to check that the vote was carried out only by existing financial members. In the case where more than one nomination is received for a position, a ballot will need to take place. All non-financial members will be asked to leave the meeting, once confirmed that only 2019 financial members remain, the ballot will take place by way of an anonymous poll.
- 4) **Membership** – any membership fees submitted through Qkr! for the 2020 member register by the close of this meeting, will have voting rights at future meetings.
- 5) **Quorum** – we must maintain a minimum of 5 members in this meeting for the quorum to be valid.
- 6) **No proxy voting allowed** – you cannot place a vote on behalf of another member if they are not in attendance.

Previous Minutes

The minutes of the previous Annual General Meeting held on Monday 18th March 2019 are to be adopted.

Adopted by: Pryianka Malhotra

Seconded by: Emily Wong

Correspondence

Auditors Report

Reports

- President
- Treasury
- Fundraising
- Canteen
- Uniform Shop
- Band
- Class Parent

President's Report

During 2019 we welcomed new families to Carlingford Public School through our Kindergarten Tea and Tissues, Welcome Disco in February, and Kindergarten Transition program in October. Various members of our committee have worked with the School Executive on the panel to hire our new Assistant Principal, represented the community on the Building and Playground Committees, and have agreed to work with the School Executive on the newly formed Out of School Area Application Panel. We also joined with the School Executive to celebrate Presentation Day. Our "Village" is very important to us, and we continue to ensure that we assist the school with providing an environment where our children will thrive.

To Belinda, thank you very much for your continued support and management of our Canteen. Our canteen managed very strong trading results for 2019, and it was the first full year we had Qkr! for online ordering, and you will see the results of that below in the Treasurer report, but the sales through online ordering have exceeded our expectations. It was also the first full year we have traded the canteen 4 days with the assistance of Linda who runs the canteen for us on Thursdays, thank you Linda. Thanks also needs to go to all of the volunteers that help Belinda and Linda keep the canteen trading, they couldn't do it without you. There were some challenges in 2019, Linda and Belinda had to get into a routine of working together across the 4 days for the continuing success of the canteen,

but also managing the change of routine when our school's lunch time changed from 1.25pm to 11.25am. Both Belinda and Linda managed the challenges well, thank you to both of you.

To Linda, thank you for your management of our Uniform Shop. Total sales were down compared to the previous year, but the Uniform Shop still traded strongly. Thanks must also go to all of the volunteers that assist Linda in the Uniform Shop. They all worked tirelessly to welcome all of the new families throughout the year, and also at Kindergarten Transition in October. Mid-year Linda also implemented Qkr! In the Uniform Shop for online ordering and removed the old website that we were using, bringing both Canteen and Uniform Shop onto the same system. There was also a directive from the Department of Education to make shorts available for girls as part of our uniform, which Linda also worked on and we now have stock available this year.

To Carolina, thank you for being our Band Coordinator last year, it was a tough year being the first full year running the band in partnership with Key Music Australia, but she managed it well. Key Music also run music lessons both before and after school for our band children that chose to participate. We have already seen the benefits of this program with increased numbers in our Training Band at the beginning of 2019, and again at the beginning of this year. We hosted a Performance Night for our Bands, Choirs, Carolelele Groups and Individual performers, our Performance Band played at the Open Day and Presentation Day events, and our Performance Band played at the Northern Sydney Symphonic Wind Ensemble Spring Music Festival. Carolina also implemented awards for our band children that we handed out at the end of the year, which I believe was well received. Unfortunately Carolina is stepping down from the role this year, so we start the year looking for a new Coordinator.

To Judith and Kate, thank you for also being a part of the Band Committee, Judith was Instrumental (pun intended) in coordinating our Instrument Hire. At the beginning of this year, we saw an increase in the demand for hire instruments, and have purchased a 4 new instruments to cover this demand. Kate your ability to step in and help when Carolina needed assistance was also greatly appreciated. The Band would not continue without the support of volunteers like these ladies.

To Svantje, I thank you very much for your hard work in organizing the Fundraising Activities for the year, your community spirit and hard work have been very much appreciated. It is never easy asking for donations, but through your efforts we managed to bring to the community a Welcome Disco, Election Day BBQ, Book Stall and Cake Stall, Mother's Day Stall, Father's Day Stall, Open Day BBQ and Cake Stall and Trivia Night. Even though some of the activities takings were not as strong as last year, overall we raised more funds through fundraising than the previous year, well done Svantje, and a big thank you to all of our volunteers that also helped on each of these activities.

To Emily, thank you very much in your support of the school and P&C with your organization of the Tea and Tissues and Kindergarten Transition morning tea's in 2019,

they were all well received. You also worked with the school on the purchase of PSSA Sports shirts, Carlisle Shirts, and the new Blazers for our Student Leaders.

To Rob, thank you for your efforts as Building Fund Coordinator and the work you have done on grants in the background. I can say that we are on our way to applying for our first grant, as we submitted an expression of interest for a Volunteer Grant through the Department of Social Services which would allow us to buy equipment and systems that can assist our volunteers. We were successful in our expression of interest and will be sent an application. We are looking at ways of implementing Inventory Control into our Uniform shop, and allowing EFT payments in the Canteen.

2020 also started with difficult times, due to the Coronavirus outbreak in China, with some of our staff and volunteers needing to self-quarantine, I just wanted to thank the many volunteers who stepped in at the last moment to ensure we could still open our Uniform Shop and were still able to provide the Kindergarten Tea and Tissues morning tea.

There is a lot of work that most members are not aware of that happens behind the scenes, so to the P&C Executive of Priyanka Malhotra, Emily Lam (Wong), Elizabeth Rose and Penny Perry, I thank you for your help. To Mr Hinton, Mrs Tramonte, Mrs Edgley, Mrs Kristensen, Mr Boyd and all of the teachers and administrative staff that have supported myself and our committee, we thank you for your continued support.

Trudy Mendis
President

Thank you Trudy for all your hard work as President – it has been very much appreciated by everyone on the P&C

Treasury Report

2019 Financial Facts

	2019		2018	
	Income	Profit (Loss)	Income	Profit (Loss)
Voluntary Contributions	\$49,131	n/a	\$52,352	n/a
Canteen *	\$140,579	\$18,720	\$110,476	\$8,453
Uniform Shop *	\$89,284	\$17,087	\$99,681	\$22,519
Fundraising	\$18,903	\$11,038	\$12,727	\$8,093
Band	\$2,720	-\$475	\$9,457	\$6,652

* Note these profit figures include wages costs and merchant fees for Qkr! Broken across the two activities. Qkr! Merchant fees were not included last year.

- **P&C Voluntary Contributions** – Contributions received were a decrease of 6.2% on 2018 figures. This may be due to an increase in costs of activities through the school, such as SISA, or lack of visibility of what the P&C are doing with the funds. Term 1 accounts for 2018 were very large, and that is generally when most of our contributions come in.
- **Canteen** – The canteen traded 4 days for the full 12 months, and 2019 was the first full year of having Qkr! available for online purchases. Through the implementation of Qkr! we have seen an increase in the online orders, and total takings through Qkr! for the canteen was \$73k, which was just under half of the overall takings for the year. Prices were increased marginally at the beginning of 2019 to allow for the additional costs of having Qkr! available. Overall profit for canteen increased by 221% from 2018 to 2019.
- **Uniform Shop** – Uniform Shop total sales have continued to decline, but profit has remained strong, some of this may be attributed to removing the discount on winter purchases from the Kindergarten Transition sales. There is also still a prevalence of non-uniform shop purchased uniforms being seen around the school. 2019 was the first full year we have had a Paid Manager for the role.
- **Fundraising** – Total Fundraising events increased during the 2019 year, with Election day fundraising and Trivia night, and although some of the costs of purchases for stalls increased, the total profit received from fundraising was a 36% increase on 2018 figures.
- **Band** – In 2019 the only income received from the band was for the Hire Instruments. 2019 was the first year that Key Music ran our Band Conducting. There were minimal outstanding accounts at the end of 2019, most of which have been mostly recovered by Bond deposits held, all together we are chasing outstanding accounts for \$140, and will continue to request payment. The band is not run to make a profit, the loss incurred was mainly due to hiring instruments from Imelda to boost our available instruments, which is not happening in 2020. We also pay for Band Music for the performance band. The cost of servicing the instruments at the end of each year, will be incurred in the following year's financial accounts as the servicing happens in January.
- **Donations to CPS** – During 2019 we donated a total of \$56,041 for the following:
 - COLA upgrade - \$30,000
 - Gazebo's for sports carnivals - \$8971.60
 - PSSA sports shirts - \$7950.80
 - Year 6 Farewell - \$4,000
 - Garden Club - \$1556.14
 - Carlisle Shirts – \$1,497.76
 - Donation to Family of Luke Lee for National Swimming Championship costs - \$500;
 - Morning Teas – Kindy Transition, Tea and Tissues, SAS Week, World Teachers Day - \$1564.69; and

- Committed to a further purchase/ donation for the school being made in early 2020 (Blazers for Prefects and other student leaders - \$3,190).
- **Employees:** Our employees changed from 2 casual employees to one Permanent Part-time employee and one casual, with an FTE equivalence of 1.2FTE, covering Canteen and Uniform Shop. Primary expenditure includes: Wages, Tax, Superannuation and increased Insurance.
- **Net profit:** P&C remains a Not for Profit Focus. We are also mindful that the current retained profit and overall profit will service a major project for the school. This was planned to be commenced in 2019, but due to issues arising from the New Building Project could not be commenced and will be carried over to 2020.
- **Donations and Grants (external):** No external donations or Grants were received by P&C during 2018.

Audited Financial Statements are below (Auditors Report Is attached):

Profit and Loss

Carlingford Public School P & C Association

For the year ended 31 December 2019

	2019	2018
Trading Income		
Canteen	54,737	41,025
Uniform Shop	23,058	22,519
Total Trading Income	77,795	63,544
Gross Profit	77,795	63,544
Other Income		
Fundraising		
Entertainment Book Commission	336	382
Open Day BBQ and Cake Stall	1,968	1,556
Mothers Day Stall	1,750	1,934
P&C Disco	3,715	2,663
Election Day 2016	1,556	-
Trivia Night	725	-
Fathers Day Stall	988	1,558
Total Fundraising	11,038	8,093
Band	(475)	6,652
General Contributions	49,131	52,352
Interest Income	1,209	1,021
Other Revenue	266	202
Total Other Income	61,168	68,319
Operating Expenses		
Bank Fees	2,127	809
Consulting & Accounting	1,194	1,139
Depreciation	983	2,464
Donations	56,041	34,678
General Expenses	1,263	2,087
Insurance	2,325	2,107
Office Expenses	181	25
Repairs and Maintenance	-	250
Subscriptions	685	474
Employee Expenses	40,794	32,571
Charopy Expenses	880	-
Total Operating Expenses	106,472	76,604
Net Profit	32,491	55,258

Balance Sheet

Carlingford Public School P & C Association As at 31 December 2019

	31 Dec 2019	31 Dec 2018
Assets		
Bank		
Community Solutions Cash Res	151,519	98,126
Community Solutions Cheque Ac	50,396	14,071
Westpac Community Debit Card	103	415
Total Bank	202,018	112,613
Current Assets		
Accounts Receivable	1,074	52,792
Cash Float - Canteen	100	200
Cash Float - Uniform Shop	200	200
Inventory	29,484	39,045
Total Current Assets	30,859	92,236
Fixed Assets		
Band Equipment	1,608	1,499
Less Accumulated Depreciation on Band Equipment	(1,608)	(1,499)
Canteen Equipment	1,155	886
Less Accumulated Depreciation on Canteen Equipment	(1,155)	(886)
Office Equipment	1,683	1,078
Less Accumulated Depreciation on Office Equipment	(1,683)	(1,078)
Total Fixed Assets	-	-
Total Assets	232,877	204,849
Liabilities		
Current Liabilities		
Accounts Payable	715	1,864
Band Bond	2,200	2,750
PAYG Withholdings Payable	662	982
Rounding	-	3
Superannuation Payable	969	847
Unpaid Expense Claims	219	-
Wages Payable - Payroll	-	2,782
Total Current Liabilities	4,764	9,228
Total Liabilities	4,764	9,228
Net Assets	228,112	195,622
Equity		
Current Year Earnings	32,491	55,258
Historical Balancing	(18,986)	(18,986)
Retained Earnings	214,607	159,349
Total Equity	228,112	195,622

Penny Perry
Treasurer

Fundraising Report

I want to thank the many volunteers that have helped with the successful fundraising activities in 2019.

Fundraising Events 2019

Event	Monies Raised	Comments
Entertainment Book	\$336.00	<p>Runs throughout the year with 20% of sales amount going back to school.</p> <p>Huge amount of communication with Entertainment Book sales rep. Huge amount of effort to “advertise”.</p> <p>Suggestion to DISCONTINUE in 2020.</p>
P&C Disco	\$ 3,715	<p>Good organisation of entry/exit to disco.</p> <p>Need to rethink crossing off from list (as too time consuming).</p> <p>Water only (no other drink sales).</p> <p>Different food options were very popular.</p>
State Election Day	\$1,556	<p>Many sausages left over.</p> <p>Income not great, compared to 2015 election.</p>
Mother's Day Stall and Raffle	\$ 1,750	<p>Many volunteers 😊</p> <p>Plant donation from garden club were very popular.</p> <p>Increase of order meant more than enough items left over.</p>
Open Day	\$ 1,969	<p>Cake Stall, Drinks Sale and BBQ.</p> <p>Pre-sales through QKR slow to begin but picked up. Sales on the day lower than expected.</p> <p>Fantastic Cake Stall with many donations – huge on storm prior to sales opening.</p> <p>Great community day!</p>

Father's Day Stall	\$ 988	Many volunteers 😊 Disappointing result. Expenses for items proportionally high compared to 2018. However, 320 items left over which will go towards the stall in 2020.
Trivia Night	\$725	
TOTAL RAISED :	\$11,038	2018 total was \$8,093

General comments:

\$55 cancellation fee for failed cookbook project.

I am looking forward to a fun 2020 fundraising year.

Svantje Duller
Fundraising Coordinator

Canteen Report

Firstly, a big thank you for all the support we received from the P&C Committee, in particular the Executive team, the staff and the volunteers during a successful 2019.

2019 was our busiest year yet. Our second paid employee took on Thursdays with relative ease. A big thank you to Linda Xu for all her help throughout the year. The canteen again operated 4 days per week on Monday, Tuesday, Thursday and Friday.

2019 definitely saw a decrease in volunteers, particularly on a Monday and Tuesday. This isn't so much a problem as those days tend to be a bit quieter. For the majority, we have sufficient help on a Thursday and Friday. Thank you to all those who regularly volunteer in the canteen, particularly on a Thursday and Friday. Without your continued support, the canteen would be unable to run.

QKR continued to be a success with a growing number of families using QKR to order their lunches, with Fridays being the busiest ordering days. As the year went on, we did find a decrease in those ordering lunch at the counter. All equipment is cleaned daily after use and for the most part, continues to be in good working order. Banking is still undertaken once a week. Parramatta Council conducted their food premises review with no major issues early in the year.

One of our biggest achievements was we gaining Healthy Canteen status as per the Healthy Canteen Strategy in February 2019. We need to reapply for this every two years.

Our menu was updated slightly in 2019, with the introduction of some new homemade items. Our homemade burritos continue to be popular.

It was agreed that Canteen Monitors would be introduced to year 5 and year 6 students in 2020 to help during lunch times. Application forms were handed out in Term 4, 2019 with several students applying.

I look forward to a successful 2020.

Belinda Sultana
Canteen Manager

Uniform Shop Report

Sales were slow during the second half of 2019. Even when we had many new families, they tended to buy one set of uniforms, some families go for our second hand and some will go outside and buy the same colours outside with no school logo.

During the past year the uniform shop has introduced girl's navy shorts as part of our girl's summer uniform, with a new supplier - U design. We also started ordering our girls' tunic from them. We're in the process of making a thicker microfibre jacket with fleece lining, a sample was shown at the June meeting last year, this hopefully will be in by winter.

At the beginning of term 3 2019, Uniform online shop moved to QKR.

Thank you to all the volunteer's support throughout the year.

Linda Xu
Uniform Shop Manager

Band Report

2019 was the first year that we had Key Music Australia ran our two bands and a before and after school music lesson program. We have already seen the benefits of this program with increased numbers in both of our Bands at the beginning of 2019 with 21 students in our Performance Band and 35 in our Training Band. Our 2020 figures show we have started with 34 in our Performance Band and 38 in our Training Band.

We hosted a Performance Night for our Bands, Choirs, Carolelele Groups and Individual performers, our Performance Band played at the Open Day and Presentation Day events, and our Performance Band played at the Northern Sydney Symphonic Wind Ensemble Spring Music Festival.

We also implemented awards for our band children that we handed out at the end of the year, which I believe was well received. The look to the future is perhaps implementing awards for throughout the year to enhance the band experience.

Trudy Mendis on behalf of Carolina Rizaldos
Band Coordinator

Class Parent Report

No Report

Abhishek Kashyap
Class Parent Coordinator

Election of Office Bearers and Committee Coordinators

2020 P&C Executive

Voting will be conducted to fill the following P&C positions for 2020:

- President
- Vice President x 2
- Treasurer
- Secretary

The following people will fill the P&C Executive positions for 2020:

- **President – Rob Kerle**
- **Vice President - Priyanka Malhotra**
- **Vice President – Svantje Duller**
- **Treasurer – Todd Dewey**
- **Secretary - Vacant**

2020 P&C Sub-Committee Co-Ordinators

Voting will be conducted to fill the following P&C positions for 2020:

- Fundraising Co-Ordinator
- Band Committee Co-Ordinator
- Band Instrument Hire Co-Ordinator
- Class Parent Co-Ordinator (for 2021 program)

The following people will fill the P&C sub-committee positions for 2020:

- Fundraising Co-Ordinator - Vacant
- Band Committee Co-Ordinator – Anita Chinwah
- Band Instrument Hire Co-Ordinator – Judith Gee
- Class Parent Co-Ordinator (for 2021 program) - Vacant

2020 Committees

Members are invited to join the following committees:

- Fundraising Committee
- Band Committee
- Building Fund Committee

Election of Auditor

Motion to appoint our current auditor KS Black & Co again for 2020.

Passed by online poll during the meeting – 19 out of 20 financial members were in favour.

Annual Membership Fee

Motion to set the annual membership fee to \$1 for 2020.

No objections were raised. Payments were to be made via Qkr! before the end of the meeting to become a financial member for the August General Meeting.

The next Annual General Meeting will be held on Monday 15th March 2021 at 7pm.