



Scarborough P&C meeting minutes

Location	Onsite
Date	06-11-2024
Time	7:00 PM
Agenda items	
Acknowledgement of Country	
Apologies	Melissa Barnard, Jen Crawford, Woody Sedgman, Shaun Warren, Samuel Nuttall, Shannon Kennedy, Marisa Nguyen, Helen Piper, Rebekah McLean, Olivia Farquhar, Samantha Nuttall, Kathryn Farr
Attendance	Kylie Warren, Amy Simmons, Jenny Bouwer, Michelle McKosker Genevieve Smith, Emma Hutchinson, Andrew Rich
Previous minutes	Approved by Genevieve Smith, Amy Simmons
Correspondence	Community Building Grant confirmation of funding and has been sent to P&C bank account, Wombarra bowlo looking to collaborate with community groups if anyone interested in hosting a fundraiser/event pls reach out.
President's report	<ul style="list-style-type: none"> • N/A
Treasurer's report	<ul style="list-style-type: none"> • See attached reports – art show costing and profits wrap up + overall position • Amy making a recommendation that we arrange a debit card (linked to the artshow account) for Helen and Marisa to use for the canteen. It will save having to pay for everything themselves, then claim back (and us having to make and approve all the claims!). We will still need receipts but it would make things much easier (especially at art show times) The risk of the card being stolen and used is low as we can ensure there is only \$3000 max in that art show account at any time. - imb require a pin number to be used for transactions over \$100 and do not permit more than 4 tap and pay purchases in one day so if the cards were ever lost the worst case scenario would be a few hundred dollars - all in support • Helen and Marisa - once we take the PNC minutes into the bank and sign your card forms, you will need to pop in whenever with ID to join IMB (if you're not already a member) and sign the forms. • the PnC endorse the recommendation for Helen Piper and Marrison Nguyen to be provided with a debit card in their names to the PnC Artshow Account BSB 641800 Acc number 200 921 156. Helen Piper and Marissa Nguyen require a card only and do not request or require signatory for bank viewer access. • Fraggle – could we also flick over the google subscription and IT related subscriptions for the artshow to direct debit from the account so he and Jim aren't also paying these subscriptions from their own bank accounts – please send through to PnC so we can set that up. • Big shout out to Amy for her dedicated efforts in and around the art show + Pnc – she has been working tirelessly to approve payments, set up payment platforms, processing all the artist payments + make sure everything is in order financially and all compliance tasks for the PnC are covered, not to mention bank runs/phone calls/emails/reposts & the rest – Huge thanks & appreciation Amy.
Canteen update	<ul style="list-style-type: none"> • Marisa and Helen + families- Thanks for all your hard work with canteen every fortnight + leading the way with food across the lead up and the Art Show weekend – we know you worked hard throughout and it didn't go unnoticed, thank you! • Canteen updated – all running well each fortnight, Accounts set up with some suppliers which will make things easier for purchasing stock, Helen following up on corro from NSW Health re compliance – all good there. If you have any feedback re artshow food stall please feel free to get in touch with Helen, all ran smoothly over the weekend & Helen happy to do it again next year 😊
Uniform report	<ul style="list-style-type: none"> • new hats have arrived- changed suppliers - now with LWR • worn up uniform recycling no longer taking donations. Have looked at other options but nothing local. On hold for now • second hand rack, plenty of stock. new QR code for direct deposit or can still pay via Spriggy app. Thank you for all your hard work Olivia, we appreciate all you leading the way in the uniforms space.
Principal's Report	<ul style="list-style-type: none"> • <u>Landslip Update:</u> Landslip sensors will be installed on the cliff side, and temporary fencing will remain in place until this is complete - hoping some movement with that over the holidays but no updates on the date. • <u>Sensory Garden:</u> Progress on the sensory garden has been paused until the landslip sensors are installed and the temporary fencing is removed. –Yr 6 wishes/contributions to the garden will still be included and they will be invited back next year to bless + open the garden when this happens. • <u>Behaviour Support and Management Plan:</u> Scarborough Public School's Behaviour Support and Management Plan will be shared with families soon for feedback.

	<ul style="list-style-type: none"> • <u>Presentation Assembly Speech:</u> Would a member of the P&C like to speak at the presentation assembly? Jenny will help hand out the gifts, no confirmation on a representative to speak due to being unsure who will be able to be there, we may just send a few words through for Staff to read out on our behalf. • <u>Funding Requests:</u> <ul style="list-style-type: none"> ○ Art Literacy Program: We're very grateful for the P&C's past support and would appreciate funding for the 2025 Art Literacy program. Gabrielle is available to run this program for 8 weeks across Terms 2 and 3, providing six sessions for students and two planning days per term. This would cost approximately \$8000. Additionally, we'd request \$1,500 for art resources. Majority vote in support of funding art literacy in full next year. ○ Additional Learning Support: request funding for a teacher to provide extra learning support one day per week at a cost of \$28,492. Learning support teacher allows for a lot more classroom continuity and less disruption across the team and classes – Majority vote in support to funding full cost of learning support ○ GOT Games Sports Program: request funding for the GOT Games sports program but will await the outcome of our sports grant application before finalising the amount. Up to \$5000 each term. -sitting on that until we know if the grant is coming through and then will vote but everyone keen to continue assisting with the funding of GOT game ○ Footsteps Dance Program Cost: The school would like opinion on the cost of the Footsteps dance program, booked over a year ago for Term 1, 2025. The price per student is \$59 for eight 30-minute dance sessions with a specialist dance teacher. Is this cost manageable for families? We've already made efforts to reduce it. Should we pass this cost on to families or absorb the cost as a P&C. Majority vote in support of the P&C funding the full cost of the dance program as it's a one off program and feel the cost is a bit pricey for families. ○ Year 6 Farewell Cake: Would it be possible to please fund the cost of a cake for our Year 6 Farewell. Majority vote in support for funding cake approx. \$100-150 • Welcome Emma can't wait to have you on board next year. • Thanks to Amy & Kylie for heading up the P&C and for all your hard work.
Fundraising	<ul style="list-style-type: none"> • No other fundraising events planned at this stage • Would be good to get amongst some ideas for next yr if we have a larger PnC team to help, Bowlo raffle last day of term/ year idea, bunnings BBQ, Ladies day social all great ideas.
General business	<ul style="list-style-type: none"> • Year 6 gifts – mugs and chocolates ordered - Big thanks to Samantha & Jenny for all your help with co-ordinating these. • SPS Disco – requesting funding for the total costs associated with the disco including; sound system hire, purchasing snacks/pizzas/drinks/basic decorations/hall hire approx. \$1000-1200. Hall hire \$210 +(\$250 refundable deposit), sound system approx. \$240, food+bev maybe \$500?? – need to confirm numbers, prizes \$100, misc decoration items \$100. Tickets will be free but we will still need kids to get a "tickets" for the purposes of catering. This is a fun event for the kids and families so many agreed that it's a nice end of year reward and would be nice for the PnC to fund in full – PnC funding approved for disco, Kylie to start co-ordination. • Future funding idea - Music program, Emma has already enquired and pitched to musica viva as possibility small school alliance (joint with Otford PS) so could be on the horizon. • Future funding idea- Any one off Science/ maths programs we could look to support with funding for 2025? – currently, no. Deadly STEM program still continuing with Mrs Bulmer/Miss Marino in 2025. • Future funding idea for additional books/resource for the library – Jenny/James/Melissa working together to research this and PnC very much keen to support when we have something to work off. • Massive thanks to Fraggie + Team for heading up all of the Art show – amazing work, we are so thankful for your dedication to the fundraiser and could simply not achieve it without you and the core working group team. • Also huge thanks to every parent/grandparent/neighbour/friend/student/teacher/support staff/community member/artist who volunteered their time throughout the planning and event itself – without you the whole event is not possible. • Thanks for another great year across the PnC – see you in 2025, From Kylie & Amy.
To do list before next meeting	<ul style="list-style-type: none"> • Set up DDR for art show IT subscriptions. • Arranging debit card for canteen expenses. • Disco planning, set up ticket portal for disco + circulate flyer asap. • Rest
Date for next meeting	<ul style="list-style-type: none"> • TBC – 12th of Feb 2025



Scarborough Public School
Parents and Citizens Association

Date: 6/11/2024

Treasurer's Report

Notes:

- The financial year for Scarborough Public School P&C runs from January -December, to align with the calendar year, and with the school year.
- In 2023 the P&C agreed to set aside (quarantine) \$30,000 being, \$20,000 for the Art Show float each year, and \$10,000 for any urgent requests for funding. We call this our **quarantined reserve**

Report:

I am pleased to report the Scarborough Public School P&C is in a very healthy financial position.

As at today's date we have \$131, 225.42 cash in the bank.

This includes \$40,000 grant funding from the Department of Communities and Justice (DJC) for the SPS Sensory Garden. This funding will be transferred to the school next week to meet the costs of the project.

Our agreed quarantined reserve is \$30,000.

This means that, after we remove the quarantine reserve, we have **\$61, 225.42** which can be used to fund Scarborough Public School projects, programs, equipment and initiatives.

Year to Date 1 January 2024- 31 October 2024:

As at 31 October

- Year to date Canteen: \$1, 086.57 profit
- Year to date Uniforms: \$390.94 profit
- Year to date Art Show: \$51, 285.71 profit
- The P&C has donated \$61, 261.11 to Scarborough Public School in 2024.

Financial Reports:

Two reports are attached for noting

- Quarterly Report July -September
- Profit and Loss Year-To-Date (1 January -6/11/2024)

Request for Canteen Coordinator Debit Cards.

We would like to organise two debit cards for the Canteen Coordinators to remove the requirement for canteen coordinator to have to pay for stock themselves and seek reimbursement. This will also simplify the Art Show food purchasing process.

We have spoken to IMB who confirm adequate security measures are in place to mitigate risk of theft due to lost cards etc.

I would like to make the following recommendation.

Recommendation: *That the P&C endorse Helen Piper and Marissa Nguyen to be provided with a debit card in their names to the P&C Art show Account BSB 641800 Acc number 200 921 156. Helen Piper and Marissa Nguyen require a card only and do not request or require signatory for bank viewer access.*

Compliance Update

- All compliance obligations have been met and are up to date

Key 2025 dates below

Due Date	Compliance Obligation	Responsibility
January 2025	2024 Independent Audit	P&C Treasurer
February 2025	AGM	P&C Executive
30 June 2025	ACNC AIS deadline	P&C Treasurer
31 August 2025	Insurance policy renewal deadline	P&C Treasurer
25 September 2025	DJC Grant (Sensory Garden) Final Report and acquittal due	P&C Executive
TBC	Wollongong Council Community Events Grant Applications Open	P&C Executive

Thanks all. Please don't hesitate to contact me with questions.

Amy Simmons

Profit and Loss

Scarborough Public School P&C For the 3 months ended 30 September 2024

	ART-SHOW	CANTEEN	UNIFORMS	UNASSIGNED	TOTAL
Trading Income					
Artist Entry Fee Income	4,080.00	-	-	-	4,080.00
Artshow-Food and Coffee Sales	2.90	-	-	-	2.90
Interest Income	-	-	-	1.18	1.18
Sales	-	1,162.05	833.57	-	1,995.62
Total Trading Income	4,082.90	1,162.05	833.57	1.18	6,079.70
Cost of Sales					
Cost of Goods Sold	-	829.18	838.52	-	1,667.70
Total Cost of Sales	-	829.18	838.52	-	1,667.70
Gross Profit	4,082.90	332.87	(4.95)	1.18	4,412.00
Other Income					
Membership Income	-	-	-	51.00	51.00
Total Other Income	-	-	-	51.00	51.00
Operating Expenses					
Advertising	165.00	-	-	-	165.00
Consulting & Accounting	-	-	-	105.00	105.00
Equipment	15.00	-	-	-	15.00
Equipment Hire	2,024.00	-	-	-	2,024.00
Food and Drink Expense	2,339.18	-	-	-	2,339.18
Gifts	-	-	-	50.35	50.35
Insurance	-	-	-	972.00	972.00
Other Expenses	159.91	-	-	-	159.91
Raffle Prizes	100.00	-	-	-	100.00
Website & ICT	438.86	-	-	-	438.86
Total Operating Expenses	5,241.95	-	-	1,127.35	6,369.30
Net Profit	(1,159.05)	332.87	(4.95)	(1,075.17)	(1,906.30)

Profit and Loss

Scarborough Public School P&C

For the period 1 January 2024 to 6 November 2024

	ART-SHOW	CANTEEN	UNIFORMS	UNASSIGNED	TOTAL
Trading Income					
Artist Entry Fee Income	6,570.00	-	-	-	6,570.00
Artshow Gate Sales	3,562.52	-	-	-	3,562.52
Artshow-Art and Craft Sales	133,897.44	-	-	-	133,897.44
Artshow-Food and Coffee Sales	8,007.64	-	-	-	8,007.64
Grant Income	-	-	-	40,000.00	40,000.00
Interest Income	-	-	-	5.48	5.48
Sales	-	2,318.31	3,629.43	-	5,947.74
Ticket Sales	11,021.00	-	-	-	11,021.00
Total Trading Income	163,058.60	2,318.31	3,629.43	40,005.48	209,011.82
Cost of Sales					
Cost of Goods Sold	-	1,231.74	3,238.49	-	4,470.23
Total Cost of Sales	-	1,231.74	3,238.49	-	4,470.23
Gross Profit	163,058.60	1,086.57	390.94	40,005.48	204,541.59
Other Income					
Membership Income	-	-	-	91.00	91.00
Total Other Income	-	-	-	91.00	91.00
Operating Expenses					
Advertising	165.00	-	-	-	165.00
Artwork Expense	94,821.11	-	-	-	94,821.11
Cleaning	1,337.47	-	-	-	1,337.47
Consulting & Accounting	-	-	-	386.00	386.00
Donation	-	-	-	175.00	175.00
Donation Scarborough Public School	-	-	-	61,261.11	61,261.11
Equipment	130.00	-	-	-	130.00
Equipment Hire	2,024.00	-	-	-	2,024.00
Food and Drink Expense	10,254.48	-	-	-	10,254.48
Gifts	-	-	-	254.26	254.26
Insurance	-	-	-	972.00	972.00
Interest Expense	-	-	-	65.00	65.00
Other Expenses	409.91	-	-	150.00	559.91
Packaging, Printing & Stationery	1,568.40	-	-	-	1,568.40
Raffle Prizes	100.00	-	-	-	100.00
Volunteer Expenses	233.80	-	-	-	233.80
Website & ICT	728.72	-	-	-	728.72
Total Operating Expenses	111,772.89	-	-	63,263.37	175,036.26
Net Profit	51,285.71	1,086.57	390.94	(23,166.89)	29,596.33