

P&C ASSOCIATION GENERAL MEETING

Date: Monday 8th May 2023, 7:15pm

Venue: Cromer Campus, Library

Attendance: Jackie Reavie (JR), Aaron Holborow (AH), Teresa Burgess (TB), Colleen Camelin (CC), Kate Van de Wall (KW), Jennifer James (JJ), Trudy Taylor (TT), Rob Feltscheer (RF), Fran Wilson, Leah Djakou, Maria Strickland, Claudine Jacobs, Zoe Oflanagan, Virginia Sue, Paula Cowan, Craig Clucas, Roberta Sowden, Cathie Butler.

Principal: Justin Hong (JH)

Apologies: Matt Soltau (MS)

We would like to pay our respects and acknowledge the traditional custodians of the land and also pay respect to Elders both past and present.

Principles report (Justin Hong):

- School tour - visited the new front office, new woodwork rooms.



- Discussed the musical "Back to the 80s" - huge success, authentic learning experience for our students in dance, drama, music, and production management - tickets still available for the remaining 2 shows.



- Subject Selections for Yr10 students going into Yr11 in 2024. Parent evening to be held on Tuesday 23/5/2023 at the school. Students will attend a subject selection marketplace on Monday 22/5/2023 during the school day. Parents and students then receive their subject selection booklet on Tuesday night. Presentation on the night will include HSC course requirement information, how to choose subjects

and an opportunity to speak to the various subject teachers. Following this Learning Conversations will happen for each Yr10 student with a teacher to assist with choices for Yr11 and 12.

- School will hold its first assembly in the COLA tomorrow as the new sound system has been installed. I will be speaking to students about mobile phone misuse and the looming state government ban on phones in high schools.
- External Validation. Our school successfully completed this process which happens every four years. A rigorous self-evaluation process occurred which involved the school preparing a submission that was validated by an external panel. The School Excellence Framework which describes various aspects of school operations is used as a framework for the evaluation and submission. The external panel was composed of 2 Principals from other areas of our state and our Director of Educational Leadership for the Beaches network of schools.
- Parent Teacher nights next term Weeks 1 and 2 of term 3 - 20/7/2023, 25/7/2023 and 27/7/2023.

Regarding, the woodwork rooms, they will be open to Yr7, and Yr8 which classes will be using them first has not been decided.

President's report (Jackie Reavie):

- P&C introduction;
- Scully Furniture to come up with a 2yr plan and address new seating;
- Man Anchor has been successful event, funds raised \$4,000 motion to be raised on use of these funds for Yr 9 program, refer to Appendix A (Item 9 iii);
 - Pelvic Health talk for Parents and Girls;
- working bee briefly discussed motion to be raised at next meeting refer to Appendix A (item 9. ii);
 - opportunities for families to be involved and providing equipment.
- golf day briefly discussed motion to be raised at next meeting refer to Appendix A (item 9. i);
- uniform shop update, target this term to be moved back to the school.
- canteen update;
 - to be discussed in more detail at next meeting;
 - canteen needs some new equipment;
 - freezers and ovens;
- P&C to support CareersXpo to be discussed at next P&C meeting with relevant motions to be raised;
- P&C looking for a parent volunteer to overall website to be discussed at P&C with relevant motions to be raised;
- P&C looking for way to encourage more parents' participants to attend the P&C meetings, great opportunity for parents to find out what the P&C are up to and provide suggestions.

Motions on notice:

To support Jackie Reavie to correspond with Independent Member for Wakehurst (Michael Regan) NSW Parliament on behalf of the P&C and Cromer Campus;

- for a new School Hall and CAPA Centre;
- School Hall as a priority.

Moved by: Colleen Camelin	Second by: Aaron Holborrow	Carried: Yes
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Close:

The GM ran overtime and concluded at 8:45pm without a resolution, refer to Appendix A for Agenda and formalising this general meeting at next meeting.

Next Meeting:

Week 8, Term 2, due to Public Holiday on the Monday June 12th next meeting has been moved to week 8 Tuesday June 13th, 2023.

APPENDIX A – AGENDA FOR NEXT MEETING

1. **Motion:** That the minutes from the Annual General Meeting 20th March 2023 be amended to include:
 - i. under Uniform Shop that the President and Treasure will be signatories on the New Account that is being opened and Managed via Zero Accountancy System.
 - ii. Information Technology Manager:
 - i. Support our technical presence (Website, Applications, and other information technology needs)
 - ii. Nominations: Rob Feltscheer
 - iii. Vote: unanimous vote decision to invest in RF as the Information Technology Manager.
2. **Motion:** That the amended minutes from the General Meeting 20th March 2023 be accepted as a true and correct record of the meeting (Appendix B)
3. **Motion:** That the minutes of previous meeting 8th May 2023 be accepted as a true and correct record of the meeting.
4. **Principles Report:** to be presented by Principal Justin Hong (JH).
5. **Treasurers Report:** and financial statement and any business arising from these to be presented by Matt Soltau (MS)
 - i. **Motion:** That the Treasurer's report be accepted as a true and correct record at the time of the meeting.
6. **Fundraising Report:** financial statement and any business arising from these to be presented by Trudy Taylor (TT)
 - i. **Motion:** That the Fundraising report be accepted as a true and correct record at the time of the meeting.
7. **Grants Office report:** financial statement and any business arising from these to be presented by Jennifer James (JJ)
 - i. **Motion:** That the Grants Officer's report be accepted as a true and correct record at the time of the meeting
8. **Uniform Shop and Canteen reports:** financial statement and any business arising from these to be presented by Jackie Reavie (JR) and Kate Van De Wall (KW)
 - i. **Motion:** Motions on notice
9. **General Business:** to be presented by Jackie Reavie (JR)
 - i. Golf Day proposed date: 10th October 2023
 - i. **Motion:** Motions on notice
 - ii. Working Bee 2 days per term
 - i. **Motion:** Motions on notice



- iii. **Motion:** That the funds raised from Man Anchor (approx. \$4,000 exact amount TBC) be used for the Yr. 9 program.
- iv. Fundraising Ideas
- v. CareersXpo update
- vi. Graphic Designer update
- vii. TBC

10. **Motions on notice:**

Notation:

- i) all motions to be moved by, second by, carried Y/N
- ii) all motions will have an Allocated Representative and a due date.

APPENDIX B – AMENDED GENERAL MEETING MINUTES HELD 20th March 2023.

P&C ASSOCIATION ANNUAL GENERAL MEETING

Date: Monday 20th March 2023, 7:15pm

Venue: Cromer Campus, Library

Attendance: Jackie Reavie (JR), Teresa Burgess (TB), Colleen Camelin (CC), Passang, Dekyi, Tenzin, Ngaueang Chodon, Dawa Woswer, Gail Martin, Remy Martinez, Helen Romeo (HR), Maria Stuckland, Cathie Butler, Kate Van de Wall (KW), Paula Cowan, Agnes Teek, Laura Williamson, Zoe O’flanagan, Jennifer James (JJ), Aaron Holborow (AH), Matt Soltau (MS), Trudy Taylor.

Principal: Justin Hong (JH)

Apologies: Rob Feltscheer.

We would like to pay our respects and acknowledge the traditional custodians of the land and also pay respect to Elders both past and present.

The Annual General Meeting was led by School Principal Justin Hong,

Principle:

Welcomed a record attendance with 23 (including JH) in attendance and thanked the Present P&C committee for their contribution to the school in 2022, including the new furniture and bins throughout the year.

President’s report (Jackie Reavie):

P&C meetings will be kept to 1 hour - resolution was passed.

Parent Advisor Group – P&C across the Northern Beachers come together and discussed: -

- What do we want as a group (Focus/Goals), moving these goals into alignment, we rated goals in order, most important thing was Canteen things such as issue staffing, unpaying staff, long service leave. The common theme was no structure, no contracts, how are the Schools P&C going structure moving forward (the process is reporting into the P&C).

Uniform Shop update

- Tracking for being on site midyear.
- Sourcing Female Shorts underway.
- Separate Bank Account will be opened and Account Managed via Zero Accounting System.
 - o Bank Account will be joint signatories being President and Treasure of the P&C.

HAT’s (Here’s a thought) – Mathew Johnson



- Hatapp.org

- [Hello@hatapp.org](mailto>Hello@hatapp.org)
- \$8 a year per student/year, includes: -
 - o A full wellbeing curriculum with weekly session plans
 - o The HAT App, HAT Webb app and HAT dashboard
 - o Access to anonymous student sentiment and insights
 - o Printable high-resolution A3 poster of each HAT

Treasurer's Report (Matt Soltau):

Special Purpose Financial Report (Agenda A) was presented to the current committee and resolution to accept was passed.

- Auditor Vanessa Schneider IPA

Special Thankyou's

- Cromer Campus and the P&C extend a special thank you to Passang, Dekyi and Tenzin for offering to run a dumpling stall at the School Harmony Day the week starting 27/03/2023.
- The P&C would like to pay special thank you to Helen Romeo, who has volunteered her time as Canteen Representative and will no longer be continuing with the role, we have appreciated the time you have committed to the P&C and wish you all the best.
- Jenny Jones for securing a \$40,000 grant.
- Kate Van De Wall for allowing the P&C to nominate her to take on the Canteen Representative.

PRESIDENT

- Roles and Responsibilities: to lead the P&C, to set the agenda and chair each P&C meeting and work as a team with the School Principal to achieve the longer-term goals for the school.
- Nominations: Jackie Reavie
- Vote: unanimous vote to reinstate JR as Present.

VICE PRESIDENT

- Roles and Responsibilities: primary role supporting the President and catering to the skill set and availability of the individual.
- Availability: 3 Vice Presidents
- Nominations: Teresa Burgess (VP 2021, 2022) and Aaron Holborrow (VP 2021, 2022).
- Vote: unanimous vote to reinstate both TB and AH
 - o Available: 1 VP remains vacant.

SECRETARY inc. COMMUNICATIONS and SOCIAL MEDIA

- Roles and Responsibility: carrying out administrative tasks related to the decisions of the meetings as resolved, prepares in consultation with the President, all meeting agendas, the communication of the P&C with the School Community & external interests via written pieces and promote the work of the P&C on the School & P&C Facebook Pages.
- Nomination: Colleen Camelin
- Vote: unanimous decision to invest in CC as the new Secretary inc. Communications including social media

INFORMATION TECHNOLOGY MANAGER

- Support our technical presence (Website, Applications, and other information technology needs)
- Nomination: Rob Feltscheer
- Note: unanimous vote decision to invest in RF as the Information Technology Manager.

TREASURER:

- Roles and Responsibilities: to monitor and oversee expenditure of the P&C funds, report an update of funds at each P&C meeting, pay the superannuation for the canteen staff, and prepare an annual statement for the AGM.
- Nomination: Matt Soltau
- Vote: unanimous vote to reinstate MS as Treasurer (2021, 2022)

CANTEEN REPRESENTATIVE:

- Roles and Responsibilities: to pay the canteen staff and canteen invoices, and to be the communication link between the canteen staff and the P&C. This role requires approximately 2 hours per week.
- The canteen is run overall by the P&C and is one of the main fundraisers for the P&C.
- Nominations: Kate Van De Wall
- Vote: unanimous vote to invest in KW as the new Canteen Representative.

GRANTS OFFICER:

- Roles and Responsibility: to search and apply for suitable grants for the school to gain extra funding for specific projects.
- Nomination: Jennifer James
- Vote: unanimous vote to reinstate JJ as Grants Officer

FUND RAISING OFFICER:

- Roles and Responsibilities:
 - o Create a Sub committee
 - o Creating and undertaking fundraising opportunities for the P&C
 - Fundraising essentially enables the P&C to do the work it does around the school.
 - o Reports into the P&C
- Nominations: Trudy Taylor
- Vote: unanimous decision to invest in TT as the new Fund-Raising Office.
 - o Subcommittee members remain vacant.

Close:

The AGM concluded at 8:15pm

Next Meeting:

Week 3, Term 2.



APPENDIX A



**NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS
P&C ASSOCIATION INCORPORATED**

**SPECIAL PURPOSE FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2022**

NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS P&C ASSOCIATION INCORPORATED

Independent Audit Report – Year to 31 December 2022

To the members of the Northern Beaches Secondary College Cromer Campus P&C Association :

Scope of Audit

I have audited the attached Special Purpose Financial Report of Northern Beaches Secondary College Cromer Campus P&C Association Incorporated for the year ended 31 December 2022 as set out on pages 2-6.

The Executive Committee is responsible for the preparation and presentation of the financial report and the information it contains and has determined that the accounting policies used in the preparation of this report are appropriate to meet the needs of the members.

I have also conducted an independent audit of the financial report in order to express an opinion to the members of the association on their preparation and presentation. No opinion is expressed as to whether the accounting policies used is appropriate to the needs of the members.

The financial report has been prepared for distribution to the members. I disclaim any assumption of responsibility for reliance on this audit report or the financial report to which it relates to any person other than the members, or for any purpose other than for which it is prepared.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion the financial report presents fairly the financial position of the Northern Beaches Secondary College Cromer Campus P&C Association Incorporated and the results of its operation at 31 December 2022.



Vanessa Schneider IPA

Date : 17 January 2023

NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS P&C ASSOCIATION INCORPORATED

INCOME AND EXPENDITURE – YEAR TO 31 DECEMBER 2022

	Notes	2022	2021
Income			
Canteen Sales	1	\$297,601	\$195,488
Fundraising Income	2	\$18,893	\$0
Donations Received	3	\$13,627	\$23,657
Other Income	4	\$ 14	\$54,250
TOTAL INCOME		\$330,135	\$273,393
Expenditure			
Canteen Expenses	5	\$267,053	\$188,536
P&C Project Expenses	6	\$15,013	\$103,673
General Expenses	7	\$8,577	\$13,814
TOTAL EXPENDITURE		\$290,643	\$306,024
PROFIT/(LOSS) FOR THE YEAR		\$39,492	(\$32,631)

NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS P&C ASSOCIATION INCORPORATED

BALANCE SHEET – AS AT 31 DECEMBER 2022

	Notes	2022	2021
Assets			
Cash At Bank	8	\$158,121	\$115,107
Accounts Receivable		\$0	\$0
Fixed Assets	9	\$12,529	\$12,481
TOTAL ASSETS		\$168,650	\$127,588
Liabilities			
Canteen Staff Accruals	10	\$6,403	\$7,606
Other Creditors	11	\$18,670	\$15,897
TOTAL LIABILITIES		\$25,073	\$23,503
NET ASSETS		\$143,577	\$104,085
Accumulated Funds			
Retained Funds		\$104,085	\$138,716
Surplus/(Loss) for the Year		\$39,492	(\$32,631)
TOTAL MEMBERS' FUNDS		\$143,577	\$104,085

NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS P&C ASSOCIATION INCORPORATED

NOTES TO THE ACCOUNTS – YEAR TO 31 DECEMBER 2022

	2022	2021
1 Canteen Sales		
Canteen Sales	291,789	188,080
School Catering	5,832	7,408
	<u>297,601</u>	<u>195,488</u>
2 Fundraising Income		
Elections	2,553	0
MyCause	10,887	0
Raising Screenagers	5,453	0
	<u>18,893</u>	<u>0</u>
3 Donations Received		
Cromer Campus	13,527	16,984
Other	100	6,673
	<u>13,627</u>	<u>23,657</u>
4 Other Income		
Government Jobkeeper	0	9,000
Cash Flow Boost	0	10,000
NSW Services JobSaver	0	35,250
P&C Membership	14	0
	<u>14</u>	<u>54,250</u>
5 Canteen Expenses		
Stock Purchases	138,821	89,967
Wages – Canteen Staff	113,327	86,701
Superannuation – Canteen Staff	11,613	8,227
Depreciation	2,872	2,873
Repairs & Maintenance	0	468
Other	420	300
	<u>267,053</u>	<u>168,536</u>
6 P&C Project Expenses		
International Garden	0	29,790
School Furniture	0	53,687
Front Entrance Work	0	19,200
Raising Screenagers	10,000	0
Other	3,152	0
	<u>1,861</u>	<u>990</u>
	<u>15,013</u>	<u>103,673</u>
7 General Expenses		
Accounting	2,491	4,763
Insurance	1,580	1,613
Bank & Stripe Fees	1,957	1,333
Telephone & Internet	852	1,290
Other	1,697	4,815
	<u>8,577</u>	<u>13,814</u>

NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS P&C ASSOCIATION INCORPORATED

NOTES TO THE ACCOUNTS – YEAR TO 31 DECEMBER 2022

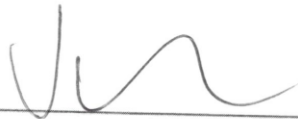
	2022	2021
8 Cash At Bank		
P&C Building Fund	5,799	5,799
P&C General	95,668	66,668
Canteen Cash Register Float	220	220
Canteen	54,434	42,420
	<u>156,121</u>	<u>115,107</u>
9 Fixed Assets		
Fixtures and Fittings	8,329	6,262
Computer Equipment	4,200	6,219
	<u>12,529</u>	<u>12,481</u>
10 Canteen Staff Accruals		
PAYG Withholdings Payable	(3,535)	(4,871)
Superannuation Payable	(2,868)	(2,735)
	<u>(6,403)</u>	<u>(7,606)</u>
11 Other Creditors		
Dream Big Girls Program	(11,330)	(11,330)
Band Money	(7,340)	(4,507)
Other	0	(60)
	<u>(18,670)</u>	<u>(15,897)</u>

NORTHERN BEACHES SECONDARY COLLEGE – CROMER CAMPUS P&C ASSOCIATION INCORPORATED

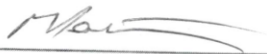
STATEMENT BY MEMBERS OF THE COMMITTEE – YEAR TO 31 DECEMBER 2022

In the opinion of the committee, the financial report as set on pages 2-5, presents a true and fair view of the financial position of Northern Beaches Secondary College Cromer Campus P&C Association Incorporated as at 31 December 2022 and its performance for the year ended on that date.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by :



Jackie Reavie – President



Matthew Soltau – Treasurer

Date: 20/3/23



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