



Lane Cove Public School P&C Annual General Meeting

Meeting Minutes

19/11/2019

a. Present:

Myles Davis	(2019 President, 2020 President)
David Roberts	(2020 Treasurer)
Darshini Heaney	(2019 Secretary, 2020 Secretary)
Prue Carroll	(2019 VP Community Partners)
Emily Patterson	(2019 General Member, Gala Night, 2020 VP School Community)
Elaine Bean	(2019 Strategy, 2020 Strategy)
Claire Gaunt	(2019 Communications)
Kate Blue	(2019 Music Committee Co Convenor)
Victoria Davidson	(2019 Canteen Convenor)
Lorna Baker	(2020 Canteen Rosters)
Caryn Gottcent	(2019 Uniform Shop Committee Secretary, 2020 Uniform Shop Convenor, Uniform Change Committee)
Tarren Smith	(Uniform Shop Manager)
Anne Cunningham	(P&C Finance Administrator)
Terry McKinnon	(Principal)

b. Apologies:

James Morley	(2019 Treasurer)
Simone Bordin	(2019 VP School Community)
Vanessa Mundell	(2019 Fun Run Co Convenor)
Amanda Mudaliar	(2019 Music co Convenor, 2020 Music Camp)
Andy Sullivan	(2019 P&C Grounds Coordinator, 2020 P&C Grounds Coordinator)
Tony Nolan	(2019 General Member, 2020 General Member, Uniform Change Committee)
Brendan Hood	

2. President's Report

Myles Davis presented the President's Report for 2019 – see section 10.

Kate Blue and Victoria Davidson were presented with gifts in acknowledgement of their years of service to the school. Prue Carroll was also commended and thanked for her years as Vice President for Community Partners, and the contribution she has made in this role to the fundraising capability of the P&C.

3. Treasurer's Report

Myles Davis read out the Treasurer's Report for 2019, as James Morley was unable to attend – see section 11.

4. Sub Committee Reports

a. Uniform Shop

The Uniform Shop AGM Report was tabled – see Section 12.

The net profits were down compared with 2018, but higher than 2017. Profits in FY2019 were \$22,598, in FY2018 \$35,500 and in FY2017 \$11,700.

Kindergarten fittings are underway. We are fortunate to have more volunteers than people needing fittings. This may be due to lower enrollments for next year's kindergarten compared with this year – 116 students expected in 2020 whereas we had 130 kindergarten students this year. We expect 34 classes in total, with 6 kindergarten classes in 2020 – in 2019 we had 35 classes with 7 kindergarten classes.

Shop volunteers will require a Working with Children Check – forwarded to Claire Gaunt and to the school. However, we can inform people (once the details are confirmed) that volunteering at the Uniform Shop can count as “working hours” to qualify for the Child Care Rebate.

Many more parents are working much longer hours. Therefore more and more parents are unable to come to the shop and fewer parents can volunteer. One way to respond to these changes is to promote Munch Monitor as a way of ordering uniforms, allowing a decrease in the Uniform Shop opening hours. This would require more information to be available on Munch Monitor about uniforms – size guides and photographs of uniform options.

b. Canteen

Profits for the Canteen are slightly below those of the previous year, but costs are being covered. However the new committee may have to increase prices in order to allow for rising operating costs. There continue to be low cost, healthy options available to families – price rises mainly target optional treat foods.

All the paid staff members are remaining, and have adapted to more flexible hours. The two part time workers did an excellent job of looking after the Canteen while Karen was away on medical leave, so that the Canteen continued to run smoothly throughout this period. Currently Karen works full time whereas Becky and Charlene work ten hours a week. Karen manages stock levels very well – the Canteen is lean and efficient, without much wastage at all.

At the Canteen AGM the existing Committee resigned and a new committee was elected. However, there is no Canteen Convenor at the moment. Could this role be shared?

The sustainability changes have been positive. The amount of soyfish ordered has plummeted since this became optional, and Karen now gives out real forks instead of plastic ones to children if they request them. The children invariably bring the fork back. However, more sustainable packaging will

be more expensive and would have to be balanced by an increase in prices – this is a decision for the new committee.

The Loop now comes out on Tuesday afternoon, which limits its' utility in finding last minute volunteers. However, initiatives such as groups volunteering together and people bringing a friend have helped involve some of the parents who have English as a second language. Facebook is also becoming a good way to ask for volunteers needed urgently.

The idea of a new video to promote volunteering in the school generally, not just in the Canteen, was raised again. Mr McKinnon is happy for this to go ahead if there is parental permission for children to appear in it. It could be a STEAM project for a class or grade, and could promote diversity by featuring a wide range of parents from our school.

State of Origin cupcakes and the sale of a rugby Jersey at the Gala allowed six sets of football boots to be donated to a football charity.

Christine Waterman, the new Canteen Treasurer, has analysed Munch Monitor data. 24,000 lunches are ordered per year; 420 families use the Canteen to provide lunch for their children. The average child orders one lunch a week with Thursday and Friday the busiest days. Two thirds of lunches are ordered on the day, while weekly specials, hot food and sushi account for 60% of the total lunch orders.

Victoria Davidson, retiring Canteen Convenor, reflected on the challenges and successful initiatives of her time in office. She is passionate about the benefits of giving back to the school in such a tangible way.

Almost all students use the Canteen – it plays a vital role in the school community.

c. Music

Enrollments in the program for next year are quite healthy – more than 300 students have signed up. We will have twenty ensembles, and forty private contractors. We have \$100,000 worth of musical instruments available for students to hire.

Josh Isaac, a popular drums tutor, is leaving to travel overseas, and Stephan Shafer left to play in a production of Charlie and the Chocolate Factory. Shaun Warden, the Orchestra Conductor, has decided to resign – Bob Pritchard assumed the Orchestra conductor role for Term 4, 2019.

Bob Pritchard has been Jazz Band Conductor since 2005, but is stepping down in this role. He has been a wonderful conductor, allowing the children to extend their musicality by learning to improvise. He is very versatile and talented and will be missed, although he may continue to tutor. On Wednesday, 4th December, the Jazz Ensemble will be performing in a Breakfast Concert. Kate Blue will give a speech and she has invited thirty or forty ex students to come and play.

Kate Blue and Amanda Mudaliar are stepping down as co Convenors, and Sam Sammour, the Music Treasurer for a number of years, is leaving the school. Amanda will take over the running of the Music Camp.

Kate is actively looking for a convenor, and is happy to be a mentor, but is no longer able to run the program. The role would require a fair degree of musical knowledge, in order to understand and balance the competing needs of different groups, tutors and conductors.

Kate wished to thank the huge number of wonderful people who help run the Music Program. This includes people such as Lucy Pong Schultz, who organises the roster of classrooms for lessons before and after school – there have been no complaints from teachers about this. Vivian Chan has categorised the full catalogue of music and manages the music library. Alex Mead has arranged the sale of second hand and retired instruments. Sam Sammour has been treasurer for years and has recently structured a depreciation plan for instruments. There are a large number of Band, Strings and Guitar Parents and Instrument Officers who all deserve thanks – please see the attached report.

\$34,000 has been spent on the purchase of new instruments this year, with the help of the P&C.

Kate Blue formally requested \$12,000 for the purchase of new instruments in the next financial year. This request is based on enrollments for next year – every new instrument will be used. The motion was passed unanimously.

The Music Committee finances would have covered costs almost exactly, this year, had it not been for the unexpected issue of tutor superannuation.

If no convenor is found, Michelle Garrington, who is in a paid position, will be put under increased pressure. She is doing a great job, but has little musical knowledge. If no convenor is found, events and extension groups would go, leaving the basic groups to continue. Music Camp would continue as Amanda Mudaliar is going to run this.

If we got a paid convenor, it would cost \$30,000 for 20 hours a week – Kate probably does more than 20 hours a week at the moment, in her volunteer role. This would increase costs per child by \$100 per year, per group – and this would decrease participation in the program. We would need to work out the structure of this role and what it would entail. If music is designated as RFF (Relief from Face to Face Teaching) next year, could the role of running the music program be part of a paid teacher's position?

d. Fun Run

We are still looking for a coordinator for the Fun Run. It is a major fundraiser for the school but is a huge job to take on. The role is much more defined than in the past and the processes and procedures have been documented extensively. The committee members have worked very well together, and many are continuing. The role can be shared, as it was in 2019.

5. Election of Executive Positions for 2020

Mr McKinnon formally took over the meeting, as all roles were declared vacant. He expressed thanks to the P&C in general for the role it plays in supporting the school community. He acknowledged the huge number of volunteers who help out at school. He invited any and all volunteers to attend a thank you morning tea on Wednesday, 11th December 2019, in the staff room.

Mr McKinnon specifically thanked the long serving P&C members stepping down from roles this year – James Morley, Victoria Davidson, Prue Carroll, Claire Gaunt and Simone Bordin. Kate Blue's role in Music was also acknowledged.

The P&C Executive roles each had one nominee, duly elected, as follows:

President: Myles Davis (Nominated: Myles Davis, Seconded: Darshini Heaney)

Treasurer: Dave Roberts (Nominated: David Roberts, Seconded: Myles Davis)

Secretary: Darshini Heaney (Nominated: Darshini Heaney, Seconded: Myles Davis)

VP School Community: Emily Patterson (Nominated: Emily Patterson, Seconded: Darshini Heaney)

VP Community Partners: vacant

6. General Committee Roles

The other official roles in the P&C also had only one nominee and were elected as follows:

Strategy and Management: Elaine Bean

Communications: vacant

Grounds Co ordinator: Andy Sullivan

Loop Coordinator: Lorna Baker, if required

General Members: Tony Nolan, Lorna Baker

7. Sub Committee Roles

Each subcommittee has held their AGMs – see reports at the end of the minutes.

Roles that are vacant include Music Convenor, Music Treasurer, Canteen Convenor, Fun Run Convenor.

8. P&C Events Calendar

The draft P&C Events Calendar is at the end of the minutes. Some changes to the schedule of events have been adopted, in order to attract a more diverse range of families and to deal with a shortage of volunteers.

It was decided that Year 1 parents should be in charge of the Gala in 2020. They had been responsible for the Father's Day Breakfast in 2019 but this was outsourced. We have a very full

calendar, and problems attracting enough volunteers. Therefore the Father's Day Breakfast has been cancelled for now.

The Mother's Day stall is seen as a good way for young children to learn how to buy something for someone else, but it is less important for older children. The stall will now be limited to K-2 students and run by Year 2 parents.

Year 5 had had responsibility for organising Class Parent Drinks, but this requires one person to ring Bar Blaq. Therefore Year 5 parents will now be in charge of a Food of the World event, with a time to be arranged.

Year 3 will now hold a Family Movie Night in Week 9 of Term 1, instead of the Welcome BBQ.

Working bees will be held in Term 1 and Term 3, instead of four times a year.

9. General Business

a. Bank Account Signatories

Only P&C Executive Members are able to approve bank transfers from the P&C accounts.

Myles Davis is continuing as President and is a signatory already. James Morley is retiring as treasurer, so will no longer be a signatory.

Darshini Heaney (Secretary) and Dave Roberts (Treasurer) will be made signatories to the P&C accounts, listed below. These changes were approved by the P&C.

- P & C Operating Account
- P & C Investment Account
- Canteen Operating Account
- Canteen Debit Card
- Uniform Operating Account
- Uniform Debit Card
- Music Operating Account
- Term Deposit

10. President's Report

Overview

I wish to start off by thanking all of the volunteers throughout the Lane Cove School Community. We have an amazing number of people who volunteer throughout the school on a daily basis. Without their continued support we would not have the vibrant school community that we have today.

The P&C is conscious of its role in supporting the school in providing resources to improve opportunities for all of our children. This is done through a combination of funds spent, community building activities and support through parent/carer volunteers. We have provided the following to the school this year:

Non-Financial/Community Building Support

- Grade Coordinators
- Class Parents
- Welcome BBQ
- Mother's Day Stall
- Father's Day Breakfast
- Cake Stalls
- Carers Day (Grandparents Day)
- Comedy Night
- Working Bees
- Fun Run
- Gala Evening

Financial

- Re-painting and tidying up the Kit Kirkwood Hall (School Hall)
- New AV equipment for the Kit Kirkwood Hall (School Hall)
- Kindergarten support teachers
- Painting of yellow playground ribbons
- Support of grounds maintenance
- Gardening Club
- Updating classroom learning materials and teachers aids
- STEAM resources
- New LED lights throughout the school

2019 also had some challenges for the broader P&C. It appears volunteer fatigue as well as an increase in dual parent working families throughout the school are impacting our ability to provide services to the broader school community and event organising.

It was also brought to our attention during the year that we had not been paying Superannuation to some Music Tutors in line with our legal obligations. This complicated legacy issue revolved around

determining whether the Tutors were Contractors or Employees and only on months when tutors earned greater than \$450 were we obligated to pay them Superannuation.

What was pleasing throughout this whole process was the willingness of the school community to come together to seek advice on this issue, through leveraging networks and contacts, resolve it in a timely manner, proactively ensure all Tutors (both past and present) were paid their full entitlements, and voluntarily disclose the error to the ATO to minimise any penalties which may have ensued. The end result was a cost to the P&C of \$55K to cover legal advice, past payments, administration fees and interest on missed superannuation. No additional penalties were issued. Going forward processes are now in place to ensure Tutors issue invoices monthly to ensure we meet our Superannuation contributions. Fees for students will need to be increased to cover the increased super obligations and it was agreed in the July P&C meeting that this will be staged over three years to minimise impacts on families.

Even with this large financial hit to the P&C, we recorded a minor loss (\$3K) and were able to continue to provide resources to the school in line with previous years.

Sub-Committees

The Uniform Shop has been busy this year although sales are down slightly year-on-year largely due to a smaller intake of Kindergarten children compared to prior years.

The Uniform committee has invested a huge amount of time in understanding community desires on uniforms for the school from polo shirts to shorts and trousers. They have surveyed the school community (teachers, students and parents) to understand preferences. Whilst there was a clear preference on non-gender specific description of clothes (which aligns with the Department of Education policy) the vote on polo shirts was not decisive, so later decisions will need to be made to determine if the school remains with a white shirt or changes to a coloured shirt.

The Canteen has delivered over 24K lunch orders this year alone. An amazing effort given we have only three staff ably assisted by our numerous volunteers. Well done to all. As with most of our events, volunteers are becoming harder to call on to help serve the children. We are fortunate to have our Canteen operate 5 days a week, at low margins, serving healthy food that meet the NSW Healthy Food Standards.

Our Music Program is such an important resource for the school in general. Not only do we have over 300 students in the program they support the school as a whole through representation at internal events (School Assemblies, Welcome and Farewell BBQ's, Grandparents' and Fathers' Day) and external events (Plaza concerts, Eisteddfods etc).

At the time of writing we do not have a Music Convenor or Treasurer. If we do not have volunteers for these essential roles, the only option will be to scale back the music program. It is a shame, given that close to 40% of the children in the school participate in the music program, all children benefit from the performances and, next year will see the school bring music in as a relief from face to face teaching.

Fun Run

This year's Fun Run was, once again, a success. Participation numbers were slightly down on last year however the event continues to go from strength to strength. A real carnival atmosphere resonates before, during and after the event and it brings the broader Lane Cove community together. In its fourth year, the event is becoming a regular on the Fun Run calendar and this year we had run clubs from north and south of the bridge join in. Well done to Vanessa Mundell and Michelle Tabrett for coordinating so many amazing volunteers to make the event such a success.

We would love to see the event continue and are currently looking for someone to lead the Fun Run organisation for 2020 (either on their own or with a helper). As one of our major fundraisers, it is essential for someone to take on this role so we can continue to use the funds to provide more resources for our School, other schools in the area, and the charities we support.

Gala

A late date change to the Gala had a large impact on the financial contribution from the Gala. Emily Patterson and Ross Mildwater managed to pull off a great "Back to School" themed event which was enjoyed by all those who attended. Thank you to you both and all of the helpers for putting on the event.

Community partners

A special thanks to all of our Community Partners who without their sponsorship we would not be able to provide anywhere near the number of projects to improve our children's learning environments. Most of our Community Partners also back up this support through Fun Run sponsorship. Given they are mostly small local businesses we appreciate all of their support and contributions to building our strong community.

Future School Support

Going forward we have agreed some strategic funding priorities with Mr McKinnon, the full list is attached to this report. Some of the major initiatives we plan to invest in over the next couple of years include:

- Increasing Solar Panels
- Upgrading Kindergarten Air Conditioning
- Scoping, design and improve the Bullring play area
- Replacing Smartboards with interactive TV's
- Reconfiguring classrooms to allow for team teaching
- Upgrading Kindergarten play area equipment

P&C Service

A special thank you to the Executive Committee for providing their assistance over the year and ensuring a smooth running of the P&C. As a volunteer organisation I am continually amazed at the efforts people will go to whilst balancing family, work and other commitments.

Finally, I wish to call out the following for their service to the school community who are stepping down from their roles:

- Victoria Davidson – 5 years service as Canteen Convenor
- Joanne Dinnie – 5 years service to Uniform Shop, including Y years as Convenor
- Simone Bordin – 3 years service as VP Communications and Gardening Club leader
- James Morley – 4 years service to P&C – 3 years as President
- Karyn Cardew – 8 years service in coordinating Loop commitments
- Kate Blue – 10 years service including 3 years as Music Convenor

Conclusion

Going forward we have prioritised areas where we can improve the school to provide the best opportunities for our children. Analysis has shown that changing demographics and dual working parents are impacting our volunteers and is likely to worsen in years to come. Our challenge, as a P&C, is meeting the expectations of the broader community in providing Canteen, Uniform Shop, and Music services with reduced volunteers.

If we cannot find a way to increase the volunteer pool then we will need to reduce the services we offer the school which will directly impact our financial contributions. We have an amazing community and I am confident we will be able to continue to provide the best resources to support our children well into the future.

Myles Davis

President

Lane Cove Public P&C

19th November 2019

Lane Cove Public School P&C Strategic Funding Initiatives

Annual Contributions

Grounds Contribution		\$5,000
Learning Support		\$30,000
Curriculum Contribution		\$7,000
Teachers Aids		\$8,000
Kindergarten Assistance		\$6,000

2019 Additional Funding Needs

AV Equipment School Hall	Upgrade of AV equipment in School Hall	\$20,000
Painted Playground Ribbons		
Hall refresh	Painting and maintenance of school hall	\$10,000
LED Lights	LED light upgrade for classrooms and Admin areas	\$14,000
Music Instruments	Second round of funding for music instrument upgrades	\$3,000
Chess Set Box/Shelter	Build box and shelter for large chess pieces	
Chicken Coop	Northbridge Mens Shed currently building	

2020 Funding Requirements

Solar Power Upgrades	Up to 55kWh still available	
Bubblers	More bubblers around the school for kids	\$5k
Musical Instruments	Music to advise new instrument requirements	
Insulation	Insulating classrooms where appropriate and available	
Classroom Board/TV upgrades	Up to 7 in 2020 costing ~ \$35K	Applied for \$20k grant
Rainwater Tanks		
Wind turbines		
Solar Hot Water systems	Canteen and Teacher's lounge?	
Uniform Upgrade	Potential cost for replacement of uniforms or lost revenue opportunities	

Reconfiguring classrooms	Partitioning between classes to allow for team teaching	
Shade cloths over play equipment in top playground		
Kindergarten Air Conditioning Upgrade		

2021 and older Funding Requirements

Bullring Upgrade	New ground for bullring	\$300K (est). \$35K grant applied
Battery power storage		
Reconfiguring classrooms	Partitioning between classes to allow for team teaching	
Amphitheatre Upgrade for Music Performances	Redesign of amphitheatre to allow music performances and access to power	
Canteen Storage	Upgrade storage units inside Canteen	
Kindergarten Play Equipment	Removal of chains and upgrade of Kindy playground equipment	

Key:

P&C Recommendations

Principal Suggestions

P&C & Principal agreed

End of President's Report

11. Treasurer's Report

LANE COVE PUBLIC SCHOOL P&C ASSOCIATION ANNUAL GENERAL MEETING – 19 NOVEMBER 2019

TREASURER'S REPORT

This report covers the full 2019 financial year for the Lane Cove Public School P&C Association from 1 October 2018 through to 30 September 2019.

Summary Commentary:

I'm pleased to report that our P&C remains in a strong position to continue to deliver benefits to the school community. Despite a number of challenges this financial year, our overall position is close to breakeven (net loss in FY19 of \$3099.72).

In comparison to FY18, overall income is reduced significantly – down circa \$100k on a year on year basis (FY18 trading income - \$780,483 vs FY19 \$680,069). The reasons for this are:

- Timing of the galas. FY18 included two Galas, Oct 2017 and Jun 2018, driving a significant change, as compared to FY19 which only had one, which delivered reduced profit versus previous years.
- The change in nature of the Art show. In 2019 it was determined that the Art Show would be a not for profit, school run event (versus profit of \$13k in FY18).

In addition, both the Canteen and Uniform shop income has reduced from FY18, as we have deliberately endeavoured to absorb price increases rather than pass these on to the school community. It is recommended that both the Uniform Committee and Canteen Committee review their pricing for 2020 to ensure losses are minimal.

Finally, the oneoff superannuation expense (~\$52k) in FY19 has had a significant impact on the overall P&C profitability. The extended impact of this will continue into FY20 as the Music Committee look to increase fees to cover superannuation obligations incrementally over the next two years.

Notwithstanding the above, the overall P&C has returned only a minimal loss (-\$3099.72) in FY19, whilst continuing to provide the same level of support to the school, as well as additional items such as the playground refresh and upgrading the school hall infrastructure.

Sponsorship income, donations and fun run profits continue to remain steady, and provide key sources of revenue for the P&C to be able to continue to support the various programs at the school.

Further, given the healthy state of the P&C cash balance (in excess of \$300k), strategic investment in fixed term deposits with Westpac have been made to maximise returns from those funds.

Financial Summary:-

From a high-level perspective, the financial performance of the P&C for the 2019 financial year was as follows

FY19

Committee	Revenue	Profit/(Loss)
General P&C	176,665	16,665
Canteen	196,275	10,426
Music	155,010	22,598
Uniform	152,527	(52,717)

FY18

Committee	Revenue	Profit/(Loss)
General P&C	\$248,450	(\$98,558)
Canteen	\$204,580	\$18,925
Music	\$165,609	\$1,146
Uniform	\$161,844	\$35,539
Total	\$780,483	(\$42,949)

FY17

Committee	Revenue	Profit/(Loss)
General P&C	\$195,340	\$50,642
Canteen	\$196,688	\$14,698
Music	\$145,388	\$441
Uniform	\$155,915	\$11,305
Total	\$693,331	\$76,905

FY16

Committee	Revenue	Profit/(Loss)
General P&C	\$174,938	(\$6,672)
Canteen	\$197,924	\$15,053
Music	\$140,122	\$1,755
Uniform	\$144,771	\$16,564
Total	\$657,756	\$26,701

Detailed financial statements including fundraising performance are attached to this report.

General P&C:-

As mentioned and explained above, income for the P & C decreased by \$72K in FY19..

P & C INCOME \$

	FY19	FY18	FY17	Change
Event Income	\$36,654	\$112,879	\$81,919	-\$76,225
Voluntary Contributions (school)	\$16,926	\$16,322	\$13,331	\$604
Voluntary Contributions (Parent)	\$24,250	\$23,450	\$22,135	\$800
Fun Run	\$67,336	\$70,852	\$57,661	-\$3,516
Sponsorship	\$25,000	\$22,500	\$17,500	\$2,500
Trader magazine	\$2,002	\$2,537	\$2,794	-\$535
Room Hire to Music Tutors	\$4,090*	0	0	\$4,090
Total	\$176,258	\$248,540	\$195,340	-\$72,282

*Note: new this year to P & C

All areas strong with sponsorship successful, fun run income slightly reduced from last year and the gala nights enjoyable and cash generating.

Major Fundraising Event:-**Fun Run**

The Fun Run income slightly decreased, \$67k (from \$71k) and delivered a profit of \$34k (\$37k FY18).

P&C Financial Contributions:-

The P&C has made the following contributions during the year (FY16-18 shown for comparative) and reached its standing commitment of \$56k to the school and additionally invested in Painting of the Hall and Courtyard: -

	FY19	FY18	FY17	FY16
Grounds contribution	\$5,000	\$5,000	\$5,000	\$5,000
Learning support	\$30,000	\$30,000	\$30,000	\$30,000
Gifted learners	\$0	\$0	\$0	\$10,000
Curriculum contribution	\$7,000	\$7,000	\$7,000	\$7,000
Teachers aids	\$8,000	\$8,000	\$8,000	\$8,000
Kindergarten assistance	\$6,000	\$6,000	\$6,000	\$16,000
Technology				\$0
Basketball equipment				\$0
Solar panels		\$13,500		
Air conditioning		\$164,827		
Shade cloths, Painting of Hall, and Courtyard	\$14,100	\$9,710		
Defibrillator			\$2,965	
	\$70,100	\$244,037	\$58,965	\$76,000

Summary Balance Sheet: -

Attached as an annexure to this report is a detailed balance sheet for the combined P&C group at financial year end (30 September 2018). Key items within the balance sheet are set-out below: -

ASSETS	FY19	FY18	FY17	FY16
Cash at Bank	\$309,233	\$317,322	\$323,194	\$210,352
Inventory	\$73,298	\$76,101	\$81,283	\$87,645
Fixed assets	\$90,614	\$82,420	\$112,903	\$140,866
Total assets	\$473,135	\$492,231	\$518,498	\$440,687
Current liabilities	-40,926	-\$36,717	-\$17,917	-\$19,748
Long Service Leave Accrual	-9,870	-\$9,138	-\$9,573	-\$7,639
Deposits	-26,705	-\$25,635	-\$25,535	-\$24,235
Total liabilities	-77,502	-\$71,490	-\$53,852	-\$52,946
NET ASSETS	\$395,633	\$420,741	\$464,646	\$387,741

End of Treasurer's Report

12. Uniform Shop Report

P&C Report

October 2019

Annual Review

A great year in the Uniform Shop under the fabulous management of Tarren supported by a great committee. Amongst the many achievements for the year are:

- Agreed and implemented a survey for the uniform focusing on the new guidelines from the Department of Education. Results to be shared once they are collated.
- The format for the Kindy Orientation evening in Term 3 was different this year and was based more on an expo theme. Tarren and Committee members Lisa and Caryn found the new format very successful allowing more one on one interaction with new families and to showcase the uniform whilst also being present to answer any questions.
- Year 6 commemorative jackets ordered through Munch Monitor for the first time.
- Very successful second hand uniform sale in Term 1 raising \$2,500 and planning for another one early next year.
- Have taken over the sale of Year 6 Graduation gifts of signature bears, footballs and soccer balls which have been ordered through Munch Monitor.
- Kindergarten 2020 uniform fittings will commence week beginning 11 November with an email letter to all Kindergarten parents being sent out w/e 25 October along with advertising for volunteers to sign up for shifts.
- The uniform shop has been supporting Pip King and the school by managing the ordering of the Year 6 Production t-shirts. Shirts were ordered by parents/carers through Munch Monitor and Tarren has been liaising with suppliers. Shirts are currently being printed ready for delivery in the next week or two.
- We expect a busy year in 2020 as we explore a possible transition to the Xero software system.

Uniform Shop AGM

The committee held the AGM on Monday 13th October and the following positions were confirmed:

Convenor: Caryn Gottcent

Treasurer: Joanne Dinnie

Secretary: Lisa Ballistreri

General members: Fran de Niese, Megan Love, Emily Patterson

Cherieve Payne is stepping down from the committee as her family are leaving LCPS. We wish to thank Cherieve for all the work she has put into the Shop over the years. She has done an enormous amount of work in the shop, with kindy fittings, stocktake and general volunteering. She will be missed and we wish her and her family the best of luck at their new school.

End of Uniform Shop Report

13. Music report

Co-Convenor Annual Report 2019

Overview

The Lane Cove Primary School Music Programme has had a very busy and a very successful year. We have over 20 different music groups and ensembles, approximately 20 group teachers or conductors and approximately 40 private music tutors.

Administration

We are very happy with the increased administrative efficiencies, and the organisation and work by Michelle Garrington. We did not renew our subscription to My School Music. It was expensive and did not operate without complications. Instead our programme is documented and well detailed in an excel database and we have set up a shared google drive for document storage, sharing and record keeping.

Ensembles

We are proud to have adapted the bones and structure of our programme to meet the needs of our current students, by introducing new ensembles where need was evident. For example, we removed the Chamber Music Ensemble from 2017, introduced a new percussion Drum Line re-introduced the Orchestra, rock band and a Rhythm Workshop for younger children to attend in the hall on Friday lunchtimes.

In 2020, we are considering the viability of a second rock group, and instead of Orchestra introducing a small Chamber Ensemble for the more advanced string players.

We have reviewed group fees for 2020 and have increased Band/Orchestra by \$10 to \$360 and Strings and Guitar groups by \$10 to \$350.00. This is to allow for increased tutors/conductor rates and other costs associated with running these groups. We are also on track with enrolment numbers for 2020.

Finance/Budget

We acknowledge the work Sam Sammour has done in his role as Treasurer. Sam will present a detailed finance report throughout the AGM.

Library

Thank you to Vivian Chan, our librarian who has sorted through our catalogue of music scores and prepared a proper database. Thank you to Ann of Turramurra Music for proving us with the valuation of our music library.

Events

Our 2019 events have included;

- (a) Organising music groups to play at P&C events including Grandparents Day, Father's Day Breakfast, Honours Assemblies and School Barbecues;
- (b) Organising music groups to play at school assemblies
- (c) 2-day, overnight Music Camp at Vision Valley, Arcadia – led by Erica Steppat involving 260 music students.
- (d) Junior Music Workshop – led by Cathy Upex
- (e) Music Camp Concert
- (f) The Jazz Band performed in the community Lane Cove Council event.
- (g) Spring Strings Concert Series in the School Hall.

- (h) The Senior Concert Band, Intermediate Concert Band, Training Band and Jazz Band played in the NSSWE Concert Series at the Chatswood Concourse
- (i) The Senior Concert Band, Concert Band, Training Band, Jazz Band, Intermediate Strings and Senior Strings performed at the ASBOF Band Festival
- (j) Bang Blow & Scrape Programme (day session for year two children and night session for parents)
- (k) Carols in the Plaza - Strings performance of traditional Christmas and Chanukah pieces
- (l) December Breakfast Concert Series for all band ensembles, extension groups, guitar groups and beginner violins and recorders.
- (m) Junior Stings Charity Concert at Hunters Hill Primary,
- (n) Ryde East Music Festival - Training Band, Intermediate Concert Band & Senior Concert Band.
- (o) Senior and Intermediate Strings performed at the Ryde Eisteddfod
- (p) Senior Strings and Senior Recorders performed in FOIM at the Sydney Opera House

I would like to acknowledge Amanda Mudaliar in her Events Convenor role and the many parent volunteers who regularly sign up to assist at music events.

Tutors

Thank you to Lucy Pong-Schultz who has had another successful year in co-ordinating our tutors, assembly programme and room allocations.

The feedback from the school is that the class room allocations have been well organised, and we have not any complaints from the teaching staff. (No news is great news).

In 2018/19 we welcomed Gerald Steinman into our programme as the Training Band Conductor, Shaun Warden, as the Orchestra conductor, Ben Haire as the Junior Strings Tutor and Hayasa Tanaka for Continuer Violin. We have also built up a list of qualified tutors/conductors to be regular fill-ins when needed.

Unfortunately, Shaun will not be continuing in 2020 and Bob Pritchard has assumed the Orchestra conductor role for term 4.

It is clear that the musical standard of the training band has lifted with Gerald's teaching. Rod Mason also took over the role of conducting the Intermediate Concert Band, to allow Stephan Schafer to play the woodwind part in Charlie and the Chocolate Factory. Rod Mason is keen to continue as the conductor for the Intermediate Concert Band in 2020.

We will be looking to find a replacement in 2020 for our favourite drum tutor Josh Isaac while he is travelling overseas with his girlfriend.

We have increased our private tutor rates in 2020 to \$42.50 per half our lesson, in keeping with current standards.

One of the largest commitments this financial year was the investigation into the requirement to pay our conductors superannuation. We are pleased to report that we are now paying our contracted conductors superannuation and we have made back payments for the last five years.

Instruments

One of the largest jobs carried out by the committee in 2018 was a complete stock take and reconciliation of the instruments owned by the programme. In 2019 and with the support of the P&C Association we have invested approximately \$34,000 into the purchase of new instruments. We would like to acknowledge the assistance of Alex Mead in helping sell our second hand and retired instructions.

Our review of the Instrument lists revealed that historically there has been no structured plan to allow for depreciation in instrument values. We would like to acknowledge the work from Sam Sammour in establishing a systemic write-down of instruments to be implemented over the next five years to allow for this.

We have an accurate and completely up to date instrument register.

We would like to acknowledge the support of all the Instrument Officers, Jane Clifford, Helen Noonan, Alex Mead, Vanessa Brownrigg, Vanessa Armstrong, Tessa Georgiou, Alex Manning and Tim Marceau for their assistance in tagging and organising new instruments and keeping on top of hires, repairs and maintenance.

We would like to acknowledge the support of the P&C and in particular, to their ongoing financial support to purchase new instruments.

Band Parents

We would like to acknowledge the hard-working parents who volunteer to help to run the band programme. There is no way that the programme would operate without the assistance of these volunteers. I am concerned about putting in names, in the event that I accidentally forget someone, but need to thank specifically both Sue and Alex Manning, Liz Davies, Anna Fitzgerald, AdaKe, Sigal Kliger, Fiona Barthram, Rhyll Davey, Emma James.

Strings & Guitar Group Parents

We would like to acknowledge the parents who volunteered to be 2019 strings and guitar group parents and helped assist tutors throughout the year. Caryn Gottcent, Priscilla Hunt, Sarah Drane, Kate Pancino, Erica Steppat Claire-Louise Mitchell, Edwina Tyrrell, Flavia Bueno and Frances de Niese.

Goals/Intentions for 2020

1. Largely, our goals remain unchanged from 2019.
2. Continue to work on improving and increasing numbers and enrolments. Our primary goal is to include as many children as possible in the programme and to make the programme as accessible as possible.
3. We are also committed to ensuring the programme operates in a commercially viable manner. We have and will review the composition of the proposed ensembles in 2020 to ensure that each ensemble operates individually and collectively without sustaining loss.
4. We would like to continue our programme of investment into our assets – the instruments and replacing those that need replacing. We would like to acknowledge again the financial support from the P&C.
5. Given the number of activities and events, we intend to prepare a detailed calendar in advance

6. Our aim is for each ensemble to have at least three assembly performances per year, and at least one "performance" per term. The performance may be held at the School, or at an external venue, or may be part of a competition.
7. We will continue to look at the programme with some flexibility to meet the current needs of the students.
8. Our focus is on improving the musical "standard" of our students in all ensembles. We encourage the children to learn to read music, and to understand the concepts of rhythm and timing.
9. We remain committed to try and improve the physical spaces within the school where our children rehearse each week.

End of Music Report

Week	Term1	
1	27 Jan 28 Jan	Australia Day Pupil Free Day
2	3 Feb 4 Feb	- P&C General mtg 7pm
3	10 Feb 11 Feb	- School Council
4	17 Feb	-
5	24 Feb 25 Feb	- Exec mtg 6:30pm
6	2 Mar 8 Mar	- <i>Working Bee</i>
7	9 Mar 10 Mar	- School Council
8	16 Mar 17 Mar 19 Mar	- P&C General mtg 7pm Class Parent Drinks
9	23 Mar 27 Mar	- Family Movie Yr 3
10	30 Mar	-
11	6 Apr 7 Apr 9 Apr	- School Council Last Day Term 1
	13 Apr 24 Apr	Autumn Holidays

Week	Term2	
1	27 Apr	Pupil Free Day
2	4 May 5 May 7/8 May	- P&C General mtg 7pm Mother's Day Stall (K-2) Yr2
3	11 May 12 May	- School Council
4	18 May	-
5	25 May 26 May 31 May	- Exec mtg 6:30pm <i>Music Camp</i>
6	1 Jun 2 Jun	Music Camp Music Camp
7	8 Jun 9 Jun 14 Jun	Queen's Birthday School Council <i>Gala Yr 1</i>
8	15 Jun 16 Jun	- P&C General mtg 7pm
9	22 Jun	-
10	29 Jun 3 Jul	- Last Day Term 2
	6 Jul ..17 Jul	Winter Holidays

Week	Term3	
1	20 Jul 21 Jul	Pupil Free Day School Council
2	27 Jul 28 Jul	- P&C General mtg 7pm
3	3 Aug 6 Aug	- Grandparent's day Kindy
4	10 Aug 11 Aug	- School Council
5	17 Aug 18 Aug 23 Aug	Art Show all week Exec mtg 6:30pm <i>Working Bee</i>
6	24 Aug	-
7	31 Aug	-
8	7 Sep 8 Sep 13 Sep	- School Council <i>Fun Run</i>
9	14 Sep 15 Sep 18 Sep	- P&C General mtg 7pm Year 6 Fete
10	21 Sep 25 Sep	- Last Day Term 3
	28 Sep ..9 Oct	Spring Holidays

Week	Term4	
1	12 Oct 13 Oct	- School Council
2	19 Oct 20 Oct 23 Oct	- P&C General mtg 7pm Comedy Night?
3	26 Oct 27 Oct	- Exec mtg 6:30pm
4	2 Nov	-
5	9 Nov 10 Nov	- School Council
6	16 Nov 17 Nov	- P&C AGM 7pm
7	23 Nov 25 Nov 26 Nov 27 Nov	- Year 6 Play Year 6 Play Year 6 Play
8	30 Nov 4 Dec	- End of Year BBQ Yr4
9	7 Dec 8 Dec	- School Council
10	14 Dec 17 Dec 18 Dec	- Pupil Free Day Pupil Free Day

Suggest Yr 5 organise

Food of the World event Date TBD

Version: 24 Nov 2019