

LCPS P&C AGM 2022

Minutes of Meeting

Date: Tuesday 15th November 2022
Time: 6:30pm – 8:15pm Library

Attendees		
<div> <ol style="list-style-type: none"> Darshini Heaney, LCPS P&C President David Roberts, LCPS P&C Treasurer Caleb Taylor, LCPS P&C Secretary Em Patterson, LCPS P&C School Community Renee Maxwell, LCPS Community Partnership Victor Tan, LCPS Relieving Principal Brendan Hood Kate Blue Lara Wehby, Fun Run Race Director Elizabeth McPherson Peter Chan Francis De Niese Jaishree Parekh Derek Galloway Sam Sammour Chloe Blanch Para Daman </div> <div> <ol style="list-style-type: none"> Myles Davis Prue Carroll Michelle Tabrett Lassie Zia Hajar Torkaman Ben Bradley Ian Watson Caryn Gottcent Junelyn Hunt Sandra Quan Juliette Curtin Neena Ackhavong Lorna Baker, LCPS uniform shop liaison Edward Zia Julie Wan Jonathon Heaney, LCPS strategy Neena Ackhavong Darren Simpson </div>		
No.	Agenda Item/Topic	Discussion and Next Steps
1.	Acknowledgement of Country / Welcome	<u>Darshini Heaney:</u> <ul style="list-style-type: none"> Welcome and open
2.	Principal's report	<u>Victor Tan:</u> <ul style="list-style-type: none"> I know it's a busy AGM so I'll keep it brief We have had many great events achievements in the past eight months I have been here The hall is advancing nicely Netball lines went onto the astro turf this year The Kindy block has been painted this year I must acknowledge that many of these things happen because of the P&C, they fundraise and supply the school funds for these Naplan results we have done better in a lot of areas than the school has done before I want to thank Darshini, David, Caleb, Em, Renee, Lara, we couldn't have done it with out you this year and also Myles, Brendan, Tony, Lorna, Michelle, Karen, Emily thank you for your attendance at all the P&C meetings this year Thank you Myles Davis: Question on junk food, what can and can't we pack because I'm a little confused with the messaging Victor: It's not my policy it's the departments called Good Nutrition in Schools, we are trying to limit the sugar and food colouring items coming into the school as well as nuts, some of

		<p>my teachers have been a little over efficient, tomorrow I will talk to staff about this, the big issue is the handing out of sugar items in the school</p> <ul style="list-style-type: none"> ▪ Thank you
3.	Presidents Report	<p><u>Darshini Heaney</u></p> <ul style="list-style-type: none"> • I will now read my report • See attached
4.	Treasurers Report	<p><u>David Roberts</u></p> <ul style="list-style-type: none"> ▪ Before I begin I want to thank the Executive, it's been great working with you all and we have achieved a lot, thank you also to our staff this year for all your hard work ▪ See Appendix A
5.	Election of new P&C Executive	<p><u>Victor Tan</u></p> <ul style="list-style-type: none"> ▪ I now declare all positions vacant ▪ I now seek nominations for a President ▪ Darshini: I would like to nominate Caleb Taylor, you have all heard everything he has done and he will make a great President ▪ Lorna Baker: I will second that ▪ Victor: Are there any further nominations, if not then I will now declare Caleb Taylor elected in the role of President of the P&C, congratulations ▪ I now request nominations for Vice President School community ▪ Caleb: I would like to nominate Chloe Blanch, she has been a class parent this year in Kindy and has done an amazing job in the school and community ▪ Lara: I second that ▪ Victor: Any further nominations, if not then I now declare Chloe elected in the role of Vice President ▪ I now request nominations for Vice President Fundraising & Events ▪ Renee: I would like to nominate Lara Wehby, she has been amazing with the Fun Run this year and has raised lot's of money for the school in various other events over the year ▪ Darsh: I would like to second that ▪ Victor: If there are no other nominations then I now declare Lara elected Vice President of Fundraising & Events ▪ Victor: I now seek nominations for Secretary ▪ Darsh: Point of order, if we can't find a person then we declare it a casual vacancy, I shall now read secretary responsibilities ▪ Victor: Does anyone want to self nominate? I'm declaring that it is now a casual vacancy ▪ I am now asking for nominations for a Treasurer ▪ Hajar: Can you please read the role of Treasurer ▪ Darsh: Reads out role ▪ David: I will support anyone who steps into the role ▪ Darsh: I would like to nominate Hajar ▪ David: I will second that ▪ Victor: If there are no other nominations then I now declare Hajar elected in the role of Treasurer ▪ I now hand over to our new Executive ▪ Caleb: I now delegate Darsh to close out the meeting

		<ul style="list-style-type: none"> ▪ Darsh: I now move to the next P&C roles , IT Strategy and the other role we would like to fill is the Grounds Coordinator ▪ Caleb: I would like to nominate Darren Simpson ▪ Darsh: I second Darren ▪ Darsh: Thank you Darren ▪ Darsh: Nominations for two General Members of the P&C ▪ Darsh: I nominate Renee Maxwell ▪ Renee: I accept ▪ Renee: I'd like to nominate Liz Mcpherson ▪ Liz: I accept ▪ Caleb: I'd like to go back and nominate a Secretary, Ben Bradley for the position ▪ Lorna: I second that ▪ Darsh: I now appoint Ben Bradley as Secretary ▪ Darsh: I now seek Canteen liaison officer nominations ▪ Renee: I'd like to nominate Lassie for Canteen ▪ Victor: I second that ▪ Darsh: Thank you Lassie ▪ Darsh: Uniform shop liaison officer I would like to nominate Lorna to continue in the role ▪ Darren: I second ▪ Darsh: Thank you Lorna
6.	General Business Merit selection panel	<ul style="list-style-type: none"> ▪ Victor: We are seeking a parent for the merit selection panel, I have received one nomination from Darsh, is there any other nominations, can I have a seconder on that ▪ Caleb: I second ▪ Victor: Thank you Darsh
7.	General Business Music	<ul style="list-style-type: none"> ▪ Kate: I want to ask Victor for an update on music ▪ Victor: Last night I meet with the Music Co-op Jose who is the head, to enter an agreement to run the music program next year at the school, as per their tender they definitely have the skills to run the program ▪ Jose: Very briefly to introduce myself, it's very exciting and thanks Darsh and David, thank you to all the parents ▪ David: it's not the schools program to take it's P&C to appoint as we are the owner of the program ▪ Myles: It seems there has been some cloak and dagger here the way this has come about ▪ Victor: I need to ensure that there is a music program for this school in 20223 ▪ David: You can't appoint them it needs to be done by the P&C and due process followed ▪ Victor: I can't believe we are at this situation now ▪ Darsh: Can I suggest the new P&C Executive come to the front for a discussion ▪ Caleb: I call a small intermission to work out what we are doing ▪ Caleb: With due process we will now hold a special meeting with seven days notice given for all P&C members for a special music meeting to discuss and finalise this matter next week ▪ Caleb/Darsh: We now declare the meeting closed

APENDIX A

LANE COVE PUBLIC SCHOOL P&C ASSOCIATION ANNUAL GENERAL MEETING – 15 NOVEMBER 2022

TREASURER'S REPORT

This report covers the 2022 financial year for the Lane Cove Public School P&C Association from 1 October 2021 through to 30 September 2022.

Before starting I would like to take the opportunity to thank the members of the Executive for their support and assistance over not just the last 12 months but the previous 3 years that I have been in the Treasurer role. I would also like to recognise the contribution that Karen Solway, Michelle Garrington; Michelle Tannous and Alison Massey have made in ensuring that the various operations of the P&C are conducted in a professional and efficient manner during the course of my involvement.

I would also like to thank Brendan Hood and the rest of the team at Kingston Financial who have generously donated their time to undertake the annual review of the financial statements. This will be the last year that Kingston Financial undertake this valuable service to the P&C.

From a financial performance perspective FY2022 represents a return to more normal trading performance, with the P&C able to hold a number of events which were unable to be held over the last few years. The performance of the individual divisions was:

Revenue

Committee	FY22	FY21	% Movement
General P&C	193,029	105,292	45.4%
Canteen	148,878	113,479	31.2%
Music	82,500	97,354	(15.2%)
Uniform	167,051	153,727	8.7%
Total	591,459	482,804	22.5%

Net Profit

Committee	FY22	FY21	% Movement
General P&C	37,890	40,116	(5.5%)
Canteen	(10,520)	5,298	(298.5%)
Music	(14,979)	(3,638)	(311.1%)
Uniform	28,696	38,456	(25.4%)
Total	41,087	80,232	(48.8%)

The P&C was able to report a strong increase (+45.4%) in revenue in FY22, this increase is partially attributable to the Lane Cove Fun Run (\$89K revenue - \$35k net profit) which was able to be held for the first time since 2019. I would like to take this opportunity to thank Lara and the rest of the Fun Run Committee for the hard work that went into organising this event after such a hiatus. Sponsorship and event income was broadly flat between FY22 and FY21.

The P&C was also successful in securing 2 government grants in FY22, totalling \$63,000 (compared with 1 grant worth \$33k in FY21). These funds were applied towards the \$71,000 contribution the P&C made to funding the replacement of the Kindergarten playground.

As a result of this the P&C reported a net profit \$41,087 for FY22 a decrease of 48%. Removing the impact of one-off items (the benefit of Jobkeeper in FY21) the actual movement between periods was an increase of 296% (the P&C would have reported a net loss of \$20,906 in FY21).

The P&C continues to report a strong cash position (at 30 September) with cash reserves increasing to \$584,227 (+31%), noting this amount includes \$55,033 in funds received from the school and subsequently endorsed by the General Members to be donated to the school as part of the voluntary contributions received from parents. Post financial year end the P&C has also made a contribution of \$80,000 to the school, to assist in funding the resurfacing of the basketball courts.

Turning to the individual operating divisions, I will provide commentary on Canteen and Music, whilst the financial performance of the Uniform Shop will be covered in the separate report.

The Canteen reported a 31% increase in revenue in FY22, reflecting a full year of trading after the last 2 years being disrupted and impact of price increases implemented as costs from suppliers started increasing during 2022.

Direct cost of goods sold for the Canteen increased by 15% during F22, this represents a combination of increased purchases and higher prices from suppliers as inflationary pressures resulted in suppliers increasing prices a number of times across 2022. Salary and wages also increased for the Canteen (+24%), reflecting reduced volunteer involvement resulting in a need to increase the use of paid staff to ensure canteen operations are able to be maintained 5 days per week.

The net result was an operating loss of \$10,520 for FY22 for the Canteen, compared with an operating profit of \$5,298 in FY21. This is the first trading loss for the Canteen in the last 5 years (combined net profit - \$44k) and reflects the combined challenges of reduced volunteer involvement and high inflationary environment on food prices.

Revenue for the Music program decreased in FY22, reflecting lower enrolments in the program. Revenue for the music program has declined consistently for the last 5 years reflecting a continued trend of reducing enrolments in the program.

Overall operating costs for the Music program have decreased slightly in FY22, reflecting lower tutor costs due to less groups, offset by higher administration costs associated with running the program. The net result for the Music program was a loss of \$15k a 311% increase from the \$3k loss reported in F21. The music program has reported operating losses in 3 out of the last 5 years (net loss over the last 5 years of \$38k, excluding loss on items destroyed in the fire).

Separately the P&C operates an instrument hire business, as a stand-alone operation this reported a net loss in \$9k in FY22 on operating revenue of \$20k. The operating loss reflects purchase of new sheet music which was able to be expensed immediately and annual depreciation charges on instruments exceeding the cost of hire.

The combined Music Program / Instrument Hire business has reported an operating loss of \$24k in FY22 up from an operating loss \$5k in FY21 and combined operating losses totalling \$70k over the last 5 years.

In conclusion, FY22 represents a return to a more normal trading environment for the P&C after what has been a very challenging 3 years, compounded by impact of the fire and COVID. The reserves built up by previous generations of parents has enabled the P&C to support the school community through this period and it falls to the responsibility of the next generation to ensure that these reserves are maintained and supplemented to support the school in future generations.

Lane Cove Fun Run 2022 Wrap Up

Race Director- Lara Wehby

Community Partners – Caleb Taylor

Sponsorship – Renee Maxwell

Operations – Nina Baulch

Vendor Manager – Anna Scott

School Ambassadors – Grace Lattuca, Nathan Griffith and Sally Angus

Held on the 11th September 2022

With over 2,100 registrations

52 Volunteers

28 Vendors

A successful event – with no injuries.

Sponsorship was \$27,650

We raised \$35k profit for 2022 P&C and we have 10k in assets to use for next years run (10th September 2023)

We have booked the oval for the 10th September next year.

We need to decide sponsorship levels for next year – we want to introduce a platinum sponsor

Key learnings for next year

- Prize giving – make it run quicker and get the results out faster
- Showcase – do we hand this over to someone else to run
- Set up up whatsapp groups earlier
- More communication about the traffic management

- Check the special parking the night before
- Make late rego's easier
- More volunteers and more marshalls
- More signage on the oval
- Encourage vendors to stay longer – if we go ahead with another showcase

- More engagement with the school children and the school ambassadors