

Robertson Public School P&C AGM 2018

DATE: 20th March 2018

LOCATION: Robertson Public School – Library.

PRESENT: Susan Mathews (SW), Jodi Hidasi (JH), Natasha Blenkinsopp (NB), Kim Haylen (KH), Alice Richards (AR), Renee Moore (RM), Michelle Oswald (MO), Lee-Anne Daxner (LD), Kathleen Betts (KB), Lyndsey Coffee (LC), David Missingham (DM)

APOLOGIES: Cathy Roodenrys (CR), Mary Creagan (MC), Jo Souter (JS), Karen Guymer (KG)

DISTRIBUTION Above listed people and Robertson School Administration.

:

The Meeting opened at 6:37pm.

Minutes of 2017 AGM 14/03/2017

Motion: Minutes of minutes of 14/03/2017 meeting be accepted

Moved: JH 2nd: NB

Principals Report:

Principals reports tabled. See attachment

Treasurers Report:

Treasurer reports tabled. See attachment

Financial books have been audited.

Presidents Report:

Presidents report tabled, see attached.

All P&C positions declared vacant. Nominations/ acceptance of position as follows:

President: Kim Haylen

Vice President: Natasha Blenkinsopp

Jo Souter

Secretary: Alice Richards

Treasurer: Kathleen Betts

Canteen Supervisor: Kellyanne Hinchcliffe

Uniform Shop: Kim Haylen & Michelle Oswald & Natasha Blenkinsopp

Music Supervisor: Jodi Hidasi

There being no further business, the meeting closed at 7.05pm.



RPS P & C: CASH RECONCILIATION FINANCIAL STATEMENT 2017

- We have had a very productive 2017. Much had to be learnt by the three new members of the Executive from past and present Committee members and RPS staff. We continued to make valuable contributions to the benefit of the School and students and to support all Stages in their various programs, thanks to the tireless fundraising efforts of our Parent Committee. The need for a range of initiatives is made more obvious by the financial support we have been able to provide and the wish to maintain the high standard set in previous years.
- Our overall income was \$40,466.55 for the year, this was down by \$9,122.50 compared to 2016's income of \$49,589.05.
- 2017 expenses of \$47,463.00 were up by \$9,509.73 compared to 2016's expenses of \$38,953.27. These figures are derived from the Auditors Cash Reconciliation for each account.
- I am required to confirm that Brook Roberts will continue in his role as Auditor for 2018.

NOTES FOR GENERAL ACCOUNT

- Michelle Oehm and her dedicated team of volunteers who ran the Canteen, succeeded in maintaining it as the key contributor to the P&C funds raised each year, operating each week on Fridays and other special days. After 5 years as Canteen Manager, Michelle has handed the reins, over the last months of 2017, to Kelli Anne Hinchcliff. We take this opportunity to thank Michelle, again, for her commitment and mentorship within our Committee and School community.
- It is with much thanks that we acknowledge Kelli Anne as new Canteen Manager, responsible for assisting our School to provide an affordable and appealing Canteen Menu that abides by the Schools Healthy Eating Guidelines. The Menu has been flexible with the changing Guidelines and responsive to the availability of new food and drink items.
- The total takings for the weekly school canteen in 2017 were **\$15,782.20**. This is **\$1,782.20** down on 2016 takings of \$17,580.23. Our canteen expenditure for 2017 was **\$10,204.55** which is **\$514.61** less than the \$10,719.16 spent in 2016. Canteen total profit for 2017 comes to **\$5,577.65**. Profit in 2016 was \$6,861.07.
- Fundraising contributions from Mothers' and Fathers' Day stalls, Raffles and additional Canteen catering earned the General Account **\$2,820.05**.



**Cash Reconciliation Financial Statement - Robertson Public School P&C
General Account 2017**

	\$
Balance carried forward from 2017	13,823.84
Add: Income for year	26,326.30
Less: Expenses for year	28,896.91
Cash book total as at 31/12/2017	11,253.23

	\$
Bank Statement balance as at 31/12/2017	11,511.83
Add: Outstanding deposits	--
Less: Outstanding cheques	258.60
Actual Bank financial position	11,253.23

Outstanding cheques to be presented:

- 497713 \$200 Moss Vale Lions Club Donation (2016). Lost. Invalid after 15 mths from date of issue. Re-issued 2017.
- 497781 \$36.60 M. Oehm

Fundraising opportunities in 2017

- Easter Raffle \$663.50
- Mothers' Day Stall \$1036.50
- Athletics Carnival Canteen \$422.90
- Cross Country Canteen \$1154.55
- Fathers' Day Stall \$899.00
- Education Week/Grandparents' Day Canteen \$404.15
- Christmas Raffle \$248.00
- Weekly Friday Canteen \$15,782.20
- RPS Swimming Cap sales \$100.00

Total Fundraising \$20,710.8



Outgoing Expenses in 2017

• Canteen stock	\$10,204.55
• Stage 2 Purchase of Recorders & Music Lessons	\$940.00
• Tuition for Festival of Instrumental Music (Opera House)	\$650.00
• Honour Board in Music Room	\$680.00
• Robertson School of Arts Contribution	\$500.00
• RPS Library Contribution	\$1500.00
• Polytarps x 4 for School Sports Activities	\$151.50
• P&C Membership & Insurance	\$1147.00
• Loan towards Laptops x 14 (repaid by Breakfast Club income)	\$5000.00
• Stage 2 Intensive Swimming Scheme / bus fees	\$1400.00
• Stage 3 Interrelate & Booklets	\$1,731.00
• 2017 Annual P&C Community Service Award Voucher	\$150.00
• Lunch Wallets x 50	\$324.00
• RPS Swimming Caps	\$400.00
• Junior Music Scholarship (K-3)	\$150.00
• Senior Music Scholarship (4-6)	\$150.00

Total Outgoing Expenses **\$24,718.05**

Committed Funds for 2018

• Stage 1&2 Musicology approx.	\$1,865
• Stage 2 Swimming Scheme approx.	\$1,400
• Stage 3 Interrelate approx.	\$1,750
• Insurance	\$1,147
• Contribution to the School of Arts	\$500
• Library	\$1500
• Music Scholarships	\$300
• Annual P &C Community Services Award	\$150

Total Committed Funds **\$8,612.00**



NOTES FOR UNIFORM ACCOUNT 2017

- The total income for the Uniform account in 2017 was \$10,280.50. This is \$2,282.75 down on 2016’s income of \$ 12,563.25. Uniform Shop expenditure for 2017 was \$14,866.84 which is up by \$7,089.42 on the \$7,777.42 spent in 2016.
- Ellie Di Bella and Kym Haylen took on the challenge of running the Uniform Shop in 2017. They found themselves negotiating with Uniform suppliers to rectify incorrect orders and clarify debts and to satisfy the School Community to keep costs affordable. With the Community’s support, they initiated the Second Hand Clothing Stall in Term 3, which will continue bi-annually and they have maintained appropriate stock levels for all seasons and ages.
- We thank Ellie for her contribution during 2017 and welcome Michelle Oswald who joins Kym in 2018’s Uniform Shop.

**Cash Reconciliation Financial Statement - Robertson Public School P&C
Uniform Account 2017**

	\$
Balance Carried Forward from 2017	6,334.84
Add: Income for Year	10,280.50
Less: Expenses for Year	14,866.84
Cash Book Total as at 31/12/2017	1,668.50

	\$
Bank Statement balance as at 31/12/2017	1,748.50
Add: Outstanding deposits	-
Less: Outstanding cheques	80.00
Actual Bank financial position	1,668.50

Float of \$256.00



NOTES FOR THE INSTRUMENT ACCOUNT 2017

- The total income for the Instrument account in 2017 was \$980.00. This is \$ 502.56 down from 2016’s income of \$1,482.56. The Instrument Account expenditure for 2017 was \$350.00 which is down by \$1,817.29 on the \$2,167.29 spent in 2016.
- 2017 Income is a result of accumulated fees from student instrument hire and purchase through the P&C music program.
- 2017 Instrument Account expenditure stems from bond refunds, the maintenance and repair of loaned musical equipment.
- Jodi Hidasi has worked efficiently within her role as Instrument Manager, keeping abreast of fluctuations in student numbers learning a musical instrument and the needs of the School Band. Jodi’s commitment makes it possible for students and their parents to further their interests and aspirations for Musicology by organising the purchase and hiring of individual instruments in a cost effective way to encourage further education and to generate P&C funds.

Cash Reconciliation Financial Statement - Robertson Public School P&C Music / Instrument Account 2017

	\$
Balance carried forward from 2017	3,863.30
Add: Income for year	980.00
Less: Expenses for year	350.00
Cash book total as at 31/12/2017	4,493.30

	\$
Bank Statement balance as at 15/11/2017	4,413.30
Add: Outstanding deposits	80.00
Less: Outstanding cheques	-
Actual Bank financial position	4,493.30



NOTES FOR THE BREAKFAST CLUB 2017

- The total income for the Breakfast Club Account in 2017 was \$2,879.75. This is \$1,698.49 less than 2016’s income of \$ 4,578.24. The Breakfast Club expenditure for 2017 was \$3,349.25, \$2,107.05 down from that spent in 2016.
- The Breakfast Club has been a success and continues to provide the P&C with funds acquired from student attendance, whether it be a one off attendance or repeat business.
- The Breakfast Club would not be as successful if it were not for Sue and her dedicated team of volunteers and teachers who tend to and provide students with breakfast and activities at the Breakfast Club before school care.
- Income for the Breakfast Club is from student attendance fees.
- The Breakfast Club reimbursed the P&C General Account in 2017 with an instalments totalling \$3000.00 for the purchase of 14 laptops in March. There remains \$2000.00 owing.

**Cash Reconciliation Financial Statement - Robertson Public School P&C
Breakfast Club Account 2017**

	\$
Balance carried forward from 2016	893.00
Add: Income for year	2,879.75
Less: Expenses for year	3,349.25
Cash book total as at 31/12/2017	423.50

	\$
Bank Statement balance as at 31/12/2017	423.50
Add: Outstanding deposits	--
Less: Outstanding cheques	--
Actual Bank financial position	423.50

Actual Bank Financial Position Combined Accounts	\$17,838.53
Less Committed Funds (GA)	\$ 8,612.00
Total Uncommitted Funds (GA)	\$ 9,226.53

Principal Report P&C AGM 20th March, 2018

2017 concluded with our school being externally validated at Sustaining and Growing across Teaching, Learning and Leading. This was a very pleasing result as we reflected, as a staff, on the growth we had made in the domains of teaching, learning and leading due to the actions undertaken within the 2015-2017 School plan.

Term 1, 2018 has been a busy time. Included in our achievements have been:

Consultation with the school and wider community in developing the 2018-2020 School Plan which has now been finalised.

The completion of the 2017 Annual School Report which is available on the School website

The completion of the upgrade to the school website.

A well-attended 'Meet The Teacher' evening.

Teachers engaging with our new Instructional Leader, Sharyn Moule to strengthen their teaching practice in Numeracy with a focus on improved student outcomes.

Implementation of BYOD

Our school IT infrastructure being upgraded to support BYOD.

I wish to thank the current P&C committee of Kym, Natasha, Michelle, Kathleen and Alice and for their dedication, support and contribution to our school, our students and our achievements. I would also like to acknowledge Kym and Ellie in the Uniform shop, Jodi in regard to our Music program, Michelle and all the volunteers who supported her in the canteen, Renee and Jo in fundraising, and all of you and many other parents in your contributions to our school in many and varied capacities and look forward to working with our newly elected P&C committee throughout 2018