

21 AUGUST 2019

Meeting Minutes

Meeting to be held at 237 Bobbin Head Road,
North Turramurra 2074

In the S3 hub, 7:00pm on Wednesday 21 August 2019

1. Welcome & Apologies

Apologies – Kate Duncan, Kath Selkirk, David Bradley, Lirize Loots, Ross Brockbank, Jenny Lockhart

Attendees – Bree Alami, David Bradley, David Clarke, Karin van Heerwaarden, Katie Sumpton, Rebecca Fitzmaurice, Robina Joselin, Michelle Verhagen

2. Acceptance of minutes from previous meeting –

Bree - Proposed

Rebecca - Seconded

3. Matters outstanding from last meeting: (5 min)

- Mrs Rogers to hand over resolution of softfall replacement to new principal.
DONE
- Bree to supply form letter to Kate and Rebecca to co-ordinate with Helen to send emails to these band families with overdue invoices (before the end of term 2).
DONE

4. Correspondence

- Fundraising marketing material
- P&C Association magazine
- Financial / banking

5. Executive team report (5 min)

\$20k community building partnership grant - Bree spending time following up on the funds transfer into P&C account which the provider's of the grant claim was paid on 30 June but funds haven't arrived in the account.

ACTION - Bree to contact Alistair Henkins requesting his assistance to resolve the payment of the community building partnership grant.

6. **Principal's report** (15 min)

No report supplied.

7. **Treasurer's report** (5 min)

Cash Balance

	Main Acct		Canteen	Uniform	
	*	Band	*	Shop	TOTAL
General Account	35,433	4,806	5,096	20,274	65,609
Savings Accounts	83,814		3,360		87,174
					-
Loan to Band	(17,031)	15,327			(1,704)
	102,216	20,133	8,456	20,274	-
					151,079

Receivables

20,000 **7,513**

Creditors Due

20,000 **3,671**

** Balances not verified*

Band notes

Only 1 invoice still outstanding from Term 1 & 2 fees. \$853

Owed \$1,680 outstanding from 2018. (One invoice paid from 2018 for \$420) Invoices for term 3 & 4 to be issued once creative kids voucher finalised Need to open up a Westpac bank account and close down old CBA account

P&C Notes

ACNC registration to be left to lapse. On basis we are not required to have charity registration Still awaiting \$20,000 from grant which is due to the school. Bree is chasing Need to open up a Westpac bank account and close down old CBA account

Fundraising from Trivia night. Income \$7,967

Trivia night expenses: Food & Thank you gifts \$1,259

Uniform Shop

Quicken file set up.

Discussed arranging a time to meet with Kelly to implement once she has organised the uniform fit out.

Canteen

PAYG withholding & super payments due to be reconciled and brought up to date
Need to set up new Westpac account to enable Lirize / Rebecca to make payments
Quicken showing a small profit for year. But I understand that there are still a lot of
invoices not entered.

Other business

Rebecca - Proposed that P&C let our ACNC Membership lapse. It provides no benefit
and advice from accountant is that there is no tax consequences by doing so. All agreed.

Rebecca - doesn't have visibility of supplier invoices and payments for canteen.

ACTION - Rebecca, Lirize, and Bree, to meet to discuss process for paying canteen
supplier invoices.

8. Grounds report (5 min)

1/ September working bee -- Sunday 15 September 9am to 1pm

Hope to get lots of people involved again -- we had a great turn out last time with help
from the church. Unfortunately it's presentation day for the North Turrumurra soccer
club, but hopefully some people can still turn up beforehand.

We'll coordinate with Luke (church) again and plan a joint morning tea during and a
barbecue at the end. We'll ask people to sign up beforehand for particular projects,
especially kids so I can provide resources for them -- signup sheet will go out in the next
week. We'll do posters and flyers again, and have planned a design competition for a
future garden bed in the top quad -- prize will be to have the design made and a sign
acknowledging the designer on the garden (to be hand painted and low key).

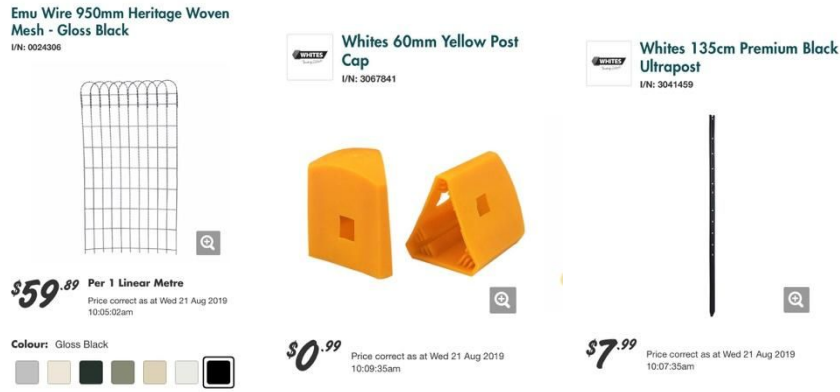
Projects for the day are:

- *Wildlife corridor*: there's a 15-ish m stretch still to be de-turfed, mulched and
planted.
- *Fence around indigenous garden*: install a more substantial (and less ugly) fence
around the indigenous garden in the top quad to allow plants to establish faster.
Request for P&C funds for fencing materials -- costs outlined below. We have
more plants available for here if we have time -- always good to give the kids
planting to do.
- *Outdoor learning space*: prepare area and dig holes for seat to be installed near
decked area in top quad (opposite end from bee garden), and then remove
remaining grass and dig over area ready for mulching, planting and pathway.
(Grant application in for materials and plants for this but we can do the prep
work now.)



2/ Funds needed

- Bee talk invoice has been re-submitted by council and Kate Duncan has agreed to pay from P&C funds.
- There are a few key places that need more substantial plants than tubestock -- such as replacing the tree near the gate at office with a brushbox to complete the row, thickening up planting near the entrance sign and filling in the end of the triangular garden near the pencils -- could P&C provide \$200 to purchase plants?
- Could the P&C fund better fencing for the areas in the top quad that need to be no-go while they're establishing: the bee garden and extension (we'll leave access to the bees for observation), the Gynea lily bed to be planted (near the other coloured poles in the top quad), and the indigenous bed under the trees near the blue seat (also in the top quad!). Total length of fencing needed is roughly 85 m and there are many different options for material -- the one we favour is black emu-wire fencing, approx 900 mm high, with capped star pickets 1.5 m apart.
 - At Bunnings galvanised wire would cost \$48.98 per metre (black is \$59.98/m), and 65 star pickets (@ \$7.99 each) with safety caps (@ 99c each) so total approx. \$4747.00



- There's black emu-wire available on ebay at \$400 for 25 m (I'm happy to drive to Menangle to collect!), so 4 rolls would be \$1600 plus star pickets so total approx. \$2183.00 -- but I can't vouch for the supplier so may be best to go with Bunnings or find another cheaper supplier, which I can follow up)
- There are cheaper wire options which can be explored, but the emu wire strikes a balance between practical and not too intrusive, and it's relatively easy to install and reuse for later projects.

3/ Mulch deliveries and locations

Kath has contacted Ku-ring-gai Council to arrange deliveries of mulch from native trees to go under various trees to help retain moisture (oak and turpentine beyond netball court, turpentines in beds near the wildlife corridor, the planting by the oval, and the garden beds and trees in the top quad). Cameron Saunders knows the areas and will direct trucks to relevant areas and help spread mulch when he has the opportunity.

4/ Future projects

- Construction of the garden design from the competition.
- Install feature over former tree stump in grass in top quad -- suggest we include a birdbath. Suggestions include spiral garden with bird attracting plants such as grevilleas (photo of spiral below), a sundial or bird bath and seat with mosaic pavers or painted logs decorated by students (some ideas below) or a xylophone!



- Revivifying garden and planting around Wollemi pine.
- Installation of frog pond after work is completed in area between bee garden and bubblers -- Kath is currently in discussion with Bunnings Belrose about what they can provide in terms of materials and assistance for the pond, then we will draw up some ideas. Would be good to get classes involved in this, along with Australian Museum Frog ID project.
- Creation of a quiet, cool, more enclosed space for kids to read or chill in the playground, such as curved seating area partially enclosed by vertical posts with climbers trained up them. This would be relatively easy to do with the only digging needed for the uprights -- all other materials would sit on the ground.



Other business -

Kath - Question re funding for fencing for the top quad gardens (details in report to come)

All agreed to spend the requested funds for plants, emu wire and star pickets - approx \$5000, as per estimate in grounds report from Kath above.

Kath - September 15 working bee -- will need to provide morning tea and barbecue, and anything else we can do to encourage people to come?

9. **Uniform shop report** (5 min)

Refurbishment

- Shelving demolition and reconstruction took place in term 2 holidays
- Cam did a great job, plan was to complete in first week, but he was still there in second week
- No plaster board behind shelves, built new door and new shelving just inside and installed the Bunnings heavy duty shelving in the back part
- Started to move stock back in it quickly became clear we need some sort of drawers and boxes
- Cam investigate a few options, now settled on Bunnings storage bins
- Helen got 2 samples (2 sizes) seem fine, plan to get another 53 @ \$7 or \$8 each

Other business

Bree - We shouldn't return all of the stock to the shelves without doing a full stock take and reviewing what items are to be kept and what won't be sold and either needs to be returned to Midford or write off.

ACTION - Michelle to speak to Helen about holding off on purchase of storage bins in which to place stock items in uniform shop.

ACTION - Bree to arrange date for stocktake of uniform shop, review and cull of items available for sale, and re-stock of shelves.

10. **NTOOSH report** (5 min)

Report available here

https://drive.google.com/file/d/11SqVKOO_FBVnyH-nFBzQi--qkkZWTGjd/view?usp=sharing

11. **Canteen report** (5 min)

- Canteen cost review is still ongoing
- Prices in the process of being increased
- Monday's we have reduced the number of staff to 1

12. Fundraising report (5 min)

No report supplied.

13. Band report (5 min)

Numbers

Band numbers are currently at 53 children – 2 who left at the end of last term changed their minds and have decided to continue, but one from jazz/performance who only joined at the start of this year has left.

Fees

Outstanding fees have been steadily coming in, including one who left at the end of last year. The “no pay, no play” policy may have been tough, but it certainly brought a flurry of payments in at the start of this term. Spreadsheets are prepared for the next billing cycle, and things are ready to go once our Creative Kids provider status is sorted

Creative Kids

Having been under the impression that we had been granted provider status I subsequently learned this is not the case, as I had applied via my own Service NSW portal at the same time as applying for my own company. After checking on the Band status it was explained that this is not permitted, and the band application must be made via the P&C log-in. This is not a time-consuming process, and once logged in all our documentation is ready for resubmission: the service representative explained that once submitted we should be up within 14 days.

It's worth noting that once registered we will to my knowledge be the only P&C operated band in the area accepting Creative Kids vouchers. Warrawee found that preparing the documentation (which we have completed) too onerous and not worth the effort, as have a number of other schools in the area – hopefully once it's completed this can be another drawcard for Turra North.

Guest Conductor

Alex Cronin filled in for Junior, Jazz, & Performance Bands in Week 3, and did an excellent job. The children obviously loved him, and his classroom management was impressive. Hopefully we can ask him to fill in again in Weeks 9 & 10 when Tom is travelling – an added bonus is that if he's at the school for performances with the choir at special assemblies he can also conduct the band as part of his paid school duties, thereby saving us additional conducting fees.

As an aside, Alex has just finished serving as a composer-in-residence for the Dept. of Ed. Festival of Instrumental Music at the Opera House, where he conducted an

ensemble of more than 1,000 children over 4 nights as they played a piece he's written – our children are in prestigious hands with Alex!

Performances

Junior & Performance Bands are entered in the upcoming North Shore Primary School Band Festival – Chatswood High School on Saturday 7 September.

As yet slots have not been allocated for the Jazz Band performance in October at the Wahroonga Food & Wine Festival: these will be advised closer to the date.

Last week Performance band played at KHS with the High School Band & the Northside Community Band: some of our children ended up filling in for absent musicians with the High School Band, and played spectacularly. The high point of the evening was a combined “La Bamba” with all 3 bands playing together – once again the TNPS kids played spectacularly.

The Jazz Band visit to Sydney SAE was also a great success – 9 children attended and the recordings made have now been mixed down and shared with band families. Mark and Sally Williams are now editing the footage they took on the day to make accompanying videos of the afternoon – there's no doubt these will be fantastic.

Other business

Bree - A reminder that an event notification needs to be raised for every band event.
ACTION - David B to raise event notifications with the P&C Federation for upcoming events.

14. Other Business (5 min)

Michelle - New gazebos are needed soon (and not wait until next year as we thought at the July meeting).

ACTION Bree to place order for gazebos, from Gazebo Guys, quote available here <https://drive.google.com/open?id=1rNi4s5xCfxLtJnPjvZBD1bfAG9XOexqhKtG03LxiFi4>

Meeting ended: 8:20pm

Meetings are held on the 3rd Wednesday of each month @ 7:00pm in the S3 Hub

Term 3: 18 Sep

Term 4: 16 Oct; 20 Nov

AGM: 11 Dec