



Seven Hills North P & C Association

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Meeting Date: 13 August 2024

Meeting Opened: 7:00pm

Meeting Chair: Alison Freeman (President)

Minutes: Kate Allred (Treasurer)

In-person attendees: Alison Freeman (President), Ryan Perry (Vice President), Kate Allred (Treasurer), Katie Howell (Fundraising), Mitch Bates (Uniform Coordinator), Emma Godfrey, Natalie Wraight, Jacqueline King, and Daniel Tuckwell.

Online: (unable to attend due to NBN outage)

Apologies: None

AGENDA ITEM 1

WELCOME AND ATTENDANCE

- Alison Freeman opened the meeting and welcomed all in attendance
- Online participation not available due to NBN outage

AGENDA ITEM 2

PREVIOUS MEETING MINUTES

- Tabled by Alison Freeman
- Accepted by Kate Allred and Ryan Perry

AGENDA ITEM 3

OUTSTANDING ITEMS

3.1 Outstanding Executive Roles

- Secretary role remains vacant
- No volunteers at present

Action

Continue to advertise vacant role

3.2 Canteen Update

- Canteen is commencing Thursday 15 August
 - Orders to be placed by 6:00am each Thursday
 - Orders delivered on Thursdays for lunch
- After 4 weeks, the school will collect feedback from families to determine to future of the canteen services

Action

Cathy to provide update at next P&C meeting

3.3 Purchase of new raffle barrel for school

- Katie and Alison will look at prices and determine best option

Action

Katie and Alison to provide update at next P&C meeting

AGENDA ITEM 4

CORRESPONDANCE

- All insurances have been renewed and paid
- P&C received email from Michelle Rowland (MP) regarding the Community Spirit Awards. Each School is entitled to have a Community Spirit Award recipient.

Action

Alison to forward email to Cathy for consideration

AGENDA ITEM 5

REPORTS

5.1 Treasurer – Kate Allred

Summary (as at 12/08/2024)

	Starting Balance	Income	Expenditure	Closing Balance
Bank Account	\$17,440.29	\$768.29	\$8,045.95	\$10,162.63
Cash Float	\$281.95	-	-	\$281.95
Total Cash				\$10,444.58
Uniform Stock				\$53,384.00
Total Cash and Assets				\$64,110.53

Income Details

Category	Details	Amount
Uniform Shop	All sales	\$768.29
Total		\$768.29

Expenditure Details

Category	Details	Amount
Father's Day Stall	Gifts to Give invoice	\$872.60
	Smart Gift Ideas invoice	\$549.95
	Category total	\$1,422.55
Operational Costs	Public Liability Insurance	\$175.00
	P&C Federation Membership	\$458.00
	Business/Property Insurance	\$1,484.00
	Voluntary Worker's Insurance	\$158.00
	Category total	\$2,275.00
Sundry	Gift for outgoing P&C President	\$65.00
	Category total	\$65.00
Uniform Shop	LW Reid invoice	\$4,283.40
	Category total	\$4,283.40
Total		\$8,045.95

5.2 Fundraising – Katie Howell

- Father's Day Stall
 - Items are already allocated to classes
 - Alison is waiting for Cathy to confirm schedule of classes
 - K-2 will go first

Actions

- Kate to arrange handover of float prior to Father's Day Stall
- Alison to confirm class schedule

- Cake Stall - 14 September (Election)
 - Confirmed cake stall only. No BBQ or drinks
 - Families will be able to confirm if they want a cake box sent home
 - Agreed to purchase cake boxes with clear lids (~\$110.00)

Actions

- Katie to create flyer
- Alison to set up link for volunteers to book time slots

5.3 Uniform Shop – Mitch Bates

- Surplus stock of sports uniforms
- No need to order new stock, as only expecting 19 kindy kids for 2025
- Almost \$6,000.00 of backpacks. Mitch is considering lowering the price and creating 'Kindy Packs' for incoming kindy families.

Action

Alison to forward details of uniform shop donation for Treasurer records

5.4 Principal's Report – Natalie Wraight

- **Recent Events**

- 3-6 Athletics Carnival
- Principal's Morning Tea
- Kindergarten – 100 Days Brighter
- Festival of Choral Choir Rehearsal
- SRC Fundraising – raised \$695 for Westmead Children's Hospital
- Winter PSSA season finished up
- Assemblies for both K-2 and 3-6
- Education Week – Celebration Day Assembly

- **Upcoming Events**

- **Week 4**
 - Festival of Choral Choir rehearsal and performance
- **Week 5**
 - Blacktown Festival of Performing Arts – Senior Dance Group and Band – rehearsal and performance
- **Week 6**
 - Check in assessment occurring for Years 3-6
 - Father's Day Stall
 - Jersey Day and Father's Day Breakfast
- **Week 7**
 - Summer PSSA commences – potential for cricket and AFL
 - Zone Athletics
 - Junior AECG
- **Week 8**
 - Kimberwalli Cultural Excursion – JAECG
 - P&C Meeting
 - K-2 Assembly
 - Summer PSSA
- **Week 9**
 - Book Fair arrives
 - 3-6 Assembly
 - Summer PSSA
- **Week 10**
 - Book Fair and Character Parade
 - Regional Athletics
 - Summer PSSA

AGENDA ITEM 6

OTHER BUSINESS

- **Question:** School events can be difficult to attend when they are in the middle of the day. Many parents end up missing out. Can events be run earlier in the morning, or later in the afternoon?
- **Response from Natalie:** The school tries to make sure there is a mix of event times throughout the year, as there is not one time that suits all parents. There are breakfasts and morning teas, lunches, afternoon events, and sometimes post-school activities. Unfortunately, it is not possible to meet the needs of all parents for every event.

AGENDA ITEM 7

MEETING CLOSE AND NEXT MEETING

- Meeting closed at 7:30pm
- Next meeting is 10 September 2024