



Seven Hills North P & C Association

45 Beethoven Street
Seven Hills, 2147
Ph: 9624 1275
9674 5032
Fax: 9838 7839

General Meeting: 14th May 2024

Meeting Opened: 7:03pm

ATTENDEES: Cathy Francis, Nadia Vanderhelm, Alison Freeman, Ryan Perry, Katie Howell, Mitch Bates,

Online: Kate Allred

APOLOGIES: Emma Godfrey

AGENDA ITEM 1: WELCOME AND APOLOGIES

- Nadia Vanderhelm opened the meeting and welcomed all in attendance.

AGENDA ITEM 2: PREVIOUS MEETING MINUTES

- Tabled by Alison Freeman, accepted by Katie Howel, 2nd by Mitch Bates

AGENDA ITEM 3: OUTSTANDING ITEMS.

3.1 Outstanding Executive Roles

The following positions were nominated and accepted.

President: Alison Freeman (Nadia stepping down as moving inter-state)

Vice President: Ryan Perry

Treasurer: Kate Allred

Secretary: Vacant

Fundraising: Arielle Gerace, Katie Howell, Emma Brown, Alison Bannister

Uniform Shop: Mitch Bates

Kate Allred to be added as signatory and have online access to the Seven Hills North P&C Association Westpac Bank Account BSB: 032-179 and Acc: 301060.

Operating rule of two to sign is to remain.

ACTION ITEM:

Alison & Kate to arrange appointment at Westpac Bank in order to add Kate to the account

3.2 Mother's Day Stall

- Great success, lots of parents helping out.
- Year 6 leadership team were a great help.
- Total sold = \$3037
- Spreadsheet updated and items stored in boxes in canteen storeroom
- Recommended not to purchase any \$1 cards for next year – haven't sold many

ACTION ITEM:

Nil

3.3 Canteen

Cathy met last Monday with Canteen organisers, just awaiting menu and spriggy details to be locked in. Once those details are received, there will be a 2 week delay until we start. Allows time to communicate to families and for families to get connected to spriggy + troubleshooting.

ACTION ITEM:

Confirm menu and spriggy details, then communicate with families

AGENDA ITEM 4: CORRESPONDANCE

- Nil

AGENDA ITEM 5: REPORTS**5.1 Treasurer Report**

- Full Treasurer report is attached.
- Some outstanding invoices for uniforms to be paid. Will be paid once stock checked.

ACTION ITEMS

- Uniform coordinator to confirm recent uniform orders have been delivered in full, then invoices will be paid

5.2 Fundraising

- See mother's day stall details above
- What's App Chat created with fundraising team – aiming to meet before next P&C meeting in June
- Discussed possibility of Cake Stall for Election in September
- \$4255.49 (profit) raised so far this year

ACTION ITEMS

- Fundraising Team to meet – look at purchasing Father's Day Stall items

5.3 Uniform Shop

- New stock arrived on Thursday – needs to be checked off as accurate, then pay the invoice
- Stock-take of second hand clothes attended - \$2 pants not moving (long and short)

ACTION ITEMS

- Plan to do a full stock take count now that new stock has arrived – then update numbers online.

5.4 Principals Report

Full report attached below

ACTION ITEMS

- NIL

AGENDA ITEM 6: GENERAL BUSINESS

6.1 Father's Day Stall

- Need to purchase items for Father's Day stall
- Alison to get handover from Nadia re: who we order from and amount of items we normally purchase. Review spreadsheets etc.
- Aim to order before the end of this term – get discounts and less of a rush next term
- Cathy will bring a date for the Father's Day Stall to the next P&C Meeting
- Motion raised by Nadia – need to spend \$1000 - \$1500 on gifts for the Father's Day Stall. Second by Ryan and Alison. All in attendance approved.

ACTION ITEM

- Confirm date of Father's Day Stall at June P&C Meeting

6.2 Grandparents Day

- Will there be a Grandparents Day this year?
- Last year it was linked up with Education Week.
- Will look at similar possibility for this year

AGENDA ITEM 7: MEETING CLOSE AND NEXT MEETING DATE

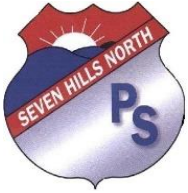
- Meeting closed at 7:36
- Next meeting to be held on 11th June 2024 (last meeting for the term)

Attached Appendix

5.1 Treasurer Report

5.2 Fundraising

5.4 Principals Report



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Treasurers Report – 14th May 2024

1st January to 14th May 2024 Income and Expenditure

Funds on hand as @ 14/5/2024 - \$18,712.71

- \$298.95 cash float
- \$18,422.76 in the bank

Income – Total \$11,755.70

- \$2863.08 Easter Raffle money banked (actual raised \$2795.03)
- \$3020 Mother's Day Stall
- \$5872.62 Uniform Shop sales
- \$6.00 2024 Membership Fees (not included in total income, added to float)

Expenditure – Total \$12,923.86

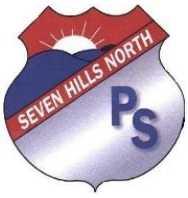
- \$10,000 2023 Donation to SHNPS – Subsidy for Mr Daniel wages
- \$1,682.83 Mother's Day stall supplies and morning tea
- \$1185.03 Uniform supplies
- \$56 Zooper Doopers for Cross Country

Invoices Yet to be Paid - \$6,450.70

- \$4144.00 LW Reid Short Sleeve Polo Shirts (ordered 15/3/24)
- \$2306.70 Cowan and Lewis (Due 30/5/24)

Uniform Stock on Hand (New only, not incl 2nd hand)

- \$47,891 (RRP) as at 09/04/2024.



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Fundraising Report – 14th May 2024

Mother's Day Stall 2024.

We had a wonderful turn out of helpers on the day and the year 6 leadership team to support a successful Mother's Day stall.

We sold a total of \$3037 worth of items, being a total profit \$1460.46

We sold a total of 652 gifts and 161 \$1 items being sold.

The spreadsheet has been updated with the 2024 remaining stock, being 463 items left ranging from \$2 to \$10, ready for 2025 ordering when it opens in Feb/March 2025. No perishable items are in the stock, all items are boxed into their sale price boxing for ease of set up next year.

A number items that did not sell well this year and last year, I have lowered the pricing to the next price bracket down for 2025.

I would recommend in 2025 not to purchase the \$1 cards, however stock will need to be purchased of the \$1 pens and \$1 gift bags (this price is pending the cost pricing next year). And with the number of children, look to order about 500-600 items again in 2025, looking at previous years orders and focusing on a variety of items to order.

The float has been recalculated to now be \$298.95. A total of \$3020 cash was banked.

No other fundraisers are planned at this stage.



Principal's Report for P&C - Tuesday 14.5.24

Term 2 Week 3

Recent Events

- Crazy sock & Ice Block Day - Year 6 Fundraiser
- 3-6 Assembly
- ANZAC Day Assembly
- Principal's Morning Tea
- SHN Yarn Up
- Cross Country
- Parent Teacher Interviews
- Mother's Day Stall
- Mother's Day breakfast

Parent Teacher interviews -

- Parent Teacher Interviews - Seeking feedback. Families will be emailed this week to provide feedback regarding timing.

Term 2 School Events still to come:

Week 4 -

- Friday - Winter PSSA commences

Week 5 -

- Chocolate raffle - Year 6 Fundraising
- Thursday - Year 6 Fundraising meeting
- Friday 3-6 Assembly

Week 6 -

- Chocolate raffle - Year 6 Fundraising
- Wednesday - Stage 1 Excursion

Week 7 -

- Tuesday - Year 6 Muck up photo, Junior AECG Meeting (Doonside HS) & P&C Meeting

Week 9 -

- Thursday - Year 6 Fundraiser - PJ Day (also selling chocolates)
- Friday - K-2 Assembly

Week 10 -

- Tuesday - K-2 Athletics Carnival
- Wednesday - 3-6 Athletics Carnival
- Friday - 3-6 Assembly

Cathy Francis
Principal