



Seven Hills North P & C Association

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Minutes

Meeting Date: 10 September 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), Cathy Francis (Principal), Amanda Massingham, Hanady Woodhouse, Stanley Teng

Online: Yara Bloom

Apologies: Katie Howell (Fundraising), Mitch Bates (Uniform Coordinator)

AGENDA ITEM 1

WELCOME AND ATTENDANCE

- Alison Freeman opened the meeting and welcomed all in attendance

AGENDA ITEM 2

CONFIRMATION OF PREVIOUS MEETING MINUTES

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

AGENDA ITEM 3

REVIEW OF OUTSTANDING ACTIONS

3.1 Outstanding Executive Roles

- Secretary role remains vacant
- No volunteers at present

3.2 Canteen Update

- To be included in Principal's report

3.3 Purchase of new raffle barrel for school

- Explore options such as Amazon/Marketplace etc.
- Wholesale options are quite expensive, including freight

AGENDA ITEM 4

FUNDRAISING UPDATE

4.1 Father's Day Stall

- Total profit of \$1,044.75
- Remaining stock of \$612.51
- Stall ran very efficiently – thanks to Cathy for the schedule!
- Decision not to include Year 6 helper moving forward
- Decision not to purchase new shower products as gifts next year
- Kate to deposit income

4.2 Election Cake Stall

- Prior to 14 September
 - Cathy to update Alison with polling both open times once available
 - Mitch to teach other P&C members to use EFTPOS system
 - Alison to review volunteer sign up and ensure at least one P&C member is available throughout the day
- Friday 13 September
 - Cakes to be stored in canteen
 - Alison (AM) and Kate (PM) to move cakes from office to Canteen
 - Kate to keep canteen keys and remind Office staff about alarm
 - Kate to arrange handover of cash float to Alison

AGENDA ITEM 5

UNIFORM SHOP UPDATE

- No major updates
- \$386.15 in total sales
- Need to arrange uniform display for Kindy orientation

AGENDA ITEM 6

TREASURER'S UPDATE

Summary (13/08/2024 - 09/09/2024)

	Starting Balance	Income	Expenditure	Closing Balance
Bank Account	\$10,162.63	\$368.15	\$110.00	\$10,420.78
Cash Float	\$281.95	\$2,467.30	-	\$2,749.25
Total Cash				\$13,170.03
Uniform Stock				\$53,022.00
Father's Day Stock				\$612.51
Mother's Day Stock				TBC
Total Assets				\$53,643.51
Total Cash and Assets				\$64,110.53

Income Details

Category	Details	Amount
Uniform Shop	All sales	\$368.15
Father's Day Stall	All sales	\$2,467.30
Total		\$2,835.45

Expenditure Details

Category	Details	Amount
Election Cake Stall	Cake boxes	\$110.00
	Category total	\$110.00
Total		\$110.00

AGENDA ITEM 7

PRINCIPAL'S REPORT

- **Recent Events**
 - Festival of Choral Choir rehearsal and performance
 - Blacktown Festival of Performing Arts – Senior Dance Group and Band rehearsal and performance
 - Check in assessment for Years 3-6
 - Father's Day Stall
 - Jersey Day and Father's Day Breakfast
 - Summer PSSA commences – potential for cricket and AFL
 - Zone Athletics
 - Junior AECG

- **Upcoming Events**

- **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 8

OTHER BUSINESS

Student wellbeing is managed by Mr Daniel Tuckwell (Chaplain) and Yolanda (Counsellor)

AGENDA ITEM 9

MEETING CLOSE AND NEXT MEETING

- Meeting closed at 7:35pm
- Next meeting is 12 November 2024



Recent Events

- Blacktown Festival of Performing Arts - Senior Dance & Band performed
- Check In Assessment Years 3 - 6
- Stage 1 Swim School
- P&C Father's Day Stall - Thank you to our P&C for your organisation with this!
- Father's Day breakfast
- Jersey Day
- Public Speaking Finals
- Junior AECC
- Kimberwalli Cultural Excursion

Term 3 School Events still to come:

Week 8 -

- Summer PSSA
- K-2 Assembly

Week 9 -

- Book Fair arrives
- 3-6 Assembly
- Summer PSSA

Week 10 -

- Book Fair & Character Parade - change of time - 9:20am - *already communicated to school community*
- Summer PSSA
- Regional Athletics Carnival

Update from the previous meeting -

- Purchase request - ticket barrel - do we have an update on this?
- Canteen update - We have sent out a survey to the school community to provide feedback re: Canteen service. Once this is received we will present the data to the service provider and update our community of any changes.

New Items -

- Early next term we'll be sending out the Tell Them From Me survey to our school community. Last time the school community was surveyed was back in 2019. We feel as a school that it's important to gain feedback from not only our students and staff but our school community as well.

New Actions

Meeting Date	Action Item	Description	Responsible	Due Date	Status
10/09/2024	4.1.1	Update Mother's Day Stock Value	Fundraising Team/Alison	December 2024	Open
10/09/2024	4.2.1	Learn to use EFTPOS machine system	Kate and Alison	13/09/2024	Open
10/09/2024	4.2.2	Handover float	Kate	13/09/2024	Open
10/09/2024	5.1.1	Arrange Uniform Shop display for Uniform	Mitch	29/10/2024	Open
10/09/2024	5.1.2	Determine cost of Kindy pack (no profit)	Mitch	29/10/2024	Open
10/09/2024	6.1.1	Kate to deposit Father's Day Stall income	Kate	12/11/2024	Open