



Seven Hills North P & C Association

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General Meeting Minutes 10th June 2025

Meeting Opened: 7:00pm

Meeting Chair: Alison Freeman (President)

Minutes: Ryan Perry (Vice President)

In-person attendees: Alison Freeman (President), Ryan Perry (Vice President), Mitch Bates (Uniform), Cathy Francis (Principal), Jacqueline King (Staff), Arielle Gerace (Fundraising Team)

Online: Kate Allred (Treasurer), Yara Bloom (Fundraising Coordinator)

Apologies: Katie Howell, Emma Godfrey

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 Alison Freeman, accepted by Ryan Perry, 2nd by Mitch Bates

AGENDA ITEM 3

REVIEW OF OUTSTANDING ACTIONS

3.1 Outstanding P&C Executive role – Secretary

- Still outstanding. Continue to advertise at upcoming meetings

3.2 P&C Audit Report due to be uploaded to P&C Federation Website

- Kate reports that the 2024 Income and Expenditure Summary is almost complete.

ACTION ITEM

- Kate to complete 2024 Income and Expenditure Summary and submit to P&C Federation Website

3.3 ACNC Access & Annual Info Statement

- This can be completed once the 2024 Income and Expenditure Summary is completed

ACTION ITEM

- As above, Kate to complete 2024 Income and Expenditure Summary, then either upload to ACNC website, or email to Alison for completion

3.4 Old P&C OOSH business finalisation

- Alison spoke to Edmund Low, accountant who previously assisted in completing an audit of the SHNOOSH, to see if he can help in finalising the business from a tax and financial point of view.
- Alison has emailed details of the business to the accountant and requested a quote for his services – awaiting a reply

ACTION ITEM

- Alison to chase up accountant on next steps

3.5 Electronic Items in Canteen

- Still to be catalogued

ACTION ITEM

- Stocktake still needs to be completed in the coming weeks.

AGENDA ITEM 4

FUNDRAISING UPDATE

- Thank you to all the volunteers from recent fundraising events.
- Father's Day orders to be completed this week (Term 3 fundraising event)
- Term 4 fundraising, Year 6 doing 1 event. Motivate sports will also be on
- P&C still to decide on Term 4 fundraising activity

ACTION ITEM

- Fundraising team to brainstorm ideas for term 4 fundraising
- Cathy will email list of current Term 4 events to Yara

AGENDA ITEM 5

UNIFORM SHOP UPDATE

- Hats and shirts order – awaiting final quote, then will order
- Another order for term 4 – winter items (estimated \$2200 - \$2500)
- Most everything else should last till 2026.
- Need to review sale prices of items in order to cover increasing cost prices
- Signs are being made up to go on the door for sizes.
- Only 2 parents in person, mostly online orders
- Thursdays (fortnightly) still the best day for Mitch to open in person at this stage

ACTION ITEM

- Mitch to obtain final quote and forward to P&C Executive for approval to order.

AGENDA ITEM 6
TREASURER'S UPDATE

Treasurer's Report – June 2025

Summary: 13/05/2025 – 09/06/2025

Item	Starting Balance	Income	Expenditure	Closing Balance
Bank Account	\$22,406.87	\$8,852.59	\$0.00	\$31,259.46
Item	Starting Balance	Received	Banked	Closing Balance
Cash Float	\$7,770.20	\$0.00	\$7,420.20	\$350.00
Total Cash				\$31,609.46
Item	Starting Stock Cost Value	New Stock Cost Value	Sold Stock (cost price)	Closing Value
Uniform Stock	\$42,804.00	\$0.00	\$1,266.00	\$41,538.00
Father's Day Stock	\$642.36	\$0.00	\$0.00	\$642.36
Mother's Day Stock	\$922.68	\$0.00	\$0.00	\$922.68
Total Assets				\$43,103.04
Total Cash and Assets				74,712.50

Income Breakdown

Category	Sub-category	Amount
Fundraising	Easter Raffle (cash)	\$2,573.70
	Mother's Day Stall (cash)	\$2,816.25
	Election BBQ/Cake Stall (cash)	\$2,030.25
	Subtotal	\$7,420.20
Uniform Shop	Uniform Sales	\$1,432.39
	Subtotal	\$1,432.39
Total		\$8,852.59

Expenditure Breakdown

Category	Sub-category	Amount
Fundraising	None	\$0.00
	Subtotal	\$0.00
Operational Costs	None	\$0.00
	Subtotal	\$0.00
Sundry	None	\$0.00
	Subtotal	\$0.00
Uniform Shop	None	\$0.00
	Subtotal	\$0.00
Total		\$0.00

AGENDA ITEM 7

PRINCIPAL'S REPORT

See 'Appendix 1' for the full Principal's Report

ACTION ITEMS

- Zooper Doopers to be donated for K-2 Athletics carnival. Alison to purchase

AGENDA ITEM 8

GENERAL BUSINESS

8.1 School Uniform Policy (Cathy Francis)

- School uniform policy presented for review.
- Cathy suggested looking into warmer jackets as an option
- Our current school jackets are not warm enough for many kids. Lots of kids wearing various coloured 'non-school' jackets for warmth
- Scofield public school has warmer jacket – example provided by Cathy
- Mitch will investigate warmer jackets and puffer vests with suppliers – fleece lined.

ACTION ITEMS

- Mitch to contact current uniform suppliers to enquire about warmer Jackets
- Cathy will ask parents to provide navy blue jackets for kids where possible

8.2 P&C Donation to School

- A donation of 10 laptops was approved by everyone in attendance
- Still leaves enough cash in account for Father's Day items, insurance cost and uniform orders for the next few months.

ACTION ITEMS

- Cathy to organise purchase of laptops through Department of Education
- P&C to await invoice for payment

AGENDA ITEM 9:

MEETING CLOSE AND NEXT MEETING DATE

- Meeting closed at 7:30pm.
- Next meeting to be held on Tuesday 12/08/2025

Attached Appendix

Appendix 1 - Principals Report

Separate Document - Uniform Policy SHNPS



Principal's Report for P&C - Tuesday 10.6.25

Term 2 Week 7

Staffing updates -

- Replacement of Mr Daniel. SU Chaplaincy is still currently filling the position through advertisement. Interviews were held and there was no suitable candidate.

School Initiatives -

- Home Reading - Whole School - Continuing in Term 2.
- Library Challenge - K-2 & 3-6 - continuing into Term 2.
- Student voice re: student interest groups during play times - All students participated. From Term 3 we will start to implement some of these groups.

Top 5 -

1. Art & Craft Club
2. Leadership Club
3. Drama & Acting Club
4. Lego Club
5. Science Experiments Club

Works around the school -

- Spare demountable will be taken by the Department shortly. It will involve closing part of Seven Hills Road off for a short time, so likely to be completed early in the morning.
- Work will soon commence on the small hill area outside the Hall. This project will involve the construction of a retaining wall and levelling of the slope as much as possible. The aim is to make the area safer for our students, particularly as ongoing erosion has become a concern. In addition to improving safety, the works will also help reduce the amount of mud washing onto nearby walkways during wet weather, creating a cleaner and more accessible space for all.

Year 6 Fundraising for 2025 -

Term 2 - Movie Night - Week 10, Tuesday 1st July

School community feedback survey -

We are pleased to share that 42 families responded to the survey. Feedback on the recent Parent Teacher Interviews and our Term 1 school and community events is highly valued. The responses will be used to guide future planning and ensure we continue to meet the needs and expectations of our school community.

K-2 Athletics Carnival – P&C Support Request

Our K-2 Athletics Carnival is just around the corner, and we're looking forward to a fun and active day for our youngest students. I was wondering if the P&C would be happy to once again provide Zooper Doopers for the children on the day? It's always such a lovely treat that the students really look forward to, and it adds a special touch to the event. Please let me know if this is something you're happy to support—we'd be so grateful!



Principal's Report for P&C - Tuesday 10.6.25

Term 2 Week 7

Upcoming Events - Weeks 7 -10 as per School Bytes Calendar:

- 3-6 Assembly (Week 9)
- K-2 Assembly (Week 10)
- Band Together Festival - Concert Band
- K-2 Carnival - Wednesday 2nd July 2025, 11:45am – 1:20pm. Picnic lunch to be held after the event.
- Senior Choir Preliminary Rehearsal
- Reports sent home - Thursday, Week 10

Cathy Francis
Principal