



Seven Hills North P & C Association

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General Meeting Minutes: 13 May 2025

Meeting Opened: 7:00pm

Meeting Chair: Alison Freeman (President)

Minutes: Kate Allred (Treasurer)

In-person attendees: Alison Freeman (President), Ryan Perry (Vice President), Mitch Bates (Uniform), Yara Bloom (Fundraising), Emma Godfrey, Katie Howell, Cathy Francis (Principal), Sarah Hayes (Teaching Staff)

Online: Kate Allred (Treasurer)

Apologies: None

AGENDA ITEM 1

WELCOME AND ATTENDANCE

- Alison Freeman opened the meeting and welcomed all in attendance

AGENDA ITEM 2

CONFIRMATION OF PREVIOUS MEETING MINUTES

- Minutes from March meeting were not completed or distributed. Kate apologises to the P&C for this oversight.
- The Treasurer's Report for this meeting covers the March meeting as well.
- March Meeting Reports from the Fundraising Team and Principal will be sent in a separate document titled "P&C Meeting Reports 11th March 2025"

AGENDA ITEM 3

REVIEW OF OUTSTANDING ACTIONS

Agree to address all outstanding actions in relevant agenda items.

AGENDA ITEM 4

FUNDRAISING UPDATE

Yara thanked all parents and community members for their support and involvement in recent fundraising events.

Full Fundraising Report attached below – “Appendix 1 Fundraising Report”

4.1 Easter Raffle

- There were less chocolate donations than last year
- Good prizes from businesses
- Suggestion to write letter of thanks or a certificate of thanks to the businesses
- Suggestion to collect business names, emails & phone numbers – ready for next year

4.2 Election BBQ & Cake Staff

- Leftover vege sausages & lots of soft drinks – P&C have offered to donate to year 6 fundraising or school for any upcoming events
- Recommendation to have a calculator next to cash box at future BBQ's (Mitch suggested we can grab one from the uniform shop)
- Advertising slogan suggestions “Little bites for mega-bites” if still fundraising for laptops

4.3 Mother's Day Stall

- See update in Fundraising Report (Appendix 1 below)

4.4 Bunnings BBQ

- Previously discussed as an option for Term 4.
- Alison made enquires to Bunnings Seven Hills – the information sent by Bunnings seemed to imply that it would be a lot of effort and up front cost, with perhaps only \$800 - \$1000 profit.
- Bunnings would require someone from P&C to be the coordinator for the entire day – this person must be there from 7am – 5pm.
- Suggestion that perhaps another Bunnings, like in Castle Hill, may be busier and more profitable
- Bunnings BBQ may not be the best option.

AGENDA ITEM 5

UNIFORM SHOP UPDATE

- Uniform Shop to now open on Thursday mornings only
 - 2, 4, 6, and 8
 - Mitch to email school to update shop hours
- Hat order of S/M and M/L. Approx \$1000.00
- Shirts ~\$1,200.00
- Alison and Kate approved in principle. Mitch to send quotes.
- Mitch to provide donation of uniform to family in exceptional circumstances
- \$40.00 provided in cash. Difference of \$53.00

AGENDA ITEM 6

TREASURER'S UPDATE

Summary (18/02/2025 - 12/05/2025)

	Starting Balance	Income	Expenditure	Closing Balance
Bank Account	\$23,777.02	\$5,972.48	\$7,342.63	\$22,406.87
Cash Float	\$340.00	\$7,420.20	\$0.00	\$7,760.20
Total Cash				\$30,167.07
Uniform Stock				\$42,500.00
Father's Day Stock				\$612.51
Mother's Day Stock				\$950.00
Total Assets				\$44,062.51
Total Cash and Assets				\$74,229.58

Income Details

Category	Details	Amount
Uniform Shop	All sales	\$3,554.88
Fundraising	Easter Raffle cash	\$2,573.70
Fundraising	Easter Raffle EFTPOS	\$120.05
Fundraising	Election BBQ and Cake Stall cash	\$2,080.25
Fundraising	Election BBQ and Cake Stall EFTPOS	\$2,297.55
Fundraising	Mother's Day Stall cash	\$2,766.25
Total		\$13,392.68

Expenditure Details

Category	Details	Amount
Uniform Shop	Refund	\$28.00
Fundraising	Easter Raffle supplies	\$17.96
Fundraising	Election Day BBQ and Cake Stall supplies	\$718.12
Fundraising	Mother's Day Stall gifts	\$1,216.60
Fundraising	School Gift – laptops	\$4,582.75
Fundraising	School Gift – audio equipment	\$721.60
Fundraising	School Gift – Zooper Doopers	\$57.60
Total		\$7342.63

AGENDA ITEM 7

PRINCIPAL'S REPORT

See 'Appendix 2' for Principal's Report

AGENDA ITEM 8

GENERAL BUSINESS

8.1 Budget for Father's Day Stall Items

- Alison recommended a budget of \$1000 - \$1200 to purchase items for the upcoming Father's Day Stall
- Budget approved by Kate Allred (Treasurer) and 2nd by Ryan Perry (Vice President)
- Some leftover items from last year's Father's Day Stall – total cost price of \$642

ACTION ITEMS

- Yara and Fundraising team to review online stores and purchase items for Father's Day Stall within budget discussed above
- Alison to give Yara access to the 2024 Father's Day Spreadsheet on the P&C Share drive which lists the leftover items

8.2 ACNC Access and Annual Info Statement

- ACNC = **A**ustralian **C**harities and **N**ot-for-profits **C**ommission
- We need to submit an Annual Information Statement and Income/Expenditure Report for the 2024 calendar year. This report needs to be submitted before the end of June 2025
- Kate and Alison now both have access to the P&C account on the ACNC Website

ACTION ITEMS

- Kate to complete Income and Expenditure Treasurer Report for the 2024 calendar year, then email this to Alison.
- Alison to complete ACNC Annual Info Statement on website and attach Treasurer Report

8.3 Old P&C OOSH Business Finalisation

- Alison and Kate are working towards formally closing the old P&C run OOSH from a Business and Tax point of view.
- Kate has reached out to the NSW Small Business Commission for assistance. Currently awaiting to hear back from them

8.4 Electronic Items in Canteen

- Alison has tidied up the storeroom in the canteen and discovered a lot of old OOSH electronic items including TV's, Wii consols and games, XBOX consol and games, PS4 and tables
- Recommend that we need to do a formal stocktake to see if there is anything of value that could be sold or donated to school
- Other suggestions included:
 - offering items to school families in need electronics
 - give to school families for a gold coin donation
 - take to cash converters
- Mitch has offered to assist Alison in completing a stocktake of items

ACTION ITEM

- Mitch and Alison to find a time to complete stocktake of electronic items in Canteen

AGENDA ITEM 9:

MEETING CLOSE AND NEXT MEETING DATE

- Meeting closed at 8:25pm
- Next meeting to be held on 10th June 2025

Attached Appendix

Appendix 1 - Fundraising Report

Appendix 2 - Principals Report

Appendix 1 - Fundraising Report

Date: 13 May 2025

I'd like to start by sincerely thanking everyone who volunteered their time or donated to support our events over the past few months. None of this would have been possible without your kindness and generosity. We are so grateful to be part of a community that consistently comes together to create a strong foundation of support for our children, it's what makes our school truly special.

Easter Hat Parade

The event was a great success, thanks to the generous donations and the enthusiastic support from volunteers and school staff who assisted with setup.

- We received slightly fewer chocolate donations than last year, so the committee may want to consider purchasing additional chocolates for future events to ensure adequate supply.
 - We also received some fantastic prizes from local businesses. It would be thoughtful to send out thank-you letters to these businesses.
 - If possible, please collect and send through the business name, contact person, phone number, and email address so we can create a database for future fundraising and communication efforts.
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Election Day Cake & BBQ Stall

Given the limited time to prepare (being the first week back at school), the committee did an excellent job pulling it all together. A big thank-you to everyone who contributed.

- **Sales Summary:**
 - Beef sausages: 15 packs (26 per pack) = **390 sold**
 - Chicken sausages: 6 packs (10 per pack) = **60 sold**
 - Vegie sausages: 8 packs (6 per pack) = **48 sold**
 - **Total sausages sold: 498**

We sold out by 1:30 PM, so we may want to consider increasing quantities next year to meet demand.

- We have plenty of soft drinks and water left over—can we allocate these for an upcoming fundraiser, perhaps the Year 6 Farewell?

Mother's Day Stall

The stall went smoothly, with a good variety of gifts available. We have a substantial number of items left over, so we may not need to purchase as much stock next year.

- An audit of leftover items will be conducted soon to determine which gifts were most popular and which didn't sell, to inform next year's planning.
- It was great to see dads contributing and volunteering this year.



Principal's Report for P&C - Tuesday 13.5.25

Term 2 Week 3

Staffing updates -

- Replacement of Mr Daniel. SU Chaplaincy is still currently filling the position through advertisement.

School Initiatives -

- Home Reading - Whole School - Challenge achieved. Students voted on the reward and chose to eat popcorn and watch a movie on the last day of term.
- Library Challenge - K-2 & 3-6 - continuing into Term 2.
- Student voice - Student survey to be completed by students this term regarding the options that they would like to see available during recess/lunch times.

Acknowledgment of Volunteer Contribution:

We want to say a big thank you to the P&C for:

- Easter Raffle
- Election BBQ & Cake Stall
- Mother's Day Stall.

Your time, effort, and generosity make such a difference in our school community. We're so grateful for everything you do to bring us together and support our students.

Year 6 Fundraising for 2025 -

Term 2 -

- Fundraising Raffle - Tickets on sale Weeks 4&5.
- Movie Night - Week 10, Tuesday 1st July

School community feedback survey - Was sent out via School Bytes, Tuesday afternoon.

Dear Parents and Caregivers,

As a school community, we value the relationship we have with our parents and carers. Together we will be better able to support the learning journey of our students by gaining meaningful feedback from our school community. Please take 5 minutes to respond to the attached survey regarding Parent Teacher interviews this week and our Term 1 school and community events. Clicking on the link below or scanning the QR code will take you to the survey. We appreciate your feedback and support.

Mrs Cathy Francis

Principal

<https://forms.office.com/r/s5KMVPAqsZ>



Principal's Report for P&C - Tuesday 13.5.25

Term 2 Week 3

2025 Parent Survey Term 2



Upcoming Events - Weeks 4 -10 as per School Bytes Calendar:

- Year 6 Fundraising Raffle
- NSW Public Schools Student Survey (completed in class)
- AFL Clinic (completed in school hours)
- Winter PSSA starting Week 4
- 3-6 Assembly (Week 4 & 9)
- 3-6 Athletics Carnival
- K-2 Assembly (Week 5 & 10)
- Spelling Bee
- Year 6 Muck Up Photo
- JAECG @ Kellyville HS
- Band Together Festival - Concert Band
- K-2 Carnival
- Reports sent home - Thursday, Week 10

Cathy Francis
Principal