

OPPS P&C Minutes

Week 8, Term 1 2018

OPPS P&C AGM 2018

Tuesday, 20 March 2018 6:30pm – 7:10pm

PRESENT: Jodie Bland, Kira Burrows, Mel Dailey, Mark Davies, Kym Foley, Sally Gierden, Ashika Gordon, Juleen Lagerweij, Jade Luo, Ali Maldonado, Amanda Matton, Maria Mihalatos, Sonia Morgan, Simone Murphy, Cate Mulder, Dean Rerekura, Fiona Tosello, Keirryn Zifovich

APOLOGIES: Donna Shevlin

Opening & Meeting called to order (6:30pm)

Member registration and welcome new members.

Financial Report 2017 has been audited (*see attached*).

REPORTS

- President (*see attached*)
- Principal (*see attached*)
- Treasurer (*see attached*)

BALLOT FOR P&C EXECUTIVE ROLES

- **President: Fiona Tosello**
Nominator: Simone Murphy
Second: Mel Dailey
- **Vice-president: Simone Murphy**
Nominator: Fiona Tosello
Second: Amanda Matton
- **Vice-president: Juleen Lagerweij**
Nominator: Juleen Lagerweij
Second: Sally Gierden
- **Treasurer: Sally Gierdien**
Nominator: Fiona Tosello
Second: Simone Murphy
- **Secretary: Keirryn Zifovich**
Nominator: Simone Murphy
Second: Fiona Tosello
- **Auditor: Allan Drummond**
Nominator: Simone Murphy
Second: Dean Rerekura

AGM closed at 7:10pm.

OPPS P&C Minutes

Week 8, Term 1 2018

General Meeting

Tuesday, 20 March 2018 7:10pm – 8:04pm

ACTIONS FROM PREVIOUS MEETING

- **EASTER RAFFLE**
Sally is sorting the tickets as they are received. So far approx. 100 tickets have been sold. Further promotion of Raffle on social media and possibly Skoolbag app required.
- **EASTER BAKER'S DELIGHT FUNDRAISER**
Hot Cross Buns fundraiser was deemed successful with approx. \$500 raised to go toward the P&C air conditioning fund.
- **MOTHER'S DAY STALL**
Mother's Day Stalls to be held on Thursday, 10 and Friday 11 May 2018 in the school hall. Stock has been ordered by Amanda & Simone.
Fiona and Simone will arrange for gifts to be grouped into price points when they are delivered.
Advertising of Mother's Day Stall to commence the first week back of school (flyer and social media). Volunteers will be needed to run the stalls over the two days, promote this on flyer and social media also.
- **RETURN AND EARN**
Dean advised that he had been in touch with Nepean Distributors and they were happy to assist. It wouldn't be a time-based fundraiser as money would trickle in on a regular basis over the school year.
It could be further promoted through the school as a "Recycling Initiative".
Keirryn to investigate Return & Earn machines that allow charity donations and if so, how do we set OPPS up.
- **THE COLOUR RUN**
Discussed to hold a Colour Run to coincide with the Cross Country in Term 4.
Simone to contact Spring Farm Public P&C to find out how they have co-ordinated theirs.

AGENDA ITEMS

- **ABN DETAIL UPDATE**
"Change of Registration details" form to be completed and returned to ABR.
Keirryn to arrange.
- **CAN PARENTS WHO AREN'T ON THE COMMITTEE HAVE ACCESS TO WHAT WE ARE FUNDRAISING FOR**
It was discussed that the P&C need to communicate clearly what they are raising funds for. It will be investigated further by the Executive Committee when promoting future fundraising events.
- **POSSIBILITY OF HOLDING P&C MEETING DURING THE DAY**
Sally advised that a ballot/vote was put forth late last year and there was not a lot of response, but those who did preferred the 6:30pm time slot. It was suggested to hold another ballot online over the Facebook page and the Skoolbag app.

OPPS P&C Minutes

Week 8, Term 1 2018

FUNDRAISING PLAN FOR THE REST OF THE YEAR

TERM	EVENT	DATE*	NOTES
1	Easter Raffle	Thursday, 29 March	To coincide with the Easter Hat Parade
2	Mother's Day Stall	Thursday, 10 March & Friday, 11 March 2018	Volunteer's required to run the stalls on both days.
3	Father's Day Stall	TBA	

PROPOSED FUNDRAISING IDEAS

TERM	EVENT/OCCASION	NOTES
2	Bunnings BBQ – Gregory Hills	Executive Committee to get further information and discuss at next meeting.
3	Bargain Shopping Tour	Executive Committee to get further information and discuss at next meeting.
4	Colour Run	To coincide with Cross Country. Executive Committee to get further information and discuss at next meeting.
TBA	Movie Night/Fete	Each class is given a different theme and they create a hamper by contributing an item to it and the hamper is raffled off. Executive Committee to get further information and discuss at next meeting.
TBA	Return & Earn bottle collection	Executive Committee to get further information and discuss at next meeting.
TBA	Trivia/Bingo Night	Executive Committee to get further information and discuss at next meeting.

The subject of establishing a Fundraising Committee to work alongside the P&C was also suggested. This will be discussed in further detail at the next meeting. Any further suggestions for fundraising are welcomed.

GENERAL BUSINESS

- ***IMB HOME LOAN REFERRAL PROGRAM***

This great fundraising initiative from IMB Oran Park needs to be promoted better. Maria & the team at IMB Oran Park generously donate 0.25% of the loan amount to the P&C.

Maria will provide the Executive Committee with more leaflets and a digital copy of the offer so that we can promote it on various forms of social media.

Meeting closed at 8:04pm

Next meeting: Week 4 Term 2 – Tuesday, 22 May 2018 in the library

President Report

Please note that I am only able to comment as President in this AGM report with events that have occurred in the time that I was elected into the position, term 4 of 2017. While I do understand that 2017 has been a busy year unfortunately, I am not in a position to report on other events before term 4.

TERM 4 2017:

5c challenge was planned and actioned.

Total raised: \$1128.55.

Term 1 2018:

Hot Cross Bun Fundraiser:

Total Raised \$808.00

- Thank you to the parents and volunteers for their time in organising the Easter Hot Cross Bun Run.
- Thank you to Bakers Delight for their support of Oran Park Public School with this fundraising initiative.
- Thank you to the parents, students, staff and community for participating

EASTER RAFFLE:

To be drawn at Easter hat parade event.

- already received and are receiving donations for hampers as requested. A massive thank you to everyone who has given to this, your generosity is much appreciated!

I'd like to thank everyone who has helped with the organisation of the Easter raffle fundraiser, every effort has been appreciated, and those that have volunteered their time to make the hampers, thank you also! I am sure once again it will be another successful fundraising event.

I would like to thank those that have given me the opportunity to serve the school, as President of the P&C. It has been an interesting time and one I have learnt much from, in the short time. Thank you to the Exec team for their support and patience.

Thank you Mrs Shevlin and Mr Davies for your time and understanding.

I have much respect for Oran Park Public school staff and students and will continue to offer my support where and as I can.

I wish the future president and the Exec team all the best for 2018.

Ashika Gordon

ORAN PARK PUBLIC SCHOOL P&C MEETING – 20 MARCH 2018

PRINCIPAL'S REPORT

CLASSES

Things have continued to progress well since the last meeting with the majority of students being well settled and engaged in their learning. Class structures have remained as they were, and numbers have been fairly stable.

ASSISTANT PRINCIPAL POSITIONS

Current numbers have now been officially submitted to the DoE. This has led to an increased staffing allocation of a further 2 Assistant Principal positions. Currently, Bianca Malpass (Early Stage One) and Vanessa Seguna (Year 2) are relieving in these positions. They were selected by an internal expression of interest process and will relieve until the end of Term 1. These positions are currently in the process of being advertised through the merit selection process and will be permanently filled at its conclusion.

BAND

The school is currently in the process of establishing a school rock band. At this stage instruments have been ordered and expression of interest notes sent home with Stage 2 and 3 students. It is anticipated that this program will commence in Term 2 and will be coordinated by Mr James Clark and Mr Tim Boyd.

SPEECH THERAPIST

The school has been lucky enough to secure the services of a qualified Speech Therapist, who will complement the work being done by our Learning and Support teachers. She will work with Kindergarten students on Mondays, initially conducting assessments, and then delivering structured programs to assist those students identified as requiring additional speech support. The Community Café in Week 9 will provide additional information on this program.

PSYCHOLOGIST

Current school numbers have also led to an increase in our School Counsellor allocation, up from 3, to 5 days per week (full time). The school will hold interviews for the additional 2 days for this position soon.

EASTER HAT PARADE

Our Easter Hat Parades will occur on Thursday 29 March. There will be two parades. The Kindergarten and Stage 3 parade will occur from 10.10am to 10.45am, with the relevant Easter Raffle drawn at 10.45am. This will be followed by a picnic lunch from 11.10am-11.40am. A picnic lunch will then follow at 11.40am-12.10pm for Stage 1 and Stage 2 with the parade to begin at 12.20pm-12.55pm, followed by the relevant Easter Raffle draw.

HARMONY DAY

Tomorrow, the school will celebrate Harmony Day. Students are encouraged to wear orange clothing or a piece of orange clothing, to show their support for our multi-cultural society and will engage in a variety of activities to raise awareness about the cultures that harmoniously co-exist in Australia.

EPILEPSY AWARENESS DAY

On Monday, 26 March the school will hold a fundraising event to raise awareness and to educate students about epilepsy. We have a number of students with epilepsy at our school. Students are encouraged to wear purple clothing, or a piece of purple clothing, for a gold coin donation. All funds raised will be donated to Epilepsy Australia.

CROSS COUNTRY

Our primary cross country carnival will be held on Thursday 5 April. Further details will be provided in the coming days regarding the carnival. Only students 8, or turning 8, and older are eligible to participate. K-2 will hold their own cross country event in Term 2.

MINI REPORTS

Staff are currently in the process of writing mini reports for all students. These will be distributed to students on Monday 9 April.

P&C Treasurer's Report 2018.

I have presented to the Oran Park Public School (OPPS) P&C Association Annual General Meeting for 2018, the audited financial accounts from 1/01/17 – 31/12/2017. The audit was conducted by JB Accounting, Camden and all necessary documentation was supplied. The results of the audit were positive and the final audit certificate was issued by the auditor.

The Oran Park Public School P & C Association reported a loss of \$122.30 ending 31/12/2017. The P & C donated \$10,000 to OPPS in March 2017.

We had many fundraisers in 2017. Below list shows the profit balance we achieved through these fundraisers. We also held 2 fundraisers for members of our school community, with all profits going directly to these community members.

Easter Raffle	\$2390
Mother's Day stall	\$155.35
Father's Day stall	\$466.69
PSSA Gala Day Canteen	\$4347.91
5 Cent challenge	\$988.55

The OPPS P & C Association have been grateful for the continued support of the team at IMB Oran Park, through their Home Loan Referral program we have received \$3180.70.

In 2017 the total income was \$35 202.05 and total expenses was \$35324.35. Leaving us with a loss of \$122.30

In late 2017 we opened another account called OPPS P & C air conditioning account. This account was opened as we need to raise funds to air condition the new classrooms that are due to commence construction later this year and complete in 2020. The P & C voted on transferring 50% of funds raised at each event to go to the air conditioning account in pursuit of reaching a balance of \$50,000 +.

Thank you to all our sponsors, P & C members, volunteers and school staff for their continued support in 2017. I look forward to more fundraising in 2018 and another successful year.

Sally

JB Accounting

16 March, 2018

Oran Park Public School P&C Association
390 S Circuit
Oran Park

Suite 2 Level 1
118 Argyle Street,
Camden NSW 2570

Postal Address
PO Box 1214
Camden, NSW 2570

Telephone	Facsimile
02 4655 4117	02 8572 9445
Email	john@jbacc.com.au

Dear Sir/Madam,

Re: Audit of books of account - period 1st January 2017 to 31st December 2017

I have examined the books of account for this period. My audit has been conducted in accordance with Australian Auditing Standards in order to provide reasonable assurance as to whether the financial statements are free of material misstatement.

It is my opinion that:

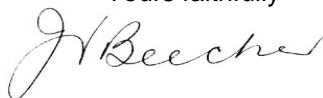
- There has been no misappropriation of funds from the P & C Assoc.

In addition, I make the following points:

- The adoption of a proper cashbook has been great.
- The monthly bank reconciliation is also a good feature.
- Care needs to be taken to ensure that the monthly amounts are carried across to the P&L Summary page.
- The \$10,000 donation to the school in March 2017, was recorded correctly on the monthly page, but was missed on the summary.
- The inclusion of paperwork with respect to the deposits from all P&C Events would be a desirable.

If there are any further questions in connection with this audit please do not hesitate to contact me.

Yours faithfully



John Beecher