

### Minutes of AGM

<b>Date:</b>	15 March 2021
<b>Time:</b>	7.30pm
<b>Location:</b>	Zoom: <a href="https://au01web.zoom.us/j/7819670881">https://au01web.zoom.us/j/7819670881</a>
<b>Chair:</b>	Adrienne Bruce
<b>Attendees:</b>	Christy Moses, Christie Smyth, Simon Rainbow, Andrew Marshall, Adrienne Bruce, Tony Watson, Cath Wyles, Belinda Jarvis, Melanie Ross, Bec Galvin, Belinda Gray, Caroline Tapia, Deb Attwooll, Megan Campbell, Robyn Waddell, Samantha Scholtz, Sia Wilson, Ellie Rainbow, Tamara Lindsay, Adam Perry, Suzie Sutcliffe
<b>Apologies:</b>	Julie Hill

Matters arising from previous minutes: None

The minutes of the previous meeting held on 9 March 2021 to be accepted as a true and proper record.

Endorsed: Tamara Lindsay  
Seconded: Belinda Jarvis

**Presidents Report:** Christy Moses

#### 2021 P&C PRESIDENT'S REPORT

The Terrey Hills Public School Parents & Citizens Association is a committed group that is dedicated to supporting our local school here in Terrey Hills. The relationship between the school and our P&C is positive and works in collaboration to achieve the best outcomes to support the children's educational and learning needs as well as foster a community spirit between the school and families.

2021 was another challenging year for everyone, whilst we started the year thinking the lockdowns and home-schooling of 2020 was behind us, this quickly proved to not be the case, faced with an even longer period of lockdown and the associated challenges. Thankfully, this appears to be well and truly behind us now, with the 2022 school year moving ahead and returning to a greater level of normality as the school year continues.

Despite the ups and downs of last year, the P&C continued, and the sub-committees worked as best they could within restrictions to provide services to the school, namely the canteen and uniform shop as whilst the events committee once again had best intentions for the year, these events were once again put on hold- which also saw less opportunity for fundraising for the school.

Whilst fundraising opportunities were less, the P&C had carried a healthy balance from last year and we were still able to make donations to the school which included the set up and funding of the school Veggie Garden project, the school grounds beautification project which also included parent volunteers involved in a Saturday afternoon working bee, and our most significant donation was a \$40,000 contribution towards a major playground upgrade. In addition, the P&C was heavily involved in a review of the music program at Terrey Hills and will continue this review this year in addition to providing short-term financial support whilst a longer-term solution is decided between parents, the school and potential band program providers.

I'd like to take the opportunity to thank the P&C Executive Team and Committee Convenors for their work last year, Christie Smyth – Vice President, Stephen Friesenecker- President and Kelly Bilton- Secretary, Andrea Whitlock – Uniform Shop, Amanda Young- Canteen and Belinda Jarvis- Events. Thank you all for your persistence and perseverance during our challenges of the year and I think we can all be proud of what the P&C still managed to achieve for the school during this time. There will be some changes to the Executive Team and Committee leads for 2022, and I would like to thank both Simon Rainbow and Melanie Ross who have already come forward to fulfil the roles of Treasurer and Uniform Shop Convenor respectively and have been acting in these roles to ensure a smooth transition from late last year. Thank you also to Cori Werner, who is employed by the P&C to manage the canteen – a role which will be expanded for her this year to include convenor responsibilities, which is a natural progression for Cori's role.

To all those who have attended the P&C meetings, volunteered with the various committees, working bees, and involved in the review of the band program, thank you for your time and participation. Whilst the activities in 2021 continued to be limited, we look forward to more fundraising and volunteering opportunities this year.

Thank you to the THPS Executive Team, all the teachers and support staff. The P&C appreciates our strong productive relationship.

I would like to take a moment to encourage all parents to become involved with the Terrey Hills Public School P&C. After another year of limited involvement within the school, and even socially, this year presents a great opportunity for everyone to get involved, even if it's just doing one shift in the canteen, helping to organise one event, etc. By working together, we can make a positive difference to our children's school experience whilst also making strong community connections along the way.

Thank you,

Christy Moses

THPS P&C President

**Treasurer's Report** Simon Rainbow – Tabled Audited Financial Report. Please see report attached for details. Financials have been audited for 2021 by Caroline Foley and she has confirmed an accurate reflection of the schools financials.

Returning Officer	Adrienne Bruce dissolved current executive committee. The following positions were now available for nomination.	
President	Outgoing	Christy Moses
	Standing	Christy Moses
	Nominated	Louise Eckersley
	Seconded	Kelly Bilton
Vice President	Outgoing	Christie Smyth
	Standing	Christie Smyth
	Nominated	Melanie Ross
	Seconded	Louise Eckersley
Vice President	Outgoing	Vacant
	Standing	
	Nominated	
	Seconded	
Secretary	Outgoing	Kelly Bilton
	Standing	Andrew Marshall
	Nominated	Christy Moses
	Seconded	Belinda Jarvis
Treasurer	Outgoing	Stephen Friesenecker
	Standing	Simon Rainbow
	Nominated	Louise Eckersley
	Seconded	Tamara Lindsay/Adam Perry
Assistant Treasurer	Outgoing	Vacant
	Standing	Ellie Rainbow
	Nominated	Louise Eckersley
	Seconded	Kelly Bilton

### Sub Committee

Appointments of sub committee positions are announced at the P&C AGM and then adopted

Uniform Shop	Convenor / Purchasing Coordinator	Melanie Ross / Tamara Lindsay
	Roster Coordinator	Rayna Watson
	Second Hand Stock	Catherine Rickson
	Committee Members	Thuy Baiert, Marie-Laure McPartling, Lauren Piccone, Natasha Power, Gareth Watkins, Sarah Gerdovic
Canteen	Convenor	Vacant
	Food Safety Supervisor	
	Roster Coordinator	
	Communication	
	Banking	
Events	Convenor	Belinda Jarvis
	Committee Members	Louise Eckersley, Robyn Waddell, Leanne Hibbert, Megan Campbell
Music	Convenor	Kelly Bilton
	Committee Members	Jane Deane, Ellie Rainbow, Susie Sutcliffe, Louise Eckersley, Zoe Howard, Bec Galvin, Tamara Lindsay

All the Sub-Committee positions were nominated Louise Eckersley and seconded by Adam Perry

## OTHER BUSINESS

None

## 2021 FINANCIAL REPORT

31 Dec 2021

### Assets

Bank	
Canteen -3579	4,260.60
Cheque - 7651	64,798.96
Petty Cash \$165 - \$150 U/\$15 C	165.00
Term Deposit	0.00
<b>Total Bank</b>	<b>69,224.56</b>
Non-current Assets	
Inventory - Canteen	665.18
Inventory - Uniform Shop	29,611.38
<b>Total Non-current Assets</b>	<b>30,276.56</b>
<b>Total Assets</b>	<b>99,501.12</b>

### Liabilities

Current Liabilities	
Trade Creditors	1,570.25
<b>Total Current Liabilities</b>	<b>1,570.25</b>
Non-Current Liabilities	
ATO Client Account	816.00
Superannuation Payable	366.90
<b>Total Non-Current Liabilities</b>	<b>1,182.90</b>

Terrey Hills Public School Parents and Citizens Association  
All Jobs  
1 January 2021 to 31 December 2021

	Canteen	Events	Overheads	Uniforms	Total
<b>Income</b>					
Canteen - Daily Sales	36,547	-	-	-	36,547
Canteen - Other Events	108	311	-	-	419
Events - Income	-	2,086	-	-	2,086
Events - Other Events - Income	-	1,090	-	-	1,090
Other Events Income - Fundraising & Sponsorship	-	1,750	-	-	1,750
Parent Contributions - Income	-	-	7,561	-	7,561
Uniform Shop - Income	-	-	-	30,010	30,010
<b>Total Income</b>	<b>36,655</b>	<b>5,237</b>	<b>7,561</b>	<b>30,010</b>	<b>79,463</b>
<b>Less Cost of Sales</b>					
Canteen - Purchases - COGS	18,319	-	-	-	18,319
Events - Disco	-	301	-	-	301
Events - Mothers Day Stall	-	2,348	-	-	2,348
Events - Other Events	-	2,450	-	-	2,450
Uniforms - Purchases - COGS	-	-	-	24,610	24,610
<b>Total Cost of Sales</b>	<b>18,319</b>	<b>5,099</b>	<b>-</b>	<b>24,610</b>	<b>48,028</b>
<b>Gross Profit</b>	<b>18,336</b>	<b>138</b>	<b>7,561</b>	<b>5,400</b>	<b>31,435</b>
<b>Plus Other Income</b>					
Interest Received	-	-	85	-	85
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>85</b>	<b>-</b>	<b>85</b>

**Less Operating Expenses**

Bookkeeping & Xero Subscription	-	-	3,327	-	3,327
Canteen - Superannuation	1,250	-	-	-	1,250
Canteen - Wages	12,917	-	-	-	12,917
Canteen - Workers Compensation	452	-	-	-	452
Overhead - General P&C Exp	-	-	995	-	995
Overhead - Insurance	-	-	775	-	775
Overhead - Memberships & Subs	-	-	365	-	365
Overhead - Merchant Fees	-	-	561	-	561
Overhead - Postage & Stationery	-	-	-	62	62
Overhead - Subscriptions	-	-	125	-	125
Uniform - Obsolete Stock & Adjustments	-	-	-	(95)	(95)
<b>Total Operating Expenses</b>	<b>14,619</b>	<b>-</b>	<b>6,148</b>	<b>(33)</b>	<b>20,733</b>
<b>Operating Profit</b>	<b>3,717</b>	<b>138</b>	<b>1,499</b>	<b>5,434</b>	<b>10,787</b>
<b>Non-operating Expenses</b>					
Donations to THPS	-	-	52,000	-	52,000
<b>Total Non-operating Expenses</b>	<b>-</b>	<b>-</b>	<b>52,000</b>	<b>-</b>	<b>52,000</b>
<b>Net Profit</b>	<b>3,717</b>	<b>138</b>	<b>(50,501)</b>	<b>5,434</b>	<b>(41,214)</b>

This report has been prepared by Northern Beaches Bookkeeping Solutions for management purposes only. The information supplied to compile this report has not been subjected to an audit or review, we do not express an opinion, a conclusion, nor provide any assurance for credit purposes. The figures may be subject to change once the accountant or tax agent has completed any necessary adjustments.