



APOLOGIES

Jane Stanley

ATTENDANCE

Peta Hanson, Louise Scope, Jenny Harrison, Kellie Alexandratos, Alan Li, Sarah Garland, Jonathan Sharp, Sally Bate & Hannah Creelman

ITEM 1 – MINUTES OF PREVIOUS MEETING

Approved by : Sarah Garland & Jonthan Sharp

ITEM 2 – STATUS OF ACTION ITEMS

Action items to be completed:

Action Items	Status
Employee Contracts	Working On

ITEM 3 – PRINCIPAL'S REPORT

It's hard to believe that we have 3 weeks remaining of Term 3. It has certainly been a very busy term, one that has been most rewarding with lots to celebrate for students, staff and community!

Fathers' Day Stall and Breakfast

Our Fathers' Day breaky was well attended again this year. Many thanks to everyone involved, especially Kylie McManus and Sophie Sizeland, for coordinating the fabulous breakfast. It was such a lovely morning and very well supported again this year. Thank you to Andrea Bowers and Christie McIver for their overall coordination of the Fathers' Day stall this year as well as thank you to the great team of volunteers who supported the stall.

DanceSport Success

Our DanceSport team performed and competed at the Gala event last night and were spectacular. 5 of our competitive couples made it to the finals which was an amazing achievement with a 2nd place in Cha Cha, 1st and 2nd place in Tango and 3rd and 5th place in Salsa. Huge thank you to our Year 5 students, teachers and Miss Steph for another successful year of DanceSport.

2019 NAPLAN

2019 NAPLAN reports are due to start coming in shortly. Results have only just been released to schools.

Holiday Works and Infrastructure Approvals

In the holidays, in addition to cleaning we will have concrete/ asphalt replacement in the 3-6 playground (commencing next week) and drainage works commencing behind Red Hill Block.

Chaplaincy Funding 2020-2022

We have been very fortunate to have secured Chaplaincy funding for our school in 2018 and 2019. Our school has benefited greatly from the wellbeing support provided. As a result, we will be submitting an application for funding for the 2020-2022 cycle.

Congratulations Tracey and Ali- SPOT Round 2

It is very exciting that our SPOT, Stage 2 My Community Project application was SUCCESSFUL! Huge thank you to all who voted. We are so grateful and so thrilled that this enables us to finalise our SPOT project for our whole community to enjoy. Many thanks to Tracey Plant and Ali Watson who have been driving this project. We absolutely could not do this without your enthusiasm and commitment! We are just waiting to hear back

from our Asset Management Unit so that we can proceed.

P&C support for MPC upgrade

We have had contractors out and are awaiting a couple of quotes, but we are ready to proceed with the MPC upgrades (lights/ sound/ curtains). We are hopeful it will be complete by the end of the year.

Cooler Classrooms Program

I have just received notification that the Cooler Classrooms Program for BHPS will not commence before June 2020. This program is a 5-year program.

Asbestos Management at BHPS

There has been some recent discussion in the media regarding asbestos management in schools. Peta briefly outlined the DoE procedures for asbestos management in schools. Asbestos is managed in strict accordance with the Department's Asbestos Management Plan for NSW Government Schools, SafeWork NSW guidelines and all applicable legislation, regulations and policies. The health, safety and wellbeing of our students, staff and communities is of highest priority at all times. Any asbestos concerns are reported to the local Asset Management Unit. The Department takes immediate action where necessary, consistent with relevant statutory guidelines. When removing asbestos, work is scheduled to ensure no risk to students, staff or the community.

ITEM 4 – SCHOOL COUNCIL

Nothing to Report – Next Meeting in Term 4.

ITEM 5 – TREASURER'S REPORT

Year to date the P&C have raised \$25,394.27

Band:

Showing a profit as of 31st August of \$12,246

YTD: Showing a profit of \$11,095

Canteen:

Showing a loss as of 31st August of \$1,095

YTD: Showing a loss of \$979

At the same time last year, there was a loss of \$6,269.

P&C:

Showing a profit as of 31st August of \$3,784

YTD: Showing a profit of \$22,449

Sponsorship money has arrived from Belle Property

Uniform Shop:

Showing a loss as of 31st August of \$1,277

YTD: Showing a profit of \$1,803

Fundraising:

Father's Day Breakfast and stall made a profit of \$2,490 – Congratulations to all Coordinators for such a great effort.

Sarah Garland proposed Donation to Beyond Blue on behalf of the Beacon Hill PS Community. – This was voted unanimously.

Sarah is working on Combing all four entities into on Xero Accounting file to save approx. \$1600 a year on fees.

Profit and Loss

BHPS P & C 1 January 2019 to 31 August 2019

	31 Aug 19	31 Aug 18
Income		
Fundraising Activities - (Income)	56,177	52,181
Interest Income	68	80
Sponsorship - Belle Property	7,500	-
SPOT grant	-	25,000
Sub-committee contributions	2,250	4,500
Uniform Shop Stripe	-	11,698
Total Income	65,995	93,459
Gross Profit	65,995	93,459
Less Operating Expenses		
ACNC Fine	-	(1,423)
Bank Fee - Stripe	138	-
Bank Fees	288	333
BHPS Donations	1,291	13,883
Consulting - Band Directors Fees	-	102
Donation To School	(701)	500
Fundraising Expenses	35,326	27,337
General Expenses	1,048	64
Gifts	-	33
Insurance	2,041	1,922
Insurance - Workers Comp	635	-
Office Expenses	50	-
Printing & Stationery	669	-
Repairs and Maintenance	1,500	-
School Fair - Rides	880	-
Subscriptions	380	347
Uniform Shop Stripe payment	-	13,562
Total Operating Expenses	43,546	56,660
Net Profit	22,449	36,799

Profit and Loss

BHPS P & C 1 August 2019 to 31 August 2019

31 Aug 19

Income	
Fundraising Activities - (Income)	757
Interest Income	5
Sponsorship - Belle Property	7,500
Sub-committee contributions	750
Total Income	9,011
Gross Profit	9,011
Less Operating Expenses	
Bank Fees	33
BHPS Donations	100
Fundraising Expenses	2,785
General Expenses	60
Office Expenses	33
Printing & Stationery	669
Repairs and Maintenance	1,500
Subscriptions	48
Total Operating Expenses	5,228
Net Profit	3,784

Balance Sheet

BHPS P & C As at 31 August 2019

	31 Aug 2019	31 Aug 2018
Assets		
Bank		
BHPS P & C Cash Reserve	13,960	38,852
BHPS P & C Cheque	32,142	33,279
Total Bank	46,102	72,130
Current Assets		
A/R - Other Debtors - BHPS Uniform Shop	-	-
Accounts Receivable	7,500	150
Total Current Assets	7,500	150
Fixed Assets		
Office Equipment	210	-
Total Fixed Assets	210	-
Total Assets	53,812	72,281
Liabilities		
Current Liabilities		
Accounts Payable	-	1,882
PAYG Withholdings Payable	197	197
Rounding	-	-
Superannuation Payable	100	339
Suspense	-	(340)
Total Current Liabilities	297	2,077
Total Liabilities	297	2,077
Net Assets	53,516	70,203
Equity		
Current Year Earnings	22,449	36,799
Retained Earnings	31,066	33,404
Total Equity	53,516	70,203

Profit and Loss

Beacon Hill Public School P&C Association - Uniform Shop 1 January 2019 to 31 August 2019

31 Aug 19

Income	
Interest Income	37
Sales	23,819
Shopify Sales	13,076
Stripe Payment	8,444
Total Income	45,376
Less Cost of Sales	
Purchases (Uniform)	32,855
Closing Stock (Uniform)	(842)
Total Cost of Sales	32,013
Gross Profit	13,363
Less Operating Expenses	
Bank Fees	453
General Expenses	885
Gifts	110
Printing & Stationery	126
Shopify Fee	434
Stripe fee	286
Subscriptions	845
Superannuation	678
Telephone & Internet	168
Wages and Salaries	7,575
Total Operating Expenses	11,560
Net Profit	1,803

Profit and Loss

Beacon Hill Public School P&C Association - Uniform Shop 1 August 2019 to 31 August 2019

31 Aug 19

Income	
Interest Income	3
Sales	564
Shopify Sales	935
Total Income	1,501
Less Cost of Sales	
Closing Stock (Uniform)	917
Total Cost of Sales	917
Gross Profit	584
Less Operating Expenses	
Bank Fees	47
General Expenses	250
Shopify Fee	22
Subscriptions	126
Superannuation	116
Telephone & Internet	80
Wages and Salaries	1,220
Total Operating Expenses	1,861
Net Profit	(1,277)

Balance Sheet

Beacon Hill Public School P&C Association - Uniform Shop As at 31 August 2019

	31 Aug 2019	31 Aug 2018
Assets		
Bank		
Uniform Shop Cash Reserve Acc	13,125	13,076
Uniform Shop Cheque Account	11,930	16,832
Total Bank	25,055	29,907
Current Assets		
Assets less than \$20,000	3,284	-
Cash Drawer (Shop Float)	200	200
Petty Cash	(50)	50
Stock on Hand	36,861	33,423
Total Current Assets	40,295	33,673
Total Assets	65,350	63,580
Liabilities		
Current Liabilities		
Accounts Payable	80	5,199
PAYG Withholdings Payable	-	46
Rounding	-	-
Superannuation Payable	175	251
Suspense	71	-
Total Current Liabilities	326	5,496
Total Liabilities	326	5,496
Net Assets	65,024	58,084
Equity		
Current Year Earnings	1,803	(1,929)
Retained Earnings	63,221	60,013
Total Equity	65,024	58,084

Profit and Loss

Beacon Hill Public School P&C Association - Canteen 1 January 2019 to 31 August 2019

	31 Aug 19	31 Aug 18
Income		
Canteen Sales	729	244
Catering	430	-
Counter Sales	15,730	18,343
Interest Income	48	64
Lunch Orders	65,483	67,875
Other Revenue	-	110
Total Income	82,421	86,637
Less Cost of Sales		
Flexi School Fees	1,983	2,031
Purchases - Drinks	8,195	7,014
Purchases - Food	39,756	47,313
Purchases - Food Containers	2,462	765
Total Cost of Sales	52,397	57,122
Gross Profit	30,024	29,514
Less Operating Expenses		
Bad Debts	-	221
Cleaning	18	-
Cooking Equipment	93	-
Freight & Courier	75	-
General Expenses	1,034	1,611
LSL Expense	-	450
Printing & Stationery	92	305
Renovations To Canteen	-	341
Repairs and Maintenance	145	242
Subscriptions	565	426
Superannuation	2,514	2,828
Wages and Salaries	26,467	29,359
Total Operating Expenses	31,003	35,783
Net Profit	(979)	(6,269)

Profit and Loss

Beacon Hill Public School P&C Association - Canteen 1 August 2019 to 31 August 2019

31 Aug 19

Income	
Canteen Sales	133
Counter Sales	2,766
Interest Income	3
Lunch Orders	11,215
Total Income	14,116
Less Cost of Sales	
Flexi School Fees	336
Purchases - Drinks	1,088
Purchases - Food	6,352
Purchases - Food Containers	254
Total Cost of Sales	8,029
Gross Profit	6,087
Less Operating Expenses	
General Expenses	250
Printing & Stationery	62
Subscriptions	57
Superannuation	585
Wages and Salaries	6,158
Total Operating Expenses	7,112
Net Profit	(1,025)

Balance Sheet

Beacon Hill Public School P&C Association - Canteen As at 31 August 2019

	31 Aug 2019	31 Aug 2018
Assets		
Bank		
BHPS Canteen Cash Reserve	17,853	17,786
BHPS Canteen Cheque	13,419	8,933
Total Bank	31,272	26,719
Current Assets		
Accounts Receivable (Trade Debtors)	724	172
Assets Less than \$20,000	219	149
Petty Cash	200	200
Total Current Assets	1,142	521
Fixed Assets		
Canteen Equipment	4,404	4,363
Total Fixed Assets	4,404	4,363
Total Assets	36,818	31,603
Liabilities		
Current Liabilities		
LSL Accrual	-	(506)
Accounts Payable (Trade Creditors)	2,252	5,777
PAYG Withholdings Payable	456	512
Rounding	-	1
Superannuation Payable	783	847
Total Current Liabilities	3,492	6,631
Total Liabilities	3,492	6,631
Net Assets	33,326	24,972
Equity		
Current Year Earnings	(979)	(6,269)
Prior Earnings	(22,052)	(22,052)
Retained Earnings	56,357	53,292
Total Equity	33,326	24,972

Profit and Loss

Beacon Hill Primary School P&C Association - Band 1 January 2019 to 31 August 2019

31 Aug 19

Income	
Band Fees	41,450
Fee Reduction	(30)
Instrument Hire	7,000
Interest Income	11
Jazz Band	1,330
Total Income	49,761
Gross Profit	49,761
Less Operating Expenses	
Accounting/Bookkeeping fees	143
Band Expenses	1,308
Band Work Shop - Tutors	3,553
Band Work Shop Expenses	1,942
Band Workshop Fees	120
Bank Fee - Stripe	641
Consulting - Band Directors Fees	16,860
Entertainment	29
General Expenses	219
Instrument Purchase	7,893
Insurance	750
Music	623
Printing & Stationery	70
Repairs and Maintenance - Instruments	3,334
Subscriptions	238
Uniforms	943
Total Operating Expenses	38,666
Net Profit	11,095

Profit and Loss

Beacon Hill Primary School P&C Association - Band 1 August 2019 to 31 August 2019

31 Aug 19

Income	
Band Fees	13,600
Instrument Hire	1,700
Interest Income	1
Total Income	15,301
Gross Profit	15,301
Less Operating Expenses	
Band Expenses	120
Band Work Shop Expenses	400
Bank Fee - Stripe	174
Consulting - Band Directors Fees	1,800
Insurance	250
Repairs and Maintenance - Instruments	264
Subscriptions	48
Total Operating Expenses	3,056
Net Profit	12,246

Balance Sheet

Beacon Hill Primary School P&C Association - Band As at 31 August 2019

	31 Aug 2019	31 Aug 2018
Assets		
Bank		
BHPS Band Cash Reserve	7,384	7,383
BHPS Band Cheque	21,537	17,859
Total Bank	28,921	25,242
Current Assets		
Accounts Receivable	2,580	2,570
Total Current Assets	2,580	2,570
Total Assets	31,501	27,812
Liabilities		
Current Liabilities		
Accounts Payable	1,560	48
Suspense	(443)	-
Total Current Liabilities	1,117	48
Total Liabilities	1,117	48
Net Assets	30,384	27,765
Equity		
Current Year Earnings	11,095	13,937
Retained Earnings	19,289	13,827
Total Equity	30,384	27,765

ITEM 6 – FUNDRAISING

Thank you to Sophie Sizeland & Kylie McManus for the Father's Day Breakfast it was a wonderful Morning and everyone had a great time.

Thank you to Andrea Bowers & Christie McIver for the Father's Day Stall it was another great success.

Thank you to all the volunteers who helped at these events.

Notes for Father's Day Stall – pre-pay flexi schools were a success, and many used this option. We still had a small amount of people who forgot but the process of letting the children choose and send a note home giving them the option to purchase prevents organisers having to be there the day after.

Communications between organisers and the P&C Committee for all events needs to be improved it would be great if coordinators attended P&C Meeting prior to their event so we can clarify any requirements.

Parent Night

We are at 91 tickets sold! We are definitely on track to get the numbers.

Kindy email sent to encourage new parents

Email to be sent to staff to invite and also another email to the Class parents.

P&C Executive will be in attendance so have previous engagements.

The band has been confirmed being a DUO for the price of \$1500.00 it was agreed at the meeting that this be accepted and that the deposit of \$400 be paid.

Here are the basic sums we initially mentioned. Costs have not changed.

Food we have now confirmed GF is an option, not that I have had any requests as yet. Sliders, tacos, Wings and Fries.

Basic Sums:

Number of People	Band	Food	Drinks @ 1 per head	Additional spend / head required on the night
100	1500	2600	1000	\$19
120	1500	3125	1200	\$10
150	1500	3900	1500	None min spend met

Yr3-6 Disco

Liz Hanson is coordinating, she has started the risk assessment, First Aid Officer lock in, Volunteer Roster up and filling up.

She is searching for Black lights to help with the theme of Glow Night.

She will be purchasing Crisps and Poppers for each ticket sold.

Also, will be selling Glow items on the night with some treats at the canteen.

Bop till you drop has been locked in and times confirmed.

Advertising needs to be ramped up.

Farwell End of Year – 3rd December

Agreed on budget for the event and end of year thank you to \$700 if required.

Mum's Movie Night will be postponed to next year due to no interesting movie choices.

<i>Wk.</i>	<i>Date</i>	<i>Event</i>	<i>Coordinator/s</i>	<i>Insurance</i>	<i>RMP</i>
TERM 3					
7	2-Sep	Mango Drive	Lesley Elkan	No	Low risk
8	10-Sep	P&C Meeting			
10	27-Sep	Year 3 – 6 disco	Liz Hanson	Yes	Yes
TERM 4					
3	31-Oct	Cake Day		Yes	Yes
	9 th Nov	Parent Evening	4 Pines Brewery	Yes	Yes
5	12-Nov	P&C Meeting			
8	5-Dec	Carols and Picnic	Band Committee	Yes	Yes
9	3-Dec	Farewell drinks	P&C	No	No

ITEM 7 – BAND

Performances:

- Our wonderful Concert and Jazz Bands performed to a great crowd at Thursday's Open Day
- All bands are working hard towards the Chatswood Festival which is being held on the weekend of Fri 6, Sat 7 and Sun 8 September at Chatswood High School
- This past weekend our Junior, Intermediate and Concert Bands performed beautifully at the North Shore Primary Schools Festival at Chatswood High School

Meetings: The Band Committee met on 1 August and worked through our Term 3 rehearsal schedule and performances. We have booked in 2 Solo nights for our talented musicians to perform at. We have a scheduled mini concert from each band for parents which will happen after their morning rehearsals. The Band Committee are currently working on a strategy for services and maintaining our hire instruments. Scheduling a working bee with focus on instrument inventory and possible instrument purchases to refresh ageing stock.

We are currently finalising our application for the Creative Kids Voucher.

There are no WHS issues to report.

Finances and Expenses:

We are planning on servicing a large number of our hire instruments throughout the remainder of the year.

Currently Band has \$24k in bank, plus \$8k term 3 invoices to be paid.

No outstanding payables and all. Band camp expenses (biggest expense of year) paid. Camp expenses down due to Matt rejigging the schedule (fewer hours needed by the tutors).

Purchase of new instruments & servicing to date a little higher than 2018. Still hoping to be able to offer discount as in previous years in term 4.

Volunteers: Our rehearsal helper roster is continuously well populated; we thank all our Parent helpers for this.

Enrolments: - holding steady

	End of 2015	End of 2016	End of 2017	Jan-18	May-18	Aug-18	Aug-19
Junior	41	27	33	48	46	37	36
Intermediate	20	27	18	33	30	27	28
Concert	14	22	37	37	36	33	34
TOTAL	75	76	88	118	112	97	98

Jazz Band 20

The Band is also holding nights in the Library for solo performances all welcome those nights are 19th September and 12th November.

ITEM 8 – CANTEEN

The canteen is running smoothly into term 3.

We are officially a Healthy Canteen!!

We have completed our "Menu Check" for NSW Healthy School Canteens and this has been approved and our certificate was presented to us from the Health Kids Association.

All NSW Public School's must comply and be approved by 2020 and we have done this ahead of time!!

This was a big job, but Jenny and Kellie have made changes, so our menu is healthy and fits all criteria.

An item change in the canteen is the flavored milk. We have changed from Emma & Tom's to Oak. This was due to the E&T milk being 350mls which exceeds the serving size allowed by the NSW Healthy School Canteens. Oak Milk does comply and is recommend by NSW Healthy Canteens. The profit margin is over double of E&T so a no brainer. This has been approved by the committee.

The canteen has also been catering for the school for staff events, internal teacher meetings and the Athletics Carnival. It has been busy, but we enjoy helping out our school community.

Last month Jenny and Kellie attended the NSW ASCA (Australian School Canteen Association) Expo in Rosehill. This provided us with new food options, contact with suppliers and networking with other canteens in Sydney. Stay tuned for new items!!

Lastly just a few statistics on our Canteen Made items that have been sold in the first two terms.....

Canteen made Lasagna - 230

Canteen Made Butter Chicken - 258

Magic Choc Muffins - 1343

Jelly - 1898

It was agreed that the Ovens to be checked and serviced.

ITEM 9 – UNIFORM SHOP

No new news to report – meeting to be held on Wednesday 11th September 2019

ITEM 10 – GROUNDS & TUCKERBOX

Tuckerbox: The tuckerbox has delivered to nine families this year who are all extremely appreciative with another scheduled for this week. The tuckerbox has been running for over 6 years now and is a wonderful way the school community can assist each other.

We have a wonderful group of cooks/bakers that assist with donations when called upon. This year we have struggled with getting enough home-cooked meals for the tuckerbox which has then meant supermarket bought meals have been purchased. Ideally home-cooked meals/baked goods are what the tuckerbox is made of. As a result of this the tuckerbox will need to be re-evaluated to see whether it is continued, or the criteria changed. We will also be looking for someone to co-ordinate the tuckerbox going forward, ideally in term 4.

Kylie has done a wonderful job in coordinating this for the past 6 years and as she is leaving at the end of the year that we need to find a replacement. It was agreed that this is the heart and soul of BHPS P&C and that we will market it slightly different to encourage some new bakers.

It was also decided that we will review the criteria to assist with the baking requirement. Thank you, Kylie McManus, for your support.

Grounds: Grounds looked fantastic for the fair. Thank you and Congratulations to Tracey Plant and Ali Watson for another successful GRANT for the SPOT Project. We would like to also so thank you to the Grounds Committee on their continued hard working in making a school a beautiful place to visit. Many thanks to Steve Gibbons for all his hard work and dedication.

ITEM 11 – OTHER BUSINESS

1. We welcome BELLE PROPERTY as our new sponsors of Beacon Hill Public School P&C they have kindly donated to the P&C \$7500.00 for the 2019 year. This is a very wonderful relationship that we will have with Belle Property for the coming years.
2. We also have a possible new Sponsor in another industry who we are in negotiations with more information coming next meeting.
3. P&C Staff Contracts will be updated with the Executive and Principal
4. P&C AGM Notification and Distribution of Roles to be advertised over the next term due to current members of the executive stepping down next year.
5. Thank you to Rosetta Costa in taking on the new role of School Banking our families are very grateful for your time and work.
6. Thank you to Chloe Hines who has been volunteering with the P&C during the last six months for her Duke of Ed she has been working with the Committee in sorting and tidying the P&C Cupboard.

Next Meeting: Tuesday 5th November 2019 – 7.30pm