

# The Junction Public School P&C

## MEETING MINUTES



|                    |                                        |                     |         |
|--------------------|----------------------------------------|---------------------|---------|
| <b>Meeting</b>     | The Junction Public School P&C Meeting |                     |         |
| <b>Date</b>        | 6th August 2024                        | <b>Opening Time</b> | 6.07 pm |
| <b>Chairperson</b> | Jes Ryan                               | <b>Closing Time</b> | 8:19 pm |
| <b>Location</b>    | Old School Hall, TJPS                  |                     |         |
| <b>Attendees</b>   |                                        |                     |         |
| Cath Larkman       | Kylie York                             |                     |         |
| Jody Cooper        | Jaimie Moffitt                         |                     |         |
| Rob Low            | Cathryn Bull                           |                     |         |
| Jes Ryan           | Gwenael Cadiou                         |                     |         |
| Alison Cheek       |                                        |                     |         |

|                  |              |  |  |
|------------------|--------------|--|--|
| <b>Apologies</b> |              |  |  |
| Hetty Ralph      | Anna Widgery |  |  |
| Jo Wirrel        | Bree Forrer  |  |  |

### Unendorsed Minutes

| Item |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| 1.   | Acknowledgment of Country.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2.   | <p><b>Previous Minutes / Business Arising from Previous Minutes</b></p> <p>June minutes: Proposed by JR, seconded by JM</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3.   | <p><b>Reports</b></p> <p><b>President's Report - Jes Ryan</b></p> <p>We finished up Term 2 on a high with the school disco and WOW, what a fun night it was! I think it's safe to say it was a record number of volunteers for this event, many thanks to all those who helped out in the lead up and on the night to make it a huge success. We also had a special appearance from some very generous teachers who gave up their evening to be there with us, thank you!</p> <p>The aim for this event was to keep it community-focused and low cost for families. All funds raised from entry tickets will go towards some amazing facilities that are officially in the works. We have another jam-packed term coming up with lots of exciting events and developments.</p> <p><b>Tricky Talks</b> - TJPS P&amp;C, along with Interrelate will be hosting a family seminar evening on Monday 26th August at the school hall. Interrelate Tricky Talks aims to guide students and their trusted adults to kickstart open, honest communication about the years ahead. An engaging and interactive program, it encourages open dialogue about the reproductive system, foetal development including the birth process, puberty and the physical and emotional changes that come with it. Safety, consent and protective behaviours are also covered, helping to develop a shared understanding of how to navigate this period of development together. Tickets will be available through Flexischools this week and all details communicated through the usual channels.</p> <p><b>Donuts with Dad</b> - On Friday 30th August, TJPS P&amp;C will again be partnering with Doughheads The Junction to hold a very special event in honour of all the Dads, Grandfathers, Uncles and special people in our lives - Donuts with Dad! We will have Dave from Fat Crema with his coffee van on site, plus tea and Milo from the canteen. Bring your handball skills for a bit of friendly competition!</p> <p><b>Father's Day Raffle</b> - This is set to be a BIG one! We have some amazing prizes up for grabs including a signed 2023 Knights jersey, fire pit, massage gun, Sanbah prize pack, family movie passes, and some incredible vouchers</p> |

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|  | <p>from local businesses such as Merewether Golf Club, Modus, Junction Hotel, The Prince, Doughheads, Adamstown Bowlo, Ninja Parc, Grill'd, Domino's, Timezone, Newcastle Supa Putt, and Strike Bowling to name a few! In the coming days, all TJPS students will be bringing home tickets to sell, AND in some exciting news - we will be releasing a digital ticket link for online sales so you can send it out to all your family and friends to be in the running. Raffle will be drawn on Friday 30th August at the assembly.</p> <p>With so many big things happening, there's never been a better time to get on board with the P&amp;C! Being part of your school's P&amp;C is the best way to stay in the loop of all the latest developments, share your input, and support our kids and their school community to create a thriving network and valuable learning facilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|  | <p><b>Principal's report - Cath Larkman</b></p> <p>Hello to our P&amp;C Team,</p> <p>Term 3 has started with a rush, so here goes!</p> <p><b>Staff Development Day</b><br/>Each year we try to have a cultural session which increases our confidence to incorporate Aboriginal Culture into our teaching – this is a strategic direction of the DoE. We are well looked after by local Elders at our school. Aunty Belinda Wright from NHS, Rod Lake from Yamuloong, and Liam Begnell who supports us with the Didge program and various other types of learning. Liam works closely with the UON.</p> <p><b>NAIDOC Assembly and morning tea</b><br/>We were so lucky with the weather last Thursday for our NAIDOC celebration. The students shared all the curriculum work they had done during teaching and learning units and the families present were very impressed with this, and the students who coordinated the event. They also enjoyed the scones with wattle seed cream – an annual favourite catered for by Rod Lake. The students also enjoyed indigenous games and a BBQ lunch. We recognize performances by NHS dancers and TJPS Didge group. Huge thanks must go to our Aboriginal Education team for their planning and organization. Many visitors gave us feedback for our yarnning circle gardens which are about to commence now the blue fences are down.</p> <p><b>Plans for our new Sports Court</b><br/>We now have our official plans for the new sports court in the back playground. A copy will be available for our P&amp;C team this evening. It has been sent to Assets Management to clarify what we need, and we will soon have our first quote.</p> <p><b>Enrolments</b><br/>Please be aware that we need your help on the P&amp;C Facebook page re advertising that we are now taking enrolments for 2025. We have a comprehensive transition program for new Kinders and there will soon be opportunities for them to visit. Jo Ellis has the information letter with the dates, and this has gone out in the newsletter as well as to those already on our distribution list.</p> <p><b>NAPLAN results</b><br/>We are seeing progress with some of our focus areas in our new school strategic plan as well as consolidation in others. By drilling down into student results, we can continue to target those skills areas students are having difficulty with.</p> |
|  | <p><b>Treasurer's report - Cathryn Bull</b></p> <p>The Treasurer feels that we are holding a lot of cash in the bank and these should be put towards projects. This was conveyed to the Principal, who acknowledges that there are current delays in progress from the Department.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Balance Sheet

The Junction Public School P&C

As at 31 July 2024

| Account | 31 July 2024 |
|---------|--------------|
|---------|--------------|

### Assets

|                             |                   |
|-----------------------------|-------------------|
| <b>Bank</b>                 |                   |
| Building Fund               | 10,000.00         |
| Direct Debit Card           | 4,762.06          |
| Term Deposit 1              | 50,806.51         |
| Trading Account             | 88,553.25         |
| <b>Total Bank</b>           | <b>154,121.82</b> |
| <b>Current Assets</b>       |                   |
| Accounts Receivable         | 120.00            |
| Cash Float                  | 100.00            |
| Pay Forward Donations       | (405.00)          |
| Prepaid Uniform Purchases   | 13,365.00         |
| Stock on Hand               | 26,012.36         |
| Uniform Stock Purchases     | 12,213.82         |
| <b>Total Current Assets</b> | <b>51,406.18</b>  |
| <b>Total Assets</b>         | <b>205,528.00</b> |

### Liabilities

|                                  |              |
|----------------------------------|--------------|
| <b>Current Liabilities</b>       |              |
| Accounts Payable                 | 55.44        |
| Rounding                         | (0.11)       |
| <b>Total Current Liabilities</b> | <b>55.33</b> |
| <b>Total Liabilities</b>         | <b>55.33</b> |

|                   |                   |
|-------------------|-------------------|
| <b>Net Assets</b> | <b>205,472.67</b> |
|-------------------|-------------------|

### Equity

|                       |                   |
|-----------------------|-------------------|
| Current Year Earnings | 32,913.67         |
| Membership Fees       | 50.00             |
| Retained Earnings     | 172,509.00        |
| <b>Total Equity</b>   | <b>205,472.67</b> |

## Profit and Loss

### The Junction Public School P&C Consolidated

| Account | Jan-Jul 2024 |
|---------|--------------|
|---------|--------------|

#### Trading Income

|                             |                  |
|-----------------------------|------------------|
| Donations                   | 1,516.00         |
| Function & Events           | 14,639.55        |
| Interest Income             | 2,543.67         |
| Member Fee                  | 28.00            |
| Uniform Sales               | 23,058.66        |
| <b>Total Trading Income</b> | <b>41,785.88</b> |

#### Cost of Sales

|                            |                 |
|----------------------------|-----------------|
| Function & Event Costs     | 2,988.15        |
| <b>Total Cost of Sales</b> | <b>2,988.15</b> |

|                     |                  |
|---------------------|------------------|
| <b>Gross Profit</b> | <b>38,797.73</b> |
|---------------------|------------------|

#### Operating Expenses

|                                 |                 |
|---------------------------------|-----------------|
| Bank Fees                       | 14.58           |
| Bank Fees - Square              | 505.18          |
| Class Gift                      | 29.00           |
| Consulting & Accounting         | 1,584.00        |
| FlexiSchool Fee                 | 156.54          |
| Freight & Courier               | 333.25          |
| Insurance                       | 2,094.00        |
| Sport & Recreation              | 499.05          |
| Teacher Gifts                   | 255.65          |
| Telephone & Internet            | 160.00          |
| Website Fees                    | 117.81          |
| Xero Subscription               | 135.00          |
| <b>Total Operating Expenses</b> | <b>5,884.06</b> |

|                   |                  |
|-------------------|------------------|
| <b>Net Profit</b> | <b>32,913.67</b> |
|-------------------|------------------|

#### Building Fund

We are currently active under the Deductible gift recipient status with the ATO. As a result, any donations made to the building fund are tax-deductible and require an invoice from the P&C outlining its ABN, which is linked to the ATO for deductible claims by companies and individuals. This is excellent news!

According to ATO guidelines, we can use the building funds for costs payable for:

- purchase of land to the extent that it reasonably relates to the area of land occupied by the building to be used as a school
- building purchase and construction expenses
- incidental costs relating to planning, negotiating, financing and obtaining approvals for acquisition or construction
- fixtures including security related features such as security alarms and lighting and window and door security such as grilles
- initial repairs

- additions or extensions to existing buildings such as additional floor, room or permanent structure as well as replacement, addition of walls, doors or windows
- lease payments that relate to the building or land occupied by the building
- conditions of construction imposed by a local governing body or public authority
- repairs, painting, plumbing and general maintenance of school buildings, including costs of purchasing associated equipment
- cleaning expenses including cleaning the building floor coverings, fixtures and windows
- building insurance
- security monitoring costs that directly relate to the preservation or protection of a school building and
- administration costs of establishing or promoting the fund, including bank fees, accounting and audit costs, fundraising expenses, and reasonable remuneration for the fund's administrator and staff.

In line with this, there are some potential options to use money in the building fund for the STEAM hub.

Now that we understand more about the deductible gift recipient status with the ATO, we are better informed about how we can allocate our funds and how we communicate to local businesses and parents.

## Uniform Shop Report

*Not available this month.*

### Profit and Loss

The Junction Public School P&C  
Uniform Shop

#### Account Jan-Jul 2024

#### Trading Income

|                             |                  |
|-----------------------------|------------------|
| Uniform Sales               | 23,058.66        |
| <b>Total Trading Income</b> | <b>23,058.66</b> |

#### Gross Profit 23,058.66

#### Operating Expenses

|                                 |               |
|---------------------------------|---------------|
| Bank Fees - Square              | 496.67        |
| Freight & Courier               | 333.25        |
| <b>Total Operating Expenses</b> | <b>829.92</b> |

#### Net Profit 22,228.74

*Please note that uniform purchases are sitting in the balance sheet as an asset. This will be reconciled with Bree (term 3).*

## 4. Open Items for Discussion:

### Reports from Recent Events:

#### School Disco - JR

- 128 tickets for K-2, 163 tickets for 3-6. High ticket sales. Flood of sales at the last minute and enquiries on the day. P&C would like to remind families to try and confirm kid's attendance early where possible as we

are all volunteers and it's helpful for us to have an idea of attendance numbers a couple of days in advance for risk assessment lodgement, ticket list printing etc.

- Feedback on the cost of \$5 / ticket was that this price spot on, conveyed the message that this event is for everyone, for the school community. This meets our P&C mission of running inclusive events.
- The response on the 'Pay-it-forward' tickets was impressive. There was an excess purchased, and these funds will be held separately in our accounts and used to ensure all students / families have access to events. Potential to use it for Tricky Talks.
- We had a great response for volunteers on the night. We made a large number of volunteer spots available to ensure any parent who wants to help, felt they could, and we had a great response.
- Even with the lower ticket price, we still made just under \$1,000 profit.
- Not having a food option was really good. Decorations worked really well and pack-up was really easy. Need to have a better option for water inside the hall area, as kids were getting hot and asking to go to the bubblers. Which was manageable in groups, but perhaps we can find another option for the next disco.
- The chosen DJ: Party Chameleon were really good. Clearly had experience with school discos and managed the kids well.
- Thank you to the teachers that supported on the night, your presence was appreciated.
- Event Report in drive.

## Profit and Loss

The Junction Public School P&C

Disco

### Account Jan-Jul 2024

#### Trading Income

|                             |                 |
|-----------------------------|-----------------|
| Function & Events           | 1,575.00        |
| <b>Total Trading Income</b> | <b>1,575.00</b> |

#### Cost of Sales

|                            |               |
|----------------------------|---------------|
| Function & Event Costs     | 525.90        |
| <b>Total Cost of Sales</b> | <b>525.90</b> |

|                     |                 |
|---------------------|-----------------|
| <b>Gross Profit</b> | <b>1,049.10</b> |
|---------------------|-----------------|

#### Operating Expenses

|                                 |              |
|---------------------------------|--------------|
| FlexiSchool Fee                 | 55.80        |
| <b>Total Operating Expenses</b> | <b>55.80</b> |

|                   |               |
|-------------------|---------------|
| <b>Net Profit</b> | <b>993.30</b> |
|-------------------|---------------|

### Future Event Planning:

#### Event calendar review

- Assign Event Managers for the rest of the year

#### Interrelate - Tricky Talks 26 Aug - JM

- Ticket sales are live on Flexischools and communications have gone out on school bytes, website and social media.
- Start time has switched to 615pm to allow for TASK to finish for the day.
- Rob has volunteered to be there to help with AV set up etc.
- JM to follow up with Dianne re: how to pay Interrelate

### Fathers Day Planning

#### Donuts for Dad - JR

- Comms have gone out already. Dougheads are locked in to support again. FatCrema is confirmed for coffee. Canteen will provide tea & milo.

- TASK have donated handballs.
- Sign-up genius will be required on the day.
- School advised that the best area for set up will be out the front of Old Hall with Coffee Cart near the gate / parking. This is also closer to the handball courts.

#### **Fathers Day Raffle - KY**

- Tickets to be distributed into classrooms hopefully by Friday. RaffleLink set-up for online sales.
- As soon as tickets go out, we can put it on School Bytes, website and social media. Announcements to be made at assemblies.
- Long list of prizes donated from local businesses.
- Pizza party to be given to class that makes the most online sales. RL suggested possibly one class from Stage E1 / 1 and one from Stage 2 / 3 as class sizes differ.

#### **Local Election BBQ fundraising 14 Sept - AC**

- As it is going to be a busy term, we will make the Election BBQ as simple and streamlined as possible. Just sausage sandwiches and cans.
- Decided to go ahead with the event (despite busy-ness), as there are families that consistently turn up to help with BBQs and this is always appreciated. Also, we always make a few thousand dollars from Election BBQs and it is a way to raise money from the wider community (rather than our own families).
- Will put a call out to see if anyone wants to coordinate a cake stall.

#### **Term 3 Art Show - Jody Cooper**

- Date confirmed for Family Open day - Thursday 12 Sept: 2pm to 7pm & Friday 13 September: 8am - 11am
- Gold coin donation for families to attend. Possible auction of artwork on the night.
- The theme is 'What matters to me' and will tie in with work students are doing in the Resilience Project. Students have already been working on their artworks since the beginning of the term.
- Comms to go home to families this week. Families / community invited to get in touch with the school if they have a background in art and would like to help with the work in the classrooms.
  - o Stage 2 will be working on their pieces on Friday Week 4 and parents / carers will be invited to help in classrooms.
- **P&C participation for the Open Night**
  - o Cathryn Bull volunteered to take the lead on this. Idea for P&C to provide some light refreshments on the evening. Something 'classier' than a BBQ. Cathryn will collect ideas and we will make a plan in coming weeks.

#### **Movie Night - JR**

- We have not been able to identify a suitable movie at the cinemas for the remainder of the year.
- Discussed the possibility of a Twilight Cinema held on school grounds in Term 4. Concerns raised around the time of year being very busy for families and teachers, as well as the cost associated with adequate security. Was decided to drop the movie night for 2024.

#### **Term 4 Events**

- Following the success of the Term 2 Disco, it was suggested to hold a Christmas Disco
  - o Tentative date of Week 6 - Jes Ryan volunteered to lead the event
- **Fundraising Drive - Term 4**
  - o The P&C will look for opportunities to hold a fundraising drive in Term 4. Ideas include Pie Drive or GingerBread drive. For further discussion at next meeting.

#### **Other school events**

- Grandparents Day date confirmed for Friday Nov 22

#### **Grant application progress**

- KY working on a grant application from Sharon Claydon. Due next week.
- Haven't heard back on other grants we have applied for
- REAL Insurance Grant due in October.

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| 4. | <p><b>Fundraising Goals</b></p> <p>General progress updates:</p> <p><b>Multi-purpose Outdoor Space update</b></p> <ul style="list-style-type: none"> <li>- Update from CL as per Principal's Report. A design has been provided and this is now with the Dept for quotes.</li> <li>- The P&amp;C are looking for a timeframe as to when this is able to begin based on a successful quote.</li> <li>- As per Treasurer's Report the P&amp;C is concerned that we are holding a lot of cash in the bank as we wait for the Department to move forward.</li> </ul> <p><b>STEAM Hub update</b></p> <ul style="list-style-type: none"> <li>- PO received for laptop purchases.</li> <li>- JR motions to pay \$22,780.56 - 33 laptops. KY seconded.</li> <li>- P&amp;C communicated that we are prepared to fund further STEAM Hub resources as per initial wish list. School acknowledges and would like to take the time to ensure they have identified the best items. RL will continue to follow up.</li> </ul> |
| 4. | <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>- JR motioned for \$50 for a staff gift. AC seconded.</li> </ul> <p><b>2025 Major Event</b></p> <p>Discussion regarding holding a major P&amp;C fundraising every other year. 2023 was the Colour Run, meaning we would need to start considering soon what our major event will be for 2025. This will align well with our planned contributions to school goals. As money will, hopefully, come out in coming months for the two current major goals, we can start to plan how we will rebuild this in the coming year.</p> <p>Committee agrees to research some potential ideas for a shortlist at the next meeting.</p>                                                                                                                                                                                                                                                                                                                  |

**Next Meeting:** Tuesday 10th September 2024, 6pm, Old School Hall, TJPS