

176 Lookout Road, New Lambton Heights, NSW 2305

02 4957 2744

### **MINUTES**

### NLHIS P&C Meeting | Wednesday 7th December 2022 - 7:00 pm

Held at the Lambton Park Hotel

Action Item: (To be actioned for, or discussed next meeting)

Attendance: Vicki Elizabeth Maltby (VEM), Tiffanie Maree Nelson (TMN), Lisa Hughes (LH), Anna Wilson (AWil),

Kathleen Fulcher (KF)

**Apologies:** Zara May Houlker (ZMH), Amanda Winton (AWin), Jeanette Collins (JC)

#### **Current Office Bearers:**

President - Vicki Elizabeth Maltby (acting in the role)

Vice President - Vicki Elizabeth Maltby

Secretary - Tiffanie Maree Nelson

Treasurer - Zara May Houlker

| Item Number / Lead By | Agenda Item   | Motioned /<br>Seconded |
|-----------------------|---|------------------------|
| Previous Actions      | <ul> <li>ZMH/VEM to get the folder back from Andrea Stig. IN MOTION.</li> <li>ZMH will present a list of financial members at the first meeting in 2023. IN MOTION</li> <li>TMN to follow up with AWinto regarding colour run costs, particularly the white t-shirts purchased. IN MOTION.</li> <li>ZMH/KF to look into the Entertainment Book as an option to fundraise in 2023. IN MOTION.</li> <li>LH to invite VEM to the school to present the medals for presentation day. DONE.</li> <li>TMN to ask Ellen about auditing the finances for P &amp; Capaza IN MOTION.</li> </ul> |                        |
|                       | <ul> <li>C 2022. IN MOTION.</li> <li>LH to get the number to transfer the \$1000 welfare funds to the school account. DONE.</li> <li>TMN to begin organisation of the volunteers morning tea on 6/12. DONE</li> <li>KF to create a survey for next year to send to new parents and carers. IN MOTION.</li> </ul>  |                        |



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|  | VEM to investigate the year two gift of basketball  |        |
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|  | equipment with the parents and carers. IN MOTION.   |        |
| 1. Confirmation of previous minutes (2/11/22) TMN                  | 1.1. GENERAL MEETING  | KF/VEM |
| 2. Business arising from previous minutes (2/11/22) TMN / VEM / LH | 2.1 Banking and reimbursements  We wish to alter the P&C Greater Bank General Account, details:  BSB number: 637000 Account number: 722178513  We wish to remove the following ex-members from the account:  Andrea Stig; David Michael Staley, and; Edwina Jane Carle.  We wish to add Vicki Elizabeth Maltby (Vice President / President, acting) to the account.  We require the following individuals to operate on the account:  Tiffanie Maree Nelson (Secretary)  Zara May Houlker (Vice President)  Vicki Elizabeth Maltby (Vice President / President, acting)  The method of operation will continue to be any two to sign to authorize transactions.  2.2 AGM 2023  Need to have the 2022 financial audit completed by 1st Feb 2023 so that we can hold the AGM in time.  VEM is going to call the federation to ask about the audit date in relation to the AGM date.  Start the year with some fundraising goals for 2023.  Ask the students and ask the parents. SOme suggestions from LH:  Basketball mural; Noticeboard at the basketball court, and; Yarning circle outside of the OOSH. |        |
| 3. General Correspondence  | 3.1 General Correspondence  |        |



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| TMN / VEM / LH                           | Nothing to report.   |  |
|--|--|--|
| 4. Principal's Report<br>LH              | 4.1 Main Points  • Attached.   |  |
| 5. President's Report<br>TMN / VEM       | <ul><li>5.1. President's Report</li><li>Nothing to report.</li></ul>   |  |
| 6. Treasurer's Report                    | <ul> <li>6.1. Treasurer's Report</li> <li>There is \$15,207.62 in the bank account.</li> </ul>   |  |
| 7. Uniform Shop<br>Correspondence<br>VEM | 7.1. Update  The uniform shop has completed most new kindy 2023 orders, with the exception of the sports shorts, which are on backorder again. There are also three outstanding orders which were received after the uniform order cut off deadline so these will be filled early in the new year. All invoices with LWReid that are due have been paid, with four remaining invoices due in the New Year. The manual stock take (me counting every single item in the uniform shop) was conducted on the 5th of December. The uniform shop closes with about \$5000 in discontinued stock and \$5000 in new uniform stock. The new stock is a reasonable amount to carry forward (2-5 of each size of each item), but we will need to make some decisions on what to do with old stock next year as this is the last year it can be worn at the school. The sports shirts have already been donated to a Cambodian school via Tess Downman.  The uniform shop will close on the 12th of December, at which point an out of office reply will be set on the gmail account and an order will be placed early January to fill the gaps in some stock.  7.2. Stock  2022 audit is located here:  https://docs.google.com/spreadsheets/d/1mujmyJxcsztPIHBrKAFblNgJw6RP5Hp-/edit?usp=share_link&ouid=107691824003756016273&rtpof=true&sd=true.  What to do with new, but random, VERY old stock hanging around? | Cashless uniform shop: Motioned VEM, Seconded AWil |



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|  | <ul> <li>VEM to donate any old stock item without a logo but keep the tunics and put the white shirts down to \$10.</li> <li>Can we stop selling the white socks?</li> <li>7.2. Money</li> <li>Can we go cashless?</li> <li>I can't find the keys to the lockbox anymore, does anyone know where they are? It has been 2y.</li> <li>Square isn't working again</li> </ul>  |
|--|--|
| 8. General Business.<br>TMN / LH / VEM | 8.1 Canteen stocking  Explore options for supermarket delivery payment to reduce the workload of canteen manager. Annual fee for delivery to the school is \$120 with Woolworths.  This allows anything over \$50 to be delivered without cost. Requires a cost analysis. TMN to do a cost analysis of the items and their amounts to see what is being profited per item.  KF to check dates on stock of leftover canteen items and donate to school or others. |

Meeting Closed: 9:25 pm

New Lambton Heights Infants School and the Parents and Citizens Committee 176 Lookout Road, New Lambton Heights, NSW, 2305

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