



Artarmon Public School
Parents and Citizens' Association

Notice is hereby given that the
ANNUAL GENERAL MEETING of
Artarmon Public School Parents and Citizens' Association
will take place at
7pm on **WEDNESDAY 27th FEBRUARY 2019**
at
Artarmon Public School Staff Room

AGENDA

1. Apologies
2. Confirmation of the minutes of the previous Annual Meeting held on the 28th February 2018
3. Presentation of the President's Annual Report
4. Presentation of the audited 2018 financial statements
5. Presentation of the Subcommittee reports
 - a. Uniform
 - b. Canteen
 - c. Social and Fundraising
 - d. Band
 - e. Strings
 - f. Gardening
 - g. Sustainability
 - h. Traffic
 - i. Website
6. Presentation of the Budget for 2019
7. Election of Officer Bearers
8. Appointment of Auditor
9. Fixing of Annual Subscription

Secretary
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<http://www.artarmon-p.schools.nsw.edu.au/community>



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Parents and Citizens' Association
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**Minutes of the Annual General Meeting of the Artarmon P&C
held on Wednesday 27nd February 2019 at 7.00pm in the Staff Room**

Chair: Louise Green
Minutes: Malvina Crastin

Meeting Opened: 7:05pm

Item 1 - Attendance and apologies

Attendance: As per attendance book.
Apologies: As per attendance book.

Item 2 - Minutes of 2018 AGM meeting

Motion: That the minutes for previous Annual General Meeting of the P&C held on Wednesday 28th February 2018 be accepted.
Moved: Louise Green
Seconded: Bogdan Grubisic

Item 3 - Presidents Report 2017

President's Report

It was a busy and successful year for the P&C and our community, working strongly in partnership with the school. In 2018 the P&C and parents contributed significantly to the sound and stage fit-out of the new school hall. This neatly completes some key investment and advocacy over many years, including campaigning for the facilities and investing in playground equipment and umbrellas. I'm sure we are all glad the building works are now complete and very grateful to have such a modern and well designed school. We have an engaged community with some strong connections with our MPs and Council and local small businesses and those are relationships I recommend should be continued. Our investment would not have been possible without the hard work of our social and fundraising teams and many volunteer parents. Again in 2018, some very enjoyable social events were organised which also raised important funds. Thank you to Rebecca Ranasinghe and Bec Coleman for their time invested to run these events. I'd like to thank all parents for their hard work and support in so many respects, whether it be on committees, at gardening, sausage sizzles, band camps, volunteering in class room, being class parents and so many other ways. 2019 will provide an opportunity for new leadership and participation. I step down from the position, with our family moving to the Sunshine Coast. I have enjoyed very much representing parents and families and thank everyone for the support and encouragement provided to Clare and I and the girls. I would particularly like to acknowledge the

hard work and indefatigable spirit of Principal Louise Green. The building works was an immense project and no matter what hurdle, Louise was always fiercely child focused. I had a great time working with Louise on some terrific initiatives. I reserve a special mention for outgoing Secretary Rebecca Wall. A great support to me and so many parents. Rebecca has done this role for three years and has done so with great professionalism. It's a measure of her commitment to the school that she has already stepped into another key role helping the music groups. There are some other changes. Treasurer Scott Unterrheiner has kept our books in fine order for the last two years, thank you Scott for all the great activity and work in the background. Suzanne Sharp has been attending Northern Sydney P&C meetings for the last three years as Artarmon Vice President (Regional) and has provided insights to our group about what's happening at a regional and state level, thanks Suzanne. Ian Dyson's family has left the school. Ian has made a fine contribution, both as a past president and traffic convenor for many, many years. I thank him for his wise counsel and strategic thinking. So there will be new faces, new opportunities and challenges in the year ahead. The P&C is in strong financial shape, with scope for future projects despite considerable investment in quality infrastructure in the past two years. As past President, I will assist where I can with handover to the new President and team. I look forward to hearing about continued success for the Artarmon community.

Item 4 – Presentation of the Audited Financial Statements 2018

Carried forward to the next P&C meeting to be held on 28th March 2018.

The below budget is drafted for review of the P&C Committee, should there be no requested changes the Treasurer requests it be approved as the final 2019 budget.

ARTARMON PARENTS' AND CITIZENS' FINANCES (unaudited)

Annual Summary and Budget analysis	DRAFT BUDGET 2019	23 Feb 2019
CONTRIBUTIONS AND REVENUE		
Fundraising	30,000	-
Fundraising - Mothers Day	-	-
Fundraising - Community Day	-	-
Sponsorship - Sausage Sizzle	-	-
Sponsorship - Spring Fair	-	-
Year 6 Jerseys	15,000	-
Bank Interest	1,000	61
Grants received	-	-
Uniform Shop	20,000	7,966
	66,000	8,028
EXPENSES		
Outgoings and other expenses		
Fundraising	(15,000)	(164)
Fundraising Project - Community Day	-	-
Fundraising Project - Spring Fair	-	-
Fundraising Project - Mothers Day	-	-
Year 6 Jerseys	(15,000)	(657)
Year 6 Farewell	-	-
	(30,000)	(821)
Voluntary Contributions to APS		
Fundraising and other	-	-
	-	-
AP&C Administration		
Affiliation Fees and Insurance	(3,800)	-
Bank Fees & Auditor Fees	(3,000)	(22)
Bookkeeper (2016 expense)	(2,000)	-
General expenses, VC newsletter printing	(1,000)	(152)
	(9,800)	(174)
AP&C Subcommittee allocations		
Strings	-	-
Band	-	-
Gardening	(1,000)	-
Sustainability	(1,500)	-
Year 6 Farewell	(3,000)	-
	(5,500)	-
TOTAL OUTGOINGS	(45,300)	(995)
NET SUPLUS / (DEFICIT)	20,700	7,032

Item 5 – Subcommittee Reports

a. Uniform

No report tabled.

b. Canteen

No report tabled.

c. Social & Fundraising

No report tabled.

d. Band

Report for APS P&C AGM 2019: Band

2018 was another busy and successful year for Artarmon bands. Approximately 250 students from years 3 to 6 participated in the band program in 2018.

In 2018 we had a Training Band, three Concert Bands (Junior Concert Band, Concert Band, Senior Concert Band) plus Jazz Band. In addition, band students joined with strings students in Orchestra. As Training Band had a large number of students, they rehearsed in two groups, with Mr Cameron Harker sharing the conducting with Matthew Walmsley, with the conductors alternating so that the two groups had the benefit of both conductors' styles and expertise.

Bands performed at various school events throughout the year including the Easter Band Breakfast, Open Day, the P&C's Spring Fair, the Concourse Concert, OC orientation, Carols Night and Presentation Days.

All the Concert bands and Orchestra participated in and achieved successes in various festivals and competitions including Sydney Eisteddfod, Ryde Eisteddfod and NSW School Band Festival. Senior Concert Band, Jazz band and Orchestra were all placed first in their group at the Sydney Eisteddfod. Senior Concert Band also had the opportunity to perform at the Northern Youth Symphonic Winds 10 Year Anniversary Concert.

An overnight Music Camp, a joint event for Band and Strings Students in Years 4 – 6, was held at Galston in August, in preparation for the Concourse Concert.

The music room office was divided into 3 tuition rooms at the end of the year. The works are funded jointly by the band and strings committees with assistance from the P&C, for which we are very grateful.

We are looking forward to performing in the new school hall in 2019. In anticipation of this we have ordered a new set of timpani so that one set can be kept for performances in the hall, reducing the risk of likely damage with moving the equipment 'long distance' between the music room and the hall.

Financially, band ended the year in a positive position, although major expenditure (the music room works) was budgeted but will not be paid for until 2019. We have calculated the future staff long service leave commitment and have put aside sufficient funds in a term deposit account to cover this. The annual financial statement is attached.

I would like to thank the school executive for their support and assistance in 2018, in particular Mrs Green and Mr Coombes (and Mrs Justine Miller in the first part of the year), and Mr Matthew Walmsley for his direction of the band.

I would like to thank all the parent volunteers, especially those in the band committee, without whom the band program would not be possible.

I hope all the students enjoyed being part of band in 2018 and will continue making music in 2019.

Catharine Miller, Band Convenor 2019.

Artarmon School Band Financial Report 31/12/18

	Actual 2016 full year	Actual 2017 full year	Actual 2018 full year
Revenue			
Band and hire fees	121,388	123,365	170,100
Interest	1,386	1,353	1,877
Donations	-	-	
North Youth rent	-	4,000	2,000
Band Camp	26,163	38,093	46,878
P&C Funding			
EOY Concert	-	6,364	
Fundraising	7,548	5,548	5,545
Others	500	838	532
Revenue	156,985	179,562	226,932
Sales - Music Bag			2,460
COGS - Music Bag			-2,096
Net Sales income			364
Total Revenue			227,296
Expenses			
Total Conductors / tutors	-67,452	-83,429	-105,613
Band Camp	(27,906)	(35,567)	(47,013)
Band Intensive	(3,702)	(3,375)	0
Competition costs	(1,383)	(2,862)	(2,082)
Inst Repairs	(7,314)	(7,865)	(9,087)
Music	(959)	(1,566)	(2,424)
Photocopying	(113)	(121)	0
other	(589)	(50)	(2,133)
Running expenses	-10,358	-12,465	-15,726
Instrument purchases	(10,363)	(30,969)	(36,575)
fitout/assets	(132)	(184)	0
fundraising expenses	(606)	(1,191)	(806)
new jackets/band bags	(772)		0
insurance	(2,497)	-	(2,548)
EOY concert	(800)	(744)	(4,067)
my school music		(1,532)	(1,879)
Total expenses	-124,587	-169,455	-214,226
Net profit / (Loss)	32,398	10,106	13,070

CASH AT BANK	Account WBC	Account WBC	Term deposit	Total
	170-463	170-471		
		Westpac saving acc		
CASH AT BANK	Westpac cheq acc			
Opening Jan 2012	\$6,348	\$15,699		\$22,047
Opening Jan 2013	\$2,361	\$42,306		\$44,667
opening Jan 2014	\$3,940	\$29,455		\$33,395
opening Jan 2015	\$142	\$57,939		\$58,081
opening Jan 2016	\$146	\$93,163		\$93,309
opening Jan 2017	\$2,062	\$123,783		\$125,845
opening Jan 2018	\$5,825	\$80,126	\$50,000	\$135,951
balance 31/12/18	\$5,779	\$93,242	\$50,000	\$149,021

Note:
Our net position for 2018 is much better than budget but it is just a timing issue - music room wall and timpani haven't been paid in 2018.

\$20k term deposit is kept aside to fulfill future staff long service leave obligation.

e. Strings

Profit and Loss

Artarmon Public School P&C Association For the year ended 31 December 2018

Reporting Dept is Strings.

	2018	2017
Trading Income		
Band and Hire Fees	5,920.00	19,935.00
Band Merchant Sale Income	340.00	-
Donations	-	68.50
End of Yr concert	-	4,155.50
Ensemble Fees	39,185.00	27,789.00
Interest Income	301.21	642.70
Other income	9.00	-
Total Trading Income	45,755.21	52,590.70
Gross Profit	45,755.21	52,590.70
Operating Expenses		
Band Camp expenses	863.43	-
Conductors/Tutors	18,160.00	21,290.50
Eisteddford Fees & other expenses	851.09	-
Fundraising Costs	-	435.00
Insurance	161.05	-
Membership & Subscription	962.50	1,039.50
Minor Assets	233.00	-
Other Expenses	-	(2,500.00)
Repairs & Consumables	254.00	1,823.00
Sundry Expenses	4,854.63	2,816.35
Superannuation	2,202.45	2,464.72
Total Operating Expenses	28,542.15	27,369.07
Net Profit	17,213.06	25,221.63

f. Gardening

No report tabled.

g. Sustainability

No report tabled.

h. Traffic

No report tabled.

i. Website

Website Committee Report End of Year 2018

Following the 2018 AGM, the P&C section of the school's website <http://www.artarmon-p.schools.nsw.edu.au/community> was updated to include the new P&C subcommittee conveners and new details for 2018.

Reviews of subcommittees' website content were undertaken in March 2018 for: Band, Canteen, Gardening, Multicultural, Social & Fundraising, Strings, Sustainability, Traffic and the Uniform Shop.

In October 2018 upgrades were made to the Department of Education's website service which hosted the school's website (where the P&C web pages were located). The location of the P&C section moved to:

<https://artarmon-p.schools.nsw.gov.au/supporting-our-students/parents-and-citizens-association.html>.

There were some changes to the layout of the P&C pages and some issues with out of date content being migrated.

The school had been using the Skoolbag Application to communicate to parents/carers and the Department of Education's website service to publish the website. In November 2018 the school moved to Schoolzine to replace Skoolbag and to host/publish the website and Newsflash.

The website committee worked with the school during the migration to Schoolzine. Following this year's (2019) AGM, the website committee will, with the new P&C subcommittee conveners, review all content and the layout of the new P&C section of the website.

If anyone has any comments or suggestions regarding the website, please email: webadmin@artarmonpandc.org.au.

Jane Absolum
Website Committee

Item 6 - Presentation of the Budget for 2019

The 2019 Budget will be presented at the next P&C AGM meeting to be held on the 25th February 2020.

Item 7 - Election of Office Bearers

Louise Green conducted the nominations and elections of Office Bearers for the P&C in 2019.

Louise gave a vote of thanks to the outgoing President and the Executive for their efforts and the good relationship developed with the staff of the school.

The following is a record of office bearers elected;

	2018	2019
President	Daniel McDougall	Bogdan Grubisic
Vice-President	Raghu Beeram	Daniel O'Doherty
Secretary	Rebecca Wall	Malvina Crastin
Treasurer	Scott Unterrheiner	Anna Mo
Assistant Treasurer	Verina Young	Verina Young
Canteen Committee	Maria Ainscough	
Social & Fundraising Committee	Rebecca Ranasinghe/ Rebecca Coleman	Jackie Sternfeld &
Multicultural Committee	Lavanya Balaka Viswanatha	Carly Hall &
Band Committee	Catharine Miller/Tara Harvey	Catharine Miller
Strings Committee	Emma Nicholas	Emma Nicholas
Garden Committee	Elizabeth Fernando	Elizabeth Fernando
Traffic Committee	Ian Dyson	Ranjit Nair
Uniform Committee	Maria Ainscough	Ashish Dubey
Sustainability Committee	Shantelle McCall	Deepa Nandan
Website	Jane Absolum	Jane Absolum
Vice – President (Region)	Suzanne Sharp	Preethi Ramanathan
Voluntary Contributions	Bogdan Grubisic	Open

Item 8 - Appointment of 2019 Auditor

Motion: To re-appoint the Auditor for 2019.

Carried over to the 28th March 2018 meeting.

Item 9 - Fixing of Annual Subscription

Motion: For 2019, that the annual subscription to the Artarmon P&C be set at \$1

Moved: Louise Green

Seconded: Bogdan Grubisic

Parents who have made payments to the Voluntary Contribution are regarded as financial members and to have subscribed to the P&C.

Louise Green passed on the Chair to Bogdan Grubisic as President of the P&C for 2019.

The meeting closed at 7:35pm

Attachment to be supplied: Audited 2018 Financial Statements