



DRUMMOYNE PUBLIC SCHOOL
PARENTS AND CITIZENS ASSOCIATION

P&C Minutes

**Meeting: Tuesday 16 February 2021 at 7.30pm
Drummoyne Public School Library**

1. Welcome and formal opening of meeting

2. Attendees: Duncan Watson, Brian Dill, Angus McDonald, Aviva Cheng, Heather El-Rahim, Joanne Giannichronis, Kendal Mackay, Kylie Jackson, Dee Elalingam, Sahar Razi, Danny Thai, Nicole Thompson, Dianne Colb.

3. Apologies: Ellena Mangavoulakis, Mark Morgant, Matt Stedman, Sylvia Anderson.

4. Minutes of the previous meeting

Minutes from previous meeting 17 December 2021 moved by Heather El-Rahim.
Seconded by Kendal Mackay.

Previous Business:

5. Business arising from the previous meeting minutes

None.

6. Correspondence

None.

7. Reports

8. President's Report

- AGM will be held on Tuesday 16 March at 7.30pm.
- Congratulations to Joanne for championing the installation of the new grass in the Infants Playground which has been well received by the children.

b. Treasurer's Report

- **Angus** tabled the December Treasurer's Report.
- Overall, the P&C Association has posted an \$11,826 surplus for the 2020 calendar year, after making \$62,634 in donations to the school.
- In 2021, its assumed a return to 'normal' income shape from the heavily 'COVID' affected results in the 2020 year, assuming income is roughly in line with 2019.
- Some key assumptions include 55% GM in the Canteen, 35% GM in the Uniform Shop and expenses in line with 2019, with some inflation applied.
- Overall, this framework restores income from P&C activities back to historic levels (circa \$100k), prior to making any donations to the school.

- Existing commitments (\$130k) are for playground upgrades; still to be finalized and formally approved for commencement.
- On the current plan, a further \$140k is available for allocation to additional projects, provided revenue targets are achieved. Key priorities identified for consideration include canteen equipment upgrades, an ecommerce platform for the uniform shop, interactive whiteboards and additional iPads and Laptops.

c. Principal's Report

- Welcome to new parents to the P&C Meeting.
- Class numbers in 2021 have reached the Department benchmark to make 24 classes.
- The overall number of student has decreased on last year from 26 classes due to Russell Lea Public School opening and COVID delaying Kindergarten start dates.
- Class numbers are slightly lower than the State wide average.
- The new School Plan is in development and the Executive Team is reflecting on feedback from parents gained in late 2020.
- Parent Information Evenings to be staged over various nights wc 22 February with max 30 people per meeting.
- **Dianne Colb** outlined the School's Reading and Numeracy plans for 2021.
- STEM Centre has been created within the School this year.

d. Sub-committee Reports

i. Canteen Committee

- Review of Canteen operations to be explored post-AGM when new office bearers have been voted in and Canteen Committee established.

ii. Grants Committee

- Nil to report.

iii. Playground Committee

- Nil to report.

v. Uniform Shop

- Review of Uniform Shop operations to be explored post-AGM when new office bearers have been voted in and Uniform Shop Committee established.

7. General Business

- **Parent Information Evenings: Brian** to add new Volunteer QR code and Office Holder information to the Volunteer Form for distribution including key roles that need to be filled.
- **KJ** to forward new Volunteer information to **Brian**.
- **AGM - Angus** to provide KJ with list of Financial Members.

8. Next Meeting & AGM – Tuesday 16 March 2021 at 7.30pm

Meeting Close – 9.15pm

Drummoyne Public School P&C Association

**Treasurers Report – December 2020 accounts
February 2020 Meeting**

Income Statement – December 2020

	Current Month				Year To Date			
	TY	LY	Var	%	TY	LY	Var	%
Income								
Canteen Sales	2,984	10,452	(7,467)	(71.45%)	90,081	125,522	(35,442)	(28.24%)
Uniform Sales	(384)	7,138	(7,522)	(105.38%)	80,440	83,822	(3,381)	(4.03%)
Event Income	0	0	0		33,076	46,053	(12,977)	(28.18%)
Fete Income	0	0	0		0	89,343	(89,343)	(100.00%)
Other Income	8,069	2,194	5,875	267.76%	70,538	2,697	67,841	2,515.62%
Total Income	10,669	19,784	(9,114)	(46.07%)	274,135	347,437	(73,302)	(21.10%)
Cost of Sales	(14,986)	61,353	(76,339)	(124.43%)	112,729	112,673	56	0.05%
Gross Profit	25,655	(41,569)	67,225	(161.72%)	161,406	234,764	(73,358)	(31.25%)
Less Operating Expenses								
Canteen Operating Expenses	6,118	5,845	273	4.68%	64,514	58,541	5,973	10.20%
Event Operating Expenses	0	1,365	(1,365)	(100.00%)	5,196	9,726	(4,530)	(46.58%)
Fete Operating Expenses	0	0	0		2,292	29,350	(27,058)	(92.19%)
Gifts & Appreciation Expense	0	0	0		249	338	(89)	(26.28%)
Uniform Shop Operating Expenses	134	216	(82)	(37.88%)	1,711	1,643	68	4.15%
Other Expenses	3,136	2,753	383	13.91%	75,618	28,712	46,905	163.36%
Total Operating Expenses	9,388	10,179	(790)	(7.76%)	149,580	128,311	21,269	16.58%
Net Profit	16,267	(51,748)	68,015	(131.43%)	11,826	106,453	(94,628)	(88.89%)
<i>Canteen Contribution</i>	<i>(7,392)</i>	<i>1,188</i>	<i>(8,580)</i>	<i>(722.49%)</i>	<i>(19,566)</i>	<i>12,298</i>	<i>(31,864)</i>	<i>(259.09%)</i>
<i>Uniform Shop Contribution</i>	<i>18,726</i>	<i>(51,012)</i>	<i>69,737</i>	<i>(136.71%)</i>	<i>11,132</i>	<i>24,189</i>	<i>(13,057)</i>	<i>(53.98%)</i>
<i>Fete and Event Contribution</i>	<i>0</i>	<i>(1,365)</i>	<i>1,365</i>	<i>(100.00%)</i>	<i>25,588</i>	<i>6,977</i>	<i>18,611</i>	<i>266.75%</i>

- December income primarily came from \$4,800 in jobkeeper, and \$3,266 from the Christmas keepsake fundraiser.
- Stocktake for the uniform shop was completed, posting a net positive variance of \$19,243. For the full year, this corrected net income from the uniform shop to \$11.1k, though inventory has grown to \$135k (up 19k on prior year).
- Full year net income for the canteen was \$21k, after taking into account jobkeeper payments offsetting canteen labor costs.
- Overall, the P&C Association has posted an \$11,826 surplus for the year, after making \$62,634 in donations to the school.

Balance Sheet – December 2020

	31 Dec 2020	31 Dec 2019	Var
Cash	345,557	341,163	4,394
Accounts Receivable	13,376	1,577	11,799
Inventory	135,197	115,953	19,244
Current Assets	494,130	458,693	35,437
Fixed Assets	1,111	0	1,111
Total Assets	495,241	458,693	36,548
Accounts Payable	6,711	0	6,711
Accruals	4,384	1,351	3,032
PAYG Withholdings Payable	1,590	3,678	(2,088)
Rounding	0	1,008	(1,008)
Superannuation Payable	1,211	0	1,211
Unearned Income - Grants	25,000	1,190	23,810
Unearned Income - School 24	20,849	1,190	19,659
Unearned income - Uniform Shop	471	25,000	(24,529)
Wages Payable - Payroll	2,235	4,377	(2,142)
Total Current Liabilities	62,450	36,605	25,845
Provision - LSL Non-Current	904	2,027	(1,123)
Total Non-Current Liabilities	904	2,027	(1,123)
Total Liabilities	63,354	38,633	24,722
Net Assets	431,887	420,061	11,826
Total Equity	431,887	420,061	11,826

- Cash position has increased by \$4.4k, with net assets increasing by \$11.8k, consistent with the surplus reported in the income statement.
- Accounts receivable remain higher than last year, with sponsorships from Warwick Williams, and Bresic Whitney still outstanding.
- Inventory values reflect the updated closing stock on hand position calculated following the recent stocktake in the uniform shop.
- Unearned income for grants noted over previous months remain open and need to be closed out.

Updated 2021 plan

	2019A	2020F	2021F
Canteen Sales	125,523	90,081	130,000
Uniform Sales	83,822	80,440	90,000
Entertainment Books	350	846	500
Event Income	46,053	33,076	45,000
Fete Income	89,246	0	82,500
Other Income	2,444	69,692	0
Total Income	347,438	274,135	348,000
Canteen purchases	54,683	45,132	58,500
Uniform purchases	57,990	67,597	58,500
Total Cost of Sales	112,673	112,729	121,500
Less Operating Expenses			
Audit	3,552	3,862	3,862
Bank Fees	5	0	5
Bookkeeping Fees	9,575	4,874	9,575
Canteen Operating Expenses	63,782	64,514	66,333
Event Operating Expenses	8,361	5,196	10,000
Fete Operating Expenses	29,350	2,292	30,000
Gifts & Appreciation Expense	338	249	0
Insurance	5,540	2,351	2,000
Paypal Fee	303	50	300
Printing & Stationery	4	0	0
Subscriptions	1,327	1,846	1,883
Uniform Shop Operating Expenses	1,192	1,711	1,745
Total Operating Expenses	123,329	86,945	125,703
Surplus before donations	111,436	74,461	100,797
Donations committed	0	62,634	130,000
Donations yet to be committed	0	0	140,000
Total donations	0	62,634	270,000
Net Surplus/(deficit)	111,436	11,826	(169,203)
Asset Balance			
Opening balance	313,607	420,061	431,887
Closing balance	420,061	431,887	262,684
Operating expenses x cover	1.8	2.2	1.1

Revised key assumptions for 2021:

- Assumed a return to 'normal' income shape from the heavily 'COVID' affected results in the 2020 year, assuming income is roughly in line with 2019
- Purchases assume 55% GM in the canteen, and 35% GM in the Uniform shop
- Jobkeeper income has not been included in 2021 projections
- Other expenses are assumed to be in line with 2019, with some inflation applied

Overall, this framework restores income from P&C activities back to historic levels (circa \$100k), prior to making any donations to the school.

Existing commitments (\$130k) are for playground upgrades, to be finalized and formally approved for commencement.

On the current plan, a further \$140k is available for allocation to additional projects, provided revenue targets are achieved. Key priorities identified for consideration include:

- \$10k Canteen equipment upgrades
- \$20k Implementation of an ecommerce platform for the uniform shop
- \$30k interactive whiteboards
- \$51k Additional iPads and Laptops
- \$0.5k Staff thank you gifts

A draft funding plan has been developed, setting out further investment requirements for the next four years, continuing investment across technology, and further further playground upgrades.