



## **MINUTES of Meeting**

### **Monday 25 March 2019**

**Meeting Opened:** 7.06pm

**Meeting Closed:** 7.59pm

**Next meeting:** AGM

<b>Attendance</b>	Gwen Govender-Hondros, Penny Millgate, Margaret Creagh, Steve Longworth, Sheridan Go, Amir Khoshoe, Rosanne Simms, Katie McGuire, Monica Singireddy, Jenna Campbell, Jodie White, Christine Buscall, Faith Cook, Kata Collimore,	
<b>Apologies</b>	Christine Longworth, Sonia MacDonald, Janelle Civijovski, Mark MacDonald, Jaime Dewar, Tessa Duncan, Linda Bryant,	
<b>Motion to accept the previous minutes</b>	<b>Moved</b>	<b>Jenna</b>
	<b>Seconded</b>	<b>Amir</b>
<p>Penny spoke to the meeting to advise why the AGM had been postponed to 13 May 2019. All current office-bearers were asked if they were happy to continue in their roles until the postponed AGM and all agreed. The reason for the postponement of the AGM is that the financials are not ready to send to the auditor. AGMs cannot take place with</p> <p>Uniform shop volunteers have not been able to finalise the extensive MYOB data entry and until this is completed the bank statements cannot be reconciled in MYOB. A previous volunteer, who has now left the school, had worked behind the scenes and until this volunteer left the school no-one realised the work she had undertaken on Uniform MYOB data entry.</p> <p>Steve asked what's steps need to be in place to ensure this does not happen again. At this stage it is apparent that more regular data entry needs to occur in order to get through the data entry.</p> <p><i>Post meeting note: Amy, Amir and Penny met after the March meeting to discuss a way forward with uniform data entry. It was acknowledged by Amir that the workload is huge for MYOB and that for transparency we need to take a three-pronged approach (i.e. three people take roles in the three parts of the data entry process required for uniform). Amir also suggested employing a book keeper. Further discussion is required once the new Executive are elected.</i></p>		
<b>Item 1 – Correspondence</b>		
<b>1.1</b>	Penny tabled the email received from Westpac re the discrepancy of \$500 from the Twilight takings. Penny will correspond with Westpac again objecting to their response and will pursue the matter further.	
<b>Motion to accept correspondence. Moved : Steve      Seconded : Amir</b>		
<b>Item 2 – NSW P &amp; C Federation notices/policy for discussion</b>		
<b>2.1</b>	N/A	
<b>Item 3 – Sub-Committee Reports</b>		
<b>3.1</b>	Principals Report – See attached report	
<b>3.2</b>	President's Report – Verbal report	
<b>3.3</b>	Treasurer's Report - See attached report and below for additional items <ul style="list-style-type: none"> <li>Amir reiterated that if any Music, Canteen or Uniform shop require any assistance in regards to their financials, he is more than happy to assist.</li> </ul>	



<b>3.4</b>	Uniform Shop Report – No report as Amy could not attend the meeting
<b>3.5</b>	School Banking Report – no report
<b>3.6</b>	Canteen Report – Verbal report
<b>3.7</b>	Music Report – See attached report. Approval was sought for the purchase of new instruments: \$3,799 [2 x trumpets @ \$645ea + 1 x euphonium @ \$2,499]. The committee voted unanimously to this proposal.
<b>Motion to accept Sub-Committee reports: Moved : Jenna    Seconded : Gwen</b>	
<b>Item 4 – Parent Feedback</b>	
<b>4.1</b>	See item 1.1 above
<b>Item 5 – General Business</b>	
<b>5.1</b>	P&C Room – the need for a larger space. Idea was to move all soft drinks into the canteen. It was proposed that we knock the shelving down in the P&C room. This will clean the room up and allow for proper storage. Margaret said Adam (GA), maybe able to assist with this.
<b>5.2</b>	Labels for P&C Donations to the school – This has been an item for several meetings. It was agreed that the newly elected Executive should look in to the benefits and decide whether it is pursued further.
<b>5.3</b>	Electronic Payment options – status update. Jenna reported that the Square had been purchased but Pete discovered that it will not work with our type of operation. Looking to go with pay pal. An update will be provided at the next meeting.
<b>5.4</b>	Sunscreen protection for the use of kids Decided it was not viable. The onus is on the parents to supply and the children to reapply
<b>5.5</b>	Community Corner Update – Margaret gave a comprehensive update on what is happening. The final quote was being done on the next day after the meeting. Margaret was happy with the quotes that had been submitted.
<b>5.6</b>	Confirmation Education Morning Tea and Working Bee – co-ordinators Penny to ask the Civijovski's if they are happy to coordinate these events
<b>5.7</b>	Crazy Domains – rolling subscription – agreed to continue using. Emails are sent to the president@... Email and therefore will be followed up by the Exec each time a renewal is due.
<b>Item 6 – Other Business</b>	
<b>6.1</b>	None
<b>Item 8 – The next meeting is scheduled for Monday 13 May 2019</b>	
<b>Item 9 – The meeting closed at 7.59pm</b>	

Subject **Fwd: Deposit Discrepancy**  
From WHPS P & C President <president@winstonheightspandc.com>  
To <aberro@westpac.com.au>  
Date 2019-03-07 10:02



- 
- banking-notes.pdf (~9 KB)
- 

Dear Ali

I've left a voicemail at your branch but this will be referred to you probably anyway and therefore I'm also writing direct.

Your branch claim in your one of your letters, attached below, that our cash was out by \$500 - we do not agree.

The reason we are querying this so late is because the correspondence came to school during the summer holidays and we only had our first P & C meeting at the end of February and was brought to the our attention by our treasurer.

My main query is around the \$500 not the \$30.

We don't accept your count as being correct as we had the following people present and each checked the cash that went in to the bag (totalling checked 4 times):

- P & C President
- School Principal
- P & C Uniform Shop Coordinator
- Music Committee Treasurer

I've attached a note of the cash count from the night and we can clearly see the discrepancy. This note recorded precisely the cash that was banked. We are prepared to sign stat decs if necessary.

The P & C secretary was also present but was not involved in the cash counting. My point is, it was not just random volunteers present and counting, as we have a strict code and money handling procedures - particularly for main P & C events.

Please advise me of the next steps for formerly disputing this claim and please note I will be pursuing this matter to the enth degree.

I look forward to your timely advice.

Thanks

Penny

P & C President

Winston Heights Public School

----- Original Message -----

**Subject:** Deposit Discrepancy  
**Date:** 2019-02-17 17:37  
**From:** P and C <treasurer@winstonheightspandc.com>  
**To:** Winston Heights P&C President <president@winstonheightspandc.com>  
**Cc:** P & C Secretary <secretary@winstonheightspandc.com>

Hi Penny,

3/18/2019

Roundcube Webmail :: Fwd: Deposit Discrepancy

I just got this letters from Westpac.

I have no idea what are these discrepancies.

The most important one is the \$500 one which I think related to the Twilight Market.

Cheers,

Subject **RE: Deposit Discrepancy**  
 From Berro, Ali <aberro@westpac.com.au>  
 To WHPS P & C President <president@winstonheightspandc.com>  
 Date 2019-03-14 07:16



Hi

I have referred your dispute to our BEDS processing team. They have advised that your BED bag originally listed cash amount \$13,080.00 on the deposit slip. However, the carrier has counted a total of \$12,580.00 from Bed Bag P002396946.

In result, the your was debited for the amount of \$500.00 from the deficient identified on the 13/12/2018 as per our BEDS terms and conditions ( [https://www.westpac.com.au/business-banking/services/banking-services/business-express-deposit/?searchsource=suggested-search-results&result-type=natural&kw=business-expres&cat=Services,Support & FAQs&rank=1](https://www.westpac.com.au/business-banking/services/banking-services/business-express-deposit/?searchsource=suggested-search-results&result-type=natural&kw=business-expres&cat=Services,Support&FAQs&rank=1) )

Below is the breakdown of cash received in BED Bag P002396946.

These discrepancies are double checked and verified by two officers under surveillance.

n	TotDepAmt	C100NoteA	TC50NoteA	TC20NoteA	TC10NoteA	TC5NoteA	STCCoinAm	ct100NoteA	ct50NoteA	ct20NoteA	ct10NoteA	ct5NoteA	ActCoinAm
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,500.00	\$2,500.00	\$890.00	\$690.00	\$0.00
	\$13,080.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Should you require any further information please do not hesitate to contact me.

Best Regards

**Ali Berro**  
 Bank Manager – Revesby Branch  
 10-12 Marco Avenue Revesby NSW 2212  
 T +61 2 9772 5544 | M +61 466 501 984 | Email [aberro@westpac.com.au](mailto:aberro@westpac.com.au)



**From:** WHPS P & C President [mailto:president@winstonheightspandc.com]  
**Sent:** Thursday, 7 March 2019 1:03 PM  
**To:** Berro, Ali  
**Subject:** Fwd: Deposit Discrepancy

Dear Ali

I've left a voicemail at your branch but this will be referred to you probably anyway and therefore I'm also writing direct.

Your branch claim in your one of your letters, attached below, that our cash was out by \$500 - we do not agree.

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Hi Penny,

I just got this letters from Westpac.  
I have no idea what are these discrepancies.  
The most important one is the \$500 one which I think related to the Twilight Market.

Cheers,

Amir



NOTES

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# Winston Heights Public School

## Principal's Report

P&C Meeting – Monday 25<sup>th</sup> March 2019



### **Events**

#### **Past**

- GA Position - permanent
- Photos & Fundraiser
- Links Program

#### **Upcoming**

- \* Pedlar's Parade
- \* NAPLAN Online
- \* Gymnastics Term 2

### **School Uniform Changes**

- Committee meeting – 3<sup>rd</sup> April

### **Community Corner**

- Last quote happening tomorrow morning. The last 2 quotes are very good and within budget. Looking at sandstone block retaining walls. Also ramping corner from footpath, to asphalt path to K-2 COLA.

### **Zone Cross Country**

- Canteen – coordinator will meet with School Staff coordinator and Principal on Friday 12<sup>th</sup> April

### **After School Sports Program – Motiv8 Sports**

- Taster clinics this week – Friday and flyers have gone out to students.

### **School Fees**

- Due by Friday. Fees not paid will have online subscriptions suspended unless parents/carers have contacted school for extension/payment plan. P&C contributions to date are approx. \$5500. While payments come in for school fees parents/carers don't necessarily pay school contribution fee or P&C contribution fee as they are voluntary.

### **Canteen - Gymnastics**

- Canteen have agreed to pay the majority of the Gymnastics Program. Cost for each student is \$35. Canteen pay \$25 per student like dance program in 2018. Each student then only pays \$10.

### **Election BBQ – Thank You**

- Good fundraiser. Lots of new faces helping out – which is fabulous. Well done P&C.





# Winston Heights Public School P & C Association

## *Treasurer's Monthly report*

### 1. Bank Accounts Balance

Our bank accounts balances as at 28<sup>st</sup> Feb 2019 are as follows:

Account Name	Balance
Cheque Account	\$29,447.78
Cash Reserve	\$2,801.41
Term Deposit*	\$70,185.03
<b>Total</b>	<b>\$102,434.22</b>

\*Term deposit maturity date is 05<sup>th</sup> May 2019

### 2. Income and Expenditure

Income	
Opening Book Balance from Dec 2018	\$31,348.44
School Banking Commission	\$550.00
Interest – Cash Reserve	\$5.09
<b>Sub Total</b>	<b>\$555.09</b>

Less Expenses	
Movie Night	\$2,455.75
<b>Sub Total</b>	<b>\$2,455.75</b>

**Book Balance** **\$29,447.78**



# Winston Heights Public School P & C Association

## *Treasurer's Monthly report*

### 3. Bank Statement Reconciliation

Balance as per Bank Statement 31 <sup>st</sup> Dec 18	\$29,447.78
Add un-presented Deposits	<b>\$0.00</b>
Less un-presented Cheques	<b>\$0.00</b>
As per Book Balance	<b>\$29,447.78</b>

Sincerely,

Amir Hossein Khoshoe

Treasurer



# MINUTES

Wednesday 20 January 2019

Location	Staff Room		
Start Time	7:00pm	Finish Time	7:45pm
Chair	Christine Buscall		
Interim Secretary	Christine Longworth		
In Attendance	Margaret Creagh, Rachel Adam, David Picot, Connor Brood, Gwen Govender-Hondros, Christine Buscall, Sonia Macdonald, Penny Millgate, Amber Edmonds, Caz Thompsett, Christine Longworth, Beth Hart, Kylie McIntyre, Nick Antionette, Matthew Taylor		
Apologies/Absent	Therese Helander-Hills, Sheridan Go, Dennis Williams, Mel Lee,		

Item	Responsible	Report / Action / Decision
1	Procedural:	Chair Minutes of the 30.01.19 meeting were accepted by Kylie; seconded by Sonia.
2	Committee Chair	ChristineB Instrument Stocktake completed and signed off for audit. Confirming that creative kids vouchers are not able to be used for music programs as we are not eligible providers. Dennis thanked the committee for the voucher. Voucher was presented by Connor. <b>Instrument Wishlist</b> <ul style="list-style-type: none"> <li>▪ Windchimes (have been replaced)</li> <li>▪ 2 x clarinets</li> <li>▪ 4 x trumpets (2 written off)</li> <li>▪ Euphoniums</li> <li>▪ 2 x keyboard stands (missing since 2018 presentation evening)</li> </ul> ☆ Seeking permission to immediately expend \$3,799 [2 x trumpets @ \$645ea + 1 x euphonium @ \$2,499]. Consensus from committee and P&C President that this expenditure must occur  <b>Instrument Returns</b> Some clarinets have been returned as parents are purchasing them.
3	Treasurer Report	Sonia <b>Finance</b> 2018 closing bank balance shows as \$22 333.75 and is different to 31 Dec '18 balance because some cheques were not presented until January. Closing bank balance @ 20 March = \$68 230.60  <b>2019 reconciliation</b> done to 15 March <ul style="list-style-type: none"> <li>▪ 136 x invoices sent out covering Beginner, Concert and Performance Bands plus Keyboard</li> <li>▪ Invoice value = \$102 565</li> <li>▪ Approx 60% of invoices (\$60K) paid to date with band payments due by 22/3 and Keyboard by 29/3</li> </ul>

Item	Responsible	Report / Action / Decision
<p><b>3</b></p> <p>Treasurer Report cont...</p>	<p>Sonia</p>	<p><b>Bank Account</b></p> <ul style="list-style-type: none"> <li>▪ Name – currently WHPS Band Committee – to be changed to <i>Winston Heights Public School P&amp;C Association Music Committee</i> and <i>changed to an Incorporated Entity</i>. Name must be the same as what is listed for the ABN.</li> <li>▪ Changes to signatories to be added to 8 May agenda as we need to remove Greg Leeson (no longer band teacher) and Penny Millgate (stepping down as P&amp;C President). New Co-Treasurer to be added as well as suggested P&amp;C Treasurer.</li> </ul> <p><b>Term Deposit</b> Co-treasurers recommend setting up a new term deposit of \$20K @ 2.45% interest rate for 5 months; seeking support from Committee. General agreement from Committee however verbally supported by ChristineL, seconded by P&amp;C President.</p> <p><b>Invoicing</b></p> <ol style="list-style-type: none"> <li>1. <b>Future notes</b> It is critical to understand that invoicing has to be issued as best they can and when changes after issue must be made (in instance of returned instruments or overpayments) it creates an accounting nightmare in MYOB – especially to reverse after reconciliation. For 2020, Sonia would like to see a 2-week deadline on notes that go out in relation to instrument hire.</li> <li>2. <b>Overpayments of annual invoicing</b> Many families overpaid – even with very clear instructions – and Sonia wondering if we offer to move that overpayment towards band camp? If we did, this would save having to write 30 refund cheques. If we did, this would also mean that band camp invoices will need to be issued. <b>Agreed Outcome:</b> offer over payers option to have their payment reallocated towards bank camp OR they can make a donation.</li> </ol> <p><b>Action:</b> Extra note to go with Band Camp note to the identified families who have overpaid band fees. <b>Rachel</b> will email the band note to ChrisB. <b>Sonia + ChrisB</b> will send the list of 30 names to <b>Margaret/Rachel</b> who will attach to a note to be sent home to those families.</p>
<p><b>4</b></p> <p><b>Band Teacher Report</b></p>	<p>Rachel Connor David</p>	<p><b>Beginner Band (Rachel)</b> Tuesday rehearsal going well; students very excited. Positive comments from students and parents 24 students Some issues with instruments (have been reported)</p> <p><b>Concert Band (David)</b> Monday rehearsals are fun and the students are learning lots. 31 students Some issues with instruments (have been reported)</p> <p><b>Performance Band (Connor)</b> Instrument issues also here Connor now conducting</p>

Item	Responsible	Report / Action / Decision
5	Conductor Report	Dennis Nil report
6	12 March Cupcake Stall	ChrisB Successful and colourful. No congestion at point of sale Overwhelming donations from band parents  Thanks go to Kylie for additional help on day  Profit = \$885.20
7	2019 Fundraising Activities	ChrisB
7.1	Cadbury Chocolate Fundraiser	ChrisB has looked into alternate options such as Nestle, Mars and Krispy Kreme. If we went with Krispy Kreme donuts, we are only looking at profit of \$6 - \$7 per box.  <i>Table discussion included:</i> <ul style="list-style-type: none"> <li>▪ Matthew asked if it always had to be food. Answer is no.</li> <li>▪ Amber mentioned a new family who do household items like toilet paper.</li> <li>▪ If went with Cadburys, need someone to take this on board. Beth volunteered herself, Mel and Yvette to be the Cadbury fundraising team.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>▪ committee agreed that we should go with Cadburys in Term2. Will need a date from <b>Margaret</b>, but May-19 would be good month.</li> <li>▪ <b>Amber</b> to reach out to Matthew and Nick More discussion needed as Matthew and Nick had some great ideas (side discussion with Amber) that should be explored</li> <li>▪ <b>Caz</b> to write some how-to guidelines for running the Cadbury activity</li> </ul>
7.2	Other 2019 fundraising activities	BBQ at 26 September CAPPa night BBQ at 17 Dec Carols night Ice-cream day on 26 Nov P&C President also offered Music Committee the Federal Election BBQ
8	Band Camp 27 - 28 May 2019	ChrisB  <b>Band Teacher update:</b> <ul style="list-style-type: none"> <li>▪ Note going home Friday 22/3 showing dates, when money due</li> <li>▪ Cost confirmed @ \$230 per student</li> <li>▪ Evening disco activity has been replaced by Trivia</li> </ul> <p><b>Chair update:</b></p> <ul style="list-style-type: none"> <li>▪ Activities and program have been finalised</li> <li>▪ Access confirmed from 3.30pm on Sunday 26/5</li> <li>▪ Bus and van have been booked</li> <li>▪ 4 x tutors confirmed, another four yet to be, Steve Clark and Dennis will conduct</li> <li>▪ Rachel, Dave and Dyan will be the teachers at camp; Margaret will head up there as well</li> <li>▪ Will be Dyan's birthday again at camp</li> </ul>

Item	Responsible	Report / Action / Decision
9	Eisteddfod update	<p>Amber</p> <p><b>1. Ryde Eisteddfod; 13 Aug</b> Performance band; time confirmed in mid-May</p> <p><b>2. Engadine Eisteddfod; June</b> Concert and Performance band Dates yet to be confirmed; We picked the most popular dates and so had to submit preferences - 25/6 (AM or PM), 24/6 or 26/6</p>
10	Future Meeting Agenda items	<p>ChrisL</p> <p><b>Feedback from 2018 end of year events</b> to be added to first meeting agenda following band camp</p>

☆ NEXT COMMITTEE MEETING,                      **Wednesday 8 May 2019, 6.30PM, Staff Room**