



# Leura P&C Association Annual General Meeting – April 2017 Agenda

Location: Principal's Office  
Date: Friday 7<sup>th</sup> April 2017  
Time: 1:00pm

## Agenda

Welcome & Introductions	By Vice President	
Apologies		
<b>Minutes of Previous AGM</b>		
Receipt & Adoption of 2016 AGM minutes	The minutes of the Annual General Meeting held on 5 <sup>th</sup> May 2016 accepted by [ ] and seconded by [ ]	
<b>Reports - included with this Agenda</b>		
President's Annual Report		
Principal's Annual Report		
Treasurer's Annual Report		
<b>2017 Positions</b>		
Collection of Fees	Financial members must pay \$1 Collect names and contact details	
Election of Officers	Sitting Member to declare all positions vacant	
	<ul style="list-style-type: none"> <li>• President</li> <li>• Vice-President #1</li> <li>• Vice-President #2</li> <li>• Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary</li> <li>• Publicity Coordinator</li> <li>• Fundraising Coordinator</li> </ul>
Conclusion of AGM		

# Leura Public School P & C Assosiation

## Annual Finacial Report 2016

### Overview 2016

During 2016 the assosiation's activities raised \$ 25,434. This was a busy and successful year and we were able to donate over \$ 27,000 back into our school.

We have closed the year with a healthy cash balance of \$ 44,149.

Funds contributed to the school included \$ 5,000 towards new Office equipment, \$ 5,000 towards the Aruba WiFi, \$ 12,040 towards new Chromebooks and storage, \$ 2,463 towards a PA system, \$ 600 towards the vegetable garden as well as contributions to the school for such things as allocations to classrooms for teacher discretionary items.

The main contributors to fundraising were the Canteen with a gross fundraising of \$ 9,778, the Sunday markets with \$ 9,688 and general fundraising events with \$ 6433. A breakdown of our fundraising events is given below.

### Fundraising Event Summary

Special events	Takings	Expenses	Gross Fundraising
School banking	\$431	\$0	\$431
Ride to school	\$313	\$105	\$208
Easter Bake Sale	\$538	\$38	\$500
Athletics Carneval	\$461	\$172	\$289
Father's Day Stall	\$1,614	\$1,755	-\$141
Crazy Camel	\$3,476	\$2,479	\$997
Walkathon BBQ	\$1,200	\$374	\$826
Newcombe Ball BBQ	\$1,014	\$466	\$548
Art & Music Show	\$706	\$282	\$424
Christmas Stall	\$318	\$0	\$318
Disco	\$2,190	\$983	\$1,207
School Photos	\$710	\$0	\$710
P&C Stall	\$116	\$0	\$116
	<b>\$13,087</b>	<b>\$6,654</b>	<b>\$6,433</b>

Ongoing Activities	Takings	Expenses	Gross Fundraising
Canteen	\$22,980	\$13,202	\$9,778
Uniform shop	\$17,045	\$7,357	\$9,688
Markets	\$29,087	\$29,552	-\$465

**Total funds raised**                      **\$82,199**                      **\$56,765**                      **\$ 25,434**

## **Audits of 2016 Accounts**

The Audits for 2016 are arranged and booked in with Steven Moore Accountancy. They will be finished by the end of May and will need approval by the P & C.

Once approved the report will be forwarded to the P & C Federation and the ACNC.

## Leura Public School P & C Association

### Fundraising 2016

Below is a summary of our Fundraising figures for 2016 and over the page is our profit and loss for 2016.

Income	\$ 12,437
Less expenses	\$ 6,004
<b>Profit (loss)</b>	<b>\$ 6,433</b>

The major movements in cash received was from the Easter Bake sale, Newcomb Ball BBQ, Crazy Camel, Walkathon BBQ, Art & Music Show and Disco.

- Easter Bake Sale \$ 538
- Newcomb Ball BBQ \$ 550
- Crazy Camel \$ 889
- Walkathon BBQ \$ 825
- Art & Music Show \$ 425
- Disco \$ 547
- Advanced Photos Commission \$ 706

Other fundraising events were Father's Day stall, Mother's Day stall, Commonwealth Bank School Banking, Christmas Stall and Ride to School Day Breakfast.

All of these figures are embedded in the profit and loss given over the page, but if you would like to have more information please let me know.

# Profit and Loss

## Leura Public School P&C Association For the year ended 31 December 2016

2016

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### Trading Income

Canteen Income	22,980.24
Fundraising Income	12,436.55
Market Income	17,045.00
Uniform Shop Income	29,087.45
<b>Total Trading Income</b>	<b>81,549.24</b>

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### Cost of Sales

Canteen Expenses	13,202.11
Fundraising Expenses	6,003.88
Market Expenses	7,357.12
Uniform Shop Expenses	29,552.18
<b>Total Cost of Sales</b>	<b>56,115.29</b>

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**Gross Profit** 25,433.95

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### Other Income

Interest Income	370.79
Membership	15.00
<b>Total Other Income</b>	<b>385.79</b>

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### Operating Expenses

Accounting Fees	2,263.70
General Expenses	199.61
Insurance	1,012.00
P&C Projects for School	25,208.05
School Contributions	1,950.00
<b>Total Operating Expenses</b>	<b>30,633.36</b>

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**Net Profit** (4,813.62)



# Leura P&C Association Annual General Meeting – May 2016 Minutes

Location: Staffroom

Date: Thursday 5<sup>th</sup> May 2015

Time: 7:00pm

Attendees (14): Di Kipp, Alison Tuck-Lee, Belinda Ottmann, Vikki Wilmott-Sharp, Rebecca Williams, Anne Bahnisch, Nathan Smith, Marion Schlegel, Jill Day, Tina-Marie Sheil, Trish Gonzalez, Kim Craddock, Janice Price, Danielle Roberson

Apologies (5): Cara McDonald, Kylie Crowe, Ken Stockbridge, Peter van Gemert, Eames Krempf

## Minutes

Welcome & Introductions	By Di Kipp, welcome to new families
Receipt & Adoption of 2015 AGM minutes	The minutes of the Annual General Meeting held on 11 <sup>th</sup> May 2015 accepted by Belinda Ottmann and seconded by Alison Tuck-Lee
President's Annual Report	President's report read by <b>Di Kipp</b> <b><i>Provided in pre-meeting AGM Reports</i></b>
Principal's Annual Report	Principal's report read by <b>Nathan Smith</b> <b><i>See attached</i></b>
Treasurer's Annual Report	Treasurer's report read by <b>Alison Tuck-Lee</b> . Includes Uniform Shop and Fundraising. <b><i>Provided in pre-meeting AGM Reports</i></b> <b>Motion:</b> The audited reports approved by Rebecca Williams and seconded by Belinda Ottmann <b>Motion:</b> Appoint Byron's as 2016 Auditor. Accepted by Belinda Ottmann and seconded by Di Kipp. <b>Action:</b> Alison to obtain quote less stocktake onsite.
Collection of Fees	Financial members (15): Di Kipp, Alison Tuck-Lee, Belinda Ottmann, Rebecca Williams, Vikki Wilmott-Sharp, Kylie Crowe, Ken Stockbridge, Peter van Gemert, Kim Craddock, Jill Day, Tina-Marie Sheil, Trish Gonzalez, Danielle Roberson Note: Marion Schlegel and Janice Price paid in March 2016.

Election of Officers	Nathan Smith (Returning Officer) declared all positions vacant and conducted the election of new positions. <b><i>See attached for the list of 2016 office holders.</i></b>
Meeting Closed	Meeting closed at 8:00pm Next AGM Meeting - TBA

## **Actions**

<b>Action Item</b>	<b>Owner(s)</b>	<b>Due</b>	<b>Status</b>
Audit quote	Alison Tuck-Lee	ASAP	In Progress

## Election of Officers for 2015

Position	Nominee	Proposed	Seconded	Carried
President	<b>Casual Vacancy</b>			
Vice-President 1	<b>Belinda Ottmann</b>	Rebecca Williams	Janice Price	Yes
Vice President 2	<b>Vikki Wilmott-Sharp</b>	Alison Tuck-Lee	Belinda Ottmann	Yes
Treasurer	<b>Marion Schlegel</b>	Janice Price	Kim Craddock	Yes (see Note below)
Publicity Officer	<b>Louisa Forrest</b>	Belinda Ottmann	Rebecca Williams	*Accepted post meeting
Secretary	<b>Rebecca Williams</b>	Belinda Ottmann	Di Kipp	Yes
Fundraising Coordinator	<b>Casual Vacancy</b>			

With no nominations the positions of President and Fundraising Coordinator remain vacant.

Until these positions are filled all tasks relevant to the positions will be shared amongst P&C Members.

Note re Treasurer: Alison Tuck-Lee will be training Marion in the treasurer role and processes. Alison remains a signatory to P&C accounts.



The school community at Leura are extremely lucky to have such a wonderful, supportive Parents and Citizens Association. Throughout 2015, the LPS P&C Association has worked tirelessly, in conjunction with a dedicated group of teaching and support staff, to ensure the success of each and every individual student at Leura.

In 2015 the school participated in a number of activities to enhance the opportunities available to all students. Some of our highlights in 2015 include;

### **Creative Arts**

In the performing arts, a large number of students at Leura PS participated in the instrumental music program, recorder ensemble, school choirs and school dance groups. Our school choirs had a successful year and were provided with opportunities to perform at the Sydney Town Hall, Sydney Opera House and Upper Blue Mountains Music Festival. 4 students at the school attended the Western Sydney Regional music camp, and our school dance groups performed wonderfully at the Nepean Dance Festival. In December, the school held it's Music and Art showcase to acknowledge the hard work and commitment the students at LPS put into the creative arts. In visual arts, 4 students exhibited artworks in the *Operation Art* exhibition held annually at Sydney Olympic Park.

### **Sport**

The students at Leura PS continue to enjoy a range of experiences and opportunities on the sporting field. It was wonderful to see so many of the students represent our school across all levels of sport. Each year, students participate in Swimming, Cross-Country and Athletics carnivals, and it is pleasing to note that a number of students went on to represent the school at Zone, Area and Regional carnivals throughout the year. In term one, 2 students went on to represent the school at the Regional Swimming Carnival. 5 students were successful in representing LPS at the area Cross-Country, and in term three, 6 students went on to participate in the Regional Athletics Carnival. Our K-2 students enjoyed participating in what was a hugely successful K-2 Sports Carnival. In addition to involvement in various sporting events the students also participated in AFL and soccer gala days, a comprehensive athletics skills program, the AFL Auskick program, and we were well represented at the Milo T20 Blast entering 3 teams in the competition.

### **Other highlights and key events in 2015**

- Implementation of new School Planning model – as part of a range of reforms within the education sector across NSW. LPS implemented the new school planning model in line with DoE guidelines. The new 3-year plan incorporates strategic directions which relate directly to various areas of school life including student wellbeing, engagement, learning skills and understanding how we learn.
- Implementation of KidsMatter – The KidsMatter program is a mental health and wellbeing framework for primary schools proven to make a positive difference to the lives of Australian children. The program provides the methods, tools and support to help schools work with parents and carers, health services and the wider community, to nurture happy, balanced children.
- Participation in various events including Clean Up Schools Day 2015, National Ride2School Day, Worlds Greatest Shave Day which raised over \$1000 for the Leukaemia Foundation, Tour De Cure in aid of cancer research and supporting people living with cancer which raised approximately \$600
- Establishment of the *Live Well at Leura* Veggie Garden.
- Participation in the Katoomba ANZAC Day March where over 35 children resented LPS
- Establishment of a Student Representative Council to provide the students of LPS with a voice and opportunity to participate in decision-making processes within the school.
- A hugely successful Book Fair and Book Character Parade in term 2.

- Parent teacher interviews in term two and comprehensive student reports in term two and four to report on student achievement and progress.
- Participation in the *Principal for Day* program.
- Participation in the *Paper Plane Challenge* and a second place in the state.
- Walk for Wi-Fi – this school fundraising effort raised over \$7000 which enabled the purchase of multiple Aruba units to increase and enhance the availability of Wi-Fi at Leura Public School.
- Parent information sessions including – Cyber safety, Wellbeing, Mental Health and Kindergarten Orientation programs.

I would like to take this opportunity to sincerely thank the P&C for the effort they have directed in fundraising throughout 2015. The Leura Public School P&C have made it possible for students learning to be enhanced in many ways and I wish to express my sincere gratitude and appreciation for their hard work, dedication and commitment to the whole school community.

Nathan Smith  
Relieving Principal

Thursday 5 May 2016.



**LEURA PUBLIC SCHOOL**  
Cnr Mount Hay Rd and Willow Park Ave  
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*respect*

*responsibility*

*resilience*

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**2017 Leura Public School  
Annual General Meeting – Annual Report**

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This report gives an overview of the school and provides parents and the community with information about the school's educational performance, development and the extra-curricular activities which extend the students' opportunities beyond the classroom.

At Leura Public School, the learning environment is rich and stimulating. All students are given the opportunity and encouragement to grow and develop to reach their individual potential academically, physically and socially. The school is fortunate to have a highly qualified and dedicated team of new and experienced teachers and support personnel. They are collaboratively committed to providing a rich and diverse community which is engaging and challenging to meet student needs and develop the talents of each individual child.

The past year has seen much change to Leura Public School. We have developed strong and tangible strategic directions in conjunction with the NSW Department of Education's Reform Agenda. Our whole school community goal is to raise the standard of education delivery and student engagement using baseline data so that we can track our work for its effectiveness, making changes and improvements as we analyse these interim results.

Our goals aim to raise the achievement of all students by building on our wellbeing practices, improving our work in connecting children with the world of information through improved use of technology tools and through learning and practicing more in the field of students as authentic participants in designing their learning priorities. We aim for all children to be more than recipients of their education, to become more visible in the design of what and how they learn.

I congratulate our hard working staff and community, who have shown great agility, professional commitment and willingness to work in this new space. Leura Public School prides itself on the friendly, family atmosphere that has developed within our wonderfully supportive school community. I would like to thank our P&C, parent volunteers and the wider community for their continued support.



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## Performance against the School Excellence Framework

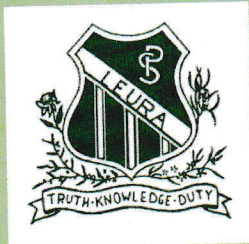
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This year, our school undertook a self-assessment using the School Excellence Framework. The School Excellence Framework supports public schools throughout NSW in the pursuit of excellence by providing a clear description of high quality practice across the three domains of Learning, Teaching and Leading.

In the domain of Learning, we have focused on Wellbeing and Assessment and Reporting. Collectively we have worked towards the creation of a positive and productive learning culture amongst staff and students which has been a feature of our school throughout 2016. We have placed a high degree of importance on wellbeing and have built a culture of trust, respect and valuing of each other. Students relate well to each other and are engaged purposefully in their own learning. Attention to individual learning needs has been another component of our progress throughout the year.

In the domain of Teaching, we have focused on collaborative practice for staff members. An important opportunity has been to provide time to staff members in relation to planning, teaching and working collaboratively as a team in each of our stages. The use of Information Technology, data analysis to inform decision-making, the improvement of teaching practice through classroom observations, reflections and feedback all highlight a culture that is moving student learning to a new level.

In the domain of Leading, 2016 priorities have focused on improved management practices and processes. The consistency and effectiveness of implementation of our key strategic directions throughout the year have been due to a strong foundation, building leadership capacity across the school. This approach recognises that leadership development is central to the achievement of school excellence. The leadership team has been successful in promoting the initiatives outlined in this report, developing the capabilities of staff to create a dynamic school learning culture.



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## 2016 Highlights

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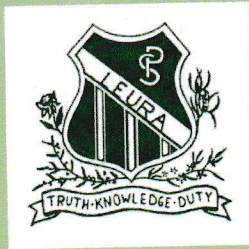
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### **Sport**

Students at Leura PS continue to enjoy a range of experiences and opportunities on the sporting field. It was wonderful to see so many of the students represent our school across all levels of sport. Each year, students participate in Swimming, Cross-Country and Athletics carnivals, and it is pleasing to note that a number of students went on to represent the school at Zone, Area and Regional carnivals throughout the year. Our K-2 students enjoyed participating in what was a hugely successful K-2 Sports Carnival. In addition to involvement in various sporting events the students also participated in a range of *Sporting Schools Australia* sports and skills sessions via the federal government *Sporting Schools* program grants.



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### Other highlights and key events in 2016

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- Participation in the Katoomba ANZAC Day March where over 35 children ~~resented~~ *represented.*  
LPS
- Establishment of a Student Representative Council to provide the students of LPS with a voice and opportunity to participate in decision-making processes within the school.
- A hugely successful Book Fair and Book Character Parade in term 2.
- Parent teacher interviews in term two and comprehensive student reports in term two and four to report on student achievement and progress.
- Parent information sessions including – Cyber safety, Wellbeing, Mental Health and Kindergarten Orientation programs.

I would like to take this opportunity to sincerely thank the P&C for the effort they have directed in fundraising throughout 2016. The Leura Public School P&C have made it possible for students learning to be enhanced in many ways and I wish to express my sincere gratitude and appreciation for their hard work, dedication and commitment to the whole school community.

*Nathan Smith*  
*Relieving Principal*

Friday 7 April 2017



# Leura P&C Association Annual General Meeting – April 2017 Minutes

Location: Library

Date: Friday 7<sup>th</sup> April 2017

Time: 1:00pm

Attendees (14): Belinda Ottmann, Vikki Willmott-Sharp, Rebecca Williams, Nathan Smith, Marion Schlegel, Jill Day, Suzie Lemonjian, Winnie Hua, Tina-Marie Sheil

Apologies (5): Ken Stockbridge, Peter van Gemert, Di Kipp, Kylie Crowe, Petra Braat

## Minutes

Welcome & Introductions	By Vikki Willmott-Sharp
Receipt & Adoption of 2016 AGM minutes	The minutes of the Annual General Meeting held on 5 <sup>th</sup> May 2016 accepted by Belinda Ottmann and seconded by Rebecca Williams
President's Annual Report	President's report read by <b>Belinda Ottmann</b> <i>See attached</i>
Principal's Annual Report	Principal's report read by <b>Nathan Smith</b> <i>See attached</i>
Treasurer's Annual Report	Treasurer's report read by <b>Marion Schlegel</b> . Includes Uniform Shop and Fundraising. <i>See attached</i>
Collection of Fees	Financial members (11): Belinda Ottmann, Rebecca Williams, Vikki Willmott-Sharp, Di Kipp, Kylie Crowe, Jill Day, Tina-Marie Sheil, Marion Schlegel, Keris Macarthur, Suzie Lemonian, Winnie Hua

Election of Officers	Nathan Smith (Returning Officer) declared all positions vacant and conducted the election of new positions. <b><i>See attached for the list of 2017 office holders.</i></b>
Meeting Closed	Meeting closed at 1:30pm Next AGM Meeting - TBA

## Election of Officers for 2016

<b>Position</b>	<b>Nominee</b>	<b>Proposed</b>	<b>Seconded</b>	<b>Carried</b>
Joint President	<b>Belinda Ottmann</b>	Marion Schlegel	Keris Macarthur	Yes
Joint President	<b>Vikki Willmott-Sharp</b>	Marion Schlegel	Keris Macarthur	Yes
Vice President	<b>Tina-Marie Sheil</b>	Jill Day	Marion Schlegel	Yes
Treasurer	<b>Marion Schlegel</b>	Vikki Willmott-Sharp	Belinda Ottmann	Yes
Secretary	<b>Rebecca Williams</b>	Belinda Ottmann	Tina-Marie Sheil	Yes
Publicity Coordinator	<b>Winne Hua</b>	Belinda Ottmann	Rebecca Williams	Yes
Fundraising Coordinator	<b>Keris Macarthur</b>	Rebecca Williams	Belinda Ottmann	Yes



