



# YATES AVENUE PUBLIC SCHOOL P & C ASSOCIATION GENERAL MEETING

## MEETING MINUTES

[yatesavenuepandc@gmail.com](mailto:yatesavenuepandc@gmail.com)

Date	Time
18/03/2025	6pm
Place	
School staffroom Zoom Meeting: <a href="#">Launch Meeting - Zoom</a> Meeting ID: 688 6546 0477 Passcode: 460458	

Attendees:		
Rose Giagodi, Amy Sapoi, David MacSporran, Irene Heung, Sandra Coupe, Kirsty Wade and Sarah Mane		
Apologies:		
Note taker:	Sarah Mane	
Welcome and Housekeeping		
<b>Meeting open:</b>		
<ul style="list-style-type: none"> <li>Welcome and apologies</li> </ul>		
<b>Motion:</b> That the minutes of the previous meeting be accepted <a href="#">12112024 - Meeting Minutes</a>		
<b>Moved:</b> Irene	<b>Seconded:</b> Sarah	
<b>Business Arising:</b> None  <b>Motion:</b> That the business arising be accepted.		
<b>Moved:</b>	<b>Seconded:</b>	

Principals Report	David MacSporran
<u>Discussion</u> <ul style="list-style-type: none"> <li>Thank you to all helpers - canteen and uniform shop</li> <li>Pulse Alive - Rehearsal and performance Friday 21st March</li> <li>Subway - Approx 30-35 orders</li> <li>Sydney West swimming carnival Thursday 27th Ruben and Ian attending, good luck to them both.</li> <li>School payments - no voluntary contributions, payments asked for               <ul style="list-style-type: none"> <li>gymnastics</li> <li>dance</li> <li>athletics</li> <li>spelling mastery</li> </ul> </li> </ul>	<u>Next Steps</u>

<ul style="list-style-type: none"> <li>• Harmony Day - Friday 28th March, note sent tomorrow</li> <li>• NAPLAN - 12th to 24th March</li> <li>• Easter Celebrations -Friday 11th April, note to be sent Monday 24th</li> </ul>		
<b>Motion:</b> That the principal's report be accepted.		
<b>Moved: Irene</b>	<b>Seconded: Amy</b>	
<b>Treasurer's Report</b>		Irene Heung
<u>Discussion</u> <ul style="list-style-type: none"> <li>• <b>Final Q4 Report (Oct-Dec)</b> <div>PDF Treasurer Report Oct24 - Dec24.pdf</div> <ul style="list-style-type: none"> <li>○ <b>Canteen:</b> Term 4 average sales ~\$450 each day</li> <li>○ <b>Uniform:</b> ~\$1400 invoices paid for additional stock (inc. winter skirts), sales ~\$4K as families prepare for 2025 school year + new Kindy students.</li> <li>○ <b>School Event:</b> In recognition and appreciation of the staff at Yates, lunch was provided on Teacher's Day</li> <li>○ <b>Fundraiser:</b> End of Year Disco generated \$165</li> </ul> </li> </ul> <p><b>2024 Financials:</b></p> <p>Canteen generated \$3,645 and fundraisers generated \$4,185 profit.  Uniforms sales matched 2023 sales, however, invoices totalled twice 2023 cost due to increases in cost from supplier and higher stock levels held on-site.  Donations to the school and contributions to school events totalled \$1,634.  Bank Balance at 31 December 2024 \$15,146.30.</p> <ul style="list-style-type: none"> <li>• <b>Interim Q1 Report (Jan-Mar)</b> <div>PDF Treasurer Report Jan25 - Mar25 (Interim).pdf</div> <ul style="list-style-type: none"> <li>○ <b>Canteen:</b> Restocked for Term 1. Two canteen days with average sales of \$340/week.</li> <li>○ <b>Uniform:</b> Invoices received ~\$6K, with sales ~\$4.5K</li> <li>○ <b>P&amp;C General Expense:</b> Trolley purchased for use during P&amp;C events, and Subway lunch pick-up.</li> </ul> </li> <li>• Financial membership \$1 per year</li> </ul>		<u>Next Steps</u>
<b>Motion:</b> That the treasurer's report be accepted.		
<b>Moved:</b>	<b>Seconded:</b>	
<b>Uniform Shop Update</b>		
<u>Discussion</u> <ul style="list-style-type: none"> <li>• Winter Skirts on sale now \$55</li> <li>• Shirts - Female version round collar long sleeve blue shirt min 50 - request for sample from Midford</li> <li>• Pre order system to be put in place discuss using flexischools and square as option</li> <li>• Will no longer order size 4 uniforms, order from size 6</li> </ul>		<u>Next Steps</u> <p>Amy to send email to David - Uniform updates</p>

Canteen Update		Sarah Mane
<u>Discussion</u> <ul style="list-style-type: none"> <li>Started 19/2/2025 will continue fortnightly with Irene helping alternative fortnight</li> <li>Price increase for 4 items.</li> </ul> <p>Link updated menu <a href="#">Canteen Menu 2025</a></p> <ul style="list-style-type: none"> <li>Smoothies removed</li> <li>Beef Burger added from Term 2</li> </ul>		<u>Next Steps</u>
Fundraising Update		Kirsty Wade
<u>Discussion</u> <ul style="list-style-type: none"> <li>Easter Parade 11th April - Raffle and guessing competition, Bunny - Asked Bunnings for donations</li> <li>Mother's Day order placed for stall - Stall to be held on Tuesday 6th, Wed 7th and Thursday 8th - Mother's Day is 11/5</li> <li>Bunnings bbq date tbc</li> <li>Election Day bbq and bake sale - waiting on date</li> <li>Bricks - 15 available to be engraved and installed</li> <li>Father's Day stall Term 3</li> <li>Disco Term 4</li> </ul>		<p>Kirsty to follow up on Bricks company</p> <p>Set up an Easter raffle stall/selling tickets.</p>
General Business		
<u>Discussion</u> <ul style="list-style-type: none"> <li>ACNC submission on hold pending tax returns being lodged for past few years since 2017</li> <li>Upcoming election Term 2 , will do bbq and bake sale</li> <li>Kiss and ride option on Yates - n/a due to size of school</li> <li>No parking school days/times on Yates Ave near crossing - Council/Jeff/David</li> <li>Memorial Donation amount \$4000</li> <li>P &amp; C pamphlet to be left at office</li> <li>Toilets - not enough paper, pest control needed, cleanliness to be addressed</li> </ul> <p>Vacancies - Secretary and President</p>		<u>Next Steps</u> <p>-Sarah to follow up Sally for old pamphlet</p> <p>-David to speak with Jeff about parking concerns</p> <p>- Sarah to follow up with Kathryn Bennett about tax returns</p> <p>-David to speak with cleaner about toilets</p>

Allocations					
Item		Amount	Item		Amount
Memorial Donation		\$4000			
<b>Motion:</b> That the above allocations be approved, totalling \$4000					
<b>Moved:</b> Sarah		<b>Seconded:</b>	Kirsty		
1. <b>Next meeting:</b> Term 2 - date TBC					
2. <b>Close meeting:</b>					