



Denistone East Public School P&C
Meeting Minutes – Tuesday 10 September 2024

Chairperson:	Melissa Selby
Location:	School Office
Meeting Start Time:	7pm
P&C Attendees:	Loi Tran; Vanessa Pereira; Maggie Zhang; Dennis Koh; Melissa Selby; Sean Dessaix; Dennis Kim; Andrew Woo; Linda Geng;
DEPS School Staff Attendees:	Michelle Collyer; Jenny Bashinsky; Jocelyn Lindley;

Agenda Items	Minutes / Action / Summary	Responsible Person
Welcome & notification of apologies	<ul style="list-style-type: none"> • Melissa opened the meeting and welcomed all attendees. • Apologies noted. • Minutes from the last meeting were accepted and passed. 	Melissa Selby
Principal's Report	<ul style="list-style-type: none"> • Michelle provided an update on recent school activities, upcoming events, and curriculum changes. • There were a variety of activities held during Education Week and Book Week. • Next week is Creative Arts Week, featuring several key events: 	Michelle Collyer



	<ul style="list-style-type: none">○ Monday Night: Choir performance at the Sydney Opera House, involving both the choir and dance groups.○ Tuesday Night: Wakakirri Story-Dance Festival We will participation in the Wakakirri Awards.○ Wednesday: Aerobics and dance group performance at Riverside Theatre.○ Thursday: The annual Color Run event. <ul style="list-style-type: none">● Stage 3 Production: Stage 3 students have been prepared for the Bizarre Bazaar, managing aspects like budgeting and marketing. <p>Field Trips and Venue Updates:</p> <ul style="list-style-type: none">● Stage 2 Excursion: Originally planned for the Illawarra area, the venue has now been changed to Kangaroo Valley. <p>Curriculum and Staff Development:</p> <ul style="list-style-type: none">● Class Information Sessions: Teachers held sessions to update parents on changes in the curriculum, especially in history, geography, PDHPE, and science.<ul style="list-style-type: none">○ History and Geography: Significant updates make these subjects more comprehensive, with an expanded focus in history (including Indigenous Australian perspectives) and geography aligning more closely with high school expectations.○ PDHPE and Science: These subjects remain largely similar in scope, with minor updates.● Teacher Training: Teachers will undergo training next year to adapt to these curriculum changes. We will have training teacher from Macquarie University. <p>Parent and Student Transition Support:</p> <ul style="list-style-type: none">● Term 4 Transition: The school plans to focus on transitioning Year 6 students to high school.	
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	<ul style="list-style-type: none"> • Parent Survey and Focus Group: To support the transition, our school will distribute a survey and conduct focus groups with parents to gather insights on this critical period helping with the transition. 	
<p>Treasurer's Report</p>	<ul style="list-style-type: none"> • Dennis reported that the canteen has shown some improvement in profits over the past few months. 	<p>Dennis Koh</p>
<p>Coordinator Reports</p>	<ul style="list-style-type: none"> • Class Parent Representative updates (Kate) <ul style="list-style-type: none"> ○ No updates. • Canteen (Loi & Gigi) <ul style="list-style-type: none"> ○ Food Price Adjustment: Starting next year, there will be a 5% increase in food prices at the canteen to align with rising costs. ○ Cost Increases: Frank provided a list of cost increases affecting the canteen budget. ○ Canteen Safety Training: Scheduled to be completed by December 24, 2024. • Music Program (Andrew) <ul style="list-style-type: none"> ○ Band Arrangements: Andrew will organize performances with both the Navy Band and the Air Force Band to enhance student exposure to professional musicianship. ○ Upcoming Rehearsals: Rehearsal session is scheduled next Wednesday for both the Senior and Junior bands. ○ Music Excursion: Our Music excursion to attend a concert is planned, with 41 students confirmed to participate. 	<p>Virous</p>



	<ul style="list-style-type: none">• 2nd Hand Uniform Shop (Oliva)<ul style="list-style-type: none">○ No updates• Traffic and Road Safety (Melissa)<ul style="list-style-type: none">○ Circular Drive Signage: A reminder was issued regarding fines for improper use of the circular drive area. The council has been requested to update the signage in the Kiss & Ride zone to show that fines apply.○ U-Turn Bay: Concerns were raised about parents performing U-turns in designated areas. Additional signage may be required to ensure compliance.○ Crosswalk Parking: Parents are reminded not to park directly at the crossing for drop-off, as this creates safety hazards for pedestrians and other vehicles.○ High-Visibility Clothing: Teachers are currently not permitted to wear high-visibility vests during traffic controller from the transport on duty.• Grounds (Sean)<ul style="list-style-type: none">○ The new goal gate has been installed.○ Phone reception in certain areas of the school grounds is poor.• Events Coordinator Updates (Lina/Vanessa)<ul style="list-style-type: none">○ Movie Night: The recent movie night event raised \$16,000, P&C has extra supplies were ordered in preparation for future events.○ Father's Day Event: The Father's Day event was highly successful, with a strong turnout and positive feedback from attendees.	
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	<ul style="list-style-type: none"> ○ Book Stall: Successfully held, gold coin donations received. ○ Election Day BBQ: Plans include a cake stall and additional work health and safety measures to ensure a safe environment during events. A budget increase for the BBQ was proposed to \$2,000, and the motion was approved by the committee. ○ Color Run: The school will receive 60% of the proceeds from the upcoming Color Run. Five Color Run outfits will be received ahead of the event. 	
<p>General discussion and Motions</p>	<ul style="list-style-type: none"> ● The planning for the end-of-year events was discussed. Further details and arrangements will be finalized in upcoming meetings. 	
<p>P&C Meeting</p>	<ul style="list-style-type: none"> ● Date of next meeting confirmed – 19 November 2024 at 6:30PM. ● Meeting Adjourned At 8:35 PM 	

Balance sheet report

Cash mode
31 Aug 2024

	Total			
	Actual	Last Year	Variance \$	Variance %
1-0000 Asset				
1-0001 Banking				
1-1000 Westpac Cheque Account	1,176.96	19,875.64	(18,698.68)	-94
1-1100 Westpac Cash Reserve	62,567.66	141,530.29	(78,962.63)	-56
1-1400 CBA Building Fund	1,198.98	1,198.98	0.00	0
Total Banking	64,943.60	162,604.91	(97,661.31)	-60.06%
1-0002 Current Assets				
1-1500 2nd Hand Uniform Shop Float	120.00	120.00	0.00	0
1-1560 Stock - Fathers Day	198.00	198.00	0.00	0
1-1570 Stock - Glow Products	1,469.43	1,469.43	0.00	0
1-1580 Stock - Umbrellas	533.12	533.12	0.00	0
1-1900 Deposits Paid	5,048.10	5,048.10	0.00	0
Total Current Assets	7,368.65	7,368.65	0.00	0.00%
Total Asset	72,312.25	169,973.56	(97,661.31)	-57.46%
2-0000 Liability				
2-0002 Current Liabilities				
2-1500 Deposits Received	400.00	400.00	0.00	0
2-2400 GST paid	(2,977.05)	(1,855.87)	(1,121.18)	60
Total Current Liabilities	(2,577.05)	(1,455.87)	(1,121.18)	77.01%
2-2150 Music Funding Accrued	214.67	14.67	200.00	1363
Total Liability	(2,362.38)	(1,441.20)	(921.18)	63.92%
Net Assets	74,674.63	171,414.76	(96,740.13)	-56
3-0000 Equity				
3-0001 Current Earnings				
3-1800 Current year earnings	(70,110.20)	(94,780.14)	24,669.94	-26
Total Current Earnings	(70,110.20)	(94,780.14)	24,669.94	-26.03%
3-0002 Retained Earnings				
3-1600 Retained earnings	274,160.20	273,910.20	250.00	0
Total Retained Earnings	274,160.20	273,910.20	250.00	0.09%
Total Equity	204,050.00	179,130.06	24,919.94	13.91%

Profit and loss report

Cash mode

01 Oct 2023 - 31 Aug 2024

	Total			
	Actual	Last Year	Variance \$	Variance %
4-0000 Income				
4-1200 P&C Levies	1,319.00	23.00	1,296.00	5635
4-2400 New Uniform Shop	0.00	217.45	(217.45)	-100
4-2600 2nd Hand Uniform Shop	5,361.00	7,812.30	(2,451.30)	-31
4-3100 Easter Basket Raffle	1,976.00	0.00	1,976.00	-
4-3300 Mothers Day Stall	5,349.80	(8.00)	5,357.80	66972
4-3500 School Disco	4,682.40	4,206.95	475.45	11
4-3600 Entertainment Books	90.00	76.00	14.00	18
4-3700 Election Stalls	0.00	5,703.00	(5,703.00)	-100
4-4000 Hire of Musical Instruments	0.00	300.00	(300.00)	-100
4-4400 Thank You Lunch Donation	1,462.00	0.00	1,462.00	-
4-4600 Pie Drive	3,391.75	1,140.00	2,251.75	198
4-4601 Parent Donations	0.00	623.91	(623.91)	-100
4-4602 Movie Night	1,354.90	0.00	1,354.90	-
4-4603 Colour Run	2,920.40	0.00	2,920.40	-
Total Income	27,907.25	20,094.61	7,812.64	38.90%
5-0000 Cost of Sales				
5-3100 Mothers Day Stall Items	4,005.58	2,023.75	1,981.83	98
5-3200 Fathers Day Stall Items	2,890.91	2,377.15	513.76	22
5-3600 Pie Drive	2,581.30	900.00	1,681.30	187
Total Cost of Sales	9,477.79	5,300.90	4,176.89	78.80%
Gross Profit	18,429.46	14,793.71	3,635.75	25
6-0000 Expense				
5-3500 Pie Drive Expenses	0.00	1,695.00	(1,695.00)	-100
6-1000 Accounting Software	642.00	593.00	49.00	8
6-1300 Auditing Fees	330.00	330.00	0.00	0
6-1400 Bank charges	304.15	276.10	28.05	10
6-1600 Disco Expenses	1,923.05	1,417.54	505.51	36
6-1900 Easter Raffle	478.34	0.00	478.34	-
6-1950 Election Stall Expenses	0.00	893.24	(893.24)	-100
6-1970 Fathers Day Breakfast	137.70	0.00	137.70	-
6-2600 Insurance	5,291.09	1,003.80	4,287.29	427
6-3000 Kindergarten Morning Tea	1,080.03	1,640.75	(560.72)	-34
6-3500 Mothers Day Breakfast	1,511.06	1,626.92	(115.86)	-7
6-3600 Music Program Expenses	4,746.84	2,085.63	2,661.21	128
6-4700 Volunteer appreciation and Thank you gifts	2,518.69	809.65	1,709.04	211
6-4800 Repairs & maintenance	443.11	213.05	230.06	108
6-4900 Representative Sport	13,138.80	0.00	13,138.80	-
6-5200 Sundry expenses	90.00	0.00	90.00	-

	Total			
	Actual	Last Year	Variance \$	Variance %
6-5400 Superannuation expense	2,325.30	0.00	2,325.30	-
6-5500 Thank You Lunch Expenses	1,769.39	0.00	1,769.39	-
6-6200 Wages & salaries	6,536.00	0.00	6,536.00	-
6-6602 Support Unit Renovation	0.00	6,421.50	(6,421.50)	-100
6-6603 Volunteer Grant	1,147.00	0.00	1,147.00	-
6-6604 Class Rep Morning Tea	273.40	0.00	273.40	-
6-6605 Family Assistance	220.00	0.00	220.00	-
6-6606 Movie Night	4,696.27	0.00	4,696.27	-
Total Expense	49,602.22	19,006.18	30,596.04	161.00%
Operating Profit	(31,172.76)	(4,212.47)	(26,960.29)	-640
8-0000 Other Income				
8-1200 Interest income	1,077.67	2,183.63	(1,105.96)	-51
8-1400 Other Income	0.00	418.00	(418.00)	-100
Total Other Income	1,077.67	2,601.63	(1,523.96)	-58.60%
9-0000 Other Expense				
9-1000 Instruments and Music	0.00	550.00	(550.00)	-100
9-3000 Technology Resources	0.00	92,619.30	(92,619.30)	-100
9-6000 Air Conditioning Units	13,200.00	0.00	13,200.00	-
9-7000 Grounds and Gardens	26,815.11	0.00	26,815.11	-
Total Other Expense	40,015.11	93,169.30	(53,154.19)	-57.10%
Net Profit	(70,110.20)	(94,780.14)	24,669.94	26

Balance sheet report

Cash mode
 31 Aug 2024

	Total			
	Actual	Last Year	Variance \$	Variance %
Asset				
1-0001 Banking				
1-1000 Cheque account	(12,291.05)	1,141.64	(13,432.69)	-1177
1-1200 Petty cash	896.02	157.41	738.61	469
1-1400 Savings account	307,525.89	236,494.82	71,031.07	30
68901 Undeposited Funds Accounts	1,917.60	1,610.20	307.40	19
Total Banking	298,048.46	239,404.07	58,644.39	24.50%
1-0002 Current Assets				
1-1180 Undeposited Funds	75.00	75.00	0.00	0
1-1800 Accounts receivable	521.30	521.30	0.00	0
Total Current Assets	596.30	596.30	0.00	0.00%
1-0003 Fixed Assets				
1-2000 Furniture & fittings	12,968.45	12,968.45	0.00	0
Total Fixed Assets	12,968.45	12,968.45	0.00	0.00%
Total Asset	311,613.21	252,968.82	58,644.39	23.18%
Liability				
2-0002 Current Liabilities				
2-11600 MM top ups	(60.00)	(60.00)	0.00	0
2-1800 Accounts payable	(4,093.01)	(4,093.01)	0.00	0
2-22000 Trade Creditors	761.40	761.40	0.00	0
2-2400 GST paid	(14.22)	(14.22)	0.00	0
2-2600 PAYG withholdings payable	18,608.93	5,786.93	12,822.00	222
2-3200 Superannuation payable	10,289.71	771.39	9,518.32	1234
Total Current Liabilities	25,492.81	3,152.49	22,340.32	708.66%
Total Liability	25,492.81	3,152.49	22,340.32	708.66%
Net Assets	286,120.40	249,816.33	36,304.07	15
Equity				
3-0001 Retained Earnings				
3-1600 Retained earnings	257,970.55	204,105.81	53,864.74	26
Total Retained Earnings	257,970.55	204,105.81	53,864.74	26.39%
3-0002 Current Earnings				
3-1800 Current Earnings	25,273.46	42,834.13	(17,560.67)	-41
Total Current Earnings	25,273.46	42,834.13	(17,560.67)	-41.00%
3-7000 Prior Period Adjustment	(90.88)	(90.88)	0.00	0
Total Equity	283,153.13	246,849.06	36,304.07	14.71%

Profit and loss report

Cash mode

01 Oct 2023 - 31 Aug 2024

	Total			
	Actual	Last Year	Variance \$	Variance %
Income				
4-1000 Sales	259,909.41	264,132.20	(4,222.79)	-2
Total Income	259,909.41	264,132.20	(4,222.79)	-1.60%
Cost of Sales				
5-1100 Food	129,079.18	110,686.53	18,392.65	17
5-1200 Drink	0.00	(655.20)	655.20	100
Total Cost of Sales	129,079.18	110,031.33	19,047.85	17.30%
Gross Profit	130,830.23	154,100.87	(23,270.64)	-15
Expense				
6-1000 Accounting Software	625.53	(831.52)	1,457.05	175
6-2400 Services	1,357.28	10,613.15	(9,255.87)	-87
6-2600 Insurance	0.00	243.16	(243.16)	-100
6-3600 Kitchen & Office supplies	0.00	1,978.20	(1,978.20)	-100
6-4200 Printing & stationery	1,333.11	306.50	1,026.61	335
6-4800 Repairs & maintenance	4,338.53	0.00	4,338.53	-
6-5200 Sundry expenses	0.00	275.00	(275.00)	-100
6-5400 Superannuation expense	17,206.54	7,628.78	9,577.76	126
6-6200 Wages & salaries	82,835.05	71,715.58	11,119.47	16
6-6600 Work cover insurance	0.00	1,465.14	(1,465.14)	-100
Total Expense	107,696.04	93,393.99	14,302.05	15.30%
Operating Profit	23,134.19	60,706.88	(37,572.69)	-62
Other Income				
8-1200 Interest income	3,414.31	2,127.25	1,287.06	60
Total Other Income	3,414.31	2,127.25	1,287.06	60.50%
Other Expense				
9-1000 Other expenses	1,275.04	20,000.00	(18,724.96)	-94
Total Other Expense	1,275.04	20,000.00	(18,724.96)	-93.60%
Net Profit	25,273.46	42,834.13	(17,560.67)	-41