MINUTES of the
NARRAWEENA PUBLIC SCHOOL P&C
2025 ANNUAL GENERAL MEETING
Tuesday 2nd December 2025 at 7.00pm

1. **Meeting Opened at 7.10pm.**

2. **Present / Apologies**
   - 14 in attendance.
   - Apologies from: Georgina W, Joanna M, Emilia W,.

3. **Acceptance of 2024 AGM minutes**
   - Motion to accept 2024 AGM Minutes: Jess M Seconded: Sarah J

4. **Auditor's Report and Appointment of Auditor for 2025**
   - Report not ready - but is underway. There are potential issues needing to be resolved and it has been a challenge to find an accountant. The report will be presented in 2026.

5. **Treasurer's Report**

Balances remained relatively steady.

AGM Report for the period: 31 October 2024 to 31 October 2025 with comparison to previous period

Annual Summary for 2024:

NPS MAIN ACCOUNT: FUNDRAISING

- Income:
  - Up 159% ($36,158.22 → $93,647.96). Income sits at $80,590.96 prior to the School Parents P&C Contribution.
    - This is the strongest performer across all income lines.
    - This was a successful year for the P&C when it comes to fundraising. Each event saw healthy inflows of revenue into the account.
    - Fundraising was a major engine for revenue. Even with higher costs, net contribution is materially improved. However this period also reflects the colour run which is a one-off occurrence.
- Expenses:
  - Up 355% ($21,446.61 → $97,571.01)
  - Spending rose sharply, but still delivered a net fundraising surplus significantly higher than last year.
  - Please note that there were two large one-off costs. One of the $50,000 donation to the school along with the $19,259.98 from the Colour Run.

- Overall position:
    - The account went from a $14,750.61 surplus to a –$4,613.19 loss, with the main driver the donation to the school (and the very reason we exist so this is a good thing).
    - If the donation is excluded, the Fundraising account would show a profit of approximately $45k, making this one of the strongest-performing areas.

Highlights:

KEY EVENTS (PROFIT):

	2025	2024	Difference %	Notes
CAROLS		$1,977.39	N/A	Counted in current period
COLOUR RUN		$24,451.19	N/A	Counted in current period
TRIVIA NIGHT	$13,692.00	-	N/A	
ELECTION DAY	$4,560.49	$3,715.00	22.75%	
MOTHER'S DAY	$1,485.24	$872.00	70.34%	
EASTER HAT PARADE 2025	$4,090.65	$5,041.00	-18.85%	
FATHER'S DAY 2025	$1,277.64	$1,800.00	-29.02%	
PARENT CONTRIBUTION	$13,015.00	$13,057.00	-0.32%	
TOTAL	**$64,549.60**	**$24,485.00**		

BAND

- Income:
    - Down 3.1% ($24,569.50 → $23,814.50) representing –$755.00.
- Expenses:
    - Up 198% ($2,820.71 → $8,394.39) representing an increase of $5,573.68.
    - The Band account has seen consistent cost creep in expenses rather than a one-off occurrence. Something to watch in the next year.
    - With tuition revenue capped seasonally, the Band is increasingly dependent on margins holding steady.
- Overall position:
    - Net Loss increased by 142% (–$3,206.21 → –$7,783.89)
    - Despite an improvement at the gross profit level, the increase in operating expenses removed gains.
    - To remember that this account remains affected by seasonal events and most revenue coming in the beginning part of the year.

CANTEEN

- Income:
    - Canteen daily takings up 3.5% ($186,383.23 → $193,373.55). The canteen recorded a small uplift, consistent with steady term-time activity. While the increase is modest, it signals volume stability after previous softer periods.
- Cost of Sales and expenses:
    - Canteen supplies: basically flat ($109,109.74 → $110,404.80).
    - Wages and salaries fell ($80,593.39 → $77,686.87).
- Overall Position:
    - Net loss of $5,096.51 for the period but a reduction from -$12,028.58 the previous period (+57.6% gain).

UNIFORM

- Income:
  - Up 17.0%, $57,930.42 → $67,775.44 (↑ $9,845.02)
  - Strong sales growth year-on-year. This continues the long-term trend seen in monthly bank summaries: the Uniform Shop is consistently one of the strongest revenue contributors.
- Cost of Sales:
  - Up 25.2%, $38,529.69 → $48,214.94 (↑ $9,685.25)
  - Cost of goods has risen faster than sales (25% vs 17%), which has narrowed the gross margin slightly.
- Overall position:
  - Net profit up 1.8%, from $8,638.67 → $8,794.29.
  - Strong income growth but margin pressure emerging.
  - Operating expenses are stable.
  - Net profit remains strong and stable. The Uniform Shop remains a financial anchor for the P&C.

KEY UPDATES

- We have an audit underway for the financial period that has just been completed. While the aim was to have this ready for the AGM as part of normal business, access to a suitable accountant was not possible in time. We have now appointed an accountant who is in the process of conducting our financial audit. This will be presented at the next P&C meeting as a special resolution for voting on.
- Whilst I have enjoyed contributing as your Treasurer in 2025, I will not be standing for election again in 2026. My key recommendation is for the next Treasurer to be a bookkeeper or an accountant to ensure we have someone with greater knowledge of financial reporting and accounting as this is very much required for this role and the size of our accounts have increased.

6. **President's Report**
   Thank you to Tim M for all your work treasurer this year. We are looking for a book-keeper to take on the treasurer's role. Need an understanding of book-keeping specifically.
   We have had a massive year, with 300K revenue for the year. We are getting bigger and better each year. The fathers and mothers day events were really lovely community building events.
   Looking towards next year, it will continue to be a big year with the 75th birthday celebrations. We would love to have some new faces in the new year to lighten the load.

7. **Confirmation of the 2026 membership fee.**
   - The membership fee for 2026 was confirmed as $1.00 by unanimous vote

8. **Election of New Office Bearers:**
   - The meeting was handed over to the principal to run the election of Office bearers for 2026.
   - New Office Bearers for 2026 will be posted in the school newsletter once finalised.

9. **Updating of Membership Register (and payment of fees) for February 2026 - December 2026.**
   - Membership Fees for 2026 were collected by Tim M.

10. **Meeting closed:** 7.40 pm

Annex A

Election of New Office Bearers for the Period Feb 2025 to Feb 2026

Position	Name
President –	Nomination: Frank Valentino Seconded: Tim M
Vice-Presidents x 2 –	Nomination: Tim Mullen Seconded: Emma C Nomination: Matilda Heys Seconded: Sarah J
Secretary –	Nomination: Keitana Manewell Seconded: Matilda H
Treasurer –	Nomination: (role empty at this stage) Seconded:
Canteen (Sub-committee):	
Chairperson –	Nomination: Matilda Heys Seconded: Jess M
Treasurer –	Nomination: Kate Bradshaw Seconded: Frank V
Band Committee (Sub-committee)	
Chairperson –	Nomination: Alice Hatt Seconded: Sarah J
Treasurer –	Nomination: Shuangshuang Hume-Grimm Seconded: Nick T
Uniform Shop (Sub-committee):	
Chairperson –	Nomination: Clare Potter Seconded: Jess M
Treasurer –	Nomination: Kate Bradshaw Seconded: Frank V
Fundraising Coordinator/s –	Nomination: Jess Macpherson Seconded: Emma C Nomination: Sarah Johns Seconded: Tim M
Sponsorship/donation coordinator/s –	Nomination: Georgie Wicks Seconded: Emma C