



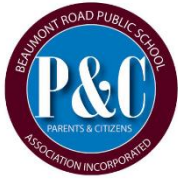
President's Report for the 2016 Annual General Meeting 24 February 2016

1. Purpose of this report

- 1.1. This report gives an overview of BRPS P&C's activities during the 2015 financial year, summarises progress against 2015 goals and suggests priorities for 2016. It is intended to be read by the P&C's financial members. It should be read in conjunction with the Treasurer's Financial Report for a full picture of our 2015 operations.

2. The P&C has surplus funds for allocation in 2016

- 2.1. BRPS P&C ended the financial year with an extremely healthy cash surplus, thanks to fundraising efforts in 2015 and in previous years. We started two projects at the end of term – upgrading the hall ventilation (\$32,700) and refurbishing the canteen (up to \$50,000) – following decisions taken at our Special General Meeting in December 2015. These were the only major expenditure items last year.
- 2.2. In March 2015, we committed an additional \$25,000 for the planned multi-purpose room, bringing the amount set aside to \$125,000. The school had also allocated \$125,000 to this project, giving a combined total of \$250,000. This project was originally designed in 2013-2014 as a bricks and mortar extension to the library, and was confirmed as the major fundraising target in 2014. In July 2015, we began discussing other projects after the Department advised that it had costed the project at \$340,000. However, we have yet to take a formal decision to bring the previously allocated money (\$125,000) back into general funds. This must be rectified, so that the funds are made available for other projects.
- 2.3. In September 2015, as part of its voluntary cancellation of association, Beaumont Road OHSC handed over its surplus assets (approximately \$46,800) to BRPS P&C. These funds are ring-fenced for the purchase of capital items for the benefit of the students at Beaumont Road Public School, particularly those Beaumont Road Public School students who attend the out of school hours care service at Beaumont Road Public School.
- 2.4. In 2015, the School Council started work on the master plan to guide future decisions in relation to the requirements for new buildings, capital expenditure on existing buildings, and other infrastructure projects that will affect the long-term future of BRPS. The master plan is relevant to the P&C as it provides information to guide our funding priorities. The School Council will finalise the master plan after consultation with parents and neighbours; this consultation is the final planning stages and should start soon. Some of the funding requirements will be met by the school but we should expect formal approaches from the School Council to meet funding deficits. In the absence of formal requests from the School Council, it is reasonable that we consider early in 2016 what is an appropriate amount to set aside in anticipation of future projects arising from the master plan. We will follow our normal



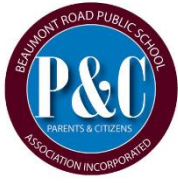
processes to allow our financial members to consider and vote on School Council requests when these do arise.

- 2.5. Early in 2016, it is critical that we identify projects requiring funding in the short, medium and long term, and decide on the funding allocation. Many families, past and present, have worked hard in recent years to raise funds for our P&C. Those families should see the benefits of those funds during their children's time at BRPS. BRPS P&C has been registered as a not-for-profit since December 2012 and we should not "retain significant profits indefinitely"¹.

3. We achieved a lot in 2015

- 3.1. The BRPS P&C Association continued to go from strength to strength in 2015, building on the foundations laid by previous Executive Committees, staff, members and volunteers. The 2015 Executive Committee is to be commended for its work on communication, governance, compliance and risk management. It has continued to improve its understanding of our P&C's business obligations and to ensure that knowledge is shared. In March, Carey Francis attended a NSW Fair Trading seminar for incorporated associations and subsequently introduced an operating schedule that helped the Executive deliver our business obligations on time. There is now a handbook for incoming Executive Committee members that provides an overview of our Association and guidance on their role. Documents are stored electronically on Google Drive in a simple folder structure so that we retain the P&C's corporate memory.
- 3.2. In March, we adopted a new constitution that is based on the NSW Fair Trading model constitution. We enacted a set of policies: Work, Health and Safety; Code of Conduct, and; the Grievances, Complaints and Disputes Procedure.
- 3.3. In May, we launched *Beaumont Briefings* to bring together all the seminars aimed at parents and children offered by the school and the P&C. There have been many seminars in the past: e.g. puberty, cyberbullying and internet safety. We held the inaugural *Beaumont Briefing* in June with a seminar on healthy friendships for girls (Girl Power), followed by the equivalent session for boys (Good Guys) in September. Around 150 girls and parents from BRPS, local primary schools and pre-schools came to the Girl Power session, followed by 80 boys and parents for the Good Guys version. We plan to continue *Beaumont Briefings* in 2016 and invite parents to suggest topics or speakers.
- 3.4. Besides the two major projects started at the end of 2015, we allocated smaller expenditure throughout the year. We decided that attendance of the year 6 farewell event would be free, with the cost being split between the school and the P&C. In July, we agreed to co-fund new metal picnic tables to a maximum of \$7,500 and approved \$500 to purchase bar tables for social events. In September, we approved co-funding for replacement cricket nets. In November, we approved \$5,000 to purchase band instruments and \$5,500 to buy new canteen

¹ Australian Charities and Not-for-profits Commission

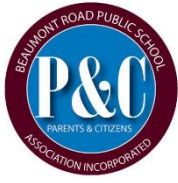


appliances if necessary. The canteen approval has now been superseded by the canteen renovation project.

- 3.5. In 2015, we expanded Flexischools to encompass online fundraising and social events. This reduced the workload on class parents as they didn't have to collect and bank cash or cheques from parents, made it easier for the Treasurer to manage the income from fund raising events as funds were deposited directly into our bank account, and lowered the risk that cash was lost or misappropriated. Parents could place order for events and fund raising products 24/7 and community guests could buy online when relevant: e.g. the *Gush of Gershwin* concert tickets. We will continue operating Flexischools in 2016.

4. Everyone worked hard: volunteers, financial members and staff

- 4.1. Volunteering remains an essential part of school life. We all lead busy lives and it is sometimes hard to find time to volunteer. The P&C is extremely grateful to everyone who contributes time, skills and resources – in whatever way you choose.
- 4.2. Thank you to all those parents who worked as class parents in 2015. It's a critical role for teaching staff and the P&C; class parents supported teachers by organising rosters for classroom duties and they contributed to our P&C funds by coordinating their year's allocated event – school disco, Grandfriends' Day etc. – on the P&C calendar. Thank you also to Helen Hogben, who became the class parent coordinator for the first time in 2015 and supported all the class parents as they managed their events.
- 4.3. Thank you also to everyone who put their name down on a roster, for class duties, at an event or in the canteen. There are some very committed people who help in the canteen more than once each term, which is wonderful.
- 4.4. Thank you to the heads of our committees. Jane Stormon continued to lead the Band Committee supported by its treasurer and a dedicated group of volunteers who manage the instruments and rosters for practice sessions and music tutors. Elle Turchini leads the Canteen Committee and worked throughout the year with the staff to review and develop our menus. Debbie Fung took over stock control for the uniform shop after Helen Tan stepped down in term 1, 2015.
- 4.5. Thank you to our financial members for participating in meeting discussions and decisions. We currently have 18 paid-up members on our membership roll. In 2016, we will encourage more people to join the P&C as members; 18 people is quite a small group to represent the families of 420 students in discussions.
- 4.6. Thank you to everyone on the 2015 Executive, who started working hard immediately after election at last year's AGM. Meredith Holt (Vice President) is leading the ongoing canteen refurbishment while Nicholas Walker-Levy (Vice President) reviewed insurance products to make sure that we had adequate insurance. Shane Chenery (Treasurer) managed our finances throughout the year. Geeta Sully (Secretary) designed templates for our agendas and minutes so that we could track decisions more effectively. The AGM also elected three Non-Executive



members – Helen Hogben, Julie Ward and Guy Winslow – who contributed insights and diversity to our discussions. It was disappointing that the Assistant Treasurer role remained vacant.

- 4.7. Last, but certainly not least, thank you to the P&C staff members. Our P&C has a small workforce of seven part-time employees. Sian Joyce took over as Band Program Director this year and she also conducted the Intermediate Band. We employed two new band conductors: Mike Rix conducted the Senior Band and taught bass guitar; Bronwyn Harrison conducted both Junior Bands. Sam Gunn and Fran Lelli supervised our canteen, supported by two assistants: Fiona Fiennes and Natasha Lelli. We are grateful to all our employees for their many and varied contributions to the P&C's success in 2015.

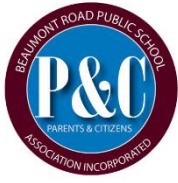
5. The band program, the canteen and the uniform shop were all successful

5.1. Band

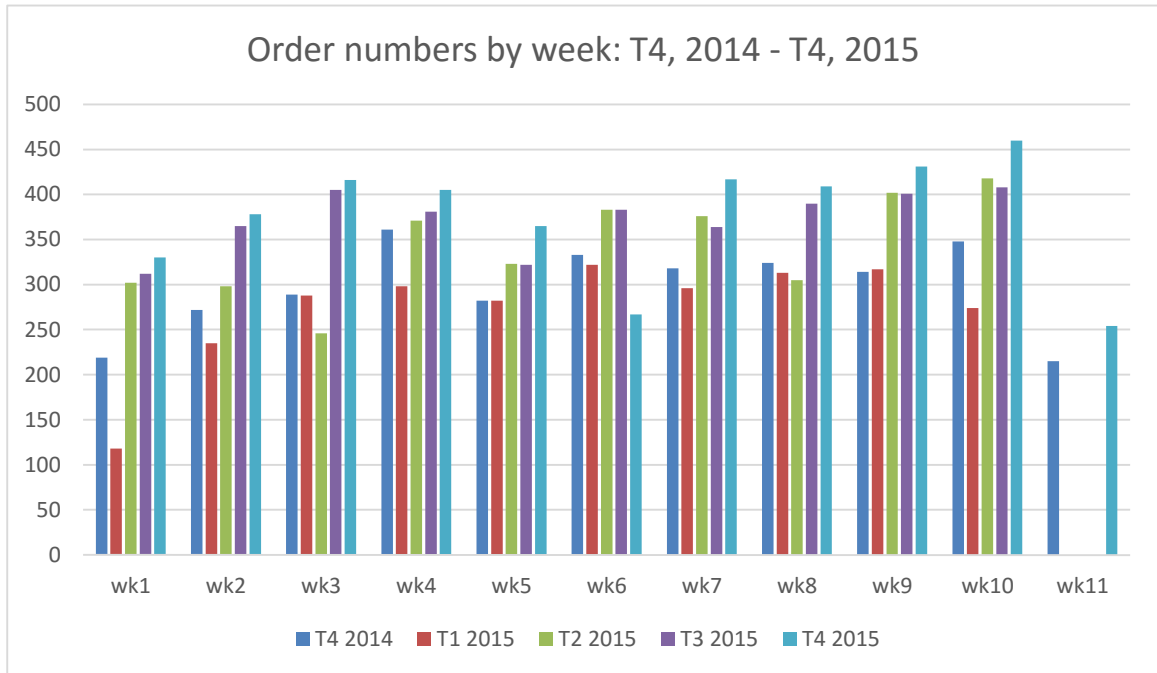
- 5.2. The Band program continues to be very successful. We ran four bands in 2015; band numbers were stable and there were minimal drop-outs or problems. We held the Band Jam and concert weekend in the middle of the year for all the bands. Our bands performed regularly at school assemblies and other school events throughout 2015. Parents received band and tutor reports by email at the end of terms 2 and 4. The end of year band concert was wonderful; everyone felt that the band students had improved dramatically since the start of the year.
- 5.3. Instrument maintenance costs were higher than normal, in part due to a large number of repairs to saxophones. The band database is fully functional; it tracks student information and contains an instrument register. In 2016, the Band Committee will use Flexischools for online payment of band fees. Online payment should reduce the administrative cost of chasing late payments.
- 5.4. In September 2015, the Band Committee held its first every fundraiser. Around 250 people came to the "Gush of Gershwin" concert to hear performances by Simon Tedeschi, the Cameraygal Wind Symphony and vocalist Simone Waddell. The hall was full and the audience really enjoyed the whole concert. Thank you to Annelise Woo Ruiz, Richard Palmer and the band committee who managed this very successful event, which contributed over \$4,600 to band funds; Simon Tedeschi donated his time on the condition that the concert proceeds benefited the band program. In 2016, the Band Committee will discuss ways to use these funds

5.5. Canteen

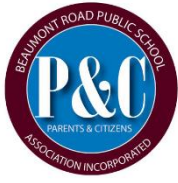
- 5.6. The canteen operations expanded in 2015 in terms of order volumes, menu choices and workforce numbers. The canteen team continued to incorporate healthier options; the menu offers many items which are made on site with fresh ingredients. The canteen continues to sell weekly specials and runs themed food for special events: the popcorn brains at Halloween were unforgettable!



- 5.7. The numbers of online lunch orders continued to increase throughout the year. On a typical week, the canteen team process around 400 orders. In June 2015, we recruited two canteen assistants to help our canteen staff manage the growing order volumes.



- 5.8. Parent volunteers remain essential for successful canteen shifts. We have often struggled to fill the canteen roster, which is managed by Fiona Fiennes. The same people are volunteering once or twice each term. We will need to consider altering our 2016 canteen operation if we do not have sufficient volunteers; options might include reducing the opening days or increasing menu prices to cover the cost of employing staff in the absence of volunteers.
- 5.9. Our canteen supervisors attended a food handling course in January 2015 and updated the volunteer information sheet afterwards, so that parent volunteers know what food safety procedures to follow during their canteen shift.
- 5.10. In December 2015, we began a project to renovate the canteen to make sure that we continue to meet our employer obligations to staff and our obligations as a canteen operator to students. In May, the canteen passed Ku-ring-gai Council's inspection, however, in term 4, an independent food and beverage consultant identified a number of issues that might compromise our ability to pass future council inspections. Meredith Holt is working with Elle Turchini and the canteen staff to make sure that the renovation meets the requirements of a school canteen; any refurbishment should be appropriate and not over-designed for a commercial kitchen.

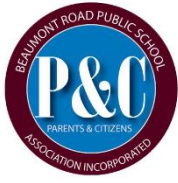


5.11. Uniform shop

- 5.12. The uniform shop processed around 10-15 orders on an average week. Richard Palmer has done a great job all year, picking and packing online orders. Thanks also to Karuna Maharaj, who helped new students get the right uniform items. There was the anticipated surge of orders for new uniforms in November due to kindergarten orientation. Online ordering by new families made it easy to pick and pack uniform orders for the 2016 kindergarten students.
- 5.13. The design of the school uniform remained unchanged. In July, we switched to a different supplier for the girls' summer dresses and winter tunics. In September, we investigated purchasing a set of school blazers that could be borrowed from the school office whenever students represented BPRS at official events or competitions; no decision was taken. In 2016, we will consider expanding the uniform range to include boys' shirt, shorts and pants.
- 5.14. Stock reconciliation remained a problem in 2015 and has been a problem for a number of years. Expected stock levels rarely tally exactly with physical stock counted during stock takes. This is probably due to accumulated errors in the spreadsheet used to manage the stock and track sales, returns and exchanges. Helen Hogben took over stock control at the end of 2015 and set two priorities for 2016: find a better way to track stock movements; identify a long-term storage solution for the uniform stock.

6. We ran fundraising events and social events

- 6.1. The Fundraising Committee planned and ran two events during 2015. They launched their year with the school's Gala Day in March 2015, having begun their planning in November 2014. This carnival coincided with the State elections and was well attended by students, their families, and voters from the local electorates. Final profits for the 2015 Gala Day were around \$22,000.
- 6.2. We would like to thank all the members of the 2015 Fundraising Committee, who worked on the Gala Day: Emma Bromley coordinated the team's work; Guy Winslow pounded the streets tirelessly, seeking sponsorship; Meredith Holt managed the carnival rides, ensured the ticket sales went smoothly and organised the flyer distribution; Linda Hutton liaised with community stall holders and organised the flyer distribution; Susan Mills and Daniella Minns organised the market stall holders; Annelise Woo Ruiz ran advertising and publicity; and Saskia Nyzink ensured publicity got into the North Shore Times newspaper and website. Emma stepped down from the Fundraising Committee at the end of the year; she leaves a big space to fill.
- 6.3. Christmas in July was the second event run by the Fundraising Committee. The event raised around \$5,600, however attendance figures were low. We recommend only one major event in 2016.
- 6.4. We thank our sponsor, McConnell Bourn, for their donation of \$5,000 in 2015. The sponsorship was split equally between our Christmas in July event and the *Gush of Gershwin* concert in September. The draft sponsorship policy will be finished soon and will guide our efforts to identify an appropriate sponsor for 2016.



- 6.5. We would like to single out some individuals for special thanks for their work in 2015: Deidre Bhoemer ran the Entertainment Book sales in 2015 and stepped down at the end of the year; Emma Bromley organised Book Club sales; Yvonne Hinch continued to manage student banking throughout the year. Sarah Batistich coordinated the Cards & Calendars fundraiser created from children's artwork. Julie Ward ran the family photo opportunity in November.
- 6.6. We thank the Principal and school staff for organising the bivouac held in March. We opened the canteen on Saturday afternoon and the Executive cooked a breakfast BBQ early on Sunday morning to give campers a good start to the morning; the coffee van is already booked for 2016!
- 6.7. Marian Cutler-Doull and Lana Lombard judged the school's art competition for NAIDOC week in August 2015. They were amazed by the variety of media and the visual approach taken by the children and their families. We held a Teachers' Afternoon Tea in October to thank the teaching and school staff for their hard work.

7. We are active in networks on and off the school campus

- 7.1. The school, P&C and School Council worked well together throughout 2015. The School Council makes decisions relating to policies, planning and governance (including the school finances) and meets twice a term. Carey Francis attended School Council meetings as one of three parent representatives, participated in a number of staff selection panels and contributed to the ongoing tender process for the Out Of School Hours (OOSH) provider.
- 7.2. Our P&C is a member of the P&C Federation. Throughout 2015, Carey Francis attended district meetings as the BRPS P&C delegate. In November 2015, members approved Nicholas Walker-Levy as our additional delegate. Members will have the chance to approve our 2016 delegates at the AGM.
- 7.3. We used a variety of methods to communicate with parents in 2015. We write a section in the school newsletter, *Beaumont Bulletin*. The student newspaper contains a regular article and recipes from our canteen. We launched *Beaumont Briefings* this year. We supported the school's introduction of the communication app, Skoolbag – now downloaded to almost 450 devices – with resources and articles. We plan to use Skoolbag more in 2016 to reduce the email distribution load on class parents.

8. Conclusion

- 8.1. I look back on a busy yet fulfilling year. There is a good atmosphere on the campus between parents, students, teachers and staff. The P&C has made great strides in its governance structure and corporate memory, supported parents and children and collaborated with school/teaching staff. I look forward to what 2016 holds for everyone at BRPS.

Carey Francis
BRPS P&C president 2015

Carey Francis
2015 President



For BRPS P&C 2016 AGM:24 Feb 2016
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9. 2016 priorities and progress against 2015 goals

2015 goals	Actions in 2015	Outcome
Build on our existing volunteer base to get more new faces around the table	Five new members joined in Sept 2015, bringing the total membership to 18 at the end of the year	Some progress – remains a priority in 2016 18 paid up members aren't very representative of the [x] families behind the 420 children enrolled and same people volunteering regularly in the canteen and on committees
Continue to develop our compliance structure to make sure we have the right policies and procedures for our operation	Operating schedule documents tasks by calendar month and allocates responsibilities	Achieved

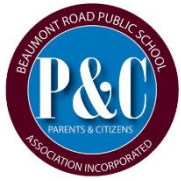
Carey Francis
 2015 President



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Suggested priorities for 2016	Who is responsible for this?	Why is this a priority?
Produce a 2016 Annual Operating Plan that incorporates: <ul style="list-style-type: none"> • the school's priorities and funding gaps • the Band Committee's recommendation on investing the proceeds from their fundraiser 	2016 Executive Committee	The P&C can develop a fundraising strategy and investment timeline if we know what the school and/or School Council is likely to need when.
Increase the number of families volunteering regularly by 20% Increase the membership to 25	2016 Executive Committee	We need to get more people involved at all levels in the P&C – volunteers, financial members and committee members – to ensure the P&C's continued success when the current families with older children move on from BRPS. Student demographics are changing. How do we make sure that the P&C encompasses the same demographics?
Provide regular profit & loss accounts to band, canteen and uniform committees	2016 Treasurer	The band, canteen and uniform shop need regular financial updates so that they can manage their finances throughout the year
Invoice band fees online through Flexischools	Band Committee	Reduce the administrative work in chasing late payments by making it easier for families to pay on time
Complete the canteen renovation within budget by the end of term 1	Meredith Holt	We must continue to meet our employer obligations to staff and our obligations as a canteen operator. We are a not-for-profit and must manage money responsibly.
Find a better way to track uniform stock movements	Helen Hogben	Uniform stock is a valuable asset of the P&C that we must manage responsibly.

Carey Francis
2015 President



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<p>Identify a long-term storage solution for the uniform stock</p> <p>Review whether the range should include boys' uniform items</p>		<p>The uniform stock cannot stay in the assembly hall in the long term.</p> <p>It is frustrating for parents of boys that they cannot buy all their child's uniform in one place. Parents might be able to save money and the P&C raise funds by stocking boys' uniforms.</p>
<p>Appoint a new Head of Fundraising</p>	<p>2016 Executive Committee</p>	<p>Fundraising is a critical part of our P&C. We need the right person with the right skills to take on the role.</p>
<p>Present the finished sponsorship policy for approval</p>	<p>2016 Head of Fundraising</p>	<p>We need to make sure that we select the right sponsor/s for future years.</p>

Carey Francis
 2015 President