North Rocks Public School  
P&C & Sub-Committees Organisation Chart

**P&C**
*President:* Frank Lin  
*Treasurer:* Anthony Macarthur  
*Secretary:* Margaret Mackenzie  
*Vice President:*  
*Meeting Time:* 3rd Tuesday each month 7.30pm

<table>
<thead>
<tr>
<th>Sub-Committee</th>
<th>President</th>
<th>Treasurer</th>
<th>Secretary</th>
<th>Vice President</th>
<th>Meeting Time</th>
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<tbody>
<tr>
<td><strong>Parents Auxilliary</strong></td>
<td><em>President:</em> Melanie Muelbacher</td>
<td><em>Treasurer:</em> Lisa Treglown</td>
<td><em>Secretary:</em> Marion Swain</td>
<td><em>Vice President:</em></td>
<td><em>Meeting Time:</em> 2nd Monday each month 9.00am</td>
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<tr>
<td><strong>Canteen</strong></td>
<td><em>President:</em> Vicki Gillard</td>
<td><em>Treasurer:</em> Wen Wen</td>
<td><em>Secretary:</em> Kirrily Pereira</td>
<td></td>
<td><em>Meeting Time:</em> Once a term as advised</td>
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<tr>
<td><strong>Uniform Shop</strong></td>
<td><em>President:</em> Tracey Grimes *</td>
<td><em>Treasurer:</em> Fiona Briggs *</td>
<td><em>Secretary:</em></td>
<td></td>
<td><em>Meeting Time:</em> Once a term as advised</td>
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<tr>
<td><strong>Band</strong></td>
<td><em>President:</em> Kirrily Pereira</td>
<td><em>Treasurer:</em> Shane Cotton</td>
<td><em>Secretary:</em> Yvonne Sinanovic</td>
<td></td>
<td><em>Meeting Time:</em> As needed</td>
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<tr>
<td><strong>Raffle Coordinator</strong></td>
<td>Kim Silver</td>
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<tr>
<td><strong>Roxfest Coordinator</strong></td>
<td>Jeannine Grey</td>
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* Outgoing

**Reporting**
Reporting occurs at each P&C meeting & reports & minutes are emailed the evening prior to the P&C meeting.
The sub-committees present a report at each P&C meeting [where applicable] & provide their year to date financial accounts once a term [up to the end of the previous term] for inclusion in the P&C Treasurers Report.
P&C Overview
The governing body of the NRPS P&C meets once a month with numbers in attendance of approximately 8 - 15 parents. We believe it is vitally important to work in partnership with our school to improve the learning environment for our children & we have contributed to many of the school's improvements over the years. Positions in the P&C & sub-committees are generally held for a period three years. We are trying to ensure that no parent holds a position when their youngest child is in Year 6, so as to enable a smooth transition between office bearers.

Looking forward…
> Continue to support our school in providing additional resources
> Would like to work on bridging the P&C's of our school & Muirfield HS.
> Encourage greater parent participation.

P&C Revenue
Our revenue is mainly derived from Voluntary Family Contributions [$75/child/p.a or $100/family/p.a], our annual raffle, various fundraising activities of the Parents Auxiliary & trading sub-committees. We have also successfully applied for & received grants under the Investing In Our School Programme & the Commonwealth Water Grants Scheme

In summary, per annum revenue from these streams has traditionally been;

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Voluntary Contributions - General</td>
<td>$22,000</td>
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<tr>
<td>Voluntary Contributions - Building Fund</td>
<td>$11,000</td>
</tr>
<tr>
<td>Parents Auxiliary Grant</td>
<td>$10,000</td>
</tr>
<tr>
<td>Raffle [net]</td>
<td>$22,000</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$75,000</strong></td>
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P&C Expenditure
Our expenditure during the last few years has covered a number of projects as detailed in the treasurers reports

Budgetting
As you can see, we can reasonably expect up to at least $75k per annum in revenue. We endeavour to lock in our budgetted revenue & expenditure by November for the following year.

Ongoing Budget Items include
> Teachers' Aide funding support
> Teaching/Literacy Resources
> Library Books/Equipment/Resources
> Playground Shading
Parents Auxiliary

The Parents Auxiliary meets once a month & gives parents an opportunity to become part of school life. As it is a meeting that is held during the day, it traditionally is a group of mothers.
The PA also organises the class co-ordinators at the beginning of each year.

Examples of activities & fundraising arranged by the PA throughout the year include;

* School Contact Directory
* School Calendars [which feature children's own artwork]
* Mothers Day Stall
* Fathers Day Stall/Activities
* Family Photos
* Student Banking Commission
* Business Directory
* BBQ's [esp. election days]
* Gingerbread House night [not a fundraiser]
* Tea & Tissues [Welcoming Kindy parents on first day]
* Small presentation at Kindy Orientation Day
* Trivia Night
* Spit & Boogie Night

Many, however not all, of these activities are arranged as fundraisers.
The PA usually creates an activities "budget" each year.

The PA traditionally transfers $10k each year to the governing body of the P&C, where it is incorporated into the overall P&C revenue.
Canteen

The NRPS canteen is also known as "Munchies & Lunchies" after we ran a competition for the students to give it a name. The NRPS P&C Association currently operates the canteen as a service to the families of the school & it is not a fundraising activity. The Canteen Committee meets once a term with our paid supervisors to consider new products and ideas, changes to the menu and resources needs. Our menu has a focus on healthy foods which are very important for growing children, however we still offer a few treats! The canteen operates at recess and lunch five days a week. All lunches must be pre-ordered and all orders must be received by 9.30am [our staff are available to receive orders from 8.30am]

Under the “Green Canteen” strategy we have adopted, our canteen operates as “Green” 4 days & “Amber” 1 day per week

We employ 2 staff who job share the supervisor’s role. We have a volunteer roster that includes 2 volunteers [M, T, Th, F] & 3 volunteers on Wed [approx. 45 vol./mth] in addition to our paid supervisors. We also have a Year 6 student volunteer programme in place at lunchtime which has been very successful.

When volunteer shortages arise, & the paid supervisors “fill the gap” as a replacement for the volunteer, they are paid for those additional hours.

Our canteen turnover is $80k-$90k per annum with a target gross profit margin of 40%

Net profit varies is usually less than 5% and these monies are reinvested in to the canteen by way of equipment upgrades & repairs & maintenance. The P&C operates the canteen on the basis that it must be self funding & it is responsible for its own revenues & costs.

Equipment upgrades over the past three years have included:
* Gas bench style Stovetop & Wall Oven [generously donated & installed by a parent who is an electrician]
* Double Glass Door Upright Freezer
* Replacement of serving windows
* Installation of flue above upright freezer
* Single Upright Freezer
* New Air-Conditioner

General:
We have formalised the Purchase Order & Petty Cash procedures to improve accountability & record keeping.
The canteen can provide supper for the P&C meetings upon instruction.
Uniform Shop

The North Rocks Public School P&C Association operates its own Uniform Shop as a service to the families of our school. The Uniform Shop Committee works diligently to provide this invaluable service and consists of a dedicated team of parent volunteers. The P&C operates the Uniform Shop on the basis that it must be self funding & it is responsible for its own revenues & costs.

The Uniform Shop operates each Friday morning from 8.30am to approximately 9.30am. **Turnover is $50K per annum** with margins set to cover costs & make a profit which is remitted to the governing body of the P&C.

We also operate a second hand clothing pool. Clothes in good condition are accepted as a donation and sold at considerable discount on new items. As such the sale of these items generates a 100% profit margin.

Stocktaking is required at regular intervals

The Uniform Shop keeps track of stock movements to aid in determining ordering requirements which in turn will reduce any excessive stockholdings.

*To aid efficiencies in the Uniform Shop and provide a better service to families;*

* we introduced a standardised form which acts as an Order Form, Receipt and Price List. Prior to this, there was a separate price list and receipts were written in blank receipt books which was very time consuming.
* we introduced accepting credit card payments

**Future roster/employment considerations**
The current Parent Co-Ordinator of the Uniform Shop is stepping down this year after many years of outstanding service. If we find it difficult to fill this role we may have to give consideration to employing a paid supervisor.

[Image of two students]
**Band Committee**

The NRPS band committee comprises a group of parent volunteers whose children participate in the school's band programme. Our school band programme is open to students in the primary years, and is outsourced to & run by Teaching Services Australia. The P&C operates the Band Committee on the basis that it must be self funding & it is responsible for its own revenues & costs, exclusive of student tuition fees.

The aims of the band committee are:

* To oversee the running of the school band programme
* Carry out fund raising activities for the band
* To provided an opportunity for our children to participate in the band

We currently have three bands … Beginner, Concert & Performance.

This year approximately 150 primary students are enrolled in our band programme.

Parents are invoiced by Teaching Services Australia each term for their children's tuition.

The hire fees for some instruments are included on the families term invoices, receipted through the school's system & subsequently remitted to the band committee.