Meeting: Tuesday 11th November 2014
Meeting Start Time: 7.30 pm
Meeting End Time: 8.45 pm
Location: School Library
Chair: Sade Kalasabail – P&C President
Attendance: 10 as per the sign-in book
Apologies: Karen Campbell, Nandita Bajaj, Eresha de Silva, Denise Pivetta, Henry Liong, Lainie Kalnins, Julie Crouch

Motion 2014-AGM-A to approve the minutes of the 2013 AGM.
Proposed Praveen Aranha. Seconded Pauline Zhao. Carried

Motion 2014-AGM-B to set the membership fee for 2015 at $1.00
Proposed Helmut Hiebl, seconded Pauline Zhao. Carried

President’s Report (Sade Kalasabail)
Thank you everyone for coming tonight.

The 2014 P&C Executive and Committees’ duties for 2014 are now coming to an end. What a great year it has been. Normanhurst Boys High School’s strategic direction is to:

1- Pursue academic excellence within a quality learning environment
2- Maximise opportunities for holistic education
3- Foster global citizenship, inclusivity and well-being

I am pleased to note that the P&C has supported the school in all the three aspects of this strategy and helped to provide the perfect environment for our boys learn and grow to be young men of great character, knowledge and wisdom.

We received lot of help from and enjoyed a great working relationship with our principal Mark Anderson this year as well as Asli Harman & Frank Abbas, the deputy principals, and Ms Margaret Johnson (in her role as acting deputy principal).

We committed our support towards the following major projects requested by the School:
- Address the Pennant Hills Bus Stop Safety Issue – with a new service from Denman Parade
- Insulation of A and B blocks roofing
- Upgrade of the TAS Kitchen to Professional Standards
- Renovate SRC hub and relocate barista program coffee machine
- Technology updates – new server to host Sentral, data projector for Hall etc.
- Reimburse English Department for Purchase of New Year 12 Prescribed English Texts

We also committed our ongoing support of school programs and special funding for events, such as:
- Support for Public Speaking and Debating
- Gifted & Talented Education Programs
• Welfare Initiatives
• Referee payments for grade competitions
• Hire of Homebush Athletics Ground
• School Presentation Night
• Year 12 Graduation Night
• Student Insurance

On the financial side, the cost for these programs was around the $150,000 mark, so our financial contribution was considerable and very much appreciated by the School.

The P&C also makes major contributions to enhance school life for the students through our operation of the Canteen, where we maintain a choice of fine, healthy and nutritious food in an essentially self-funded enterprise with the assistance of Parent Volunteers.

The P&C also organises Grounds Days to help maintain and beautify the school gardens and grounds. There are four Grounds Days during the year, one per term. This year we had excellent representation from the parents on these Grounds Days, more than twice the numbers of previous years. The school prefects and some teachers also joined us on these days.

Besides this material support we also contribute to a good school spirit through coordinating volunteers in such areas as the Canteen, the Grounds Days, Sick Bay laundry and at the various functions held throughout the year.

This year we have started a new endeavour using LinkedIn to get in touch with both NBHS Alumni and businesses under our SYMTA (Supporting Young Men To Achieve) program. We hope to engage wider community interest in and support for the School through this program. To date we have more than 215 NBHS alumni who have joined us through LinkedIn and who have expressed great interest in hearing about the activities at their old school.

The P&C does not run without the willingness and abilities of those who have so kindly given their time and effort throughout the year to be part of the Executive and the various Committees for 2014, so we thank and acknowledge the assistance of:

• President- Sade Kalasabail
• Vice-President- Pauline Zhao
• Secretary- Philippa Stewart
• Treasurer- Helmut Hiebl
• Functions Coordinator- Audrey Chin Quan
• Canteen Coordinator- Karen Campbell
• Ground Coordinator- Jonathan Sanders
• Fundraising Committee- Francis Fok, Nandita Bajaj
• Fundraising Committee (Grants)- Felicity McDonnell
• Assisting with SYMTA- Eresha de Silva
• Social Functions Group – Ross Horsburgh, Tony Hill, Henry Liong & Nandita Bajaj
• Canteen Focus Group- Praveen Aranha, Henry Liong

Regards
Sade Kalasabail
Vice President's Report (Pauline Zhao)
Pauline thanked the P & C for allowing her to contribute, with special thanks to Sade Kalasabail and Mark Anderson for their leadership and efforts, and also to Helmut, Audrey, Philippa and Karen for their contribution. Pauline was pleased by the initiative taken by the School to conduct a survey of parent, student and teacher opinions regarding the current school report system. She congratulated the School on the handling of the new BYOD program and was pleased by the renewed interest in Grounds Days amongst the parent group.

Treasurer's Report (Helmut Hiebl)
I am pleased to present the audited NBHS P&C financial statements for the 2014 financial year ending 31-Aug-14.

The auditor’s statement reads as follows:

Auditor’s Report for NBHS P & C Association
I have audited the financial reports for Normanhurst Boys’ High School P & C Association, which comprise the consolidated balance sheet as at 31 August 2014 and the consolidated income and expenditure statement for the financial year then ended.

The Executive Committee is responsible for the preparation and presentation of the accounts in accordance with the requirements of the Association’s prescribed constitution, and has determined that the accounting policies used are consistent with the financial reporting to meet the needs of the members. The Executive Committee is also responsible for such internal control determined as necessary to enable the preparation of accounts that are free from material misstatement, whether due to fraud or error.

The accounts have been prepared for presentation to members at the annual general meeting. My audit has been conducted in accordance with the Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement or errors. My procedures included examination on a test basis evidence supporting the amounts and other disclosures in the accounts. Accounting Standards and other professional reporting requirements are not applicable to the basis of accounting adopted by the Association.

The audit opinion expressed in this report has been formed on the above basis.

Auditor’s Opinion
I did not observe the counting of physical inventories as of 31 August 2014 since that date was prior to the time I commenced as auditor for Normanhurst Boys’ High School P & C Association.

In my opinion, except for the effects of the matter stated above, the financial report of Normanhurst Boys’ High School P & C Association for period ended 31st August 2014 are properly drawn up in accordance with the books and records of the association, and presents fairly in accordance with the basis of the accounting described above.

Shih Fang LEE
Certified Practising Accountant

We started the year with assets to the value of $306,857.81. With income of $88,233.57 and outgoings of $268,102.09, we finished the year with assets to the value of $127,643.30.

Our income was derived from the main sources as follows:
$61,663 Parent contributions to the P&C (up 18% - mail out)
$17,270 Profit from Canteen activity (including $3,190 canteen contributions)
$ 4,350 Working bee contributions (up 380% - mail out)
$ 4,088 Interest (down 40% - lost 5 months with changeover)

Major expenses:
$29,568 2013 Annual school programs
$30,000 2014 Annual school programs
$191,500 Prior year projects
  - $25K change room refurb
  - $30K covered area near hall
  - $35K TAS kitchen
  - $18K insulation of A and B blocks
$20K data projectors
$11K hall projector
$14K SRC/hall kitch refurb/server
$30K TAS kitchen
$7K Y12 prescribed English texts
$ 5,900 2013 working bee expenses
$ 2,676 2014 working bee expenses
$ 5,410 Insurance (student + P&C)

While the build-up of P&C funds in recent years has enabled a number of significant infrastructure projects, the P&C does need to remain conscious that the parent community has an expectation that benefits from their contributions are realised by their boys.

A significant effort was invested in tweaking the financial operation of the canteen to turn around a loss of $1,500 last year to a profit of $14,000 this year. This was achieved by increasing mark-up across all products, increased sales and tight controls. An increase in sales of around 13% to just under $205K, with only a 7% increase in COG was achieved. Expenses were kept to just over $61K which was similar to last year ($54.5K for wages/super). A big thank you to the hard working canteen committee and in particular Deepthi (book keeper) for achieving this great result.
The canteen contributed $20K back to P&C funds in September and plan on making more regular contributions from now on.

The supplier payments process was improved by implementing CBA’s CommBiz facility. This allowed fortnightly canteen payments to be authorised remotely. Previously, 2 signatories were required to attend the canteen during school hours to perform the payments via Netbank. Anything that reduces burden on our volunteers is worthwhile.

This year we also implemented the P & C policy for providing financial assistance to students representing the School in extra-curricula activities. This policy allows for fair and streamlined consideration of student applications for assistance.

An enormous thank you is due to Mei Lee for conducting the audit on a voluntary basis.

I’d also like to thank Mark and Glen (acting principal) for their very positive and ongoing engagement with the parent body.
Lastly, I’d like to thank Philippa (secretary) and Sade (president) for their effort and support during the year and more generally the committee and P&C members.

Helmut Hiebl
NBHS P&C Treasurer 2014

**Motion 2014-AGM-C** to adopt the audited financial report for 2014 and treasurer’s annual report. Proposed Helmut Hiebl. Seconded Pauline Zhao. Carried

**Motion 2014-AGM-D** to appoint Mei Lee as auditor for the 2015 financial year. Proposed Helmut Hiebl. Seconded Praveen Aranha. Carried

**Principal’s Report** (Mark Anderson)
- Mark indicated that he would not deliver a lengthy report but simply wished to thank the Executive for their contribution to the School and for the wonderful job they had done in 2014. He was delighted to note that the P & C and the School Executive shared a common vision for the boys.
- He added that many projects had come to fruition in 2014 through the efforts of the P & C.
- Mark concluded by adding that he was looking forward to working with the P & C again in 2015.

**Fund Raising Committee Report** (Sade Kalasabail on behalf of Nandita Bajaj and Eresha de Silva)
- The establishment of the NBHS LinkedIn page for school alumni has proved popular with over 200 “Old Boys” connecting to the page. We hope to develop more substantial connections with the Old Boys network in 2015 and seek their active support for our SYMTA (Supporting Young Men To Achieve) program
- Other fund raising for the year included our usual sale of Entertainment Books and a $100 voucher from Bunnings.
- We intend to look more proactively for grant opportunities next year

**Function Committee Report** (Audrey Chin Quan)

This year we catered for the following functions:
- Year 10 Transition Afternoon Tea December
- Year 7 2015 Orientation Morning Tea December
- Year 11 Parent Information Evening February
- Year 12 Parent Information Evening February
- Year 7 Parent Information Evening February
- HSC Recognition Ceremony Evening February
- Year 12 Parent Teacher Evening May
- Year 7 Parent Teacher Evening May
- Year 8-11 Parent Teacher evening May
- Prefects and SRC Induction Morning Tea June
- Year 8 and Year 10 Subject Selection Information Evening July
- Year 11 Information Evening October

Thank you to the following team of helpers for their assistance this year:
Pauline Zhao, Eresha de Silva, Claire Moore, Laura Rushby, Philippa Stewart, Tanya Drego, Trudy McEnearney, Keerthi Athukorala, Sheena Wang, Ratna Peadon, Vidya Shiva, Preeti Nangia, Ada Dong, Shanika Joseph,
Christopher and Rose Mah, Kisho Reju, Ruchi Bharadway, Changsock Eun and Yaping He. Apologies to anyone I’ve missed.

I am unable to continue as Functions Coordinator in 2015. The P & C is looking for one or more parents to take on the role of this important committee.

Audrey Chin Quan  
NBHS P & C 2014 Functions Coordinator

Canteen Report (Karen Campbell)

- I thank our canteen employees, Jo Jennis, Keralie Groom and Deepthi Nanayakkara for their invaluable contributions to the canteen this year. Making a loss in 2013 was disappointing to say the least and ended up putting the canteen in an apparently precarious position with our longevity in doubt. While no one can predict the future, we have ensured a much more stable end to the year than the beginning.
- I would also like to thank Helmut Hiebl for adding to his role as P&C treasurer by attending our termly canteen meetings and volunteering his time to help with the accounts throughout the year.
- While investigating our profitability, Deepthi researched how other volunteer-based canteens were surviving. We realised we had not raised our profit margin enough, and together with valuable advice from Helmut, this caused us to closely look at our prices and practices, and turn our figures around.
- At the end of the 2013/2014 financial year the canteen posted a profit of around $14,000 and was able to present a cheque to the P&C for $20,000. We sincerely thank the students, parents and volunteers for their support.
- On a more mundane note for you all, but joyful for me, I’m happy to confirm this is my third and last year as Canteen Convenor at NBHS as my son Tom has just finished year 12. I first started volunteering at Normanhurst West Public School canteen when my eldest two children were there and Tom had just started pre-school. Now, many years later, after occupying a variety of canteen committee positions and including several years volunteering on a monthly basis at three different schools, I’m excited to be facing my last duties. I've been lucky enough to have both my sons attend NBHS so I also have been able to attend these premises for the past eight years. Thank you.

Karen Campbell  
NBHS P & C 2014 Canteen Coordinator

Grounds Report (Sade Kalasabail for Jonathan Sanders)

- Jonathan has been very please with the recent numbers of parents and students attending Grounds Days
- Jonathan is also pleased with the progress the P & C has made with the purchase of tools for use on Grounds Days

Election of Executive Committee for 2015

Mark Anderson called formally for nominations and election to the following P & C Executive and Committee positions for 2015:

- President – Sade Kalasabail nominated and duly elected by the members attending
- Vice President – Praveen Aranha nominated and duly elected by the members attending
• Vice President – Ross Horsburgh nominated and duly elected by the members attending
• Treasurer – Helmut Hiebl nominated and duly elected by the members attending
• Secretary – Philippa Stewart nominated and duly elected by the members attending
• Fund Raising Convenor – Francis Fok nominated in absentia. Election to be confirmed
• Functions Convenor – no nominations. To be held over until the first meeting for 2015.
• Canteen Convenor - no nominations. To be held over until the first meeting for 2015.
• Grounds Coordinator – Jonathan Sanders nominated in absentia. Election to be confirmed
• General member – Tony Hill nominated and duly elected by the members attending
• General member – Sam Tan nominated and duly elected by the members attending

Other outstanding matters
• Helmut Hiebl asked for a volunteer to coordinator the collation of the Year 7 2015 Contact List and other volunteer lists. Sam Tan volunteered to take on this task for 2015.