

# Dobroyd Point Public School P&C

## Minutes

**Date:** Wednesday 20th March 2024

**Present:** Nick Ballard, Sue Morrissey, Anna Virgona, Lou Devjak, Kim Singh, April Dell'Arte, Kurt Wilson, Will Devjak, Sarah Thornborough, Sam Sciacca,

**Apologies:** Marcus Trimble, Sarah Percival,

**Not present:**

#	Topic	Notes	Action
1	Opening & Acceptance of Minutes	Minutes of the meeting of July 19 <sup>th</sup> were accepted. Moved SM, Seconded ST.	Sue to update school website
2	Principal Report	Please see attached notes at the end of the Minutes.	Sue
3	Finances	Year to Date Financial Summary by Kim Singh <ul style="list-style-type: none"><li>• Surplus for in 2023 of \$53,908, minor decrease from previous year due to donations to the school. Increase in revenue driven by the Bay Run.</li><li>• Aim to focus again on Building Fund and how that specific donation will be utilised on a project.</li><li>• Separate accounts between uniform shop merchant device usage as a Westpac. Bay Run and other events to use Square devices. Invest in a new and current machine. And free Square device before BayRun.</li><li>• Signatures of 2023 accounts to close any further changes for the year by SM, NB &amp; KS.</li><li>•</li></ul>	Kim
4	Construction & Building	<b>COLA:</b> <ul style="list-style-type: none"><li>• COLA delayed due to demountable removal and tree works.</li><li>• COLA booked to be installed on 2nd April and completed by start of Term 2.</li></ul> <b>Next Project ideas:</b> <ul style="list-style-type: none"><li>• Survey for school site important for 5 yr plan. Sue is enquiring if the school has already achieved Detailed Survey which can be used.</li><li>• Red Bin Bay to be designed on survey and requires additional meeting to be made to discuss ideas.</li><li>• Revamp Canteen to be on hold. Discuss with Bill prior to see if he is able to assist with the cleanup. Large items may require skip bin use.</li><li>• OSH Plan - Air conditioning and induction cooktop quoted for installation. Awaiting electrician approval of board prior to installation.</li><li>• Landscape Plan to be revised and designed. Landscape Plan to be put in the office so community can see the continued plan.</li><li>• Gardening Club - Grants that are available have been applied for. Continue to increase use and purpose of garden. Items to be planted will encourage</li></ul>	Nick

		consumption of students and families and continually give back to community.	
5	Education & Education Support	<b>Classroom Smart Boards</b> <ul style="list-style-type: none"> <li>New Smart Boards priced at \$5300 and looking to find more competitive price. Increase purchase amount to 11 to ensure all classrooms/ facilities are supported.</li> </ul>	Nick
6	Extra-Curricular Support & Activities	<b>Code Camp:</b> <ul style="list-style-type: none"> <li>Code Camp will not take place in Term 2.</li> </ul> <b>OSH:</b> <ul style="list-style-type: none"> <li>Relatively good numbers. Increase knowledge on Parent chats by Class Reps.</li> <li>Increase promotion for Vacation Care with newsletters and WhatsApp post.</li> </ul>	Nick
7	Fundraising	<b>Bay Run:</b> <ul style="list-style-type: none"> <li>First Bay Run meeting 27/03/2024 at Library at 6.30pm. All are welcome.</li> <li>BayRun to be on August 4th, 2024.</li> </ul> <b>Dobroyd Produce Market:</b> <ul style="list-style-type: none"> <li>Awaiting information from Infrastructure before proceeding further.</li> </ul> <b>Mother's Day:</b> <ul style="list-style-type: none"> <li>Mothers Day Flowers, can be done by same company who does the Xmas trees. Will to look at the cost to have bouquets made and sold. See if the numbers are worth it.</li> <li>Flowers to be delivered to school and picked up by 10 May.</li> <li>Parents get one option. Price to be decided.</li> </ul> <b>Grants:</b> <ul style="list-style-type: none"> <li>Only grants applied for are for Garden Club currently.</li> </ul> <b>Fundraising Sheet:</b> <ul style="list-style-type: none"> <li>Additional ideas to be reviewed and confirmed throughout the year. Meeting with Anna and Lou to select final Fundraising calendar. Items include Trivia Night, Tea Towels, Glow Disco, Silent Auction and Christmas trees.</li> </ul> <b>Colour Run:</b> <ul style="list-style-type: none"> <li>For consecutive years. Next Colour Run in 2025.</li> </ul>	Nick/Andrew  Nick  Anna/Lou  Anna  Anna
8	Functions/Events	<b>ANZAC Day Assembly:</b> <ul style="list-style-type: none"> <li>Combined Assembly and ANZAC Day event for April 11th at 0930am.</li> </ul> <b>Sunday on the Lawn:</b> <ul style="list-style-type: none"> <li>To be confirmed, however so far it is to be on Saturday 4th May between 2pm -6pm at Ashfield Bowlo.</li> </ul>	Sue  Josie/Antoinette

		<b>Parent's Worker Bee – Loudon Clean up.</b> <ul style="list-style-type: none"> <li>Will to volunteer spreading mulch with excavator.</li> </ul>	
9	Discussion	<b>Uniform Review:</b> <ul style="list-style-type: none"> <li>Meeting held 21 March with Sue and Becky.</li> </ul> <b>Boomerang Crossing:</b> <ul style="list-style-type: none"> <li>Zigzag lines to be implemented, tree pruning required, 'Look' sign on the concrete, increase signage and increasing police patrol.</li> <li>Engage with MP Jo Haylen.</li> <li>P&amp;C to write letter and petition to support: <ul style="list-style-type: none"> <li>Increasing School Zone area around Loudon, Waratah, Boomerang potentially to meet with St Joan of Arc's School Zone area.</li> <li>Request for lighting and clearing signage around campus.</li> </ul> </li> </ul> <b>Book Club:</b> <ul style="list-style-type: none"> <li>Great acceptance from families, to increase engagement so it can give back to the library.</li> </ul> <b>Assignment of Roles:</b> <ul style="list-style-type: none"> <li>Kurt Wilson accepted position as Treasurer.</li> </ul> <b>P&amp;C Communication in Newsletter</b> <ul style="list-style-type: none"> <li>Highlights from last meeting section + reminder that minutes are on website.</li> </ul>	Nick  Sam  Nick
10	Next P& C Meeting	Next Meeting: May 15th at School Library  Lou to organise food.	

### Principal's Report:

#### Principal's Report March 2024

- Zone swimming carnival 5 March  
Two students received ribbons for placing in events they competed in
- Regional carnival – one DPPS student participated in two events.
- NAPLAN last assessment is tomorrow – no issues, everything has gone smoothly.
- School photos were today – all went well.
- All teachers have been participating in intensive professional learning around the new maths and English syllabuses. There have been afternoon sessions and whole day learning sessions.
- The school was identified as having exemplary practices in implementing the new English & Maths syllabuses last year. As a result, two teachers were asked to be interviewed and filmed to create part of a training video for other NSW teachers. 3F were also filmed having an English lesson to demonstrate best practice which will be used in the training materials.
- Garden club has started for the year and is very popular.
- Zooper Dooper Fridays have been a great success. There have been some interesting sideline learning about using cash, which have created some wonderful discussions. Zooper Dooper Friday will continue until the end of the term, then resume in Term 4.

- Dance lessons have started. The lessons are provided by company called Zing Active. This forms part of PDHPE this term. Parents will be invoiced. The students love the lessons. Marni has booked the athletics program again for Term 2.
- The Chromebooks have arrived at school. We are just waiting to get a charging trolley then they will be distributed to classes.
- The builders for the P&C COLA advised construction will start on 2 April. It is expected to take 2-3 days to assemble the structure.
- We have had extensive tress maintenance carried out across the school. It looks absolutely wonderful. This work will also form part of the bigger plan for the garden layout. Tree maintenance is usually an asset management task, but they would never complete the amount of work that was done, so the school is paying for this, the cost is \$21850 + GST.
- Relocation of demountable has started. Services such as electrical and water are currently being disconnected. Trees have been trimmed to allow crane access. School is trying to encourage tradies to relocate water tanks to back of hall for use in veggie garden.

#### Upcoming Events

- Harmony Day is tomorrow.
- Easter Hat Parade – 28 March – combining with assembly at 9:30am
- Uniform meeting tomorrow
- ANZAC assembly now 11 April 2:30pm
- Stage 3 Camp Week 1 of Term 2

## Attachments:

- **Financial Statements**
- **Landscape Design Concept**
- **Garden Layout Template**
- **Survey Quote**

**Dobroyd Point Public School  
Parents and Citizens Association  
ABN 45 063 060 589**



Statement of Income and Expenditures	For the year ended 31 December 2023		
	2023	2022	2021
	\$	\$	\$
<b>Revenue</b>			
Bay Run	89,280	51,985	22,308
Uniform Store	16,637	18,164	18,294
Colour Run	17,926		
Trivia Night			
BBQ Revenue	4,033	1,100	
Building Fund	10,000	10,643	6,586
Xmas tree sales	270	426	440
Interest Income	0	\$0	\$0
Membership Fees			
Grant Income		30,000	
Avo at the Bowls	145		
<b>Total Revenue</b>	<b>138,291</b>	<b>112,319</b>	<b>47,628</b>
<b>Expenses</b>			
Bay Run	42,991	31,455	15,972
Cost of Goods Sold - Uniform Store	7,852	17,268	10,331
Landscaping			
Trivia Night			
Colour Run Expenses	7,888		
Movie Night expenses	1,322		
P&C Welcome BBQ expenses			
BBQ expenses	728	1,215	
Avo at the Bowls			
Charity Donations	1,399		
Printing & Stationary	111		
Insurance	2,284	2,022	1,657
Swimcaps		931	
Merchant fees on EFTPOS machine	384		561
P&C Administrative Expenses	1,499		633
P&C Owned Assets (write-off)	2,319		
<b>Total Expenses</b>	<b>68,777</b>	<b>52,891</b>	<b>29,155</b>
<b>Surplus / (Deficit) Before School Donations</b>	<b>69,515</b>	<b>59,428</b>	<b>18,473</b>
<b>Donations/Purchases for the School/Students</b>	3 15,607		50,000
<b>Surplus / (Deficit) After Donations</b>	<b>53,908</b>	<b>59,428</b>	<b>(31,527)</b>

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Statement of Financial Position

For the year ended 31 December 2023

	Notes	2023 \$	2022 \$	2021 \$
<b>Current Assets</b>				
Cash on Hand	1	219,705	125,797	96,369
Receivables		-	30,000	-
Uniform Shop Stock	2	34,548	34,548	34,548
<b>Total Current Assets</b>		<b>254,253</b>	<b>190,345</b>	<b>130,917</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment		-	-	-
<b>Total Non-Current Assets</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Current Liabilities</b>				
Payables and Provisions		10,000	-	-
<b>Total Current Liabilities</b>		<b>10,000</b>	<b>-</b>	<b>-</b>
<b>Net Assets</b>		<b>244,253</b>	<b>190,345</b>	<b>130,917</b>
<b>Equity</b>				
Opening Retained Earnings		190,345	130,917	162,444
Current Year Deficit after Donations to School		53,908	59,428	(31,527)
<b>Total Equity</b>		<b>244,253</b>	<b>190,345</b>	<b>130,917</b>

**Dobroyd Point Public School  
Parents and Citizens Association  
ABN 45 063 060 589**



Notes to the Financial Statements

For the year ended 31 December 2023

	2023	2022	2021
<b>1</b>			
<u>Cash on hand</u>			
Westpac Cheque Acct	4,722	811	4,064
Westpac Cash Reserve Acct	3,264	2,145	2,145
School Building Fund Acct	54,440	20,307	9,052
Bay Run Acct	125,979	70,352	49,821
Uniform Store Acct	31,150	32,033	31,137
Cash Draw - Uniform Store	150	150	150
<b>Cash Balance</b>	<b>219,705</b>	<b>125,797</b>	<b>96,369</b>
<b>2</b>			
<u>Cost of Goods Sold Calculation</u>			
Uniform Purchases + Beginning Balance	42,400	51,816	52,842
Uniform Inventory - Stock Count	34,548	34,548	34,548
<b>Cost of Goods Sold</b>	<b>7,852</b>	<b>17,268</b>	<b>18,294</b>
<b>3</b>			
<u>Donations to the School</u>			
Whole-of-school Sports Program	3,370		
Music Program (Ukelele Purchase)	1,123		
Chess supplies	270		
Art supplies	342		
Year 6 End-of-year Graduation (from movie night)	502		
Chromebook purchase for the school	10,000		
	<b>15,607</b>	-	-

**Dobroyd Point Public School  
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ABN 45 063 060 589**



**Declaration**

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We, the undersigned committee members of the Dobroyd Point Public School Parents and Citizens Association state that in our opinion:

- a) The statement of income and expenditure provides a true and fair view of the income and expenditure of the association for the year ended 31 December 2023.
  
- b) The statement of financial position provides a true and fair view of the financial position of the association as at 31 December 2023.

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Mr. Nicholas Ballard, President

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Mrs Kimberly Singh, Treasurer

Dated:

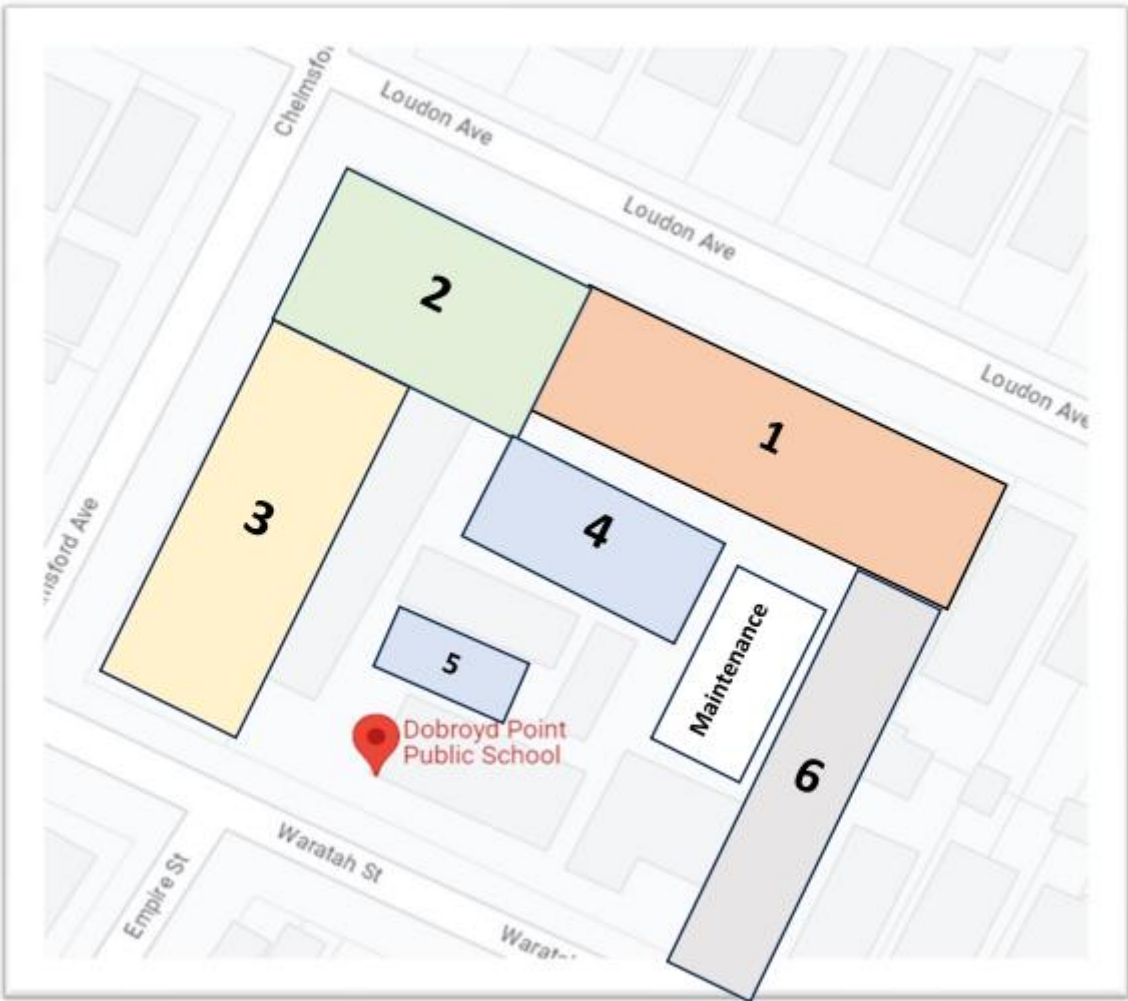


# CONCEPT: LANDSCAPE DESIGN

## DOBROYD POINT PUBLIC SCHOOL

**Key concept is to create a long-term goal for landscape, arboriculture and maintenance in the school. This will assist in increasing student numbers and encouraging use amongst the community. The School Amongst The Trees should convey a level of appreciation and acknowledgement to that moto. The proposal is a staged process which can be done over 5-10 yrs, depending on funding and support. It is designed to divvy up works such as maintenance, landscaping or tree works. This will differentiate what funds will need to be supported by the school or P&C. The plan is flexible and can be adapted to convey the most pertinent needs of the staff, students and community. It can also be a method to encourage specific donations from families and the community who may have supplies, materials or skills to offer.**





### **1. Orange: Loudon Ave**

- Dead wooding, crown lifting of canopy and tree pruning
- Mulch garden beds
- New, safe gate and driveway for bin bay
- New sign and garden bed for Loudon Ave entry
- Gas bay demolition of bricks and safe timber encasement

### **2. Green: Lower Playground**

- Tree pruning and dead wooding.
- Mulch of garden beds
- Removal of all aluminium seating, replace seating with sandstone logs to connect Upper Play ground with entire school design
- Remove clivia triangle garden bed and replace with timber-log style play ground
- Maintenance of garden rock climbing play area
- Removal of single bubbler, replace with row of four
- Remove dart/ target and replace with opportunity for art on wall.

### **3. Yellow: Chelmsford Entry**

- Succulent garden with sandstone logs, possible option for teachers outdoor seating area. Garden club initiative.
- Maintain garden beds below trees and mulch.
  
- Maintenance of synthetic grass area – may require new edges.

### **4. Blue: Internal Garden**

- Remove metal seating and replace with sandstone logs around trees
- Mulch around trees
- Lighting under trees if required

### 5. Blue: Internal Garden Outside Library

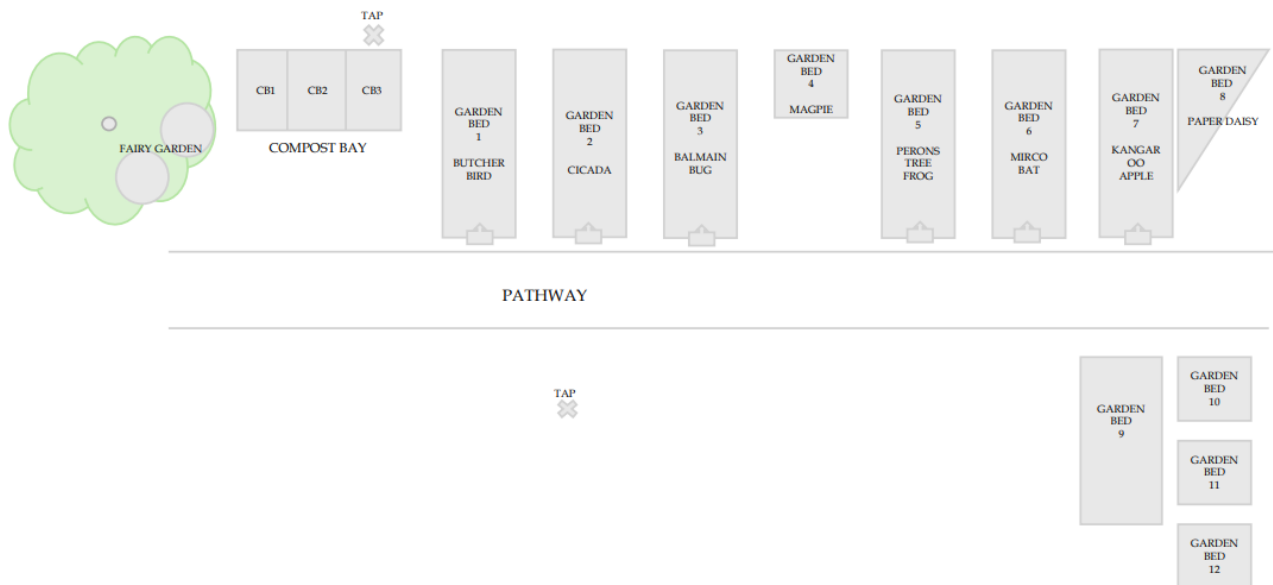
- Improve allocated seating area
- New native plants installed in garden bed.
- Paint timber screen around bin bay

### 6. Grey: Garden Club, Back fence line

- Maintenance
- Supply of more plants
- Support garden club in their future prospects – consider gardening speakers? Worm farm?

### 7. Maintenance: Upper Playground

- Mulch garden bed
- Weeding
- Potential for shade?



Attn: Lorraine Devjak  
City Landscapes  
Email: lorraine@citylandscapes.com.au

**QUOTE FOR DETAIL SURVEY AT DOBROYD POINT PUBLIC SCHOOL  
87 WARATAH STREET, HABERFIELD  
(LOT 2 DP 973250, LOT 89 & 90 DP 6668)**

<b>1 DETAIL SURVEY</b>	
Preliminary fixation of subject site boundaries and confirmation of subject site area (boundary dimensions will be compiled from the subject site Registered Plan and should be used for planning and design purposes only).	
Connection to Australian Height Datum (AHD) and placement of site benchmark.	
Reference to True North and Magnetic North.	
Location of relevant built form structures and hard landscaped areas on subject site (including building footprints, sheds, retaining walls, fences, driveways, balconies, verandas, awnings, pavement, footpaths, walkways, line marking, steps/stairs, etc).	
Location of visible/accessible roof/ridge and eave/gutter locations and levels of subject site buildings.	
Location of visible/accessible floor levels of subject site buildings.	
Location of spot levels and natural surface features within subject site (including banks, rock outcrops, etc).	
Location of significant trees within subject site (trunk diameter >0.1m and height >5m) indicating approximate canopy spread, trunk diameter and height.	
Location of relevant built form and natural features within road corridor fronting subject site (from site boundary to road crown/centreline and including footpaths, kerbs, signs, street furniture, pavement, etc).	
Location of visible/accessible utilities/services within subject site and within adjacent road corridor (up to approximately 5 metres from site boundary and including overhead wires). Determination of visible/accessible stormwater pit/pipe/headwall/culvert sizes and invert levels.	
Location of visible/accessible adjacent property building footprint, roof/ridge, eave/gutter, balcony, deck and window/door locations and levels facing subject site (within approximately 8 metres of subject site).	
Location of significant trees within adjacent properties (within 3 metres of subject site boundary or where tree canopy overhangs subject site).	
Calculation of Digital Terrain Model (DTM) and contours at 0.5 metre intervals.	
Calculation of boundary setbacks of subject site buildings and other relevant structures on subject site within 1 metre of boundaries (including sheds, carports, decks, etc).	
Location of relevant easements and restrictions noted on the subject site Certificate(s) of Title that are within the subject site.	
Provision of Detail Survey Plan signed by a Registered Surveyor in PDF and DWG formats.	
Provision of current subject site Registered Plan(s) and Certificate(s) of Title.	
<b>SUBTOTAL</b>	<b>\$ 8,950</b>
<b>GST (10%)</b>	<b>\$ 895</b>
<b>TOTAL</b>	<b>\$ 9,845</b>

**EXCLUSIONS**

Placement of boundary marks.
Identification of tree species.
Survey of window/door locations or internal features of subject site buildings.
Location of adjacent property building/site features obscured or not visible from within the subject site or adjacent public space.
Location of properties on opposite side of road corridors.
Authority utilities/services search or location of underground services (ie. services other than visible/accessible pits, pipes, manhole covers, etc).
Invert levels of sewer infrastructure or inaccessible/sealed pits.
Investigation into the specific terms of easements or the specific terms and location of restrictions, positive covenants and any other interests in the subject site.
Preparation of elevation diagrams, long-sections or cross-sections.

Future plan updates/amendments.
Provision of plan hardcopies.
All other items not specifically outlined in the above inclusions.

We are happy to provide a revised quote if you require any of the exclusions noted above – feel free to contact us to discuss. We are also happy to discuss any other queries you may have.

If you wish to proceed with the survey work outlined in this quote, please complete and sign the Quote Acceptance Form located on the next page and return to us by email.

We look forward to assisting you with this project.

The SurveyPlus Team.

**QUOTE ACCEPTANCE FORM****CLIENT DETAILS**

Client Name (for invoicing):

Client Contact Name:

Client Contact Phone:

Client Contact Email:

Additional Email Recipients:

Client Postal Address:

**SITE ACCESS DETAILS**

It is not necessary for the property owners/occupants to be present while we conduct our survey. However, our Survey Team will need access to all relevant outdoor areas of the site for most or all of the day(s) that the work is undertaken. Access to all relevant areas of the site is critical for completion of the survey work outlined in this quote. If you are unable to be on site for the duration of the survey, you will need to ensure that any gates are left unlocked, that any dogs/pets are friendly/restrained/isolated and that any tenants or other users of the property have been notified of our site visit.

The contact person noted below will receive an email (and phone call if requested) from a SurveyPlus Team member once we have confirmed a date and time for the survey. Our quoted price assumes that site access will be unencumbered. Please include below any Site Access Notes that our Survey Team need to be aware of in order to avoid an unplanned additional site visit (which may incur an additional site call-out fee as per our terms and conditions below).

Contact Name for site access:

Phone:

Email:

Any additional site access notes for our Survey Team:

**TERMS AND CONDITIONS**

Fees are invoiced at the completion of field work. Payment in full is required prior to release of all plans and documents. In any case invoices are to be paid in full within 14 days from date of issue.

No variation of this agreement is effective unless made in writing and agreed by both parties.

Where access to site was arranged in advance as per the Site Access Notes above but was not possible/granted to our Survey Team on arrival, an additional site call-out fee of \$500 +GST will be charged if an additional site visit is required.

Where work is cancelled after commencement has been authorised we reserve the right to invoice for costs associated with initiating the work and work already completed.

Administration charges on all overdue amounts shall be charged at a rate of \$100 per calendar month calculated daily. In the event of payment default the client shall be held responsible for all costs and disbursements incurred in recovering the outstanding amount (including Solicitor, Court, Tribunal, Collection Agency and any other associated costs).

This quote is valid for 3 months.

The contents, terms and conditions of this quote are confidential between SurveyPlus and the noted addressee(s) and shall not be disclosed to any other party except as may be necessary to effectuate its terms.

**AUTHORITY TO PROCEED WITH THE SURVEY WORK OUTLINED IN THIS QUOTE**

I authorise SurveyPlus to undertake the survey work as described in this quote 23281\_Q\_1A. I accept responsibility for payment of services provided by SurveyPlus and agree to the terms and conditions outlined above.

Name:

Signature:

Date:

**SURVEYPLUS USE ONLY**

Quote by: MG

Task / Plan Ref: DET\_1A

Workflow: Detail - Standard

Fieldwork DD: QAF + 5d

Plan DD: Fieldwork + 5d

Teams Task Notes:

Type: Fieldwork

Fieldwork: 4d

Post-Site Processing: 7

Pre-Site Calculations: No

Assistant Surveyor: No

GNSS Required: No

Workflow Task Notes:

Purpose: DA / CDC.

Bdy Fix: Registered Surveyor (signature required).