



GENERAL MEETING AGENDA

13th May 2025, 7:30pm

Mowbray PS Library and Online

Video call link: <https://meet.google.com/aey-mcnq-kjo>

Item	Description	Responsible Person
1	Introduction & Welcome	Chair
2	Attendees: Library & Online - & Apologies	Secretary
3	Call for new members	Chair
4	Call for nominations for casual vacancies	Chair
5	Confirmation of the minutes of the previous meetings - March General Meeting	Chair
6	Primary OSHC update: - Staffing - OSHC Program - Extra Learning Activities - Attendances - Holiday Program - Community Engagement	Isobel McArthur (Coordinator) Lia Ceccato (Service Manager)
7	Correspondence	Secretary
8	Business arising from the minutes of the previous general meeting	Chair
9	President's Report	Principal
10	Principal's Report	Chair
11	Treasurer's Report	Treasurer
12	Adoption of new Building Fund Constitution (Appendix F)	Treasurer
13	Sub-committee Reports Music Events & Fundraising	Convenors
14	General Business	Chair
15	Next Meeting: Tuesday ____ 2025 at 7.30pm library and online	Chair
16	Close	Chair



Appendix A - President's Report

Prepared by: Jessica Stubbs, P&C President
Presented at meeting: 13 May, 2025

Term 2 is off to a flying start. Our election BBQ was a massive success raising over \$7,000. A big thank you to Nat for heading up the event and to all our volunteers on the day and in the lead up. Thank you also to everyone who contributed their delicious goodies to the cake stall. It wouldn't have been possible to raise as much as we did without the significant support and contributions from Chatswood Rangers Sports Club, Sweet Temptations Patisserie (our lunch order provider) and Springbok Delights.

Tickets to our first ever Mowbray Vivid Cruise went on sale on Monday. If the evening is successful we will look to hold this event again next year and potentially add another cruise if there is enough interest from our community.

One of our favourite events of the year, Colour Rush, is scheduled for this Friday. Fingers crossed the weather holds out for us and the kids can have an amazing time. Nat will provide a detailed update in the events section of the meeting.

A shout out to our music team, who as always, have a lot going on! Music tutorials and rehearsals started back last week and the team is busy preparing ahead of the Weekend of Music coming up at the end of May.

Planning for our other major events later in the year is all happening in the background and as always we'd love for anyone that wants to get involved to reach out to any of the team.

Last but not least, thank you to all of the exec for everything you do in the background. There is so much that happens in the background of the P&C with finances, admin duties, newsletter contributions, school communications and lots of running around. I'm very grateful to be a part of such an awesome team that are always happy to pitch and do what they can to help.



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Appendix B - Principal's Report



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Appendix C - Treasurer's Report

Prepared by: Daniella Kucic, P&C Treasurer

Presented at meeting: 13 May, 2025

1. Financial results:

Chocolate Raffle

Item	Actual	Budget	Variance
Raffle sales	\$4,664		
Total Income	\$4,664	\$3,300	△ \$1,364
Decorating of prize hampers	\$58		
Merchant and sales platform fees	\$347		
Total Expenses	\$405	\$500	△ \$95
Profit	\$4,259	\$2,800	△ \$1,459

Election BBQ

Item	Actual	Budget	Variance
BBQ & cake sales	\$7,491		
Cafe Ninja sponsorship	\$158		
Credit surcharges	\$108		
Total Income	\$7,757	\$8,500	▽ \$743
Sausage, onions & bread (donated by Chatswood Rangers)	-		
Sausages & onions (extra on the day)	\$164		
Drinks, ice and other	\$359		
Scones (donated by Sweet Temptations)	-		
Merchant fees	\$109		
Total Expenses	\$632	\$3,500	△ \$2,868
Profit	\$7,125	\$5,000	△ \$2,125

2. News and updates:

Compliance -

- The 2024 annual financial statements have been lodged with the Australian Charities and Not-for-profits Commission and the P&C Federation.



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Budget tracking

- YTD expenditure is tracking within approved budgets.
- Cash at bank was \$388,960.48 as at 6/5/2025.

ABN update - The following items remain in progress in relation to the new ABN:

- ☐ ATO request for additional information was sent on 30/4/25. Awaiting a response/update to the tax exemption status.
- ☐ Westpac and Commonwealth Banks to be notified. It is likely that they will insist on all new bank accounts being opened (8 in total).
- ☒ Superannuation default fund has been updated.

The previous ABN will be cancelled and tax endorsements revoked only once all compliance & governance documentation reflects the new ABN.

3. Building Fund Constitution

The previous Building Fund Constitution was outdated and had not been revised for at least 7 years. The Treasurer has prepared and proposes that the revised Building Fund Constitution tabled in Appendix F be adopted and effective from 18 March 2025. This Building Fund Constitution is compliant with all of the requirements Income Tax Ruling TR 95-27 on Public Funds and their deductible gift recipient status.

Motion 1: That the P&C adopts the Building Fund Constitution as tabled, effective from 18th March 2025.



Appendix D - Music Sub-Committee Report

Prepared by: Cristina Villamayor & Di de Belin, Music Convenors

Presented at meeting: 13 May, 2025

1. Budget tracking -

- YTD expenditure is tracking within approved budgets.
- Music Program Fee Income - only 2 bills remain unpaid as at 9 May 2025.

2. News and Updates:

- The Kickstart events held in March for Band and Strings were a great success. Students participated in a one-day intensive tutorial, a creative workshop, and delivered their first performance in front of family and friends, all of which were met with enthusiasm and positive feedback.

3. What's Ahead:

- Sat 31 May & Sun 1 Jun - Weekend of Music event.
- Tue 10 Jun & Mon 16 Jun - Sydney Eisteddfod for Band & Strings.



Appendix E - Events & Fundraising Report

Prepared by: Natalie Arkle

Presented at meeting: 13 May, 2025

NEWS AND UPDATES:

- **Chocolate raffle** - We had an incredible 18 prizes valued at over \$800 for this year's chocolate raffle! A big thank you to all our Mowbray families who generously donated chocolate for the raffle and purchased tickets. We raised almost \$4,500 from the raffle which is an eggstrordinary effort and the best ever!
- **Election day BBQ and cake stall** - What a day! The rain cleared and the sun was out, as were over 2,000 voters at Mowbray! Thank you to all our wonderful Mowbray families that helped make our Election Day BBQ and Cake Stall an amazing success! Delivered as always in the wonderful Mowbray spirit. Together we raised over \$7,000 for our school! The P&C cannot deliver these events without your incredible support.

A big thank you to our event sponsors - Chatswood Rangers Sports Club, Springbok Delights, Sweet Temptation Patisserie (our lunch order provider) and Cafe Ninja. Please support our sponsors - their generous contributions mean that more money goes to our school.

WHATS NEXT

- **Colour Rush (Friday 16 May)** - Fundraising for this event has commenced and on Wednesday lunchtime 7 May we had raised just over \$5,500. Our fundraising target is \$20,000 to buy new more effective ceiling fans for the school hall. The event will take place at school from noon this Friday 16 May. Timings for the day have been communicated via the School Newsletter and Class Parent chats. We have a great group of people organising the event and most of our volunteer spots on the day are full! Thank you to everyone who has donated funds to this event and/or given their time - all that you do is very much appreciated.

This year an \$10 OPTIONAL payment (non-fundraising) will be added to all student Term 2 accounts. Paying this is NOT a requirement to participate in the event. This payment goes towards covering the cost of running the Colour Rush event, for example, hiring the inflatables and purchasing the powder. These costs total just over \$5,500. This year Mowbray OSHCare have generously donated the prizes for this event.



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- **Mowbray Vivid Cruise (Monday 26 May)** - Tickets to our Mowbray Vivid Cruise went on sale on Monday 12 May at 9am. Ticket prices are \$35 per child and \$45 per adult - this will cover the cost of hiring the boat and raise a small amount of funds. Although there are no refunds on this cruise, we have a waiting list capability on the booking platform so if people are unable to attend we have a list of other Mowbray families who can be offered a spot on the cruise. The cruise will be on Monday 26 May, departing at 5.40pm from Northwood Commuter Wharf and returning to the wharf at 7pm. This is a trial event and if successful and in demand, we will look to increase capacity next year.
- **Second hand uniform shop and stay and play afternoon (Friday 30 May)** - On Friday 30 May we will open the second hand uniform shop and have a stay and play afternoon. People are encouraged to join their friends and bring their own snacks and/or support Cafe Ninja who will be selling food and drinks at the event. The second hand uniform shop will be open from 3pm to 4pm. All items are \$5.
- **Adult event (Term 3)** - This is an event allocated to **Stage 2** to coordinate and a massive thank you to Kate Allsop who has kindly put up her hand to lead this event! A call out will go out shortly to Stage 2 to seek volunteer(s) to help organise the event. This event is in the early planning stage, but dust off your cowboy boots as we will be having a Wild, Wild West theme. The event is scheduled for the evening of Saturday 13 September. We have narrowed down a list of venues and a decision on the location will be made very soon.
- **Celebrate Mowbray (Term 4)** - We have our first food provider for the event - Lily from The Boujee Boards (she is a Lane Cove local) will be providing pre-order options for people to purchase grazing platters and picnic hampers prior to the event. These will be delivered to Mowbray on the day. She will provide the produce at wholesale price and the P&C will be able to sell at retail price to make a small profit from each purchase. Further food options and stall holders are being investigated and contacted.

We have engaged MediFAST to provide first aid services at the event. They will provide 2 EMT medics between 3:30pm and 9:30pm. They are extremely experienced at covering school events all over Sydney. They guarantee their attendance at the event for the times specified.

We are investigating the option of having a mobile petting zoo at the event. Capacity would be between 35-40 children at a time. Given the expense involved, we are examining whether we may be able to get sponsorship for this activity. An update will be provided at the next meeting.



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We invite all members of our school community to help out in volunteering and supporting our events in 2025. Thanks so much to everyone who has supported our events! Please see the P&C events list and date posters around the school or on your class WhatsApp chats. We have a busy and fun year ahead and can't wait to see old and new faces!




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Appendix F - Building Fund Constitution

Prepared by: Daniella Kucic

Presented at meeting: 13 May, 2025

<div style="display: flex; justify-content: space-between; align-items: center;"><div>Building Fund Constitution of Mowbray Public School Parents and Citizens Association ABN 12 870 786 437 Effective 18 March 2025</div><div style="text-align: right;"></div></div>
<p>1. Name</p> <p>The fund shall be known as the Mowbray Public School Parents and Citizens Association Building Fund (the Building Fund). The Building Fund is sponsored by the Mowbray Public School Parents and Citizens Association (the Association), an incorporated association in NSW under the <i>Parents & Citizens Associations Incorporation Act 1976</i> and a registered charity of the <i>Australian Charities and Not-for-profits Commission</i>.</p>
<p>2. Purpose and Function</p> <p>Purpose: For the sole purpose to receive gifts of property or money as contributions from the public and to provide these gifts for the acquisition, construction or maintenance of a building used, or to be used, as a school by Mowbray Public School, such that the Building Fund must operate on a non-profit basis.</p> <p>Function(s):</p> <ul style="list-style-type: none">▪ To invite the public to contribute to the Building Fund on a regular basis.▪ To conduct its affairs so that gifts and deductible contributions of property or money of \$2 or more to the Building Fund are allowable deductions as defined in the gift provisions of the <i>Income Tax Assessment Act 1936</i> (the Act). The Building Fund is established with the intention to satisfy the public fund requirements under the general gift provisions of subsection 78(4) of the Act.▪ To solely provide money for the acquisition, construction or maintenance of a building used, or to be used, as a school.
<p>3. Executive Committee</p> <p>An Executive Committee shall be in operation at all times to manage, control and administer the Building Fund. Members of the Executive Committee shall at least comprise the Association President, the Association Treasurer and the Principal of Mowbray Public School. The Association may nominate others to join the Executive Committee provided that the majority of members are persons responsible to the public as per the guidance below.</p> <p>3.1 Guidelines for identifying responsible persons</p> <p>Persons who are considered to have a degree of responsibility to the community as a whole include: church authorities, school principals, judges, clergymen, solicitors, doctors, and other professional persons, mayors, councillors, town clerks and members of parliament.</p> <p>Generally, persons who are acceptable as having a degree of responsibility to the community as a whole are known to a broad section of the community because they perform a public function or they belong to a professional body (such as the Institute of Chartered Accountants, State Law Societies and Medical Registration Boards) which has a professional code of ethics and rules of conduct. Other persons who are acceptable are appointees of a Chief Justice of the Supreme Court. Persons who have received formal recognition from the Government for their services to the community (for example, an Order of Australia award) will also be considered to have the requisite degree of responsibility.</p> <p>3.2 Liability of members</p> <p>A member of the Executive Committee or an officer appointed to administer the Building Fund is not, by reason of being such a member or officer, liable to contribute towards the payment of debts and liabilities of the Building Fund or the costs, outlays and expenses of the winding up of the Building Fund.</p>
<p>4. Meetings</p> <p>The Executive Committee shall meet at least once per school term. It shall conduct an annual self-review of the Building Fund's deductible gift recipient (DGR) status and inform the Australian Tax Office if the Building Fund ceases to be entitled to DGR endorsement or of any changes to this constitution or other founding documents.</p>
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Effective 18 March 2025

5. Administration

The Executive Committee shall manage, control and administer the Building Fund. The role of the Executive Committee is to act as the trustee of the Building Fund and to ensure the Building Fund is administered in accordance with its constitution. The Executive Committee may appoint an officer(s) to carry out the administration of the Building Fund at their direction.

5.1 Receipts

Receipts must be issued in the name of the Building Fund for gifts to the Building Fund. All gifts or deductible contributions of money received by the Building Fund will be credited to a bank account of the Building Fund.

Any money received by the Association (other than gifts to the Building Fund) such as government grants, other contributions and general fundraising proceeds must be kept separate from the Building Fund. The Building Fund may not receive any other money or property outside of its purpose.

5.2 Decisions on Payments

Payments from the Building Fund for specific building purposes shall be considered by the Association and made by the Executive Committee. Approval for payments made from the Building Fund for specific building projects shall be given by resolution passed at an Association meeting. A notice of meeting, stating that such requests for payment by the Building Fund will be discussed and approval sought, will be provided to the members of the Association at least 7 days prior to such meeting.

5.3 Separate Account

A separate bank account(s) and clear accounting procedures are to be maintained. Two or more officers of the Association delegated in that behalf by the Association shall operate the bank account(s). No amount credited to the Building Fund will be transferred out of the Building Fund or disbursed other than for the purposes for which the Building Fund is established.

The Building Fund's financial accounts shall be audited annually as a part of those of the Association.

5.4 Restriction on Investments

Moneys which have been paid or accrued directly or indirectly to the Building Fund as a result of a gift and which have not been applied for the purpose of the Building Fund, can only be invested in securities in which a trustee may, under any Commonwealth, State or Territory law, invest without special authorisation. This applies to moneys accruing from each particular gift. This restriction on investment applies not only to the amount of each particular gift, but also to income derived by the Building Fund from investment of deductible gifts made to it and to any amount representing proceeds of realisation of investment of moneys arising from the gift. It also applies to any other moneys that the Building Fund receives, in any way, as a result of a deductible gift having been made to it.

5.5 Administrative Expenses

The Building Fund may make disbursements to meet administrative expenses. Proper and reasonable costs of establishing, promoting and managing the Building Fund include such items as bank charges, stationery costs and accounting and audit fees relating expressly to the Building Fund.

Moneys must not be distributed to members of the Executive Committee except as reimbursement for out-of-pocket expenses incurred on behalf of the Building Fund or proper remuneration for administrative services.

5.6 Acceptable Receipts

The Building Fund may receive specific gifts or contributions of money of \$2 or more. The Building Fund may accept gifts other than money such as property provided it was purchased during the 12 months before the gift was made.



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Money raised from general fundraising or events are not gifts and are not tax deductible. Money from these sources must not be deposited with the Building Fund. It should be noted that gifts of property or money as contributions to the general fund of a school are not deductible even if the sum donated is subsequently applied towards the cost of construction or maintenance of a school building. Similarly, gifts of property or money as contributions to the general funds of the Association do not qualify for an income tax deduction.

6. Dissolution

In the event that the Building Fund is wound up, dissolved or there is a revocation of its endorsement as a deductible gift recipient (whichever occurs first), any surplus assets remaining in the Building Fund after the payment of liabilities attributable to it, shall be transferred to another charity, fund, authority or institution with a similar purpose and to which income tax deductible gifts can be made. The Association is not permitted to transfer any surplus assets or property upon dissolution of the Building Fund to another part of the Association which does not have endorsement as a deductible gift recipient.

7. Acceptable Uses of Money

7.1 School Building

The term 'building' includes one building, a group of buildings, a part of a building or additions to a building and should be a permanent structure, roofed and usually with walls and flooring that provides protection from the elements.

To qualify as a school building for the purposes of the Building Fund, the building must be used for a purpose which is connected with the curriculum of or the instruction provided by the school, including incidental and ancillary uses, and the school needs to control the use of the building. A permanent structure, such as a covered outdoor learning area (COLA) that does not have walls is capable of being a building if it is fixed to the ground and has a roof.

Where the Building Fund is maintained for an existing school or for a proposed building, that building must be used, or proposed to be used, substantially for school purposes. The following factors are not determinative, but may indicate that a building is 'used as a school':

- the amount of time the building is put to school use relative to time put to non-school use;
- the number of people involved in the school use relative to number of people involved in its non-school use;
- the physical area of the building put to school use relative to physical area put to non-school use; or
- the extent to which the building has been adapted or modified to accommodate its school or non-school use.

Structures such as an outdoor swimming pool, sports oval or a tennis court are not buildings as they are not enclosed and do not provide protection against the elements.

7.2 Fixtures

Fixtures are accepted as part of a building if they are affixed to a building and are unable to be detached without substantial damage to the item itself or that to which it is attached. Fixtures include ducted heating systems, fixed air conditioning systems and carpets permanently fixed to the floor.

Non-fixtures such as computers, furniture, training equipment and laboratory equipment do not form part of the building.

7.3 Payments

Only payments from the Building Fund that are for the acquisition, construction or maintenance of a building used, or to be used, as a school are accepted outlays of the Building Fund.



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Accepted costs payable from the Building Fund include:

- purchase of land to the extent that it reasonably relates to the area of land occupied by the school building;
- building purchase and construction expenses;
- incidental costs and professional fees relating to planning, negotiating, financing and obtaining approvals for acquisition or construction;
- fixtures including security related features such as security alarms and lighting and window and door security;
- initial repairs;
- capital improvements, additions or extensions to the existing building such as an additional floor, room or permanent structure within the building and the replacement, removal or addition of walls, doors or windows;
- lease payments that relate to the building or land occupied by the building;
- conditions on construction imposed by a local governing body or public authority, to the extent they relate to the ability to construct the school building;
- repairs, painting, plumbing and general maintenance of the school building, including costs of purchasing associated equipment;
- cleaning expenses including cleaning the building's floor coverings, fixtures and windows;
- building insurance, to the extent it relates to the building;
- security monitoring costs that directly relate to the preservation or protection of a school building; or
- administration costs of establishing or promoting the Building Fund, including bank fees, accounting and audit costs, fundraising expenses and reasonable remuneration or fees for administration.

Costs that cannot be disbursed from the Building Fund include:

- construction of non-school building like a wing of a building designed to be used by a non-school body;
- maintenance costs that relate to the non-school use of a building, like the costs of hiring a cleaner to clean school buildings following weddings unless the fund is fully and promptly reimbursed;
- running expenses of the school that don't relate to buildings such as water, gas, electricity, sewerage, contents insurance, teaching staff salaries or the general upkeep of furnishings; or
- costs of maintaining facilities which are not buildings including sports fields, sports equipment, playgrounds, landscaping and open-air car parks.

7.4 Multipurpose Buildings

A multipurpose building is designed to be put to a variety of different uses. To be a school building, a multipurpose building must satisfy the same requirements to be characterised as a building 'used as a school'. It will be a matter of determining whether its use for school purposes is substantial. For example, a building used as a school every weekday and a place of worship on Sundays will qualify as a school building. If it's characterised as a school building, the Building Fund can use its funds to contribute towards the cost of any common area. For example, areas put to both school and non-school use such as a hallway or toilet blocks are considered a common area. However, if the common area has been adapted or designed specifically for non-school use, the Building Fund cannot provide the money to pay the cost of the adaption or design.

End