

# Lennox Head Community Pre-school

## Meeting 26<sup>th</sup> April 2023

**Meeting open:** 6.35pm

**Present:** Tara Leonard, Leah Miles, Michaela Saye, Kate Mitchell, Sophie Lee, Nick Bordin, Richard Goswell, Kate Parry, Alysha Horne, Caroline Domensino, Sophie Leonard, Keira Wafer  
**Apologies:** Edwina Flower, Lyndal Ellis, Michelle McLisky,

### **Minutes of the previous Meeting**

- see attached

Accepted: Sophie Lee

Seconded: Nick Bordin

### **Business arising from previous minutes**

- n/a

Moved:

Seconded:

### **Correspondence In/Out:**

Accepted: Caroline Domensino

Seconded: Keira Wafer

### **Treasurer's Report:** (see attached)

- Approval of updating historical transactions (2013 – 2019) on Balance Sheet – Move unclaimed payment in Debtors to Donations (total 215.00cr), CBA clearing account, Petty cash float & payroll liabilities to sundries (total 246.49)
- From reviewing the financial reports and to the best of our knowledge the organisation is trading solvent.

Accepted: Richard Goswell

Seconded: Sophie Lee

### **Related Party Transfers:**

- None to disclose
- All related party transfers were at full commercial terms.

Accepted:

Seconded:

### **Service report:** (see attached)

Accepted: Alysha Horne      Seconded: Keira Wafer

### **General Business:**

- Sophie has requested LSL for the end of Term 3 for 2 weeks.
- Policy Review
- Portfolios are going to be divided up over the next two meetings

Accepted: Kate Parry.      Seconded: Kate Mitchell

**Meeting closed:** 7.09pm

### **Next Meeting:**

17 May; 21 June; 19 July; 16 August; 20 September; 18 October; 12 November

President Signature: \_\_\_\_\_

