



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 20th August 2019



| | | | |
|-----------------|--|-----------------|---------|
| Meeting Opened: | 7:00 pm | Meeting Closed: | 8:11 pm |
| Present: | 17 in attendance as per attendance spreadsheet | | |
| Apologies: | David MacBride, Sally Bell, Diana Robertson, Ann Ford, Mark Stamopoulos, Marketa Jelfs, Lara Woodley, Sarah Love, Tanya Cameron, Donna Jones, Kylie Taylor | | |

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|---|----------|
| 1. 7:04pm- Welcome and apologies | |
| Apologies as per above | |
| 2. 7:05m- New members | |
| ➤ Inga Bartelheimer | |
| 3. 7:02pm- Review and acceptance of previous minutes | |
| Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html | |
| Motion to accept: | Michelle |
| Seconded: | Belinda |
| 4. 7:05pm- Correspondence In/Out | |
| 4.1. Correspondence In: | |
| ➤ Confirmation of renewal and payment of the annual P&C Insurance. | |
| 4.2. Correspondence Out: | |
| ➤ N/A | |
| 5. 7:06pm- Presidents Update: | |
| ➤ Updated contracts for Paula and Belinda | |
| 6. 7:15pm- Explore & Develop: Sabrina and Amanda | |
| ➤ OSCH – Staff turnover – 3 educators have moved on. Lots of new faces. | |
| ➤ Carpark – Due to incidents of illegal parking, near misses and some incidents last week, the carpark for the long daycare and OSCH will be closed to parents from 8am to 5pm every day. | |
| ➤ Gates will be open from 7am to 8am and from 5pm to 6pm for parents to drop off and collect their children. | |
| ➤ Sabrina will speak with council regards what can be done with parking on the street to make it safer. If parents feel it is too dangerous they can call and ask for gates to be opened. | |
| ➤ Long daycare is very full already for next year. | |
| 7. 7:20pm- Sub-committee reports | |
| 7.1. Uniform Shop Report – Paula | |
| Summary of Uniform Shop Financial Position – June 2019 (Appendix 1) & July 2019 (Appendix 2) | |
| ➤ Summer orders have all been placed and some have already arrived. | |
| ➤ A reminder to parents that the Flexischool ordering system is not instant. The orders take 24 hours to get through to the shop. | |
| ➤ The Uniform shop does now have EFTPOS so if there is an urgent order needed they can always use their card within the shop. | |
| ➤ Michelle raised question around someone looking into a different type of sports shorts than is currently sold as material doesn't seem as good quality. | |
| Motion to accept: | Megan |
| Seconded: | Nicole |
| 7.2. Canteen Report – Donna Jones | |
| ➤ Good results from the Canteen, treasury will have bank balances. | |
| ➤ Our wonderful staff and volunteers have been working hard to make the kids happy. | |

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| ➤ | Please feel free to pop into canteen to meet Belinda and team to volunteer! More the merrier! | | | | | | | | | | | | | | | | |
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| Motion to accept: | Belinda | | | | | | | | | | | | | | | | |
| Seconded: | Nicole | | | | | | | | | | | | | | | | |
| 7.3. Band Report – Diana Robertson | | | | | | | | | | | | | | | | | |
| ➤ | Both bands performing at North shore Primary School Band Festival in September. This is the first time we have had our training band perform at this kind of festival. | | | | | | | | | | | | | | | | |
| ➤ | Our grant application to DYRSL was successful- we will receive \$3500. | | | | | | | | | | | | | | | | |
| ➤ | Creative kids: this is still a work in progress. | | | | | | | | | | | | | | | | |
| ➤ | And a little aside: our school string program starts next week with 17 participants. The addition of the strings means we have over 100 Narraweena Students participating in a musical ensemble (choirs, bands and strings). | | | | | | | | | | | | | | | | |
| Motion to accept: | Michelle | | | | | | | | | | | | | | | | |
| Seconded: | Anna | | | | | | | | | | | | | | | | |
| 7.4. Fundraising Report- Michelle Stafford | | | | | | | | | | | | | | | | | |
| ➤ | Fathers Day Breakfast – 30 th August <ul style="list-style-type: none"> ○ Pete will be at the school at 6am to open everything. ○ 7-9am BBQ running ○ Bacon and Egg roll and some music from Mark. ○ Coffee van ○ Guessing competition with prizes ○ Do a signup sheet for a bag drop for kindy and get sent back to teacher | | | | | | | | | | | | | | | | |
| ➤ | Need to look into coffee van run by shop over the road. Do a comparison on pricing and the option of using in the future if it makes sense. | | | | | | | | | | | | | | | | |
| ➤ | Colour run – 31 st October <ul style="list-style-type: none"> ○ Funds raised by the Colour Run will go towards getting some educational and fun coloured playground markings – www.edumarking.com.au ○ Reviewing holding this at Beverly Job and making an afternoon of it. ○ Comms will start going out early September. ○ Every child that participates and raises at least \$10 will get to pick a prize. ○ Will run a competition to encourage children to create online profiles by a certain date. First class to do so gets a special “prize”. Could be they get to Colour Mrs Bell on the day. ○ Will set up an information/help desk in the COLA for a few days to help any parents with setting up their child’s profile. | | | | | | | | | | | | | | | | |
| ➤ | Christmas Carols – How does everyone feel about the 13 th December for this year’s Carols? <ul style="list-style-type: none"> ○ Look at dates 6th or 13th December or near the end of November based on feedback from last years Carols | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px auto;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2">Draft fundraising schedule</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">2019</td> <td></td> </tr> <tr> <td style="text-align: center;">February</td> <td></td> </tr> <tr> <td style="text-align: center;">March</td> <td>Election BBQ/Cake Stall</td> </tr> <tr> <td style="text-align: center;">April</td> <td>Easter Raffle/Morning Tea</td> </tr> <tr> <td style="text-align: center;">May</td> <td>Mothers Day Stall/Breakfast Federal Election BBQ/Cake Stall</td> </tr> <tr> <td style="text-align: center;">June</td> <td></td> </tr> <tr> <td style="text-align: center;">July</td> <td></td> </tr> </tbody> </table> | | Draft fundraising schedule | | 2019 | | February | | March | Election BBQ/Cake Stall | April | Easter Raffle/Morning Tea | May | Mothers Day Stall/Breakfast Federal Election BBQ/Cake Stall | June | | July | |
| Draft fundraising schedule | | | | | | | | | | | | | | | | | |
| 2019 | | | | | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | | | | | |
| March | Election BBQ/Cake Stall | | | | | | | | | | | | | | | | |
| April | Easter Raffle/Morning Tea | | | | | | | | | | | | | | | | |
| May | Mothers Day Stall/Breakfast Federal Election BBQ/Cake Stall | | | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | | | | |
| July | | | | | | | | | | | | | | | | | |

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| August | Fathers Day Stall/Breakfast |
| September | |
| October | Colour Run |
| November | |
| December | Christmas Carols |

7.5. Treasurers Report – Kate Bradshaw

Bank Summary

Narraweena School Parents & Citizens Assn From 1 June 2019 to 31 July 2019

| Bank Accounts | Opening Balance | Cash Received | Cash Spent | Closing Balance |
|----------------------|-----------------|---------------|---------------|-----------------|
| Band Account | 10,262 | 2,202 | 3,355 | 9,109 |
| Canteen Account | 8,108 | 21,295 | 20,433 | 8,970 |
| Debit card account | 280 | 852 | 1,004 | 128 |
| NPS Main account | 34,520 | 6 | 2,269 | 32,257 |
| Uniform Shop account | 35,630 | 5,672 | 13,828 | 27,475 |
| Total | 88,800 | 30,027 | 40,888 | 77,939 |

- Band: Income from students flowing nicely.
Outflows: Band conducting fees, new music etc
- Canteen: Great to see inflows are greater than outflows, which included PAYG and Super
- Uniform shop: Small inflows due to school holidays, large bills paid in June.
- Main acct: Cash spent on Father's day gifts.
- On 1 July 2019, updated minimum award wages for canteen & uniform shop staff were published. The increase in wages been adjusted to reflect this in Xero.

Motion to accept: Michelle
Seconded: Megan

8. 7:45pm- Principal's Report – Sally Bell

- The school will be replacing the laptop in the Canteen with a desktop and screen.
- Kindy 2020 enrolments – finalising now. As occurs every year, there have been a couple of out of areas. The Panel met, consisting of Cara, Liz and Mark to review the applications and make final decisions using set criteria to assess. The information from the applicants is confidential. Hoping to form 3-4 Kindy classes in 2020. Please remind anyone who hasn't enrolled to do so ASAP.
- Hoping to upgrade the admin block with meeting room for parents/teachers, toilets, sickbay and offices. Sally would like to apply to the department. We have funds to cover this from our budget and hope the department may assist as well. Process won't happen overnight and could take up to 2 years due to department having a long list from other schools.
- Great K-2 Athletics Carnival at Beverley Job. Great to see parents and family members too.
- Education open morning was a success. Parent feedback on peer support lessons was very positive. Choirs, public speakers and bands performed well.

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| <ul style="list-style-type: none"> ➤ Thanks for your support with the Spellathon. As at this morning the funds raised was \$15,000. We would like sponsors money in by Monday 26th August to be eligible for a prize. Prizes given out on Monday 2nd September. (Would have done Friday 30th August but Fathers Day BBQ and stall will be on) ➤ Employed Lauren McNally to support year 3-6 teachers in writing. Firstly looking at “sound” students to give them extra support so they can improve even more. ➤ Looking forward to supporting the P&C colour run to ensure it’s a great success. ➤ The School Photographer used for the school photos – looking for feedback from parents. ➤ Demonstration of the interactive panel in the hub given by Nancy. 7 in total in the school at the moment. ➤ SASS recognition week is from the 26-30th August – P&C to donate flowers to the SASS staff. | |
| 9. 8:11pm- Actions from last meeting: | |
| 1. Diana Robertson looking into the School Band being able to accept Creative Kids vouchers. Would need to work through the P&C. | Kate Bradshaw to follow up with Di during school holidays due to time taken to process. |
| 2. Environment and Gardens committee – volunteers needed to join the committee. It requires a Chairperson, Secretary and a teacher/school representative. | Will ask for interest to be involved in the positions in the newsletters. Mark to work on notice to get in upcoming newsletters. |
| 3. Parent Social Event – Proposal put forward to hold a parent’s social event offsite in lieu of the Trivia Night this year. Could extend to Kindy 2020 parents and use as a volunteer drive. | Kate N to come back to the P&C with a few concrete ideas for review. 4 options to consider - Nomad Brewery in Brookvale- \$45 PP - Stella Blu Cocktail Bar- \$45 PP - Beach Burritos- \$35-\$40 PP - Brookvale Hotel- \$35 PP max min spend \$1,500 total - General consensus was for Nomad Brewery - 2 nd November - 9 th November |
| 4. Fete Proposal 2020 – Proposal has been submitted for the fete in 2020 | Michelle to put together high level document to be reviewed by P&C to gather feedback Hold over to the next meeting |
| 10. 8:00pm- General Business | |
| <ul style="list-style-type: none"> ➤ SASS week next week – P&C to provide flowers <ul style="list-style-type: none"> ○ All agreed that the P&C will provide flowers. ➤ 2020 Kindy Playgroup – Nicole Farrelly will be taking this over from Claudia Crapis <ul style="list-style-type: none"> ○ School to confirm what space will be used and how will it be communicated to the parents of 2020 Kindy Kids. | |

| Meeting schedule | |
|------------------|---|
| 2019 | |
| September | P&C meeting – 17 th September 2019 at 7.00pm |
| October | P&C meeting – 15 th October 2019 at 7.00pm |

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Appendix 1. Uniform Shop Report – June 2019 Financial Summary

| Monthly Statement of Income & Expenditure | |
|--|---------------------------|
| June | 2019 |
| Narraweena Public School Uniform Shop | |
| Balance as at 31/05/2019 | \$35,998.00 |
| Income | |
| Uniforms | 4,521.00 |
| Bank Interest | 2.47 |
| Second Hand Uniforms | 20.00 |
| P&C | - |
| Sundries | - |
| TOTAL INCOME | \$4,543.47 |
| SUB TOTAL | \$40,541.47 |
| Expenditure | |
| Uniforms | 10,086.84 |
| Flexischools | 71.10 |
| Bank Fees | 49.18 |
| P&C | - |
| Postage | - |
| Stationery | - |
| Wage | 335.25 |
| Sundries | - |
| TOTAL EXPENDITURE | \$10,542.37 |
| CLOSING BALANCE 30/06/2019 | <u>\$29,999.10</u> |

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Appendix 2. Uniform Shop Report – July 2019 Financial Summary

| Monthly Statement of Income & Expenditure | |
|--|---------------------------|
| July | 2019 |
| Narraweena Public School Uniform Shop | |
| Balance as at 30/06/2019 | \$29,999.10 |
| Income | |
| Uniforms | 827.00 |
| Bank Interest | 2.49 |
| Second Hand Uniforms | 15.00 |
| P&C | - |
| Sundries | - |
| TOTAL INCOME | \$844.49 |
| SUB TOTAL | \$30,843.59 |
| Expenditure | |
| Uniforms | 2,974.40 |
| Flexischools | 12.42 |
| Bank Fees | 46.75 |
| P&C | - |
| Postage | - |
| Stationery | - |
| Wage | 335.25 |
| Sundries | - |
| TOTAL EXPENDITURE | \$3,368.82 |
| CLOSING BALANCE 31/07/2019 | <u>\$27,474.77</u> |