



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18th June 2019



Meeting Opened:	7:04 pm	Meeting Closed:	8:24 pm
Present:	As per attendance spreadsheet		
Apologies:	Pierre-Yves Dejean, Tanya Cameron, David MacBride, Sarah Love, Marilyn Mastrianni, Kara Taylor, Claudia Crapis, Deanne Stamopoulos		

1. 7:04pm- Welcome and apologies	
Apologies as per above	
2. 7:05m- New members	
➤ None	
3. 7:02pm- Review and acceptance of previous minutes	
Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html	
Motion to accept:	Anne
Seconded:	Rachael
4. 7:05pm- Correspondence In/Out	
4.1. Correspondence In:	
➤ Council information to be covered in principal report.	
➤ Fete Submission to be covered in general business	
4.2. Correspondence Out:	
➤ N/A	
5. 7:06pm- Presidents Update:	
➤ Nothing further to update on from previous P&C meeting.	
6. 7:15pm- Explore & Develop: Sabrina and Amanda	
➤ Vacancies at before school care all days	
➤ After School Care – full Monday to Thursday with 90 kids in attendance.	
➤ Winter Holidays – spots are filling up quick, book in before Friday 29 th July.	
➤ Program – children have been extremely engaged in creative arts, such as digital time-lapses, LEGO, still life illustrations and painting.	
➤ Long Day Care Update:	
○ Recently purchased a defibrillator	
○ Excited to be finalist again in the local business awards for early childhood education and care. We would like to thank our community for the continuous support.	
○ Our Education Leader Mel will be presenting at “The Aboriginal Early Childhood Conference” this Saturday on our journey of imbedding indigenous perspectives into our curriculum.	
➤ Thank you to Sally and all the families who joined us for our 10 year anniversary celebrations at Dojo.	
➤ Thank you again to Sally for presenting at our annual transition to school information session this evening.	
7. 7:20pm- Sub-committee reports	
7.1. Uniform Shop Report – Paula	
Summary of Uniform Shop Financial Position – May 2019 (Appendix 1)	
➤ Very busy with EFTPOS machine but Flexischools still very busy.	
➤ P&C Executive to review Paula’s contract in light of increased workload.	
Motion to accept:	Belinda

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Seconded:	Kate B												
7.2. Canteen Report – Donna Jones													
<ul style="list-style-type: none"> ➤ A busy month of repair and replacement, the canteen has had a freezer become defunct; the Canteen Committee investigated many options and we are glad to say that ‘Streets’ has agreed to supply the replacement. This is a great outcome. ➤ We’re also having to replace the Lunch Order Tubs, unfortunately several have been returning from class broken. ➤ As discussed last meeting The Payroll Schedule has been altered and is working well. ➤ Many thanks to those that have volunteered and praise to our Canteen staff for their ongoing efforts. ➤ A Canteen Committee meeting will be held before the end of term. Bank balances are on the Treasury Report. ➤ Fun day – not appropriate during winter. ➤ Currently have Hot Chocolate available but not advertised. Need to prepare comms and confirm details. ➤ Sally to help put something together with Donna. 													
Motion to accept:	Kate N												
Seconded:	Marketa J												
7.3. Band Report – Diana Robertson													
<ul style="list-style-type: none"> ➤ Band is going well. ➤ We’ve just purchased a series of new music for training band to use as part of our program now and in future years. ➤ Beginning an audit of instruments – have found new repairer ➤ May need to purchase more new instruments as some are beyond repair. ➤ Looking at completing the creative kids voucher process at School Holidays due to time it takes to process. ➤ Year 1 Violin classes are going well. 													
Motion to accept:	Kate B												
Seconded:	Anne												
7.4. Fundraising Report- Michelle Stafford													
<ul style="list-style-type: none"> ➤ Has been quiet since the May election. ➤ Nothing scheduled until Fathers Day. Do we continue with what we had last year with a BBQ breakfast or try something different. August 30th. ➤ Organise another raffle to help with raising money. See if Bunnings can donate to raffle. Linda MacBride to contact Marie Bell regarding raffle donation from Bunnings. ➤ Suggestion to have plants for gifts – speak with Jenny if this is an option. ➤ Colour run – 31st October ➤ Christmas Carols – subcommittee to be formed to work on Christmas Carols event. ➤ Look at how we could recognise volunteers <ul style="list-style-type: none"> ○ End of year raffle 													
<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">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> </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
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June	
July	
August	Fathers Day Stall/Breakfast
September	
October	Colour Run
November	
December	Christmas Carols

7.5. Treasurers Report – Kate Bradshaw

Closing balances for the accounts as at 31st May 2019:

Closing Bank Balances	31 May 2019	30 Apr 2019	31 Mar 2019
NPS Main account	34,520	29,821	29,313
Uniform Shop account	35,630	28,461	24,668
Band Account	10,262	8,253	6,202
Canteen Account	8,108	8,147	7,534
Debit card account	400	294	449
Total Bank	88,920	74,976	68,165

- The P&C has raised just over \$8,000 so far this calendar year.

As reported last month:

State Election March	\$2,335
Easter April	\$2,500
Mothers Day May	\$ 785
Federal Election May	\$2,440
TOTAL	\$8,060

- The Main account is flush, ready to contribute to school needs as requested by Principal and approved by the committee. The P&C paid for the sausages for Jersey day.
- The Uniform shop has a comfortable balance that can also contribute to school needs.
- Band account has a great balance thanks to all the paying students and grants. The account is ready to pay for repairs or buy new instruments, as Diana sees fit.
- Canteen is maintaining a good balance in the bank – sales are going well and expenses are reasonable.

Motion to accept: Diana
 Seconded: Kylie

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

- Council have agreed with proposal of Kiss and Drop zone from 8-9:30am. No longer than 2-3 minutes. After gate is 10 minutes.
- Crossing near OSCH – traffic team have reviewed with initial view to remove it. Safest option is to install a traffic island instead. Would need to remove what is there and install island in the middle of the street. All in attendance voted in agreement for her to proceed.

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<ul style="list-style-type: none"> ➤ School photos happening at the moment. Change of dates due to cross country. Will also get poster to put at uniform shop. ➤ School Carnival next Tuesday. K-6 – reminder to go to K-2 teachers to remind children of what house they are in. ➤ Spellathon – Next Monday every child will bring home envelope with spelling list and sponsor form. Spelling list is based on teachers recommendation. Week 3 of Term 3 is when money all due back. 	
9. 8:11pm- Actions from last meeting:	
<p>1. Council Review of school area – Sally will be contacting the council to conduct a review of the streets surrounding the school and any changes necessary.</p>	<p>- Cnr of Alfred and Ronald to have a no stopping for 8-9:30. Council agreed as a reasonable request. Will be drop and kiss – no longer than 2-3 minutes. After gate will be 10 minutes. Agreed and can be removed from next meeting.</p>
<p>2. Diana Robertson looking into the School Band being able to accept Creative Kids vouchers. Would need to work through the P&C.</p>	<p>Looking at completing the creative kids voucher process at School Holidays due to time it takes to process.</p>
<p>3. Environment and Gardens committee – volunteers needed to join the committee. It requires a Chairperson, Secretary and a teacher/school representative.</p>	<p>Will ask for interest to be involved in the positions in the newsletters. Work on notice to get in upcoming newsletters.</p>
10. 8:00pm- General Business	
<ul style="list-style-type: none"> ➤ Parent Social event - we've had a few playground requests for another social (following from the Trivia night). <ul style="list-style-type: none"> ○ eg. If we had a parents disco in the school hall; beer and pie night at the Four Pines Brewery (5-10% of funds spent to come to P&C). ○ Looking at maybe around beginning to mid of November. Extend invitation to new kindy families for 2020. ○ Use as a volunteer drive as well. ○ Offsite is preferred. Suggestion of Dee Why Bowling Club ○ Kate N to come back with a few concrete ideas. ➤ Fete Proposal 2020 – Michelle has submitted a proposal for a fete for 2020. <ul style="list-style-type: none"> ○ Proposal to be summarised into high level document to outline the basic requirements and roles that need to be filled. ○ At next P&C meeting in August, any questions or comments to be reviewed and decision made on items to proceed. 	

Meeting schedule	
2019	
July	No Meeting due to school holidays
August	P&C meeting – 20 th August 2019 at 7.00pm

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Appendix 1. Uniform Shop Report – May 2019 Financial Summary

Monthly Statement of Income & Expenditure	
May	2019
Narraweena Public School Uniform Shop	
Balance as at 30/04/2019	\$28,750.87
Income	
Uniforms	9,444.00
Bank Interest	2.72
Second Hand Uniforms	95.00
P&C	-
Sundries	-
TOTAL INCOME	\$9,541.72
SUB TOTAL	\$38,292.59
Expenditure	
Uniforms	1,804.00
Flexischools	98.94
Bank Fees	46.75
P&C	-
Postage	-
Stationery	9.65
Wage	335.25
Sundries	-
TOTAL EXPENDITURE	\$2,294.59
CLOSING BALANCE 31/05/2019	<u>\$35,998.00</u>