



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 15th October 2019



Meeting Opened:	7:03 pm	Meeting Closed:	8:10 pm
Present:	12 in attendance as per attendance spreadsheet		
Apologies:	Sarah Love, David MacBride, Lara Woodley, Diana Robertson, Mark Stamopoulos, Donna Jones, Marketa Jelfs		

1. 7:03pm- Welcome and apologies
Apologies as per above
2. 7:04m- New members
➤ N/A
3. 7:04pm- Review and acceptance of previous minutes
Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html
Motion to accept: Anna Clark
Seconded: Kate Bradshaw
4. 7:05pm- Correspondence In/Out
4.1. Correspondence In:
➤ N/A
4.2. Correspondence Out:
➤ N/A
5. 7:06pm- Presidents Update:
➤ A big thank you from Trish Lee for the generous support from the P & C after the recent passing of her husband James.
➤ The application from the Berrymen family for funding support for Kelsey's attendance at the National titles (Touch).
○ As per By Laws -
▪ Discussion between Principal and President
▪ Met guidelines and criteria
▪ Recommendation of \$250
▪ for the membership to consider and approve.
○ Unanimous agreement in support of this by the P&C Members present.
➤ DP position process underway. Progressing well.
6. 7:07pm- Explore & Develop: Sabrina and Amanda
➤ Vacation Care – went really well. A few highlights for the children was the new garden has had a revamp, just outside the OSHC Room. The Museum of Contemporary Art was exciting. Luna Park was also a hit, the children had a wonderful time.
➤ Corina has started planning summer vac care as she will be away all of November. Claudia & Nick will oversee the service, together with Sabrina & Amanda.
➤ Re-enrolments for 2020 closed yesterday for all current families. We will confirm new enrolments by Friday 25 th October. For families who will be joining us in 2020, we will have enrolment packs available at the front office as well as on the orientation morning when kindies are having their orientation day.
➤ We currently have some casual spots in both before and after school care. Please use our My Family Lounge App to book in casual bookings.
➤ OSHC will be open on Thursday 19 th December & 20 th December, these days will only be available for existing children using the service. (No New Enrolments ie. Kindies)

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<p>➤ Update Carpark: The carpark has now be reopened for all families enrolled at Explore & Develop Narraweena. The carpark is to be used on your child’s attendance days only. If the carpark is full, please use off street parking.</p>	
7. 7:09pm- Sub-committee reports	
7.1. Uniform Shop Report – Paula	
Summary of Uniform Shop Financial Position – September 2019 (Appendix 1)	
<p>➤ It's been fairly quiet in the Uniform Shop as we approached the end of term, with a last minute rush on summer uniforms with the warmer weather coming in.</p> <p>➤ We are fully stocked on summer uniforms, hence the large outgoings the last couple of months, but we should start to recoup that over the coming months with Kindy O.</p> <p>➤ 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.</p> <ul style="list-style-type: none">○ Michelle showed example of existing shorts which are clingy and super long.○ Previous shorts are preferred but were a little see through.○ Look at what alternates we could do that are more like the original shorts. <p>➤ Michelle asked if there could be sports shirts for Eagle Tag – this will be looked into.</p> <p>➤ The question of a sports shirt being available for all sports was raised by Michelle - Sally to review and come back to the P&C.</p> <p>➤ Ann to find out what is happening with the remaining legionnaire hats that were in the Uniform shop. – Have confirmed with Paula that all hats have been sold and none left.</p>	
Motion to accept:	Kate Nacinovic
Seconded:	Tanya Cameron
7.2. Canteen Report – Donna Jones	
<p>➤ None</p>	
Motion to accept:	N/A
Seconded:	N/A
7.3. Band Report – Diana Robertson	
<p>➤ Recruitment Process underway for 2020: hoping to reach 60 students</p> <p>➤ Instrument audit underway</p> <p>➤ Creative Kids application also underway!</p>	
Motion to accept:	Ann Ford
Seconded:	Kate Bradshaw
7.4. Fundraising Report	
<p>➤ Colour run – 31st October</p> <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○ Will run competition for class with most online profiles with most donations. Winner of K-2 gets to colour Sally Bell on the day of the run. Winner of 3-6 gets to colour Rod Tuckerman on the day. Teacher are welcome to run their own class competitions if they like.○ Children will be able to order their prizes online from the 31st October to the 8th November.○ Sally to promote at the weekly assembly the ranking of the highest earning classes.	

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Your School

Total Enrolment:

515

Children with a Profile:

145

Children Raising Money Online:

90

Av. Raised per Child online:

\$56

The national average is \$120

Amount Raised Online:

74%

Of the national average of \$11,000

Active Online Fundraisers:

17%

Of your goal of 30% of students fundraising, so 64 to go

■ CHILDREN WITH \$1+ RAISED ONLINE ■ REMAINDER OF CHILDREN

Did you know...

If all children were fundraising online you **would raise \$46,753.13** based on your current average!

Leaderboard

Children

Top Classes

Rank	Class	Profiles	Online	Cash	Total
1	KD	8	\$852.54	\$90.60	\$943.14
2	4G	8	\$791.88	\$0.00	\$791.88
3	5C	6	\$788.63	\$0.00	\$788.63
4	2H	8	\$718.36	\$20.00	\$738.36
5	4T	8	\$641.29	\$0.00	\$641.29
6	KV	9	\$615.77	\$0.00	\$615.77
7	4S	11	\$449.45	\$80.00	\$529.45
8	3L	10	\$436.49	\$55.00	\$491.49
9	2C	4	\$485.62	\$0.00	\$485.62
10	6T	3	\$478.40	\$0.00	\$478.40

➤ Christmas Carols

- After much discussion, Thursday 12th was decided for Christmas Carols and bring the start time forward a little.
- Discussed the best options for how we run the food collection on the night for prepaid orders.
 - Sushi and Sausage Sandwiches.
- Having a host from the school and the P&C to help drive the crowd participation
- Communications
 - Date
 - Time
 - Prepay for food – include open and close dates.
 - No Alcohol
 - Santa arrival
 - Save the date in the next newsletter
 - Bag Drop, assembly notes etc.
- Raffle – Kate N and Michelle to discuss further.

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- Once Sushi is finished from canteen will turn in to desert bar. Fruit, Lolly bags and iceblocks.
- Sally to speak to Di about including the Band in the carols.
- Further discussion on decorations.
- Santa visit at 7pm and finish up at 7:30pm.
- School to provide carol booklets.

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	
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 September 2019 to 30 September 2019

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	11,610	2,751	-	14,361
Canteen Account	15,214	16,524	16,720	15,018
Debit card account	382	1,198	1,246	335
NPS Main account	30,211	4,394	713	33,892
Uniform Shop account	21,586	2,808	6,452	17,942
Total	79,003	27,675	25,130	81,548

- Band: Grant from Dee Why RSL received.
 - Band Master fees to be paid in Oct.
- Canteen: Full month of income and bills paid.
 - PAYG & Super to be paid in Oct.
- Uniform shop: Good sales for summer uniforms
 - Summer tunics order paid.
- Main acct: Father's Day BBQ income banked
 - Colour Run Beverly Job Park hire & Brookvale Hotel deposit paid

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Motion to accept:	Kylie Taylor
Seconded:	Nicole Farrelly
8. 7:20pm- Principal's Report – Sally Bell	
<ul style="list-style-type: none"> ➤ School to give \$10,833 in P&C School Fee donations ➤ Gala day was a big success on the last day of Term 3. ➤ Kindy O starts on Thursday 7th November 9:30 to 10:45am – will include a P&C representative to talk about the P&C and what we do. Exec to confirm who will do this. ➤ Cake stall for Kelsey Berryman this Friday to help raise money. ➤ Please take note that as of term 4, our school gates in Ronald Ave, Waratah St and Alfred St will be opened at 8.15am each morning. <ul style="list-style-type: none"> ○ The pedestrian gate near McIntosh St will be open at the following times when these before-school activities are occurring, otherwise 8.15am. <ul style="list-style-type: none"> ▪ Monday- 8.15am ▪ Tuesday- 7.50am (for keyboard students only- 8am start) ▪ Wednesday-7.40am (for senior band- 7.50am start and keyboard students- 8am start) ▪ Thursday- 7.50am (for senior choir-8.10am start, PSSA training 8.15am start and keyboard students-8am start) ▪ Friday- 8.05am (for PSSA training only- 8.15am start) ○ If you require before school care the number is 9972 2535 (Explore and Develop). ○ During the day they are all closed at 9.30am and reopened at 2.30pm (except McIntosh St gate which remains open all day). Entry into and out of the school during the school day is through the McIntosh St gate where you can report to the office first. ○ These gate times are to ensure that your children are safe and supervised during their day at school. 	
9. 7:30pm- Actions from last meeting:	
1. Diana Robertson looking into the School Band being able to accept Creative Kids vouchers. Kate Bradshaw to follow up with Di during school holidays due to time taken to process.	➤ Ongoing
2. Parent Social Event – Brookvale Hotel is booked for the 9th November. <ul style="list-style-type: none"> ○ Tickets are \$35 per person ○ Tickets only via FlexiSchools ○ Lucky door prizes 	➤ Send details to Sally and she will look at getting some flyers done for around the school.
3. Fete Proposal 2020 – Proposal has been submitted for the fete in 2020. <ul style="list-style-type: none"> ○ 2 page summary document sent out with September minutes ○ Need to be decided by November meeting if to go ahead or not and who the committee is. ○ If agreement is to go ahead with the Fete, do we have that as the only method of fundraising. 	<ul style="list-style-type: none"> ➤ Include in the next newsletter to direct people to the minutes to review the proposal. ➤ Kate Bradshaw to find out final profit from last one.
	➤

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4. 7:45pm- General Business
➤ Playgroups starting next week. Nicole to send through the flyer to be included in the next newsletter.
➤ Discuss Fun Friday for Term 4 – Canteen <ul style="list-style-type: none">○ Start next week○ Kate Bradshaw to send through flyer to put in newsletter.
➤ Running fun facts about the Canteen menu to generate interest and ask for volunteers in the canteen. – hold over to next meeting

Meeting schedule	
2019	
October	P&C meeting – 15 th October 2019 at 7.00pm
November	P&C meeting – 19 th November 2019 at 7.00pm

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Appendix 1. Uniform Shop Report – September 2019 Financial Summary

Monthly Statement of Income & Expenditure	
September	2019
Narraweena Public School Uniform Shop	
Balance as at 31/08/2019	\$21,962.01
Income	
Uniforms	2,150.00
Bank Interest	1.59
Second Hand Uniforms	95.00
P&C	-
Sundries	-
TOTAL INCOME	\$2,246.59
SUB TOTAL	\$24,208.60
Expenditure	
Uniforms	5,759.60
Flexischools	34.74
Bank Fees	46.75
P&C	-
Postage	-
Stationery	-
Wage	425.70
Sundries	-
TOTAL EXPENDITURE	\$6,266.79
CLOSING BALANCE 30/09/2019	<u>\$17,941.81</u>

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Appendix 2. Fete Proposal

Narraweena Public School Fete 2020

(PROPOSED DATE OF NOVEMBER 2020)



FETE PURPOSE

To showcase the school and community of Narraweena Public School.

To engage the school community – students, staff, parents, local business's and the wider community.

To provide a fun and safe day for all participants and volunteers.

To raise money for an agreed specific purpose.

To explore the idea of the Fete representing the ONLY Fundraising event for the year.

The NPS P&C Committee and School made a commitment to explore this type of event - NPS Fete 2020. The overall planning and commitment will be delivered by a P&C Fete Sub-Committee. This proposal is prepared from feedback the 2017 Fete.

Ensuring the success of the Fete will depend on continual promotion in the all advertising communications - newsletters, web pages, announcements, flyers and media. purpose and financial targets for this Fundraiser is

THE FETE COMMITTEE

Now that we have succeeded with a previous Fete, it is time to assemble a group of people that will put together another successful Fete in 2020.

A Committee needs to be established. Specialised roles would include (But limited to);

- The Fete chairperson or Coordinator,
- Secretary
- Treasurer
- Liaison Team / Coordinators
- P & C Representative
- School representatives
- Specific Coordinators for – Entertainment / MC / Logistics / Compliance / 1st / Cash Handling Procedures / Stalls / Food & Beverage / Sponsorship / Publicity / Music / Security / Donations / Volunteers.

Some of the coordinators could be combined. Advertising in the newsletter for interested persons.

These people will be solely committed to this event with designated tasks and scheduled meetings.

Scheduled meetings will become more frequent closer to event date.

PROCESS

Prepare all aspects in planning as soon as possible

- Date (what time of year, check any conflict of other major events)
- Theme (traditional, elemental from weather, season, year, modelled around a latest style)

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- Location (include wet weather protection). Location rides, stalls, uniqueness of theme, displays using school resources/foundations example hall and outside shelter
- Stalls. A creative variety if stalls, including must have old favourites.
- External stall holders. Contact local businesses and get planning to book them in early.
- Sponsorships (Research early. Checklist what items likely needed. Get cheaply it even for free ! Give sponsors credit at the Fete, communicate this to sponsors when approaching them.
- Special guest or VIP
- Entertainment organisers rides, animal farms etc which organisation, make enquiries and bookings. Book in early, checklist access and insurances, allow room, safety and monitor during event.
- MC, announcements, reminders, safety check locations. Chocolate Wheel as previous Fete for MC location.
- Security. Security guards and number of guards. Arrangements for collection and secure storage of money throughout Fete and up until it is taken to the bank.
- First Aid
- Scheduled times and drop offs for any donations.
- Set up teams planned and tasks. Pack up teams planned and tasks.
- Liaising teams overseeing during event. A team planned and tasks check listed.

All these matters need to be decided as early as possible and locked in to avoid missing out (stall holders, security, rides).

Record details/prepare checklists of these tasks and people allocated to these and attend to all details.

DESIGN AND LAYOUT

Anticipate style of event, similar or different to previous Fete. Location of stalls, type of health, recreation, donations to these types of stalls, resources. Create a unique aspect to the event.

RESOURCES & PROMOTIONS & BUDGET

Once established activities including entertainment, food and beverage are planned, a process to work out resources for these needs to happen. Which is, funding, people and equipment needed.

Plan what funding is needed to cover any up-front costs or outlay. Work out do we have these resources or can we plan on how to raise these.

Promote the event with people to be responsible for this type of publicity. Allow a budget for this and have them draft and plan communicating this event.

Budget planning to begin with planning money and time, expenses. Consider any set backs or delays.

RISK MANAGEMENT & COMPLIANCE

Prepare all documentation, licenses, insurances, permits and all other paperwork for this type of event.

ACCOUNTABILITY

Fete Coordinator will provide a written report to each meeting with update & progress. This will be a standing item on the agenda.

P & C members to decide and commit to the Fete by no later than the November 2019 meeting - pending ALL positions are allocated and members are satisfied of the Fete's worth.