



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 17th September 2019



| | | | |
|-----------------|--|-----------------|---------|
| Meeting Opened: | 7:03 pm | Meeting Closed: | 8:43 pm |
| Present: | 9 in attendance as per attendance spreadsheet | | |
| Apologies: | Kate Bradshaw, Sarah Love, Marketa Jelfs, David MacBride, Tanya Cameron, Kate Nacinovic, Lara Woodley, Diana Robertson, Pierre-Yves Dejean, Ann Ford, Deanne Stamopoulos, Anna Clark | | |

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| 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: Belinda Murace |
| Seconded: Donna Jones |
| 4. 7:05pm- Correspondence In/Out |
| 4.1. Correspondence In: |
| ➤ N/A |
| 4.2. Correspondence Out: |
| ➤ N/A |
| 5. 7:06pm- Presidents Update: |
| ➤ Lee Family – loss of father. School will support a drive to help the family. <ul style="list-style-type: none">○ Motion passed by Mark Stamopoulos for \$100 voucher for Warringah Mall – Seconded by Belinda. All in agreement.○ Mark to get the voucher and card. |
| ➤ P&C have been asked to take part in a Deputy Principal panel. <ul style="list-style-type: none">○ Due to a timing issue, two nominees were given to Sally from pool of interested, experienced P&C members on this occasion.○ To ensure a gender balance on the panel, Mark was the preferred nominee on this occasion.○ For future panels, refer to notes in the General Business section of the minutes. |
| 6. 7:10pm- Explore & Develop: Sabrina and Amanda |
| ➤ Update with the carpark. The carpark will remain as is until we meet with Northern Beaches Council. Traffic Committee are still working on our case and will be in touch shortly. We would like to thank all parents for their patience during this time. |
| ➤ Vacation Care Programme has gone out and days are filling up fast, so best in best dressed. Our new “online casual booking “Parent Lounge” is working really well. Parents are thoroughly enjoying booking their children in for casual days. |
| ➤ Our new OSHC Educators are setting in and we would like to thank our OSHC parents for making them feel very welcome. |
| ➤ Our Team at Explore and Develop will all be attending a “Refresher Course on Child Protection” next Saturday 28 th September. If any parents would like to join us, they are more than welcome, to commence at 8:30am. |
| 7. 7:15pm- Sub-committee reports |
| 7.1. Uniform Shop Report – Paula |
| Summary of Uniform Shop Financial Position – August 2019 (Appendix 1) |

Draft minutes - to be endorsed at the October 2019 P&C meeting

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| <ul style="list-style-type: none">➤ It was a rather quiet month with the winter season coming to an end & with payments of summer orders, things don't look as good as they could, but that will turn around in the coming months.➤ The big question for the next P&C meeting...do we want to continue with the legionnaire hat???➤ They are not popular, most people grab them because they initially think it's a cap, only to put them back on the shelf. My personal recommendation would be to not buy anymore, as it's essentially just money that sits on the shelf. We still have the choice of the wide-brim hat or the very popular bucket hat.➤ 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. The uniform shop have samples of other shorts if the P&C are keen to pursue further. – <i>Get some more information/clarification on what we have versus what we want.</i> | |
| Motion to accept: | Michelle Stafford |
| Seconded: | Donna Jones |
| 7.2. Canteen Report – Donna Jones | |
| <ul style="list-style-type: none">➤ Will be putting smaller slushy on the menu for summer for half the price.➤ Volunteer drive – Online hasn't always worked. Now all ordering is via Flexischools, there isn't as much parent interaction.➤ Run fun facts in the newsletters to promote canteen menu and push for volunteers.➤ Changed popper supplier and will give an extra 25c per popper. Every little bit counts.➤ At next meeting, lets discuss the Fun Friday concept for term 4. | |
| Motion to accept: | Belinda Murace |
| Seconded: | Kara Taylor |
| 7.3. Band Report – Diana Robertson | |
| <ul style="list-style-type: none">➤ Very positive experience performing at north shore primary schools band festival last weekend. Both bands performed- first time our training band have participated in an event like this.➤ Planning underway for 2020. This includes seeking information from current band members about intentions to continue, preparation of recruitment materials and events for current year 2's, and an instrument audit in preparation to purchase and repair what is needed. | |
| Motion to accept: | Donna Jones |
| Seconded: | Linda MacBride |
| 7.4. Fundraising Report- Michelle Stafford | |
| <ul style="list-style-type: none">➤ Fathers Day Breakfast – 30th August<ul style="list-style-type: none">○ Stall did really well, raised just under \$2,500 with around 100 gifts left over for next year○ Interestingly there were around 80 kids that didn't bring cash, forgot it was on/didn't know, lost their money or parents choose not to participate (a few separated families I know did this). These numbers are up from last year and 15 were from kindy.<ul style="list-style-type: none">▪ Look at using Flexischools for future stalls for gift purchasing▪ Revisit how we communicate the stalls etc.○ Each child took a gift home regardless and we still raised a solid amount.○ Next year I think a note needs to go home in bags as well like previous years○ BBQ went well considering the weather.○ Setup and order worked well and Marks music was enjoyed by all.○ Lots of new faces volunteering which made for light work. Hopefully we will see them again. Also lovely having Mrs Bell and some other teachers helping too.➤ Colour run – 31st 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 | |

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- Beverly Job park has been booked for the afternoon.
 - Will run video for kids on Friday 20th assembly and send home letter and booklets to launch on Monday 23rd.
 - 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”.
 - Will set up an information/help desk in the COLA from Tuesday to Friday on last week of term to help any parents with setting up their child’s profile.
 - SRC to help with promoting within the school and generating excitement amongst the children.
 - Will split into K-2 and 3-6 on the day. All children receive an iceblock after they have completed the run.
 - 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.
- Christmas Carols
- Look at dates 6th or 13th December or near the end of November based on feedback from last year’s Carols
 - After much discussion, Thursday 12th was decided for Christmas Carols and bring the start time forward a little.

| Draft fundraising schedule | |
|----------------------------|---|
| 2019 | |
| February | |
| March | Election BBQ/Cake Stall |
| April | Easter Raffle/Morning Tea |
| May | Mother’s Day Stall/Breakfast Federal Election BBQ/Cake Stall |
| June | |
| July | |
| August | Father’s Day Stall/Breakfast |
| September | |
| October | Colour Run |
| November | |
| December | Christmas Carols |

7.5. Treasurers Report – Kate Bradshaw

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Bank Summary

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

| Bank Accounts | Opening Balance | Cash Received | Cash Spent | Closing Balance |
|----------------------|-----------------|---------------|---------------|-----------------|
| Band Account | 9,259 | 2,702 | 352 | 11,610 |
| Canteen Account | 8,988 | 23,135 | 16,910 | 15,214 |
| Debit card account | 210 | 1,667 | 1,495 | 382 |
| NPS Main account | 32,286 | 126 | 2,202 | 30,211 |
| Uniform Shop account | 29,752 | 2,807 | 10,973 | 21,586 |
| Total | 80,496 | 30,438 | 31,931 | 79,003 |

- Band: Income from students flowing in nicely. Outflows: new music
- Canteen: Going great, sales greater than expenses.
- Uniform shop: Small inflows due to everyone having their winter uniforms, large order of summer uniforms paid for and stock has been received.
- Main acct: Largest component of cash out was insurance, as discussed last meeting. Other expenses were for SASS morning tea and Father's Day BBQ – **See Appendix 2**.
- With regard to over catering, I propose the full use of Flexischools for our next event, the Christmas Carols. Encourage all families to use Flexischools to order food – Sushi &/or sausage sizzle – with limited amount available on the day. This should reduce waste of food and get families to commit to the event in advance. Please provide feedback.
 - Feedback was that we should still have a buffer to cover those that don't have cash. Be it 10% or something else agreed upon
 - Need to have the cut off date as the Friday 6th December for Flexischools orders and then add buffer to that.
 - Open Flexischools for Carols orders for 2 weeks.

Motion to accept: Marilyn Mastroianni
Seconded: Mark Stamopoulos

8. 7:55pm- Principal's Report – Sally Bell

- Lendlease Community day – painted sports shed and replenished gardens. All labour and materials provided by Lendlease.
- Morning attendance – children being dropped off as early as 7:30 or 7:45am.
 - Looking at gates opening at 8:15am instead of 7:30am currently to help deter these early drop offs.
 - For days that have before school programs, the gates will open 10 minutes before they are due to start.
- Deputy Principal process – covered in Presidents update. Process is now underway.
- Homebush last week for Dance sports – Kids had a great time.
- Next Monday is Honour assembly.
- Friday of next week (27th September) – gala day at Beverly Job – 2 hours of rotating stations

Narraweena Public School – P&C Minutes – 17th September 2019

Draft minutes - to be endorsed at the October 2019 P&C meeting

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| <ul style="list-style-type: none"> ○ K-2 go down for 2 hours ○ 3-6 go down for 2 hours | |
| 9. 8:11pm- Actions from last meeting: | |
| <p>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.</p> | <ul style="list-style-type: none"> ➤ Ongoing |
| <p>2. Parent Social Event – Proposal put forward to hold a parent’s social event offsite in lieu of the Trivia Night this year. - Brookvale Hotel on the 9th November - Tickets on sale via flexischools</p> | <ul style="list-style-type: none"> ➤ Brookvale Hotel is booked. ➤ \$35 per person – beer/wine/softdrink on arrival plus 5-6 items of finger food per person (able to cater for any food allergies). ➤ Time: 6:30pm till late ➤ Lucky Door Prizes ➤ Purchase tickets only via Flexischools |
| <p>3. 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.</p> | <ul style="list-style-type: none"> ➤ 2 page summary document provided. (See Appendix 3) ➤ 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. |
| <p>4. Question was raised regarding the sourcing of different sports shorts in the uniform shop as the current quality doesn’t seem to be as good.</p> | <ul style="list-style-type: none"> ➤ Confirm prior to next P&C meeting with Samples and options to present at meeting. |
| <p>5. 2020 Kindy Playgroup – Nicole Farrelly is taking this over from Claudia Crapis. School to confirm what space can be used and how it will be communicated to the parents of the 2020 Kindy Students.</p> | <ul style="list-style-type: none"> ➤ Flyers out to new parents ➤ Will be held in new demountable on Friday mornings. ➤ Starting in week 2 ➤ Item can now be closed |
| 6. 8:20pm- General Business | |
| <ul style="list-style-type: none"> ➤ How can we generate more interest in volunteers to help in the canteen? Must be an easier way than calling up. Do we do a Facebook and newsletter push and give them an email address to use instead? – Linda MacBride <ul style="list-style-type: none"> ○ Look at including some food facts or something to generate interest in the newsletters. ○ Also include here a push for volunteers. ○ Target new kindy parents. ○ Even if they can help for a couple of hours, doesn’t need to be whole day. | |
| <ul style="list-style-type: none"> ➤ How do we improve communications for school events to drive more participation? <ul style="list-style-type: none"> ○ Need to leverage all mediums through school. ○ If we intend to do bag drop we need to help the school prepare this for distribution. ○ Michelle to send through details of the communications map she spoke to during the meeting. | |
| <ul style="list-style-type: none"> ➤ P&C Facebook Page – Admins for the Facebook page have been amended. All P&C Executives have now been added as Admins and previous admins have been removed as were not active. | |
| <ul style="list-style-type: none"> ➤ Discussion regarding moving towards Flexischool only for catering at future P&C events – Kate Bradshaw & Kate Nacinovic | |

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| <ul style="list-style-type: none">○ To maximise our (food/drink) ordering potential we are proposing that we utilise Flexischools as the primary ordering tool. This will help us with ordering accurate amounts, reduce food wastage and limit cash handling.○ Reviewed what other local schools are doing and ...they are all doing it via Flexischools○ Lots of pre-communication about payment via Flexischools for food options to avoid disappointment on the night (newsletter, bag drop, assembly, FB pages etc, Class Parents etc)○ Refer to notes in Treasurers report regarding carols plan for Flexischools.○ Keep as standing item to be reviewed ongoing for each event. |
| <ul style="list-style-type: none">➤ Legionnaire Hats are not big sellers in the uniform shop – do we want to continue purchasing them? – Paula Perry<ul style="list-style-type: none">○ Don't purchase any more. Look at reducing price. |
| <ul style="list-style-type: none">➤ Gather interest from the P&C for anyone keen to participate in future panels for school interviews – Mark Stamopoulos➤ Interest shown by the following people present at the meeting. If any more people would like to add their names to the list, please contact the Secretary at secretarynps@outlook.com<ul style="list-style-type: none">○ Anna Clark○ Linda MacBride○ Michelle Stafford○ Donna Jones○ Kate Nacinovic○ Mark Stamopoulos➤ Training can be completed on line in the recommended 1 1/4 hours.➤ As per the Merit Selection Panel Guidance document, the below bullet points highlight the key role the P&C plays in the panels:<ul style="list-style-type: none">○ The school must contact the P&C in order for them to nominate a P&C representative for any merit selection panel.○ The P & C can be asked to provide a nominee for merit selections positions of Principal, executive, teacher and/or SASS staff vacancies.○ The P&C association has 10 working days in which to nominate its representative.○ The P&C representatives role is to represent the interests of the students, parents and the community in the selection of school staff. They are an equal participant in the discussion, assessment and decision making process.○ It is up to the school to cater for the appropriate gender representation on a panel, not the P&C.○ The availability during school hours should not play a factor in selection for panel as the process can take place out of school hours.○➤ All correspondence is strictly confidential.➤ Entire Process can take up to 6-8 weeks.➤ It is a 4 step process including writing the ad for the job, culling the applicants and preparing a short list for interview, interviewing applicants from a short list, deciding on the best applicant including referee check (3) and recommending that applicant to staffing (Including the necessary paperwork for the successful and unsuccessful interviewees).➤ If anyone wants any more information on the Panel process, please contact Mark Stamopoulos |

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| Meeting schedule |
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| 2019 |
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Draft minutes - to be endorsed at the October 2019 P&C meeting

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| Meeting schedule | |
|------------------|--|
| 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 – August 2019 Financial Summary

| Monthly Statement of Income & Expenditure | |
|--|---------------------------|
| August | 2019 |
| Narraweena Public School Uniform Shop | |
| Balance as at 31/07/2019 | \$27,474.77 |
| Income | |
| Uniforms | 2,109.00 |
| Bank Interest | 1.99 |
| Second Hand Uniforms | 10.00 |
| P&C | - |
| Sundries | - |
| TOTAL INCOME | \$2,120.99 |
| SUB TOTAL | \$29,595.76 |
| Expenditure | |
| Uniforms | 7,144.50 |
| Flexischools | 16.80 |
| Bank Fees | 46.75 |
| P&C | - |
| Postage | - |
| Stationery | - |
| Wage | 425.70 |
| Sundries | - |
| TOTAL EXPENDITURE | \$7,633.75 |
| CLOSING BALANCE 31/08/2019 | <u>\$21,962.01</u> |

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Appendix 2. Fathers Day BBQ and Gift Stall Financials

TOTAL Profit. \$1,658.08

Father's Day BBQ August 2019

Income

| | | | |
|------------|----|-----------------|--------------------|
| Cash | | | |
| Banked | \$ | 1,585.90 | (\$150 coffee van) |
| EFTPOS | \$ | 220.00 | |
| less float | \$ | <u>(160.00)</u> | |
| | \$ | <u>1,645.90</u> | |

Expenses

| <u>Supplier</u> | <u>Item</u> | <u>\$ amount</u> | <u>ordered</u> | <u>leftover</u> |
|-----------------|-------------|------------------|----------------|-----------------|
| Tiens | Bread | \$ 300.00 | 500 rolls | 300 rolls |
| IGA | Bacon | \$ 50.00 | 35kgs | 15kg |
| IGA | eggs | \$ - | 45 dozen | 19 dozen |
| | | \$ <u>350.00</u> | | |

Profit - \$ 1,295.90

Father's Day gift stall Aug 2019

Income

| | | |
|------------|----|-----------------|
| Cash | | |
| Banked | \$ | 2,584.90 |
| less float | \$ | <u>(40.00)</u> |
| | \$ | <u>2,544.90</u> |

Expenses

| <u>Item</u> | <u>\$ amount</u> |
|----------------------|--------------------|
| Kent paper Gift bags | \$ 257.58 |
| GIFTS | \$ 1,925.14 |
| | \$ <u>2,182.72</u> |

Profit - \$ 362.18

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Appendix 3. 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.