



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 27th July 2021



Meeting Opened:	7:02 pm	Meeting Closed:	7:38 pm
Present:	11 in attendance as per attendance spreadsheet		
Apologies:	Susanna Wooldridge, Laura Stevens, Mark Stamopoulos, Nicky Robbins, Sarah Love		

1. Welcome and apologies
Apologies as per above
2. New members
➤ None
3. Review and acceptance of previous minutes
Minutes published here - Parents' and Citizens' Association - Narra Weena Public School (nsw.gov.au)
Motion to accept: Sarah Collier
Seconded: Marketa Jelfs
4. Correspondence In/Out
4.1. Correspondence In:
➤ N/A
4.2. Correspondence Out:
➤ N/A
5. Presidents Update:
➤ Thanks to Sally and the teachers for all the support for those at the school and those also learning remotely.
➤ Would like to acknowledge Carly and Sarah for the tremendous work in getting the trivia night so far along before we needed to postpone.
6. Explore & Develop: Sabrina and Amanda
➤ We have sent out our re-enrolment form for 2022 on the parent app, it is essential that parents complete this form if they are looking to re-enrol for next year. Our numbers are currently very low due to the restrictions, we kindly ask parents to attend OSHC only if their children have been at school. This is due to us operating with minimal staff, for children who do not attend their gap fee will be waived if they are eligible. Please get in contact with Sabrina if you have any questions regarding payments.
➤ In other news, our updated vacation care programmed seemed to be received positively by children and parents. We'd love it if you could fill out the survey form on the app to help us reflect on our vacation care practices.
➤ Lastly, we have been issued our Exceeding certificate in assessment and rating which we are very excited about!
7. Sub-committee reports
7.1. Uniform Shop Report – Paula
➤ 2nd Hand Clothing? <ul style="list-style-type: none">▪ <i>P&C Committee to draw up some guidelines around donations of second hand uniforms including standards of what is accepted.</i>▪ <i>Sarah has been looking after lost property and sorting, returning to classrooms and washing.</i>
➤ <i>Reviewing Paula's wage to make it more time sheet based – Paula to confirm feedback on this.</i>

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<ul style="list-style-type: none">➤ All orders are under control for about 1 year ahead, we just have to hope the supply chain flows smoothly.➤ We are still waiting on Football socks, but I suspect that urgency has gone with lockdowns & the flow-on effect to sports etc.➤ I suspect the Uniform Shop will continue to be closed to walk-ins, even when school returns, with all ordering through Flexischools.				
<table border="1"><tr><td>Motion to accept:</td><td>Carly</td></tr><tr><td>Seconded:</td><td>Marketa</td></tr></table>	Motion to accept:	Carly	Seconded:	Marketa
Motion to accept:	Carly			
Seconded:	Marketa			
7.2. Canteen Report – Donna Jones				
<ul style="list-style-type: none">➤ No report received.➤ Belinda to come in to the Canteen to check on expiry dates etc.				
<table border="1"><tr><td>Motion to accept:</td><td>N/A</td></tr><tr><td>Seconded:</td><td></td></tr></table>	Motion to accept:	N/A	Seconded:	
Motion to accept:	N/A			
Seconded:				
7.3. Band Report – Nicky Robbins				
<ul style="list-style-type: none">➤ Thanks to all the conductors, Mark and band committee members for helping to get the Band Zoom sessions up and running last week.➤ Both bands and the string ensemble had their first successful zoom sessions last week.➤ Parents were asked to fill in a questionnaire (thank you to Tamar for creating and actioning this) asking them what they wanted to do re: band this term while at home.➤ The majority were keen to get Zoom sessions up and running and so they went ahead last week, and will continue into the term.				
<table border="1"><tr><td>Motion to accept:</td><td>Sarah Collier</td></tr><tr><td>Seconded:</td><td>Nicole Farrelly</td></tr></table>	Motion to accept:	Sarah Collier	Seconded:	Nicole Farrelly
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7.4. Fundraising Report				
<ul style="list-style-type: none">➤ Upcoming Planned Events<ul style="list-style-type: none">○ Build a brick info – Sarah has collected information and pricing on the Build a Brick program.<ul style="list-style-type: none">▪ \$16.40 cost per paver with 3 lines of engraving included. Sell for at least \$25▪ Also need to account for installation.▪ Need to look at where/how to do this.▪ Paver 230x115 – 38 per square metre.▪ Brick 230x75▪ School to think about location and timing of when it might be best.➤ Future Events<ul style="list-style-type: none">○ Trivia night –Saturday 7th August – Now postponed<ul style="list-style-type: none">▪ Are sponsors happy to hold their money over?▪ Wizzy World to December, Golf until December, Manly United end of the year.▪ Venue: NPS Hall▪ Same last previous – everyone will bring BYO food and drink/table decorations (bags to clean up and the end)▪ 140 tickets - Tables – based on 15 long trestle tables▪ 3 rows of 5 tables (could fit more pending covid restrictions)▪ 8-10 per table▪ Time: approx. 6pm – 10pm – with everyone gone by 10:30pm▪ 5:30pm – set up time for table decoration/set up (proposed a window during the day for those to come in)▪ Utilise flexi school to allow parents to pre-purchase tickets/ and also sell them under the cola▪ Fundraising aim \$10k to contribute toward technology at the school.				

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- Best dressed/auction prizes/raffles/silent auction
- Quizza Me – already locked in and need to pay \$750 deposit. (Sarah and Carly to look at TMA as another alternative)
- All in attendance at the meeting agreed to a budget of \$2,000 for the Trivia Night.

- **Election** on Saturday 4th Dec – Has been moved from 4th Sept to 4th Dec.
- **Father's day** event Friday 3rd Sep. Similar event to Mothers Day.

- **Colour Run** – 21 Oct
 - Preparation is underway
 - Website preparation – Classes have all been added in
 - Seeing if we can make it more of a community event – get fire brigade/police to attend?
 - Photo booth type area at the end of the race before children go back to class?/ taking photos/videos
 - Parent race at the end?
 - Money raised will go toward new sign for the school.

- **Christmas markets** – December – Sally to provide some date options at next meeting.

➤ **Dollars Raised:** Nothing to report this month.

7.5. Treasurers Report – Megan Keeble

Bank Summary

Narraweena School Parents & Citizens Assn From 1 June 2021 to 24 July 2021

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	25,016	500	1,259	24,257
Canteen Account	60,503	14,943	15,125	60,321
Debit card account	408	772	772	408
NPS Main account	29,712	2,102	2,407	29,406
Uniform Shop account	52,462	4,801	8,033	49,230
Total	168,101	23,118	27,596	163,623

- Band:
 - All Term 1 and 2 invoices paid.
 - Anticipating some feedback from parents re Zoom classes in Term 3 given that they were paid in advance.

- Canteen:
 - Nothing unusual to report from by the Canteen Treasurer.
 - Canteen wages on hold as no job keeper this time.
 - Staff encouraged to seek Covid payments via their MyGov accounts.

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<ul style="list-style-type: none"> ➤ <u>Uniform shop:</u> <ul style="list-style-type: none"> ○ Nothing to report for the uniform shop. ➤ <u>Main acct:</u> <ul style="list-style-type: none"> ○ This period we have paid for the Trivia Master in Full of \$715. ○ Paid \$1,365 for Father's Day gifts. ○ We have received the following amounts for sponsorship towards the Trivia Night <ul style="list-style-type: none"> ▪ \$500 from Cunninghams ▪ \$500 from Hunter Valley Cattle ▪ \$400 from Bower House ▪ \$250 from IGA ▪ \$250 from BE Management ▪ \$200 from McCann Accounting ● All payment summaries have been finalised for the 2020/2021 year. ● Checking on eligibility grants. ● ASIC didn't approve our application as we failed on our governing document. Jason Keeble to start working on formalising the document based on their feedback. 	
Motion to accept: Seconded:	Carly Sully Nicole Farrelly
8. Principal's Report – Sally Bell	
<ul style="list-style-type: none"> ➤ Thanks to everyone for your support in what is a very challenging time. ➤ 15% of students at school. Today were 80 students. ➤ Minimal office staff and teaching staff. ➤ Staff are always looking for new ideas. ➤ Hoping to be able to do a couple of zooms each week for each class. ➤ Winter PSSA has been finalised. 7 out of 10 rounds played. Whoever was winning at the end of round 7 has been declared the winner. ➤ If anyone needs the booklet printed, they should contact the school and they can organise it for you. ➤ If numbers increase or change the school will amend staffing levels accordingly. 	
9. Actions from last meeting:	
<ul style="list-style-type: none"> ➤ School wish list – P&C discussed and agreed to proceed to pricing on the below: <ul style="list-style-type: none"> ○ Interactive Panels – approx. 4-5k each – 5 classrooms need updating. ○ Laptops – approx. \$450 each ○ Basketball backboards - \$2,000 – 2 backboards, 2 hoops and nets. <p>Motion: The P&C will provide the school with Interactive panels, Basketball backboards, hoops and netball rings, laptops as the P&C contribution to the school for 2021. All in favour of the motion.</p>	<ul style="list-style-type: none"> ➤ Interactive Panels on order. Once installed and invoiced will send to P&C to pay. ➤ Basketball gear on order.
<ul style="list-style-type: none"> ➤ School to confirm sensory toys for K-2 as a donation to the school on behalf of the Auditor that does the P&C accounts. Around \$300-\$400 	<ul style="list-style-type: none"> ➤ Cara looking at this.

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➤ Teachers Fed are offering 6k grant for natives – Sally to look into this and if NPS could take advantage of offer.	➤ Sally to confirm
➤ NSW Social Sector Transformation grant – <ul style="list-style-type: none"> ○ The school needs to provide progress updates. ○ The school also need to provide the P&C with invoices for reimbursement, up to \$10,000 for the First Aid Room upgrade. 	➤ Once invoice is received for the works the school will then raise an invoice to the P&C.
➤ Offer of 2 x Garden Beds (2mx1mx1m) including all soil and plants for the school from Dell Technologies.	➤ Once restrictions lift will look at delivery timing.
10. General Business	
➤	
➤	

Meeting schedule	
2021	
July	P&C Meeting – 27 th July 2021 at 7:00pm
August	P&C Meeting – 31 st August 2021 at 7:00pm
October	P&C Meeting – 19 th October 2021 at 7:00pm

Draft fundraising schedule – 2021	
2021	
February	
March	
April	
May	Mothers Day Stall/Breakfast
June	
July	Trivia Night (Postponed)
August	
September	Fathers Day Stall/Breakfast
October	Colour Run (21 st October)
November	
December	Election Day – 4 th December Christmas Event