



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 8th June 2021



Meeting Opened:	7:02 pm	Meeting Closed:	8:37 pm
Present:	14 in attendance as per attendance spreadsheet		
Apologies:	Mark Stamopoulos, Anna Clark, Donna Jones, Kylie Taylor, Sarah Love		

1. Welcome and apologies	
Apologies as per above	
2. New members	
<ul style="list-style-type: none">➤ Belinda Murace➤ Nicole Farrelly	
3. Review and acceptance of previous minutes	
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)	
Motion to accept:	Marketa Jelfs
Seconded:	Belinda Murace
4. Correspondence In/Out	
4.1. Correspondence In:	
<ul style="list-style-type: none">➤ Email received giving feedback on the communications that the P&C sent out regarding the Mothers Day event. The feedback was shared and taken on board and will be taken into consideration for future events.	
4.2. Correspondence Out:	
<ul style="list-style-type: none">➤ N/A	
5. Presidents Update:	
<ul style="list-style-type: none">➤ Massive thank you to all involved with the mothers day event. Great feedback for the day.➤ Big thank you to the teachers that helped on the stand in the morning and also the teachers bringing the kids to the stall to purchase gifts. Everything ran very smoothly.➤ Great news that we have been able to help the school with purchasing the Interactive boards and basketball kit.➤ Great work has been done already on getting sponsors and gifts for the trivia night.➤ Acknowledgement of the amazing support that Kate Bradshaw has provided to the P&C over the years and ongoing support as needed over the years.➤ Megan Keeble is working on getting ACNC charity status for the P&C.	
6. Explore & Develop: Sabrina and Amanda	
<ul style="list-style-type: none">➤ OSHC Entry<ul style="list-style-type: none">○ We are officially using the entry via Ronald Ave as our main OSHC entry, we kindly ask all parents not using LDC/OSHC service to return old security fobs as gate will no longer be accessible to OSHC parents. We are in the process of ordering more fobs, we're happy to say that we've had a lot of positive feedback from OSHC families.➤ Before School Care – Locations<ul style="list-style-type: none">○ With winter kicking in we will be making more use of the library, AV room and hall in the mornings. Main sign in will continue to be in OSHC room.➤ Vacation Care<ul style="list-style-type: none">○ Thank you to all families who suggested ideas via our parent app and paper surveys, our vacation care program has been released. New parents wanting to use the service will have to go through the full enrolment process.	

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- Program
 - The children at OSHC have been loving spending time in the outdoor environment doing outdoor painting, nature walks and organised sport games. We have had a lot of interest in the phases of the moon and have been loving taking out our telescopes in the mornings and afternoons. This coming week we are focusing on Reconciliation Week, we're very excited to explore more Indigenous themes in the coming weeks, some which will be seen in our vacation care program.
- Enrolment Vacancies
 - We have vacancies on the following days:
 - Morning – Monday, Tuesday, Thursday, Friday
 - Afternoon: Monday, Friday
- Get in touch with us to enrol your children if you're interested

7. Sub-committee reports

7.1. Uniform Shop Report – Paula

- Regarding the Uniform Shop update.
 - School bags are finally in stock after months of delay.
 - Zip jackets are also back in stock.
 - Only waiting on Football socks at this stage.
 - I'm in discussion with our polo supplier about backing the embroidered emblem to deal with the scratchiness of it.
 - I continue to try & source warm girls winter pants.
- Up for discussion...the need for 2nd Hand Clothing???
 - One of my volunteers shared with me a Facebook group where a lot of uniforms were being sold, which I completely understand as we only take donations of uniforms.
 - Unfortunately, more than half of what is being donated is being rebagged up for charity bins, either because they are not school uniforms or have holes or are badly stained.
 - I have stopped taking uniforms home to soak & wash.
 - During the process of sorting & removal of 2nd hand clothing, the Shop is left rather untidy, as well as taking up a lot of my time.
 - I'm currently trying to trim down that time, as I'm working more than my paid 15 hours a month.
 - Though this does give away approximately \$1,000 per year of sales (last years 2nd Hand sales was just under \$1,300)
 - ***P&C Committee to draw up some guidelines around donations of second hand uniforms including standards of what is accepted.***
 - ***Sally also takes home lost property to wash and then give to the uniform shop.***
 - ***P&C members to help with sorting lost property. A few P&C members offered to help during the meeting.***
- I will leave in the front office a pair of gloves & beanie to discuss whether you'd like to add that to our range – ***general consensus was not to proceed due to sun safe requirements.***
- Great news...we have a new volunteer, thank you to Diana for joining us. She has been a huge help on Thursday, when I'm alone.
- ***Reviewing Paula's wage to make it more time sheet based – all in favour.***

Motion to accept:	Sarah Collier
Seconded:	Megan Keeble

7.2. Canteen Report – Donna Jones

- Thankyou to our generous volunteers for their time! The students love seeing you and so do we!

Narraweena Public School – P&C Minutes – 8th June 2021
Draft minutes - to be endorsed at the July 2021 P&C meeting

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- Anyone interested in volunteering, please ensure you have a current WWC and all required documentation completed to the School Office prior to your “shift” and don’t forget to QR scan and sign in at the Office please when entering the School for The Canteen.
- Flexischools... Online Ordering Issues.
 - Please understand that when you are having difficulties with the site- So are we!!!
 - We completely understand the frustration and concerns when trying to order and the App not loading/responding/working.
 - We encourage you to order as early as possible.
 - Did you know you can set regular orders or order days/weeks in advance? We encourage this but also know it’s not always practical.
 - We are in regular communication with Flexischools and are assured they are currently working to improve the Servers to meet the growing demand.
 - If you do try to order and incur difficulties- please report to Flexischools (via the App) Follow the links to notify and alert the Provider to rectify ASAP.
 - Thanks for working with us during the difficulties.
- The Department of Education Technology Section, has informed us this past week we are no longer included in their Microsoft Office Authority Programs; going forward we must have our own- which we have purchased and will be a deductible item in yearly financial accounting. *Please Note Kylie Taylor (Canteen Treasurer) and Megan Keeble (P&C Treasurer).
- Menu:
 - The cooler and wet weather encourages the urge for warm food. Lots of great options in our Healthy Canteen Menu; low salt and preservatives free meat pies, spinach and ricotta rolls, pastas with choices of meat or vegetarian sauces all made on site with fresh produce. Nutritional
- The Treasurer Report will document current account balances, with a substantial debit as referenced in The Presidents Report;
 - Re: The School Donation.
 - The Canteen is contributing \$20000, which we are delighted to be achieving and sincerely thank our school community, parents, students, volunteers and our staff in being able to achieve this.
 - It’s also a fabulous reminder that all profits made, go back into our kids. Giving them the best opportunities and latest technologies to promote their education and well being.
- Thanks to Kylie Taylor, Kate Bradshaw and Megan Keeble for their work in Accounting, Linda MacBride for her assistance in her role as Secretary, former President Mark Stamopolous and the wonderful Canteen Team in Belinda, Rita, Beth, Jesse and Kathy.
- I’ve appreciated your efforts, support and continued commitments to our goals.
- Together we have achieved much!
- One supplier has closed down and has donated freezer to the canteen which has save the need to purchase a new one.

Motion to accept:	Marketa Jelfs
Seconded:	Nicky Robbins

7.3. Band Report – Nicky Robbins

- Lots of great performance opportunities, which we mentioned in our last Band Report, are in motion!
- STRINGS ENSEMBLE: had a successful performance in assembly last week where parents came to watch. Also last Thursday they had a day workshop at Camp Kedron with Forestville Primary where they rehearsed for the NB Instrumental festival they are playing at on Saturday 5th June at Pittwater High. At Camp Kedron they had tuition for each instrument and team building activities. Apparently, it was a really fantastic day!
- CONCERT BAND: had a visit from Dr Martin Hardy from Pittwater High who ran a master class during their rehearsal last Thursday morning.

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- Strings, Concert Band & Junior Band are all looking forward to taking part in the NB Instrumental Festival this coming weekend 5/6th June at Pittwater High School. Strings on the Saturday and the Bands on the Sunday afternoon. Every single student from each of the Bands/ensembles were available to play - a great turn out!
- The aim of the Festival is to provide a formal, non-competitive performance opportunity for ensembles that is a positive and encouraging experience. The entire festival is co-hosted by the NB Symphonic Wind Ensemble, the NB Orchestra and the NB Concert Band. Over 50 NB schools were represented and Our students had the chance to listen to other ensemble groups, as well as play at least 3 pieces to a large and interested audience. A fantastic experience for our kids!
- Potential future dates are for a BAND WEEKEND WORKSHOP at NPS 28-29 August (Saturday arvo and all day Sunday).
- CAPA showcase: 18 October daytime dress rehearsal for students during school time and full evening performance 28th October.

Motion to accept:	Carly Sully
Seconded:	Sarah Collier

7.4. Fundraising Report

➤ Upcoming Planned Events

- Mothers Day morning tea update:
 - Received lots of positive feedback.
 - Flexi school worked well, continue to adopt this next year.
 - Look at different gifts for next year, more plants.
 - Great selection of food, lots of variety.
- Build a brick info – Sarah has collected information and pricing on the Build a Brick program.
 - \$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

- Trivia night –Saturday 7th August
 - Save the Date went out in the Newsletter
 - 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
 - Tickets on sale beginning of Term 3.
 - 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.
 - Best dressed/auction prizes/raffles/silent auction

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- 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 Sep – Will need to work on BBQ/Cake Stall for this
 - **Father's day** event moved to Thursday 2nd 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:** \$1,009.17 raised from Mothers Day Stall (see treasurers report)

7.5. Treasurers Report – Megan Keeble

Bank Summary

Narraweena School Parents & Citizens Assn From 26 April 2021 to 1 June 2021

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	26,219	1,000	2,203	25,016
Canteen Account	59,940	18,802	18,310	60,432
Debit card account	408	1,389	1,388	408
NPS Main account	28,629	2,311	1,228	29,712
Uniform Shop account	46,026	12,174	5,737	52,462
Total	161,221	35,675	28,867	168,030

Canteen – Megan to confirm canteen in and out money.

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- Below is a comparison Mother's Day Event from 2019 and 2021.
There was not a Mother's Day Event in the 2020 year.
Gifts purchased for the 2020 year were used in the 2021 year Event,.
- 2019 had a gold coin donation to cover morning tea costs and also a raffle.

Mother's Day May 2019			Mother's Day May 2021		
Income			Income		
Cash Banked	Raffle	\$ 950.00	Cash Banked	Gift stall	\$ 1,365.45
Cash banked	Morning tea	\$ 315.45	Flexischools	Gift stall	\$ 945.75
Cash banked	Gift stall	\$ 2,561.00			\$ 2,311.20
Float	Raffle	\$ (240.00)	Expenses		
		\$ 3,586.45	Supplier	Item	amount
Expenses			Altre Consultancy	Catering	\$ 600.00
Supplier	Item	amount	Carly	Tea coffee etc	\$ 247.37
Manly Freezers	Morning tea	\$ 1,217.59	Greensborough	Gifts	\$ 681.45
Woolworths	Watermelon	\$ 53.41	Smart gift ideas	Gifts	\$ 1,132.00
Smart Gifts	Gifts	\$ 1,473.35	Kent bags		\$ 226.79
Kent paper invoice	Gift bags	\$ 56.63			\$ 2,660.82
		\$ 2,800.98	Event Profit		
Profit		\$ 785.47			\$ (349.62)
			Greensborough Gifts	Paid 2020yr	\$ (1,132.00)
			Smart Gift Ideas	Paid 2020yr	\$ (226.79)
			Actual Profit		\$ 1,009.17

- 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

Motion to accept: Belinda Murace
Seconded: Laura Stevens

8. Principal's Report – Sally Bell

- School photos went really well on Monday and continuing on Friday.
- Strategic Improvement Plan – Hasn't received any feedback but will always be posted on the school website for anyone to review and ask any questions.
- Kindy-O went ahead tonight. 15-20 families attended. Orientation should be able to go ahead as normal given current restrictions hoping things don't change.
- Playgroup for Kindy 2022 starters – Nicole and Sarah happy to help run. Discuss more next term.
- Athletics carnival – very successful athletics carnival last week for both K-2 and 3-6

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. |
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<ul style="list-style-type: none"> ➤ Open Roles <ul style="list-style-type: none"> ○ Canteen Chairperson ○ Canteen Secretary 	<ul style="list-style-type: none"> ➤ Canteen positions to be discussed. <ul style="list-style-type: none"> ○ Donna Jones is happy to take on the role of the Canteen Chairperson in addition to her VP role. ○ All at the meeting in favour.
<ul style="list-style-type: none"> ➤ Teachers Fed are offering 6k grant for natives – Sally to look into this and if NPS could take advantage of offer. 	<ul style="list-style-type: none"> ➤ Waiting to find out if we are eligible to apply again after previous grant.
<ul style="list-style-type: none"> ➤ 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. 	<ul style="list-style-type: none"> ➤ Once invoice is received for the works the school will then raise an invoice to the P&C.
<ul style="list-style-type: none"> ➤ Design a Brick – www.designabrick.com.au <ul style="list-style-type: none"> ○ Details of design a brick organisation sent through to Sally for review to possibility on integrating into school works. 	<ul style="list-style-type: none"> ➤ Three expenses; <ul style="list-style-type: none"> ○ 1. Actual brick design expense they used Design a Brick ○ 2. Austral Bricks ordering of brick pallets to be used. ○ 3. Landscaping and paving expense- Trades. (This would prob form part of the construction cost) ➤ See update in Fundraising Report
10. General Business	
<ul style="list-style-type: none"> ➤ Given the number of children interested in the Junior Girls Netball PSSA sport, why wasn't there a Junior A&B team and a Senior A&B team. <ul style="list-style-type: none"> ➤ For 2021 putting on extra netball teams would mean an extra bus for 18 girls which would mean a HUGE increase in PSSA fees. ➤ We are always looking for ways to increase our numbers at PSSA but buses and finding coaches can be an issue. ➤ At present this year our girls soccer, boys soccer, girls netball and boys rugby league teams only have a junior and senior team. ➤ Next year we are hoping to investigate further to see what B teams we might be able to add. ➤ Offer of 2 x Garden Beds (2mx1mx1m) including all soil and plants for the school from Dell Technologies. Timing would be late July-ish <ul style="list-style-type: none"> ➤ Sally to look into where is may be used and come back to the Executive Committee. ➤ 	

Meeting schedule	
2021	
May	P&C Meeting – 4 th May 2021 at 7:00pm
June	P&C Meeting – 8 th June 2021 at 7:00pm
July	P&C Meeting – 27 th July 2021 at 7:00pm

Draft fundraising schedule – 2021	
2021	
February	
March	

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

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Annex A

Election of New Office Bearers for the Period Mar 2021 to Feb 2022

Position	Name
President –	Kate Nacinovic
Vice-Presidents –	Anna Clark Donna Jones
Secretary –	Linda MacBride
Treasurer –	Megan Keeble
Committee Positions (General)	Jason Keeble Laura Stevens Marilyn Mastroianni Nicole Farrelly Susanna Wooldridge Lynda Newson
Fundraising Coordinator/s –	Carly Sully Sarah Collier
Canteen (Sub-committee):	
Chairperson –	Vacant
Secretary –	Vacant
Treasurer –	Kylie Taylor
Uniform Shop (Sub-committee):	
Shop Coordinator –	Vacant
Shop Treasurer –	Kate Bradshaw
Band Committee (Sub-committee)	
Chairperson –	Mark Stevens
Secretary –	Nicky Robbins
Treasurer –	Tamar Stewart
General Committee –	Marketa Jelfs Laura Stevens