



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 4th May 2021



Meeting Opened:	7:05 pm	Meeting Closed:	8:18 pm
Present:	17 in attendance as per attendance spreadsheet		
Apologies:	Mark Stamopoulos, Marketa Jelfs, Nicole Farrelly, Joanna McNamara, Nicky Robbins, Donna Jones, Mark Stevens, Megan Keeble.		

1. Welcome and apologies	
Apologies as per above	
2. New members	
➤ N/A	
3. Review and acceptance of previous minutes	
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)	
Motion to accept:	Sarah Collier
Seconded:	Kate Bradshaw
4. Correspondence In/Out	
4.1. Correspondence In:	
➤ Jenny Aiello and NSW Social Sector Transformation re grant - they 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.	
4.2. Correspondence Out:	
➤ N/A	
5. Presidents Update:	
➤ Committee got together after the AGM to discuss fundraising ideas for the year.	
➤ No other updates	
6. Explore & Develop: Sabrina and Amanda	
➤ We are so happy to say Assessment and Rating is now complete, we had our visit from the Department of Education last week. In the end, it was an enjoyable experience and we had nothing to worry about. We are so happy it's done now!	
➤ Autumn vacation care was a success, we were at maximum capacity for most of the school break. The children and staff enjoyed being able to go out on excursions and the incursions were a treat after not being able to have visitors for the previous vacation care periods.	
➤ We recently purchased new OSHC flags for the outdoor area and we also implemented a new garden bed to our outdoor environment. The garden bed has been donated by a member of the community, if anyone would like to come and do some gardening with the kids, they are more than welcome 😊	
➤ Have just installed a new gate on Ronald avenue. New security fob system in place in next two weeks for OSHC families to use.	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula	
➤ Discount period for the Sports Shirts has ended. These are now up to \$45 on Flexischools	
➤ Still waiting for supplies of zip jackets and school bags!	
➤ Effects of Covid & supplies are continuing to impact the Uniform Shop.	

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<ul style="list-style-type: none">➤ I'd like to thank the school community for their patience over this time.➤ Was very busy this morning with winter uniform sales.	
Motion to accept:	Anna Clark
Seconded:	Kate Bradshaw
7.2. Canteen Report – Donna Jones	
<ul style="list-style-type: none">➤ Yet to purchase new freezer. Still sorting out exact preferences.➤ Belinda is still happily accepting any volunteers into the canteen. You will be required to have a current WWCC.	
Motion to accept:	Kylie Taylor
Seconded:	Susanna Wooldridge
7.3. Band Report – Nicky Robbins	
<ul style="list-style-type: none">➤ All bands and ensembles running well➤ Laura and Mark Stevens have applied for a GRANT from Manly Warringah Leagues Club for \$3000 if received. Won't know until August however. A few years ago we received a grant from DY RSL club so hoping to get this one too! Can also apply for another in May time.➤ Items we really need are:<ul style="list-style-type: none">○ 10 x sturdy music stands (\$100 each) We really need more as currently not enough for each band practice. If we don't get the grant there should be enough money in the Band funds once we have budgeted for payment of conductors for the year)○ A conductor's podium- this was on the wish list for last year using the P&C funds○ Sheet music➤ Investigated opportunities for potential:<ul style="list-style-type: none">○ PERFORMANCES:○ band weekend held at NPS, attend band weekend at Narrabeen primary schools○ Creative Arts Assembly in Term 4- ensembles, bands, dance, choir: need to sort date asap○ Bands to play at Palm Grove, Warringah Mall etc○ In school performances for parents to watch band practice once a term in the mornings. (Gold coin donation- fundraising for band weekend)○ NB Instrumental Festival 5th June Pittwater High○ Christmas Carols○ EXCURSIONS:○ Police and Navy band come into school to perform○ SSO- learning for schools concerts (10&11 August)- to be discussed○ Bands to go watch NB orchestra perform St Lukes	
Motion to accept:	Kate Bradshaw
Seconded:	Sarah Collier
7.4. Fundraising Report	
<ul style="list-style-type: none">➤ Upcoming Planned Events<ul style="list-style-type: none">○ Mothers Day morning tea and gift stall on Friday 7th May.○ Gates open at 7:30am for helpers and gates to open at 8:10am for mothers.○ Coffee/ Tea urn turned on ready to go.○ School's Policy on helium Balloons – not environmentally friendly○ Donna preparing the muffins/cookies.○ Set up stall in the hub.➤ Future Events<ul style="list-style-type: none">○ Trivia night – Proposed dates: Friday 23rd or Saturday 24th July? Friday's OSHC use the hall until 6pm so preference is for Saturday.○ Election Saturday 4th Sep so will work on BBQ and cake stall.	

Narrabeena Public School – P&C Minutes – 4th May 2021

Draft minutes - to be endorsed at the June 2021 P&C meeting

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- Changes: Father's day event moves to Thursday 2nd Sep. to give a day break before election. Keep fathers day simple with pre packaged food.
- Colour Run – 21st October
- Christmas markets – December
- Looking into "Buy a Brick" fundraising – Send details to Sally.

➤ Any feedback on the draft events calendar?

➤ Dollars Raised: \$300 raised from Easter Bun

7.5. Treasurers Report – Kate Bradshaw

Bank Summary

Narraweena School Parents & Citizens Assn From 1 March 2021 to 25 April 2021

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	20,833	7,520	2,134	26,219
Canteen Account	56,307	22,886	19,253	59,940
Debit card account	408	668	668	408
NPS Main account	37,397	9,724	18,492	28,629
Uniform Shop account	45,761	8,959	8,694	46,026
Total	160,705	49,756	49,240	161,221

➤ Band:

- All 98% of all current invoices have been paid.
- 2 out of the 3 band conductors have been paid for term 1.
- Account looks good to cover expected expenses this year.

➤ Canteen:

- Going well financially.
- Quarterly super has been paid.
- Income tax will be paid this month.
- \$300 profit from easter bun orders

➤ Uniform shop:

- Suppliers have been paid, slower end to term 1 as expected
- Term 2, winter stock has been going well.

➤ Main acct:

- Paid the school for Robotics kits
- Received money from NSW Government Grant (Thanks Jenny Aiello) for First Aid room refurbishment. NPS need to invoice P&C as the work is done for the reimbursement, up to \$10,000
- Bank signatories and online banking authorities have been transferred to the relevant new committee members.

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Motion to accept:	Linda MacBride
Seconded:	Laura Stevens
8. Principal's Report – Sally Bell	
<ul style="list-style-type: none"> ➤ Sick bay upgrade – school to send P&C invoice to enable payment of grant money. Design has been finalised and has gone out to tender. Once quotes received will proceed from there. ➤ Admin upgrade –Will affect backend of admin block. Will be adding teacher meeting rooms, offices, parent meeting room. Will hopefully start July and be finished by the end of the year. ➤ Strategic improvement plan – new one to be created regularly. Current one runs from 2021 to 2024 and is available on the website. Anyone with questions can come to the P&C meeting next month. It is a working document that can be amended. <ul style="list-style-type: none"> ○ Strategic Direction 1: Student Growth and attainment ○ Strategic Direction 2: Engagement and Wellbeing ○ Strategic Direction 3: Partners in Learning ➤ https://narraween-p.schools.nsw.gov.au/about-our-school/school-planning-and-reporting.html ➤ Class Parent Meeting – Chris Allum and Sally holding meeting tomorrow to discuss the roles and responsibilities of the class parent. ➤ Cross Country Carnival – hopefully will go ahead tomorrow. ➤ SRC – very busy coming up with ideas. <ul style="list-style-type: none"> ○ Remove soy sauce fish from sushi's and instead send bottle to classroom for teachers to give to students that use it. ○ Girls not having option to wear pants for winter. Will revisit current options in consultation with the SRC. ○ Walk to school safely next Friday ○ Another teddy bear sleep over ➤ New astro turf is going to be laid out near the oval. 	
9. Actions from last meeting:	
<ul style="list-style-type: none"> ➤ School wish list – P&C to discuss and agree to proceed to pricing <ul style="list-style-type: none"> ○ School digital sign upgraded <ul style="list-style-type: none"> ● School sign update could be from 17-23k. Would prefer to wait until after the building update is complete. Need to check again with council regarding colours etc. ○ Laptops always welcomed ○ Fine motor resources for Stage 1 and Kindergarten ○ Basketball backboards ○ New library shelving 	<ul style="list-style-type: none"> ➤ Interactive Panels – 4-5k each – 5 classrooms need updating 20-25k ➤ Basketball Backboards- \$1,500 – 2 backboards, 2 hoops and nets. ➤ Laptops – approx. \$450 each <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. Executive to discuss payment timeframe with school.</p>
<ul style="list-style-type: none"> ➤ Volunteers for Uniform Shop – place ongoing notice in the newsletter encouraging volunteers for Uniform Shop and Canteen. <ul style="list-style-type: none"> ○ Amend to have P&C email address as contact point. 	<ul style="list-style-type: none"> ➤ Linda to resend to Julie for the next newsletter
<ul style="list-style-type: none"> ➤ Class Parents – Sally and Chris Allum setting up Class Parent meeting to discuss expectations. 	<ul style="list-style-type: none"> ➤ Wednesday 5th May

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<ul style="list-style-type: none"> ➤ Open Roles <ul style="list-style-type: none"> ○ General Committee x 1 ○ Canteen Chairperson ○ Canteen Secretary ○ Band General Committee – Laura Stevens 	<ul style="list-style-type: none"> ➤ Laura Stevens to be band committee member. All in favour. ➤ Canteen positions to be discussed. ➤ General Committee- Lynda Newson nominated and seconded to the remaining general committee position. ➤ Updated listing of office bearers included in Annex A
10. General Business	
➤ Teachers Fed are offering 6k grant for natives – Sally to look into.	
➤	
➤	
➤	

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	
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