



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th June 2022



Meeting Opened: 7:02 pm Meeting Closed: 8:18 pm
 Present: 17 in attendance as per attendance spreadsheet
 Apologies: Lynda N, Kylie T, Marketa J, Matilda S.

1. Welcome and apologies			
Apologies as per above			
2. New members			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)			
Motion to accept:		Daniel B	
Seconded:		Megan K	
4. Correspondence In/Out			
4.1. Correspondence In:			
➤ N/A			
4.2. Correspondence Out:			
➤ N/A			
5. Presidents Update:			
<ul style="list-style-type: none"> ➤ Thank you to the fundraising team for a tremendous election BBQ. <ul style="list-style-type: none"> ○ Over 25 volunteers ○ Over 6 tables of cakes ➤ After the last meeting we had confirmation of our continuation of the Healthy Eating Canteen. NSW Healthy School Canteen Award. 			
6. Explore & Develop: Sabrina and Amanda			
<ul style="list-style-type: none"> ➤ Laura joined the meeting as the new OSHC co-ordinator. ➤ Have had a cycle of new staff come through so have a nice young team now. ➤ Has implemented a new behaviour structure of three strikes to try and drive the right behaviour. Will work with the school on some strategies to address. ➤ Will also be implementing a new reward program for the great behaving kids. ➤ Government \$500 voucher can only be used by existing OSHC enrolments. ➤ Will look at implementing an acknowledgement of country in the afternoons. ➤ Astro turf and new sporting additions have been well received. ➤ All vacation care days are booked out except for each Friday. 			
7. Sub-committee reports			
7.1. Uniform Shop Report – Paula P			
<ul style="list-style-type: none"> ➤ Stock <ul style="list-style-type: none"> ○ Lots of second hand Size 6 long sleeve polo's. ○ Also have some Size 4 fleece jumpers available as there were a couple of enquiries for smaller. To also be included in newsletter. ○ We have been looking at options for girls warm winter pants. Should have sample to review. The idea is to compete with the dance pants that they are currently wearing and coming in for each week. All in agreement on the new pants. 			

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th June 2022

<ul style="list-style-type: none">○➤ Staffing / Volunteers<ul style="list-style-type: none">○ Big thank you to the regular volunteers, Diana and Kathy.	
Motion to accept & Seconded:	Daniel B Kate B
7.2. Canteen Report – Jason K	
<ul style="list-style-type: none">○ Hot chocolate is now on the menu.○ Kids have been enjoying it.	
Motion to accept & Seconded:	Tamar S Megan K
7.3. Band Report – Laura S	
<ul style="list-style-type: none">➤ Musical Minds Weekend Workshop was a great success. We had good attendance and all invoices were paid. Special thanks to Nancy Chaffer, the Music Committee, the conductors and tutors, parent volunteers and all the students involved. We have had excellent feedback from parents and children. The concert at the end of the weekend was well attended and the students sounded amazing. Well done to all involved.➤ Northern Beaches Instrumental Festival at Pittwater High School took place on 1st June. Training band and Concert band performed and adjudicators had constructive and encouraging feedback for both bands. The students presented very well in full school uniform and proudly represented our school. The plaques will be presented in the next 3-6 assembly.➤ Next project for the Music committee will be fundraising to replace instruments.	
Motion to accept & Seconded:	Kate B Megan K
7.4. Fundraising Report	
<ul style="list-style-type: none">➤ Future Events for 2022 (update from Micaela's email)<ul style="list-style-type: none">○ Election Day BBQ – 21st May<p>The Election Day BBQ and Cake Stall was a success. We sold out of sausages at 12:20pm. We ordered 600 sausages.</p><p>We had an amazing response from the school community with great donations for the cake stall.</p><p>Ideas for next time:</p><ul style="list-style-type: none">- There were quite a few people asking for GF and DF options, we didn't have many- A lot of the community didn't realise the funds were being raised for the school, next year we could have some big easels with posters to show this info<p>Profit was just under \$3,000.</p>○ Colour Run –30th June (Confirmed)<p>The colour run was launched on 2 June and as at 11:30am today we have already raised \$23,441! 30% of this covers the cost of the prizes and the rest goes to the school.</p><p>There are various prizes throughout the month in the lead up such as:</p><ul style="list-style-type: none">- Class in each stage with the most profiles wins (awarded on 10 June)- every \$5k raised a teacher is slimed- Every student that raises \$100 goes into the draw to win a free canteen lunch- Highest fundraising class on the day gets a pizza party lunch & the teacher gets a free canteen lunch<p>Logistics of the day are still being worked out, we are keen for anyone to volunteer who is available.</p>	

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th June 2022

This year we are setting up an obstacle course so the kids don't tire themselves out running around too many times.

Some parents showed interest in participating last year, we are discussing how this could work and if we could use this as an opportunity to raise more money, such as by charging an entry fee.

Confirmed events for the rest of the year:

- Father's Day Morning Tea – 2 September
 - Trivia Night – 22 October
We have started to request donations and prizes for this.
When should a save the date be sent out?
 - Christmas Carols – 9 December
- We have also discussed putting on a grandparent's morning tea in conjunction with the book week parade (TBC, when bookweek has been organised)

➤ **Dollars Raised:** See Treasurers report

7.5. Treasurers Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn From 1 May 2022 to 31 May 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	33,272	900	4,610	29,562
Canteen Account	40,380	16,497	18,185	38,692
Debit card account	408	649	420	636
NPS Main account	25,702	8,898	7,713	26,887
Uniform Shop account	49,124	14,842	26,215	37,751
Total	148,886	41,786	57,143	133,529

Since last P&C Meeting:

- Band:
 - Cash spent on tutors following the successful band workshop weekend.
- Canteen:
 - Superannuation guarantee going up from 1 July, with no minimum before being paid each pay cycle. This will impact the canteen expenses and thus the P/L.
 - Perhaps monitor the need for paid employees v volunteers.
- Uniform shop:
 - Sport shirt supplier invoice was paid, the large amount as noted in last meeting minutes
 - Flexischools sales going well.
- Main acct:

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th June 2022

- Cash in:
 - Mother's Day breakfast & gift stall, as discussed last meeting;
 - Election BBQ takings – see profit details below.
- Cash out:
 - Election BBQ expenses;
 - Final payment for the First Aid room upgrade: summary below;
- Invoice to be paid in June:
 - \$14,530 for the school electronic sign upgrade – this was the schools wish list in 2021. Payment will be made from both the Canteen & Uniform shop accounts, \$7,000 each
 - \$500 towards new kindy readers as discussed last meeting

Federal Election BBQ May 2022

Income

Cash	
Banked	\$ 3,378.45
EFTPOS	\$ 1,968.40
less float	<u>\$ (300.00)</u>
	<u>\$ 5,046.85</u>

First Aid room upgrade:

First Aid Room Upgrade 2021- 2022

Income	Amount	Expenses	Supplier	Item	amount
Government grant	Secured March 2021	\$ 9,696.00			
		<u>\$ 9,696.00</u>			
	<i>Paid Apr-May 2022</i>				
Expenses			Devitts	sausages & onions	\$ 775.65
Supplier	Item		Jess	Bread & ice	\$ 392.00
School	Fridge, ZIP hotwater heater & Storage	\$ 2,797.00	Kent paper	boxes	\$ 304.47
Blue Dog Signs	Wall Mural & decals	\$ 4,900.50	Micaela	other	\$ 108.38
Wallaces Office Furniture	Medical beds	\$ 2,381.50			
		<u>\$ 10,079.00</u>			<u>\$ 1,580.50</u>

Short-fall funded by
P&C

\$ (383.00)

Profit

\$ 3,466.35

Motion to accept & Seconded: Jess M
Micaela J

8. Principal's Report – Sally B

- Started admin upgrade. Due to be completed in 20 weeks.
- PSSA sport up and running. 2 rounds have been completed.
- Home sport is running really well with Hockey Coaches, tennis and home sport.
- Presentation at next terms P&C meeting from the school. Topic to be confirmed at the Week 3 meeting next term.
- Dental van will be visiting the school. Forms have gone home with the children to gather interest.
- Athletics carnival next Monday. 3-6 year old will be at the Sydney Sports Academy. K-2 will be down at BJ on the day.

9. Actions from last meeting:

- | | |
|---|---|
| <ul style="list-style-type: none"> ➤ School wish list – <ul style="list-style-type: none"> ○ Sally to confirm schools wishlist for 2022. | <ul style="list-style-type: none"> ➤ Decodable readers for K-2- \$2,000 ➤ 3 x Interactive Panels – Library, Learning Centre and new office block. ➤ General sports equipment- \$2,000 ➤ BBQ's |
|---|---|

10. General Business

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th June 2022

<ul style="list-style-type: none">➤ P&C Committee Positions still available are:<ul style="list-style-type: none">..1. Vice President..2. General Committee Members➤ If your interested in finding out more about either of these roles, please reach out to the P&C at narraweenaps.pandc@gmail.com
<ul style="list-style-type: none">➤ BBQ's are not in great condition.➤ P&C to look into replacement via Bunnings

Meeting schedule	
2022	
June	P&C Meeting – 14 th June 2022 at 7:00pm
August	P&C Meeting – 2 nd August 2022 at 7:00pm
September	P&C Meeting – 6 th September 2022 at 7:00pm

Draft fundraising schedule – 2022	
2022	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	Colour Run – 30 th June
July	
August	Fathers Day Stall/Breakfast – 2 nd September
September	
October	Trivia Night – 22 nd October
November	
December	Christmas Carols – 9 th December