



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022



Meeting Opened:	7:00 pm	Meeting Closed:	8:43 pm
Present:	22 in attendance as per attendance spreadsheet		
Apologies:	Joanna M, Rachel W, Kylie T, Marketa J,		

1. Welcome and apologies			
Apologies as per above			
2. New members			
Jasmine V			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)			
Motion to accept:		Sarah C	
Seconded:		Laura S	
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"> ➤ Great turn out at AGM and tonight as well. ➤ Thank you to all that have help generated interest in the P&C amongst their peers. ➤ Thanks to Jason, Meg and the canteen staff for helping out keeping the canteen running while Sarah was out for a week. 			
6. Explore & Develop: Sabrina and Amanda			
<ul style="list-style-type: none"> ➤ With the weather clearing up the children have been loving the opportunity to play outside on the Astro turf and oval. We have also purchased some new rugs and resources for the hall which has created such a warm and welcoming environment. With the unpredictability of the weather, the children have been so great at adapting to changes in routine. ➤ Our program: This term our program has focused on getting to know the children. Over the duration of the term, we have been exploring the characteristics that make us who we are through various games, experiences and activities. In exploring our likes, dislikes, interests, identity and more, we hope that the children will get to know each other and generate a sense of belonging to our OSHC Community. As we have welcomed new families, staff and children to the service, this program has been a fantastic way to build positive connections. ➤ We have a few availabilities in before and after school care, if you are interested in using the service or picking up extra days, send Laura an email oshc@exploreanddevelop.com.au ➤ Vacation Care is filling up fast, (12th, 13th, 19th, 21st and 26th of April are already full) check the Explore and Develop App for any news and updates! We are looking forward to the break and the exciting activities that have been planned! I have attached a copy of the Vacation Care Program for those who may have missed it. 			
7. Sub-committee reports			
7.1. Uniform Shop Report – Paula P			
➤ Stock			

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022

- Currently waiting on small sizes sports shirts. (sizes 8 +10)
- Zip Jackets have been slow to arrive and are due in ASAP.
- **Staffing / Volunteers**
 - Staffing levels are good as majority of orders are coming through Flexi Schools.
 - Dianna is volunteering and Cathy still comes in on Tuesdays.
- **Second hand Clothing**
 - There are heaps of second hand long sleeve polos in stock.
 - Second hand sales are moving well.
 - There are some very old stock that needs to move. Culottes and old PSSA shorts.
 - We recommend that these are given away free as attempts to sell for \$5 are not working.
 - *Smaller sizes could be used in sick bay.*
 - *Use class parents to send out note about whats there to get stock moving.*

Motion to accept & Seconded:	Daniel B Tamar S
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7.2. Canteen Report – Jason K

- A seamless start to the new school year with Sarah C taking on the role of Canteen Manager from Belinda. Quite a feat considering the great job Belinda has done in that role over the past couple of years.
- Sarah has been fielding some creative “wish list” content from a few of the year 6 students, most of which revolves around requests for addition of sugary food and drinks to the canteens menu. I do confess the #1 agitator has been Hazel K (my daughter) – my sincerest apologies for that.
- In simple terms, Sarah and I are focused on maintaining high ratings in both healthiness and cleanliness. So if Hazel isn’t careful she may find herself learning how to improve the cleanliness rating, which would be a great life lesson learned.
- On a more serious note, while the processes in the Canteen are efficient, well defined and embedded in the day to running of the service, Sarah could still use a few regular, helpful and motivated volunteers at times. Most especially on Fridays, but also Tuesday’s. This messaging has been shared via the “class Parents” network.
- It is worth noting, volunteers are required to:
 - Confirm with the canteen via narraweenacanteen@gmail.com both the day / time for volunteering
 - Have been double Covid vaccinated,
 - Hold a current working with children check
 - Sign in via QR code on entering school grounds
 - Sign in on school visitor register at the schools front office
 - Sign in at the canteens register
- Jason to share info for class parents with Linda to send out.

Motion to accept & Seconded:	Laura S Lynda N
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7.3. Band Report – Laura S

- All ensembles running well with good attendance and enthusiastic students.
- Instruments:
 - Quality of the current instruments are an issue with 3 already needing repairs this term.
 - Overall many will need retiring at the end of this year.
 - Band committee will work on what options we have for instrument purchase/hire and fundraising options.
 - Look in to the DY RSL grants as an option
- Band camp is being organised for Term 2. 28th and 29th May. It will be held at school on two afternoons/evenings over a weekend. There will be a concert for families to attend at the end. We

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022

would like to use saved band funds to support the camp and reduce the cost, making it more accessible for all students.

- Finances: \$100 owing from term 1 fees. There have been some issues with xero. Many people have taken advantage of the Creative Kids vouchers and paid for the year. Tamar has worked tirelessly this term.

Motion to accept & Seconded:	Sarah C Daniel B
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7.4. Fundraising Report

➤ Future Events for 2022

- **Easter Hat Parade – 8th April**
 - Donations for the raffle – Note to go out by 25th April
 - Easter bunny costume to hand out easter eggs – P&C to buy and sally to find volunteer.
 - Comms to go out about parents sending in gifts etc to be dropped in buckets in the afternoon at two gates.
 - P&C to set up Tea and Coffee stand for the parade.
 - Flexischools to be set up for ordering of buns and eggs for students for recess on the day.
 - Raffle to be advertised based on collections from classrooms and some local community donations.
- **Mother's Day morning tea and stall – 6th May (TBC)**
- **Election Day BBQ - May**
- **Trivia night – September (TBC)**
 - Great interest in the Trivia night last year.
 - Would be great to keep it on the agenda for this year.
- **Colour Run –30th June (Confirmed)**
 - Use funds for school sign
- **Father's Day morning tea and stall – 2nd September (TBC)**
- **Build a brick 2022** – 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.

Other suggested Events

Flood help –

-Website called Give-it which lists specific requests.

-<https://www.givit.org.au/storms-and-flooding?deliveryName=DM26921>

-Use class parents to reach out to class families to see if anything is needed or support required.

Dress up days with themes

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022

- PJ day
- Crazy Hair Day
- Bear Cottage SuperHero Day
- Jeans for Genes Day

Movie Night under the stars

- Pizza truck, popcorn, drinks and choc tops
- Hire bean bags or byo
- On the oval

Frozen Treats Friday

- **Dollars Raised:** See Treasurers report

7.5. Treasurers Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn From 1 February 2022 to 11 March 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	14,445	16,730	281	30,894
Canteen Account	37,274	11,399	13,859	34,814
Debit card account	336	390	451	274
NPS Main account	31,596	485	530	31,551
Uniform Shop account	44,605	14,886	3,908	55,582
Total	128,256	43,890	19,029	153,116

Since last P&C Meeting:

- Band:
 - The majority of families have paid for tuition.
- Canteen:
 - Going well financially.
 - Quarterly super and income tax has been paid
- Uniform shop:
 - Suppliers have been paid
 - Flexischools sales going well.
- Main acct:
 - Bank signatories and online banking authorities have been transferred to the relevant new committee members.
 - New membership receipts processed
 - Just about to pay approx. \$1,000 for Mother's Day gifts – thanks to Jenny Aiello for organising
 - Have a food budget of \$500 for Hot Cross buns & easter eggs – thanks Micaela & team for organising.

Motion to accept & Seconded: Sarah C
Tamar S

8. Principal's Report – Sally B

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022

<ul style="list-style-type: none"> ➤ Tuesday downpour – huge flood of water outside staff room but with lots of help from staff were able to keep it at bay. Overall, the school faired well. ➤ Lots of work going on at the school. Painting, carpet laying and astro turf being replaced. Classes have shuffled around but everyone has done a great job. ➤ Kindergarten classrooms are having concertina doors replaced. ➤ Starting this Friday astro turf will be remarked and resurfaced. Instead of being basketball will be netball and will have futsal goals included as well. ➤ Admin build has finally gone to tender and has been accepted. Will be upgrading back section of office. ➤ On average about 20% of students away with COVID in the last few weeks. Not many casual teachers available at the moment so sometimes classes may need to be split as a last resort. ➤ Great Harmony Day on Monday. ➤ School photo's went well for students that were here. ➤ Bookings opened for parents to book in for Parent Teacher interviews. 	
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"> ➤ Collecting ideas from teachers
<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"> ➤ Items have arrived. Liz to send through invoice to P&C
<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"> ➤ School to raise invoice to the P&C for payment.
10. General Business	
<ul style="list-style-type: none"> ➤ With Parent Survey results (tell them from me) – <ul style="list-style-type: none"> • Nancy shared details at the P&C meeting • Students also get surveyed to provide their feedback and share their voice and have input into how to make their school a better place to be. <ul style="list-style-type: none"> • 72% of students felt a send of belonging in 2021 • 95% of students have a positive expectation for success in 2021. • 86% of students have a sense of advocacy in 2021 <ul style="list-style-type: none">1. Reduction seen from 2019 to 2020.2. Slight increase again in 2021 but school working towards improving even more. • Teachers working with students on developing a learning goal. • Parent Survey – 80 parents completed survey last year. <ul style="list-style-type: none"> • Parents feel welcome/10 • I can easily speak with my childs teachers 8 • Parent activities are scheduled when I can attend 5.7 ➤ Great feedback from parent about amazing work from staff in the mornings at the gates. 	
<ul style="list-style-type: none"> ➤ Do we alternate between Zoom and Face to Face meetings <ul style="list-style-type: none"> • Jason to look into any technology • Can make communication more difficult. • To discuss further at future meetings. ➤ Not feasible logistically and cost wise. 	
<ul style="list-style-type: none"> ➤ New Office Bearers are included in Annex A below. ➤ Positions still available are: <ul style="list-style-type: none"> ..1. Vice President 	

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022

<p>..2. General Committee Members</p> <ul style="list-style-type: none"> ➤ 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"> ➤ School Swimming Caps for Zone Carnivals <ul style="list-style-type: none"> ➤ Should the P&C subsidise or pay for NPS swimming caps for all children that attend Zone swimming carnival. ➤ It was discussed and decided that instead of subsidising, the P&C and the school would create awareness and promote the use of the \$5 swimming caps when representing the school at any zone carnivals.
<ul style="list-style-type: none"> ➤ Allergy Awareness at the school <ul style="list-style-type: none"> ➤ FlexiSchools – make sure all ingredients are listed for items or possibly have GF, V etc. ➤ All children with allergies are listed inside the canteen.
<ul style="list-style-type: none"> ➤ School working bee suggested by Daniel Borgmann once all current school works are finished.

Meeting schedule	
2022	
March	P&C Meeting – 22 nd March 2022 at 7:00pm
May	P&C Meeting – 10 th May 2022 at 7:00pm
June	P&C Meeting – 14 th June 2022 at 7:00pm

Draft fundraising schedule – 2022	
2022	
February	
March	Colour Run
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	
July	
August	Fathers Day Stall/Breakfast
September	
October	
November	
December	Christmas Carols

Annex A

Election of New Office Bearers for the Period Feb 2022 to Feb 2023

Position	Name
President –	Kate Nacinovic
Vice-President (2) –	1. Megan Keeble 2. Role vacant
Secretary –	Linda MacBride
Treasurer –	Kate Bradshaw

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 22nd March 2022

Committee Positions (General)	Lynda Newson Lyndal Pontello
Fundraising Coordinator/s –	Micaela Jowett – Lead Co-ordinator Lyndal Pontello Jess McPherson Ashleigh Smith Michelle Fay Nichola Cannon Daniel Borgman
Canteen (Sub-committee):	
Chairperson –	Jason Keeble
Secretary –	Jason Keeble
Treasurer –	Kylie Taylor
Uniform Shop (Sub-committee):	
Shop Coordinator –	Megan Keeble
Shop Treasurer –	Megan Keeble
Band Committee (Sub-committee)	
Chairperson –	Mark Stevens
Secretary –	Laura Stevens
Treasurer –	Tamar Stewart
General Committee –	Marketa Jelfs <i>Ceridwen Pontello (once financial)</i> <i>Alex Dembiany (once financial)</i>