



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023



Meeting Opened:	7:00 pm	Meeting Closed:	8:15 pm
Present:	13 in attendance as per attendance spreadsheet		
Apologies:	Kara T, Frank V,		

1. Welcome and apologies			
Apologies as per above			
2. New members			
Claire P.			
Keitana M.			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)			
Motion to accept:		Micaela J	
Seconded:		Matilda H	
4. Correspondence In/Out			
4.1. Correspondence In:			
➤ None			
4.2. Correspondence Out:			
➤ None			
5. Presidents Update:			
➤ Introduction of PSSA lunch – thank you Sarah for this idea. Has really helped with a swift departure of kids leaving for sports.			
➤ Acknowledgement of Sally Bell’s last P&C meeting. Big thank you from the P&C on her support over the years and we are sorry to see you go but wish you all the best with your retirement.			
6. Explore & Develop: Laura B			
➤ Great start to Term 1. Increased numbers to 105.			
➤ Encouraging the older kids to take on additional responsibilities – serving etc.			
➤ Have moved over to the OWNA app.			
➤ Vacation care for the holidays is already booked out. The app has made it a lot easier to book into.			
➤ Compliance check was done last week and passed with really great feedback.			
➤ Long daycare has also been doing well.			
7. Sub-committee reports			
7.1. Uniform Shop Report – Paula P			
➤ Everyone is making the most of their NSW Vouchers.			
➤ We still have a large quantity of 2nd hand, especially in the smaller sizes of long sleeve polos.			
Motion to accept:		Lynda N	
Seconded:		Sarah C	
7.2. Canteen Report – Sarah C.			
➤ Fun Fridays have been a big success, kids love being able to grab one on a Friday afternoon. A lot of parents have asked if it is something that we might consider doing during other terms as well not just term 1.			
➤ Peter will be hanging the chalkboards this week so looking forward to having those up.			
➤ Also looking at trying out having the eftpos machine at the canteen on a Friday to see how that goes as I have had some enquires from parents.			

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

- Harmony day on Tuesday 21st thought might be nice for the kids if the canteen sell some orange themed treats orange jelly etc. All in agreement
- Get everyone's thoughts on sauce- currently you can purchase with a meal the tomato, BBQ or sweet chilli sauce with your child's food starting at 50c a satchel this covers the cost of the item just. What to put it to the teachers their thoughts on having a sauce bottle in the classroom like they do with the soy sauce that the children can use to put sauce on their food and then when it runs low bringing it to the canteen for a refill or having the child who wants sauce coming to the canteen and getting a serving of sauce in a disposable paper cup? Looking at minimising the cost and also the plastic the single portions use. But also aware of the ant issue and I don't want to be causing any extra work or problems for the teachers.
 - Trial putting a station at the canteen for the sauces and children can come to the canteen to get sauce if they want it.
- A message from Felix School after Friday's issues.
 - As you know, this morning, we experienced an unexpected outage with our ordering platform.
 - Although the outage was only for a short time, it happened at a critical time when many parents were trying to place orders, on your busiest day of the week.
 - We understand this was frustrating for you and we're sorry.
 - Although we worked to get our platform back up and running as quickly as possible, we know this impacted your operations.
 - Here's what we're doing.
 - We will waive your turnover fees for using Flexischools for next week – we'll do this by processing a second payment to you for those fees, in addition to the regular school payment.
 - We will waive the parent order fee (Service Fee) on Flexischools orders for next Friday 17 March, that are placed from midday Thursday. This waiver will happen in Flexischools automatically for parents.
 - We will contact parents to apologise for the outage and advise them of this offer.

Motion to accept:	Laura S
Seconded:	Linda M

7.3. Band Report – Laura S

- All ensembles going well, Marc Valpiani has been helping out with Strings for the first few weeks as there have been so many new students
- Concern from some parents about clash of Eagle Tag training and band- we will look at changing Concert Band to Wednesday next year to avoid the clash. Is there an option for changing training days for Winter PSSA to avoid clash?
- Instrument invoices will be sent out this week
- Band/Strings will run the cake stall for Election Day BBQ, thank you for the opportunity and to Micaela for her help.

Motion to accept:	Lynda N
Seconded:	Claire P

7.4. Fundraising Report – Micaela J.

Upcoming events

MARCH

Election Day BBQ – Saturday 25th March

Posters going out tomorrow for Election Day and will also put in newsletter.

Jess has organised rolls to be delivered on Saturday.

Laura is co-ordinating the cake stall with Band Families.

- Office to print ingredients list
- One box per family

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

- P&C/Laura to staple etc.

Check drinks left over from last year and boxes to order.

People can drop off at canteen on Friday afternoon or early Saturday morning.

APRIL

Easter Hat Parade – Thursday 6th April

Are we planning on the same as last year – donations from families and a big raffle for the children? Do the same as last year with collections at gate. Sell tickets online.

Hot cross bun and an easter egg.

Put notice in Newsletter this week and send out info to class parents asking to bring in from the 27th March.

Raffle tickets to go up on Flexischools this week

MOTHERS DAY

I have started to shortlist the gifts to purchase, aiming for gifts around \$3ea which gives \$2 profit if we sell for \$5.

There isn't a huge range for \$3 but I assume we don't want to increase the price for gifts?

Jen advised we normally purchase 500 gifts, allow for approx. 10% who don't purchase / forget (have some free items).

Should we go with 500 again this year? Agreed to go with similar numbers as previous years.

Explore and Develop to sponsor gifts for \$1,000

Same catering as last year.

TRIVIA NIGHT

Last year the Trivia Night was postponed due to a busy calendar. Date to be set, do we have thoughts on a potential date? possibly in May after school holidays?

Look at larger venues like Dee Why RSL.

Tea Towel, Plate or Cookbook

Micaela to look into what is involved

7.5. Treasurers Report – Kate B

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

Bank Summary

Narraweena School Parents & Citizens Assn From 1 January 2023 to 12 March 2023

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	12,601	11,950	65	24,486
Canteen Account	32,829	20,102	23,592	29,339
Debit card account	408	233	251	390
NPS Main account	33,349	683	12,924	21,108
Uniform Shop account	30,654	22,766	15,947	37,473
Total	109,841	55,735	52,779	112,796

Since last P&C Meeting:

- Band:
 - Good inflows from annual fees being paid. Creative kids vouchers accepted and used by many students.
 - More paid than this time last year.
- Canteen:
 - Slight decrease in bank account, restocking supplies which have increased in price.
 - Sales are going well – successful PSSA lunch pack on a Friday.
 - Iceblock Friday going well – can we continue it throughout the year?
 - Could we use EFTPOS machine in canteen on Fridays?
- Uniform shop:
 - Huge start to the year with Back to School vouchers being accepted in store only, over \$7,000 of vouchers claimed = over 30% of sales.
- Main acct:
 - Cash in:
 - N/A
 - Cash out:
 - Donation to school for Kitchen Garden, from Colour Run Proceeds \$12,500

Motion to accept:	Jess M
Seconded:	Laura S

8. Principal's Report – Sally B.

- Admin upgrade is very near completion. A few minor items to be done but have now moved in and have opened officially today.
- Parent and Teacher interviews will be on Tuesday 4th April. Bookings will open 20th March at 10am.
- Easter hat parade hats will be made in the classrooms. They can bring in an old hat from home and decorations to use at school. Easter bunny to draw raffle again. Parade to be K-6 this year.
- Naplan starts tomorrow for Year 3 and Year 5.
- Harmony day next Tuesday 21st March. Children can dress in orange or national costume.
- Thank you to the P&C for their work with and for the school over the years.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

9. Actions from last meeting:	
<ul style="list-style-type: none"> ➤ School hall stage curtains and spot lighting. <ul style="list-style-type: none"> ○ The stage currently has a curtain that cannot be drawn with a damaged track. It is missing a 'valance' above the main curtain to hide the scaffolding also. A quote has been requested to repair and add valance. ○ In addition if funds allow it would be a good idea to upgrade the lighting with spotlights so the stage can be well lit without the use of the main hall lighting overhead. There is a lighting bar already installed so this could be a simple upgrade to improve performances and ceremonies. 	<ul style="list-style-type: none"> ➤ Have had a company come out and take measurements prior to Christmas and still waiting on quote.
<ul style="list-style-type: none"> ➤ Nicki Coates to share information about solar grants for schools. ➤ Several options for grants for the school to have solar panels installed which could have a financial benefit for the school. 	<ul style="list-style-type: none"> ➤ Kara T to assist in her capacity from a work perspective. ➤ Pick up again in Term 1 next year. ➤ May not be suitable for school at this stage
<ul style="list-style-type: none"> ➤ Still a few P&C Committee positions available to be confirmed. 	<ul style="list-style-type: none"> ➤ See appendix A.
10. General Business	
➤	
➤	
➤	

Meeting schedule	
2023	
March	P&C Meeting – 14 th March 2023 at 7:00pm
May	P&C Meeting – 9 th May 2023 at 7:00pm
June	P&C Meeting – 13 th June 2023 at 7:00pm

Draft fundraising schedule – 2023	
2023	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	
July	
August	
September	Fathers Day Stall/Breakfast
October	
November	
December	Christmas Carols

Narraweena Public School – P&C Minutes – 14th March 2023

Draft minutes - to be endorsed at the May 2023 P&C meeting

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

Annex A

Election of New Office Bearers for the Period Feb 2023 to Feb 2024

Position	Name
President –	<p>Kate Nacinovic</p> <p>Seconded by Micaela J.</p> <p>Accepted with the vision to transition to someone in the second half of the year.</p>
Vice-Presidents x 2 –	<p>Kara Taylor</p> <p>Seconded by Kate B</p> <p>Frank Valentino</p> <p>Seconded by Kate N</p>
Secretary –	<p>Linda MacBride</p> <p>Seconded by Jess M</p>
Treasurer –	<p>Kate Bradshaw</p> <p>Seconded by Linda M.</p>
Committee Positions (General)	<p>Jess McPherson</p> <p>Seconded by Kate N</p> <p>Thais Inacio Gomes</p> <p>Seconded by Kate B</p> <p>Lynda Newson</p> <p>Seconded by Linda M</p> <p>Kara Taylor</p> <p>Seconded by Lynda N</p> <p>Matilda Heyes</p> <p>Seconded by Micaela J</p>
Fundraising Coordinator/s –	<p>Micaela Jowett</p> <p>Seconded by Jess M</p> <p>Jess McPherson</p>

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

	<p>Seconded by Jazmin V Jazmin Valentino</p> <p>Seconded by Micaela J Ashleigh Smith</p> <p>Seconded by Matilda H Matilda Heyes</p> <p>Seconded by Michelle F Michelle Fay</p> <p>Seconded by Nichola C Nichola Cannon</p> <p>Seconded by Ashleigh S</p>
Canteen (Sub-committee):	
Chairperson –	TBC
Secretary –	
Treasurer –	Kate Bradshaw Seconded by Linda M
Uniform Shop (Sub-committee):	
Shop Coordinator –	Jess McPherson Seconded by Nichola C
Shop Treasurer –	Michelle Faye Seconded by Kate B
Band Committee (Sub-committee)	
Chairperson –	Mark Stevens Seconded by Tamar S.
Secretary –	Laura Stevens Seconded by Kate N
Treasurer –	Tamar Stewart Seconded by Matilda H
General Committee –	Alex Dembiany (Once financial member)

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th March 2023

	Ceridwen Pontello (Once financial member)
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