



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18th August 2020



Meeting Opened:	7:15 pm	Meeting Closed:	8:38 pm
Present:	12 in attendance as per attendance spreadsheet		
Apologies:	Kate Nacinovic, Kate Bradshaw, Marilyn Mastroianni		

1. Welcome and apologies	
Apologies as per above	
2. New members	
➤ Alex Dembiany	
3. Review and acceptance of previous minutes	
Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html	
Motion to accept:	Anna Clarke
Seconded:	Mark Stevens
4. Correspondence In/Out	
4.1. Correspondence In:	
➤ N/A	
4.2. Correspondence Out:	
➤ Contract for new canteen staff member.	
5. Presidents Update:	
➤ The contract for our new Canteen casual has been drawn up, given to Rita for review and she has signed and returned it. I will leave it in the P & C boxes in the office. Donna and I met with her today and went over the contract. She was appreciative.	
➤ The P & C presented a recognition voucher for a local restaurant to Principal Sally Bell for the Principal Recognition day. This is the first year that it has been in place for NSW.	
6. Explore & Develop: Sabrina and Amanda	
➤ Nothing to report for Explore and Develop this month.	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula	
➤ It was a big month with Winter orders, in terms of paying for them, but sales are significantly down with school holidays.	
➤ The Uniform Shop is generally quieter, though Flexischool orders are still keeping me busy.	
➤ I'm still by myself in the Uniform Shop, so appreciate everyone's patience with serving delays.	
➤ Everyone who comes into the Uniform Shop still needs to sign in for COVID requirements.	
➤ With further school restrictions being brought into place regarding COVID, should we be reviewing the opening of the uniform shop to face to face serving.	
○ Direct everyone to Flexischools but for any requests outside of that, contact the office during the uniform shop hours to arrange something.	
○ Will continue to review as restrictions change.	
Motion to accept:	Anna Clarke
Seconded:	Belinda Murace
7.2. Canteen Report – Donna Jones	
➤ Sales continue to be stable however we've seen a drop off in over the counter sales	
➤ Which raises the question....	
○ Should we adopt the Flexischools School Card? Belinda to do more research on how the card works.	
➤ The Canteen is about to purchase an upright display freezer.	

Draft minutes - to be endorsed at the September 2020 P&C meeting

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<ul style="list-style-type: none"> ➤ Financial figures will be read by The Treasurer however we are in a healthy position. ➤ Belinda has successfully worked through 2020, without disruption whilst negotiating and avoiding a myriad of issues. ➤ We should look at her hourly rate to review. ➤ We miss our volunteers- until we can have visitors on the school grounds, I believe we should add a three hour paid shift into Monday's roster for prep and orders. This should be offered to those on jobkeeper first. <p>Thanks again to all of our community</p>						
Motion to accept: Mark Stevens Seconded: Mark Stamopoulos						
7.3. Band Report – Mark Stevens						
<ul style="list-style-type: none"> ➤ Thanks to the P&C for approving budget to spend on upgrading equipment ➤ Mark has consulted with Rick (conductor) and the percussion students to ensure we have everything covered. ➤ Quote received and sent through to P&C. Came in slightly higher but very close. Mark supports approving the higher amount. I've confirmed order from the percussion shop for the items that came in under budget and they will ship to the school in due course. ➤ Kate has done a great job of tying up finances. Mark followed up remainder with some success and the last invoices have been handed out to students in rehearsals where parents have not replied to emails. Thanks Kate for your work here. ➤ Discussions are ongoing about performance opportunities for the rest of this year. Cromer Campus would like to do a collaborative concert as would other local primary schools but it's too early to tell what DoE will allow. Some dates are on the radar but to be discussed at a later date. ➤ Flagging we need to make plans for recruitment for band 2021. This should take place early term 4. Suggested order of events: <ol style="list-style-type: none"> 1. Showcase performance for students - band plays at assembly TBC 2. Sign up forms sent to parents via newsletter and paper copies in school bags 3. Parent info night via zoom 4. "Blow test" or perhaps better done as demonstrations of instruments and student interviews conducted by Mark and Rick due to COVID. ➤ Band instructor can't come onsite at the moment so will need to revert to Zoom again. Will review band recruitment later in the term ➤ Creative Kids vouchers weren't meant to be accepted until Term 4. Was it communicated to parents that they could use it? ➤ When do the term 4 invoices go out? ➤ Do we look at the option of paying annually up front with a small discount or pay quarterly if preferred. ➤ Band committee to discuss and come back to us at the next meeting 						
Motion to accept: Nicole Farrelly Seconded: Linda MacBride						
7.4. Fundraising Report						
<ul style="list-style-type: none"> ➤ All events are currently cancelled or postponed. ➤ No fathers day event this year due to current restrictions. ➤ Colour Run has been cancelled for 2020 						
<table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr style="background-color: #e0e0e0;"> <th colspan="2" style="padding: 5px;">Draft fundraising schedule</th> </tr> <tr> <td style="width: 15%; padding: 5px; text-align: center;">2020</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px; text-align: center;">February</td> <td style="padding: 5px;"></td> </tr> </table>	Draft fundraising schedule		2020		February	
Draft fundraising schedule						
2020						
February						

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March	
April	
May	
June	
July	
August	
September	
October	
November	
December	Christmas Carols – TBC

7.5. Treasurers Report – Kate Bradshaw

Narraweena School Parents & Citizens Assn
From 1 July 2020 to 31 July 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	14,742	739	2,288	13,193
Canteen Account	23,200	27,465	23,106	27,560
Debit card account	408	262	262	408
NPS Main account	34,056	4	1,647	32,413
Uniform Shop account	44,511	4,247	14,008	34,750
Total	116,917	32,717	41,311	108,323

- Band:
 - Term 3 invoices have been sent out, with the option to use Creative Kids Voucher. So far 6 families have used their vouchers. It is a bit more work for me to record, submit and apply the vouchers via ServiceNSW, but the families find it very helpful to use.
 - Mark has finalised the quote to update & purchase new band equipment, as per the proposal last meeting.
 - Rick, the band conductor, was paid for his term 2 services last month.

- Canteen:
 - Jobkeeper received fortnightly and paid to all relevant employees.
 - Supplier invoices paid up to date.
 - Income down a little, full menu cannot be offered, as no volunteers are allowed in to help prepare and serve.

- Uniform shop:
 - Supplier invoices paid up to date
 - Sales slow, as expected this time of year.

- Main acct:
 - Paid expense of annual public liability insurance.

Motion to accept:	Nicole Farrelly
Seconded:	Alex Dembiany

8. Principal's Report – Sally Bell

- Now able to have one volunteer for the canteen and uniform shop.

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<ul style="list-style-type: none"> ➤ Email sent to parents yesterday regarding restrictions in the schools by the department. ➤ Key point is <ul style="list-style-type: none"> ○ No face to face meetings with parents unless absolutely necessary ➤ Education week was a great success with the daily updates via sway. ➤ Principals day was the first time in NSW this year. Completely overwhelmed by the gifts received. A voucher from the P&C, a lunch from the teachers. An assembly of all students with lovely speeches and comments from the students. ➤ New school website is up and running now. All department updates are automatic on the new site. ➤ Next week is SAS week. Recognise and thank the School Assistance Staff for everything they do to keep the school running. P&C normally provide something to thank the staff. Flyer is in the P&C box. <ul style="list-style-type: none"> ○ All in agreement in doing something similar for the SAS crew as the P&C did last year. Mark Stamopoulos to organise. ➤ School looking at doing some employment of new teachers. School has requested a P&C Panel representative on standby for when the opportunity eventuates. <ul style="list-style-type: none"> ○ Interest from those on the call on being on the Panel list. Share details of the online module. <ul style="list-style-type: none"> - Linda MacBride - Alex Dembiany keen to find more information - Nicole Farrelly - Kara Taylor - Anna Clarke
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9. Actions from last meeting:

<ul style="list-style-type: none"> ➤ Sourcing of different sports shorts and shirts <ul style="list-style-type: none"> ○ Sally showed a sample of a sports shirt. Would be used specifically for 3-6 at this stage. Designs developed by the school and a few samples shown. Shirt cost is \$32. ○ New sports shirt sample has arrived. Initially it will be for years 3-6 to wear each Friday. Sally will leave sample in office for people to check. ○ Current sports shorts are too long and not very popular. Various options to look through. Current favourite is the same as what Cromer has. ○ Sally will leave sample in the office for people to drop in and look at and provide feedback. 	<ul style="list-style-type: none"> ➤ Sports shirt to be available to only year 3-6 for Fridays only starting Term 1 ➤ Sports shorts to be available to everyone.
<ul style="list-style-type: none"> ➤ Parking Changes <ul style="list-style-type: none"> ○ When things return to normal, we could encourage parents to continue the current practices with kids if it is working well for most. Children will be used to this and easy to continue. ○ Hold for now and see how things progress once changes have eased. ○ More communication to the school community around the benefits of walking to school to reduce car congestion. 	<ul style="list-style-type: none"> ➤ Keep as a standing item
<ul style="list-style-type: none"> ➤ Uniform Shop – New style of cuff track pants 	<ul style="list-style-type: none"> ➤ Can remove item as closed.

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<ul style="list-style-type: none"> ○ Have purchased some of the pants with cuffs in the sizes that had run out of the old style. Will see how they sell. 	
<ul style="list-style-type: none"> ➤ Uniform Shop – Screen Printed Emblem instead of embroidered <ul style="list-style-type: none"> ○ The supplier recommended sticking with the embroidered emblem, as they felt it simply looked so much better. They offered to investigate covering the patch, to eliminate that scratch, so we'll see what they come back with. 	<ul style="list-style-type: none"> ➤ Can remove item as now closed.
<ul style="list-style-type: none"> ➤ Colour Run Scheduling <ul style="list-style-type: none"> ○ As there is still a lot of unknown around what restrictions will look like later this year, we need to confirm how we would like to proceed to the Colour Run team. ○ Confirm if we can book at date at the end of November and what are the implications if we need to postpone due to restrictions. ○ Alternatively we will look at Term 1 or 2 next year. 	<ul style="list-style-type: none"> ➤ Closed
<ul style="list-style-type: none"> ➤ AGM Plan <ul style="list-style-type: none"> ○ Have options of doing AGM's virtually but was looking to get feedback from the members. <ul style="list-style-type: none"> ..1. Waiting for face to face could take a long time. ..2. Advertise P&C positions to the greater population to generate interest via Facebook and newsletter. ○ Motion to have the AGM virtually at the next meeting scheduled for August immediately followed by a general meeting was defeated. ○ Executive to discuss between now and next meeting to get proposal together for review. 	<ul style="list-style-type: none"> ➤ AGM – with only 3-4 months remaining in the school year, and only 3 P&C meetings, it was agreed by all in the meeting that it wouldn't be worthwhile to hand over to a committee for just 4 months and then go through another AGM again early 2021. ➤ Unlikely that there will be any events to organise between now and the end of the year. Almost in a maintain status quo mode. ➤ To try and promote the P&C and the committee positions, Linda will share some information to go in each newsletter between now and the end of the year. Even a fortnightly spotlight on each committee that makes up the P&C.
10. General Business	
<ul style="list-style-type: none"> ➤ School Assembly <ul style="list-style-type: none"> ○ Can award presentations be shared with parents via photos, zooms or videos like what was done during Education Week as parents aren't able to attend assemblies at present. ○ Look at calling on the teachers to take photos of the kids and share with the parents in the classes. Especially for the younger years. ○ Sally to speak to the teachers about this point. 	
<ul style="list-style-type: none"> ➤ School Grant Available <ul style="list-style-type: none"> ○ New school grants have been released for shaded areas in schools. ○ Not sure if applicable to Narraweena. ○ Mark has spoken with Jenny who looks after the grants for the schools. Unfortunately, it isn't applicable to Narraweena. 	
<ul style="list-style-type: none"> ➤ School Photos 	

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<ul style="list-style-type: none">○ Currently planned for Term 4 and will be able to include class photos.○ Only photos not able to be taken under current restrictions would be teacher photos.
<ul style="list-style-type: none">➤ Book Week<ul style="list-style-type: none">○ Dates have been pushed out by the department to October/November○ If able to do anything, the school will send out communications.

Meeting schedule	
2020	
August	P&C Meeting – 18 th August 2020 at 7:00pm
September	P&C Meeting – 15 th September 2020 at 7:00pm
October	P&C Meeting – 20 th October 2020 at 7:00pm