



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 6th August 2024



Meeting Opened: 7:00 pm Meeting Closed: 8:20 pm
Present: 22
Apologies: Renee C, Masaka O, Trent L, Jane L.

1. Welcome and apologies			
Apologies as per above			
2. New members			
Will W			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narra-weena Public School (nsw.gov.au)			
Motion to accept:		Matilda S	
Seconded:		Nick T	
4. Correspondence In/Out			
4.1. Correspondence In:			
<input type="checkbox"/> Email from Sally Carmody (electorate officer) about pedestrian safety - to be discussed in 'Section 9 Actions from last meeting' as it relates to another meeting item. She is supporting our request for safer crossings for our children and has sent a message to Council as well..			
<input type="checkbox"/> Email from Linda M about the colour run - to be discussed in the fundraising report section			
<input type="checkbox"/> Membership and Insurance renewal 2024 - 2025 has come in			
<input type="checkbox"/> Email from principal - community consultation re: high schools in the local area - this has been sent out to the wider school community.			
4.2. Correspondence Out:			
<input type="checkbox"/> None			
5. Presidents Update: Frank V			
<ul style="list-style-type: none"> - Today was education week assembly and classroom visits. Parents enjoyed being with their children in their classroom. - Volunteering in the canteen has increased lately, which helps reduce running costs. We are getting more volunteers, and good attendance rates of those volunteers. P&C are so grateful to these individuals for offering their time. - Fundraising fathers day. The gift and b'fast are in the works. Gifts have been ordered and delivered. As a response to negative feedback from mother's day breakfast, the menu will be different - breakfast will be cooked on site rather than catered. Orders through Flexischools will be open soon. If however, not enough people are able to volunteer, we won't be able to cook the bbq and will need to come up with an alternative, 			

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like what happened with the mother's day breakfast. Volunteers do not need to be P&C members for this (and other) events.

6. Explore & Develop: Laura B

News from OSHC;

We had another successful Vacation Care Program, the children impressed us with their engagement in all of the activities, especially trying new things. As NAIDOC Week was during these dates, we had two in-services that explored indigenous culture, one through music and the other with native reptiles. A highlight was seeing most of them bravely pose for a picture with a carpet python around their neck. We made some slight adjustments to the booking process which allowed for more families to secure days. We have also sent out our feedback survey for families and children as we begin to prepare for the next holidays in October.

We have had lots of enquiries regarding enrolments for OSHC in 2025, we have started the re-enrolment process for current families and will then move onto new families.

From Long Day Care:

Sabrina has almost completed the re-enrolment process for 2025, she is currently offering new families any remaining spots that are available. Our children have been enjoying engaging in the Munch and Move Olympic Games Challenge.

As we are all settled, we are starting our connections between services, last year the OSHC children visited to read stories, play games and engage with the younger children. We have started this again, it has been wonderful to see how much happiness this brings the children in both services.

7. Sub-committee reports

7.1. Uniform Shop Report – Clare P

Things are generally going well in the uniform shop with all accounts up to date, and stock levels OK.

There is a current issue with breaking zips on school bags, and we have seen a lot of returns. Paula has spoken with the supplier and they have acknowledged there is an issue and we've been told that changes are coming. In the meantime, they are asking that proof of purchase is provided when the bags are returned. As the last order was around 100 bags, we could expect a lot more to be returned if the entire batch of zips were defective. We don't expect that everyone will have a receipt, so will need to work with the supplier for a reasonable solution.

We currently have an order in with the supplier for new bags for next year, so will be needing confirmation from them that the issue has been resolved and we aren't getting a new batch of faulty bags. We do like this supplier as the quality of these bags is the best we have found – we just need to get a working zip.

Thanks to the uniform shop helpers who help to run a tight ship.

Motion to accept:	Kate B
Seconded:	Micaela J

7.2. Canteen Report – Sarah C.

- PSSA menu continues to be working well with 99% ordering from the correct items.
- Will be putting together a flyer for the Wednesday morning breakfast menu this will be for a trial period to see if it is worth doing. Looking at starting it Wednesday 14th August. Will advertise in the newsletter and other platforms.

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- Green and Gold Day went well, having the strict cut off time made it all a lot easier, the children gave a lot of happy feedback on the cupcakes and the snap Stix. We sold 330 cupcakes and 185 snap Stix.
- There have been a few volunteers coming in to help with services which has been great, and we also had two volunteers come on green and gold day to help with handing out items, so big thank you to Danielle S and Joanna M. Also, to the teachers on duty who helped with the crowd control.
- Workplace health and safety issues to report. None to report.

Motion to accept:	Tamar S
Seconded:	Emma C

7.3. Band Report – Laura S

- All ensembles are on track and are making good progress. They are all performing at assemblies this term.
- Planning on doing a new member recruitment for year 2 strings to join the junior string ensemble and training band to increase numbers.
- Numbers have stayed steady which is great.

Motion to accept:	Clare P
Seconded:	Michelle F

7.4. Fundraising Report – Micaela J

- 30th August - Father's day was discussed during the president's report - gifts have been purchased. Will ask E&D for a donation like mothers day. The importance of volunteers to make the day successful has already been discussed in the President's update. We are hopeful that 2 volunteers will be provided from each class. Class parents to be involved in communications and volunteer recruiting.
- 14th September - Election day BBQ and Bake Sale. Families will be asked to donate cakes and treats for the stall and students will be provided forms for parents to fill in ingredient lists (allergen information). This was a great fundraiser last time: we had lots of involvement from the school community and the cake stall completely sold out. Cake donations to be stored in the canteen as before.
- Colour run - to occur in term 4. Phone call this morning to obtain student and class numbers etc. Most Thursdays and Fridays are all booked out, will need to liaise for appropriate dates. This gets a lot of involvement from the students as they are rewarded with prizes for their fundraising efforts. And the students really enjoy the day. This is a very profitable fundraiser for P&C with the colour run company handling all the work. Profit from 2022 was \$27,000, and in 2019 was \$15,000.
- Social night board game fundraiser on school grounds - suggestion from Keitana M. P&C would charge a small fee for use of the grounds (providing tables and chairs) and for providing light refreshments. People bring their own board games to play, e.g. settlers of Catan at table 1, Articulate at table 2, Dixit at table 3 etc. Need to determine interest by e.g. put notice on P&C fb page. A quick poll at the meeting indicated a few would be interested in attending. Potential for repeat activity if well received. Julie says it is possible to use the school as a venue, but need to work out logistics for the night - date, time, specifics of catering and cost, location within school, set up and pack up, invite to school community or wider community as well, etc.

7.5. Treasurer's Report – Kate B

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Bank Summary

Narraweena School Parents & Citizens Assn
For the period 1 June 2024 to 1 August 2024

Account	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	35,236.31	970.00	9,913.00	26,293.31
Canteen Account	8,300.04	30,887.84	37,810.56	1,377.32
Debit card account	423.41	483.95	617.49	289.87
NPS Main account	43,781.62	-	2,156.00	41,625.62
Uniform Shop account	54,198.70	4,518.85	7,126.22	51,591.33
Total	141,940.08	36,860.64	57,623.27	121,177.45

Band:

- Payments from student invoices from term 2 have been received.
- Term 2 bills for conductors have been paid.

Canteen:

- PAYG and Superannuation paid for Q2 2024.
- Superannuation guarantee has gone up to 11.5%
- Annual minimum wage pay rise has been implemented.
- Financial year end has been finalised with the ATO.

Uniform Shop:

- Sales covering expenses, nothing to note.

Main:

- No movements from last meeting
- Annual insurance has just been paid
- Will pay invoice for PSSA shirts when received.
- Icare - workers comp for employees

Motion to accept:	Jess M
Seconded:	Micaela J

8. Principal's Report – Julie T.

Acknowledgement of country

Public Education Week 2024 - lots of families welcomed into the school today, thank you for your attendance. Theme this year is 'Proud to Belong' - we have a high sense of belonging in our community - thank you.

Proposed changes to local high schools, email sent asking for parent feedback and consultation. This doesn't affect the Narraweena community directly as we already have access to public co-ed education. 4 proposal options. Cromer is the local public high school for most of our families; while others live in The Forest catchment.

School Visit - The Education Minister / Deputy Premier, Prue Car spent time at our school last term. Lovely experience, she was interested in education and inclusivity and resource management.

PSSA - email requesting donation from conveners for end of year celebrations for sport conveners (\$50)

Playground equipment - meeting today about it; timing tbc.

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Staffing changes - Emma Humphrey has returned. We are funding her in an AP Wellbeing role while Ryan Wearne remains as ES1 AP.

Snapshot of school reports. NAPLAN data has come in last week. Overall school data shared. Teachers are analysing the data to implement changes. Identify where students are, and improve their learning outcomes. We also have a new syllabus, so again, implementing changes. *Professional learning* session held this afternoon on explicit teaching and effective questioning.

Tell them from me survey - confidential surveys were completed by students in Years 4/5/6 in Term 2. In comparing results of 2024 vs 2023, students have reported an increased sense of belonging and behaviour and a decrease in bullying. A second survey will take place later this year, for staff, parents/carers and students.

9. Actions from last meeting:

Safer school crossing at Alfred st and at Parr Parade.

Letter to council and local member of parliament has been sent. We have received acknowledgement from council:

Dear Sir/Madam

Thank you for your request about Traffic Planning - Traffic Investigations at Lot 741/ Alfred Street NARRAWEENA NSW 2099.

Your request has been assigned to the Transport and Civil - Traffic team, and your reference number is TrP2024/00927.

With nearly 3,000 Traffic requests annually and limited resources, it can take time to review and investigate each request and as a result requests are prioritised based on risk, available resources and allocated budgets.

Please note, we may contact you throughout the process if we need additional information or to provide progress updates on your request.

If you need to provide us with any further information about this issue you can either email us at council@northernbeaches.nsw.gov.au quoting your reference number or call us on 1300 434 434 between 8.30am to 5pm Monday to Friday.

Kind regards, Northern Beaches Council.

Email from Sally Carmody about pedestrian safety. She is an electorate officer and the school liaison officer and has responded to the email we sent. She sent the message below to council:

Please find attached a letter from Narraweena P&C president Frank Valentino citing the P&C's and the school principal's concerns about the lack of pedestrian safety features at a few intersections near Narraweena Public School.

My eldest child started at this school in 2014, the school population would have I think more than doubled since then, and I know of no pedestrian safety improvements near the school since that time a decade ago, despite the school's massive population growth.

Can Council please advise if it will investigate pedestrian safety at these intersections during the busy school drop off and pick up times? Perhaps school roads safety funds could be used to improve pedestrian safety at these locations?

With regards to the concern about intersection Victor and McIntosh Rds, the resident I am aware of who has raised concern about this is Alexandra Samootin. She gave me a copy of a letter sent to Council on 30 May 2024, so can you also please advise me of the current status of this investigation?

So it looks as though there is a second intersection on the cards for improvements.

Sarah C from canteen emailed Emilia W about a grant for a trivia night for fundraiser - Kate B to confirm if we have the official documentation as 'not-for-profit' status.

We do not have "not-for-profit" status at this stage. Kate has not had time to register, nor have

I have started gathering info by asking advice on the amalgamated P&C fb page.

This is the website:

<https://www.acnc.gov.au/for-charities/start-charity/apply>

We need to create an account through their portal, and

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<p>past treasurers - if someone would like to investigate, she can assist with information required.</p> <p>This grant is now closed, but it would be good to get a grant-writing team (sub-committee) to apply for other grants for the school. Emma C writes grants applications frequently and will be able to help.</p>	<p>complete the application. Here is a checklist: https://www.acnc.gov.au/tools/guides/registration-application-checklist-and-guide.</p> <p>We need the organisation info, legal structure, governing document, details of responsible people, registration dates, operating locations, activities, charity subtypes, financial info, tax concessions and DGR endorsement.</p> <p>Looking through the register, there are quite a few P&Cs already registered.</p> <p>One criteria we need to meet is to have our books audited.</p>
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10. General Business

- Emma C: I wanted to give an update on Narrabeen Athletics Track closure, chat about the upcoming Little Athletics Season and discuss getting in early for planning for next year.
- Narrabeen sports academy closed due to ongoing dilapidation of the track following recent track works. The damage has been deemed a safety issue (physical damage to the track, drainage, contaminants flowing to the lake etc) and the Office of Sport has closed the facility. The next steps are awaiting the results of a Geotech report, however it is anticipated that remediation works will be required and it is likely the track will be closed for the foreseeable future (with no timing clear at this stage).
- Schools need to book alternative venues for Athletics Carnivals, e.g. ES Marks Athletic field or Sydney Olympic Park. Need to book these venues early.
- Little athletics is still happening at the venue on the grassy sections, and has closures due to rain as is normal for other grounds.
- These venues are so important to the community - the only other track on the north side of the harbour bridge is Mingara Regional Athletics Centre on the central coast in Tumby Umbi.
- JT reported that the school have been looking at bookings for athletic carnivals 2025.

Meeting closed 8:20pm

Meeting schedule	
2024	
February	AGM and P&C Meeting – 20 th February 2024 at 7:00pm
March	P&C Meeting – 19 th March 2024 at 7:00pm
May	P&C Meeting – 14 th May 2024 at 7:00pm
June	P&C Meeting – 18 th June 2024 at 7:00pm
August	P&C Meeting – 6 th August 2024 at 7:00pm
September	P&C Meeting – 10 th September 2024 at 7:00pm
October	P&C Meeting – 29 th October 2024 at 7:00pm
December	P&C Meeting – 3 rd December 2024 at 7:00pm

Draft fundraising schedule – 2024	
2024	

Narraweena Public School – P&C Minutes – 6th August 2024

Draft minutes - to be endorsed at the September 2024 P&C meeting

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Draft fundraising schedule – 2024	
February	
March	Easter Raffle/Morning Tea (Thursday 28th March)
April	
May	Mothers Day Breakfast (Friday 10th May)
June	
July	
August	Fathers Day Breakfast (Friday 30th August)
September	Local election - BBQ and bake sale (Saturday 14th September)
October	
November	
December	Christmas Carols (?)