



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 3rd December 2024



Meeting Opened: 7:54 pm Meeting Closed: 9:10 pm
Present: 16
Apologies: Sarah C, Kara T, Kate B, Emilia W, Natasja G, Joanna M, Tamar S

1. Welcome and apologies											
Apologies as per above											
2. New members and visitors											
<table border="1"> <tr> <td>Sarah J</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Shaungshaung H-G</td> <td></td> <td></td> <td></td> </tr> </table>				Sarah J				Shaungshaung H-G			
Sarah J											
Shaungshaung H-G											
3. Review and acceptance of previous minutes											
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)											
Motion to accept:		Emma C									
Seconded:		Tim M									
4. Correspondence In/Out											
4.1. Correspondence In:											
<input checked="" type="checkbox"/> Email from Expand Your Mind, asking if our school would like to introduce Spanish lessons. Would our school community be interested in adding this after-school program?											
<input type="checkbox"/> Email from Tinker Tank, advertising their S.T.E.A.M. program. Offering to partner with us for after school programming, and offering vacation care. This one is currently in Balgowlah Boys and Balgowlah Heights. Would our school community be interested in adding this after-school program?											
<input type="checkbox"/> Email from Code Camp advertising their S.T.E.M. program. Offering to partner with us for after school programming, and offering vacation care. 300+ schools across australia. Would our school community be interested in adding this after-school program?											
We could put each of these in the newsletter to let parents know											
4.2. Correspondence Out:											
<input checked="" type="checkbox"/> None											
5. Presidents Update: Frank V											
<ul style="list-style-type: none"> - As this is the final meeting for 2024, I want to acknowledge and send a big 'Thank You' to Explore and Develop for their support throughout the year - Acknowledgements and big 'Thank You's also go out to those who worked so hard in each of our subcommittees this year: Band: Laura/Mark/Tamar. Canteen: Sarah/Matilda. 											

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Uniform: Paula/Kathy/Diana/Clare.

Colour Run: Linda.

Exec team: Keitana/Renee/Kara/Kate.

- And a big 'Thank You' to the school - without the support of the school, the P&C wouldn't run as smoothly or be able to function as efficiently.
- Finally, a big Thank You to all the volunteers that have supported the P&C at events throughout the year.

6. Explore & Develop: Laura B

What a year! where has the year gone. What an amazing year we've had

There is such a lovely sense of community within the OOSH, and connections to the LDC. There's been a great connection from the LDC to the school, as an example, Ellis from OOSH loves to teach the little kids origami.

LDC love coming into the school, and it is great exposure for them to be in the school environment.

Christmas break: The centre will be cleaned and painted over the 2 weeks, maintenance on the slides etc.

Enrolments: for both OOSH and LDC are at 99.9%.

Thank you to the dept for giving the staff more development days, we are ready for them.

Thank you to the school for being responsive to our requests with the space and the students.

We are happy to contribute to the P&C over the year, and will be covering the costs for a Santa for the Christmas carols event happening soon.

Everything that we do is because we love seeing the children flourish and thrive throughout their lives.

Happy Christmas

7. Sub-committee reports

7.1. Uniform Shop Report – Clare P

All is going well in the uniform shop with no issues to report. We are well-stocked as we approach year-end.

The second-hand uniform sale on 22 November was a success, raising \$605. Demand was high, and we could have sold more if we had stock in other sizes. Sales exceeded expectations, especially for long sleeve polos and jackets, even with warmer weather approaching. This supports the idea of holding biannual sales. To boost stock, we'll encourage donations leading up to sales. We'll continue to emphasise that clean, school-issue items in good condition are appreciated for donation.

A huge thank you to the volunteers who supported the shop throughout 2024. Your dedication week after week is truly appreciated.

Request from the floor - as the first day of term is Thursday, can the uniform shop open a little earlier than usual to accommodate children's growth spurts over the summer holidays?

Yes, this can be arranged, watch official school comms for details.

Motion to accept: Jess M

Seconded: Renee C

7.2. Canteen Report – Sarah C.

- Steady help of volunteers coming in which has been great

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- Ice block Friday's system of helpers each week for the select year has been working well thank you to Matilda for organising each group every week.
- Colour run this Thursday, I have organised with Peter for the BBQ to be set up so I can cook the sausages, Thank you Peter for everything.
- In the weeks leading up to end of term will start to minimise stock levels so that over the Christmas break I can turn off as many fridges and freezers as possible. Last day of term being the Wednesday, I will come in Thursday/ Friday to do end of term and year deep clean.
- Workplace health and safety issues to report. None to report.

Motion to accept:	Linda M
Seconded:	Laura S

7.3. Band Report – Laura S

Training Band & Group Lessons

- Training Band 2025 is strong with 23 students registered. 80% have paid the deposit which is great.
- A new conductor for Training Band has been hired. Her name is Lilian Burke and she comes highly recommended with lots of experience.
- Group lessons at school have been organised to help keep the band going and ease the financial pressure of learning an instrument. Lilian can tutor many instruments and can offer group lessons on Wednesday and Thursday mornings at school on clarinet, saxophone, trumpet/trombone and flute. We put an expression of interest out to Training Band families and nearly all have taken up the offer.
- Lilian will be overseas for the first 3 weeks of term and is working on finding a replacement for tutoring and conducting.

Instruments:

- Instruments have been assessed. There are many instruments in the storeroom which are no longer able to be hired out and need to be disposed of. Any ideas of what to do with these instruments are welcome. Pat Winser has taken on the role of the instrument manager and has been wonderful at organising the instruments and creating a working inventory for the school stock. Thanks Pat.
- Instruments for training band will be serviced at the end of this year ready for 2025. Concert band instruments will be serviced in April to break up the amount of instruments needing to be serviced.
- When needed instruments are hired through the Arts Unit as the quality is high and this can fill the gaps of instruments the P&C do not own.

Performances:

- Concert band performed well at the Sydney North Cromer Connects concert on Nov 20th
 - All ensembles were spectacular for the pre-school children on Wednesday 30th October
 - Bands are ready to play Christmas Carols on 16th December at school. - PA system hiring - check in with Michelle who may be able to source the PA system
- From Nancy - thank you to Mark, Laura, and Tamar for running a brilliant music unit, and setting it up in such a way that it is able to continue.

Motion to accept:	Matilda H
Seconded:	Jess M

7.4. Fundraising Report – Frank V

- Full fundraising report for the year given in the AGM.

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- Fundraising options at the carols event: raffles have previously been quite successful and people like that the Santa gives out the prizes. We are mindful of asking families for more donations, given the huge amount of work that has just been given for the colour run fundraising, and that there is less than 2 weeks until the event. We may be able to reach out to businesses asking for support and donations, eg restaurant vouchers, and we could offer uniform shop voucher, canteen voucher. To maximise raffle ticket sales, we could flexi-school sales prior, eftpos sales at the event like last year and like the Easter hat parade.
- We have decided not to have food trucks like last year, instead invite families to bring a picnic dinner. We may have a few items like chips and ice blocks available for sale on the night? More discussion required to finalised this event.
- Colour Run update Linda M - **Financials:**
 - Total funds raised is \$43,772-69
 - Fees (incl. cost of prizes) \$19,259.98
 - Total profit from colour run **\$24,512.71**
 - Couple of expenses for buckets, clam pool ext but not exceeding \$100.
 - We almost doubled our funds raised in just the last week of it being open. It was open for 37 days in total. Prize order went in on the 22nd November. Once arrived, I will distribute out to classes. Hopefully enough time before the end of the term.
- **Promotions:**

We had three successful slime sessions. A big thank you to the teachers that 'volunteered' to be slimed. The kids really got a kick out of it.

The winners of the Most Profiles Created competition were KB with 94% of kids creating a profile and 3/4V with 67%. Both classes received an ice block each a few weeks ago.

The winner of the Highest Fundraising Class with the average of \$176.78 raised per student is 1B. Just beating 2C who were on \$171.72 per student. 1B will receive a pizza party to thank them for their great effort. (confirm how to organise this - liaise with Julie to do the pizza party)
- **Event Day:**

Everything ready to go for Thursday. The weather is looking good too which is great news. If hot enough we will have some water squirters there to cool the kids down.

Dropping all colour boxes to the clubhouse tomorrow afternoon. Thanks to Tim T for organising access. Setup will start from 10am on Thursday laying out the course and getting the inflatables in position.

The volunteer drive was a raging success. I ended up having to put a cap on the number of volunteers. We have 57 volunteer sign ups.

Thank you for sending out the note reminding people of the event and the message about clothes and eyewear. Will also look to send one out tomorrow.

We do need a volunteer to wear the Chase the Cheetah costume. Last time a dad wore it for a while and Mr K wore it for a short time although he was stretching the limits of the suit. 😊

Would be great if as many people as possible could take pics and share them with me to collate.

From the P&C: Thank you Linda for all the work you are doing for this.

- Sarah C - Trivia Night: We have been gifted free room hire in Manly Warringah Leagues club for Saturday 15th March 2025. (With space for 220 people)
- I will put out a poster soon with ticket sale information, am waiting till the new year to open ticket sales as to

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not overwhelm everyone during the Christmas period. This will also give the incoming kindy parents the opportunity to get involved.

7.5. Treasurer's Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn
For the period 18 October 2024 to 22 November 2024

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	24,138.31	1,545.00	-	25,683.31
Canteen Account	2,781.14	25,324.41	23,545.86	4,559.69
Debit card account	180.21	789.30	491.90	477.61
NPS Main account	41,554.88	37,329.49	1,102.94	77,781.43
Uniform Shop account	55,458.15	8,240.42	3,378.22	60,320.35
Total	124,112.69	73,228.62	28,518.92	168,822.39

Band:

- Payments from student invoices from term 4 have been received.
- New band students for 2025 have paid deposits.

Canteen:

- Going well, Halloween sales were excellent – over \$1,000 on Flexischools

Uniform Shop:

- Second hand uniform sale was a success with over \$600 worth of items sold.
- Sales are covering expenses nothing to note, healthy balance that can be used to go towards school donation

Main:

- Election Day BBQ & cake stall did very well, with all expenses accounted for the profit was over \$3,700 – see below for breakdown.
- Colour run – fund raising has been amazing. We have made an initial profit of over \$24,500 in our bank.
 - Just Giving put all the donations into our account, then we pay them 40% for the incentive gifts
 - A few expenses might be incurred for the day, as well as any cash donations collected. A firm profit figure will be available next meeting.

State Election BBQ Sept 2024

Income	Cash Banked	\$ 1,932.00
	EFTPOS	\$ 3,608.00
		\$ 5,540.00

Expenses

Supplier	Item	amount
Devitts	sausages & onions	\$ 762.00

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Kent Paper	cake boxes	\$ 383.24
Woolworths	drinks & sauces	\$ 152.20
Vans hot bread	Bread rolls	\$ 350.00
Office works	Sign printing	\$ 29.50
Woolworths	sausages	\$ 84.05
Friendly Grocer	Coke & Water	\$ 50.98
Fruit market	onions	\$ 11.95
		\$ 1,823.92
Profit		\$ 3,716.08

Motion to accept: Sarah J

Seconded: Clare P

7.6. Grant-writing report - Emilia W / Emma C

A submission was drafted however there was a miscommunication and the application was not submitted, plus a supporting letter from the P&C was not received in time either. The school will use the draft application for other grants that may arise. They have other areas such as the quiet area and oval that also need some development. On the council website we can sign up to receive information for grants - see 'Grant Guru'

8. Principal's Report – Julie T.

Acknowledgement of country.

Thank you: Gratitude to the P&C, representing our families to support our kids. Great leadership from Frank V. There is a lovely community feel in Narrabeena.

Thank you to our staff, teachers, SLSO, admin. Our team work tirelessly for our children, and their needs, in all areas. Our school was recently featured in ABC news, highlighting our efforts to support a particular student. We are very proud of this, and in the same attitude, we strive to support each of our students to be the best they can be.

2025 Classes: We are sitting at 20 classes for next year - there will only 3 kindergarten classes in 2025, and low enrolment numbers are similar across other schools.

2025 Staffing: no new teachers at this point. We will have 1 job-share class, we will have a composite 3 / 4 class and a composite 5 / 6 class.

All students K-6 start Thursday 6th February, and kindy best start will be in those first few days.

In 2024 we used the income from E&D to fund the salary for a 21st classroom teacher. In 2025 we will use those funds for an SLSO which can support a greater range of students across the school.

Behaviour Policy change: Dept of Ed have a new behaviour policy. We treat behaviour the same as other teaching - we explicitly teach the behaviour, then re-teach individuals as needed. Prevention. Modelling. Based on restorative practices.

This new behaviour support and management plan - available on the website - is in draft form, as we are open to communication and suggestions. Send email, question/critique as needed.

Hot Topic: 2025 Parent Information Night: Looking for feedback/suggestions to improve the informal meet the teacher night in the new year. What info do parents want?

Personality of the teacher, their class expectations, etc. A few other ideas discussed such as having a BBQ on the night, and common stage info given all together in the hall, then disperse to individual classrooms, having them more frequently to touch base.

A reminder that communication between parents and teachers are an open chain. All parents are welcome to make an appointment to meet with their child's teacher whenever needed.

9. Actions from last meeting:

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<p>Safer school crossing at Alfred st and at Parr Parade.</p> <p>Letter to the council and local member of parliament was sent at the end of June 2024.</p> <p>We received an acknowledgement from the council to start of July.</p> <p>We received an email from Sally Carmody (an electorate officer and the school liaison officer) who is in communications with the council supporting us with this request, mid July.</p> <p>9th August. We have received another email from Sally Carmody 9th August with the update that councils rely on state funding for road and safety improvements around schools. 6 raised pedestrian crossings and 3 raised platform intersections, in the roads surrounding Narraweena Public School, <i>which include Waratah Parade, Ronald Avenue, Parr Parade and Alfred Street.</i></p> <p>10th Sept. We received an email from Ricky Kwok, Traffic Engineer, with the official response from council: Council relies on State funding for many of the road and safety improvements projects around Schools. Council has submitted a Narraweena Safer Schools Package to obtain funding under the School Zone Infrastructure program. The overall package of works includes concept designs for 6 Raised Pedestrian Crossings and 3 Raised Platform Intersections, in the roads surrounding Narraweena Public School; which include Waratah Parade, Ronald Avenue, Parr Parade and Alfred Street. The total cost of works is estimated to be over \$1.25 million. Decisions regarding funded projects are expected to be announced in early 2025, and Council will provide further communication with the School if we are successful in obtaining funding.</p>	<p>No actions required at this time. Decisions regarding funded projects are expected to be announced in early 2025, and Council will provide further communication with the School if we are successful in obtaining funding.</p>
10. General Business	
<ul style="list-style-type: none">As seen in the 'Community News' section of the newsletter: Council is introducing P-CEP (person-centred emergency program) an emergency preparedness resource for vulnerable members of our community, especially seniors, people with a disability, or people who are linguistically diverse. They are looking for locals willing and able to assist the program. Applications are now open, and training will be provided to volunteers.	
<ul style="list-style-type: none">Tim M recommends Gether, an AI calendar management app. Gether is looking for new users, there is a free trial for new sign ups.	
Meeting closed 9:10pm	

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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	AGM and P&C Meeting – 3 rd December 2024 at 7:00pm

Draft fundraising schedule – 2024	
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	Colour Run (Thursday 5th December) Christmas Carols (Monday 16th December)