



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 16th February 2021



Meeting Opened: 7:05 pm Meeting Closed: 8:20 pm
Present: 26 in attendance as per attendance spreadsheet
Apologies: Donna Jones, Kate Nacinovic, Tamar Stewart, Anne Ford, Anna Clark

1. Welcome and apologies	
Apologies as per above	
2. New members	
➤ Jason Keeble	
3. Review and acceptance of previous minutes	
Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html	
Motion to accept:	Megan Keeble
Seconded:	Belinda Murace
4. Correspondence In/Out	
4.1. Correspondence In:	
➤ N/A	
4.2. Correspondence Out:	
➤ N/A	
5. Presidents Update:	
➤ In the process of filling a vacant position at the school. Announcement should be made between now and next P&C meeting. Panel members are part of the P&C and will ask for interest at next general meeting for anyone who wishes to join the list of available P&C Panel members.	
➤ Motion # 1 – Proposed by Mark and seconded by Nicole Farrelly	
○ " That general P & C meetings be held twice a term, in week 3 and week 8"	
○ Currently based on schedule there would be three each term which is not always needed. Some meetings fall during first day of term which is not necessarily productive and best use of schedule.	
○ Everyone in favour	
➤ Motion # 2 – Proposed by Mark and seconded by Kate Bradshaw	
○ " That the Annual general meeting of the Narraweena Public School P & C be held in February each year"	
○ Having the AGM on the first month enables people joining to have their membership effective from month 1.	
○ New year, new executive and can start organising for the year straight away.	
○ Audit is being done during end of year holidays so can be finalised by February.	
○ Put position descriptions and available positions up on the school website and also the P&C Facebook page.	
○ Motion passed – nobody against.	
➤ And Motion # 3	
○ " As per the updated Model constitution, meetings may be held at 2 or more venues using any technology that gives members a chance to participate."	
○ All in favour	
6. Explore & Develop: Sabrina and Amanda	
➤ OSHC is fully booked Monday to Thursday with 95 children a day. 65-70 on Fridays.	

Draft minutes - to be endorsed at the March 2021 P&C meeting

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<ul style="list-style-type: none">➤ Due to the OSHC occupancy being so full, this also results in the car park being very full and traffic is becoming an issue.➤ OSHC and the school are looking at options.➤ 28-30 children from Kindy joining this year which has become a bit of a challenge. Have given kids a wrist band so they know who should be there. If parents can remind children in the mornings if they need to go to OSHC that day after school to help.➤ Vacation care was a success. Were able to hold lots of activities in house. Hoping to be able to hold excursions during the next school holidays.➤ Any casual bookings for less than 24 hours can call to make a booking otherwise they can do on the app. Must be enrolled already for casual days.➤ Still availabilities for before school care.	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula	
<ul style="list-style-type: none">➤ The start of the new year has been super busy!➤ I'd like to say a sincere 'thanks' to the school community for their patience when coming into the Uniform Shop. As we are following Covid protocol, the queues for the first couple of weeks have been long. I'd also like to thank families for embracing the Flexischools ordering system, because without that, those queues would have been much, much longer.➤ The increase of Flexischools orders have doubled, maybe tripled some days, so I'm very grateful to Kathy Sippel, for her help in the Uniform Shop, otherwise I would probably still be there at school pick-up!➤ The new sports shirts are selling very well.➤ Unfortunately, Covid is affecting supply of goods & we are currently waiting on supplies of some hats, bags & various clothing items. My apologies, but unfortunately these are all out of my control...items that used to take 3 months to deliver, have taken 6 & items that were once 'off the shelf' are taking months.➤ Legionnaire hats & the large bucket hats are now back in stock.➤ P&C to confirm price for Paula to sell the old PSSA shorts and girls' trousers. They will then be put up on Flexischools and included in the newsletter/app.➤ Still waiting on bags at the end of the month.	
Motion to accept:	Nicole Farrelly
Seconded:	Kate Bradshaw
7.2. Canteen Report – Donna Jones	
<ul style="list-style-type: none">➤ Since our last meeting November 2020, the Canteen has continued to serve our school community well and with 5 new kindergarten classes this year we anticipate continuing to grow.➤ Late last year the P&C advertised to our community that we were looking for some casual position staff.➤ The Canteen has successfully inducted two new casuals to our team this week and look forward to introducing Natalie & Claudia to the children, parents and volunteers!➤ We welcome parents and grandparents to get involved at the School Canteen.➤ A few issues in continuing to maintain Suppliers, a few large local providers have survived but some others have closed because of COVID. After discussions with Belinda, she will utilise as many local options as possible but continue to source new providers (ie; bio packaging and selected menu items), moving forward so they can remain on menu and we will re-evaluate as other line-supplies are used.➤ The Treasurer has the most up to date account Balances, but happy to say we are in a positive trading position.	
Motion to accept:	Kylie Taylor
Seconded:	Marilyn Mastroianni
7.3. Band Report – Mark Stevens	

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- The music program has taken a hit due to COVID in the last 12 months.
 - 2020 senior band: 36 members at start of year, 28 by mid-year.
 - 2020 training band had 17 members at the start of the year and was down to 10 or less mid-year.
 - 2020 string ensemble had 7 members and the ensemble was cancelled in term 3.
- At the end of 2020 we lost 7 x year 6s moving to high school and 2 x year 4s to OC classes. 13 more students withdrew at the end of last year from training band and senior band
- Summary music program numbers
 - Pre COVID: 60
 - After lockdown: 45
 - Start of 2021: 48
- 2021 ensemble numbers:
 - Training Band: 17
 - Senior Band: 19
 - String Ensemble: 12
- 2021 Band Committee - already had some interest and roles will be discussed in the next few weeks. How is it best to manage the committee? I propose we create an informal sub-committee or a working group.
 - At the AGM there is the opportunity for the forming of a Band Subcommittee
- Invoices have been issued for 2021 and payments are coming in (Kate)
- We have said farewell Rick our band conductor and welcomed two new conductors to the program: Jess on Training Band and Rosy on string ensemble. Mark has moved from string ensemble to concert band.
- There are some tutors that are allowed back on site now. Brass, string and flute at this stage.

Motion to accept:

Belinda Murace

Seconded:

Marilyn Mastroianni

7.4. Fundraising Report

- Crazy Pizza Friday was a well received. The kids all seemed to enjoy the pizza, ice block and candy canes and were sporting some super colourful outfits.
A few things to keep in mind for next time we do this:
 - Don't do on a Friday as it is the Canteen's most profitable day. 😊
 - All kids get the same serving size.
 - Domino's aren't awesome pizza cutters. 😞All in all, the distribution of the pizzas and catering for the various dietary requirements went smoothly. A big thanks to Belinda, Rita and Jesse for helping as well.
- Fundraising schedule for the year hasn't been developed yet.

7.5. Treasurers Report – Kate Bradshaw

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Bank Summary

Narraweena School Parents & Citizens Assn From 1 November 2020 to 31 December 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	14,786	2,738	6,438	11,085
Canteen Account	57,804	25,603	22,329	61,078
Debit card account	308	1,221	1,121	408
NPS Main account	29,942	9,066	1,549	37,459
Uniform Shop account	42,396	17,678	10,663	49,411
Total	145,235	56,306	42,100	159,441

- Band:
 - Approx. 3 invoices were left unpaid at the end of 2020
 - Band conducting fees were paid as were invoices for the new percussion instruments, as per quote provided at meeting in 2020.
- Canteen:
 - All going well, very healthy bank account balance
- Uniform shop:
 - Kindy uniform sales
 - Uniform Cost of Goods
- Main acct:
 - Inflow – P&C donation collected by school via school fees
 - Outflow- Fun food Friday pizza, candy canes

Bank Summary

Narraweena School Parents & Citizens Assn From 1 January 2021 to 12 February 2021

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	11,085	5,980	-	17,065
Canteen Account	61,078	2,726	9,430	54,374
Debit card account	408	154	154	408
NPS Main account	37,459	1	65	37,395
Uniform Shop account	49,411	13,908	25,735	37,584
Total	159,441	22,769	35,384	146,827

- Band:
 - Invoices for instrument hire have been emailed and handed out.
 - Annual band fee invoices have been issued – 10% discount applied if invoice is paid in full by 5 March, otherwise it reverts to \$100 per term.

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<ul style="list-style-type: none"> ○ Creative Kids voucher is available to use. ○ We used the P&C EFTPOS to gather fees when handing out the instruments Friday 5 Feb. ○ About 25% of all invoices have been paid so far. <ul style="list-style-type: none"> ➤ <u>Canteen:</u> <ul style="list-style-type: none"> ○ Quarterly superannuation and PAYG have been paid. ➤ <u>Uniform shop:</u> <ul style="list-style-type: none"> ○ New sports uniform invoices paid. 	
Motion to accept:	Kylie Taylor
Seconded:	Megan Keeble
8. Principal's Report – Sally Bell	
<ul style="list-style-type: none"> ➤ 536 students enrolled at Narraweena Public School this year. ➤ 97 kindy kids resulting in 5 kindy classes. ➤ Thank you to every that came to the meet the teacher evening. ➤ Swimming carnival on Monday. Thanks to all the parents for their understanding with the direction of parents not attending the carnival. We able to get through all races quickly and have a fun teachers vs student race at the end of the day. ➤ Sports shirts are selling well, and kids love them. ➤ New process – by midday every day, if your child not at school, the system will be sending out an email to notify you and give the parents the opportunity to respond straight away. ➤ Afternoon and morning gate process is still working well. ➤ Chris thanked the P&C for purchasing the STEM kit (see thankyou note in actions from the last meeting.) ➤ No further update since the beginning of the year from the Department regarding parents on the school grounds. ➤ Swimming carnival – some feedback from parents was around sharing a schedule of races to help parents talk with their kids about what races there are and how it works. Will take that on board for next year. ➤ PSSA – parents can go but must follow COVID protocol. There will be a note shared to parents before this Friday. 	
9. Actions from last meeting:	
<ul style="list-style-type: none"> ➤ New Sports shirts and shorts – <ul style="list-style-type: none"> ○ Year 3-6 sports shirts to be discounted for Term 1 only to \$35. ○ New shorts will be available for everyone. ○ Old shorts to be discounted and sold. 	<ul style="list-style-type: none"> ➤ P&C \$5 for the old shorts and \$10 for girls' trousers. ➤ Complete
<ul style="list-style-type: none"> ➤ Motion accepted at the meeting in November 2020 for the P&C to fund the purchase of 2 Robotics kits for the school. 	<ul style="list-style-type: none"> ➤ Students and teachers of Narraweena Public School are incredibly grateful for the generosity of our P&C for the full funding of our recent robotics order, totalling nearly \$20,000. This order which contains devices suitable for students K-6 include Micro Bits, Dash Robots and Blue Bots. These have been recently delivered to the school and will be set up for regular student use as soon as possible. We are waiting for delivery of 15 brand new iPads that will be set up for lessons in The Hub. Students and teachers

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	are very excited about having our own devices and look forward to authentically implementing them into our lessons.
<ul style="list-style-type: none"> ➤ Volunteers for Canteen and Uniform Shop – <ul style="list-style-type: none"> ○ Notice put in Newsletter and Facebook pages. Has it generated any interest? 	➤ Still try to get some for uniform shop.
10. General Business	
<ul style="list-style-type: none"> ➤ Can ice block Fridays resume for rest of Term 1? <ul style="list-style-type: none"> • No due to ongoing COVID restrictions. • We can revisit each term. 	
<ul style="list-style-type: none"> ➤ School to start working on wish list along with figures. – Sally to provide to P&C executive once complete. 	
<ul style="list-style-type: none"> ➤ This time next month will be the AGM and all positions will be vacant. Mark and Marilyn will not be standing again for their current positions. A list of available positions and their descriptions will be shared on the school website and also on the P&C Facebook page. 	
<ul style="list-style-type: none"> ➤ Membership – Mark to look at possibility of paying in advance for membership and if there is any issue in the constitution about this. 	
<ul style="list-style-type: none"> ➤ Question has been raised regarding the DA approval for refurb of the admin building. Sally will advise once approved and share it in the newsletters then. 	
<ul style="list-style-type: none"> ➤ Kate to bring the EFTPOS machine to the AGM to assist in membership payments for those that didn't bring cash. 	
<ul style="list-style-type: none"> ➤ Class parents – Once class parents have been selected by the teachers based on interest, Sally to share information with the P&C. 	

Meeting schedule	
2021	
February	P&C Meeting – 16 th February 2021 at 7:00pm
March	AGM and P&C Meeting – 16 th March 2021 at 7:00pm
May	P&C Meeting – 4 th May 2021 at 7:00pm