



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 15th February 2022



Meeting Opened: 7:40 pm Meeting Closed: 8:26 pm
 Present: 27 in attendance as per attendance spreadsheet
 Apologies: Donna J, Marilyn M, Mark S, Laura S

1. Welcome and apologies			
Apologies as per above			
2. New members			
Ashleigh S	Nichola C		
Daniel B	Renee C		
Danielle B			
Jess M			
Lyndal P			
Matilda H			
Micaela J			
Michelle F			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narra-weena Public School (nsw.gov.au)			
Motion to accept:		Sarah C	
Seconded:		Kylie T	
4. Correspondence In/Out			
4.1. Correspondence In:			
➤ N/A			
4.2. Correspondence Out:			
➤ N/A			
5. Presidents Update:			
➤ Excited for the new year ahead. Not much more to add to AGM president's message.			
6. Explore & Develop: Sabrina and Amanda			
➤ Our New Co-ordinator			
○ We have welcome our new OSHC Co-ordinator Laura to the team. Laura has worked at Explore and Develop in the long day care centre for 9 years and been an educator to many students currently at the school. She is familiar with the centre policies and procedures and is extremely excited to be in this new role.			
➤ Vacation Care			
○ We had great numbers for vacation care and were full on most days. It was so wonderful to reflect on the children's excitement and positive energy. Rain, hail or shine they were eager to get involved and participate in the activities organised for them. A highlight was Clifton Gardens as we haven't been able to go to any excursions for a little while. At the end of each day, we reflected with the children and collated some feedback that will guide the program for the next holidays. We have also provided a digital feedback form on our app for parents to contribute.			
➤ Welcome back to before and after school care			

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- It has been very exciting to welcome everyone back to before and after school care and see some familiar as well as some new faces return. These first weeks we are getting to know the children through an All About Me project that explores their likes, dislikes, interests and more. We are also re-visiting and reflecting on our OSHC expectations and rules, especially as we welcome our new kindergarten students.
- Enrolments
 - There has been some movement in our enrolments for both before and after school care. Laura is currently working through the waitlist and will be in touch with families.
- Some reminders:
 - Pick up and drop off: Parents must use the iPad to sign their child in or out. Masks must be worn when entering our service whether we are indoors or outdoors.
 - Gate: please ensure you close the gate properly on your way in or out, the magnet can be sensitive
 - Breakfast is served no later than 7:50am.
 - The new password for our Parent News App is OS2022
 - My Family Lounge (separate App) can also be used to book in casual days
- Long Day Care:
 - We are happy to say that all children who have joined the service for 2022 have transitioned really well. We have a couple of vacancies in our preschool room Mon & Fridays if anyone was interested in enrolment at Explore & Develop Narrabeena, please send them our way.
- A new playground revamp is on its way, we are installing a new playground equipment, comprising of a swing, walking bridge, climbing frame. Old structure had to be removed due to rust and general wear and tear. There will be additional updates to the playground, watch this space for further details.
- We would also like to acknowledge parents using the carpark via Waratah Parade, is strictly only for Long Day Care parents only. Ronald Ave is specifically for OSHC and we have found since we have had this new entrance it has eased the flow of traffic into the service, which is great. Just a reminder if you are using the Ronald Ave entrance, to be mindful of the uneven surfaces.
- For your information our Educators in both services Long Day Care & OSHC are surveillance testing twice a week and we have been fortunate not to have been impacted too much by Covid. A great start to 2022 and we look forward to working with all of our Explore & Develop community and NPS.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula

- The uniform shop was unusually quiet for its first week back, though our Flexischool online orders are up, so maybe it balances out a bit?
- We certainly didn't have the huge queues of norm, which was strange, but nice.
- Everything is good in the uniform shop; we are fully stocked & things are running smoothly.
- I would like to say a huge thank you to my volunteers, without Diana & Kathy, who is still coming in on her day off, things would not have run as easily.
- We are bursting with second-hand uniforms (more on the smaller sizes) if anyone is in need.
- Thank you to the school community for their patience when visiting the uniform shop, as we can still only see a maximum of 2 families at a time.
- *Megan K to do audit of second-hand uniforms*

Motion to accept & Seconded:	Kate B Marketa J
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7.2. Canteen Report – Donna J

- The canteen has been busy! Happy 2022!
With staffing and management changes, we thank Belinda M and wish her well on her endeavours.

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We welcome Sarah C as our new Canteen Manager, who is settling in very well and it's sure to be a great year!

(The Treasurer will share the Bank Account Balances in their report)

This is my final report for the Canteen Committee, after many years of building, it is time to pass the baton onto someone else ready to commit to Healthy Eating Strategies and Policies for our students, being a critical part of the P&C and it's fundraising for the school with all profits donated.

A now profitable and successful business for years, the School and its Community can feel very proud of it; as I personally am.

My hope is that the Canteen will continue with good management, high health standards and continue to prosper!

It takes a lot of work that is unseen and not considered by many, but an extremely worthwhile and rewarding venture in my time at Narraweena Public School.

We led the charge into NSW Healthy Eating Programmes, along with implementing The Flexischools system and much has changed and much has been gained.

Having the opportunity to assist other Schools with their Canteens in achieving the same standards as ours, has been a privilege and reward at the same time.

I thank our current Principal, Sally B, The Executives, and her predecessors; but special mention must go to Mr Andrew W, who first invited me to consider the role and to rebuild the Canteen- quite literally!

A truly worthwhile investment in our children by the Department of Education and our P&C, in achieving a successful Building Grant in 2014, rebuilding the original 1953 Canteen into a modern and efficient commercial premises in 2015.

We've had five P&C Presidents in the role, since then and I thank them also.

Thankyou to past and present volunteers and staff.

I encourage as many parents as possible, to be involved and volunteer your time and efforts.

The results can be extraordinary.

Motion to accept & Seconded:	Sarah C Megan K
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7.3. Band Report – Mark S

- Ensembles will start week 3 on site- very exciting!
- Strings Monday with Mark Stevens, Junior Band Tuesdays with Jess Manning & Concert band Thursday with Mark Stevens
- Band committee is up and running, we are seeking new members for secretary and events coordination
- Instrument servicing and hire under way (instruments handed out Monday 7/2/22)
- Numbers: 17 students in junior band, 27 students in concert band & 8 students in String ensemble. There will be a mid year intake for strings after Year 2 has had violin lessons for a semester.

Motion to accept & Seconded:	Kate B Linda M
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7.4. Fundraising Report

- Review of Recent Events
 - December Election BBQ on Saturday 4th Dec –
 - Little over ordering due to lots of people doing online voting.
 - Lolly bags went well
 - Extra softdrinks valid to end of year
 - Next BBQ to have BainMarie set up under
- Future Events for 2022

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- Trivia night
 - Great interest in the Trivia night last year.
 - Would be great to keep it on the agenda for this year.
- Colour Run –Need to revisit date – Linda to send dates to Sally
 - Use funds for school sign
- Build a brick 2022 – Sarah has collected information and pricing on the Build a Brick program.
 - \$16.40 cost per paver with 3 lines of engraving included. Sell for at least \$25
 - Also need to account for installation.
 - Need to look at where/how to do this.
 - Paver 230x115 – 38 per square metre.
 - Brick 230x75
 - School to think about location and timing of when it might be best.
- Mother's Day morning tea and stall
- Father's Day morning tea and stall
- Spellathon – needs to be far away from Colour Run
- Jump rope for heart
- Election for roughly end of May/early June

➤ Dollars Raised: See Treasurers report

7.5. Treasurers Report – Megan K

Bank Summary

Narraweena School Parents & Citizens Assn From 1 November 2021 to 10 February 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	19,475	1,850	5,430	15,895
Canteen Account	54,959	30,149	50,165	34,942
Debit card account	386	1,292	1,324	353
NPS Main account	24,155	36,265	28,525	31,896
Uniform Shop account	48,550	21,979	22,703	47,826
Total	147,525	91,535	108,147	130,913

Since last P&C Meeting:

- Band:
 - Outstanding Bill to pay \$4,000 approx for instrument service.
- Canteen:
 - \$20,000 transferred to Main account to be used to fund HDI panels
 - Quarterly Super and PAYG liabilities paid.
- Uniform shop:

Narraweena Public School – P&C Minutes – 15th February 2022

Draft minutes - to be endorsed at the March 2022 P&C meeting

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<ul style="list-style-type: none"> ○ Nothing new to report. <ul style="list-style-type: none"> ➤ <u>Main acct:</u> <ul style="list-style-type: none"> ○ The closing balance includes \$9696 Grant received to use towards ○ First Aid Room Upgrade ○ Donated \$24,100 to the school to pay for HDI Panels for the classrooms. 	
<p>Motion to accept & Seconded:</p>	
<p>Kylie T Marketa J</p>	
8. Principal's Report – Sally B	
<ul style="list-style-type: none"> ➤ Welcome everyone. We have settled in as well for the first term ➤ Children have settled in well. Thank you to the community for being so co-operative when collecting RAT tests. More tests given out last week. No confirmation what is happening post the end of next week as yet. ➤ Notifications are sent out as everyone would have seen notifying of any positive cases. Gives parents the opportunity to be aware of cases in the school. Many other schools in the area are seeing many cases. ➤ No major staffing issues to date due to COVID absences. ➤ Great attendance tonight to the Meet the Teacher evening. People attending followed all guidelines which was great to see. ➤ Looking forward to a new/revised Class Parent network for 2022 to help with the P&C initiatives and school communications. 	
9. Actions from last meeting:	
<ul style="list-style-type: none"> ➤ School wish list – P&C discussed and agreed to proceed to pricing on the below: <ul style="list-style-type: none"> ○ Interactive Panels – approx. 4-5k each – 5 classrooms need updating. ○ Laptops – approx. \$450 each ○ Basketball backboards - \$2,000 – 2 backboards, 2 hoops and nets. <p>Motion: The P&C will provide the school with Interactive panels, Basketball backboards, hoops and netball rings, laptops as the P&C contribution to the school for 2021. All in favour of the motion.</p>	<p>Update:</p> <ul style="list-style-type: none"> ● Interactive panels – installed \$24,100. ● Basketball board, ring & net on order – ● Post pads – have been installed & invoice ● Fine motor skills ● Sick Bay – design done – waiting for quotes ● \$12,000 parent voluntary funds School to provide P&C with \$transfer ● Done and closed. (Remove from minutes)
<ul style="list-style-type: none"> ➤ School to confirm sensory toys for K-2 as a donation to the school on behalf of the Auditor that does the P&C accounts. Around \$300-\$400 	<ul style="list-style-type: none"> ➤ Cara looking at this.
<ul style="list-style-type: none"> ➤ NSW Social Sector Transformation grant – <ul style="list-style-type: none"> ○ The school needs to provide progress updates. ○ The school also need to provide the P&C with invoices for reimbursement, up to \$10,000 for the First Aid Room upgrade. 	<ul style="list-style-type: none"> ➤ Once invoice is received for the works the school will then raise an invoice to the P&C.
<ul style="list-style-type: none"> ➤ Offer of 2 x Garden Beds (2mx1mx1m) including all soil and plants for the school from Dell Technologies. 	<ul style="list-style-type: none"> ➤ Once restrictions lift will look at delivery timing.
10. General Business	
<ul style="list-style-type: none"> ➤ Mobile Device Policy <ul style="list-style-type: none"> ● P&C endorsed 2 years ago. 	

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<ul style="list-style-type: none"> • Questions were put to the people in attendance regarding clarification on smart watches and the school mode option. Response from the NPS staff- Not all students follow these options and can change it out of school mode. At our discretion a consistent rule applies which is outlined in our NPS mobile device policy that was sent out a few weeks ago and is on the website. This will ensure all students will be safe from misuse of devices at school. Garmin watches do not have access to the internet. The members of the P&C unanimously supported and endorsed the continuation of this policy.
<ul style="list-style-type: none"> ➤ With Parent Survey results (Tell Them From Me) – do parents get access. <ul style="list-style-type: none"> • School will present to the P&C meeting next meeting.
<ul style="list-style-type: none"> ➤ Do we alternate between Zoom and Face to Face meetings <ul style="list-style-type: none"> • Jason to look into any technology • Can make communication more difficult. • To discuss further at future meetings.
<ul style="list-style-type: none"> ➤ New Office Bearers <ul style="list-style-type: none"> ➤ Positions still available are: <ul style="list-style-type: none"> ..1. Vice President ..2. General Committee Members ➤ If your interested in finding out more about either of these roles, please reach out to the P&C at narraweenaps.pandc@gmail.com

Meeting schedule	
2022	
February	P&C Meeting – 15 th February 2022 at 7:00pm
March	P&C Meeting – 22 nd March 2022 at 7:00pm
May	P&C Meeting – 10 th May 2022 at 7:00pm

Draft fundraising schedule – 2022	
2022	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	Colour Run (TBC)
July	
August	Fathers Day Stall/Breakfast
September	
October	
November	
December	Christmas Carols