



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th February 2023



Meeting Opened:	7:42 pm	Meeting Closed:	8:41 pm
Present:	26 in attendance as per attendance spreadsheet		
Apologies:	Mark S,		

1. Welcome and apologies			
Apologies as per above			
2. New members			
Frank Valentino	Hannah Barnsley		
Thais Inacio Gomes	Peta Maras		
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)			
Motion to accept:		Jess M	
Seconded:		Sarah C	
4. Correspondence In/Out			
4.1. Correspondence In:			
➤ None			
4.2. Correspondence Out:			
➤ None			
5. Presidents Update:			
➤ With news of Sally's departure, there is currently a recruitment process in progress with a representative from the P&C to be a part of the panel. I have stepped into this role as the previous nominee Kara T was not able to take part due to the clash in dates.			
6. Explore & Develop: Laura B			
➤ The Summer Vacation Care program was a success with every day having a waitlist, we had wonderful weather and lots of fun and engaging activities organised. First preference for days in the school holidays goes to those families who use before and after school care, however, we were also able to accommodate to some other NPS families on the days with vacancies. Having 45 a day in the holidays enables the team to really get to know the children and form positive relationships. We have welcomed some new staff to the team who the children have responded well to. A few of our OSHC staff have decided to pursue a career in early childhood education and have commenced a traineeship at the long day care service.			
➤ We have expanded our licence to accommodate to 105 children every afternoon. Every morning and afternoon except for Friday is currently full. We have had a lot of interest in before and after school care from new and existing families and welcomed 30 Kindergarten children to the service. They have settled in well and it has been wonderful to see the older children support and encourage them. It has also been exciting to see children from the long day care transition to school with confidence. We have been exploring our OSHC expectations, rules and playground expectations which mirror those at school. Our program over the next few weeks will explore this as well as focus on "getting to know you" activities to promote positive connections amongst peers and educators.			
➤ We have now transitioned to new app OWNA, we are still adjusting and appreciate family's patience and support during this stage. Casual bookings, vacation care programs and all parent information will be in the one app which will make things much more seamless. We are planning to have the April Vacation Care program up on there in early March.			

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<p>➤ The long day care is undergoing assessment and rating today and tomorrow, we are hoping to achieve positive results.</p>	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula P	
<p>➤ The uniform shop has been crazy!</p> <p>➤ A huge thank you to my volunteers the past few weeks, I seriously couldn't have done it without them.</p> <p>➤ So thank you to Kathy, Diana & Tina.</p> <p>➤ Thank you as well to the school community for their patience over the past few weeks, as there have been queues.</p> <p>➤ We still have a large quantity of long sleeve 2nd hand polos in size 6.</p>	
<p>Motion to accept:</p>	<p>Tamar S</p>
<p>Seconded:</p>	<p>Micaela J</p>
7.2. Canteen Report – Sarah C.	
<p>➤ The agreement with Flexi schools for a reduced service fee has been put in place so now the canteen and the uniform shop will be only paying 1% instead of 3% this agreement has been locking in for the next 3 years. Sarah to chase up about that.</p> <p>➤ End of term 4 went really well and sales via flexi school and over the counter stayed strong right up to the last day.</p> <p>➤ The first few weeks have started off really well. Service is picking up and over the counter sales at lunch time have been busy- due to the hotter weather a lot of the colder items are selling.</p> <p>➤ I was able to come in on the Monday and give the canteen its end of year deep clean.</p> <p>➤ I would like to place a noticeboard / chalk board on the outside of the canteen wall, so I am able to announce weekly specials, new items at the canteen or even special events. Also, a place where the school and P and C can place information re events like fun run, Mother's Day and Father's Day morning tea, Fun day. I have spoken to Sally, and she has given her approval. Prices vary depending on the type you get a cork board starts at \$44, a chalkboard approx. \$72, fabric board \$229 and an outside lockable bulletin board \$396.</p> <ul style="list-style-type: none">○ Sarah would be happy with just the chalkboard for \$72. <p>➤ An updated price list for the school newsletter and website has been done.</p> <p>➤ The concentrate that is used in the slushie machine has gone up in price, after doing some investigating the average cost for a slushie in a NSW school canteen is close to \$3, to cover the cost of the concentrate I would recommend that the full cup be changed from \$2 to \$2.50 and the small slushie from \$1 to \$1.50, these prices cover the cost of the concentrate, cup and straw.</p> <p>➤ Pre Covid the canteen on a Friday afternoon during term 1 – sold ice blocks for 50c – just wondering what everyone's thoughts were in bring this back for this term? Would be cash only, ice blocks only sold and it would be buy the ice block and then exit the school grounds by 3:10pm so that the teaching staff are not held back?</p> <ul style="list-style-type: none">○ To start this Friday and will include notice in the newsletter. Volunteers needed to help serve. <p>➤ Also earlier this week we received some sad news, Tina for the Friendly Grocer who has done and continues to do a lot for the school and the community as a whole lost her husband Simon to melanoma, I thought it might be a nice idea to do something to show our support and that we are thinking of her and their son during this difficult time, a gift voucher, care package or even a go fund me page that those that want to can contribute to.</p> <ul style="list-style-type: none">○ All in favour for a \$200 voucher for Tina	
<p>Motion to accept:</p>	<p>Micaela J</p>
<p>Seconded:</p>	<p>Jess M</p>
7.3. Band Report – Laura S	
<p>➤ Music Program Report:</p> <ul style="list-style-type: none">○ We are asking for new committee members- Tamar, Ceridwen, Alex, Laura and Mark will continue, Marketa is taking a break this year.○ All ensembles are up and running with 57 students in the extra curricular music program	

Narrabeena Public School – P&C Minutes – 14th February 2023

Draft minutes - to be endorsed at the March 2023 P&C meeting

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- 25 students in concert band
- 15 in Training Band
- 17 in Strings (many year 2 students- thanks to the success of the Year 1 violin program)
- o Concert Band and Strings started last week 6/2/23 with Mark Stevens as conductor
- o Training Band started 14/2/23 with conductor TBC, Mark will stand in until another conductor is employed
- o Training band instruments have been serviced and hired out
- o Some instruments (cellos and clarinets) have been hired from the Arts Unit, these are very good quality instruments at a reasonable hire price
- o We would like to suggest having open rehearsals in the last week of each term so parents can see their children in action and be more involved in the band program. – Great idea to do in the second last week of term. Supported by all in attendance.
- o Given the inflation in cost of repairs to instruments, sheet music etc - Raising fees from \$400 to \$420 per year – All in favour
- o For instrument hire, the cost of servicing some of the instruments is more than what we are charging for the hire so we need to revisit this pricing. – All in favour.
- o Also look at some fundraising opportunities throughout the year to raise money for the band.

Motion to accept:

Kate B

Seconded:

Lynda N

7.4. Fundraising Report – Micaela J.

Christmas Carols – 9 December

Thank you again to the BBQ sponsors – Cunninghams major sponsor, Bunnings Belrose and Cammareri Landscapes. It was great to have them ready for the Fun Day and the Carols night.

Thanks also to Pete for building them.

The Christmas Carols were a huge success, we had a great turn out and a lot of food orders. The ice cream truck was very popular, if we are to do this again suggest we have 2 trucks as the wait for an ice cream was a bit long!

Thanks again to Explore and Develop for donating the Santa.

The total profit was **\$1,918.70** which was similar to the last event held in 2019.

Upcoming events

MARCH

Election Day BBQ – Saturday 25th March

Are we planning a cake stall too – Band can sponsor this.

Consider quantities from last state election.

Also look at doing a bric-a-brac table to clear out items in the P&C Storeroom

APRIL

Easter Hat Parade – Thursday 6th April

Are we planning on the same as last year – donations from families and a big raffle for the children? Do the same as last year with collections at gate. Sell tickets online.

Hot cross bun and an easter egg.

MOTHERS DAY

I have started to shortlist the gifts to purchase, aiming for gifts around \$3ea which gives \$2 profit if we sell for \$5.

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There isn't a huge range for \$3 but I assume we don't want to increase the price for gifts?
Jen advised we normally purchase 500 gifts, allow for approx. 10% who don't purchase / forget (have some free items).

Should we go with 500 again this year? Agreed to go with similar numbers as previous years.

TRIVIA NIGHT

Last year the Trivia Night was postponed due to a busy calendar. Date to be set, do we have thoughts on a potential date? possibly in May after school holidays?

Look at larger venues like Dee Why RSL.

COLOUR RUN

Are we planning on another one this year or best to hold every second year? To be held every second year.

7.5. Treasurers Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn From 1 November 2022 to 4 February 2023

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	17,917	-	5,317	12,601
Canteen Account	42,836	31,511	46,318	28,028
Debit card account	597	813	1,002	408
NPS Main account	43,509	5,783	16,031	33,262
Uniform Shop account	36,112	16,864	22,109	30,867
Total	140,971	54,970	90,776	105,166

Since last P&C Meeting:

- Band:
 - Conductor bills paid.
- Canteen:
 - Sales going well – average Flexischools sales over \$3,600 per week
 - 2 freezers have been replaced, total cost \$3,357
 - Q4 2022 Superannuation and PAYG tax have been paid
 - All supplier accounts all settled at end of 2022.
- Uniform shop:
 - Good EFTPOS sales during Kindy O
 - Suppliers paid after new stock received for start of year.
 - Huge start to the year with Back to School vouchers being accepted in store only.
- Main acct:
 - Cash in:
 - generous donations for new BBQs and covers:
 - Cunninghams Real Estate Balgowlah - \$900

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- Cammareri Landscapes - \$400
- Cash out:
 - Donation to school for Kitchen Garden, from Colour Run Proceeds \$12,500
- Successful Christmas Carols event – Profit nearly \$2,000
 - Food orders through Flexischools efficient
 - Excess money from BBQ donations went to prizes for raffle.

<u>Carols 2022</u>	
<u>Income</u>	<u>amount</u>
Flexischools	1,971.04
Eftpos	397.00
Cash Banked	657.00
Donations	602.00
	<u>\$ 3,627.04</u>
<u>Expenses</u>	<u>amount</u>
Sushi	492.80
Sausages	449.40
Buns	288.29
Lollipops	137.40
Raffle items wraps etc	247.95
Santa Extra Time	92.50
	<u>\$ 1,708.34</u>
<u>Profit</u>	<u>\$ 1,918.70</u>

Motion to accept: Tamar S
 Seconded: Kara T

8. Principal's Report – Sally B.

- I am retiring at the end of Term 1. Sad to be leaving but feel the time is right. The school in such a great place now I'm happy to have enabled this.
- Introducing all of the AP's to the P&C community. Chris Allum for early stage 1. Hannah Barnsley for Stage 1. Emma Humphrey for Stage 2. Rod Tuckerman is Stage 3. Cara Macguire AP for Curriculum and Instruction. Deputy Principal is Nancy Chaffer.
- All students are now in their classes and enrolments complete.
- A very successful 3-6 swimming carnival yesterday. Great event for all the kids and support from parents as well.
- Reminder going into the newsletter about the uniform and guidance on key items.
- Uniform shop gets soo hot in summer and soo cold in winter. The P&C and the school to investigate options.
- Year 6 from last year purchased a water fountain station for the playground.
- Reminder to the school community about the school policy regarding mobile phones and smart devices. It is listed up on the website and everyone is encouraged to review it. Policy and procedures endorsed by the P&C.

9. Actions from last meeting:

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<ul style="list-style-type: none"> ➤ School hall stage curtains and spot lighting. <ul style="list-style-type: none"> ○ The stage currently has a curtain that cannot be drawn with a damaged track. It is missing a 'valance' above the main curtain to hide the scaffolding also. A quote has been requested to repair and add valance. ○ In addition if funds allow it would be a good idea to upgrade the lighting with spotlights so the stage can be well lit without the use of the main hall lighting overhead. There is a lighting bar already installed so this could be a simple upgrade to improve performances and ceremonies. 	<ul style="list-style-type: none"> ➤ Mark S. to get quotes for these items and share with the P&C to discuss. Could be used as the school wish list items for 2023. ➤ Have had a company come out and take measurements prior to Christmas and still waiting on quote.
<ul style="list-style-type: none"> ➤ Nicki Coates to share information about solar grants for schools. ➤ Several options for grants for the school to have solar panels installed which could have a financial benefit for the school. 	<ul style="list-style-type: none"> ➤ Kara T to assist in her capacity from a work perspective. ➤ Pick up again in Term 1 next year.
<ul style="list-style-type: none"> ➤ P&C Playgroup equipment stored at the school needs to be donated to E&D or removed. – donate to explore and develop and if we need to in the future we can work with them to borrow in the future. 	<ul style="list-style-type: none"> ➤ Has been taken to E&D. Item is closed.
10. General Business	
<ul style="list-style-type: none"> ➤ Office opening – carpet is down and the kitchenette has been delivered. Should open in around 3 weeks or so. 	
<ul style="list-style-type: none"> ➤ 	
<ul style="list-style-type: none"> ➤ 	

Meeting schedule	
2023	
February	P&C Meeting – 14 th February 2023 at 7:00pm
March	P&C Meeting – 14 th March 2023 at 7:00pm
May	P&C Meeting – 9 th May 2023 at 7:00pm

Draft fundraising schedule – 2023	
2023	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	
July	
August	
September	Fathers Day Stall/Breakfast
October	

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Draft fundraising schedule – 2023	
November	
December	Christmas Carols