



# NARRAWEENA PUBLIC SCHOOL

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 20<sup>th</sup> February 2024




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Meeting Opened: 7:40 pm                      Meeting Closed: 8:44 pm  
 Present: 32 in attendance  
 Apologies: Tamar S

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### 1. Welcome and apologies

Apologies as per above

### 2. New members

Sofia U	Diamante C	Nick T	Luna K
Emma P	Julia K	Pedro A	Latham K
William L	Megan H	Emily E	Jonathon E
Ashley R	Laura K		

### 3. Review and acceptance of previous minutes

Minutes published here - [Parents' and Citizens' Association - Narraweena Public School \(nsw.gov.au\)](https://www.nsw.gov.au/parents-citizens-association)

<b>Motion to accept:</b>	Matilda H
<b>Seconded:</b>	Michelle F

### 4. Correspondence In/Out

#### 4.1. Correspondence In:

None

#### 4.2. Correspondence Out:

None

### 5. Presidents Update: Frank V

- AGM President's Update
- Welcome back to 2024. P&C is about bringing families together & creating a strong bond between carers and the school leadership team to ultimately benefit the students.
- Thank you to all members for their contributions and support throughout 2023.
- Frank took over from Kate N in the middle of last year and thanked her for the guidance and leadership she provided, as well as setting up the foundations for a successful P&C.
- Thank you to Julie who has elevated the importance of the P&C throughout the school community.
- Special mentions made to specifically thank Sarah C (Canteen), Paula (Uniform Shop), Kate B (Treasury) & Linda (Secretary) for all their efforts in 2023.
- Successful year of fundraising with contributions made to classroom resources, end of year awards, sports grants and improvements to the school.
- Looking forward to an even better 2024.

### 6. Explore & Develop: Laura B

- We have had an amazing start to the year in the Long Day Care, we are at 98% occupancy. We have found this year that many families are choosing to enrol their children in both Long Day Care and Community Pre-School.

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The children have settled in well and are enjoying their time. Our preschoolers are currently investigating spiders and love finding webs, insects all around them.

- ☐ Currently we have 8 Educators all doing Cert 3 Traineeships & Diploma in Early Childhood, as we can support them through their new career. Both teams in both LDC & OSHC have all attended Child Safety and Child Safe Standards training, which is imperative in our sector. 2 Educators from Long Day Care will be attending a 4 day program on “Is managing children’s behaviour still ‘a thing’? Exploring new possibilities for supporting pro-social skills with Anthony Semann.
- ☐ Vacation Care was a great success with one of our highlights, was an excursion to Manly Waterworks. The children showed responsibility with each other, being safe and sensible around water. Our excursion to Warriewood Cinemas was also a success with some members of the public noted, how well organised and respectful the children were, such a highlight for us. It has been great to welcome close to 40 kindergarten children to our OSHC service, who have really settled into a new environment, getting used to school rules and our OSHC rules. It has been lovely to see beautiful connections flourish from our reading groups last year between the preschool and the OSHC students. This has allowed for seamless transitions and a positive start to the year. At this stage enrolments are ever changing as parents are navigating their working hours and extra co-curricular activities. If there are any requests, by all means send them to Laura – OSHC Co-Ordinator, who will answer at her earliest convenience.
- ☐ We are super excited for 2024.
- ☐ Sabrina, Laura & Amanda

### 7. Sub-committee reports

#### 7.1. Uniform Shop Report – Paula P/Kathy S

- ☐ A special 'thank you' goes to Kathy & Diana for handling the uniform shop while I was away at the end of last year.
- ☐ It's obviously looking very fresh & clean after a paint job, so I am very grateful to Kathy for handling that, as I know it would have been a huge job to pack up the uniform shop & then restore it, especially while also running the uniform shop.
- ☐ We still have an issue with bucket hats being out of stock, but now I'm back, I'll chase those up.
- ☐ Need to put contact email in newsletter

**Motion to accept:**

Kate B

**Seconded:**

Micaela J

#### 7.2. Canteen Report – Sarah C.

- ☐ All went well right up to the last day of term 2023.
- ☐ Return has been as expected steady, lunch counter service busy due to the hotter weather, online orders have been building momentum as the term progresses.
- ☐ Menu pricing has been reviewed and items have been priced in accordance with the increase of supplier fees. Have been able to keep costing of items still at very reasonable price.
- ☐ Ice block Fridays to return 16th Feb 24 while the weather is still warm, information has been added to the school newsletter and app to let everyone know and also to drum up volunteers to help out.
- ☐ With the return of PSSA on 1st March I have set up a menu on Flexischools that only parents of children from years 3-6 can see, as last year people from lower years k-2 were ordering from PSSA menu. I am hoping to put out a notice to the parents of the students of PSSA students that if they wish to have a lunch order it needs to be from this menu, on a Friday as we just don't have the time to be checking that every order by 3-6 students has been order from the right menu.
- ☐ Upcoming event dates for possible events in canteen.
  - o Week 9- Easter hot cross bun deal?? Thursday 28th March? (P and C run event). Yes, need to coordinate with Micaela J

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- o World harmony day 21st March 2024- last year the canteen sold Orange themed food approval to do this again? Yes, approved.
- o World Teachers Day Friday 25th October 2024 (P &C run event, I have run and organised it the last 2 years would the p and c like me to run it again this year?) Yes, please.
- o Halloween Thursday 31st October- approval to run a special treat recess again this year? Yes, approved.

☐ There are no Workplace health and safety issues to report.

<b>Motion to accept:</b>	Kara T
<b>Seconded:</b>	Emma C

### 7.3. Band Report – Laura S

- ☐ February 2024 music program report
- o All ensembles have started well
  - o New conductor Sasha S has started conducting Training Band
  - o Strings numbers have stayed consistent
  - o Concert band numbers have reduced slightly
  - o Training band is small this year, parents who signed up last year then withdrew referenced overcommitment as the main reason
  - o Band committee is working on promotional ideas to hopefully increase numbers in training band- there will be a come and try rehearsal in week 5 where students can try instruments and see what the ensemble is all about
  - o Alternative ideas are the possibility of small group on site lessons for beginning students (lower cost, greater convenience), open to ideas
  - o Musical Minds Weekend Workshop date 4th and 5th May- thank you to Nancy C and Julie T for approving the use of the school for this event
  - o Service NSW have reduced the vouchers, and high cost of private tutor fees is most likely the reason for low attendance
  - o Interest in band attendance through curriculum violin lessons

<b>Motion to accept:</b>	Michelle F
<b>Seconded:</b>	Kate B

### 7.4. Fundraising Report – TBC

Open to new suggestions and new volunteers  
Easter hat parade Thursday 28<sup>th</sup> march, hot cross buns, order through Flexischools. Ask school for donations to create hampers. Raffle tickets through Flexischools.  
Mothers day breakfast. Shortlist gift ideas to be supplied at a later date.  
Lots of opportunities to volunteer at various events. Focus on FUN in the fun-draising.  
14<sup>th</sup> sept is an election. Cake stall was most profitable.

#### CHRISTMAS CAROLS

- Confirmed date of Tuesday 12<sup>th</sup> December. (Week 10)

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## 7.5. Treasurers Report – Kate B

### Bank Summary

#### Narraweena School Parents & Citizens Assn For the period 1 November 2023 to 8 February 2024

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
<b>Bank</b>				
Band Account	24,334.51	-	4,959.00	19,375.51
Canteen Account	19,751.58	36,732.94	51,137.26	5,347.26
Debit card account	197.04	1,233.42	1,090.22	340.24
NPS Main account	23,260.83	3,014.14	1,284.85	24,990.12
Uniform Shop account	48,861.88	12,668.68	13,837.81	47,692.75
<b>Total Bank</b>	<b>116,405.84</b>	<b>53,649.18</b>	<b>72,309.14</b>	<b>97,745.88</b>
<b>Total</b>	<b>116,405.84</b>	<b>53,649.18</b>	<b>72,309.14</b>	<b>97,745.88</b>

Since last P&C Meeting:

- ☐ Band:
  - o Outflow - Term 4 conductor fees and instrument repairs.
- ☐ Canteen:
  - o Good sales via Flexischools in term 4.
  - o Price increases on certain items for 2024
  - o All canteen supply invoices paid up to date.
  - o Q4 2023 PAYG and super paid to all employees
- ☐ Uniform shop:
  - o Sales going well.
  - o Supplier invoices paid
- ☐ Main acct:
  - o Outflows
    - Carols expenses and Dymocks voucher donation to school.
  - o Inflows
    - Carols raffle ticket sales

Need to find an accountant who will Audit our books next year.

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<b><u>Carols 2023</u></b>	
<b><u>Income</u></b>	<b><u>amount</u></b>
Flexischools	2,235.00
<u>Eftpos</u>	620.00
cash ticket sales	165.00
	<b><u>\$ 3,020.00</u></b>
<b><u>Expenses</u></b>	<b><u>amount</u></b>
Lollipops/ smarties	89.05
raffle wrapping	113.80
	<b><u>\$ 202.85</u></b>
<b><u>Profit \$ 2,817.15</u></b>	
<b>Motion to accept:</b> Micaela B <b>Seconded:</b> Laura	
<b>8. Principal's Report – Julie T.</b>	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Acknowledgement of country</li> <li><input checked="" type="checkbox"/> Smooth start to 2024, students are happy and settled. 519 students in 21 classes (1 funded by school), 76 kindergarten students</li> <li><input checked="" type="checkbox"/> Open classes: Tonight's 'meet the teacher' night was so successful, lots of involvement.</li> <li><input checked="" type="checkbox"/> The role of the class parent: conduit between P&amp;C, keep in contact with families in the class, emphasis on privacy of class lists, coordinating class gifts for the teacher - reminder gifts can not be too big (in accordance with DoE requirements) and not to exclude any child/family that does not contribute eg from signing the group card.</li> <li><input checked="" type="checkbox"/> Parent Volunteers: We have a wealth of knowledge, experience and expertise in our community and are looking forward to seeing lots of volunteers in the school over the year.</li> <li><input checked="" type="checkbox"/> Swimming carnival yesterday 243 students attended, predominantly 3-6, but a few yr2 students as well. Due to safety with lightning we had to finish early. The children were exceptional. Followed safety instructions well. There is a plan in place to select swimmers for the races that were missed.</li> <li><input checked="" type="checkbox"/> Grounds: DoE has spent a lot of money in the upkeep. Information in week 1 and week 3 newsletters, esp regarding mulch. Parent/community input requested for new equipment suggestions. P&amp;C fundraising will contribute to this significant cost.</li> <li><input type="checkbox"/> School Finance: NSW DoE have reduced operational funds for 2024. P&amp;C Federation have always been active in promoting public schools receiving full allocation from Federal Government - thank you.</li> <li><input type="checkbox"/> Voluntary Contributions: despite cost of living increases, the voluntary contribution will remain at \$250 plus \$51 for P&amp;C; this will cover general learning resources, subscriptions to activities, stationery etc; throughout the year there will be requests for programs such as sport, excursions and incursions. Of course, no student will miss out on activities due to financial hardship.</li> </ul>	
<b>9. Actions from last meeting:</b>	
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> School hall stage curtains and spot lighting.               <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> In addition if funds allow it would be a good idea to upgrade the lighting with spotlights so the stage</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Mark S has heard back from the company. They will come out again a re-quote.</li> <li><input checked="" type="checkbox"/> Julie T has also put on to assets to review as well.</li> </ul> <p>This item is now closed.</p>

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<p>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.</p>	
<p>☐ Uniform Sizing –</p> <ul style="list-style-type: none"> <li>o Yesterday I went to the uniform shop with my son to buy a new school polo shirt (as some of his are too short). My son being quite tall, is already in the size 16 top. In trying on the 18 it is humongous, to the point I bought another size 16.</li> <li>o My concern is that the length of the size 16 is not going to get him through his final year of school at Narraweena next year.</li> <li>o The sports shirts on the other hand, and I know it is different material, is a size 14 and has a lot of length.</li> </ul>	<p>☐ P&amp;C to look at supplier as we seem to have changed. Lets have a look and speak to Paula.</p>
☐	☐
<b>10. General Business</b>	
No additional general business	
Meeting closed 8:44pm	

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

Draft fundraising schedule – 2024	
2024	
<b>February</b>	
<b>March</b>	Easter Raffle/Morning Tea Thursday 28
<b>April</b>	
<b>May</b>	Mothers Day Stall/Breakfast Friday 10
<b>June</b>	
<b>July</b>	

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<b>Draft fundraising schedule – 2024</b>	
<b>August</b>	
<b>September</b>	Fathers Day Stall/Breakfast
<b>October</b>	
<b>November</b>	
<b>December</b>	Christmas Carols (?)