



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025



Meeting Opened:	7:08 pm	Meeting Closed:	8:42 pm
Present:	26		
Apologies:	Clare P, Laura S, Explore and Develop		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Ben W	Daniel W	Georgie W	
Bernadette S	Elissa B		

3. Review and acceptance of previous minutes

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

Motion to accept:	Jess M
Seconded:	Emma C

4. Correspondence In/Out

4.1. Correspondence In:

- Email from Avi Vince (journalist) from the Manly Observer with a media request: I've been closely following the Department of Education changes to catchment zones for the NBSC campuses. We've received several emails from the community expressing concern about the primary school catchment zone changes and how they affect their students and school.
I wanted to check with you whether there were any concerns with the Narra-weena PS catchment zone changes and whether you'd like to make a comment.
If any parents have concerns about high school zone changes, they are invited to email: avi@manlyobserver.com.au
- Email from Creative Starz Academy asking if we offer sponsored ads
- Email from Willow and Co, advertising items for mothers day stall, have forwarded to Sarah

4.2. Correspondence Out:

- None

5. Presidents Update: Frank V

- It has been a good start to the year. Lots has been happening already, e.g. the new family BBQ. It was a good opportunity to meet and mingle with the new families joining Narra-weena. It is the first year that we've run this event, we have gotten good feedback, and would like to continue each year.
- Trivia - sold 150 tickets so far, capacity is 220. Going to be lots of fun, make friends, and support the

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

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

school. More information from Sarah later in the meeting.

6. Explore & Develop: Laura B

OSHC Update

Our Summer Vacation Care program was a huge success! Despite a rainy day at Water Works, our spirits remained high, and the children still had an amazing time. One of the highlights of the program was our excursion to Moving Bodies, where the children thoroughly enjoyed participating in gymnastics and tackling the Ninja Warriors course. The OSHC program has had a strong start to the year, with children settling in smoothly. Our new Kindy children have embraced OSHC life and are having lots of fun. It has been wonderful to see our preschool children transition so confidently into both OSHC and school.

As we begin the new year, our focus over the past few weeks has been "All About Me" and getting to know each other, helping the children build strong friendships and a sense of belonging. Additionally, we have continued our community initiatives, with the children baking cookies for One Meal and crafting felt hearts as part of our Heart Club every Tuesday. These hearts are donated as a gesture of kindness to those in need.

We have also welcomed three new OSHC educators to our team: Jett, Grace, and Ciara. Each of them has a connection to families within the Explore & Develop community, and they are settling in well.

We are also pleased to share that we have received great feedback from families about the new entry pathway to OSHC. Families have expressed that they are very happy with the improved access and convenience it provides.

Long Day Care Update

Our Long Day Care program is also off to a great start, with the majority of our children now settled in. We have a few vacancies on Fridays in our two preschool rooms, but these are gradually filling.

Over the two-week closure period, the centre underwent a refresh, with a full repaint indoors, creating fresh spaces for both children and educators to enjoy. Additionally, the preschool playground now features a brand-new deck, which has been a wonderful addition to the outdoor learning environment. The children and staff are loving the revitalised spaces, and the upgrades have further enhanced the overall experience at the centre.

7. Sub-committee reports

7.1. Uniform Shop Report – Clare P

The new year has started well in the uniform shop and it's been buzzing. Thanks again to Diana and Kathy for their continued assistance in the shop, and to Paula.

New items - We are currently out of school bags, but new stock is expected soon. Short sleeve polos have been selling well and a couple of sizes have needed re-stocking so far this term.

Second hand items – We currently have good supplies for size 4 and 6 second hand polos and zip jackets. We are always grateful for good quality originally school specific items (i.e. not Best and Less leggings etc). If items are of poorer quality, the team has to arrange for disposal of these items, so we appreciate your support in ensuring items donated are good quality. We anticipate running another 2nd hand sale in early May, so please pass any donations to the shop before then.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

Requests – a request has come in about whether it's possible to get school patches, for sewing onto clothes. We can request a quote from our uniform supplier, with some further information – size of patch, quantity, what's it to be attached to etc. If this is discussed in the meeting, we can get the quote. it's been sorted now

Motion to accept:	Kate B
Seconded:	Matilda S

7.2. Canteen Report – Sarah C.

Start back has been nice and steady similar to last year, 2nd half of the week always picks up.

Slushie machine was leaking, but the supply company came out to fix it and it is now working properly.

The chest freezer decided to finally give up and has been replaced with an upright freezer, that fits perfectly in the space and now allows for better access to the hand washing basin. It is also more energy efficient and holds a good amount of ice blocks. Thank you to all the executives for organising it and for Tim Mullen for getting such a great deal. Much appreciated.

Ice block Fridays has not been happening due to the freezer being out of action, and then the weather not being the best on Fridays. I was wanting to propose that we trial doing the ice blocks on a Thursday afternoon instead of a Friday to see how that is received, as people may be in less of a hurry to be somewhere etc.

-Discussion that Fridays are a good way to end the school week and bring in the weekend, decision made for ice blocks to stay on a Friday.

ISS is back this week - menu back on flexischools. Participating students must order from this separate menu in order to receive their order in time before leaving to catch the bus. Students attending tennis can order from the regular menu, time isn't a factor for these students.

Canteen will be closed Monday 10th March due to the swimming carnival. All students in K and 1, and those in yr2 not participating in the carnival will need to bring lunch from home.

Workplace health and safety issues to report. None to report.

Motion to accept:	Linda M
Seconded:	Renee C

7.3. Band Report – Laura S

- Bands and ensembles have all started strong, welcoming many new families.

- Thank you to all volunteers involved in setting up the training band this year.

- Group lessons will start on 12th March when the tutor returns from overseas. Tuesday and Wednesday mornings 7.45-8.45am.

- 2 new flutes have been purchased as well as a bass amp and there is the plan to purchase 4 band keyboards soon.

- Our instrument stock is well and truly on it's last legs. We have been saving band funds to outlay for new instruments this year. Most of the band surplus will be earmarked to spend on instruments.

- Plan to recruit for junior strings group for Year 2 and 3 students who have had classroom violin lessons- conductor hopefully secured and would like to send out letters to students who showed interest last year. This could start Term 2 or earlier if there is enough interest.

Motion to accept:	Jess M
--------------------------	--------

Narraveena Public School – P&C Minutes – 25th February 2025

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

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

Seconded: Kara T

7.4. Fundraising Report – Sarah J and Sarah C

Fundraising:

- Christmas carols report 1042 raffles tickets sold. Would be helpful to have a second eftpos machine for sales on the night, one for raffle, one for food/drinks. We sold out of drinks on the night, we could increase sales of drinks next time by having more stock. Thanks to all volunteers on the night.
- 145 rsvps for the welcome BBQ kids played fun games with the new kindy kids.
- Idea for a movie night as a 'fun-raiser', perhaps in April? Opportunity to sell lolly bags, popcorn etc. Logistics need to be discussed, keeping safety and supervision forefront of planning while families enjoy the time together. Date TBC.
- We are planning an Easter event similar to last year with raffle tickets and hat parade, opportunity for parents to come see their children and support the school. Date TBC.
- We are planning a Mother's day event in Term 2 similar to last year but with improvements based on feedback. A coffee van has already been secured, and we will push for dads to volunteer their time to run the BBQ so the mums get a lovely hot breakfast, and maybe raffle tickets.
- We are looking to do a decorated plate, it was well received last time. Date TBC.
- There will be an election at some point in the first half of the year, hasn't been called yet. We are looking to have a democracy sausage. Date TBC.
- Safety issue regarding fundraising community events - when families come onto the school grounds, supervision is still the responsibility of their parents. Teachers are not required to supervise outside their regular roles.

Trivia Night:

- Planning has been going well; businesses have been very generous and there will be a lot of wonderful prizes for people to win in the raffle and silent auction.
- Also had several businesses happy to sponsor the night and support the school, Tim thank you for sending out invoice to those companies.
- Tickets for the evening are still available (we can still fit another 7 tables) and are able to be purchased as a single seat however due to me needing to tell the leagues club numbers for catering /staff etc the ticket sales are being closed on Friday 28th Feb.
- Have received a few donations from parents to hopefully make up some hampers for the raffle as well. Once class parents are sorted hopefully it will be easier to get out information to everyone. Currently have just been getting information out via email, some old class chats, p and c page and school bytes.
- Hopefully we can fill a few more tables and get a few more donations to make it as successful as possible.
- Also looking at possibly selling raffle tickets every morning before school starts at the front gate. Thoughts??
- Will also be sending out a link soon so people can bid on silent auction items.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

· Would also like to get approval to have a bit of money (petty cash) to buy a few things needed for the night- happy to pay for what is needed and keep receipts to be reimbursed.

7.5. Treasurer's Report – Tim M

Big thank you to Kate, the outgoing treasurer, for all her help and guidance.

Bank Summary

Narraweena School Parents & Citizens Assn

For the period 22 November 2024 to 25 February 2025

ACCOUNT	BANK ACCOUNT TYPE	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	Bank	Active	25,733.31	777.50	8,420.00	18,090.81
Canteen Account	Bank	Active	3,979.89	36,200.67	35,450.17	4,730.39
Debit card account	Bank	Active	282.83	757.20	737.77	302.26
NPS Main account	Bank	Active	62,188.24	41,878.08	27,193.20	76,873.12
Uniform Shop account	Bank	Active	61,371.08	17,787.24	12,203.55	66,954.77
Total			153,555.35	97,400.69	84,004.69	166,951.35

COMMENTS:

- Change From Last Reporting Period (End Nov 2024):
 - - \$1,871 group position
 - Key account cash position changes:
 - Band: -30%
 - Canteen: +3%
 - NPS Main account: -1%
 - Uniform Shop: +11%
 - There has been a seasonal impact on both the Uniform Shop and Canteen in particular consistent with the start of year
- Feb YoY (25 vs 24):
 - Total trading income is down 13% on Feb 2024 led primarily by the Canteen which was down 35% on this time last year, likely due to the prolonged holiday period this year
 - Overall cost of sales is down 35% with a 32% reduction in Canteen supply purchases
 - Overall operating expenses for February this year are 19% lower than in Feb 2024 down to Band and Canteen
 - Gross profit was up 87% on February 2024, primarily driven by a lower cost of sales
 - February saw a positive net profit of \$1,676.01 compared to a \$4,765.06 loss in February 24

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

BAND:

- Have received additional payments from student invoices
- Payments made for:
 - Band Conductor Fees
 - Equipment

CANTEEN:

- A one-off transfer of \$5,000 was made over the break to cover the slowdown in trading and ongoing costs, paid from NPS Main Account
- New fridge has been purchased with some money saved
- Super has been paid

UNIFORM SHOP:

- Super has been paid
- Bank transfer to NPS main account for Carols (EFTPOS terminal)

MAIN:

- Have received \$1,500 of payments so far for trivia with a couple of outstanding invoices. Paid so far are:
 - The North Agency: Gold Sponsorship
 - Doyle Spillane: Gold Sponsorship
 - Property Collab: Gold Sponsorship
- Waiting on Novak and Clark and Humel but looking at setting up credit card payments through Xero or manual payment

- BAS and PAYG due on 28th Feb
 - BAS completed
 - Payment recommended to be taken from main account to cover PAYG costs from Canteen and Uniform Shop to leave especially Canteen with cashflow balance

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

- Carols P&L:

<u>Carols 2024</u>	
<u>Income</u>	<u>amount</u>
Flexischools	1,680.00
Eftpos	1,467.50
Cash sales - tickets drink	495.95
	<u>\$ 3,643.45</u>
<u>Expenses</u>	<u>amount</u>
Santa	684.00
PA Hire	616.00
Raffle wrapping	123.00
Ice	39.96
Drinks	109.50
Iceblocks	93.60
	<u>\$ 1,666.06</u>
<u>Profit</u>	<u>\$ 1,977.39</u>

Motion to accept:	Emma C
Seconded:	Matilda H

7.6. Grant-writing report - Emma C

In reviewing the NSW Government website it appears they haven't listed any new Infrastructure Grants (that could assist with the playground). As things are often quiet over the Christmas break, I would envisage things will start to be listed over the next few months. Although the pending federal election may slow anything government driven.

I also had a look at Grant Guru and it appears you need to pay for it. Someone from the school may need to register via the NB council website as this is the message

“Northern Beaches Council is generously providing you access to their grant portal to find grants for your organisation only - data and access cannot be shared with a third party. To inform your clients about the latest grants and information found on GrantGuru, please [register here](#) instead.”

8. Principal’s Report – Julie T.

Acknowledgement of country. We have 13 aboriginal students, which is a high proportion compared to other schools in the local community. We take the responsibility of teaching all of our students seriously.

Grateful for the attendance of everyone here tonight. It is great to have such a large group of involved parents and carers.

Class placement. We are constantly reviewing and improving. This year we have 500+ students in 20 classes.

We have received minimal feedback from the parents regarding the placement of their child and we are grateful for the trust you place in us.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

Meet the teacher night happened today, improved from previous years with feedback from the P&C, how did you like the way it was run tonight?

Responses:

- it was good to have the slides with photos of staff and the SLSOs to give parents an idea of who else is involved in the care and teaching of our children's classes.
- it was good to get to know the teacher, and their personality.
- families with multiple children found it difficult to get from one session to the next, it would be easier if there was a short transition time.
- slide with the chain of command was helpful

The slide with information re: welfare of your child/health issues major or minor etc to come in the newsletter so parents have the information.

Class contacts/class parents, when these are finalised, the school will send out the optional invitation for all parents to give contact details, that information will be sent to class parents.

Last year, many parents were very generous with gifts for their child's teacher. As teachers work in the public school system, we are bound by certain rules that place a value cap on receiving gifts. A teacher must report all gifts, and must not receive a gift above the value of \$50 per student. When a class gives a group gift, the dollar value needs to be a nominal amount, both to reduce the financial strain on family budget, and so the teachers don't get in trouble for breaking this gift rule.

Last year there were reports of inappropriate discussion on some class whatsapp chats, such as bullying a student or complaining about a teacher. A class chat is not the avenue for this type of discussion. If there are any problems, please let the school know.

SchoolBytes - we are careful to avoid information overload so everything is available in the school bytes app. We strongly encourage all families to use it, and have the push notifications on in case of emergency - e.g. if the water gets cut off and we need to ask families to collect their children, the notice will go out on schoolbytes.

Calendar - all the details are there, including staff development days for the year so families can make care plans. Term 1 staff development days were very well used for teachers.

NAPLAN dates are in schoolbytes - T1W7 Wednesday 12th march - T1W9 Tuesday 24th march. This is a National Assessment Program - Literacy And Numeracy. The test platform includes online components and the teachers are preparing their students. Please note that this is one test on one day, and we as teachers use other means to assess students progress throughout the year. There is access to practice tests if students feel the need to practice navigating the format.

Visit to NBSC Cromer campus - visited all classes across the campus, as a principal network, to help smooth the transition for our students.

Playground update - progress is happening. Equipment is on the ship coming from Europe. It *might* be ready for use in term 2.

Future P&C meetings - hot topics - happy to take requests.

9. Actions from last meeting:

Safer school crossing at Alfred st and at Parr Parade.

Letter to the council and local member of parliament was sent at the end of June 2024.

We received an acknowledgement from the council to start of July.

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.

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.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

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, *which include Waratah Parade, Ronald Avenue, Parr Parade and Alfred Street.*

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.

10. General Business

- Some feedback has come in from a class parent end of 2024 about the colour run:
'My kindy kid has just come home in tears because "almost everyone" in his class got a colour run prize, some kids got 4, except him.
Perhaps a suggestion for next time would be that the children can collect their prizes from the hub or somewhere else external to the classroom, instead of having all the gifts lined up at the front of the class for all the children to see.
Whilst not the case with us, I'm sure there are many children at NPS who can't afford to contribute and would've felt sad also.
It's a bit of a hard pill for 5 and 6 year olds to swallow.'
- Discussion - doing prizes this way will take so much time from volunteers and potentially classroom teaching time. For the colour run, children had lots of time to create their profiles, fundraise and be involved. If they didn't raise money or select a prize, they would have been aware that they would not be receiving a prize. While disappointing, this is an opportunity for parents to prepare their children, and for the children to show resilience in the face of disappointment.
- Emma C - the possibility of having a sport contact / sub committee on the P&C that is able to communicate sport information between school & parents, assist with organising volunteers for carnivals, seeks out results for out of school sport etc.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25th February 2025

Discussion - We can look into facilitating specific, sports-related communication.

- We have looked into getting an additional ISS team, but we are limited by student/teacher ratios and bus availability.

Meeting closed 8:42pm

Meeting schedule	
2025	
February	P&C Meeting – 25 th February 2025 at 7:00pm
March	P&C Meeting – 18 th March 2025 at 7:00pm
May	P&C Meeting – 13 th May 2025 at 7:00pm
June	P&C Meeting – 17 th June 2025 at 7:00pm
August	P&C Meeting – 5 th August 2025 at 7:00pm
September	P&C Meeting – 9 th September 2025 at 7:00pm
October	P&C Meeting – 28 th October 2025 at 7:00pm
December	AGM and P&C Meeting – 2 nd December 2025 at 7:00pm

Draft fundraising schedule	
2025	TBC
February	
March	Trivia Night Saturday (Saturday 15th March)
April	Easter Raffle/Morning Tea (Friday 11th April)
May	Mothers Day Breakfast (Friday 9th May)
June	
July	
August	Fathers Day Breakfast (Friday 5th September)
September	
October	
November	
December	Christmas Carols (?)