



# NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 21<sup>st</sup> July 2020



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Meeting Opened: 7:05 pm Meeting Closed: 8:24 pm  
Present: 11 in attendance as per attendance spreadsheet  
Apologies: Sarah Love, Mark Stevens

<b>1. Welcome and apologies</b>	
Apologies as per above	
<b>2. New members</b>	
➤ N/A	
<b>3. Review and acceptance of previous minutes</b>	
Minutes published here - <a href="https://www.narraweenaps.nsw.edu.au/parents--citizens.html">https://www.narraweenaps.nsw.edu.au/parents--citizens.html</a>	
<b>Motion to accept:</b>	Kate Bradshaw
<b>Seconded:</b>	Mark Stamopoulos
<b>4. Correspondence In/Out</b>	
<b>4.1. Correspondence In:</b>	
➤ P&C Insurance – has been renewed the same as previous years.	
<b>4.2. Correspondence Out:</b>	
➤ N/A	
<b>5. Presidents Update:</b>	
➤ Insurance due and paid to the P&C Federation of approx. \$1,500. Based on number of students at the school and various factors.	
<b>6. Explore &amp; Develop: Sabrina and Amanda</b>	
➤ Our latest update for OSCH: <ul style="list-style-type: none"><li>○ We have some vacancies in before and after school care, all mornings have become available. If any parents would like to pick up some extra days, please let Corina know,</li><li>○ Afternoon vacancies – Monday, Thursday and Friday</li><li>○ Please use our QK Enrol app to book in for casual days, please contact Corina for permanent bookings</li><li>○ Vacation care has been a success, the children have been super engaged and enjoying the activities programmed by the staff. The children have really enjoyed Leggo Land, tie dying and mini Olympics. The children have shown great resilience throughout COVID and are really enjoying Vac Care with small numbers.</li></ul>	
➤ We will continue to collect the children in Term 3 as per Term 2 arrangements for ASC. We are finding that some children are confused though, where their collection points are or that if it is an OSCH day. If children are picking up extra days, this is where it is confusing for them. If parents would like to send an email to Corina to confirm extra days etc, please do so that no errors can be made. We also ask that if anything changes on the day of your child's OSCH day, can you please call OSCH Mobile No: 0419 430 506, WE will always return your call or email: <a href="mailto:osch@exploreanddevelop.com.au">osch@exploreanddevelop.com.au</a>	
➤ Can we please remind all families using the security gate, to shut it behind them. Some parents are leaving it open and we have a few children that are absconders and we are concerned for their safety. We understand that some parents are asking other parents to open the gate for them, but if you do not have a security fob, maybe this is the time purchase one. \$20 each and can be purchased by Corina.	
➤ We are very excited to have our team back in term 3! There will be lots of training and refreshing happening in term 3 so please be patient, with some of our staff being absent from the service for more than 12 weeks, due to Jobkeeper & COVID. 😊	

*Draft minutes - to be endorsed at the August 2020 P&C meeting*

## MINUTES FOR THE P&C ASSOCIATION MEETING

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<ul style="list-style-type: none"><li>➤ Free Childcare has ended and we are back to normal operations, although we are still shutting the service at 5.30pm, so that our team of Educators can sanitise their environment, before the next day of operation.</li><li>➤ We are also in the process of re-enrolment for 2021. Current families have access to our Weekly News App, where they are able to select their days for next year, on our online digital form.</li><li>➤ We would like to thank our Narraweena OSCH community for their support and we look forward to working with all of our existing families and new this term.</li></ul>				
<b>7. Sub-committee reports</b>				
<b>7.1. Uniform Shop Report – Paula</b>				
<ul style="list-style-type: none"><li>➤ All summer orders have been placed.</li><li>➤ Some top-ups of winter stock have also been filled, (I've got those during the holidays to bring in on the 1st day back)</li><li>➤ Thank you to all visitors to Uniform Shop for signing in each time &amp; being conscious of social distancing while in the shop.</li><li>➤ In regard to the screen-printing Polo versus the embroidered Polo, when I spoke to the supplier, they actually recommended sticking with the embroidered emblem, as they felt it simply looked so much better. They offered to investigate covering the patch, to eliminate that scratch, so we'll see what they come back with.</li><li>➤ Some trackpants with cuffs have been ordered for the sizes that are currently out of stock.</li></ul>				
<table border="0"><tr><td style="text-align: right;"><b>Motion to accept:</b></td><td>Kate Bradshaw</td></tr><tr><td style="text-align: right;"><b>Seconded:</b></td><td>Mark Stamopoulos</td></tr></table>	<b>Motion to accept:</b>	Kate Bradshaw	<b>Seconded:</b>	Mark Stamopoulos
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<b>Seconded:</b>	Mark Stamopoulos			
<b>7.2. Canteen Report – Donna Jones</b>				
<ul style="list-style-type: none"><li>➤ Some issues around staffing the job keeper portion</li><li>➤ Record day of sales last term.</li><li>➤ Belinda is doing a great job under the circumstances.</li><li>➤ Thanks to all the community for your ongoing support.</li></ul>				
<table border="0"><tr><td style="text-align: right;"><b>Motion to accept:</b></td><td>Anna Clark</td></tr><tr><td style="text-align: right;"><b>Seconded:</b></td><td>Ann Ford</td></tr></table>	<b>Motion to accept:</b>	Anna Clark	<b>Seconded:</b>	Ann Ford
<b>Motion to accept:</b>	Anna Clark			
<b>Seconded:</b>	Ann Ford			
<b>7.3. Band Report – Mark Stevens</b>				
<ul style="list-style-type: none"><li>➤ Band currently tracking well considering the huge curve balls of the last two terms. There are some band fees still outstanding, but Kate has followed up about \$800 worth so far – thanks Kate for your help on this. A couple of students have pulled out but this is to be expected with the financial turmoil of Covid and we have not fared as badly as some other schools in the area who have had dramatic decreases.</li><li>➤ Last meeting we discussed purchasing some extra equipment for the band to raise the quality of ensemble sound and also give students, particularly the percussionists a greater depth of experience on orchestral percussion. If approved I would like to go ahead with the quotes and purchase of items in phase 1 upgrades for approximately \$3910. I wouldn't recommend doing the phase 2 upgrades until the band has reached the next level of intricate musical potential. Equipment proposal below.</li><li>➤ Wishlist of equipment to purchase for band: (Total Cost of \$3,910)</li></ul>				

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Wishlist Phase 1	Optimum percussion costs	Total cost
Podium	Conductor podium \$400	400
- Hand crash cymbals	Crash cymbals \$340 cymbal cradle \$150	500
Timpani	free donation!	0
- Triangle clip, better triangle and quality beaters	Triangle, beaters and clip \$120	120
- quality tambourine	Tambourine \$160	160
- timpani mallets and range of other mallets	- the above item can mostly be covered with one of these: <a href="https://www.optimumpercussion.com.au/index.php/sydney-sec-college-starter-mallet-pack.html">https://www.optimumpercussion.com.au/index.php/sydney-sec-college-starter-mallet-pack.html</a>	\$200
- proper bass drum mallet	\$60	60
- auxiliary percussion box for storage and transport	Aux box \$90	90
- auxiliary percussion felt top table	Aux table \$250	250
- xylophone (wooden version of the great glockenspiel that we have). I'll do more research here, but something like: <a href="https://www.optimumpercussion.com.au/index.php/bergerault-alto-chrom-xylo-on-wheels.html">https://www.optimumpercussion.com.au/index.php/bergerault-alto-chrom-xylo-on-wheels.html</a>	Xylophone \$1,000, or \$1,800 or beyond	1500
	<a href="https://www.optimumpercussion.com.au/index.php/adams-3-5-oct-desk-xylophone-w-stand.html">https://www.optimumpercussion.com.au/index.php/adams-3-5-oct-desk-xylophone-w-stand.html</a>	
- concert snare stand	Snare stand \$120	120
- wind chimes (mark tree) and stand	Mark tree \$180 plus stand and/or bag?	250
bongo stand	Bongo stand \$60	60
Shipping		200

- Financially the band account has approx. \$14,000 in it.
- Invoice for Rick the band conductor has come in. He has commented that the band is doing really well after having to do zoom and now back face to face.
- The P&C approved the spending for Phase 1 for the band as per the above table. The decision was unanimous.

**Motion to accept:** Anna Clarke  
**Seconded:** Ann Ford

**7.4. Fundraising Report**

- All events are currently cancelled or postponed.
- Next event may be Fathers Day but will be reviewed in time.

Draft fundraising schedule	
2020	
February	
March	
April	

MINUTES FOR THE P&C ASSOCIATION MEETING

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May	
June	
July	
August	Fathers Day Stall – TBC
September	
October	Colour Run – TBC
November	
December	Christmas Carols – TBC

7.5. Treasurers Report – Kate Bradshaw

## Bank Summary

### Narraweena School Parents & Citizens Assn From 1 June 2020 to 30 June 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	11,066	3,676	-	14,742
Canteen Account	13,254	32,068	22,122	23,200
Debit card account	394	158	145	408
NPS Main account	34,349	3	296	34,056
Uniform Shop account	42,243	13,769	11,501	44,511
<b>Total</b>	<b>101,306</b>	<b>49,674</b>	<b>34,064</b>	<b>116,917</b>

- Band:
  - Most band members have paid their fees for term 1 & 2. I've asked Mark Stevens to follow up personally on the remaining few.
  - I will send Term 3 invoices soon with the option to use Creative Kids voucher.
- Canteen:
  - Jobkeeper received fortnightly and paid to all employees.
  - Consistent sales, including record lunch order day last day of term
  - Supplier invoices paid up to date
- Uniform shop:
  - Sales going well both instore using EFTPOS facilities and via Flexischools
  - Supplier invoices paid up to date
- Main acct:
  - Paid expenses of Zoom communications and regular Xero subscription

**Motion to accept:** Kate Nacinovic  
**Seconded:** Anna Clarke

8. Principal's Report – Sally Bell

- Term starting the same way term 2 finished as far as pick up and drop off procedures.
- In Week 3 is education week. Normally there is an open morning but due to restrictions this isn't possible. Will still be aiming to try and have an interactive week with the students and the parents via recordings where possible.

Narraweena Public School – P&C Minutes – 21<sup>st</sup> July 2020

*Draft minutes - to be endorsed at the August 2020 P&C meeting*

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<ul style="list-style-type: none"> <li>➤ Will be planning on visiting the choir and the band as well as sharing what is happening in the classrooms and will be sharing pictures throughout the week to show the parents what is happening in the school.</li> <li>➤ Next week Peer Support will starting. “Making friends and Keeping Friends” is the theme for this year.</li> <li>➤ Outdoor eating arrangements – did a trial last term on eating inside the classrooms instead of in the playgrounds. Lunches were delivered earlier from canteen so all children could eat at the time the bell went. This arrangement will continue for the rest of Term 3.</li> <li>➤ Sports Shorts and Shirts –             <ul style="list-style-type: none"> <li>○ New sports shirt sample has arrived. Initially it will be for years 3-6 to wear each Friday. Sally will leave sample in office for people to check.</li> <li>○ Current sports shorts are too long and not very popular. Various options to look through. Current favourite is the same as what Cromer has. Sally will leave sample in the office for people to drop in and look at and provide feedback.</li> </ul> </li> <li>➤ Staff twilight session this afternoon. (Staff Development session) 4 sessions held during the year to enable teachers to not need to come on the last two days of the year. Today's session was about Smiling Mind. Smiling Mind program covers mindfulness and attention training. This will be rolled out across the school for all students. It is tailored for different grades and different ages. Trialling over the next three fortnights and will then re-evaluate based on feedback received from children, parents and staff.</li> <li>➤ Will be moving school website to the same as the Dept of Education provider. It will be similar to the one we already have but will be automatically updated with Department updates without having to be manually done by the school. Will likely happen in the next couple of weeks.</li> </ul>	
<b>9. Actions from last meeting:</b>	
<ul style="list-style-type: none"> <li>➤ Sourcing of different sports shorts and shirts             <ul style="list-style-type: none"> <li>○ Sports shorts samples were brought to meeting. Sample with one zipper pocket were the preferred samples and as same price point as current shorts, everyone was keen to proceed.</li> <li>○ Sally showed a sample of a sports shirt. Cara to confirm the sun rating with RH Sports. Much softer material. Would be used specifically for 3-6 at this stage. Designs developed by the school and a few samples shown. Shirt cost is \$32.</li> <li>○ Cara to look at getting samples/details of sport shorts from same place doing the sport shirt.</li> <li>○ Cara to get together with Paula to discuss Sport shirts and shorts locked in ASAP to move forward.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ New sports shirt sample has arrived. Initially it will be for years 3-6 to wear each Friday. Sally will leave sample in office for people to check.</li> <li>➤ Current sports shorts are too long and not very popular. Various options to look through. Current favourite is the same as what Cromer has.</li> <li>➤ Sally will leave sample in the office for people to drop in and look at and provide feedback.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Additional Playground Seating – Nicole Farrelly             <ul style="list-style-type: none"> <li>○ Can the P&amp;C look at putting more seating, picnic tables in the top playground for children to eat recess and lunch from.</li> <li>○ School is in the process of review the lunch and recess eating practices and locations. Areas are limited up near the river of life. Reviewing some possible changes but will report back at next meeting.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ The school did a trial last term on eating inside the classrooms instead of in the playgrounds. Lunches were delivered earlier from canteen so all children could eat at the time the bell went. This arrangement will continue for the rest of Term 3.</li> </ul>

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<ul style="list-style-type: none"> <li>➤ Parking Changes                             <ul style="list-style-type: none"> <li>○ When things return to normal, we could encourage parents to continue the current practices with kids if it is working well for most. Children will be used to this and easy to continue.</li> <li>○ Hold for now and see how things progress once changes have eased.</li> <li>○ More communication to the school community around the benefits of walking to school to reduce car congestion.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Hold for now and see how things progress once changes have eased.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Uniform Shop – New style of cuff track pants                             <ul style="list-style-type: none"> <li>○ Purchase a small amount of the new cuff pants to see how well they sell.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Have purchased some of the pants with cuffs in the sizes that had run out of the old style. Will see how they sell.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Uniform Shop – Screen Printed Emblem instead of embroidered                             <ul style="list-style-type: none"> <li>○ Paula to get some pricing comparison on the screen printed versus embroidered emblem on the polo shirts.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ The supplier recommended sticking with the embroidered emblem, as they felt it simply looked so much better. They offered to investigate covering the patch, to eliminate that scratch, so we'll see what they come back with.</li> </ul>
<b>10. General Business</b>	
<ul style="list-style-type: none"> <li>➤ AGM options for August                             <ul style="list-style-type: none"> <li>○ Have options of doing AGM's virtually but was looking to get feedback from the members.                                     <ul style="list-style-type: none"> <li>- Waiting for face to face could take a long time.</li> <li>- Advertise P&amp;C positions to the greater population to generate interest via facebook and newsletter.</li> </ul> </li> <li>○ Kate N put forward motion to have the AGM virtually at the next meeting scheduled for August immediately followed by a general meeting.                                     <ul style="list-style-type: none"> <li>- All those in favour – Kate N and Kate B</li> <li>- All those not in favour – Mark, Sally, Linda, Nancy, Nicole, Anna, Kylie</li> <li>- Motion is defeated.</li> </ul> </li> <li>○ Executive to discuss between now and next meeting to get proposal together for review.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ Colour Run Scheduling                             <ul style="list-style-type: none"> <li>○ As there is still a lot of unknown around what restrictions will look like later this year, we need to confirm how we would like to proceed to the Colour Run team.</li> <li>○ Confirm if we can book at date at the end of November and what are the implications if we need to postpone due to restrictions.</li> <li>○ Alternatively we will look at Term 1 or 2 next year.</li> </ul> </li> </ul>	

Meeting schedule	
<b>2020</b>	
<b>July</b>	P&C Meeting – 21 <sup>st</sup> July 2020 at 7:00pm
<b>August</b>	P&C Meeting – 18 <sup>th</sup> August 2020 at 7:00pm
<b>September</b>	P&C Meeting – 15 <sup>th</sup> September 2020 at 7:00pm