



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 16th June 2020



Meeting Opened: 7:04 pm Meeting Closed: 8:30 pm
Present: 15 in attendance as per attendance spreadsheet
Apologies: Marketa Jelfs, Marilyn Mastroianni

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| 1. Welcome and apologies | |
| Apologies as per above | |
| 2. New members | |
| ➤ Mark Stevens | |
| 3. Review and acceptance of previous minutes | |
| Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html | |
| Motion to accept: | Kate Nacinovic |
| Seconded: | Meg Keeble |
| 4. Correspondence In/Out | |
| 4.1. Correspondence In: | |
| ➤ N/A | |
| 4.2. Correspondence Out: | |
| ➤ N/A | |
| 5. Presidents Update: | |
| ➤ Selecting virtual platform to work from – exec discussed how to meet based on federation information. P&C have purchased an account with Zoom for the next 12 months. May end up with a discounted account via the federation. | |
| ➤ Busy with employment matters. Staff all on job keeper for Canteen and Paula from uniform shop. Also got gov cash boost for invoices prior to canteen restart. | |
| ➤ On behalf of members and association we have spent money on two occasions to support the staff at the school. Lunch purchased at the end of Term 1 and morning tea for staff in Term 2. | |
| ➤ Have applied for local government grant for approx.. \$12,000 to refurbish sick bay area. | |
| ➤ Thank you from Mark to sally and the staff for the consideration given to the parents and kids during this time. | |
| ➤ Hoping that next meeting will be face to face at the school for the AGM followed by the general meeting in July 2020. | |
| 6. Explore & Develop: Sabrina and Amanda | |
| ➤ Things have certainly changed for our OSCH service during COVID-19. It has been a very testing time for all, and we would like to thank all our Narraweena Public School Community for their support during this time. Our service is slowly returning to normal as our family's transition to work over the next couple of weeks and months. During the pandemic we had to let several staff members go but we were fortunate enough to retain 5 Educators on Job Keeper. We will be operating Vacation Care during July school holidays with a capped number of 25 children per day. This is so that we can utilise our Educators who are receiving Job Keeper and we can distribute their hours over the week equally. We unfortunately will not be able to go on any excursions or have any incursions through the service, due to government restrictions, so we will be operating our Vacation Care inhouse, with a variety of activities planned for the children. | |
| ➤ Just a reminder that Free Childcare will end on Sunday 12th June, midnight. Therefore 2nd week of Vacation Care, CCS will be switched over and parents will be charged for Vacation Care. Please ensure | |

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that your information is all up to date and if you have not used the service for a while, please re-enrol your child via mygov app. Here a few reminders regarding CCS.

- Child Care Subsidy (CCS) will be reintroduced for families from the week beginning Monday, 13th July, 2020. Families are encouraged to check their details are up to date in their Centrelink online account through my GOV. This includes their family income estimate for 2020-2021.
- Families who were getting CCS before 6th April 2020 won't need to do anything as long as they have remained eligible. Your CCS will start again automatically on the 13th July.
- Families who received CCS in 2018-2019 financial year and still haven't confirmed their income must do so by 30th June 2020. If you do not do this your CCS will not start again automatically on 30th June.
- If your income has changed during the pandemic, you must update this information with Centrelink, ASAP.
- Your fees will be processed as per normal once childcare subsidy is reactivated again. Our daily rate/fees have not changed your rate % may change due to your new income estimate for the 2020/2021 financial year. Once our system returns to normal, statements of accounts with your weekly/fortnightly amounts will be emailed to you all from 13th July 2020.
- Lastly, we would like to thank families in both Long Day Care & OSCH service who have kindly donated lunches, morning teas and vouchers to our Educators in both the Long Day Care and OSHC service, they have been very supportive throughout COVID-19 and we really value their kindness and generosity.

Look forward to some normality from Term 3, thanks again for working with us through this time.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula

- March monthly sales, \$2765.00
 - \$155 being 2nd hand.
 - \$221.00 cash sales
 - \$1413.00 EFT sales
 - \$1131.00 Flexischool sales
- March was obviously the beginning of the pandemic and sales were down, but not a great deal for that time of year.
- April monthly sales \$1856.00
 - \$5.00 cash sale
 - \$1661.00 by cheque (this & the cash was a January sale, that was paid by Dalwood)
 - \$190 Flexischool...our only real income for the month.
- During April the Uniform Shop was officially shut, only doing Flexischool orders when required.
- May monthly sales \$10,483
 - \$193 2nd hand
 - \$723 cash sales
 - \$4141 EFT sales
 - \$5619 Flexischool sales

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| <ul style="list-style-type: none">➤ May is typically a big month with purchases of winter uniforms. While it looks healthy compared to previous months, we are actually \$2000 down from last year.➤ I'd like to thank the school community for their patience over the last month, with only one family allowed in the Uniform Shop at a time. It may have run slower than normal, but everyone handled it nicely.➤ Winter stock is fully on the shelves. I'm currently working on Summer orders & by the time of the P&C meeting, they should be all complete.➤ With regard to uniforms...➤ 1. There has been a lot of requests to have cuffs on the bottom of track pants. We used to have them when I was 1st here (15 years ago), but by popular demand, they were removed. As stock runs out, I could always replace with cuffed legged track pants??? This is no longer an item that I have to buy in bulk (different supplier), so it may be an option, as obviously fashion dictates this.<ul style="list-style-type: none">○ Purchase a small amount of the new cuffed pants and see how they sell.➤ 2. I know I have brought this up before, but I would still recommend considering the polo's have a screen print emblem (like we have on the hats) instead of the embroidered one. There are a lot of complaints about the scratchiness of the embroidered one, due to the gold thread used. My suggestion would be to keep the embroidered emblem on the jackets only, as there is no direct skin contact. It would also bring the cost of the polo's down, just slightly.<ul style="list-style-type: none">○ Paula to get some comparison pricing and maybe even a sample. | |
| Motion to accept: Seconded: | Meg Keeble Kate Nacinovic |
| 7.2. Canteen Report – Donna Jones | |
| <ul style="list-style-type: none">➤ The canteen has been maintaining normality as much as possible and has now resumed to five-day trading!➤ JobKeeper is still in place.➤ Whilst it has been a tumultuous time to have a business, we are managing well. Both financially (Kate .B will disclose bank statement amounts in Treasury report) and practically, with Belinda's' continued efforts.➤ The support of our community is truly valued and appreciated; Ordering numbers have superseded our expectations and hopes.➤ Last Friday we literally fed half of our school population! Sensational result and huge effort from our staff!➤ We will continue to resume all products on Flexischools menu.➤ Jobkeeper still in place until around September.➤ Volunteers – not able to have them yet. Still only non-essential people onsite. | |
| Motion to accept: Seconded: | Belinda Murace Kate Bradshaw |
| 7.3. Band Report – Mark Stevens – Updated | |
| <ul style="list-style-type: none">➤ Considering all the disruption of COVID the band students have remained positive, logging in to zoom rehearsals and also to our SMARTmusic platform to access interactive music resources that enhance practise at home. All events and performances are currently on hold. It's anticipated we will be able to resume planning for performances during term 3.➤ Term 1 fee reminders and term 2 fees have been sent out with thanks to Kate. Cash flow does not seem to be a problem but I am concerned that there may be quite a lot of outstanding instrument hire and term 1 fees. Kate Bradshaw to give an idea of how much is still outstanding. | |

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- Message from Rick:
- Under the circumstances the band is still functioning and the students are showing lots of enthusiasm. We're working on 3 pieces and working on adding a 4th for next term. Training band students are also enthusiastic and Zoom rehearsals have had good numbers each week. Looking forward to proper rehearsals.
- I have finalised the band creative kids account and can confirm the P&C is now able to start processing creative kids vouchers. Kate and I discussed the vouchers being used in the second half of the year as an incentive to ensure students are retained until the end of each school year.
- The band program is now the proud owners of 3x timpani which have been kindly donated by the Northern Beaches Youth Orchestra. Most likely I can collect these tomorrow. Nancy has requested a wish list of equipment for band to be purchased over the next couple of years which I have sent through.
- The band program proudly now has over 50 students over two bands. Narraweena now features quite a strong creative arts program consisting of two bands, a string ensemble, two choirs, two trash drums percussion ensembles and two dance groups. With a growing number of students engaged in the band program it is now definitely time to establish a working group of band committee parents. I have started this process and we now have the following:

➤ NPS Band Committee 2020 (proposed)

| NPS Band Committee 2020 (proposed) | | | | |
|------------------------------------|-----------------|---------------------------------|--------------|------------------------------|
| School Liason | Mark Stevens | mark.stevens15@det.nsw.edu.au | 0403 833 746 | Music teacher, Narraweena PS |
| School Exec Member | Nancy Chaffer | | | |
| General volunteer | Katrina Perrott | katrina.b.aggett@det.nsw.edu.au | 0412752350 | Abigail and Mathilda's mum |
| Senior Band Parent Coordinator | Carly Pickard | carlys_@hotmail.com | 0455677778 | Tallulah's mum |
| Training Band Parent Coordinator | pending | | | |
| Treasurer | Kate Bradshaw | nickate08@gmail.com | 0405 556 001 | |

- We urgently need a training band parent coordinator. At some stage by next year it would be good to have a hire instrument manager and perhaps an event coordinator.
 - Mark Stamopolous confirmed that it should be encouraged that all Band Committee members are paid P&C Members. Committee positions are nominated and voted on at the P&C AGM.
- I am concerned that an unknown number of students, particularly in training band do not have instrumental tutors which will be disastrous for their music education and also is against the policy of the band program.
- The free SMARTmusic account we have will expire in 14 days. Does the P&C see value in paying for a subscription?
- Dee Why RSL has put a hold on grant applications. Mark S. has grant ready to be submitted once it is reopened.

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| Motion to accept: | Kate Nacinovic |
| Seconded: | Kate Bradshaw |

7.4. Fundraising Report

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- All events are currently cancelled or postponed.
- Next event may be Fathers Day but will be reviewed in time.
- Colour run – 2020
 - Narraweena Public School is still scheduled for a Colour Run in October this year. This will obviously be dependant on the COVID guidelines at that stage.

| Draft fundraising schedule | |
|----------------------------|-------------------------|
| 2020 | |
| February | |
| March | |
| April | |
| 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 March 2020 to 31 May 2020

| Bank Accounts | Opening Balance | Cash Received | Cash Spent | Closing Balance |
|----------------------|-----------------|---------------|---------------|-----------------|
| Band Account | 9,148 | 4,433 | 2,515 | 11,066 |
| Canteen Account | 15,162 | 41,887 | 43,795 | 13,254 |
| Debit card account | 381 | 1,030 | 1,017 | 394 |
| NPS Main account | 59,035 | 123 | 24,809 | 34,349 |
| Uniform Shop account | 35,757 | 13,123 | 6,637 | 42,243 |
| Total | 119,483 | 60,596 | 78,772 | 101,306 |

- Band:
 - Parents are paying their band membership fees – fees have been reduced for term 2. Children who have been unable to attend zoom sessions due to before school care can be made exempt if they advise the band committee.
 - Rick, band conductor is being paid for his services.
- Canteen:
 - Commonwealth Government Cashflow Boost and March quarter PAYG returned from ATO in April.
 - Jobkeeper wages paid fortnightly
 - Good sales since canteen has re-opened
 - Supplier invoices all paid

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- Uniform shop:
 - Winter uniform sales going well both instore using EFTPOS facilities and via Flexischools
 - Supplier invoices all paid

- Main acct:
 - Paid for the toilet upgrade and new playground markings with the money raised from the colour run last year.
 - No fundraising activities so far this year, Jen Aeilo has applied for a local government funding grant for a First Aid room renovation.

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| Motion to accept: | Mark Stamopoulos |
| Seconded: | Meg Keeble |

8. Principal's Report – Sally Bell

- Huge thank you to everyone for the last few months. Parents and carers for reading all of the app messages and adjusting to the changes, the staff for their support and the children for being so adaptable
- Thanks for Mark Stevens for what he has been doing with the music program and the band at the school.
- Playground markings look great. Kids are having a great time playing with them during recess and lunch. Very colourful and fun for the kids.
- Jersey day Friday 26th June to support Stewart House. School will sell Street Cyclone Ice-blocks for \$1.
- Looking for trucks for the quiet area. Haven't had any parents come forward with anything as yet but are still looking. Good used condition.
 - Kate B – could donate some on behalf of auditor. To be discussed further.
- Three projects currently running:
 - Admin upgrade – hopefully extra office space, staffroom, meeting room for teachers and parents, toilet upgrade etc. Looks like this is going to progress now. Will be looking at the design and where this extension will go.
 - Shade cloth over the outdoor area near the OSCH – over the stage area, initial stages.
 - Old OSCH being converted into 2 classrooms – out being tendered at the moment. Should be ready to go for next year as 2 classrooms.
- Online Borrowing – due to library being closed, still wanted to be able to provide children with reading resources. Using an ebook platform 'Wheelers' which is a great resource for online borrowing. Top Borrowers received a merit award. Also launched a family reading challenge. Dymocks at the mall provided 6 x \$25 vouchers as prizes for children writing reviews about books they have read.

9. Actions from last meeting:

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- Sourcing of different sports shorts and shirts
 - 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.
 - 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.

- Carry over to next meeting

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| <ul style="list-style-type: none"> ○ Cara to look at getting samples/details of sport shorts from same place doing the sport shirt. ○ Cara to get together with Paula to discuss Sport shirts and shorts locked in ASAP to move forward. | |
| <ul style="list-style-type: none"> ➤ Additional Playground Seating – Nicole Farrelly <ul style="list-style-type: none"> ○ Can the P&C look at putting more seating, picnic tables in the top playground for children to eat recess and lunch from. ○ Further discussion required once new committee in place | <ul style="list-style-type: none"> ➤ 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. |
| <ul style="list-style-type: none"> ➤ Parking Changes <ul style="list-style-type: none"> ○ New parking arrangement has not been received well by the parents. ○ Ranger has been patrolling for 2 days since term start fining people. ○ Review done last year by council on options to make the roads safer. ○ Parents were encouraged to submit in writing feedback on situation and concerns to the P&C (narraweenaps.pandc@gmail.com) and we can review and take to the council. ○ More communication to the school community around the benefits of walking to school to reduce car congestion. | <ul style="list-style-type: none"> ➤ Mark got response from Council this afternoon. McIntosh road was going to be closed for parking which would have a huge impact on parking around the school. Only on school side will be restricted parking. Will be exceptions for school drop off and pick up times. ➤ Peta – happy that new arrangements are making it easier for dropping off kids. Happy to keep it like this ongoing. As gates are spread out, it is making pick up easier. ➤ 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. ➤ Hold for now and see how things progress once changes have eased. |
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| <p>10. General Business</p> | |
| <ul style="list-style-type: none"> ➤ Mark Stevens – given fundraising things haven't been able to proceed, what else could we do. <ul style="list-style-type: none"> ○ Will be difficult given the current restrictions at the school. ○ May revisit once new committee in place and Fundraising co-Ordinator appointed. | |
| <ul style="list-style-type: none"> ➤ AGM - Next meeting will potentially be the AGM. The Virtual or Face to Face decision for the AGM is up to the members. Everyone needs to review and decide on this. ➤ The association has multiple options for voting etc for AGM's. ➤ Meeting can be held in any location so maybe we can look at another option or location to hold the meeting as restrictions are lesser. ➤ More Communications to go out to members on this in the next month. | |

| Meeting schedule | |
|------------------|--|
| 2020 | |
| July | AGM and P&C Meeting – 21 st July 2020 at 7:00pm |
| August | P&C Meeting – 18 th August 2020 at 7:00pm |
| September | P&C Meeting – 15 th September 2020 at 7:00pm |

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