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| Meeting Opened: | 7:00 pm | Meeting Closed: | 8:11 pm |
| Present: | 18 in attendance as per attendance spreadsheet | | |
| Apologies: | Kate N, Sarah C, Laura S, | | |
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| 1. **Welcome and apologies** | | | |
| Apologies as per above | | | |
| 1. **New members** | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Emma C. |  |  |  | |  |  |  |  | | | | |
| 1. **Review and acceptance of previous minutes** | | | |
| Minutes published here - [Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)](https://narraween-p.schools.nsw.gov.au/parents--and-citizens--association.html) | | | |
| **Motion to accept:**  **Seconded**: | Micaela J  Jess M | | |
| 1. **Correspondence In/Out** | | | |
| * 1. **Correspondence In:** | | | |
| * Ask from the school for two P&C representatives to be part of a Communications Focus Group. The ask went out to all P&C members and Keitana H and Clare P have volunteered to be a part of this initiative. | | | |
| * 1. **Correspondence Out:** | | | |
| * None | | | |
| 1. **Presidents Update: Kate N** | | | |
| * Thank you to everyone who was involved in the Mother's Day breakfast and gift stall. It was another great event organised by our Fundraising Team, led by Micaela - -thank you. The coffee van was a huge hit, thanks to How You Bean for donating $1 per coffee back to fundraising for the school. Once again a big thank you to Explore & Develop for their generous donation of $1000 to subsidise the gift stall. * We have had unexpected expenditure in the canteen, with the need to purchase a new commercial fridge - thanks to Sarah & Kara for facilitating this process. * The Uniform Shop and The Band continue to be excellent P&C subcommittees and are well run, with the community at the basis of their decision making. | | | |
| 1. **Explore & Develop: Laura B** | | | |
| * Some new lights installed today. * Sabrina and another educator are participating in a weaving bridges initiative. * A few educators heading to Melbourne for some education purposes. * Children are engaging in the playground a lot more. Have also gone to the year 1 classrooms to look at the chickens. * Long daycare will be getting ducks. Also organising an incursion for an interactive dinosaur. * Re-enrollments for next year have started for long daycare. * OSHC school holiday program was released two weeks ago and the app crashed. But has all gone well and most days are booked out. * A parent will be doing an art class with the kids on one of the days. * A few new staff members have started and are going through the onboarding. * OSHC kids have noticed a lot more rubbish around the school. All the wind and the crows haven’t helped. * E&D have offered to donate for fathers day and other resources to the school when needed. * OSHC enrollments for term 3 will open around term 3. | | | |
| 1. **Sub-committee reports** | | | |
| * 1. **Uniform Shop Report – Paula P** | | | |
| * Not much to report. Things are still busy with many parents making the most of the back to school vouchers which are set to expire at the end of June. * Large plastic boxes with lids would be much appreciated in the uniform shop.   Anyone who has been in the uniform shop would agree my boxes of stock in the corner of the room are rather unsightly. There is always some level of excess stock stored in the uniform shop, no matter how much I try to keep it at a minimum. I was only thinking today that plastic boxes would certainly make it easier to deal with as some of the older boxes start to collapse.   * All in agreement for Paula to purchase and P&C will reimburse. * Notice to go in newsletter reminding parents to bring their own bags to use when purchasing from the uniform shop. * Girls winter pants are starting to sell so will see how that goes between now and the end of winter. | | | |
| **Motion to accept:**  **Seconded**: | Jazmin V  Lynda N | | |
| * 1. **Canteen Report – Sarah C.** | | |  |
| * With the cooler weather ice block sales were getting slower, so for now Ice block Friday is finished and will return when the warm weather returns. * Chalkboards are still being enjoyed by the students, they are always checking them out to see if there is anything new and it also allowing those students who want a bit of extra time to decided what they want to, to stand and look at the board before joining the line. * Getting a lot of positive feedback from the students about it as well, saying they are enjoying being able to see what is coming up or available. * One student the other day told us that the canteen “just keeps getting better” and another “they loved how there is something new to try every few weeks”. * The use of sign up for getting volunteers in has been working ok, had a few repeat volunteers come in, the most popular day for volunteers seems to be Tuesday which works well as that is the day where I don’t have anyone in. * PSSA orders are going well and having a steady amount ordered each week, the whole process makes the morning run a lot smoother and is less time consuming for all, allowing the students and teachers to catch the early buses without any delays. * Hot Chocolates have been up and running for a few weeks now and the children are enjoying them. The urn decided to give in but luckily a new one was replaced quickly and didn’t impact sales. * The students are also enjoying the introduction of Nacho Tuesday, Pancake Wednesday, and Tempura Fish Cocktails and (air fried) Chip Thursday. The items all meet the Healthy Canteen Menu check.   + Need to communicate out to the community on the canteen specials * A few weeks ago, unfortunately the main fridge decided to stop working, thankfully the repair team Kara found were able to find a new fridge in its place that is definitely running a lot more efficiently than the old one, so thank you Kara and executives for getting that all sorted so the canteen was able to stay open and run safely with in the food health and safety guidelines. * Luckily the new fridge was in place as a few days later I received a surprise Health Inspection from the council. The last one was done in 2019 under Belinda, so it was my first one since starting and I am very happy to say that we passed and received a 5 star excellent rating, he was very impressed with how clean the canteen was and the procedures that we have in place. | | | |
| **Motion to accept:**  **Seconded**: | Clare P.  Micaela J. | | |
| * 1. **Band Report – Laura S** | | |  |
| * Band report: Week 8 Term 2   + Senior strings performing this week at the Opera House (Friday night)   + Northern Beaches Instrumental Festival was very successful, congratulations to Training Band and Concert Band on their performances. Thank you to Nancy for attending.   + Band Fees have been paid, thank you to Nancy for the follow up emails from the school, this was very helpful.     - Nancy commended how amazing the band was. Especially the training band as their first performance.     - Senior band absolutely smashed it. They were amazing even though they are just a small band.   + Musical Minds Workshop (Band and Strings weekend workshops at school) dates have been set for the 26th and 27th August. | | | |
| **Motion to accept:**  **Seconded**: | Micaela J  Kate B | | |
| * 1. **Fundraising Report – Micaela J.** | | |  |
| **Fundraising Updates – June 2023**  **MOTHERS DAY**   * Mother’s day breakfast was a success. I think the catering was received well. * We had a lot of Dads and Mums helping which was amazing to see. * There were a lot of free gifts this year (I think more than last year). It has been suggested that we have a pen to give those that don’t pay for a gift. * Kate will update on the financials, I believe we pretty much broke even (keeping in mind we subsidised $3 per breakfast purchased).   **FATHERS DAY – Friday 1st September**   * Explore and Develop have kindly offered to sponsor our Father’s Day stall which allows us to purchase gifts to the value of $5 per gift and still make a $2 profit per gift. * I have shortlisted gifts for the stall and have them on hold while I contact bunnings (would we like plants again??) and Manly Sea Eagles. * Consider sending comms slightly earlier & initial gift stall alert on the app as well – this may assist with driving the sales, ensuring all parents are aware / don’t miss it. * Are we open to having the coffee van again? If so, Mario from McGrath offered to sponsor this for the next event, I will reach out to him to confirm if we are going to book it in. * Look at caterers that can do bacon and eggs.   **TRIVIA NIGHT**  Can we please discuss potential dates that will work for this. I will then check in with the volunteers and the Trivia emcee.  **OPEN CLASS ROOM**  Last meeting I mentioned Jess’ suggestion for an open class room on Father’s Day. Is this possibly an option? If not, Book Week may be another good time to consider?   * School to look into when this might be able to happen.   **CHRISTMAS GIFT FROM CHILDREN**   * Melamine Plates   + Cost per plate $23.50   + we can save $1 per plate by printing the templates ourselves & scanning the artwork back instead of posting   + The company recommend we sell the plates for $29ea, profit of $7 per plate * Tea Towels / Bags / Aprons   + Cost per tea towel $19.50   + Bag / Apron $23.50   Thoughts on items? P&C to vote, or put out to the parents? This may also give us a gauge of how many we will sell.  **Note - all artwork for the plates needs to be uploaded by Mid September. Allowing 6 week turn around / delivery** | | | |
| * 1. **Treasurers Report – Kate B** | | | |
| Since last P&C Meeting:   * Band:   + Remainder of the fees have been received and conductors paid. * Canteen:   + Slight decrease in bank account   + Q1 2023 PAYG paid   + New Urn purchased * Uniform shop:   + Sales going well, steady use of Back to school vouchers still being used.   + This offer finished 30 June 2023 * Main acct:   + Cash in:     - Proceeds from Mothers Day gift stall and breakfast     - Donation from Explore & Develop   + Cash out:     - Mothers Day expenses – Catering and Gifts.      |  |  |  | | --- | --- | --- | | ***Mother's Day May 2023*** |  |  | | ***Income*** |  |  | | Gifts & Breakfast | Flexischools | $  4,360.95 | | Donation from E&D |  | $  1,000.00 | | Cash banked | Gift stall | $     210.00 | | Coffee van |  | $       88.00 | |  |  | **$  5,658.95** | | ***Expenses*** |  |  | | **Supplier** | **Item** | **amount** | | Smart Gifts | Gifts | $  1,488.45 | | Catering | Morning tea | $  3,760.00 | | Kmart | Gifts | $     454.95 | |  |  | **$  5,703.40** | |  |  |  | | **Profit (LOSS)** |  | **$     (44.45)** |    Breakeven – perfect Fun Raiser J | | | |
| **Motion to accept:**  **Seconded**: | Jess M  Micaela J | | |
| 1. **Principal’s Report – Julie T.** |  | |  |
| * Mothers Day stall was amazing. Soo many people attended and was great to see everyone in the school. * WHS processes have been reviewed and would like to extend the invitation to all the P&C committees to bring up any WHS issues at the P&C meetings. * 2024 Kindy orientation was held earlier this evening and had a lot of attendees. A lot of information to get out to all new families. * Schools are measured by the department on the attendance. If children are sick, please keep them home until they are feeling better. It helps to reduce the number of other children and teachers exposed to any illness. * High Potential/Gifted Students – Mark Stevens held a music workshop with students from several schools last week which was amazing. Other opportunities on robotics etc are also under way. * Reading workshop was held at the school recently for parents to teach them how to effectively help children with reading under the new way of learning. * Looking at holding a maths workshop. * Lots of works being done at the school which is a constant process of maintaining and updating. * Share our space – Sunday 2nd July – community event to be held at the school. * Changes have been made to the assembly timetable to accommodate Peer Support. Every Friday morning there will be a short 10 minute all of school assembly to hand out gold merits etc. The ask is that all parents all follow the same guidelines as the students and remain quiet so all can hear what is being said during the assembly. * Trial was done at some schools using admin staff to take some load off teachers. Gina will be taking some time off in Term 3 and Term 4 and therefore the school is looking for someone to take on this role. * Emma Humphrey will be taking a short break to head to Broken Hill Public School to teach for a short period. Great opportunity for Emma and we wish her the best. * Next Reading or maths session could be recorded for those that couldn’t make it. | | | |
| 1. **Actions from last meeting:** | | | |
| * School hall stage curtains and spot lighting.   + 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. | | * Mark S to give an update on any progress on this one. | |
| * Still a couple of P&C Committee position nominees that need to join the P&C to finalise their appointment. | | * Band Committee   + Alex Dembiany   + Ceridwen Pontello | |
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| 1. **General Business** | |  | |
| * + Auditor donation to the school in Lieu of fees – Kate B     - To be used on reading resources for the new way of teaching reading. Approx. $400 like last year.     - Kate to organise with Cara M. | | | |
| * + Music Lessons held on school grounds – Kate B     - Prior to COVID students in the bands were able to use the school to have their music lessons before, during and after school hours.     - Is this something we are able to reinstate?       * School is happy to have it start up again, preferably in the afternoons.       * Tutors can contact Nancy C. or Julie T. | | | |
| * + Clean Air and Ventilation – Lara W     - With the cooler weather there are lots of respiratory viruses circulating and Covid is far from over. I would in interested to see if the P&C could fund portable air purifiers for the classrooms? Also interested to see the schedule for cleaning of the filters in existing air conditioning systems and if HEPA filters have been fitted.       * Possibly not HEPA filters in the air conditioners but they are maintained every term.       * Air purifiers are not considered to be best practice. If the department feel that they are required they will provide them but not necessary.       * Best practice is ventilation which every classroom has.       * The best way to combat the illnesses is to keep any sick children at home. | | | |
| * + Solar in Schools – Nicki C     - The Solar My School and related grants have been closed and no more are being accepted, so I didn't proceed with trying to fill out those application forms. I was told the NSW government is looking for new ways to roll solar out across all schools.     - I've heard that it would be beneficial to email Michael Regan's office and let him know we are interested and ask for his advice in the matter.     - I would like to do this and see what I can find out then bring that to the next meeting to discuss with yourself and Mrs Tourney.     - Not any current discussions around solar in the school. Julie is happy for Nicki to do what is needed to get the school on the table. | | | |

| **Meeting schedule** | |
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| **2023** |  |
| **June** | P&C Meeting – 13th June 2023 at 7:00pm |
| **August** | P&C Meeting – 1st August 2023 at 7:00pm |
| **September** | P&C Meeting – 5th September 2023 at 7:00pm |

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