



## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18<sup>th</sup> June 2024

children and their families, we endeavour to continue these events to increase parent and community participation.

We continued this in OSHC by giving our garden a refresh, with some native hibiscus, berries and more. The children have also recently enjoyed engaging in weaving, this has been something we have been offering each afternoon and has been a great way to connect and yarn with the children.

Sabrina and Amanda recently attended NSW food handlers course, we are in the process of refining our menus across both services, based on our children's and families feedback.

Vacation Care bookings opened last week and bookings are already full, we are looking forward to another exciting school holidays! Sabrina has also commenced enrolments for long day care 2025, following this we have had lots of enquiries for OSHC 2025 also. Laura will start this process in the next couple of months.

Thank you everyone and have a lovely evening,

Sabrina, Amanda and Laura

### 7. Sub-committee reports

#### 7.1. Uniform Shop Report – Clare P

- Firstly, we apologise for missing the last meeting - we thought the meeting was the following week.
- All is going well in the uniform shop. Many thanks to the volunteers Kathy and Diana. Paula's job is much easier with your support.
- We are fully stocked, apart from size 4 skirts which are expected 18/06.
- We welcome, and are grateful, for the donations of second-hand uniforms that we are receiving into the uniform shop. However, we do ask that only washed items purchased from school are donated, as we are unable to sell non-school uniforms. Non-school items such as Best and Less jazz pants were sold as part of the second-hand uniform sale last term, but they aren't actively for sale in the shop. We are receiving so many that they are now being donated via clothing banks. To avoid these items ending up in landfill, we would suggest recycling via class chats.
- Re. The outstanding agenda item of tunics:
  - We have received a quote from the supplier. The tunics (full dress - non detachable bib style) would cost \$48.40 each, which we would retail for \$60 each. There would be a minimum order for each size of 50. 50 tunics would be an outlay of \$2,420 per size.
  - As the girls get older fewer and fewer of them choose to wear a skirt option each year. Paula has said that we don't sell more than 10 skirts of size 4, 6 & 8, then it drops to less than 5 of each size above that per year. This would mean we would have stock lasting for years, that we have paid for. We'd also need to look at an option to go under the uniform.

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18<sup>th</sup> June 2024

- There are also options for girls already – skirt/trousers. If increasing warmth is the issue, a vest can be added under the long sleeve polo, or a fleece top could be purchased from the uniform shop to go over the polo. These are very popular for children who feel the cold.
- Therefore, we would propose that due to the fact that financially it doesn't make sense, we do not progress this idea.

### General discussion:

- After this investigation, it is deemed financially not a feasible option to change the uniform at this time.
- It doesn't make sense to have a skirt option and a tunic option. We still have skirts in stock.
- Previous meeting it was suggested for a poll to go to parents to ask for interest. Given the financial burden of stocking another uniform option, should we go ahead with a poll to the parents?
- A vote was called for. Vote did not carry

<b>Motion to accept:</b>	Emma C
<b>Seconded:</b>	Michelle F

### 7.2. Canteen Report – Sarah C.

.Canteen report June meeting 2024.

- PSSA Menu is back up and seems to be going well. The first week there were a few hiccups with people not ordering from the right menu but since then it has been going smoothly.
- State of Origin meal special was received well by the children with around 330 students ordering the deal, for future specials though I am going to have to be very strict on enforcing the cut off time, it was extended several times and I had at least 15 people messaging me on my private number right up until 10pm the night of cut off and then again the following morning, then still a few more calls the morning of the deal.
- Cut off time will mean cut off time- as it is too much to try and manage with numbering and can lead to mistakes. I will also need to be enforcing cancellations, orders can only be cancelled before the cut off time. If the student is away the item can not be held until they return. It is a special and it happens on that day and that day only.
- Thank you for the suggestions from everyone last meeting. A lot of them involved a lot of extra work and time which would not in turn be profitable and due to the healthy guidelines, I have to follow I can not be offering sweet / sometimes food on a regular basis. I have however put out the survey re: breakfast service on a Wednesday. 70 families responded.
- When asked would you be interested in a Wednesday breakfast service option: 53% said yes 47% said no!
- With an even amount of the suggested items and prices being voted for.

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18<sup>th</sup> June 2024

- Those that said No stated that it was mainly because on Wednesday morning they have other commitments i.e. training, band etc but would support it on other days.
- Maybe a trial run could be done next term to see how it goes on a Wednesday morning and if it's not viable then at least it was tried.
- I also put out a sign-up page for volunteers. I have had 2 volunteers come in and help with counter service.
- I am off this week from the 18th June having an operation with a week's recovery required and then back to work light duties i.e. no heavy lifting in week 2 . I have set up a roster of my casual staff and I have been able to get some volunteers to help them out on these days as well. So hopefully there will be little to no change while I am off. I am however still contactable to my team if they run into any issues and will still be able to do the ordering of stock remotely.
- Workplace health and safety issues to report. None!

Items agreed to at previous meetings.

- World Teachers Day Friday 25th October 2024
- We would love you to run this again this year, see closer to the date what your budget will be! Let me know if you require extra volunteers on the day. *Excellent will do, thank you!*
- Halloween Thursday 31st October 2024
- Again, lots of positive feedback, happy for this to be run again as a special treat. The kids LOVED this one! *Amazing we love doing this one!*

General discussion:

Huge shout out to Sarah for the state of origin special. It was wild in there, the kids loved it. We ran late because there were so many orders. Next time we will need volunteers to help pack. Class parents to be involved in helping recruit volunteers.

<b>Motion to accept:</b>	Emilia W
<b>Seconded:</b>	Laura K

### 7.3. Band Report – Laura S

.Band report:

- The committee has started investigating performance opportunities, nursing home in Narraweena, War vets and Warringah Mall
- Senior strings will perform at the opera house next Wednesday night
- Still some outstanding band fees for this term and musical minds weekend which Tamar is following up, thank you to Nancy for your help.

<b>Motion to accept:</b>	Michelle F
<b>Seconded:</b>	Joanna M

### 7.4. Fundraising Report – Micaela J

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18<sup>th</sup> June 2024

- Last event was mothers day, the next event coming up is the fathers day breakfast. It will be run quite similarly.
- Gift stall for fathers day - before school option worked really well for families and for teachers so will be repeated for fathers day.
- Due to feedback from many families, there will be different catering options for the breakfast. We are looking into a hot breakfast, as that was the biggest point of feedback, but it will require more volunteers. Research options: Primo truck for bacon and egg, coffee van with lids for hot beverage, could approach smoky mary's (a new restaurant at Narraweena May road shops). P&C will not pay for coffee as it isn't fair because we could not secure a coffee van for the Mother's day Breakfast.
- Colour run may happen this year, more research needs to occur.
- There is a local election coming up in september. Bake sale and democracy sausage.

### 7.5. Treasurer's Report – Kate B

#### Bank Summary

Narraweena School Parents & Citizens Assn

For the period 1 May 2024 to 14 June 2024

Account	Bank Account Type	Status	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	Bank	Active	35,718.42	2,650.01	3,052.12	35,316.31
Canteen Account	Bank	Active	2,864.08	30,263.96	25,020.42	8,107.62
Debit card account	Bank	Active	259.51	507.39	377.54	389.36
NPS Main account	Bank	Active	41,027.81	6,426.08	3,672.27	43,781.62
Uniform Shop account	Bank	Active	49,929.02	12,079.13	7,896.97	54,111.18
<b>Total</b>			<b>129,798.84</b>	<b>51,926.57</b>	<b>40,019.32</b>	<b>141,706.09</b>

#### Band:

- Musical minds weekend – all invoices paid and bills received also paid.

#### Canteen:

- Inflows – State of Origin sales excellent via Flexischools.
- Sales going well and expenses so far this term have been managed well.

#### Uniform Shop:

- Sales covering expenses, nothing to note..

#### Main:

- Outflows
- - Mother's Day catering & gift bags
- Inflows
- - Mother's Day breakfast & gift sales and donation from E&D
- Nice profit for the community event.

**MINUTES FOR THE P&C ASSOCIATION MEETING**

**TUESDAY 18<sup>th</sup> June 2024**

**Mother's Day May 2024**

**Income**

Gifts & Breakfast	Flexischools	\$ 5,169.28
Donation from E&D		\$ 500.00
Cash banked	Gift stall	\$ 540.80
Other sales	EFT	\$ 152.00
		<b><u>\$ 6,362.08</u></b>

**Expenses**

<b><u>Supplier</u></b>	<b><u>Item</u></b>	<b><u>amount</u></b>
Gifts	Gifts	\$ 2,023.91
Catering	Morning tea	\$ 3,094.50
Kent paper invoice	Gift bags	\$ 370.77
		<b><u>\$ 5,489.18</u></b>

**Profit** **\$ 872.90**

<b>Motion to accept:</b>	Emily E
<b>Seconded:</b>	Micaela J

**8. Principal's Report – Julie T.**

Acknowledgement of country

**Explicit Teaching:** Visiting executive staff from within and beyond our network completed observations in 8 classrooms. The feedback they provided detailed strengths of our teachers in explicit teaching; ongoing learning to further improve our skills, particularly in questioning and developing an understanding of what all students know, (not just the confident ones).

**Curriculum Implementation:** English and Maths syllabus implementation is going well. Investing in time to bring teams together to review student data, deepen knowledge of syllabus and plan sequences of learning. Our narrow and deep focus on spelling has shown significant development in teachers' skills resulting in improved students' skills in spelling.

**NAPLAN:** School results were due last week which I was hoping to present information on trends. This has been delayed; individual student reports due for parents early Term 3.

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 18<sup>th</sup> June 2024

**Lunches:** Many students are forgetting to bring lunch or to place lunch orders, resulting in extra last minute work load for canteen and significant expense in IOUs. Propose to implement a system where the teacher helps students check students lunch boxes by recess time; if no lunch, will send the student to the office to call home and confirm missing lunch. Canteen then can make a cheese or vegemite sandwich.

**School Bytes:** Moving all administrative tasks to SchoolBytes from next term; functionality of parent portal that is currently used for invoices will increase to include absence notifications, school reports.

### 9. Actions from last meeting:

Follow up with winter tunic suggestion	- See above in uniform shop report.
Safer school crossing	<p>- Update on petition to council to get safer crossings around the school</p> <p>I have written the letter to council and today had correspondence from Julie Torney about receiving a phone call from Michael Regan's office about road upgrades.</p> <p>I rang Michaels Regan's office and found out that there is State funding administered through Councils for the Safe Schools program - any road within 400-800m of the school is eligible. Applications need to come directly from the school. There's no official application form, you just need to write a letter highlighting the need and the safety concerns.</p> <p>The officer that I spoke to (Sally), advised me to send the letter to council from the P&amp;C president to give it weight as it has to come from the school (and to cc Michael Regan's office <a href="mailto:wakehurst@parliament.nsw.gov.au">wakehurst@parliament.nsw.gov.au</a>, as well as the principal and assistant principal). I was encouraged to do it asap as there is no timeline so first in best dressed, so the timing of the P&amp;C meeting is great.</p> <p>I was wondering if Frank would be happy to adopt my letter, put his name down as the sender and send to council, cc Julie, Nancy and Michael Regan's office as they asked for it). The council email is: <a href="mailto:council@northernbeaches.nsw.gov.au">council@northernbeaches.nsw.gov.au</a></p> <p>General discussion: Frank is happy to send the letter from the P&amp;C.</p>

### 10. General Business

- PSSA sport shirts. Years 3-6 children who represent the school use these shirts for their various sports. They are lent to each child/team for the term and then returned.

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**TUESDAY 18<sup>th</sup> June 2024**

<ul style="list-style-type: none"> <li>● At the first P&amp;C meeting of the year we said we could pay for some/all of them. The invoice has been paid by the school, it was for approx \$5,000, see attached for details. We can nominate how much we would like to reimburse the school.</li> <li>● Firstly, we usually spend \$500 from the auditor, she donates her time &amp; asks that we spend her fee on something the school wants in lieu of fees. In the past we had bought decodable readers when the syllabus changed.</li> <li>● We have enough money in the main admin account if we would like to pay more. I believe you would need to put forward a motion for an amount and vote on it.</li> <li>● I would suggest \$2,500 to \$3,000.</li> </ul>
<ul style="list-style-type: none"> <li>● Vote for P&amp;C to pay \$,3000 for the PSSA shirts - motion carried</li> </ul>
<ul style="list-style-type: none"> <li>➤ Joanna M (class parent) - pre covid there was a friday night disco. Her class is asking if it is possible to reinstate these?</li> <li>➤ This was discussed at the last meeting and it was determined that the day disco run by the year 6 is a better option. It gives the year 6 students the opportunity to plan and prepare the event for their yr6 fundraising, and supervision is difficult for after-hours events. (see previous minutes for details).</li> </ul>
<p>Sarah C from canteen emailed Emilia W about a grant for a trivia night for fundraiser - Kate B to confirm if we have the official documentation as 'not-for-profit' status</p>
<p>Meeting closed 8:04pm</p>

Meeting schedule	
<b>2024</b>	
<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	
<b>2024</b>	
<b>February</b>	
<b>March</b>	Easter Raffle/Morning Tea
<b>April</b>	
<b>May</b>	Mothers Day Breakfast
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	Fathers Day Breakfast (friday before fathers day, Friday 30th August)

Narraweena Public School – P&C Minutes – 18<sup>th</sup> June 2024

***Draft minutes - to be endorsed at the August 2024 P&C meeting***



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**TUESDAY 18<sup>th</sup> June 2024**

<b>Draft fundraising schedule – 2024</b>	
	Local election - bake sale (date TBC)
<b>October</b>	
<b>November</b>	
<b>December</b>	Christmas Carols (?)