



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 16th March 2021



Meeting Opened: 7:58 pm Meeting Closed: 8:40 pm
 Present: 30 in attendance as per attendance spreadsheet
 Apologies: Ann Ford, Sarah Love, Nicole Farrelly

1. Welcome and apologies

Apologies as per above

2. New members

Aliki Riley	Emma Humphrey	Linda MacBride	Nicky Robbins
Anna Clark	Jason Keeble	Lynda Newson	Rachel Walmsley
Cara Maguire	Joanna McNamara	Marilyn Mastroianni	Rod Tuckerman
Carly Sully	Kara Taylor	Mark Stamopoulos	Sally Bell
Cassandra Beckett	Kate Bradshaw	Mark Stevens	Sarah Collier
Chris Allum	Kate Nacinovic	Marketa Jelfs	Susanna Wooldridge
David MacBride	Kylie Taylor	Megan Keeble	
Donna Jones	Laura Stevens	Nancy Chaffer	

3. Review and acceptance of previous minutes

Minutes published here - <https://www.narraweenaps.nsw.edu.au/parents--citizens.html>

Motion to accept: Anna Clark
Seconded: Donna Jones

4. Correspondence In/Out

4.1. Correspondence In:

➤ N/A

4.2. Correspondence Out:

➤ N/A

5. Presidents Update:

➤ Thank you to every for appointing me as the President and a thank you Mark Stamopoulos for all the work he has done over his years in the P&C.

6. Explore & Develop: Sabrina and Amanda

- We are happy to say our OSHC service will be going through Assessment and Rating. We are currently working on our Quality Improvement Plan, and ready to submit by this Thursday 18th March. We will then receive notification from the department, and this process can take up to 3 months from the date we submit. What does this mean for us, is that we will be assessed under 7 Quality Areas and marked on working towards, meeting and exceeding themes. We currently are an Exceeding service and we hope that we achieve this rating again.
- For our parents who use the service, we would like them to respond to our surveys' once they are uploaded on our Explore & Develop Narraweena Enews App, we value your feedback and support, it helps us with our critical reflection process and to improve our practices..
- We have just purchased new resources for the service, you may have seen new tables in the hall, mats, board games and sensory resources for our children. We have noticed a few children that need small areas to self regulate, and in a large space in the hall, we try our best

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to creates small nooks and time out zones, for children to have a sense of calm. You might see a tent erected, this is our dark space, for calm quiet self-regulation.

- We have purchased 3 white gazebos in the outdoor area as we have reflected on our sunsmart practices and felt it was important to keep our children out of the heat and sun. We have now divided our afternoon tea into 3 meal sittings, so that we can also minimise children waiting for their afternoon tea.
- Luke Sippel, Sophia Maruca & Meg Fry are our new team members and have made a fantastic impact on our service. We are still looking for casual team members to join us, so if anyone knows who would like to work with school aged children, please give us a shout out.
- Autumn Vacation Care Programme is out. The children are super excited as we are able to go out on excursions again and have lots of fun activities planned for them with our incursions.
- Long Day Care: It's been a tough 3 months settling lots of Covid babies and we are happy to say that we have turned a leaf, and the children have settled in really well. Our nursery is completely full and with only a few preschool enrolments available we are close to 100% occupancy.
- That's all from us, we look forward to our next meeting.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula

- The queues have continued to be crazy, so again I'd like to thank the school community for their patience when coming to the Uniform Shop.
- The Flexischool orders have been plentiful too, with huge sales in sports shirts & now Communication Bags. I expect a very healthy month of sales this month!
- All hat styles are now fully stocked.
- Unfortunately, there has been a delay in the delivery of school bags, with a dispatch date of March 19th, so hopefully they are in by the end of the month.
- Again, I would like to thank Kathy Sippel for her help, otherwise I seriously would be there at school end!
- We would still welcome volunteers in the Uniform Shop, especially on a Thursday morning.
- \$16,606 in sales, though also a big month in expenses...with the sports shirts the largest at \$18,500 alone.
- We have sold, to date (Feb end), 196 sports shirts, meaning \$1,960 in subsidised sales.

Motion to accept:

Mark Stamopoulos

Seconded:

Marilyn Mastroianni

7.2. Canteen Report – Donna Jones

- The Canteen is progressing smoothly. The integration and training of new casual staff to our roster is going well.
- Stock (both food and packaging) is continuing to differ during the after and present effects of the Pandemic.
- The result(s) of this, is looking to new and alternate providers whilst maintaining as much as possible, our Sustainability program and Healthy Canteen Requirements and regular menu items.
- Belinda is managing stock sources well, and utilising packaging lines as green as possible.
- A new upright freezer to replace an ex-supplier provided one, that's now been removed; we hope to invest in the next month.
- The Principal asked for this years' Easter Bun Morning Tea to be organised and uploaded; it will be up on Flexi school for orders, but limited this year to a simpler format with only a hot cross bun & small Easter egg as the actual order, (we could offer a Gf option). They'll be delivered via the canteen.

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- AGM address:
- It would have to be said; that genuinely, I could not be prouder of The Canteens' efforts and continued achievements during and throughout 2020 and into 2021.
- Financial successes aside, being able to provide a sense of stability and normality for the children (and parents) as they returned to school, post lockdown, wasn't undervalued, and I appreciate The Principal's support on that.
- I thank the P&C for the opportunity of leading the canteen.
- I thank our Staff Team, the volunteers, the students and the school's' support during my role.

Motion to accept: Anna Clark

Seconded: Marketa Jelfs

7.3. Band Report – Mark Stevens

- All rehearsals underway. All students and conductors working well.
- Invoices are well on their way to being fully paid.
- We have our first concerts booked at the end of term 1 and start of term 2
- Band sub-committee will hopefully be formed at this evening's AGM
- Would like to nominate Nicky Robbins for the Band Secretary role

Motion to accept: Carly Sully

Seconded: Sarah Collier

7.4. Fundraising Report

- Fundraising schedule for the year hasn't been developed yet.
- Need to confirm the date for the Colour Run. Linda to contact Sally Bell with dates available.

7.5. Treasurers Report – Kate Bradshaw

Bank Summary

Narraweena School Parents & Citizens Assn From 1 February 2021 to 12 March 2021

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	11,185	16,395	606	26,974
Canteen Account	56,941	16,831	15,485	58,287
Debit card account	332	237	361	208
NPS Main account	37,394	3	75	37,322
Uniform Shop account	53,307	21,341	27,557	47,091
Total	159,159	54,806	44,083	169,882

- Band:
 - All annual instrument hire invoices have been paid.
 - Approx 75% of the annual band fee invoices issued with a 10% discount applied have been paid
 - 25% elected to pay \$100 per term.
 - The Band account is looking very good, hopefully it will cover all expenses this year.
- Canteen:

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<ul style="list-style-type: none"> ○ Good start to the year ➤ <u>Uniform shop:</u> <ul style="list-style-type: none"> ○ Sales slowed later in the term, as expected and invoices have been paid. ➤ <u>Main acct:</u> <ul style="list-style-type: none"> ○ Membership in, Xero fees out 	
Motion to accept:	Marilyn Mastroianni
Seconded:	Mark Stamopoulos
8. Principal's Report – Sally Bell	
<ul style="list-style-type: none"> ➤ Thank you to Mark for his kind words in the AGM Presidents Report. His time and effort over the years has been amazing. ➤ School wish list – <ul style="list-style-type: none"> ○ School digital sign upgraded ○ Laptops always welcomed ○ Fine motor resources for Stage 1 and Kindergarten ○ Basketball backboards ○ New library shelving ➤ Honour Assembly will be held this term – Friday 26th March. Term 1 focus is School Expectations. 2 children from each class have been identified. Parents of those students only are able to attend. ➤ Easter Hat parade to be held in school only for this year. Students will make hats at school. Will be held on the last day of term. ➤ Class Parents – now have one for every class in the school which is a first. P&C to think about what the class parents can help the P&C with. Meeting of the class parents and Sally/Chris to happen early in Term 2. ➤ Parent/Teacher interviews will be going ahead this year. Tuesday 30th March from 3:15pm to 7:25pm. Hard copy of information going home tomorrow as well as the app, newsletter and notice board. Bookings will open on 18th March at 11am and close at 2:30 on 26th March. All bookings online. ➤ School sports shirts look amazing and hopefully can get all kids wearing them. 	
9. Actions from last meeting:	
<ul style="list-style-type: none"> ➤ School Wish List <ul style="list-style-type: none"> ○ Sally to work on the schools wish list to be provided to the P&C executive for 2021. 	<ul style="list-style-type: none"> ➤ Included in principals report
<ul style="list-style-type: none"> ➤ Volunteers for Canteen and Uniform Shop – <ul style="list-style-type: none"> ○ Notice put in Newsletter and Facebook pages. 	<ul style="list-style-type: none"> ➤ Done
<ul style="list-style-type: none"> ➤ Kate to bring the EFTPOS machine to the AGM to assist in membership payments for those that didn't bring cash. 	<ul style="list-style-type: none"> ➤ Done
<ul style="list-style-type: none"> ➤ Class parents – Once class parents have been selected by the teachers based on interest, Sally to share information with the P&C. 	<ul style="list-style-type: none"> ➤ Done
10. General Business	
<ul style="list-style-type: none"> ➤ Open Roles <ul style="list-style-type: none"> ● Susanna Wooldridge for General Role ● Kate Bradshaw for Uniform Shop Treasurer ● Linda MacBride for Uniform Shop Chairperson ● Nicky Robbins for Band Secretary 	

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<ul style="list-style-type: none">• Sarah Collier for Fundraising
<ul style="list-style-type: none">➤ Vacant Positions<ul style="list-style-type: none">• General Committee• Canteen Chairperson and Secretary
<ul style="list-style-type: none">➤ Morning Drop Offs – No immediate plans to re-introduce parents coming into the schools in the morning
<ul style="list-style-type: none">➤ Literacy Groups – Teachers will be talking in stages on when parents can return to the classrooms.

Meeting schedule	
2021	
March	AGM and P&C Meeting – 16 th March 2021 at 7:00pm
May	P&C Meeting – 4 th May 2021 at 7:00pm
June	P&C Meeting – 8 th June 2021 at 7:00pm