



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19th March 2024



Meeting Opened: 7:00 pm Meeting Closed: 8:03 pm
Present: 16 in attendance
Apologies: Joanna M, Matilda H, Kate B, Tamar S, Mark S, Natalie L, Greg S,
Trent L, Jane L, Lynda N, Micaela J

1. Welcome and apologies

Apologies as per above

2. New members

Tim M			

3. Review and acceptance of previous minutes

Minutes published here - [Parents' and Citizens' Association - Narraweena Public School \(nsw.gov.au\)](https://www.nsw.gov.au/parents-citizens-association)

Motion to accept: Emma C
Seconded: Clare P

4. Correspondence In/Out

4.1. Correspondence In:

- Request for funding - to be discussed in the general business

4.2. Correspondence Out:

- None

5. Presidents Update: Frank V

- All of the sub committees are working quite well. Fundraising committee is already working well. The first fundraising event is happening soon, and Mothers day preparation is in the works.
- The canteen and Uniform shop sub committees are working well.

6. Explore & Develop: Laura B

- We are super excited that we are celebrating our 15 years of service to the Narraweena community on 27th April, 24. We have seen so much growth over the years within our services and are very humble to have past children return to do their work experience with us, or even seek employment. We are hosting an event at Little Pearl, Manly and all current families using Long Day Care or OSHC have been invited.
- We will be celebrating with the children from both LDC & OSHC on Monday 29th April, with a "Bop til you Drop Disco".

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- ☐ April Vacation Care Program has been sent out and we are happy to report that the program is full. We are very excited to welcome Jess McCarthy (parent) who will be facilitating an art class during the vacation care program. We have also had lots of inquiries from our new kindergarten families requesting to use OSHC from second term.
- ☐ OSHC Co-Ordinator Laura has just recently attended a session by Small Hands Early Learning which focused on heavy work and co-regulation. Heavy work has various benefits in supporting children to regulate their nervous systems. Heavy work experiences are a big part of our curriculum. If you would like any further information on this Laura is more than happy to share. We have been having fortnightly meetings with the Year 5 & 6 students who have been helping guide the program, reflect on practice and plan for the future.
- ☐ That's it from us, until next time.
- ☐ Sabrina, Laura & Amanda.

7. Sub-committee reports

7.1. Uniform Shop Report – Clare P

- We have school bags and sm/med bucket hats back in stock now.
- We are now waiting for med/lrg bucket hats.
- Otherwise we are fully stocked.
- Paula as always, would like to thank her volunteers Kathy & Diana.
- On the agenda item of Uniform sizing. Paula has spoken with the supplier, who is also due to visit W/c 18 March. They believe the issue could be linked to old stock. The patterns used to manufacture clothes changed with the supplier change, so this issue may have resolved itself, and new stock purchased would be longer.
- The second hand uniform sale was a great success on Friday 15/03. We were able to clear a lot of stock and raised \$991 (\$822 eftpos and \$169 cash). Long and short sleeve tops and jumpers sold particularly well. Thanks to Paula and the team in the uniform shop for sorting and pricing the clothes, ready for us to take across for the sale. Thanks to Sarah for doing the advert. Thanks to the small army of helpers who helped set up, helped parents find sizes they were looking for and collected money. Thanks to the parents for lots of positivity. And thanks to Kate whose fingers must have been hurting by the end of a frantic 30 mins of EFTPOS sales. The sale seemed to be received really positively by everyone, and is definitely something that we can look to repeat.

Motion to accept: Linda M

Seconded: Kara T

7.2. Canteen Report – Sarah C.

- ☐ Ice block Friday has been received well, information has been added to the school newsletter and app to let everyone know and also to drum up volunteers to help out. Could do with maybe posting on the P and C facebook page on a Thursday or even Friday morning asking for volunteers for that week, I have found the people don't want to commit to it just in case something comes up and the people that do come in do it as a last-minute thing.

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- ☐ PSSA new menu systems appear to have worked in the first few weeks, eliminating the accidental ordering from k-2, now just working on getting the PSSA students to order from the correct menu. We are determined to get there! Most of the time they will order Sushi but because it doesn't arrive in time, they have to collect it on return to school.
- ☐ To see if it would help compensate the above issue, I spoke to the sushi supplier and have organised to order sushi from them on the usual Wednesday and Friday days but add on Thursdays as another day, that way the children who would go to PSSA who would have sushi on a Friday can now get it on a Thursday instead. This appears to have pleased several PSSA students and other children are also happy about the addition too.
- ☐ After Kate B did a bit of a spring clean of the P&C storage room, the canteen was gifted with some large plastic cups, so they have been put to use to sell on a Monday and Wednesday homemade milkshakes which the children have been very happy about, lots of positive feedback and the look of happiness when they receive it is adorable.
- ☐ Some of our favourite comments so far have been.
- ☐ “We already had a great canteen but now we have milkshakes, this has to be the best canteen in Sydney”, “ Wow this milkshake is so good, heaps better than at the cafe and the service was heaps faster too, you should go show them how it’s done”!
- ☐ Upcoming event dates for possible events in the canteen.
- ☐ Week 9- Easter hot cross bun deal Thursday 28th March (P&C run event)
- ☐ Spoke with Micaela and have set up the easter bun deal on Flexischools will go live on Friday 8th March and ordering closes on Monday 25th March. Will communicate with Micaela re number of orders, the canteen will print the labels like previous years and have everything ready for the volunteers so the hot cross buns can be bagged, I have also confirmed with Micaela that the lunch tubs can be used, and volunteers will be organised to hand out the tubs and also make sure they are returned back to the canteen asap.
- ☐ World harmony day 21st March 2024- Orange themed food: I have activated the Harmony Day ordering on flexischools and created a flyer that will be hung up at the canteen notice board, will also get it put up on the P&C facebook page and ask Julie Hall to place it in the newsletter.
- ☐ 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!
- ☐ There are no Workplace health and safety issues to report.

Motion to accept: | Laura S

Narraweena Public School – P&C Minutes – 19th March 2024

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

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Seconded:	Renee C
7.3. Band Report – Laura S	
<ul style="list-style-type: none">➤ Recruitment drive for the Training Band was successful. We had 5 new students join. We now have 11 students in the group and they are very enthusiastic and starting to make some good sounds.➤ Band fees/instrument hire fees have been sent out- thank you Tamar for all your hard work.➤ Musical Minds weekend organisation is under way. The tutors are all locked in and most have already presented the required checks. 4th and 5th May 1-5pm at school➤ New tutor on site for saxophone and clarinet- Kate Gibson- thank you Nadine for your support with this.➤ Mark is looking into assembly performance opportunities for each ensemble.➤ Band Committee has been formed. Members are: Sarah C, Tamar S, Shuangshuang H-G, Mark S and Alex D	
Motion to accept:	Michelle F
Seconded:	Linda M
7.4. Fundraising Report – Micaela J	
Easter: <ul style="list-style-type: none">☑ Hot cross buns, 81 sold so far, orders close on Monday☐ Raffle prize collection started this week. Donation tubs placed at Ronald ave and Alfred street gates (gate 3 and gate 4), and the office.☐ Easter raffle tickets, sold 537 so far. Remind class parents to bring in donations for raffle hampers☐ There is a wrapping session scheduled for late monday to make up the prizes. Mother's Day: <ul style="list-style-type: none">☐ Idea raised *not* to run the Mother's Day stall this year. Environmental reasons (junky items), and financial reasons (cost of gifts have increased so we are running at a loss). Not all students buy a gift, and we don't want to single out any students. Note, the mothers day breakfast will stay.☐ Open discussion:<ul style="list-style-type: none">○ Agreement that the gifts are often junky trinkets with an occasional good item.○ Kids really enjoy picking out a gift so it'll be sad to see that go.○ A plant is a good idea, often first to be sold out in previous years' stalls.○ Flexi-school could be used for mums to order a specific gift that they would like.○ Could have a small stall at the breakfast.○ Could have kids paint a little pot for their mum, then could send home with seeds.☐ The P&C will survey parents/carers before making a decision on the stall	
7.5. Treasurer's Report – Kate B	

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Bank Summary

Narraweena School Parents & Citizens Assn For the period 1 February 2024 to 1 March 2024

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank				
Band Account	19,375.51	489.50	32.00	19,833.01
Canteen Account	4,301.82	14,642.26	14,551.92	4,392.16
Debit card account	340.24	273.42	239.87	373.79
NPS Main account	24,500.62	521.50	588.50	24,433.62
Uniform Shop account	47,842.60	12,101.10	7,376.14	52,567.56
Total Bank	96,360.79	28,027.78	22,788.43	101,600.14
Total	96,360.79	28,027.78	22,788.43	101,600.14

Since last P&C Meeting:

- Band:
 - Inflows – Band invoices starting to be paid
 - Tamar is doing a great job as band treasurer getting all the invoices out.
- Canteen:
 - Break even for the month of February
 - Flora is a paid member and has successfully trained and taken over as Canteen Treasurer
- Uniform Shop:
 - Great start of year sales, and supplier invoices have been paid up to date.
- Main:
 - Outflows - Xero accounting package monthly fee \$99
 - Inflows - 2024 membership \$32
- *May have found an accountant for end of year audit – to be confirmed next meeting.*

Motion to accept:	Michelle F
Seconded:	Emma C

8. Principal's Report – Julie T.

- ☐ Acknowledgement of country. Narraweena has 15 students that identify as Aboriginal or Torres Strait Islander and the school is committed to closing the gap for those students and education for all students.
- ☐ Our 2023 Annual School Report has been submitted; this informs the next steps for our 4 year Strategic Plan. In 2024, Strategic Direction 1 will continue to focus on the new curriculum, with learning around spelling in Semester 1 and numeracy in Semester 2. Strategic Direction 2 will focus on resilience both in and out of the classroom (having a go, challenge, high expectations and having

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the skills to bounce back when problems occur). Strategic Direction 3 working with other community groups which includes the P&C. Plan will run into next year.

- ☐ Term 1 has been very busy, lots of sports activities and class work.
- ☐ We are halfway through NAPLAN, the teaching staff and students have embraced this positively. The feedback from NAPLAN is a way for the school to get feedback about their teaching.
- ☐ Julie unable to attend easter activity due to prior commitment - attending a principal's conference
- ☐ All classes now have class parents
- ☐ Playground has been roughly priced, cost starting at \$120,000. Propose that the \$26,000 Commonwealth grant for wellbeing to be used for playground funds. General agreement. Funds for the playground will come out of the school budget, and the P&C will reimburse at a later date.
- ☐ Nancy C - parent workshops: next week 2 spelling workshops for parents/carers - Mon 3-6, Tues K-2. Hands on, fun activities, teaching parents how the students are learning in class. Resources to be shared in the newsletter for those who can't attend

9. Actions from last meeting:

<ul style="list-style-type: none"> ☑ Uniform Sizing – <ul style="list-style-type: none"> o Yesterday I went to the uniform shop with my son to buy a new school polo shirt (as some of his are too short). My son being quite tall, is already in the size 16 top. In trying on the 18 it is humongous, to the point I bought another size 16. o My concern is that the length of the size 16 is not going to get him through his final year of school at Narraweena next year. o The sports shirts on the other hand, and I know it is different material, is a size 14 and has a lot of length. ➤ We have had a follow up email from Lisa, requesting an update on this issue. “The 14 sports shirt is fine but the normal school polo won't last much longer 😞 which is why I thought I'd check now, they are just really short and the only other option is super big which he's adamant he won't wear” 	<ul style="list-style-type: none"> ☑ P&C to look at supplier as we seem to have changed. Lets have a look and speak to Paula. ☑ Need to put contact email in newsletter - flexischools details are there already, which email is best, <narraweenauniforms@gmail.com>? ☐ Lisa is coming into the shop to see the sizes, hopefully this is an acceptable resolution for her son.
<ul style="list-style-type: none"> ☑ Still a few P&C Committee positions available to be confirmed. 	<ul style="list-style-type: none"> ☑ Band committee has now been formed. ☐ Flora is the Canteen sub-committee treasurer

10. General Business

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- Request for fundraising assistance has come in from Becky R, mother of JJ R in year 3, who does competitive gymnastics and will be competing on the National level in QLD in September. “We have to pay for competition entry, accommodation, flights and travel. If the P&C community can help JJ this year in any way it would be wonderful.”
 - JJs record to date:
 - 2022 NSW state comp level 1 under - 1st place
 - 2023 NSW state comp level 2 under - 2nd place
 - 2023 QLD Nationals level 3 - placed 21st out of 70 boys.
 - P&C has funds available for students, those funds are accessed by meeting specific criteria (see P&C by-laws, appendix 1). This fundraising request does not meet the criteria as this impressive athlete is not competing in a dept of education run event. If the P&C committee changes the by-laws at the meeting there is concern about opening flood gates to all other talented young athletes competing in other non dept of ed fields.
 - A student was supported last year with a school-supported fundraiser. That student met all the criteria as he was competing in a dept of ed sport.
 - Vote to fund students in non-department sports successes and arts successes: vote did not carry.
- SRC badge presentation at Friday assembly 5th April

Meeting closed 8:03pm

Meeting schedule	
2024	
February	AGM and P&C Meeting – 20 th February 2024 at 7:00pm
March	P&C Meeting – 19 th March 2024 at 7:00pm
May	P&C Meeting – 14 th May 2024 at 7:00pm
June	P&C Meeting – 18 th June 2024 at 7:00pm
August	P&C Meeting – 6 th August 2024 at 7:00pm
September	P&C Meeting – 19 th September 2024 at 7:00pm
October	P&C Meeting – 29 th October 2024 at 7:00pm
December	P&C Meeting – 3 rd December 2024 at 7:00pm

Draft fundraising schedule – 2024	
2024	
February	
March	Easter Raffle/Morning Tea
April	
May	Mothers Day Breakfast
June	
July	

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Draft fundraising schedule – 2024	
August	
September	Fathers Day Breakfast
October	
November	
December	Christmas Carols (?)