



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 10th May 2022



Meeting Opened:	7:00 pm	Meeting Closed:	8:19 pm
Present:	16 in attendance as per attendance spreadsheet		
Apologies:	Sarah L, Emma C, Mark S, Jason K, Lyndall P, Marketa J, Tamar S		

1. Welcome and apologies			
Apologies as per above			
2. New members			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)			
Motion to accept:		Sarah C	
Seconded:		Megan K	
4. Correspondence In/Out			
4.1. Correspondence In:			
<ul style="list-style-type: none"> ➤ Email received with feedback regarding Mothers Day breakfast. ➤ Hunter Valley Cattle had paid for sponsorship from Trivia Night last year has requested a refund due to event cancellation. <ul style="list-style-type: none"> ○ \$100 was donated to P&C and \$400 was refunded. 			
4.2. Correspondence Out:			
➤ N/A			
5. Presidents Update:			
<ul style="list-style-type: none"> ➤ Mother's Day event was a huge success. A massive thank you to the fundraising committee and all those that helped on the day. ➤ Soo much feedback received on the day about how amazing the day was. Feedback included not having to bake anything, easy access to food, great to see some dad's volunteering, great variety of food. ➤ Gift stall was a huge success again. Thank you again Jenny and we will miss you at all the future Mother's Day stalls. ➤ Big thank you to Jenny for all of her contributions to the school and the P&C over the years. 			
6. Explore & Develop: Sabrina and Amanda			
<ul style="list-style-type: none"> ➤ In the first weeks of the Term, we will be working with the children to create a new program based on their interests. We have also enjoyed hearing about what they have been exploring at school and will aim to extend this. Last Term we continued the Narraweena Niceties in our practice, using similar language and strategies to embed these values. ➤ Vacation Care was so much fun, we had so many exciting activities planned, and we were full every day! We had little to zero absences and a waitlist on most days. The children provided us with feedback and suggestions that will be used to plan the next program. Please note that all Parent Communication will be through our Explore and Develop parent app, the next Vacation Care program will be posted on there and not emailed individually to parents. We will also have hard copies provided in the OSHC Room. ➤ We have been trialling a new "check in" system to empower the children each afternoon. Upon their arrival to after school care, they are now responsible for checking their name off with an OSHC educator who will give them a stamp. After some afternoon tea under the COLA, we then have a quick "group meeting" before opening the hall, and outdoor areas for play. The children have responded really well to this added 			

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responsibility, and we will be continuing this system. Despite inconsistencies in our usual indoor/outdoor routine due to wet weather and limitations to spaces, the children have been so adaptable and resilient.

- We have had an increased interest in the service since the introduction of the Before and After School Care vouchers, most of this interest has been for casual days. Most mornings and afternoons are fully booked by families using the service for routine care. We currently only have availability on a Friday afternoon and Tues, Thurs and Fri mornings.
- Our families are extremely excited about the instalment of a new pathway from the gate/ grass to the OSHC room. We are pleased to know that Peter is looking into suitable options for this.
- LONG DAY CARE:
- We are so excited to share that we have renovated our outdoor environment and installed a new timber climbing frame. We have received such wonderful feedback from our families and some of the school students enjoyed exploring it during Vacation Care.
- The gate near the Explore and Develop Entrance has been fixed, the magnet is strong so does require a firm push to open.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P

- **Stock**
 - Still waiting on delivery of sports shirts. A few orders still outstanding and waiting patiently.
 - We had some red tape to get through with the supplier which has resulted in some delays.
- **Staffing / Volunteers**
 - Dianna is volunteering and Cathy still comes in on Tuesdays. As always, a big thank you to both of them.
- **Price Review**
 - Sports shirts are now costing us \$49.66 and are presently being sold for \$45.
 - Discussed increase price to \$50. All in attendance agreed.
 - Bags to increase to \$50 at the end of the year.
 - Put notice in newsletter to encourage people to donate secondhand sports shirts and bags to uniform shop.
 - A review to be done over all prices in uniform shop.

Motion to accept & Secoded:	Daniel B Laura S
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7.2. Canteen Report – Jason K

- The BAD news is:
 - Flexischools did have a national outage last Monday. We understand the knock-on effects this can have on busy parents and hungry kids, but it's also worth noting these instances cause our Canteen staff significant angst as feeding kids is what they're all about.
- The news news is:
 - Our school canteen "Healthy Menu" certificate expired last month, with a replacement certificate application submitted this week.
- The Big news is:
 - We finally have a new Slushy Machine, which is great because the kids love them, its our biggest mover as a counter sale item. And the best part is, the kids don't know it's basically frozen crushed fruit.

Motion to accept & Secoded:	Kate B Daniel B
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7.3. Band Report – Laura S

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- -Musical Minds weekend workshop will take place from 1-5pm on Saturday 28th and Sunday 29th May with nearly all the students attending. We have had a good response rate for parent volunteers, and we have employed high quality conductors and music tutors to teach the students over the two afternoons. Thank you to Sally Bell and the school for their support in allowing the workshop to go ahead at school and thank you to Nancy Chaffer for offering to attend and support the weekend on behalf of the school. Thank you to the Band and Strings committee for your organisation of the weekend.
- The band and strings committee will unfortunately not be able to add a cake stall for fundraising to the election BBQ. There are 50 families in the program, and we are already asking for volunteers the next weekend so we just cannot resource it this time.
- Training band and Concert band will play at the Pittwater Music Festival at the end of May which will be an exciting performance opportunity.
- String ensemble will perform at the Opera House in September as part of a statewide ensemble featuring over 500 performers. Mark will be conducting on the night. Amazing opportunity for Strings players.

Motion to accept & Seconded:	Sarah C Kate B
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7.4. Fundraising Report

➤ Future Events for 2022 (update from Micaela's email)

- **Easter Hat Parade – 8th April – Cara to share certificate of appreciation (update from email).**

The Easter event raised over \$3,000 (from the hot x buns & raffles). The families of our school community were so generous with their donations and we were able to put together over 72 prizes!

- **Mother's Day morning tea and stall – 6th May**

The catering for Mother's Day was provided by Corella Catering who have 3 children at the school. It was great to be able to partner with a supplier from within our school community. The catering was well received, we had 314 tickets purchased for the breakfast.

There were some comments around paying but overall we believe everyone was happy and the event was well attended and received.

Flexi Schools – there was some confusion with how to order on Flexischools, possibly set it up differently next year – One click to select mother's day, then select the options (breakfast / gift).

Next year -we need to send out the invitation before school breaks to give more notice for families.

Have a hot drink option for kids ie Milo.

It was Jenny's last year ordering gifts this year, she will send across all information for us to continue with next year.

- **Election Day BBQ – 21st May**

The next event is the Election Day BBQ.

This year we are proposing to only do sausages, we have enquired with Harbord Butcher but they have advised they cannot beat / match the price of Devitts. I will contact Devitts, we will order 600 sausages (& onion) (previously ordered 800 and had approx. 200 leftover).

Cake Stall – a cake stall will also be at the election day bbq, we plan to send out a note about this before the end of this week for volunteers and cake donations. Early next week send out boxes, need to include ingredients on each box. People can bring in cakes on the Friday afternoon to the Canteen.

Snags to not be delivered until after 1pm.

- **Colour Run – 30th June (Confirmed)**

- School to confirm what funs to be used for.

- **Trivia night – September (TBC)**

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- Great interest in the Trivia night last year.
- Would be great to keep it on the agenda for this year.
- Father's Day morning tea and stall – 2nd September (TBC)

➤ Dollars Raised: See Treasurers report

7.5. Treasurers Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn From 1 March 2022 to 1 May 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	26,765	8,410	1,943	33,232
Canteen Account	32,060	29,483	21,162	40,380
Debit card account	477	1,006	1,075	408
NPS Main account	31,551	3,658	9,507	25,702
Uniform Shop account	56,799	7,330	15,006	49,124
Total	147,652	49,887	48,693	148,846

Since last P&C Meeting:

- Band:
 - Going well financially following payments for their workshop.
 - Paid for instrument repairs and conductors
- Canteen:
 - Going well financially, no unusual movements
 - Quarter 1 2022 PAYG & superannuation has been paid
- Uniform shop:
 - Suppliers have been paid
 - Flexischools sales going well.
- Main acct:
 - Fine Motor Resources paid for \$362.36 in lieu of paying the auditor.
 - Large outflow of approx. \$7,500 to the school for the first aid room upgrade. This was paid using the grant money of approx. \$9,500 we received in March 2021
 - Easter Profit over \$3,000 – see details below
 - Mother's Day loss nearly \$500, good for a community, breakeven, event – see details below

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			Mother's Day May 2022		
			Income		
			Gifts	Flexischools	\$ 1,810.00
			Breakfast	Flexischools	\$ 1,610.00
			Cash banked	Gift stall	\$ 290.00
			Processing fee	Flexischools	\$ (102.60)
			\$ 3,607.40		
Easter April 2022			Expenses		
Income			Supplier		
Flexischools	Raffle ticket sales	\$ 2,753.83	Greensborough	Gifts	\$ 433.40
Flexischools	Easter buns	\$ 903.00	Smart Gifts	Gifts	\$ 806.00
		\$ 3,656.83	Kent paper invoice	Gift bags	\$ 73.57
Expenses			Catering	Morning tea	\$ 2,512.00
Supplier	Item	amount	Kmart	Decorations	\$ 273.95
Woolworths	Buns & Choc eggs	\$ 233.00	\$ 4,098.92		
CostumeBox	Bunny Costume	\$ 178.99	Income		
Officeworks	Sign printing	\$ 51.00			
		\$ 462.99			
Profit			Profit / (Loss)		
		\$ 3,193.84			\$ (491.52)
Motion to accept & Seconded:			Sarah C Kylie T		
8. Principal's Report – Sally B					
<ul style="list-style-type: none"> ➤ Each term, in the Week 3 meeting, the school are proposing that they do a presentation to the P&C. Suggestions to be gathered at the Week 8 meeting. ➤ Mothers day was great! Everyone really enjoyed it ➤ First NAPLAN was today. Today was writing for year 3 and year 5. Language conventions, reading and numeracy to be done over the next few weeks. ➤ Starting promo work for Kindy 2023. Tours are starting. ➤ Astro turf has been resurfaced, futsal nets are in, netball posts are up. Looks amazing. ➤ This Friday the school sign is being upgraded. Current sign is damaged due to water. ➤ PSSA starts this Friday depending on weather. ➤ Peer Support starts this Friday and runs for 8 weeks. Theme this year is resilience. ➤ Admin upgrade – delayed due to shipment delays of timber. ➤ School is still looking for Ethics teachers. ➤ Monday 20th June for athletics carnival 					
9. Actions from last meeting:					
<ul style="list-style-type: none"> ➤ School wish list – <ul style="list-style-type: none"> ○ Sally to confirm schools wishlist for 2022. 			<ul style="list-style-type: none"> ➤ Decodable readers for K-2- \$10,000 ➤ 3 x Interactive Panels – Library, Learning Centre and new office block. ➤ General sports equipment- \$1,000 		
<ul style="list-style-type: none"> ➤ School to confirm sensory toys for K-2 as a donation to the school on behalf of the Auditor that does the P&C accounts. Around \$300-\$400 			<ul style="list-style-type: none"> ➤ Done 		
<ul style="list-style-type: none"> ➤ NSW Social Sector Transformation grant – <ul style="list-style-type: none"> ○ The school needs to provide progress updates. ○ The school also need to provide the P&C with invoices for reimbursement, up to \$10,000 for the First Aid Room upgrade. 			<ul style="list-style-type: none"> ➤ Paid approx. \$7,500 to school. Putting up photos taken by Jenny. 		

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10. General Business	
➤	P&C Committee Positions still available are: ..1. Vice President ..2. General Committee Members
➤	If your interested in finding out more about either of these roles, please reach out to the P&C at narraweenaps.pandc@gmail.com
➤	Matilda Heyes to become a General Committee Member
➤	

Meeting schedule	
2022	
May	P&C Meeting – 10 th May 2022 at 7:00pm
June	P&C Meeting – 14 th June 2022 at 7:00pm

Draft fundraising schedule – 2022	
2022	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	Colour Run
July	
August	Fathers Day Stall/Breakfast
September	
October	Trivia Night
November	
December	Christmas Carols