



# NARRAWEENA PUBLIC SCHOOL

## Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 9<sup>th</sup> May 2023



Meeting Opened:	7:00 pm	Meeting Closed:	8:16 pm
Present:	18 in attendance as per attendance spreadsheet		
Apologies:	Lynda N, Sarah C, Laura S,		

<b>1. Welcome and apologies</b>			
Apologies as per above			
<b>2. New members</b>			
<b>3. Review and acceptance of previous minutes</b>			
Minutes published here - <a href="https://www.nsw.gov.au/parents-citizens-association">Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)</a>			
<b>Motion to accept:</b>		Matilda H	
<b>Seconded:</b>		Frank V	
<b>4. Correspondence In/Out</b>			
<b>4.1. Correspondence In:</b>			
➤ Just Giving requesting updates to fundraising contacts etc. Only used for Colour Run so will hold off until required next.			
<b>4.2. Correspondence Out:</b>			
➤ None			
<b>5. Presidents Update: Kate N</b>			
➤ Huge thank you to everyone for their help with the election BBQ and the Easter Hat Parade. Tremendous effort from all involved and the organisation of the event by Micaela J.			
➤ Iceblock Friday continues to be a massive hit even though the weather isn't as warm anymore. Will monitor the popularity of this moving forward.			
➤ Thank you everyone for all your support over the recent months with the many events that have been held.			
<b>6. Explore &amp; Develop: Laura B</b>			
➤ Great start to term with an increase to numbers which has helped being able to help out more families.			
➤ Revamping the OSHC gardens as well.			
➤ Looking for new team members. If anyone knows anyone that might be interested, please reach out to Laura or Sabrina. Get a small blurb to put in the newsletter.			
➤ In long daycare there have been some new enrolments this year.			
➤ Got "Exceeding" in the assessment rating which is amazing.			
➤ Busy doing vacation care for next term. Will look at releasing the program before the bookings open as it has been hard for many to get a booking as already full by the time they have looked at the program.			
➤ Before and after school care voucher expires at the end of June.			
<b>7. Sub-committee reports</b>			
<b>7.1. Uniform Shop Report – Paula P</b>			
➤ It's certainly picked up in the uniform shop with the cooler weather here, with queues out the door.			
➤ I have to thank the school community for their patience each morning.			
➤ Some items that have run out are currently being restocked.			
➤ As we have so many boxes of the sports shirts, I'm trying to limit over-ordering where I can.			

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- Sadly the girl's winter pants which the P&C agreed on last year are not one of those items. Unfortunately, we simply cannot compete with the dance pants from Best & Less or wherever they are being purchased. – Understand more from Paula on how many left and how much we paid and how we move them.
- On another note, it would be appreciated if we could request parents coming into the uniform shop to bring their own bag? Maybe that could be added to the uniform shop section of the newsletter?.
- We did have a stage after the banning of plastic bags, that many would bring their own, but we now find most are asking for a bag. – Uniform shop will not provide bags for in-shop purchases. Will include in next Newsletter.
- I am buying the paper bags (when they are on special) for Flexischool orders, but they are certainly adding to the overall cost of uniforms, which ultimately means less money to P&C or a higher cost of uniforms. – P&C will cover this cost for Flexischools orders.

<b>Motion to accept:</b>	Kate B
<b>Seconded:</b>	Clare P

### 7.2. Canteen Report – Sarah C.

- Will continue fun Friday's weather dependent in the coming months, the use of having the eftpos machine there has been good but also not played a massive part.
- Chalkboards are up and the children have enjoyed being able to look at them and see what is available.
- Harmony day on Tuesday 21st was successful the children enjoyed extra treat options.
- Sauce station is going well, students who are needing it are coming to the canteen with no issues to get it. But I think it needs to be more advertised to the children as not many are coming to get it or know that it now the option.
- Trialling the use of sign up to try and encourage more volunteers into the canteen for help with service, will see how it goes for this term and continue with it if successful. 4 total so far signed up, but unfortunately 2 people who were signed up called the morning off to cancel due to being unwell and then the next person who signed up cancelled also. So will see how it continues to go. – Add note to newsletter
- With the start of PSSA Friday 12th May I will reactivate the PSSA lunch menu for Fridays
- Probably in week 4 of term I will start with the sale of hot chocolate again due to its popularity last winter.
- Would also like to request that when there is an event in future like the Easter bun deal that it is made clear to families that it is not being organised via the canteen, so I have no control over late orders etc and also that if they are going to be taking their child home after the parade to NOT order the deal. I was under the pump on the day with staff away and I had several people banging on the canteen doors to collect their child's hot cross bun deal because they decided to leave early, which meant I had to go through the tubs and find the child's order. It is very frustrating. So maybe if you choose to order for your child and they go home early or don't come to school then that's it they don't get their order! Or request that the tubs go straight to the classroom for the teacher to hand out to the children at the start of recess therefore if a parent wishes to take their child home, they can grab the child's order from the classroom and the teacher can sort it out. – Sarah to direct all P&C questions and enquiries to the P&C.

<b>Motion to accept:</b>	Micaela J
<b>Seconded:</b>	Frank V

### 7.3. Band Report – Laura S

- Marc Valpiani will conduct the Junior Strings on Monday mornings for the rest of the term to support the range of abilities in the Strings program-
- Application for concert band and training band to perform at Northern Beaches Instrumental Music Festival at Cromer HS
- FOIM rehearsal at Meadowbank on 18th May- Senior strings are looking forward to this combined school opportunity
- Discussions with school about a weekend music workshop in Term 3
- 12 outstanding invoices for fees and instrument hire which we are following up
- Information has gone out for advanced year 5 and 6 musicians to attend State Music Camp if interested

Narraweena Public School – P&C Minutes – 9<sup>th</sup> May 2023

*Draft minutes - to be endorsed at the June 2023 P&C meeting*

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- All instruments were serviced in April
- We are also wondering if the amount fundraised through the cake stall is available so we can plan where to spend this money?

<b>Motion to accept:</b>	Micaela J
<b>Seconded:</b>	Jazmin V

### 7.4. Fundraising Report – Micaela J.

#### Upcoming events

#### MARCH

##### Election Day BBQ – Saturday 25<sup>th</sup> March

Went well – ran out of rolls for the sausages. Sausages are ordered per kg & the quantity is an estimate from the butcher so this is likely the discrepancy.

The Cake stall was very popular once again.

Profits to be reported by Kate B.

#### APRIL

##### Easter Hat Parade – Thursday 6<sup>th</sup> April

The Easter raffles was great again this year. The school families were very generous with their donations, thank you. We had around 50 prizes.

Woolworths Warringah Mall donated \$100 towards the hot cross buns.

Profits to be reported by Kate B.

#### MOTHERS DAY

Mother's day breakfast is this Friday. We have 422 orders for breakfast which is around 50 more than last year!

The P&C is subsidising \$3 pp for breakfast, do we want to revisit this prior to Father's Day? Will leave as is for Father's day but will revisit for next year. P&C funds should be used for the school/children, not to fund parents breakfasts.

The gift stall numbers are slightly down at the moment (333), orders close this Thursday, can we please have an app notification tomorrow? We have 500 gifts. Bunnings Belrose have kindly donated 100 plants.

Need to ensure consistency of communications. Different messaging that is coming from office, canteen etc are causing some confusion. All questions regarding P&C events should be directed to a P&C exec or Micaela.

- What time can coffee van come and set up? 7am school opens, park near canteen.
- Will give \$1 per coffee back to school. Can they get invoice or receipt for donation? Yes, Kate B to provide
- Do we want to do signage about \$1 going to school? Yes
- Do we have photo square for selfies with mums. – Matilda H. will organise

#### TRIVIA NIGHT

I received a quote from Dee Why RSL, unfortunately they are unable to 'donate' or discount the space for hire. I think the best option is to hold the night at the school.

Can we look at a date later in the year for this, say October? If this fits in with the school commitments.

- Agreement to hold over to later in the year and continue to hold it at the school.

#### OPEN CLASS ROOM

Jess (unable to come tonight) saw a flyer from another school who holds open class rooms on the day their Mother's Day & Father's Day breakfasts are held. Is this something that could be considered for Father's Day?

Something that is normally done on Grandparents day.

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### SCHOOL DISCO

We have had a few parents query if now covid has settled down can we go back to after school discos.

4pm – 5:30pm – K-2

6pm – 7:30pm – 3-6

DJ Kit Kat \$850 + gst this includes a 1.5hr disco for each group

This could be a great fundraiser for the school (in place of the colour run), we could sell popcorn / lolly bags / sausage sizzle.

The parents that I have spoken to said it is also a great opportunity to meet other parents if they can stay during the disco (under the COLA?)

We understand this is currently an event the year 6 students organise, if the school is open to the idea we could work with the year 6 students to organise so it is still their event.

Year 6 disco is already underway for this year but something we can think about for later in the year or incorporate into Christmas Carols event.

### TEA TOWEL, PLATE OR COOKBOOK

Micaela to look into what is involved

## 7.5. Treasurers Report – Kate B

# Bank Summary

## Narraweena School Parents & Citizens Assn From 1 March 2023 to 30 April 2023

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	19,576	15,114	1,375	33,315
Canteen Account	30,690	28,514	30,284	28,920
Debit card account	408	534	680	262
NPS Main account	21,108	5,793	2,229	24,672
Uniform Shop account	41,041	11,961	11,418	41,584
<b>Total</b>	<b>112,823</b>	<b>61,916</b>	<b>45,987</b>	<b>128,752</b>

Since last P&C Meeting:

- Band:
  - Majority of fees have been paid, chasing the last few now.
  - Band conductors paid.
- Canteen:
  - Slight decrease in bank account, restocking supplies which have increased in price.
  - Q1 2023 Super and PAYG paid
- Uniform shop:

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- Sales going well, steady use of Back to school vouchers still being used
- Main acct:
  - Cash in:
    - proceeds from Election BBQ and Easter bun & raffle sales
  - Cash out:
    - Expenses related to Election BBQ and Easter event.

**Easter April 2022**

**Income**

Flexischools	Raffle ticket sales	\$ 1,689.14
Flexischools	Easter buns	\$ 792.00
		<b>\$ 2,481.14</b>

**Expenses**

<u>Supplier</u>	<u>Item</u>	<u>amount</u>
Woolworths	Buns & Choc eggs	\$ 213.50
		<b>\$ 213.50</b>

**Profit \$ 2,267.64**

**Federal Election BBQ March 2023**

**Income**

Cash Banked	main & band	\$ 3,292.90
EFTPOS		\$ 2,123.00
less float		\$ (300.00)
		<b>\$ 5,115.90</b>

**Expenses**

<u>Supplier</u>	<u>Item</u>	<u>amount</u>
Devitts	sausages & onions	\$ 699.00
Jess	Bread & ice	\$ 420.00
Kent paper	boxes	\$ 287.43
Micaela	other	\$ 210.30
		<b>\$ 1,616.73</b>

**Federal Election BBQ March 2023 BAND - cake stall**

**Income**

Cash Banked	band only	\$ 1,388.90
EFTPOS	band share	\$ 1,123.00
less float		\$ (150.00)
		<b>\$ 2,361.90</b>

**Expenses**

<u>Supplier</u>	<u>Item</u>	<u>amount</u>
Kent paper	boxes	\$ 287.43
		<b>\$ 287.43</b>

**Profit \$ 2,074.47**

**Profit \$ 3,499.17**

Transfer \$835.57 from main to band account

Motion to accept: Michelle F  
 Seconded: Keitana M

**8. Principal's Report – Julie T.**

- Really enjoying the fantastic school community.
- The teachers and staff are soo passionate and welcoming and feels soo at home already.
- Parents and grand parents have been soo welcoming as well.
- Athletics carnival went off very well and thank you for everyone's understanding for the short notice.

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- 8 new students enrolled this term. 514 students now enrolled. No staff changes.
- Admin block is now open and everyone is enjoying it. More works are on the cards and being investigated. Painting, resurfacing lower playground due to tree root damage etc.
- Kitchen garden – learning about aboriginal bush foods. Wicking garden beds were installed yesterday.
- New curriculum implement for K-2 this year and 3-6 next year. Overall everyone is very pleased at how the students are adapting to the new curriculum.
- Planning on running parent workshop to show how reading is being taught at school now.
- Peer support program starts again tomorrow. Running it over 2 terms this year instead of just one term.

In last weeks newsletter it was included the areas of focus for each stage. At the beginning of each stage there was an ask for parent expertise. To be reshared via the app to each Stage individually to encourage parents to read and come forward.

### 9. Actions from last meeting:

<ul style="list-style-type: none"> <li>➤ School hall stage curtains and spot lighting.                             <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Have had a company come out and take measurements prior to Christmas and still waiting on quote.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Still a couple of P&amp;C Committee position nominees that need to join the P&amp;C to finalise their appointment.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Band Committee                             <ul style="list-style-type: none"> <li>○ Alex Dembiany</li> <li>○ Ceridwen Pontello</li> </ul> </li> </ul>

### 10. General Business

- Nothing further
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Meeting schedule	
2023	
May	P&C Meeting – 9 <sup>th</sup> May 2023 at 7:00pm
June	P&C Meeting – 13 <sup>th</sup> June 2023 at 7:00pm
August	P&C Meeting – 1 <sup>st</sup> August 2023 at 7:00pm
September	P&C Meeting – 5 <sup>th</sup> September 2023 at 7:00pm

Draft fundraising schedule – 2023	
2023	
February	
March	

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