



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 14th May 2024



Meeting Opened: 7:00 pm Meeting Closed: 8:30 pm
Present: 20
Apologies: Laura S, Jo M, Micaela J,

1. Welcome and apologies

Apologies as per above

2. New members

Emilia W			
Natasha G			

3. Review and acceptance of previous minutes

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

Motion to accept:	Nick T
Seconded:	Linda M

4. Correspondence In/Out

4.1. Correspondence In:

- Requests for winter uniform option to be added, to be discussed in general business
- Discussion re: school crossings, to be discussed in general business
- Email from North Sydney Local Health District (NSLHD) came through this morning. Asking us to promote a health program in Dee Why, which is happening in Term 3. I have sent the information to the office and Nadine F has confirmed it will be included in the newsletter.
- Not sure if this is something we want to make use of or if it's just spam, but we got an email from an entertainment company specialising in trivia and parent social nights for fundraising purposes, inviting us to engage their services. I have sent the information to Micaela J to discuss with the fundraising committee.

4.2. Correspondence Out:

- None

5. Presidents Update: Frank V

- Mothers day event, great to see a lot of parents helping. acknowledge Micaela did a lot of work for the event. The poll results indicated that the gifts would be wanted, and stall sales were quite good.

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Feedback was that people loved the gift options, love the stall. The menu was changed at the last minute due to lack of volunteers. IT would have been nice to have a coffee cart but P&C approached every coffee cart in Sydney, and not one vendor was available.

6. Explore & Develop: Laura B

- This year we are celebrating 15 years of explore and develop
- Mothers day celebrations have been happening this week.
- There have been lots of illnesses at the centre. Staff plans to combat this by additional monitoring and increased hygiene practices
- Most exciting getting ready for reconciliation week. Tues 28th at 4pm both services (day care and OOSH) will be having Bush to Bowl visit the centres, learning and tasting bush tucker.
- Vacation care had a compliance check. point of emphasis is matching medication must match exactly what is listed on the plan. When medications are updated, the plan must be updated to reflect this. Compliance checks happen annually, randomly.
- Vacation care experience was quite positive, lots of connections with the children, lots of relaxation. Requests came from yr5 and yr6 children to have their own space, and to have increased responsibilities. This was facilitated, and many served food and helped the younger children.
- P&C are grateful for the ongoing support from explore and develop

7. Sub-committee reports

7.1. Uniform Shop Report – Clare P

- Sales are going well, especially the pop-up 2nd hand stall at the end of term 1 – sold nearly \$1,000 worth of pre-loved items.
- Discussion about agenda item - adding tunic as a girls winter uniform option:
Information from Paula:
- A tunic was an option approx 15 years ago but it was phased out due to lack of demand. The tunic came in two parts, the skirt (same as current) and a bib (which was attached with buttons). Children in K-2 wore the tunic, and children in 3-6 would just wear skirts alone. That is similar to current fashion choices amongst the students - K-2 girls more commonly wear the summer dress than 3-6 students.
- This is why, if you buy some 2nd hand skirts, you'll find extra buttons on the waist.
- It wouldn't be a quick transition, as buttons would have to be put in current skirts & bibs made, but it can certainly be done.
- I would have to get back to you on prices.
- Principal is happy to entertain the option for uniform change, but we need to have a solid reason why. Change to uniform requires consultation with students, parents/carers and staff.
- Find out all stock and sizes. Discuss with supplier to determine costs and order quantities.
- Need to determine parent interest.

Motion to accept: Kate B

Seconded: Matilda H

7.2. Canteen Report – Sarah C.

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- **PSSA new menu system** worked really well last term and it did the job eliminating the accidentally ordering from k-2, and the pssa students managed to order from the correct menu. Hoping that it runs just as smoothly with the upcoming winter PSSA.
- **World harmony day 21st March 2024**- Orange themed food: Harmony Day went really well, and the children really enjoyed the treats Cupcakes were the winner, we sold all 260 cupcakes and 150 jelly cups plus the orange ice blocks.
- **Supplier Costs:** During the school holidays I went through the items available and did research and comparisons on current suppliers that we use and competitors to make sure we are getting the best prices and where I could save money.
- There are few items on the menu that do not sell as well so once sold out will be removed.
- Hot Chocolate has been added back to the menu as the weather has been and continues to be cold.
- Items that I found I can buy at a lower price elsewhere I am purchasing.
- When products that we use on a daily basis are on special at the supermarket I am buying and trying to avoid, (when possible), to not buy at full price.
- I have tried to think of other ways to help with the cashflow issue, but none are very favourable i.e.
 - increasing prices more
 - drastically cutting items off the menu
 - operating fewer days
 - offering morning service - from gates open to bell ringing for start of class (like a breakfast menu).
- I am happy if anyone has any suggestions/ ideas.
- **Workplace health and safety issues to report.** When there is heavy rain there appears to be a leak at the canteen door end of the serving windows, there has been a pool of water on the bench, and it seems to be trickling down the frame of the serving window that has a power point. Since first discovering the water, I notified Peter and Julie the power point has also been taped up, so no one tries to use it.
- **Summary of routine Inspection:**
 - Total Items: 46
 - Total non-compliance: 0
 - Total serious non-compliance: 0
 - Compliance score 100%
 - Total score: 0
 - Scores on doors: 5 star rating
 - Assessment result: Business Satisfactory

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Re-inspection required: No

Great results for the inspection Sarah!

Discussion with suggestions for increasing cash flow:

Volunteers could help to reduce costs of employees.

Parents aren't aware what times volunteering would be helpful. We could advertise times in the newsletter.

Can we do a winter equivalent of Friday ice blocks? Morning hot chocolate is already happening.

Breakfast could be an option, but make it simple, e.g. Waffle Wednesday. From principal, we need to stop service at 8.45 to give the children time to eat and packaway, ready to start their day.

Could the class parents be more involved in sharing information.

All volunteers need to complete the food safety course. Is working with children check needed too? yes.

Motion to accept: Kara T

Seconded: Tamar S

7.3. Band Report – Laura S

May Band Report:

- Concert band and Training band will not be performing at Pittwater music festival as there are not enough students who can make it on the dates we were given.

- We will need to look for some more performance opportunities locally before and after school/at assemblies etc

- Majority of band fees have been paid with Tamar continuing to follow up outstanding fees and keeping Nancy and band committee informed.

- Festival of Instrumental Music (Senior Strings) rehearsal is next week with parents providing transport to and from Meadowbank PS for the day. FOIM tickets will go on sale on May 29th and we are keeping parents up to date with this information.

- Musical Minds weekend workshop was a success with 40 students attending. This year we charged \$65 per student which covered 3/4 of the cost of the weekend with the band fees supporting the rest. The students played for hours each day- everyone was engaged and excited to be working with different conductors and tutors. They all rose to the challenge of new music and playing for longer than they are used to. Their hard work paid off. The concert sounded amazing and the improvement of the ensembles was evident. The combined item of Star Wars blew everyone away and is now being performed for the school at assemblies.

Thank you to Sasha and Mark for leading the music and the professional tutors who supported the small group tuition. Thank you to the parent community for supervision, organisation and support and to Nancy and Julie for your support of the weekend, all the work behind the scenes and on site.

From Nancy: Thanks to Laura and Tamar to make those things happen!

Is the option to do group tutoring on school grounds? The tutor must have insurance and WWCC, then contact the school to set up a time.

The school is happy to waive rent charge for use of space. Happy to provide the space to make things easier for the families.

Any parent can look for a tutor and approach the school for a space. Before class is easiest to arrange.

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Motion to accept:	Renne C
Seconded:	Michelle F

7.4. Fundraising Report – Micaela J

- Mother’s day event. Thank you so much for volunteers on the day and in the lead up. Having the stall occur before school hours was a good student-centred approach. Less disruptive than taking students out of class time. Will likely do the same thing for Fathers day event.
- Suggestion for P&C to run an after-school disco. Currently yr6 run the annual disco. Could we share funds, and supervision, and responsibilities. School response - the yr6 students get a lot out of the planning and preparing, feeling responsible for this project. Need to think carefully if we are to merge. Discos after hours are problematic for supervision. The children react differently to parent supervision. The disco used to be held after hours. Very difficult for the teacher supervision. Children were too spirited. Maybe they need to be separate events.
- Emilia to send venue options and grant possibilities for parent disco night.
- Colour run year - TBD outside the meeting. TBD next meeting.

7.5. Treasurer's Report – Kate B

Bank Summary

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

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank				
Band Account	19,833.01	20,458.00	4,092.59	36,198.42
Canteen Account	5,948.86	35,435.36	40,144.49	1,239.73
Debit card account	219.54	980.47	940.50	259.51
NPS Main account	24,433.62	18,942.00	2,347.81	41,027.81
Uniform Shop account	52,672.34	11,816.37	14,606.44	49,882.27
Total Bank	103,107.37	87,632.20	62,131.83	128,607.74
Total	103,107.37	87,632.20	62,131.83	128,607.74

Band:

- Inflows – Band invoices paid - only 2 outstanding.
- Musical minds weekend – all invoices paid.
- Outflows – conductors & tutors from musical minds weekend and term 1.

Canteen:

- Inflows - Harmony Day sales excellent via Flexischools.
- Outflows - PAYG & Super paid for Q1 2024
- Running at a loss, fine balance of inflows and bills/ wages to pay.
- If the account runs dry, requesting permission to move up to \$5,000 from the uniform account to cover overdue invoices or pay wages, if required.

Uniform Shop:

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- Sales are going well, especially the pop-up 2nd had stall at the end of term 1 – sold nearly \$1,000 worth of pre-loved items.

Main:

- Outflows
- - Mother's Day gifts, Easter Eggs & hot cross buns
- Inflows
- - 2023 contribution from school families
- Profitable Easter food package sale and epic raffle profit – over \$4,000 of ticket sales

Easter March 2024

Income

Cash	Raffle ticket sales	\$	267.00
Postpos	Raffle ticket sales	\$	560.00
Flexischools	Raffle ticket sales	\$	3,366.00
Flexischools	Easter buns	\$	1,022.00
		\$	<u>5,215.00</u>

Expenses

<u>Supplier</u>	<u>Item</u>	<u>Amount</u>
Woolworths	Buns & Choc eggs	\$ 125.90
Woolworths	Choc eggs	\$ 48.00
		\$ <u>173.90</u>

Profit **\$ 5,041.10**

Motion to accept:	Jess M
Seconded:	Sophia

8. Principal's Report – Julie T.

WHS Ongoing area of improvement to ensure systems and procedures are in place to maximise safety for all. Students respond well to emergency drills.

Staffing Melissa Bennett – class teacher - has returned part time from extended leave; taking KW and 1B for the AP's executive release days. Rather than disrupting another class, using Melissa to take classes as needed on Mondays (like a casual teacher). Gina Stanton – School Administration Manager has been on leave and is now retiring. We are very grateful for her years at NPS, keeping the school administration team running smoothly. We invite P&C to her farewell celebration this Friday night. Continue to fill this position by Nadine Fagan on a temporary basis.

Attendance Reminder that students are expected to attend school every day, unless they are unwell. I expect that the DoE will start to 'crack down' on my ability to approve leave for family holidays that are requested during term time.

Budget School budgets have been adjusted by DoE. Staffing is our biggest expense with the school currently fund one extra teacher to get a better mix of classes. This may not be feasible on an ongoing basis

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(eg next year). At this point, I am not concerned about budget adjustments as we aim to spend our funds in the year they are allocated. We will need to continue to do a line by line audit of expenditure to determine activities that we can continue in the longer term.

Playground upgrade Due to the size of this project, it will be managed by our Assets team. I have obtained 2 quotes with designs and am really pleased with what we get for our money – around \$130,000. ASO will look at suppliers from Term 3.

Teaching & Learning Staff Development Day was focused on implementation of the new English syllabus; undertook sessions provided by the DoE. The real learning is how we implement, reflect and adjust based on the needs of our students. Media reports highlight various specific schools on their new ways of teaching; I can assure parents that these practices are quite widespread and we continue to analyse how and what we teach to ensure we are the best teachers we can be for your children. Ongoing optimistic approach to new syllabus and we are starting to see gains in our students' skills. We have received some initial data from NAPLAN in Term 1, however, the more usable data reports for whole of school perspective have not been released yet.

Semester Reports Updated template to reflect new syllabus was shared during the meeting; we hope that the comments with areas of strength and further development will provide useful information for parents/carers.

9. Actions from last meeting:

nil	

10. General Business

- Two emails have come in from kindy parents (Casey J, Natasja G) asking to add a winter tunic as an option for the girls uniform. "I have had the conversation with multiple mums and we all would love to have the option of a girls winter tunic. It would not be changing the current uniform, just adding an option for a tunic in the winter skirt fabric." Natasja G
- "It looks smarter than a formal skirt with a polo shirt. It's also more functional as the fabric on the chest adds warmth. Many winter uniforms are a winter tunic with skivvy and tights." Casey J
- "Reasons we feel this is a great option for our girls:
 - It is warmer
 - They can potentially put a skivvy on underneath
 - It looks smarter, the kids aren't tucking their polo shirts in
 - Playing in a skirt of that weight and length is not ideal
 - Value for money, I feel currently spending \$50 on a skirt is very dear." "We feel most schools offer a tunic for winter and I feel if we are going to be spending \$50-\$70 on this item it would be nice to be getting a full tunic instead of just a skirt. Currently to buy a skirt and long Polo we pay \$81." Natasja G
- Has P&C ever raised the issue of school crossing with local govt council? Two intersections of concern are Ronald Ave and Alfred Ave, and Parr Rd cross Albert St (issue raised by parent Emilia W)

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- Information from Mark S (previous president): In relation to the previous minutes and the question in general business regarding the P & C seeking council assistance with a crossing around the school in the areas stated.
- The P & C asked for council to consider a crossing on multiple occasions.
- Each time we were met with the usual response of a study would need to be done to look at local traffic implications, safety, loss of parking spaces, width of the road etc. We were also told that the lights on either side of Alfred should be the most accessible point.
- The crossing on Waratah Road was installed due to parents approaching council
- Principal is happy for individuals or the P&C to approach.
- Parents could sign a petition. Many in the room would sign the petition

Meeting closed 8:30pm

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 – 10 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	
August	
September	Fathers Day Breakfast (friday before fathers day, Friday 30th August)
October	
November	
December	Christmas Carols (?)