



# NARRAWEENA PUBLIC SCHOOL

## Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 17<sup>th</sup> November 2020



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Meeting Opened: 8:04 pm Meeting Closed: 9:16 pm  
Present: 14 in attendance as per attendance spreadsheet  
Apologies: Sarah Love, Ann Ford, Marilyn Mastroianni

<b>1. Welcome and apologies</b>	
Apologies as per above	
<b>2. New members</b>	
<ul style="list-style-type: none"><li>➤ Tamar Stewart</li><li>➤ Chris Allum</li><li>➤ Laura Stevens</li><li>➤ Miriam Sherwin</li></ul>	
<b>3. Review and acceptance of previous minutes</b>	
Minutes published here - <a href="https://www.narraweenaps.nsw.edu.au/parents--citizens.html">https://www.narraweenaps.nsw.edu.au/parents--citizens.html</a>	
Motion to accept:	Belinda Murace
Seconded:	Danielle Bennet
<b>4. Correspondence In/Out</b>	
<b>4.1. Correspondence In:</b>	
<ul style="list-style-type: none"><li>➤ P&amp;C was successful in getting grant from the council for \$9,696 for refurbishment of the sick bay. Big thank you to Jenny Aiello for submitting the application.</li></ul>	
<b>4.2. Correspondence Out:</b>	
<ul style="list-style-type: none"><li>➤ N/A</li></ul>	
<b>5. Presidents Update:</b>	
<ul style="list-style-type: none"><li>➤ Thank you to Kate and Linda for clearing out the P&amp;C storeroom.</li><li>➤ P&amp;C would like to hold an end of year function for the students as we haven't been able to do other events during the year.</li><li>➤ At the last meeting Chris and Nancy have forwarded proposal for the P&amp;C to fund some robotics kits for the school. Previously the school has borrowed these kits but would like to purchase outright to enable the program to be offered K-6.<ul style="list-style-type: none"><li>○ Motion put forward: The P&amp;C fully fund the two robotics kits put forward to the P&amp;C executive</li><li>○ Motion was unanimously accepted by those in attendance at the meeting.</li></ul></li><li>➤ Recently celebrated world teachers day to recognise the work done by the teachers at the school.</li></ul>	
<b>6. Explore &amp; Develop: Sabrina and Amanda</b>	
<ul style="list-style-type: none"><li>➤ This past month we have been focusing on enrolling our new families for next year and putting together an exciting vacation care program for the upcoming holidays. We are still offering spots for the remainder of this term, please get in touch if you need any casual or permanent days.</li><li>➤ We're excited to meet all our new families and looking forward to being back to full capacity by term 1 next year.</li><li>➤ Other updates...<ul style="list-style-type: none"><li>○ Vacation care program for summer will be released week 6 of this term, please get in touch with Corina to get a copy of the forms</li><li>○ Christmas closures will start on Wednesday 23rd December at 6pm, we will be offering vacation care from Thursday 18th Dec – Wednesday 23rd Dec</li></ul></li></ul>	

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<ul style="list-style-type: none"><li>○ Summer Vacation care will start on Monday 11th Jan – Thursday 28th Jan, enrolment forms for Summer care are due by Friday 18th Dec</li></ul>	
<b>7. Sub-committee reports</b>	
<b>7.1. Uniform Shop Report – Paula</b>	
<ul style="list-style-type: none"><li>➤ We are currently fully stocked on everything.</li><li>➤ Still waiting on the sports shirts at this stage, I will inform you all when they come in. (P&amp;C to agree on price for these so we are ready once they arrive to start selling) The supplier has advised today that they are due into their office on the 4<sup>th</sup> December and we should receive them within a week from then.<ul style="list-style-type: none"><li>○ Motion to sell shirts at a discount for Term 1 - \$35 per shirt for years 3-6<ul style="list-style-type: none"><li>▪ Motion was unanimous</li></ul></li><li>○ Approx. 270 kids currently in years 3-6</li></ul></li><li>➤ The only thing I have for you all to ponder, is the old sports shorts, what would you be happy for me to do with them? Do we donate them somewhere? Sell them at a hugely discounted price? Suggestions welcome. I need to get rid of them to create more storage space for the new sports shirts &amp; shorts.<ul style="list-style-type: none"><li>○ All in agreement to discount and sell</li></ul></li><li>➤ There was a suggestion of buying a new shelving unit, but there is no room to put one. I'm currently going through everything &amp; trying to make what I have work, hence getting old stock out.</li></ul>	
<b>Motion to accept:</b>	Tamar Stewart
<b>Seconded:</b>	Kate Bradshaw
<b>7.2. Canteen Report – Donna Jones</b>	
<ul style="list-style-type: none"><li>➤ Started getting volunteers again. Volunteers need to follow the NSW Govt health and COVID rules.</li><li>➤ Canteen has been very busy.</li><li>➤ Will be looking for new casual staff to support Belinda. If anyone knows someone that might be interested, please reach out to Donna.</li><li>➤ Commercial grade sandwich press has been purchased.</li><li>➤ Current balance for the canteen is \$61,032.</li></ul>	
<b>Motion to accept:</b>	Anna Clark
<b>Seconded:</b>	Danielle Bennet
<b>7.3. Band Report – Mark Stevens</b>	
<ul style="list-style-type: none"><li>➤ Band purchases completed</li><li>➤ Blow test not possible: jess doing demo this Friday instead</li><li>➤ 2021 junior band sign ups underway: 16 students so far with perhaps another couple trickling in</li><li>➤ Instrument maintenance underway: technician collecting instruments this Monday morning</li><li>➤ Quote underway to request instruments from TAU for 2021. We need lower instruments: bass clarinet, baritone horn, better quality clarinets and another 2-3 saxes</li><li>➤ Conductors 2021: rick is finishing up at NPS at the end of this year. We will miss him and his great contribution to building the band program. It is proposed that Jessica manning and I take over the conducting roles for Junior band and senior band<ul style="list-style-type: none"><li>○ P&amp;C to purchase gift voucher for conductor.</li></ul></li></ul>	
<b>Motion to accept:</b>	Danielle Bennet
<b>Seconded:</b>	Anna Clark
<b>7.4. Fundraising Report</b>	
<ul style="list-style-type: none"><li>➤ All events are currently cancelled or postponed.</li></ul>	

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7.5. Treasurers Report – Kate Bradshaw

## Bank Summary

### Narraweena School Parents & Citizens Assn From 1 October 2020 to 13 November 2020

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	14,010	1,626	-	15,636
Canteen Account	50,217	27,236	16,420	61,032
Debit card account	310	656	673	293
NPS Main account	30,001	6	315	29,692
Uniform Shop account	40,406	5,859	10,062	36,203
<b>Total</b>	<b>134,943</b>	<b>35,383</b>	<b>27,471</b>	<b>142,856</b>

- Band:
  - Approx. 11 term 3 invoices are unpaid, invoices have been re-sent and I will send statements next week.
  - Term 4 fees were slightly reduced and approx. ¼ have been paid already.
  - The Band committee (Mark Stevens & Kate B) have discussed options for fees next year, including a discount of 10% if the full year of fees are paid by start of March, using Creative Kids voucher again, and the increase for instrument hire from \$140 to \$150, for the year, as several need to be repaired or replaced.
- Canteen:
  - All going well, very healthy bank account balance.
- Uniform shop:
  - Large summer uniform sales at the start of term 4.
  - Summer uniform and new sports uniform invoices paid.
- Main acct:
  - Payment for World Teachers Day
  - A few new members

**Motion to accept:** Belinda Murace  
**Seconded:** Mark Stamopoulos

## 8. Principal's Report – Sally Bell

- The P&C would like to do something for the students. Friday 11<sup>th</sup> December is the ideal date. Details to be confirmed. Baby Quiches and Pizzas etc. Budget up to \$2,000.
  - Motion for the P&C to fund food and treats to the value of around \$2,000
  - Accepted by all in attendance
  - Linda to do flyer.
- Presentation day 8<sup>th</sup> December – some changes to normal. There will be separate stage presentations and will be shared via sway. P&C to provide Dymocks vouchers for students following school expectations. 7 vouchers needed.
- Volunteer School and P&C payments came to \$9,009.50. Kate to send over tax invoice to Gina.

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<ul style="list-style-type: none"> <li>➤ Today was fun day and everyone had a great time. Year 6 did a great job. The haunted house was a great hit. Hair and nails were well received.</li> <li>➤ Kindy 0 has run really well. 97 Kindy enrolments for next year so will likely have 5 kindy classes.</li> <li>➤ End of year picnic days are allowed.</li> </ul>	
<b>9. Actions from last meeting:</b>	
<ul style="list-style-type: none"> <li>➤ Sourcing of different sports shorts and shirts –               <ul style="list-style-type: none"> <li>○ Sports shirts and shorts to be ordered now.</li> <li>○ Sport shirts will be available to purchase at the end of the year for years 3-6 to start using on Fridays in 2021.</li> <li>○ New shorts will be available for everyone.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ New sports shirts are due in in the second week of December. Will send out note when they have arrived.</li> <li>➤ Can be purchased for special price of \$35 up until the end of Term 1 2021.</li> <li>➤ New sports shorts now in and being sold.</li> <li>➤ Old sports shorts to be sold at discounted price to make room for new stock.</li> </ul>
<ul style="list-style-type: none"> <li>➤ AGM Plan               <ul style="list-style-type: none"> <li>○ with only 3-4 months remaining in the school year, and only 3 P&amp;C meetings, it was agreed by all in the meeting that it wouldn't be worthwhile to hand over to a committee for just 4 months and then go through another AGM again early 2021.</li> <li>○ Unlikely that there will be any events to organise between now and the end of the year. Almost in a maintain status quo mode.</li> <li>○ To try and promote the P&amp;C and the committee positions, Linda will share some information to go in each newsletter between now and the end of the year. Even a fortnightly spotlight on each committee that makes up the P&amp;C.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Current plan for AGM to be held in March 2021.</li> </ul>
<ul style="list-style-type: none"> <li>➤ School Assembly               <ul style="list-style-type: none"> <li>○ Can award presentations be shared with parents via photos, zooms or videos like what was done during Education Week as parents aren't able to attend assemblies at present.</li> <li>○ Sally to speak to the teachers about this suggestion.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Will run award week in week 9 and will be shared via Sway.</li> <li>➤ Photos have been included in newsletters.</li> </ul>
<ul style="list-style-type: none"> <li>➤ P&amp;C Panel List               <ul style="list-style-type: none"> <li>○ P&amp;C to confirm the names of those from the P&amp;C who are interested in being on the Panel List to assist with any future recruitment panels.</li> <li>○ Previous list of panellists were:                   <ul style="list-style-type: none"> <li>● Anna Clark</li> <li>● Michelle Stafford</li> <li>● Donna Jones</li> <li>● Kate Nacinovic</li> <li>● Mark Stamopoulos</li> <li>● Linda MacBride</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>➤ Mark has sent all information to newly interested panel members.</li> </ul>

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<ul style="list-style-type: none"> <li>○ New interested from – Mark to talk to each about the process               <ul style="list-style-type: none"> <li>● Alex Dembiany</li> <li>● Nicole Farrelly</li> <li>● Kara Taylor</li> </ul> </li> </ul>	
<b>10. General Business</b>	
<ul style="list-style-type: none"> <li>➤ End of year P&amp;C event for students               <ul style="list-style-type: none"> <li>○ 11<sup>th</sup> December</li> <li>○ Mufti day – Theme to be decided.</li> <li>○ Pizzas/quiches, slushy/ice block from Canteen.</li> </ul> </li> <li>➤ P&amp;C to confirm final details and put out flyer to students.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ Can we now have volunteers back onsite for both the Canteen and Uniform Shop. If so, what is the process they need to follow when coming onto the school site.               <ul style="list-style-type: none"> <li>● Yes, volunteers are now able to assist in the Canteen and Uniform Shop.</li> <li>● Linda to send through note to go in the newsletter and go out on the app.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ Can ice block Fridays resume for rest of Term 4?               <ul style="list-style-type: none"> <li>● Not for Term 4 due to restrictions</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ Kate Nacinovic has resigned from the position of Vice President of the P&amp;C due to work commitments.               <ul style="list-style-type: none"> <li>● Thanks to Kate for her work over the last 2 years in the role of VP.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ The leadership team at Narraweena Public School, made up of Cara Maguire, Emma Humphrey, Rod Tuckerman, Chris Allum and Nancy Chaffer, were recognised for their leadership of literacy and numeracy initiatives across the school as part of the 2020 Executive Director School Performance Recognition Program. Congratulations!!</li> </ul>	

Meeting schedule	
<b>2021</b>	
<b>February</b>	P&C Meeting – 16 <sup>th</sup> February 2021 at 7:00pm
<b>March</b>	AGM and P&C Meeting – 16 <sup>th</sup> March 2021 at 7:00pm