



# NARRAWEENA PUBLIC SCHOOL

## Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 29<sup>th</sup> November 2022



Meeting Opened:	7:00 pm	Meeting Closed:	7:58 pm
Present:	13 in attendance as per attendance spreadsheet		
Apologies:	Kylie T, Laura S, Nancy C, Mark 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>		Sarah C	
<b>Seconded:</b>		Micaela J	
<b>4. Correspondence In/Out</b>			
<b>4.1. Correspondence In:</b>			
<ul style="list-style-type: none"> <li>➤ Jamie Lau's family thanking the P&amp;C for their donation.</li> <li>➤ Request to discuss Solar grants.</li> <li>➤ Sponsorship offers to fund BBQ's.</li> </ul>			
<b>4.2. Correspondence Out:</b>			
➤ N/A			
<b>5. Presidents Update:</b>			
<ul style="list-style-type: none"> <li>➤ Lots of great things going on since the last meeting.</li> <li>➤ Sarah has done an amazing job in the canteen with a few hiccups the last month with equipment needing to be replaced.</li> <li>➤ The uniform shop has done a great job again this year with constant sales.</li> <li>➤ Thank you to the Band Committee for hosting a great information night.</li> <li>➤ Thank you to Micaela on securing sponsorship for the BBQ's etc for the school.</li> </ul>			
<b>6. Explore &amp; Develop: Laura B</b>			
<ul style="list-style-type: none"> <li>➤ Thank you for all of your support over the year, it has been a year of learning and growth. Working alongside the children we have developed systems that they respond positively to and feel a sense of belonging to OSHC. We hope that the children have had a fun year where they can relax, unwind, play and learn. They are flourishing with our new afternoon routine, especially the senior group who are responsible for serving afternoon tea. We can't wait to see where this journey takes us next year.</li> <li>➤ The weather has definitely had a positive impact on the children as they have loved spending the mornings and afternoons outside, they have especially been loving the sandpit and working on their dance routines. As Christmas is approaching, we have had a lot of excitement for all of the festivities and Christmas activities!</li> <li>➤ Summer Vacation Care <ul style="list-style-type: none"> <li>○ The program is live on our Explore and Develop App, there are only a few days left with vacancies. We have received lots of positive feedback and we are excited for all of the activities planned.</li> </ul> </li> <li>➤ 2023 Enrolment <ul style="list-style-type: none"> <li>○ Laura has now confirmed enrolment with families for Term 1, 2023. We are increasing to 105 children in the afternoons which has allowed us to accommodate to more families, all sessions except for Friday Morning and Afternoon are full.</li> </ul> </li> <li>➤ From Long Day Care</li> </ul>			

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- The pre-school children and staff absolutely loved their transition week, thank you for allowing us to generate seamless transitions for our pre-school children.
- We are excited to provide Santa Claus for the schools end of year celebrations, thank you for another great year, we look forward to 2023.

### 7. Sub-committee reports

#### 7.1. Uniform Shop Report – Paula P

- Kindy O days this year were rather quiet. Parents are continuing to come in on regular days to pick up their uniforms for next year.
- The intake of kids were certainly a happy and excited bunch.
- There have been several delays on the delivery of school bags, but they are expected before year end. We are currently down to the last few bags at this stage.

<b>Motion to accept:</b>	Jess M
<b>Seconded:</b>	Kate B

#### 7.2. Canteen Report – Sarah C.

- Recently received an email informing all canteens that the HSR (HEALTHY STAR RATING GUIDELINES) have been reassessed and to check all items on our menu to make sure we will meet the targets. The only item that we can no longer purchase and sell Blue Moosies everything else still gets the ticket of approval.
- Fridays we currently made a bit easier after the introduction of a specific PSSA menu for students who do PSSA in years 3-6 on a Friday, it is only a slightly reduced menu but the time saver was more that it automatically marks the child doing PSSA instead of the parent having to remember to mark it and saving myself and the ladies time , having to continually check off names and also ensuring that no one misses out on their food. Makes the whole process a lot less stressful and the day runs smoother.
- Christmas coming up- the canteen will be in the festive spirit soon and a special guest will be arriving, The Canteen Elf. The elf will be nameless so I thought maybe for a bit of fun especially for the younger years for those children that wanted to they could visit the canteen and write down a name suggestion for the elf and also have their name and class on the paper too and then the name that is drawn out is the elf's name and the winning child gets a free ice block or something similar, (I am happy to pay for this out of my own pocket).
- The Elf will also bring along an "Elf Cam" which will hopefully encourage the children to remember their manners when at the canteen as we have noticed a decline in recent weeks.
- The big freezer arrived and has made a massive difference to food storage and allowed there to be all the pre cooked healthy meals back on the menu , which parents had been questioning as to why they were unable to order them.
- A special thank you to Nancy Chaffer for helping me move the big freezer into the canteen as when the delivery man arrived, he informed me that is was kerb side delivery only and it was an extra \$1000 to have 2 men come and put it in place. But with Nancys assistance borrowing Pete's 3-wheel trolley and some rope to secure the freezer we got it into place. Girl Power!! So, thank you Nancy.
- I have contacted our Sushi supplier and they are more than happy to supply sushi on the Christmas Carol evening the 9th December, they just need the final orders by Tuesday 6th and I have organised for it to be delivered on the Friday afternoon.
- Flexischool had a discussion and have reassessed my request, Flexischool will match the service fee that I have been quoted by Spriggy and reduce your weekly service fee down to 1% for the online Canteen, Events and Uniform services. You will continue to be supplied with sticky labels for the canteen free of charge, also if your thermal label printer should ever malfunction it will be replaced at no charge.
  - In order to lock in this reduced fee, we would like the P&C to sign a Service Agreement agreeing to continue using Flexischool for 3 years from date of signing.
  - Could you please discuss with your P&C and if they are happy with this arrangement let me know who I should email the DocuSign service agreement to.

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- We also discussed some upcoming improvements to the service. We are currently working on a new method of printing daily labels and reports – instead of having to download our FOOM software you will be able to access a label printing feature via the Supplier Portal. If you need to print extra labels or print labels in advance the process has been simplified and can all, be done via the portal.
- For parents we are introducing a Basket Checkout system – they will continue to be charged a 29c fee for each food order but will be able to process multiple orders in a single transaction. I appreciate that some parents have complained about credit card/PayPal surcharges – they are able to add funds to their accounts via a bank transfer, this method does not attract any bank surcharges (however they need to allow 24 hours for funds to be uploaded onto their Flexischool accounts).
- The school was contacted by School Kitchen Deep Clean deals – they offer a free assessment, they clean the roof ducts and exhaust fans, high cleaning like roof , walls and features, full kitchen clean, deep floor scrub and steam sanitization. Would the p and c like me to get a free quote?

<b>Motion to accept:</b>	Micaela J
<b>Seconded:</b>	Kate B

### 7.3. Band Report – Laura S

- 2023 information:
  - 2023 recruitment for new members looking good- 23 new enrolments for training band and strings.
  - Jess Manning is moving interstate for 2023 so we are on the lookout for a new training band conductor. Jess will be missed.
  - Some students are concerned about band conflicting with PSSA training commitments next year so hesitant to commit to concert band on a Thursday morning TBC.
- Performances:
  - concert last week was successful and great to see the community attend. Thank you Nancy and Sally for attending and supporting.
  - currently collecting numbers of students who are able to attend performance at Carols evening on 9th Dec
  - Training band, strings and concert band playing at Presentation Day assemblies and Year 6 Graduation.
- Instruments:
  - requests to hire instruments for 2023 have been sent out. Hire fees will need to go up to cover increasing servicing costs. 2022 rate was \$150, suggested 2023 rate is \$250.
  - We will encourage hire of instruments through Arts Unit for some instruments as they are better quality (also more expensive hire rate).
- Thank you to P&C, school and 2022 band committee for help.

<b>Motion to accept:</b>	Jess M
<b>Seconded:</b>	Sarah C

### 7.4. Fundraising Report – Micaela J.

#### Events for the rest of the year:

##### New BBQs

We have 3 new 6 burner BBQs for the school, just in time for Fun Day! We raised \$1,300 for the purchase of the BBQs from some very generous sponsors

- \$400 from Cammareri landscapes (thank you to Mark Cammareri)
- \$900 from Cunninghams (thank you to Matt Lemon, Matt Nicastrri and the whole Cunninghams team)
- And Marie from Bunnings Belrose has kindly donated a bbq & 3 new covers - thank you Marie and Bunnings Belrose

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- With the extra funds we are planning to purchase some nice raffle prizes for the carols night
- Pete mentioned he is planning on making space in the container for the BBQs to be stored, hopefully this helps to keep them in good condition.
- I will make up some thank yous to post on Facebook and in the newsletter
- Who shall I send the details to for the school sign?

### Christmas Carols – 9 December

- Sausages will be purchased from Devitts Narrabeen, they are matching the price from the election day bbq \$65per kg. Sausages to be ordered at least 2 days prior and they will be delivered Friday morning
- Bread roll order will be through vans again (thanks Jess for organising this). Need final numbers 3 days before
- Sarah has organised the sushi order
- We are not providing drinks - BYO (no alcohol)
- An ice cream van has been organised, families to pay. The owner said if he gets enough business on the night he will donate some back to the school. The driver has provided his WWC check & insurance
- Thank you to Explore and Develop for donating for Santa this year.
- We don't have any volunteers signed up as yet
- Can we add a Christmas pic to the school sign to advertise the carols?

### Trivia Night - 2023

- It would be good to start planning this and lock in a date, March / April next year?
- Look at early Term 2.

### Dates for 2023

- Is it possible to meet in early Feb with a planned calendar and publish this in the newsletter so families have plenty of notice of upcoming events (ie Mother's Day breakfast / Father's Day etc) we can add a note that these may change but have the planned dates published?

### 7.5. Treasurers Report – Kate B

## Bank Summary

### Narraweena School Parents & Citizens Assn From 1 October 2022 to 25 November 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	21,427	-	3,882	17,546
Canteen Account	38,637	28,286	27,862	39,061
Debit card account	508	1,393	1,493	408
NPS Main account	31,800	13,392	14,932	30,260
Uniform Shop account	32,493	9,521	5,188	36,826
<b>Total</b>	<b>124,865</b>	<b>52,593</b>	<b>53,356</b>	<b>124,102</b>

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### Since last P&C Meeting:

- Band:
  - Conductor bills paid.
- Canteen:
  - Sales going well – average Flexischools sales over \$3,600 per week
  - 2 freezers have been replaced, total cost \$3,357
  - Q3 Superannuation and PAYG tax have been paid.
- Uniform shop:
  - Holding its own with sales & expenses
  - Good EFTPOS sales during Kindy O.
- Main acct:
  - Cash in:
    - Parents contribution to P&C via school fees received \$13,277
  - Cash out:
    - Donation to school for Kitchen Garden, from Colour Run Proceeds \$12,500

**Motion to accept:** Kara T

**Seconded:** Jess M

### 8. Principal's Report – Sally B.

- Picnic Day – would the P&C like to donate ice blocks for the kids. Cost would be \$116.80 for Zooper Doopa's. All in agreement.
- Last week there was a volunteer's lunch. Was a great event to thank everyone for their help throughout the year.
- Lots of events at the school coming up to the end of the year so everyone please make sure you check the calendar section of the newsletter.
- Denise Fraser is retiring at the end of the year (Librarian). Tomorrow will be having a morning tea and assembly for her retirement.
- Hanna Barnsley will be taking on an assistant principal role at the school next year.
- This week will be the last PSSA for the year. Have had a lot of issues with buses this year including this Friday. Have had lots of places donate bus services which has been great. As people will be leaving from 11:30am, the decision has been made to not have lunch orders for PSSA students.

### 9. Actions from last meeting:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>➤ BBQ's are not in great condition.           <ul style="list-style-type: none"> <li>○ P&amp;C to look into replacement via Bunnings</li> <li>○ Great letter received from the SRC to requesting new BBQ's.</li> </ul> </li> <li>➤ Kate N to follow up with Bunnings.</li> </ul>  | <ul style="list-style-type: none"> <li>➤ All three BBQ's have been delivered to the school with one still to be assembled.</li> </ul>  |
| <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</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>➤ Mark S. to get quotes for these items and share with the P&amp;C to discuss. Could be used as the school wish list items for 2023.</li> </ul> |

Narraweena Public School – P&C Minutes – 29<sup>th</sup> November 2022

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

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this could be a simple upgrade to improve performances and ceremonies.	
➤ Sarah to discuss more with Spriggy and Flexischools on the benefits of using each of the platforms.	➤ Complete (refer to canteen report)
➤ Sarah to work on World Teachers Day morning tea for Friday 28 <sup>th</sup> October to cater for approx. 30 staff.	➤ Complete
➤ P&C support for student travelling to state softball comp for NSW. <ul style="list-style-type: none"> <li>○ All at the meeting in agreement to provide support of the full \$450 allowance as stated in the by-laws</li> </ul>	➤ Complete
<b>10. General Business</b>	
➤ First meeting back in 2023 will be the P&C AGM. A notice will be sent out in the new year with further information.	
➤ P&C Playgroup equipment stored at the school needs to be donated to E&D or removed. – donate to explore and develop and if we need to in the future we can work with them to borrow in the future.	
➤ Nicki Coates to share information about solar grants for schools. <ul style="list-style-type: none"> <li>➤ Several options for grants for the school to have solar panels installed which could have a financial benefit for the school.</li> <li>➤ Kara T to assist in her capacity from a work perspective.</li> <li>➤ Pick up again in Term 1 next year.</li> </ul>	

Meeting schedule	
2022	
<b>November</b>	P&C Meeting – 29 <sup>th</sup> November 2022 at 7:00pm
<b>February</b>	AGM & P&C Meeting – 14 <sup>th</sup> February 2023 at 7:00pm
<b>March</b>	P&C Meeting – 21 <sup>st</sup> March 2023 at 7:00pm

Draft fundraising schedule – 2022	
2022	
<b>February</b>	
<b>March</b>	
<b>April</b>	Easter Raffle/Morning Tea
<b>May</b>	Mothers Day Stall/Breakfast
<b>June</b>	
<b>July</b>	
<b>August</b>	Colour Run – 18 <sup>th</sup> August
<b>September</b>	Fathers Day Stall/Breakfast – 2 <sup>nd</sup> September
<b>October</b>	
<b>November</b>	
<b>December</b>	Christmas Carols – 9 <sup>th</sup> December