



# NARRAWEENA PUBLIC SCHOOL

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 28<sup>th</sup> November 2023




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Meeting Opened: 7:02 pm Meeting Closed: 8:20 pm  
 Present: 12 in attendance as per attendance spreadsheet  
 Apologies: Kate N, Nancy C, Kate B, Laura S

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<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>	Keitana M
		<b>Seconded:</b>	Kara T
<b>4. Correspondence In/Out</b>			
<b>4.1. Correspondence In:</b>			
☐ None			
<b>4.2. Correspondence Out:</b>			
☐ None			
<b>5. Presidents Update: Frank V</b>			
☐ Did presentation at the Kindy Orientation. Parents were very interested and asked lots of questions. Was great to have the opportunity to give an overview of what we do and how to get involved.			
☐ Last meeting of the year tonight. We have have some change over the year with some change in the exec team. First meeting of next year will be the AGM as well.			
☐ The P&C will be supporting the P&C awards for the upcoming end of year assembly.			
<b>6. Explore &amp; Develop: Laura B</b>			
☐ Just 4 weeks to go until shutdown for 2 weeks before returning in January.			
☐ E&D will be covering the cost of Santa for the Christmas Carols.			
☐ Still working through enrolments for 2024 for Long Daycare.			
☐ OSHC enrolments are still ongoing. Existing children are adjusting their days so have been able to offer more days to new families.			
☐ Vacation care has been released. Many many days have already booked out.			
☐ The week before Christmas OSHC and Long Daycare are combining themes. Lots of fun activities happening.			
☐ Keeping our children safe – big focus for long day care and including kids in this discussion and getting their input. Main project for 2024.			
☐ For Christmas carols – send a survey out to parents asking if they would be OK with the OSHC closing at 5pm. Will make a decision from there.			
<b>7. Sub-committee reports</b>			
<b>7.1. Uniform Shop Report – Paula P/Kathy S</b>			

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- ☐ On behalf of Paula & Kathy in the uniform shop:
- ☐ It has been a busy term 4 and we have missed Paula.
- ☐ We are supporting Paula as much as possible while she stabilises and hopefully she will be back with us in the shop next year. Paula has kept touch and has been working from home doing the invoicing and sales in Xero, and some stock management - thank you.
- ☐ Kathy has been excellent in stepping up from long term volunteer to casual employee and running the shop on Tuesdays and completing the Flexishool sales on Thursdays. She was also a tremendous help during the extra opening hours that covered Kindy-o.
- ☐ Unfortunately the supply of small bucket hats was delayed, so there will be a run of those to be sold when the stock arrives in December.
- ☐ Paula's daughter Kat also helped on the 3 kindy-o days - big thanks to Kat.
- ☐ And our other regular volunteer Di has been a great help too - Thank you Di.
- ☐ Kathy also undertook the huge task of boxing up all the uniform stock and cleared the room ready to be painted, as all the school is getting a make-over. That should be completed soon and Kathy will help re-stock all the shelves - huge effort.
- ☐ Next year the shop will be open Tuesday 30 January 8.30-9.30 and on the first day of school 1 Feb 8.30-9.30.
- ☐ I will open it on Friday 2 Feb 8.30-9.30, as that coincides with Kindy best start days.
- ☐ The shop will continue to open on Tuesday & Thursday mornings as per usual going forward in 2024.

<b>Motion to accept:</b>	Jess M
<b>Seconded:</b>	Matilda H

### 7.2. Canteen Report – Sarah C.

- ☐ World teachers' day morning tea for the teachers went well and I received wonderful response and thanks from the teachers, they appreciated the effort I went too. Homemade scones, sausage rolls, mini cheesecakes, spring rolls, arancini balls, mini quiches, and Panizzis. They were also treated to a lolly buffet where they could make up their own lolly bags.
- ☐ Halloween treats morning tea was a big success. Children were very happy, 200 cups of jelly, 250 cupcakes ,90 rice Krispies treats and 200 brownies were sold on the day via flexi schools and over the counter. The pre ordering system made the day run a lot smoother than last year.
- ☐ Pest control in the canteen – was done on the 18th of October 2023.
- ☐ All paid staff members of the canteen have completed the required Safe Food Handling Course, and we are up to date and putting in place all the new requirements.
- ☐ Ice block Friday have been going well. Obviously busier when it has been a warmer day.
- ☐ Would like to confirm what day the p and c would like the canteen to run up to for the end of term? Picnic day falls on the Thursday and then the last day being the Friday, do you want the canteen to operate right up to the last day of term?
- ☐ There are no Workplace health and safety issues to report.

Resolution that the canteen will remain open up to the last day of school.

<b>Motion to accept:</b>	Tamar S
<b>Seconded:</b>	Jess M

### 7.3. Band Report – Laura S

- ☐ Band report:
  - o Recruitment process complete. Only 11 children have signed up for training band 2024 which is not as many as hoped. Many parents have commented on cost of living and over commitment of activities as reasons children are not signing up to band. Not sure how viable the group is with 11 especially as many have elected percussion and bass so not a good range of instruments.
    - Maybe include year 2
    - Can we use grants?
    - Tamar to look at other options

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- o ideas for growing the training band in future years could be on-site small group lessons to reduce cost and increase convenience
- o Concert band and strings have similar numbers to 2023
- o Instruments to be booked in for servicing
- o Band/Strings to play at Carols night

**Motion to accept:** Jess M  
**Seconded:** Keitana M

### 7.4. Fundraising Report – TBC

#### CHRISTMAS GIFTS

- Plates were delivered.
- Thank you to Jess and Micaela for sorting the plates for delivery to the classrooms.

#### CHRISTMAS CAROLS

- Confirmed date of Tuesday 12<sup>th</sup> December. (Week 10)
  - o BYO food and picnic
  - o Santa – secured today. E&D to cover.
  - o P&C raffle open and tickets now on sale. Confirm to use virtual raffle drawer.
  - o Offer for people to bring own picnics and drinks.
  - o Wood Fire Pizza, Dope Fusion, 2 x ice cream trucks.
    - Trucks to enter via gate near hall
    - Wet weather plan in the hall and cola.
  - o Lollies to be given to teachers to hand out after singing.
  - o Volunteer signup
    - Santa's Bouncers
    - Raffle sellers
    - Get set up this week.

### 7.5. Treasurers Report – Kate B

## Bank Summary

### Narraweena School Parents & Citizens Assn

For the period 20 October 2023 to 24 November 2023

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
<b>Bank</b>				
Band Account	25,293.51	-	959.00	24,334.51
Canteen Account	16,238.90	24,566.91	27,338.13	13,467.68
Debit card account	417.94	1,032.40	1,032.40	417.94
NPS Main account	22,981.83	1,296.34	892.70	23,385.47
Uniform Shop account	44,645.54	8,473.46	9,909.11	43,209.89
<b>Total Bank</b>	<b>109,577.72</b>	<b>35,369.11</b>	<b>40,131.34</b>	<b>104,815.49</b>
<b>Total</b>	<b>109,577.72</b>	<b>35,369.11</b>	<b>40,131.34</b>	<b>104,815.49</b>

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Since last P&C Meeting:

- ☐ Band:
  - o Outflow - New percussion instruments.
- ☐ Canteen:
  - o Successful Halloween sales
  - o All canteen supply invoices paid up to date.
- ☐ Uniform shop:
  - o Sales going well, especially with Kindy-O
- ☐ Main acct:
  - o Outflows
    - Referendum expenses
    - Voucher for Paula – Dinner ladies, to help while she recovers.
  - o Inflows
    - Referendum proceeds
    - Icare workers insurance refund

Need to find an accountant who will Audit our books next year.

**Motion to accept:** Keitana M

**Seconded:** Kara T

### 8. Principal's Report – Julie T.

- ☐ Ryan Wearne joined the meeting and will continue as AP into term 1 until Emma Humphrey returns in Term 3 2024.
- ☐ Thank you to the P&C for their support of the school this year. Presentation to the new Kindy parents were great. Really showcased the great work the P&C has done with the school over the years.
- ☐ Meeting was held in the staff meeting room. 3D printers are currently being used by Stage 2 and have been very popular.
- ☐ Parent from the school has been very generous in donating furniture – shelving and seats and a lounge etc.
- ☐ Dept new behaviour policy to come in effect from 2024. Adjustments have been made around suspensions which are in place to give the school and parents time to work on solutions. Very firm guidelines on what a child can be suspended for.
- ☐ Curriculum implementation is going well. Years 3-6 teachers learning new units. Very excited to start them next year.
- ☐ Painting is progressing and making a big difference.
- ☐ All toilets will be gutted and completely refurbished. Will be starting next week. All toilets will be the same size.
- ☐ Resurfacing of playground areas will be done over the holidays.
- ☐ Playground equipment – school has applied for a grant to cover some new equipment.
- ☐ 2023 wrap up – Fun day, Carols, Kindy graduation, year 6 graduation etc.....lots of fun to come in the next few weeks.
- ☐ 2024 plans – staffed based on students and their age. Current numbers would mean we would have a 4/5 class which isn't ideal. Will be able to work around that with current budget and numbers.
  - o First day back kids go into old classes and will get into new classes as quickly as possible.
  - o If anyone is leaving or hasn't enrolled, please let the school know.
  - o Although many requests have been submitted by parents requesting class friends and specific teachers, please trust the school to know the children in the school and put them in the best learning environment.

### 9. Actions from last meeting:

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<p>☐ School hall stage curtains and spot lighting.</p> <ul style="list-style-type: none"><li>o 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>o 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>	<p>☐ Mark S has heard back from the company. They will come out again a re-quote.</p> <p>☐ Julie has also put on to assets to review as well.</p>
<p>☐ Solar in Schools – Nicki C</p> <ul style="list-style-type: none"><li>o The Solar My School and related grants have been closed and no more are being accepted, so I didn't proceed with trying to fill out those application forms. I was told the NSW government is looking for new ways to roll solar out across all schools.</li><li>o I've heard that it would be beneficial to email Michael Regan's office and let him know we are interested and ask for his advice in the matter.</li><li>o I would like to do this and see what I can find out then bring that to the next meeting to discuss with yourself and Mrs Tourney.</li></ul> <p>☐ Not any current discussions around solar in the school. Julie is happy for Nicki to do what is needed to get the school on the table.</p>	<p>☐ No update. – have followed up with Nicki</p>
<p>☐ Chess club – Debbie S.</p> <ul style="list-style-type: none"><li>o Mark S has asked around and the Academy of Chess do lessons. This is a parent paid activity and as per music lessons the school could provide a space for this. Afternoons may be better for classroom availability. Enquiries to date determined that lessons could be provided for \$12 per student/lesson, Mondays have been proposed. Debbie S to prepare a proposal and provide it to the school to consider.</li></ul>	<p>☐ No update – have followed up with Debbie</p>
<b>10. General Business</b>	
<p>☐ Uniform Sizing –</p> <ul style="list-style-type: none"><li>o Yesterday I went to the uniform shop with my son to buy a new school polo shirt (as some of his are too short). My son being quite tall, is already in the size 16 top. In trying on the 18 it is humongous, to the point I bought another size 16.</li><li>o My concern is that the length of the size 16 is not going to get him through his final year of school at Narraweena next year.</li><li>o The sports shirts on the other hand, and I know it is different material, is a size 14 and has a lot of length.</li></ul>	

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- o I'm sure there might be other parents/kids in this situation but I wasn't sure what to do as he really doesn't want me to go buy plain blue polos from Best & Less but he equally won't wear the size 18 school shirt that swims on him. Any advice would be much appreciated.

P&C to look at supplier as we seem to have changed. Lets have a look and speak to Paula.

### ☑ Infrastructure Grant –

- o My name is Emilia and my child is starting kindy next year at Narraweena. I was at the orientation yesterday and heard the president of the P&C speak. He mentioned that the P&C is raising funds for a new playground.
- o I work in grants and thought the below would potentially be suitable for this cause.
- o Infrastructure Grants: community infrastructure | NSW Government
- o Only issue is:
- o Schools - applicants must consider if and how the infrastructure project is accessible to the public outside school hours
- o Let me know if this is of interest and I'd be happy to help out with the application if you needed my help.

Send details on to Julie to confirm if applicable to the school.

- ☑ Notice is hereby given for the Annual General meeting of the Narraweena Parents & Citizens Association to be held on Tuesday 13th February, 2024, at 7pm in the Library. All welcome.

After the Annual General meeting business has concluded, there will be a short break, membership fees will be collected for the new year and then a general meeting will be held at approximately 7.45pm. The incoming committee will conduct this meeting.

As in previous years and as bound by the constitution and By Laws of the NPS P&C, all positions will be declared vacant at the AGM. The scrutineer will coordinate the voting if required for any of the positions on the night. Those wishing to nominate for the following positions must be a financial member of the P & C.

The P&C will be sharing details of the positions up for nomination over the coming weeks so keep an eye out.

Meeting closed 8:20pm

Meeting schedule	
2023	
November	P&C Meeting – 28 <sup>th</sup> November 2023 at 7:00pm
2024	
February	AGM & P&C Meeting – 13 <sup>th</sup> February 2024 at 7:00pm
March	P&C Meeting – 19 <sup>th</sup> March 2024 at 7:00pm

Draft fundraising schedule – 2023	
2023	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	
July	

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<b>Draft fundraising schedule – 2023</b>	
<b>August</b>	
<b>September</b>	Fathers Day Stall/Breakfast
<b>October</b>	Election BBQ
<b>November</b>	
<b>December</b>	Christmas Carols – Tuesday 12 <sup>th</sup> December