



# NARRAWEENA PUBLIC SCHOOL

## Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19<sup>th</sup> October 2021



---

Meeting Opened:	7:02 pm	Meeting Closed:	7:58 pm
Present:	16 in attendance as per attendance spreadsheet		
Apologies:	Donna Jones		

<b>1. Welcome and apologies</b>
Apologies as per above
<b>2. New members</b>
➤ N/A
<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> Marketa Jelfs
<b>Seconded:</b> Megan Keeble
<b>4. Correspondence In/Out</b>
<b>4.1. Correspondence In:</b>
➤ Notification from Susanna Wooldridge that she has left Narraweena Public School and therefore will no longer fulfill her position as a general committee member.
<b>4.2. Correspondence Out:</b>
➤ N/A
<b>5. Presidents Update:</b>
➤ Huge thank you to the school for being amazing during the Covid lockdown. Lots of feedback from families have said the experience has been a fairly good one.
➤ Uniform shop hasn't been able to function and therefore the office team have been assisting where possible. Paula was in today and had 15 orders to fulfill but we are expecting it to be higher once everyone returns next week. Paula has a second job which wont impact her commitment to her role in the uniform shop. Will still be able to accommodate Kindy O arrangement etc.
➤ The canteen has reopened today. Looking forward to being able to welcome fully vaccinated paid casual staff back into the canteen.
➤ Big thank you to Meg for the work she has done on the insurance.
➤ The P&C will provide catering for the staff for National Teachers day on the 29 <sup>th</sup> October.
<b>6. Explore &amp; Develop: Sabrina and Amanda</b>
➤ Vacation Care - Spring holiday program was a hit! We loved seeing you all back at OSHC, the children enjoyed a variety of activities suggested by families. We are starting to plan our summer holiday program, please get in touch if you have any suggestions! We have also sent out a digital survey for expressions of interests in summer holiday care, loaded on our parent news app.
➤ Enrolment - We're super excited to welcome everyone back in the next two weeks, please remember to send us an email if you will not be using OSHC for the rest of the year. Re-enrolment forms are due by Monday 18th October, families who do not turn in their forms will automatically forfeit their days for next year.
➤ Entrance to the Service - Friendly reminder to limit your time when dropping/collecting your child to and from the service. Parents are to wear their masks at all times and check in using Explore & Develop QR Code.
➤ We are very excited to have your children return back to the service , our current children will be excited to see their friends as Educators who have missed them during this lockdown.
➤ We look forward to seeing this year out and hope for a better 2022.

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19<sup>th</sup> October 2021

<b>7. Sub-committee reports</b>	
<b>7.1. Uniform Shop Report – Paula</b>	
<ul style="list-style-type: none"> <li>➤ Nothing to report for this period.</li> <li>➤ Will be reopening today for FlexiSchool orders only.</li> </ul>	
<b>Motion to accept:</b>	N/A
<b>Seconded:</b>	
<b>7.2. Canteen Report – Donna Jones</b>	
<ul style="list-style-type: none"> <li>➤ Nothing to report</li> </ul>	
<b>Motion to accept:</b>	N/A
<b>Seconded:</b>	
<b>7.3. Band Report – Nicky Robbins</b>	
<ul style="list-style-type: none"> <li>➤ All three ensembles will enter <b>Round Table Virtual Band Festival</b> which is an opportunity to polish a piece of music as an ensemble and be part of the greater musical community. This will be done through individual recordings.</li> <li>➤ All three ensembles are working on a Halloween themed recording to showcase zoom learning. We are hoping these can be shared with the school community via the newsletter or the app in approximately 2 weeks time.</li> <li>➤ Strings program- 2021 Year 1 violin program was postponed this semester. To allow these students the opportunity to engage in the program, 2021 year 1 has been approved to complete the program in semester 1, 2022 and next years year 1 will then complete the program in semester 2 2022. Due to this, the string ensemble will accept Year 2 students mid 2022. Thank you to the school executive team for supporting and funding this initiative.</li> <li>➤ 2022 Band and strings program: In order to engage the next cohort of musicians, an instrument demonstration by our junior band conductor is usually completed during year 2 class time. This is a valuable experience to engage students. <b>Would the P&amp;C be willing to contribute \$350 to fund the payment of the conductor? P&amp;C are happy to support this request.</b></li> <li>➤ All ensembles will continue on zoom until further notice due to the cohort mingling and external contractors unable to access the site. Zooms will be reduced to 45minutes from 7.45-8.30am to allow students time to travel to school. There is a concern about students who attend OOSH and cannot attend band/strings zoom. Are there any other options eg Mark/OOSH supervising students playing outside using a laptop? Once we know numbers we can revisit.</li> </ul>	
<b>Motion to accept:</b>	Megan Keeble
<b>Seconded:</b>	Nicole Farrelly
<b>7.4. Fundraising Report</b>	
<ul style="list-style-type: none"> <li>➤ <b>Upcoming Planned Events – No further updates</b> <ul style="list-style-type: none"> <li>○ Build a brick info – Sarah has collected information and pricing on the Build a Brick program.           <ul style="list-style-type: none"> <li>▪ \$16.40 cost per paver with 3 lines of engraving included. Sell for at least \$25</li> <li>▪ Also need to account for installation.</li> <li>▪ Need to look at where/how to do this.</li> <li>▪ Paver 230x115 – 38 per square metre.</li> <li>▪ Brick 230x75</li> <li>▪ School to think about location and timing of when it might be best.</li> </ul> </li> </ul> </li> <li>➤ <b>Future Events</b> <ul style="list-style-type: none"> <li>○ Welcome back Cookies           <ul style="list-style-type: none"> <li>▪ All students at the school will receive a personalised cookie next Monday.</li> <li>▪ Confirm with Belinda which students with special requirements.</li> <li>▪ Cookies to be packaged in boxes.</li> </ul> </li> </ul> </li> </ul>	

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19<sup>th</sup> October 2021

- Trivia night –Saturday 7th August – **Now postponed**
  - Are sponsors happy to hold their money over or sponsor cookies.
  - Wizzy World to December, Golf until December, Manly United end of the year – Sarah to check with them and confirm will be able to carry over.
- **Election** on Saturday 4th Dec – Has been moved from 4<sup>th</sup> Sept to 4<sup>th</sup> Dec. –
  - Do we have any further clarity on this?
  - Waiting on confirmation on what and how we can support this.
- **Father's day** event Friday 3<sup>rd</sup> Sep. Similar event to Mothers Day. - Cancelled
- **Colour Run** – 21 Oct – Now postponed until March 31<sup>st</sup> 2022
- **Christmas event** – December – will depend on restrictions.
  - Think of some options if we aren't able to enter the school grounds.

➤ **Dollars Raised:** Nothing to report this month.

### 7.5. Treasurers Report – Megan Keeble

## Bank Summary

### Narraweena School Parents & Citizens Assn From 25 July 2021 to 13 October 2021

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	24,257	900	2,602	22,555
Canteen Account	60,321	433	7,039	53,715
Debit card account	408	57	57	408
NPS Main account	29,656	-	651	29,005
Uniform Shop account	49,230	875	573	49,532
<b>Total</b>	<b>163,873</b>	<b>2,265</b>	<b>10,922</b>	<b>155,216</b>

- Band:
  - Term 4 fees, there are 2 families yet to pay, otherwise all paid up.
  - Term 3 invoice paid for String Conductor this period.
  - We are waiting on the Term 3 invoice for senior band.
- Canteen:
  - Payments this period include June 30 BAS \$1,590, quarterly Super payment and some July invoices.
- Uniform shop:
  - Waiting to reconcile one payment for \$2,937 which does not show in the Bank Summary.
  - We are waiting on the invoice from Paula.

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19<sup>th</sup> October 2021

<ul style="list-style-type: none"> <li>➤ <u>Main acct:</u> <ul style="list-style-type: none"> <li>○ No Deposits.</li> <li>○ Payments totalling \$650 include monthly Xero and Eftpos, yearly Zoom, flowers for SAS day and Morning Tea for onsite teachers.</li> </ul> </li> </ul>	
<b>Motion to accept:</b> <b>Seconded:</b>	Nicky Robbins Carly Sully
<b>8. Principal's Report – Sally Bell</b>	
<ul style="list-style-type: none"> <li>➤ Thanks to parents and students for their patience and support with home learning.</li> <li>➤ On average between 60-80 children at school each day during this period.</li> <li>➤ Thanks to the school executive staff for helping to manage their group of teachers and ensuring all learning packages were ready each week.</li> <li>➤ All teachers and support staff did an amazing job.</li> <li>➤ Kindergarten and Year 1 back at school yesterday and were soo excited to see their friends and teachers again.</li> <li>➤ Cohorts are being kept separate as much as possible.</li> <li>➤ Morning drop offs at two gates has worked out very well as arrivals are staggered.</li> <li>➤ Afternoon gates have been revised slightly and children will be taken there in their year group.</li> <li>➤ Ventilation – lots of research into best way to do this. Windows open and fans and air conditioning can be used.</li> <li>➤ Children under the age of 12 do not near to wear masks. It is completely optional and up to each individual family.</li> <li>➤ Uniform Shop – Best start on Friday 28<sup>th</sup> January and Monday 31<sup>st</sup> January – Are we able to look at using the P&amp;C's fully vaccinated paid casual staff to help on 1<sup>st</sup> to 3<sup>rd</sup> February?</li> <li>➤ Guidelines regarding uniform shop are a bit ambiguous. Indicates only distribution to be done after hours. Therefore, Paula could come in at normal time in the mornings. Kate to discuss with Paula to review when she wants to come in.</li> <li>➤ Kindy O's – at this stage nobody is able to attend site. 8<sup>th</sup> and 9<sup>th</sup> December is currently tentative date for orientation. If onsite not available, will be virtual.</li> <li>➤ For Year 6, all will be dependant on restrictions if we are able to host an end of year formal. Won't really know until just before the time.</li> <li>➤ Canteen – can have paid casuals but would need to ensure they are double vaccinated etc. Would need to ensure all COVID protocols are followed.</li> </ul>	
<b>9. Actions from last meeting:</b>	
<ul style="list-style-type: none"> <li>➤ School wish list – P&amp;C discussed and agreed to proceed to pricing on the below:                             <ul style="list-style-type: none"> <li>○ Interactive Panels – approx. 4-5k each – 5 classrooms need updating.</li> <li>○ Laptops – approx. \$450 each</li> <li>○ Basketball backboards - \$2,000 – 2 backboards, 2 hoops and nets.</li> </ul> </li> </ul> <p><b>Motion:</b> The P&amp;C will provide the school with Interactive panels, Basketball backboards, hoops and netball rings, laptops as the P&amp;C contribution to the school for 2021. All in favour of the motion.</p>	<ul style="list-style-type: none"> <li>➤ Interactive Panels on order. Once installed and invoiced will send to P&amp;C to pay.</li> <li>➤ Basketball gear on order.</li> <li>➤ Order on hold, still not delivered.</li> </ul>
<ul style="list-style-type: none"> <li>➤ School to confirm sensory toys for K-2 as a donation to the school on behalf of the Auditor that does the P&amp;C accounts. Around \$300-\$400</li> </ul>	<ul style="list-style-type: none"> <li>➤ Cara looking at this.</li> </ul>

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19<sup>th</sup> October 2021

➤ Teachers Fed are offering 6k grant for natives – Sally to look into this and if NPS could take advantage of offer.	➤ As we have already had this, not able to be done again. Remove from minutes after this meeting.
➤ NSW Social Sector Transformation grant – <ul style="list-style-type: none"> <li>○ The school needs to provide progress updates.</li> <li>○ The school also need to provide the P&amp;C with invoices for reimbursement, up to \$10,000 for the First Aid Room upgrade.</li> </ul>	➤ Once invoice is received for the works the school will then raise an invoice to the P&C.
➤ Offer of 2 x Garden Beds (2mx1mx1m) including all soil and plants for the school from Dell Technologies.	➤ Once restrictions lift will look at delivery timing.
<b>10. General Business</b>	
➤	
➤	

Meeting schedule	
2021	
<b>October</b>	P&C Meeting – 19 <sup>th</sup> October 2021 at 7:00pm
<b>November</b>	P&C Meeting – 23 <sup>rd</sup> November 2021 at 7:00pm

Draft fundraising schedule – 2021	
2021	
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	Mothers Day Stall/Breakfast
<b>June</b>	
<b>July</b>	Trivia Night (Postponed)
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	
<b>December</b>	Election BBQ - TBC Christmas Event (likely cancelled)