



# NARRAWEENA PUBLIC SCHOOL

## Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 25<sup>th</sup> October 2022



Meeting Opened:	7:00 pm	Meeting Closed:	8:22 pm
Present:	12 in attendance as per attendance spreadsheet		
Apologies:	Kate B, Matilda H, Marketa J, Kara T, Laura S, Jess		

<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>			
➤ N/A			
<b>4.2. Correspondence Out:</b>			
➤ N/A			
<b>5. Presidents Update:</b>			
➤ The trivia night was due to take place on the 22 <sup>nd</sup> October but due to the success of fundraising this year and the influx of events we will put this on hold until Term 1 next year.			
➤ Request has come in for an interview panel member. Kara T will be helping out.			
➤ Ongoing thank you to the canteen, uniform shop and the band for keeping things ticking along so successfully.			
<b>6. Explore &amp; Develop: Laura B</b>			
➤ Currently have an app for news and an app for casual bookings and another platform for waitlists. Still have a hard copy enrolment form.			
➤ Working through details with different companies on solutions to incorporate everyone into one system and all linked.			
➤ This week have trialled a different routine. Used to sit down in the hall to start but have changed to go out to play straight away and then come to the cola for afternoon tea. Has been working very well.			
➤ Lots of trial and error of different processes but seem to be working really well.			
➤ Closed from 23 <sup>rd</sup> December to the 9 <sup>th</sup> January but will be open for vacation care otherwise.			
<b>7. Sub-committee reports</b>			
<b>7.1. Uniform Shop Report – Paula P</b>			
➤ It's been super quiet in the uniform shop.			
➤ Sadly the girls winter pants aren't selling. The girls really have their hearts set on the comfort of dance pants.			
➤ I will continue to see if I can source something closer in style, but won't hold my breath. Truth is, we simply can't compete with the prices of Big W & the like and while the girls are allowed to wear dance pants, there is not much else I can do.			
➤ Covid delays are still impacting, our school bags have been delayed again. Thankfully we still have plenty in stock, as it's been a slow year with school bags.			
➤ We still have loads of 2nd hand.			

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<b>Motion to accept &amp; Seconded:</b>		Nichola C Sarah C
<b>7.2. Canteen Report – Sarah C.</b>		
<ul style="list-style-type: none"><li>➤ All is going well since last update, 1st week back of term went well biggest 1st week back this year.</li><li>➤ The canteen as been decorated with Halloween themed items which the children have really enjoyed and been commenting on.</li><li>➤ They are all looking forward to the Halloween recess canteen treat day on 31st October, more information regarding what will be sold, and cost will be put out soon hoping to keep everything at \$2 or under.</li><li>➤ Hot Chocolate has been turned off for the year.</li><li>➤ Pink Moosies are no longer an approved item for sale in the canteen due to sugar content (blue and chocolate are still allowed), pink moosies have been replaced with Rainbow paddle pops (they are an approved item by healthy canteens healthy canteen rating doesn't change) and have been received well by the children no surprises there.</li><li>➤ Looking at introducing fruit smoothies on a Monday and if popular enough extending to other days.</li><li>➤ An email to class parents has been sent out, reminding parents of children who participate in PSSA on a Friday to mark PSSA when ordering.</li><li>➤ A reminder about Birthday treats not being brought in from home, packing cutlery if their child has food that needs it, and that the canteen is unable to reheat food brought in from home.</li><li>➤ I was also contacted a while back from a school ordering system Spriggy about changing from Flexi schools to them. I did some research, and this is what I found.</li><li>➤ You can do canteen, uniform shop, and event/fundraising through it.</li><li>➤ Spriggy has not withdrawal fees, no top up fees, no subscription fees no inactivity fees and chargers \$0.29 for orders.</li><li>➤ If you have more than one child you can order for both before completing transaction, unlike Flexi Schools you have to order for child 1, pay and then go back in and order for child 2 and pay and so on.</li><li>➤ Flexi schools' charges fees on top of the 0.29 cents so a \$5 meal becomes \$5.29 then if you pay with Pay Pal you incur another 12cents bring it to \$5.41. So, an extra 41 cents and if you have multiple children the order for that child incurs the fees too.</li><li>➤ Then if you order recess all those fees get charged again. With Spriggy it is just a flat 29cents per order.</li><li>➤ Flexischool takes 3% of the total sales, Spriggy takes 1% so more profit for example, canteen makes \$3,500 flexi schools gets \$105 of that Spriggy would take \$35.</li><li>➤ Spriggy would do all the set up and their app is free for families to download and set up.</li><li>➤ Had a few students asking and some parents as to whether the canteen was looking taking cards for payment instead of cash at recess and lunch for over-the-counter orders. Said I would discuss with p and c.</li></ul>		
<b>Motion to accept &amp; Seconded:</b>		Micaela J Michelle F
<b>7.3. Band Report – Laura S</b>		
<ul style="list-style-type: none"><li>➤ Band report for Term 4 Week 3 meeting:<ul style="list-style-type: none"><li>○ 2023 new members promotion to start in week 4 (newsletter)</li><li>○ 15th November instrument demo for year 2 students (strings and band instruments)</li><li>○ 17th November 6.30pm 2023 new members info session</li><li>○ 22nd November Band &amp; Strings Performance night. More info to come.</li></ul></li></ul>		
<b>Motion to accept &amp; Seconded:</b>		Sarah C Micaela J
<b>7.4. Fundraising Report – Micaela J.</b>		
<b>Events for the rest of the year:</b>		

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### Trivia Night – 22 October

- The decision was made to not hold the Trivia Night this year but to hold over until Term 1 of 2023

### Christmas Carols – 9 December

- Kate to share details of previous carols with Micaela
- Miss Marnoch and Miss Van Weeren organising the carols

## 7.5. Treasurers Report – Kate B

# Bank Summary

## Narraweena School Parents & Citizens Assn From 1 September 2022 to 30 September 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	20,927	500	-	21,427
Canteen Account	40,487	16,166	18,016	38,637
Debit card account	408	733	633	508
NPS Main account	52,068	4,634	24,902	31,800
Uniform Shop account	34,847	2,020	4,374	32,493
<b>Total</b>	<b>148,738</b>	<b>24,053</b>	<b>47,926</b>	<b>124,865</b>

### Since last P&C Meeting:

- Band:
  - Student invoices received. Early October conductor bills paid.
- Canteen:
  - Holding its own with sales & expenses – nothing extraordinary to note.
- Uniform shop:
  - Holding its own with sales & expenses – Summer uniform stock arrived and paid for.
- Main acct:
  - Cash in:
    - Final Colour run donations received
    - Father's Day Breakfast & gift stall
  - Cash out:
    - Fun Run money for prizes
    - Father's Day catering & expenses

Full Profit/Loss Calculations for both Colour Run and Father's Day are detailed below

### Colour Run P/L FINAL

**INCOME**

Narraweena Public School – P&C Minutes – 25<sup>th</sup> October 2022

*Draft minutes - to be endorsed at the November 2022 P&C meeting*

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JustGiving deposit	\$7,763.00
JustGiving deposit	\$23,280.00
JustGiving deposit	\$9,565.00
JustGiving deposit	\$2,884.00
JustGiving deposit	\$3,858.00
JustGiving deposit	\$650.00
JustGiving deposit	\$815.00
JustGiving deposit	\$25.00
	<b><u>\$48,840.00</u></b>
<b><u>EXPENSES</u></b>	
Buckets for slime	\$163.00
Ground hire	\$124.00
Back to organisers (estimate Approx 40% of donations plus GST)	21,489.60
	<b><u>\$21,776.60</u></b>
<b><u>PROFIT \$ 27,063.40</u></b>	

**Father's Day Breakie & Gift stall August 2022**

<b><u>Income</u></b>			
Flexischools	Gifts & Food	\$	3,530.80
Cash banked	Gifts	\$	262.90
		\$	<b><u>3,793.70</u></b>
<b><u>Expenses</u></b>			
<b><u>Supplier</u></b>	<b><u>Item</u></b>	<b><u>amount</u></b>	
Gifts	smart gifts	\$	524.00
			Paid July 2021
Gifts	Greensborough	\$	841.28
			Paid July 2021
Gift Bags	Kent Paper	\$	145.24
Catering	Corella	\$	3,000.00
Other		\$	78.60
		\$	<b><u>4,589.12</u></b>
<b><u>Profit (LOSS)</u></b>		\$	<b><u>(795.42)</u></b>

Motion to accept & Seconded: Sarah C  
Jasmin V

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<b>8. Principal's Report – Sally B.</b>	
<ul style="list-style-type: none"> <li>➤ Last week year 5 went away on camp to the great Aussie bush camp. Lots of great activities and a lot of fun by all.</li> <li>➤ Student in year 6 representing NSW at PSSA in softball. In the past the P&amp;C were approached for a nominal donation towards this.</li> <li>➤ Book Fair into the library next week. You can come into the library from 3-4pm on the days of the book fair to purchase a book to donate to the library.</li> <li>➤ On 16<sup>th</sup> November, NPS will be having a volunteer light lunch for all those that help out with NPS. Notes will be sent to all the volunteers that help out at the school in the coming weeks.</li> <li>➤ Friday 28<sup>th</sup> October is World Teachers Day. P&amp;C to provide morning tea for the teachers.</li> <li>➤ This Thursday is the first Kindy O day. Currently have 68 enrolments.</li> </ul>	
<b>9. Actions from last meeting:</b>	
<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>➤ One BBQ has been ordered and is ready to be collected.</li> <li>➤ School to buy one and P&amp;C to also purchase one. Kate to look into pricing with Bunnings. Also the possibility of having a sponsor to fund it.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Nancy to provide a presentation on "How to Support My Child with Reading at Home" to the P&amp;C at the first Term 4 P&amp;C Meeting on 25th October.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Great presentation given by Nancy, Cara and Emma. Some resources to be included in the next newsletter.</li> </ul>
<b>10. General Business</b>	
<p>Colour Run funds – Below are the great ideas that were proposed for the use of the funds raised by the Colour Run. All at the P&amp;C meeting in favour of the school proceeding with the below.</p>	
<ul style="list-style-type: none"> <li>➤ Kitchen Garden ideas                             <ul style="list-style-type: none"> <li>➤ Shed upgrade and supplies</li> <li>➤ Equipment</li> <li>➤ Seedlings</li> <li>➤ Yarning Circle</li> <li>➤ Bush Tucker Garden</li> <li>➤ Specialist talks</li> <li>➤ Learning space</li> </ul> </li> <li>➤ Seating under the trees on the oval</li> <li>➤ Quiet area                             <ul style="list-style-type: none"> <li>➤ Larger garden games</li> <li>➤ More trucks</li> </ul> </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 this could be a simple upgrade to improve performances and ceremonies.</li> <li>➤ Mark S. to get quotes for these items and share with the P&amp;C to discuss at the next meeting. Could be used as the school wish list items for 2023.</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>➤ Sarah and Micaela to work on World Teachers Day morning tea for Friday 28<sup>th</sup> October to cater for approx. 30 staff.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ P&amp;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> </li> </ul>	

MINUTES FOR THE P&C ASSOCIATION MEETING

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Meeting schedule	
2022	
October	P&C Meeting – 25 <sup>th</sup> October 2022 at 7:00pm
November	P&C Meeting – 29 <sup>th</sup> November 2022 at 7:00pm

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