



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 24th October 2023



Meeting Opened:	7:07 pm	Meeting Closed:	8:36 pm
Present:	12 in attendance as per attendance spreadsheet		
Apologies:	Kate N, Sarah C, Kara T		

1. Welcome and apologies			
Apologies as per above			
2. New members			
3. Review and acceptance of previous minutes			
Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)			
Motion to accept:		Matilda H	
Seconded:		Laura S	
4. Correspondence In/Out			
4.1. Correspondence In:			
➤ None			
4.2. Correspondence Out:			
➤ None			
5. Presidents Update: Frank V			
➤ Kate N has moved out of her role of President and Frank has now taken over.			
➤ Thank you to Nancy, Julie and everyone else that helped on the day for the Referendum BBQ. It was a great community day.			
6. Explore & Develop: Laura B			
➤ Apologies that we could not be there this evening. Since we last met, we attended the Explore and Develop Expo where we had an allocated exhibit to showcase a highlight of our practice. When choosing what we would focus on it was hard to go past the lasting connections between the OSHC and the long day care. As we have been facilitating visits between the services it has been so wonderful to observe relationships blossom. Other services were very inspired by the movement.			
➤ The children have come back to school excited and ready for their last term. We have been enjoying the weather with lots of water play. In our latest educator meeting we brainstormed different group games, activities and team building exercises to promote positive relationships and attitude. We will also be having a fun filled Halloween afternoon next Tuesday, and have invited the children to bring some costumes to change into after school.			
➤ We have excitedly begun planning our end of year celebrations with the children. To continue these positive connections the first week of school holidays will include some shared experiences and activities across both services.			
➤ I am currently completing 2024 enrolments for OSHC. Enrolments for next year are full, with Friday afternoon being the exception. With over 35 new kindergarten children requiring care, I am ensuring that everyone gets some of their preferred sessions. These families have also expressed interest in vacation care in January, spots will be extremely limited. We have considered that children starting Vacation Care before they have started school can present some emotional challenges and stress. I will be attending and speaking at kindy orientation on Thursday to introduce myself and speak a little about OSHC.			
➤ Long day care enrolments for 2024 are also full.			

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<p>➤ We have also started the process of reviewing our safe arrival and departure risk assessment, which we will consult with Julie and OSHC families.</p>	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula P/Kathy S	
<p>➤ Paula has been unwell and hasn't been able to operate the uniform shop since the end of September. Kathy S has stepped in and is running the shop in Paula's absence until she returns. We wish Paula all the best in her recovery.</p> <p>➤ Between Kathy S, Kate B and Paula's daughter, the uniform shop will continue to open on Tuesday and Thursday mornings as well as the Kindy O days. From the week of the 6th November the uniform shop will only be Tuesday mornings.</p> <p>➤ There has been a delay on the bucket hats but they are expected to come in shortly if they haven't already.</p> <p>➤ School bags should also be arriving in the next month.</p> <p>➤ Have brought on Kathy under a casual contract during the time she is stepping in to manage the shop in Paula's absence. Kathy has been a volunteer in the uniform shop for at least 10 years.</p>	
Motion to accept:	Laura S
Seconded:	Michelle F
7.2. Canteen Report – Sarah C.	
<p>➤ All is going well in the canteen.</p> <p>➤ This is the link for the canteen volunteers schedule https://signup.com/go/zNtadNy</p> <p>➤ World teachers' day morning tea for the teachers is in preparation for Tomorrow 25th October.</p> <p>➤ Halloween treats in the canteen Tuesday 31st October. Posters are up and orders have been flying in. Preordering closes 26th October.</p> <p>➤ Pest control in the canteen- I was unaware since the last pest control spray in the canteen until Peter informed me that it had not been done for a few terms as it used to be done when the school was sprayed but there has recently been changes, it to the system. It is a requirement by the NSW food authority the canteen needs to be done every term. Julie will talk more on this tonight, but we need to ensure moving forward that there is a system in place where it is done when required to avoid any issues. – As the school as a whole is only done once a year, for the specific requirements of the canteen, this is to be organised by the canteen when required.</p> <p>➤ There are no Workplace health and safety issues to report.</p>	
Motion to accept:	Keitana M
Seconded:	Kate B
7.3. Band Report – Laura S	
<p>➤ Band report:</p> <ul style="list-style-type: none">○ 2024 rehearsal days confirmed. – Monday, Tuesday and Wednesday in 2024.○ Sasha Stocken to take training band Monday in 2024. As mentioned last meeting, string ensemble will be made into junior and senior strings next year with Marc Valpiani conducting junior group.○ What paperwork do we need to provide these sub contractors? Laura to speak with Nadine to get details.○ Year 2 2023 had introduction to instruments of the band/strings and expression of interest form sent home in week 2.○ Parent information afternoon to be held on 25th October.○ Onsite private tuition for 2024- who is the best school contact for paperwork, room allocation, availability? Parent volunteer Danielle Sherlock will put together a flow chart if other parents would like to organise instrument tuition on site. Danielle is planning to organise a violin tutor. Danielle is working with the office to co-ordinate this and will share process with other interested parents.○ Band will be included in the leadership program for next year.	
Motion to accept:	Matilda H

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Seconded: Kate B

7.4. Fundraising Report – TBC

CHRISTMAS GIFTS

- Plates were all submitted in time. Actual number TBC
- Made about \$2,000 profit from the plates.
- Due to be delivered prior to Christmas.
- Will need a couple of helpers to distribute to classes.

REFERENDUM DEMOCRACY SAUSAGE

- BBQ went really well. Was a great community event and had a great pool of volunteers.
- Timeslots for each year group worked well.
- Lots of people were looking for cakes as well.

CHRISTMAS CAROLS

- Confirmed date of Tuesday 12th December. (Week 10)
 - BYO food and picnic
 - Santa – ask E&D
 - Still do raffle
 - Drinks and Ice blocks for sale from the canteen
 - As there is no Fundraising Co-ordinator, the exec to take the lead.

7.5. Treasurers Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn For the period 1 September 2023 to 20 October 2023

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank				
Band Account	35,798.51	440.00	10,945.00	25,293.51
Canteen Account	18,760.36	25,709.87	28,053.88	16,416.35
Debit card account	357.79	1,097.87	1,037.72	417.94
NPS Main account	21,973.24	17,123.14	15,757.85	23,338.53
Uniform Shop account	40,082.29	6,859.06	2,967.41	43,973.94
Total Bank	116,972.19	51,229.94	58,761.86	109,440.27
Total	116,972.19	51,229.94	58,761.86	109,440.27

Since last P&C Meeting:

- Band:
 - Paid tutors and conductors for band weekend and term 3
 - All outstanding students payments received.
- Canteen:
 - Paid Q3 2023 PAYG tax and superannuation

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- Uniform shop:
 - Sales going well
 - PAYG & Superannuation paid
- Main acct:
 - Father's Day profit \$769.72
 - Design a plate profit \$ 1,923.24
 - Referendum profit \$ 1,365.43
 - Over \$4,000 in fundraising

Design a plate

Income

Flexischools	1,923.57
Flexischools	7,952.67
cash	87.00
	<u>\$ 9,963.24</u>

Expense

Cost of plates	8,004.00
Postage	36.00
	<u>\$ 8,040.00</u>

Profit **\$ 1,923.24**

Fathers Day Breakie & Gift stall August 2023

Income

Flexischools	Gifts & food	\$ 3,643.20
EFTPOS	Gifts & food	\$ 70.00
Cash banked	Gifts	\$ 370.00
Donation from E&D	to be paid	\$ 1,000.00
		<u>\$ 5,083.20</u>

Expenses

<u>Supplier</u>	<u>Item</u>	<u>amount</u>
Gifts	smart gifts	\$ 1,599.25
Gift Bags	Kent Paper	\$ 382.95
Catering	Corella	\$ 1,105.50
Bacon & Eggs	Devitts	\$ 550.00
Bread rolls	Tiens	\$ 315.00
Cardboard trays		\$ 114.13
Egg Rings		\$ 140.00
Sauce, serviette	Woolworths	\$ 106.65
		<u>\$ 4,313.48</u>

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Profit - **\$ 769.72**

Referendum BBQ October 2023

Income

Cash Banked	\$ 1,171.70
EFTPOS	\$ 1,700.00
	\$ 2,871.70

Expenses

<u>Supplier</u>	<u>Item</u>	<u>amount</u>
Devitts	sausages & onions	\$ 684.60
Frank	Bread	\$ 350.00
Frank	Tray warmer fuel	\$ 147.95
Frank	individual serving trays	\$ 71.50
Frank	Woolworths	\$ 124.25
Kate	Ice & cans	\$ 127.97
		\$ 1,506.27

Profit - **\$ 1,365.43**

Motion to accept: Keitana M
 Seconded: Michelle F

8. Principal's Report – Julie T.

- Rhea S joined the meeting and is now a full time member of the exec team as an AP. This week she was the coach of our NSW State Knock out touch championship team.
- Thank you Frank for his leadership for the BBQ.
- 2024 is fast approaching – the school will start its planning based on numbers. About 80 kids for kindy next year. A lot of temp teachers are now permanent so has created a lot more stability. One position has been released for filling but if we need to fill internally will need a P&C member for the panel.
- Night of the notables – Stage 3 select a notable person and research them and present that person, dressed up. From Winston Churchill to Jermaine Greer, matildas. Was a great imitative. Will continue on 2 year cycle.
- Staff continuing to learn new curriculum. Lots of great learning processes for teachers as well when looking through the new units of learning and how to deliver it.
- Some parents start to think about the end of the year, \$50 is the limit for teachers. Julie to send through the guidelines.

9. Actions from last meeting:

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ School hall stage curtains and spot lighting. <ul style="list-style-type: none"> ○ 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. ○ 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 | <ul style="list-style-type: none"> ➤ Mark S has heard back from the company. They will come out again a re-quote. ➤ Julie has also put on to assets to review as well. |
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<p>overhead. There is a lighting bar already installed so this could be a simple upgrade to improve performances and ceremonies.</p>	
<ul style="list-style-type: none"> ➤ Solar in Schools – Nicki C <ul style="list-style-type: none"> ○ 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. ○ 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. ○ 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. ➤ 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. 	<ul style="list-style-type: none"> ➤ No update.
<ul style="list-style-type: none"> ➤ Chess club – Debbie S. <ul style="list-style-type: none"> ○ 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. 	<ul style="list-style-type: none"> ➤ No update
10. General Business	
<ul style="list-style-type: none"> ➤ School Fun Run 2024 – Will work towards a Term 3 timeframe for 2024 as term 4 is always very busy with lots of activities. 	
<ul style="list-style-type: none"> ➤ Lydia Michel shared PBL Presentation – Positive Behaviour Learning framework at Narraweena Public School has been in place since 2010. ➤ Proposing to change the school values to Responsible, Respectful and Resilient from Responsible, Respectful and Safe. More details to be shared once finalised. ➤ Peace Keeper Project – implemented with year 5 this year. Help K-2 students resolve minor conflicts in the playgroud. Students self nominated themselves for the program. Went through a whole day training program. Will share more details in the Newsletter. 	
<ul style="list-style-type: none"> ➤ P&C Levy \$13, 725 for the year. 	
<ul style="list-style-type: none"> ➤ Code Camp - \$32 per lesson, using school grounds and school computers. Not to proceed. 	
Meeting closed 8:36pm	

Meeting schedule	
2023	
October	P&C Meeting – 24 th October 2023 at 7:00pm

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Meeting schedule	
November	P&C Meeting – 28 th November 2023 at 7:00pm

Draft fundraising schedule – 2023	
2023	
February	
March	
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast
June	
July	
August	
September	Fathers Day Stall/Breakfast
October	Election BBQ
November	
December	Christmas Carols – Tuesday 12 th December