



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 29th October 2024



Meeting Opened: 7:00 pm Meeting Closed: 8:50 pm
Present: 23
Apologies: Kate B, Kara T, Matilda H, Laura and Sabrina from Explore and Develop.

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Sarah J	Carolina O	Natalie L	Sladjana S
Sushila K	Susie R		

3. Review and acceptance of previous minutes

Minutes published here - [Parents' and Citizens' Association - Narraweena Public School \(nsw.gov.au\)](https://www.nsw.gov.au/parents-citizens-association-narraweena-public-school)

Motion to accept: Linda M

Seconded: Laura S

4. Correspondence In/Out

4.1. Correspondence In:

- ☐ An email came through the day of our last P&C meeting from Ricky Kwok, Traffic Engineer at northern beaches council with an update about the school crossings. - to be discussed in 'Section 9 - Actions from last meeting' as it relates to ongoing item. To summarise - He confirmed what we heard from Sally Carmody.

4.2. Correspondence Out:

- ☐ None

5. Presidents Update: Frank V

- Term 4 already, the year has flown by. Short update today.
- Good things in canteen space getting ready for halloween
- Next fundraising events in December, colour run and carols

6. Explore & Develop: Laura B

Spring Vacation Care was successful, all of the children had lots of fun and were definitely feeling recharged after the break. A special thank you to one of our wonderful parents Jess, a high school art teacher, who conducted another art masterclass for the children. We have started planning for our Summer Holidays and hope to open bookings at the end of next month.

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Our connections with OneMeal have continued to establish, with one of their volunteers recently donating worms for our worm farms in long day care. We continue to donate baked goods and non-perishables every Thursday at Beverly Job Park. For Christmas we are using a reverse advent calendar to create hampers for OneMeal. Each Tuesday afternoon Long Day Care hosts "Heart Club", where children, families, OSHC students and members from the community are invited to sew felt hearts, which are also given alongside our baked goods to One Meal.

In preparation for school next year, our pre-school children have been participating in excursions on the school grounds. They are looking forward to kindy orientation this week. Our OSHC students have also been thinking of ways to support our new students next year, they have used Canva to create "Children's Handbook" that they can give to their peers as they start OSHC.

We are looking forward to a fun-filled end of the year with lots of visits, activities and events planned.

Enrolments for 2025 are almost finalised, with both services being full (apart from Fridays at OSHC).

7. Sub-committee reports

7.1. Uniform Shop Report – Clare P

As always thanks to the helpers who make life so much easier.

Faulty School Bags

We are still receiving returns from the previous batch of faulty school bags. Unfortunately, we've also encountered some cases where very old bags have been returned, being presented as new purchases from this year. The supplier has confirmed that these bags are several years old, so they cannot offer a reimbursement, which places the financial burden on the uniform shop for replacements already made. To address this issue, we will now be taking photographs of faulty bags to send to the supplier for credit before processing any exchanges. While this will slow down the replacement process, it is a necessary step to protect the uniform shop financially. Please remember that while our school bags come with a 'lifetime' guarantee, it applies only to one child for the duration of their schooling. The bags should be maintained in reasonable condition and not treated roughly.

Uniform Stock

We are fully stocked with uniforms, and any out-of-stock items are on order, expected to arrive in early November.

Uniform Donations

We greatly appreciate donations of clean, official school clothing to the uniform shop. However, we cannot accept non-official items (e.g., Best and Less girls' jazz pants). To prevent these items from going to waste, please consider sharing them with friends or via class chats. If clothing is no longer in good condition, you can recycle it at H&M—there's a clothing collection bin by the tills on the ground floor.

Second-Hand Uniform Sale

We are excited to announce another second-hand uniform sale on Friday, November 15. We hope to see you there! Canteen Manager Sarah will be away that day, Canteen liaison Matilda will need to run the iceblock Friday.

Motion to accept:	Emilia W
Seconded:	Renee C

7.2. Canteen Report – Sarah C.

· There have been a few volunteers coming in to help with services which has been great, the kids love seeing their parents and carers in the canteen.

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- World Teachers Day: Went well, I gave the teachers a chance to create a wish list of things that they would like at the morning tea, all wishes were granted and received well by all the teachers, the candy bar was a favourite again.
- In the next newsletter I will be putting in a reminder that when packing your child's recess lunch etc to also provide cutlery as children are still coming and asking on a daily basis.
- PSSA orders have been going well and people are slowly remembering to place the correct orders. I am away on Nov 15th for my sister's wedding, I will have my usual staff working that day and have also organized for a regular and more than capable volunteer to come in on that day to hopefully make the day run as smoothly as possible. To try and take pressure off the ladies that day and so PSSA orders can still be fulfilled I have created a separate ordering system for that day for PSSA on Flexischools. If a child is doing pssa on the 15th of November their order has to be in no later than Thursday 14th November so that I can have as much as possible organised on the Thursday before I leave. This is the only alternative I can offer apart from not allowing PSSA orders that week. I have had discussions with Rod Tuckerman, and this was the solution we both came up with, children who do PSSA in yrs 3-6 will be told and I have also put out a notification via flexischool app. The majority of Year 5 are also away at Bush Camp so this will hopefully make things easier.
- Flexischools has updated their website to allow sibling ordering. This is not yet available on the app, but they are working on getting it on the app.
- During the school holidays the canteen floors were cleaned, and it appears that a power cord was unplugged which powered one of the freezers with the premade meals etc in it. Nadine Fagan has been wonderful in organising and communicating with the cleaning company to attain compensation for all the spoiled food that had to be thrown out and Peter has changed the power supply set up to ensure that this situation is avoided in the future.
- Halloween recess treat special this Thursday. Preparation is going well and I have organised for some parents to come in and help with service, it should be a fun and busy morning.
- Workplace health and safety issues to report. None to report

Motion to accept:	Laura S
Seconded:	Tamar S

7.3. Band Report – Laura S

- Band recruitment for 2025 in progress with second session on Wednesday. We have made the process more engaging and hope to grow the training band. 15 students would be ideal.
- Training band conductor Sasha is unable to continue in 2025 so we're looking for a new training band conductor- Mark is asking around and if no one known, we will advertise.
- \$50 deposit will be required this year to secure a spot for 2025 as this year there were lots of changes of minds at the beginning of the year after instruments have been serviced.
- Concert band and strings numbers have stayed steady.
- Performances coming up are- Nov 20th Cromer connect at Cromer high school & local pre school student concert on Wednesday 30th October.
- Next year, Tamar can no longer continue as band treasurer, thank you to her for her commitment and support of the band. We will start looking for someone to take over.
- Last year the P&C paid to hire a PA for Carols, Is P&C willing to do that again? Plan A yes. Plan B - if the pathway works are in progress, the location will not be on the field, but under the COLA, in which case the PA system is not required. There will be no food trucks.

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Motion to accept: Tim M
Seconded: Joanna M

7.4. Fundraising Report – Frank V

- Micaela has left the school, but we wish to thank her for all of her tireless work!
- Colour run: we are grateful for Linda to take charge of this fundraising event. We are in the full swing of fundraising, currently sitting at 18k so far. Lots more to go to hit our target and we have 3 weeks left to fundraise. Friday last week we had our first sliming. All children who had raised \$50 went into the draw to slime Mr W. The same draw will happen soon, and the last one will be after fundraising closes, but it'll be the same fundraising time frame. Cut off for fundraising closes earlier than the run itself, so that the children will have the time to order their prizes before the end of the school year. We will need a lot of parent volunteers on the day, we will not start advertising for that just yet though. On the day we will have multiple sessions for the grades, the 1st run to start at 12pm, beginning with yr6 and going down. Sarah C offered that the canteen can do a fun run meal deal like last time.
- Board game night report - The event was quite small, only 6 attended, but fun was had by all. Some people brought snacks (chips and brownies), there was coffee/tea/hot choc and wine. We played a few games, and ran over time by almost an hour. We should discuss if we want to repeat this activity or leave it as a one-off? Yes, let's do it again at some point in the future.

7.5. Treasurer's Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn
For the period 1 September 2024 to 18 October 2024

Account	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	26,503.31	315.00	2,680.00	24,138.31
Canteen Account	9,231.19	25,926.68	32,150.05	3,007.82
Debit card account	214.63	330.83	365.25	180.21
NPS Main account	32,780.64	10,884.14	2,504.62	41,160.16
Uniform Shop account	54,796.09	6,898.88	6,563.82	55,131.15
Total	123,525.86	44,355.53	44,263.74	123,617.65

Band:

- Payments from student invoices from term 3 have been received.
- Band conductors paid from term 3.

Canteen:

- Going well, looking forward Halloween treat sales
- PAYG & Super payments for Q3 2024 have been paid, thus the account balance looks low, but sales are going well to cover expenses.

Uniform Shop:

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- Sales covering expenses, nothing to note.
- Healthy balance that can be used to go towards school donation

Main:

- Election Day BBQ & cake stall did very well, we banked over \$5,500
- Waiting for a few more expenses to be received but estimate the profit to be over \$3,500

I have also connected with a school parent, who is an accountant and can audit the accounts at the end, before the AGM.

Motion to accept:	Emma C
Seconded:	Nick T

7.6. Grant-writing report - Emilia W / Emma C

The grant opens on 4th Nov and we have met with the principal to prepare for when it opens. We haven't started writing anything yet. But I can get the ball rolling by flagging that we will need some support letters for the application:

"You can also submit up to three (3) letters demonstrating community support for the proposal. Letters should be from community groups who will directly benefit and engage with the planned infrastructure project. Letters from government employees or representatives are not accepted as eligible support material."

A letter from the P&C would be helpful to the application.

8. Principal's Report – Julie T.

Julie T:

New space, next time we can make a circle. With book fair set up today in the library, the new space works well

Acknowledgement of country. Our 16 first nations students had a community afternoon to build their sense of community and culture. We are collaborating with a first nations artist to create a piece reflecting our school/community. At Narraweena we have the biggest population of first nations students in the local area and we do not take lightly our responsibility to their well-being.

Thank you to Sarah C and the P&C for the lovely morning tea for world teacher's day. It was enjoyed by all.

Thank you to Linda for taking charge of the colour run.

Playground update: we are talking to a new supplier and things look good, their prices look reasonable. Hopefully we can dig up the softfall January 2025 and begin works.

Grounds - pathway: A project proposal was submitted for a pathway to be installed from OOSH to Ronald St Gate to make it safer.

There will be 8 staff development days next year, increased from 5 this year. These days are used well to work out curriculum, improve teacher skills etc. No news when these days will fall within the calendar year. This is out of our hands but we will let you know asap.

Student numbers: kindy enrolment is down across the board, please encourage friends/neighbours to enrol so we can get a better idea of numbers for Kindy 2025 for planning.

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****HOT TOPIC**** Class formation process: In August we estimate numbers for the following year and submit to determine budget for staff. Class size: Kindy: 20, Yr 1: 22, Yr2: 24, Years 3-6: 30, composites as needed, and we do what we can to avoid cross-stage composites (eg K/1) for smooth curriculum delivery.

We are likely to have some composite classes in our 2025 classes.

Steps:

- 1 Plan number of classes in each grade/stage (plan A, plan B). Allocate teachers.
- 2 Match students with significant needs with teacher, then create small groups of students if needed (eg EAUD)
- 3 Balance classes, eg gender, ability, needs, to ensure there is a range in each class.
- 4 Review/edit/review/adjust.

We get a small number of requests from parents. Don't feel obliged to write one of these letters - the teachers already know which students work well and which ones don't, we know your children well, and we want kids to be happy because happy kids learn the best. It is in everyone's best interest to get this process as good as it can be. As parents we can help our children to look at change with positivity.

The old stigma around composite classes of the lower grade being the 'smart' kids and the higher grade being the 'dumb' kids is simply not true, hasn't been true for a decade or more. Often the children selected for composite classes are students who are more capable to work independently, no matter their individual academic level. Please do not make assumptions or be upset if your child is placed in a composite class.

A job-share class is nothing to be worried about either - the communication between both teachers is so great, and the students get the opportunity to build relationships with two adults.

Nancy C:

The Anxiety Project - we are applying to get involved in The Anxiety Project next year. Levels of anxiety across the boards have risen (children, adults, etc). Note, this does not cater for the 5-7% of students that have a diagnosable anxiety disorder, this is for general worries.

This is a two year program that has the backing of the primary principal association.

It involves student lessons, teacher professional learning, and parent workshops. The school will engage with parents/carers for direct program training.

Of the schools who have completed this program, there has been a reduction of 34% of students who have 'high anxiety'. This helps students' overall well-being.

We have been in discussions with other northern beaches schools who are in their 1st year of the 2yr program and feedback has been very very positive, with improvements seen in their students' lives already.

This is in line with resilient of 'Respectful, Responsible, **RESILIENT**'.

9. Actions from last meeting:

Safer school crossing at Alfred st and at Parr Parade.

Letter to council and local member of parliament was sent end of June 2024.

Dear Mr Valentino,

Thank you for your letter to Council requesting upgrades to two road crossings near Narraweena Public School, Narraweena. You may have already been provided the following details through the representative of the Member for Wakehurst Mr M.

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<p>We received an acknowledgement from council start of July.</p> <p>We received email from Sally Carmody (an electorate officer and the school liaison officer) who is in communications with council supporting us with this request, mid July.</p> <p>We have received another email from Sally Carmody 9th August with the update that councils rely on state funding for road and safety improvements around schools. 6 raised pedestrian crossings and 3 raised platform intersections, in the roads surrounding Narraweena Public School, <i>which include Waratah Parade, Ronald Avenue, Parr Parade and Alfred Street.</i> 9th august</p> <p>We received email from Ricky Kwok Traffic Engineer at council:</p>	<p>Regan’s office, however I just wanted to ensure that you did receive a response from Council if the information was not conveyed.</p> <p>Council has implemented a number of projects to improve safety around Narraweena Public School. In the past few years, Council installed two marked pedestrian (zebra) crossings on Waratah Parade approximately 60m north and south of the intersection of McIntosh Road and Waratah Parade. These crossings facilitate the movement of pedestrians across Waratah Parade on the frontages of St Johns Primary School and Narraweena Public School.</p> <p>Due to the high cost of works and limited resources, Council relies on State funding to deliver many of the road and safety improvements projects around Schools.</p> <p>Council recently submitted a nomination for a Narraweena Safer Schools Package to obtain funding under the School Zone Infrastructure program.</p> <p>Raised Platform Intersections (similar to the treatment constructed at the intersections of Carawa Road, Lillihina Avenue and Carcoola Road), are proposed at the Parr Parade/Alfred Street intersection and Ronald Avenue/Alfred Street intersection, where the School P&C have raised safety concerns.</p> <p>The overall package of works includes concept designs for 6 Raised Pedestrian Crossings and 3 Raised Platform Intersections, in the roads surrounding Narraweena Public School; which include Waratah Parade, Ronald Avenue, Parr Parade and Alfred Street. The total cost of works is estimated to be over \$1.25 million.</p> <p>Decisions regarding funded projects are expected to be announced in early 2025, and Council will provide further communication with the School if we are successful in obtaining funding.</p>
10. General Business	
<ul style="list-style-type: none"> ● Item from Tim M for meeting T3W8 - adding incentives to get more people to come to the meetings. ● Discussion ideas at meeting T3W8 : summary of agenda items to class parents to distribute rather than the full agenda as a link to click through. Give parents a better idea of what happens in meetings - discussion, voting, decisions for and around the school etc. 	

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It is noted that our P&C numbers are quite healthy compared to previous years, and compared to other schools. We had 32 attend the AGM, and get an average of 17 attend meetings since.

Tim unable to attend T3W8 meeting so item to be included next meeting for further discussion.

- Today's meeting T4W3 moved location and advertised 'hot topics' to try to interest more people in attending and participating. We had 23 total in attendance, 6 visitors and 1 became a member. Term 2 meeting average was 17.5, term 3 meeting average was 18.

- Item from Sarah C - Mid this year I applied to the local clubs' grants committee for a grant at Manly Warringah Leagues club for free room hire. The grant was successful, and we have been gifted free room hire for Saturday 15th March 2025. (With space for 220 people)
- My proposal is to hold a fundraising trivia night the school has not had one in years due to covid, I had one ready to go back in 2021 but the 2nd wave of covid had other plans, so would love to be able to bring this one to the parents and to raise money towards the playground.
- I am looking at putting together a trivia committee where these individuals will help to obtain sponsorship and prize donations for the night. Also, on the night will also be available to help sell raffle tickets and run a few games.
- Committee/ volunteers are expected to: · Respect confidentiality and privacy, · Be punctual and reliable, · Carry out the duties asked, · Be accountable, · Give notice if your availability changes or you are leaving, · Deal with complaints in the appropriate manner, · Ask for support when needed, · Support other team members, · Represent the school and community in a respectable and positive manner, · Give any donations or prizes that are collected straight to the Trivia Co-Ordinator as soon as received. So safe keeping .
- Once a committee team has been set up information re the night will be put out for the parents: i.e. ticket sales, request for donations, sponsorship etc

Proposed change of the bylaws:

At Narraweena we traditionally hold the AGM on the first meeting of the year T1W3. This proposal is to move the AGM and hold it at the last meeting of the year T4W8 instead.

Discussion of pros and cons: filling the positions as the year closes means the new P&C is ready to go in the new year. Our school has minimal unexpected population change so there will likely be stability in the positions. The incoming Kindy parents won't be able to nominate themselves for a position - but they are able to join and contribute in meaningful ways while getting to know what the P&C does, and are still able to volunteer for events or in the canteen etc. Though they are very welcome to, the outgoing year 6 parents likely won't want to hold a position with their child/ren at high school.

Vote held to change the date of the AGM, vote carried with 14.

Meeting closed 8:50pm

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Meeting schedule	
2024	
February	AGM and P&C Meeting – 20 th February 2024 at 7:00pm
March	P&C Meeting – 19 th March 2024 at 7:00pm
May	P&C Meeting – 14 th May 2024 at 7:00pm
June	P&C Meeting – 18 th June 2024 at 7:00pm
August	P&C Meeting – 6 th August 2024 at 7:00pm
September	P&C Meeting – 10 th September 2024 at 7:00pm
October	P&C Meeting – 29 th October 2024 at 7:00pm
December	AGM and P&C Meeting – 3 rd December 2024 at 7:00pm

Draft fundraising schedule – 2024	
2024	
February	
March	Easter Raffle/Morning Tea (Thursday 28th March)
April	
May	Mothers Day Breakfast (Friday 10th May)
June	
July	
August	Fathers Day Breakfast (Friday 30th August)
September	Local election - BBQ and bake sale (Saturday 14th September)
October	
November	
December	Colour Run (Thursday 5th December) Christmas Carols (Monday 16th December)