



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 6th September 2022



Meeting Opened:	7:00 pm	Meeting Closed:	7:40 pm
Present:	11 in attendance as per attendance spreadsheet		
Apologies:	Linda M, Sally B, Micaela J, Sarah C, Daniel B, Laura S, Mark S		

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 - Narra weena Public School (nsw.gov.au)			
Motion to accept:		Jess M	
Seconded:		Meg K	
4. Correspondence In/Out			
4.1. Correspondence In:			
<ul style="list-style-type: none"> ➤ P&C WWC check from Gina in the office. P&C need to register all employees WWC details with Service NSW - Kate B to do this ➤ Parents donation - \$13,277 - Kate B to send an invoice to NPS for them to pay P&C 			
4.2. Correspondence Out:			
<ul style="list-style-type: none"> ➤ N/A 			
5. Presidents Update:			
<ul style="list-style-type: none"> ➤ Good news - we have a new BBQ ➤ Strings Band performed at the Opera House and should be very proud of their achievements - a big thank you to the Band Committee for supporting them and dedicating their time to make it all such a success ➤ Fundraising Committee have been incredibly busy with the Colour Run, Book Parade morning tea and Father's Day Brekkie & Gift Stall. Huge thank you to everyone who has been involved, taking time from their working week to support all these activities. Thank you to Jenny A. who has been instrumental in the mother's & father's day gift stall for many years, she is signing off from this role as this is her last year as a parent at NPS. ➤ Sarah continues to do an amazing job in the Canteen and is adaptable to the many requests she has. Thank you ! ➤ Thank you to Paula who runs the uniform shop seamlessly, supporting the new requests that come through and seeks out ways to manage our stock. 			
6. Explore & Develop: Sabrina and Amanda			
<ul style="list-style-type: none"> ➤ The children have been loving all things sports and music at the moment. They have really enjoyed teaching each other the dances that were performed during education week. We have started to choreograph our own OSHC dance, it has been great to have so much interest from all children from all year groups. As always we are enjoying our afternoons outside and making the most of the sunshine. ➤ Spring Vacation Care is live on the app with a new online booking form which the parents have responded really well to. We have picked incursions and excursions based on the children's current interest, especially gymnastics, football, soccer and dance. Most days are already full, with most filling up in a few days. It has been great to hear of the parents communicating and utilizing the app. ➤ OSHC 2023- re enrolment is also underway, we have a lot of siblings to accommodate to as well as families who are new to the school next year. I will finalize these days with families early Term 4. 			

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- 2022 Term 3&4 availability- All mornings and afternoons are full with the exception of Fridays. We have some families away overseas which has cleared up a few casual positions which parents have been booking on the app.
- LONG DAY CARE- enrolments for 2023 have now been finalized, we are at 100% capacity. We are also excited to announce that approx. 25 children will be transitioning to Narraweena public school next year.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P

- **Stock**
 - We have a lot of 2nd hand long sleeve polos in size 6, 8 & 10, then a few size 4 & 12. If we could add that to the newsletter, it would be much appreciated. They sell for usually \$5.
 - With this in mind, I'm not sure if it's worthwhile setting up a table at Kindy O? Or if there is anyone free to do that? – *No table available, just have shop open*
 - We have a very small quantity of the girls winter pants in stock, only a very few of the ones P&C approved, but I also got a small quantity of a similar style which I believe may interest the older girls...when thinking of a dance pant equivalent? Though at \$35.00 we are never going to compete on price.
 - I've replenished supplies in preparation for Kindy O. I have the dates for Kindy O & have added them to my calendar!
 - Memory bag sample shared during meeting – no enthusiasm for it from those in attendance.

Motion to accept & Seconded:

Jess M

Meg K

7.2. Canteen Report – Jason K (by Sarah C.)

- All is going well been a busy few week in the canteen with all the events.
- The fun run sausage meal deal went down well. Next time I know what to do better and when the new BBQ are all set up will make it easier.
- Hot chocolate will be stopped at the end of this term with hopefully the weather warming up, sales are starting to drop off and colder items picking up.
- The disco day went well bagging almost 500 bags of popcorn, may however investigate pre-packaged ones from the popcorn supplier as it makes an already busy Friday even busier so if it can be already done and it's just a matter of storage and handing out on the day. Just have to weigh up cost.
 - *Discussion around Year 6 parents to assist in the canteen - they were unaware that extra assistance was needed. For any further Year 6 events please speak with Mr. Tuckerman and he will make sure there are parent volunteers to help.*
- The canteen is also making steps to go single use plastic free as possible in line with the new NSW government single use plastic ban taking effect on 1st Nov 2022. Finding alternatives for packaging in the canteen. The main wastage of plastic in the canteen is spoons and our alternatives are the bamboo cutlery which more expensive but only option, which may mean implementing a fee for those who constantly forget to bring cutlery with their packed lunch or recess. Alternatively, as an option each classroom could have utensils then when they return the lunch tub they can place the utensils in it for washing and then they can be returned back to that classroom.
- Here is more information on the single use plastic ban .
<https://dpe.mysocialpinpoint.com.au/plastics-ban-nsw> [dpe.mysocialpinpoint.com.au]
- A reminder to all classes either via email from class parents and in the newsletter on a regular basis reminding parents that if they pack something that requires cutlery they need to put it in their child's lunch bag.
- Also another reminder that they can not bring their own birthday treats for the class to school there are many children at school with allergies and the canteen and office does not have the space to accommodate the storage of the items . The birthday treats can be ordered via flexi schools and the cutoff time has been changed to 1 day

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prior . However if they forget and remember the morning of Sarah is always happy to take last minute orders to avoid the birthday child being disappointed. Ice blocks are 30c each and mini slushie 70c each .

- There have been recently children bring bags of Zooper doopers and other treats for storage in the canteen freezer for birthday treats.
- Would also like to put to the P an C about how they feel about Sarah adding a few Halloween themed things to the canteen for the week of Halloween nothing crazy just a few fun themed items for recess sale.
 - *All in agreement for this for over the counter sales only.*

Motion to accept & Seconded:	Rachel W Jess M
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7.3. Band Report – Laura S

- Band report Term 3, week 3
 - All band fees are up to date
 - Strings opera house performance last week was a success
 - Committee is planning to hold a concert to showcase the 3 bands early next term. We will use this as a fundraising opportunity.
 - *Band committee to confirm timings with the school*
 - *Band committee to make sure any fundraising event doesn't clash with any events already planned.*

Motion to accept & Seconded:	Lynda N. Meg K.
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7.4. Fundraising Report – Micaela J.

Colour Run –18th August

The Colour Run was a huge success, we were really lucky with the weather, all of the kids had the best time and the teachers were so great at getting involved, especially those 18 that were slimed! Thank you! We have raised \$48,840, the school will receive approximately \$34,188 once prizes have been purchased / fees paid.

Prizes have been ordered and should arrive in a few weeks and will be distributed to the students by the P&C.

Book Week Parade / morning tea

It was great to be able to invite the grandparents to watch the parade. Thank you to Sarah Collier for organising the muffins for morning tea!

Fathers Day Morning Tea – 2nd September

We had similar catering for Father's Day as we had for Mothers Day, from Corella Catering (owned by a school family).

The overwhelming feedback has been that the Dads would like bacon and egg rolls. We catered for 347 people (including children) so would need to discuss how this could work if we did do this next year.

Confirmed events for the rest of the year:

Trivia Night – 22 October

I am making up a save the date flyer – can this be sent out this week?
Along with a note asking for any prize donations people may be able to provide?
Perhaps parents in the school who have businesses etc.
The trestle tables fit 10 per table, 4 each side & 1 on each end.
Fundraising committee are sourcing prizes / donations.

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Questions:

- Theme – are we doing the 1 theme per table (people choose their own theme) or a theme for the whole night? *Each table can have its own theme.*
- Does anyone know how many tables we can fit in the hall? *Approx 20 tables can fit in the hall*
- *Chairs from the year 5 and 6 classrooms can be used.*

Christmas Carols – 9 December

7.5. Treasurers Report – Kate B

Bank Summary

Narraweena School Parents & Citizens Assn From 1 August 2022 to 31 August 2022

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	20,737	320	130	20,927
Canteen Account	33,732	22,233	15,478	40,487
Debit card account	408	858	858	408
NPS Main account	51,506	4,508	3,946	52,068
Uniform Shop account	33,736	2,851	1,739	34,847
Total	140,119	30,770	22,151	148,738

Since last P&C Meeting:

- Band:
 - Conductor fees paid & some student invoices received.
- Canteen:
 - Holding its own with sales & expenses – nothing extraordinary to note.
- Uniform shop:
 - Holding its own with sales & expenses – nothing extraordinary to note.
- Main acct:
 - Cash in:
 - Just Giving = Colour run = \$4,508 in Aug (\$43,492 in July) = \$48,000
 - Will need to pay approx. \$14,500 to cover prizes.
 - Cash out:
 - Donation to school for more decodable reader
 - Annual P&C assets & events Insurance = approx. \$1,600
 - Icare Workers insurance = approx. \$1,166

Motion to accept & Seconded: Kylie T
Rachel W

8. Principal's Report – Nancy C.

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- Early Stage 1 Zoo Excursion – huge success and so nice to be able to run excursions again. Everyone in good spirits.
- PLCs – Teaching Sprints – each teacher has chosen a personalised area that they feel they would like to improve. Demonstrates to students that we never stop learning and working towards improving ourselves. Some examples are – providing feedback, selective marking, and incorporating assistive technology into specific lessons...
- World Of Maths workshops – sessions ran for K to 6 – main focus was to continue to foster student engagement in the area of working mathematically and mathematical reasoning
- Book Week – Author Visit – Lucas Proudfoot - A talented storyteller, guitarist, didgeridoo, and stomp box player, and he has even been a special guest of ABC Play School. He was a hit with the students. Thank you to our Book Week coordinators
- Book Parade – Always a highlight and so pleased that we have continued to include our upper grades as they really engage and the younger students love seeing their older role models getting involved.
- Manly Zone Track and Field
 - A great day was had by all our athletes with Mr Adam as the team manager and Mrs Michel as one of the carnival organisers. 4 students progressed to the Regional Carnival and will represent the Manly Zone on Monday 19 September. They were Jamie L Yr 6, Mele M Yr 5, Nate B Yr 4 and Thomas O Yr 2.
- Trauma Informed Practice PL – final modules – staff participated in 6 hours of professional learning over the last 2 terms. We learnt about the science behind brain development and we were upskilled with strategies of how to support students who have endured trauma. The skills developed will support all students as we provide a consistent, calm, supportive environment to learn and thrive.
- Colour Run – Wow! Wow! Wow! Such a fantastic day of building community spirit. Staff, students and parents looked like they had an absolute ball. And it only took 4 shampoos to get rid of all the slime! Thank you to everyone involved. Your enthusiasm is second to none and people can't not get involved.
- PSSA Finals
 - Despite a season of turmoil with ground closures, bus booking issues and wet weather, we managed to complete 5 full rounds of PSSA and 2 weeks of finals. A very successful season for Narraweena, saw our Junior Girls Netball, Junior Boys Soccer and Junior Rugby League (who were undefeated) all win their respective competitions. Senior Boys Soccer were the Runners Up.
 - The Rugby League team also made the Quarter Finals of the Classic Shield (A State Knockout) The team travelled to Wyong and ended up as the 5th best team, an amazing result for our young team who will be even better next year.
- Data Driven Dialogue Days with Year 5 and Year 4 – Cara Maguire and I worked with staff in Year 5 and then Year 4 to unpack our 2022 NAPLAN data to see where we can bring in some immediate interventions that will impact this year's Year 5 cohort, and we looked at patterns and trends to inform where our teaching and learning programs should be adjusted to support our Year 4 students as they prepare for NAPLAN next year. NAPLAN will come forward to Term 1 in 2023. Staff are becoming more confident to understand data and then use it to inform their teaching practice moving forward.
- Year 1 Geography Excursion – given the excitement around Year 1's first ever excursion experience, the students were amazing. I know the staff and parent helpers would have slept well that night. Year 2 will be going this week (Week 8).
- Festival of Instrumental Music – strings and comperes – Watch out for a big write up and photos in this week's newsletter. Thank you to Emma Chaffer for her support on the day. Congratulations to Mark Stevens for preparing our students to participate in such a challenging event. Mark conducts for the DoE Arts Unit and was amazing to watch as he had 220 students in the palm of his hand. Such a talent, and we are so lucky to have him as our music teacher. Congratulations to Tallulah Pickard and Jamie Lau for compering the entire evening. At one point, they spoke in front of 3000 audience members and 700 musicians. I could not have been prouder of our comperes and string students. This is something they'll remember forever.

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- Father's Day Breakfast – Brilliant! Everything ran smoothly and the vibe was amazing. Such a happy morning. Thank you to all involved. Everything was done with a smile! Thanks also to Jenny Aiello for her enduring enthusiasm with the gift stall. Thanks also to all the volunteers.
- Day Disco – The students looked amazing! So much colour, so many smiles and so many groovy moves. Thanks to Rod Tuckerman, our Year 6 teachers and Year 6 students for hosting such a great event. Thanks also to Sebastian Hall for his very kind donation of disco lights and thanks to Julie Hall and Harry Hall for making the trip out to Rockdale to collect the lights.
- Kitchen Garden Beds Donation – Thank you! Apologies for any confusion that occurred. Our Garden Club committee is very excited to get going now that Spring has arrived, and the team is beginning plans for how to best coordinate the use of the beds. Georgia Gibson and Tim Scarlett are working on a grant application to help with sustainable water use in our kitchen garden.
- Admin building Update – Concrete was poured into the footings today. We should see some quick progress now that this has occurred...or so I've been told.
- School Administration Support Staff (SASS) week – we thank our admin team, GA, SLSOs, IT support, and school counsellor. Can't even begin to imagine what we would do if they didn't do what they do. Their support and hardwork is exceptional.
- Upcoming Events:
 - Year 6 Check In Assessment - window open until the end of term. Literacy and Numeracy assessments
 - Data Driven Dialogue Days with Year 2
 - Year 2 Geography Excursion
 - Senior Choir Preliminary Rehearsal for Festival of Choral Music
 - Jersey Day
 - Early Stage 1 Wildflower School Based Activity
 - Dental Visit
 - DanceSport Gala Event at DYRSL for Year 5
 - Honour Assembly – Numeracy Focus - Wednesday 21st September
 - Overnight Debating Camp for selected Year 4 and Year 5 students
 - Kindy 2023 Teddy Bear's Picnic
 - Mufti Day for winning house

9. Actions from last meeting:

➤ Offer of 2 x Garden Beds (2mx1mx1m) including all soil and plants for the school from Dell Technologies. Timing would be late July-ish	➤ Garden beds were delivered and set up.
➤ BBQ's are not in great condition. <ul style="list-style-type: none"> ○ P&C to look into replacement via Bunnings ○ Great letter received from the SRC to requesting new BBQ's. ➤ Kate N to follow up with Bunnings.	➤ One BBQ has been ordered and is ready to be collected.

10. General Business

- P&C Committee Positions still available are:
 - ..1. Vice President
 - ..2. General Committee Members
- If your interested in finding out more about either of these roles, please reach out to the P&C at narraweenaps.pandc@gmail.com
- School will present on "Supporting Reading at Home" at the next P&C meeting scheduled for the 25th October.
 - To be advertised in the newsletter and when sending out the invite for the next P&C meeting.

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Meeting schedule	
2022	
September	P&C Meeting – 6 th September 2022 at 7:00pm
October	P&C Meeting – 25 th October 2022 at 7:00pm
November	P&C Meeting – 29 th 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 th August
September	Fathers Day Stall/Breakfast – 2 nd September
October	Trivia Night – 22 nd October
November	
December	Christmas Carols – 9 th December