



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th September 2023



| | | | |
|-----------------|--|-----------------|---------|
| Meeting Opened: | 7:00 pm | Meeting Closed: | 8:36 pm |
| Present: | 13 in attendance as per attendance spreadsheet | | |
| Apologies: | Laura 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 - Narraweena Public School (nsw.gov.au) | | | |
| Motion to accept: | | Keitana M | |
| Seconded: | | Lynda N | |
| 4. Correspondence In/Out | | | |
| 4.1. Correspondence In: | | | |
| ➤ None | | | |
| 4.2. Correspondence Out: | | | |
| ➤ None | | | |
| 5. Presidents Update: Kate N | | | |
| ➤ Great success with the Musical Minds workshop. Big thank you to Nancy. | | | |
| ➤ Fathers day morning tea was a huge success. Thank you to Frank and Micaela for all the work put in to organising this event. | | | |
| ➤ There will be some changes to roles and committees but will cover that off later on in the meeting. | | | |
| 6. Explore & Develop: Laura B | | | |
| ➤ Things going great at OSHC. With the lighter afternoons the kids can stay out and play longer. | | | |
| ➤ Have started taking OSHC kids to the long daycare in the afternoon to ready to the younger children. Both the OSHC kids and the daycare kids have been loving it. | | | |
| ➤ Vacation Care has been released and is almost totally booked out. | | | |
| ➤ Re-mulched the long daycare playground. | | | |
| ➤ Thanks to the school for hosting the Kristy Goodwin chat last week. Was a great session. The school will share more information with the wider community. | | | |
| ➤ Amanda and Sabrina went to a franchisee meeting to get more child safe standard information. | | | |
| ➤ Attended an event with Black Dog. Have now introduced a health and wellbeing team at OSHC. | | | |
| ➤ Enrolments for next year are well underway. Afternoons are looking ok at the moment but will confirm as they work through the requests. | | | |
| 7. Sub-committee reports | | | |
| 7.1. Uniform Shop Report – Paula P | | | |
| ➤ There really is not much to report, as it's super quiet at the moment. | | | |
| ➤ We are very grateful for the new blinds in the uniform shop which gave a good excuse to tidy & clean up. | | | |
| ➤ The boxes in the corner have been put in the plastic tubs and are looking much neater. Though we still have too much extra stock at the moment, but we'll get through it. | | | |
| ➤ As always, I'm super grateful to my two volunteers....Kathy & Diana.. | | | |
| Motion to accept: | | Kate B. | |

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th September 2023

| | |
|---|------------|
| Seconded: | Kara T. |
| 7.2. Canteen Report – Sarah C. | |
| <ul style="list-style-type: none"> ➤ All is going well in the canteen. ➤ This is the link for the canteen volunteers schedule https://signup.com/go/zNtdNy ➤ World teachers’ day Friday 27th October Is the Canteen organising this again? Will use the canteen for this but move to Wednesday 25th October. Sarah and Kate B to discuss budget. ➤ Halloween treats in the canteen Tuesday 31st October. Approval from Julie to run this again. – Approval given. Just 4 options which will include a gluten free and dairy free. ➤ Have recently introduced the fresh cup of milk with a sipahh straw to the canteen and the children are loving it, eventually hoping to have them take the place of the Oak Chocolate and Strawberry milk which are high in sugar. Compared to the Sipahh Straw which contains less than ½ a teaspoon of sugar. ➤ Taking effect this year on 8th December , it will become a requirement New food safety requirements Northern Beaches Council (nsw.gov.au) <ul style="list-style-type: none"> ○ A new food safety standard for retail food businesses comes into effect from 8 December. ○ The standard was developed by Food Standards Australia New Zealand and applies to organisations that handle unpackaged, ready-to-eat foods including school canteens and childcare centres. ○ Under the new standard, food businesses must: 1. Have a qualified onsite food safety supervisor, who is reasonably available to supervise food handlers. 2. Ensure all food handlers are trained in food safety and hygiene, or can demonstrate adequate skills and knowledge whether paid or volunteering. 3. Maintain a record of their food safety risk management or be able to show their food is safe. ○ I am a qualified food safety supervisor, and all casual staff will have completed the training by December. ➤ There are no Workplace health and safety issues to report. | |
| Motion to accept: | Lynda N. |
| Seconded: | Kate B. |
| 7.3. Band Report – Laura S | |
| <ul style="list-style-type: none"> ➤ Musical Minds Weekend Workshop was a huge success. Thank you to Nancy for spending the whole weekend supporting the music program- from chasing up payments, providing medical care and script writing. Thank you also to Julie for your support of the workshop. The concert was wonderful and the tutors and guest conductors we had on site throughout the weekend were enthusiastic and enjoyed working with our students. Thanks to all the volunteers for making the weekend so successful. The ensembles sound fantastic! ➤ 2024 planning has begun. We plan to change rehearsal days to Monday, Tuesday and Wednesday to avoid the PSSA training clash. We also plan to have 2 strings groups to cater for beginners and advanced. Proposed rehearsals schedule for 2024: <ul style="list-style-type: none"> ○ Monday morning: Training Band with new conductor (TBC) ○ Tuesday morning: Junior Strings, any new player and current beginner strings players with Marc Valpiani as conductor and Senior Strings: Audition based group of more experienced players with Mark Stevens as conductor ○ Wednesday morning: Concert Band with Mark Stevens ➤ Instrument hire: we aim to streamline this process for next year and would like to introduce paying a deposit for instruments in term 4 if families wish to hire an instrument the next year. This will avoid servicing instruments that do not get hired (people change their minds, buy an instrument in the holidays etc) ➤ On-site music tutors 2024: We will be asking for a parent volunteer to take this on. Will keep school updated. ➤ Please let us know if there are any questions, concerns or discussion points with any of the new ideas for 2024. | |
| Motion to accept: | Sarah C. |
| Seconded: | Keitana M. |
| 7.4. Fundraising Report – Micaela J. | |
| | |

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th September 2023

Micaela has stepped down from the role as Fundraising Co-ordinator due to other commitments. The P&C is looking for someone to assist in taking on this role.

CHRISTMAS GIFTS

- Artwork is due back to the company by the 15th September. Allows for delivery of the plates to the school at start of December.
- We have had 277 plate orders so far.
- We will extend the ordering timeframe to Friday 8th and put a reminder out on the app.

TRIVIA NIGHT – will revisit at another time

REFERENDUM DEMOCRACY SAUSAGE

- Confirmed date of 14TH October
- Will do BBQ but no cake stall.
- Use bain maries to help with keeping food warm.
- Frank to order the food and help rally the volunteers
- Sign up to split the day in to chunks and assign to year groups – Kara to set up

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 July 2023 to 31 August 2023

| ACCOUNT | OPENING BALANCE | CASH RECEIVED | CASH SPENT | CLOSING BALANCE |
|----------------------|-------------------|------------------|------------------|-------------------|
| Bank | | | | |
| Band Account | 34,690.41 | 3,835.00 | 2,726.90 | 35,798.51 |
| Canteen Account | 20,619.79 | 33,081.71 | 34,941.14 | 18,760.36 |
| Debit card account | 417.94 | 749.85 | 671.24 | 496.55 |
| NPS Main account | 24,722.19 | 3.00 | 2,751.95 | 21,973.24 |
| Uniform Shop account | 45,659.28 | 3,341.16 | 9,327.15 | 39,673.29 |
| Total Bank | 126,109.61 | 41,010.72 | 50,418.38 | 116,701.95 |
| Total | 126,109.61 | 41,010.72 | 50,418.38 | 116,701.95 |

Since last P&C Meeting:

- Band:
 - Band weekend, inflows covered expenses, band account very healthy.

Narraweena Public School – P&C Minutes – 5th September 2023

Draft minutes - to be endorsed at the October 2023 P&C meeting

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th September 2023

- Canteen:
 - No major concern, inflows just below outflows, but could be due to timing of payments
 - Fridge repair payment
- Uniform shop:
 - Sales went well in the last weeks of term, using Back-to-school vouchers before the offer finished 30 June 2023
 - Winter stock invoices paid
- Main acct:
 - Cash out:
 - Cash out – Annual insurance.

Father's Day Calculations to be confirmed.

| | |
|--------------------------|----------|
| Motion to accept: | Sarah C. |
| Seconded: | Frank V. |

8. Principal's Report – Julie T.

- Thanks to the P&C for the father's day celebration. Was great to connect with soo many fathers.
- Thanks to Nancy for her efforts with the band weekend. Music is such an important part of every child's learning.
- School Safety – looking at what we need to do for children when returning to school with an injury. How do we support these children.
- Staffing – Sofia McWilliams and Mrs Viachelli. Replacements have been identified and handovers are being planned. Replacements will be announced in due course.
- Approvals for lots of painting work to be done. This will start shortly along with some other minor works and upgrades to the toilets.
- Basketball courts will be totally ripped up and fixed. Playground equipment will be removed and need to be replaced.
- Randomly selected to take part in a Curriculum and policy monitoring program for Stage 2 PDHPE. Asked to present on Child Protection Student Welfare. All of these documents have been collated and submitted. Next step is to have a facilitated meeting to present the schools information and get feedback.

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 overhead. There is a lighting bar already installed so this could be a simple upgrade to improve performances and ceremonies. | <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. |
| <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. | <ul style="list-style-type: none"> ➤ No update. |

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th September 2023

| | |
|--|--------------------|
| <ul style="list-style-type: none"> ○ 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. <p>➤ 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.</p> | |
| <p>➤ Chess club – Debbie S.</p> <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. | <p>➤ No update</p> |
| 10. General Business | |
| <p>➤ Succession Planning for P&C exec roles – Kate N.</p> <ul style="list-style-type: none"> ○ Kate N did declare that she would be starting to step away from the role and Frank V will step in to support for the rest of the year. | |
| <p>➤ Unisex Uniform – Vanessa M.</p> <ul style="list-style-type: none"> ○ I was wondering if a discussion could be started about making a unisex school uniform. I have a daughter in year 2 that attends the school and the cost in uniform compared to the boys is a bit unfair. ○ In summer - tunic then a polo shirt & shorts for sport. ○ In winter - skirt & polo shirt and then sports uniform. ○ Where as for the boys it's just same uniform an all year round, apart from them wearing pants in winter and shorts in the summer that you can get from best n less etc. but for the girls you pretty much have to buy from the uniform shop. <p>➤ There is shorts and skorts for girls in the uniform shop. The girls do have the option of wearing the same as the boys. Will revisit communication around this. Look at redoing the photo for the uniform shop and being clearer with messaging.</p> | |
| <p>➤ Friday Ice-blocks – Keitana H.</p> <ul style="list-style-type: none"> ○ Will look at bringing back for Term 4. | |
| <p>➤ Fruit and Veg Co-Op – Keitana H.</p> <ul style="list-style-type: none"> ○ It is only slightly school-related, in that we all need to send fruit break for our children every day. I was hoping to generate some discussion and get a feel if there might be enough interest from other families to be able to create a new group. If there is enough interest, I was hoping to put a notice in the newsletter or ask that all the class parents get the word out, to allow all families the chance to show their interest. ○ It is not a business, no one is making any profit - it is a group of families buying in bulk and sharing the savings. It has been a significant factor in keeping grocery budget low. My family has been doing this for the last 5 or so years, but since moving to the northern beaches at the start of the year I have been travelling back to the Parramatta area to collect my portion, which is not ideal. <p>➤ To utilise the class parents to share the information. Keitana to prepare flyer and share to Linda M.</p> | |

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th September 2023

Meeting closed 8:36pm

| Meeting schedule | |
|------------------|--|
| 2023 | |
| September | P&C Meeting – 5 th September 2023 at 7:00pm |
| October | P&C Meeting – 24 th October 2023 at 7:00pm |
| 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 |