



# NARRAWEENA PUBLIC SCHOOL

## MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 10<sup>th</sup> September 2024




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Meeting Opened:	7:00 pm	Meeting Closed:	8:33 pm
Present:	14		
Apologies:	Laura S, Tamar S, Emma C, Kara T, Tim M, Micaela J		

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<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-and-citizens-association-narra-weena-public-school">Parents' and Citizens' Association - Narra-weena Public School (nsw.gov.au)</a>			
<b>Motion to accept:</b>		Linda M	
<b>Seconded:</b>		Jo M	
<b>4. Correspondence In/Out</b>			
<b>4.1. Correspondence In:</b>			
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Email from Sally Carmody (electorate officer) about pedestrian safety - to be discussed in 'Section 9 Actions from last meeting' as it relates to ongoing item. To summarise - Council has submitted a 'Narra-weena Safer Schools package' to obtain State funding under the 'school zone infrastructure program'. Successful projects to be announced early 2025. Note - the intersection of Victor and McIntosh is just outside the 400m radius so cannot be included with state funding package. Sally will follow up with council though.</li> <li><input checked="" type="checkbox"/> Elizabeth Parker of Warringah Aquatic Centre has contacted P&amp;C, offering sponsorship and wanting to be involved in school community events for advertising.</li> <li><input type="checkbox"/> Email from the Hon Natasha Maclaren MLC (shadow minister for Families and Communities/Disability Inclusion/ Homelessness and Youth) - informing the P&amp;C of the closure of the athletics track at Narrabeen. This is all information that was shared by Emma C last meeting, with the added information and promise that her office is pressing for investigation and re-opening. Will keep us updated.</li> </ul>			
<b>4.2. Correspondence Out:</b>			
<input checked="" type="checkbox"/> None			
<b>5. Presidents Update: Frank V</b>			
<ul style="list-style-type: none"> <li>- Father's day event - thank you to all who got involved. We received good feedback about both the stall and the breakfast. Having an acceptable gluten-free option was a priority for this event, this was achieved.</li> <li>- This coming weekend is the election day BBQ and cake stall. The sign up link has been sent out and some people have already put their names down to help, but more volunteers are needed. Boxes for the cake stall</li> </ul>			

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donations went out today, donations can be brought to the canteen from 2.45pm on Friday, or brought straight to school Saturday morning.

### 6. Explore & Develop: Laura B

P&C Report Explore and Develop

Giving back to the community

We are expanding our opportunities to give back to our community. We have supported the One Meal initiative for several years as a donation drop-off point. As times have become tougher for many in our wider community, we recognise the growing need for support and are committed to expanding our efforts. As well as food drives, the children across both services will be baking cookies, which our educators will deliver to the One Meal dinners held at Beverly Job Park every Thursday afternoon. The OSHC students have recently baked biscuits and their response to this has been incredible.

Spring Vacation Care

Our Spring Vacation Care bookings are open, there are a few spots still available. We have planned the program based off feedback from the children and families, including an Indigenous Planetarium and an excursion to the Quarantine Station.

Connections between services

The OSHC children have been visiting the Long Day Care children in the afternoons, playing games, teaching them origami and reading books. This has been a lovely way to establish meaningful transitions to school as the pre-school children become familiar with the school children and ask them questions. The school students have also shown great maturity, responsibility and leadership in these sessions.

Long Day Care enrolments for 2025 have been completed and all places filled. Laura will commence OSHC 2025 enrolments at the end of the month.

### 7. Sub-committee reports

#### 7.1. Uniform Shop Report – Clare P

Things are looking great at the uniform shop! We're fully stocked and ready for the warmer months ahead. While some winter items are running low, we'll hold off on reordering until the cooler weather approaches. We're also addressing the returned bags with faulty zippers as they come in, working closely with our supplier to resolve any issues. If this becomes a bigger concern, we'll keep you updated. For now, everything is back to business as usual.

A big thank you to our dedicated uniform shop helpers for their continued support!

We have the option to do a small second hand sale - stock available is mostly polo tops, and mostly smaller sizes 4/6/8. The last sale generated \$1,000 in revenue, this one would likely be less than \$200.

Could do a drive towards the end of term - asking for second hand donations from families who want to clear out uniforms that their children have outgrown?

Will leave until next term and do it on an ice-block Friday.

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<b>Motion to accept:</b> <b>Seconded:</b>	Kate B Matilda H
<b>7.2. Canteen Report – Sarah C.</b>	
<ul style="list-style-type: none"> <li>● Have decided to put this on hold for now too much going on at the moment so will revisit in the future. <i>(Will be putting together a flyer for the Wednesday morning breakfast menu this will be for a trial period to see if it is worth doing. Looking at starting it Wednesday 14<sup>th</sup> August. Will advertise in the newsletter and other platforms.)</i> As the revenue for the canteen has increased, adding additional service times is no longer necessary.</li> <li>● There have been a few volunteers coming in to help with services which has been great.</li> <li>● World Teachers Day: Would love to know what the budget is so I can start planning it, also what date the teachers would like to celebrate it as it falls on the Friday 25<sup>th</sup> October, would the Wednesday or Thursday suit better?  <i>Response - Wed 23rd October the preferred date - Kate B (treasurer) to communicate budget allocations directly to Sarah.</i></li> <li>● There has been a large increase in children coming and asking for spoons or forks to use with food they have brought from home, last week alone there were at least 20 children requiring one, children who buy food from the canteen that require a meal with cutlery are obviously given one with their order. But children who are just not bring one from home with their packed lunch are just coming to the canteen to get one, over time this adds up. I have thought of other options like a cutlery library but realistically know that once the cutlery leaves the canteen its never coming back. Other canteens have had to adopted charging for cutlery. Which has led to families remembering to pack a spoon etc in child's lunch box .So we are proposing that the first time cutlery is forgot that it is given but any time after that a 20c cost is charged.  <i>Response - as a P&amp;C we feel that helping families in the short term is not helping them in the long run to learn to be prepared. The canteen needs to take a tough love stance and not provide any cutlery. We will put a note in the newsletter advising parents to pack cutlery for students that need it, and that the canteen will no longer provide cutlery for meals brought from home, as this causes extra work for the canteen manager and the extra running costs add up.</i></li> <li>● Issue occurred today - one of the fridges stopped working today - maintenance report has been lodged.</li> <li>● Workplace health and safety issues to report. None to report.</li> </ul>	
<b>Motion to accept:</b> <b>Seconded:</b>	Renee C Emilia W
<b>7.3. Band Report – Laura S</b>	
<p><b>New recruits:</b> There has been a message in the newsletter for Year 2 students to join string ensemble this year. We have had 5 inquiries and 1 new student has joined string ensemble last week as he has already been playing violin for a little while. The plan is to encourage year 2 students to start getting lessons now and join the ensemble in term 4.</p> <p>Year 2 students will also be invited to join the Training Band in Term 4. This will give them the chance to try the ensemble for a term. As the group is so small this year, we think this will be a way to boost the ensemble and take some of the pressure off students to commit to the band for a whole year.</p> <p><b>Performance opportunities:</b> Mark and the band committee are investigating dates and times to perform at Narraweena Grove aged care. Option for Explore and Develop to visit the school to watch a performance. More info to follow.</p>	
<b>Motion to accept:</b> <b>Seconded:</b>	Emily E Kate B

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### 7.4. Fundraising Report – Micaela J

- Father's day event - thank you to all who supported the P&C at this event, you really made it successful.
- Election BBQ and cake stall coming. Some volunteers have already signed up online, but there are gaps in the day and more volunteers are needed. A reminder is needed to be put out on school bytes and to go out to class parents. The suggestion for yr 6 students to assist as an opportunity to help and learn has been accepted - assisting with bake sale only (no cooking), and providing they have a parent supervising them.
- (Linda M) Colour run date has been set - 5th December (Thursday week 8 of term 4). The website is ready to go, classes and sports houses have been loaded. We need to nominate what we are fundraising for (decision was made - **playground equipment**). Launch will be start of term 4. Use SRC to promote around school. During the lead up there are different activities we can run to promote it, e.g. the class with most profiles gets an iceblock, e.g. for every \$5,000 raised at a school, a teacher could get slimed at assembly? or canteen lunches as reward linked to fundraising goals? highest fundraising class gets a pizza party? Children will receive brochures, parents info letter etc. Cut off for ordering prizes is 15th november - need to organise those prizes earlier than previous year's - because the event is so close to the end of the year.
- Christmas carols date has been selected - Monday 16th December (the last monday of term). Last year we had food trucks but the ice cream truck stayed on site a long time after the event finished. If we have food trucks this year, we need to have a definitive closing time. There is the option to have the P&C run the food rather than out-sourcing. It would take more work but we would keep all the profits. In the year prior we did sushi which was pre-ordered on flexischools, prepared by volunteers, and handed out at the beginning of the event so no one missed seeing their child's class. Agreement to do something similar this year - food options to be discussed.
- Board game night - Keitana M put out a call for interest/input through the class parents and got responses from 13 people. Keitana and Nancy C had a meeting to discuss logistics and in consideration of the feedback, it has been decided to make the event a fun-raising night only, not a fundraising event. Attendees will bring the board games, card games, snacks, drinks, and the school will provide hot beverages and the space. As we are not providing any catering options we do not require people to RSVP. We will set up tables and chairs for 40 people, and add more if needed. Event happening Friday 20th september, 7-9pm.

### 7.5. Treasurer's Report – Kate B

#### Bank Summary

Narraweena School Parents & Citizens Assn  
For the period 31 July 2024 to 6 September 2024

Account	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	26,333.31	485.00	315.00	26,503.31
Canteen Account	4,186.01	24,656.21	16,678.92	12,163.30
Debit card account	347.48	217.53	87.40	477.61
NPS Main account	41,625.62	5,389.34	10,371.83	36,643.13
Uniform Shop account	52,879.59	3,476.09	2,654.48	53,701.20
<b>Total</b>	<b>125,372.01</b>	<b>34,224.17</b>	<b>30,107.63</b>	<b>129,488.55</b>

#### Band:

- Payments from student invoices from term 2 have been received.

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- Refund given to injured student.

### Canteen:

- Great to see sales are covering expenses and the bank balance is looking healthy. Congratulations Sarah & team for turning it around.
- Ice block Friday can start next term, will need 2-3 volunteers to help every week – what is the best way to advertise for this? Year group via class parent comms?

### Uniform Shop:

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

### Main:

- Annual iCare workers comp insurance paid
- PSSA shirts paid for \$3,000
- Father's Day profit just under \$2,000 – super effort

### **Father's Day Breakfast & Gift stall September 2024**

#### Income

Flexischools	Gifts & food	\$ 4,747.54
EFTPOS	Gifts & food	\$ 63.50
Cash banked	Gifts	\$ 577.30
Donation from E&D	To be paid	\$ 500.00

**Total: \$ 5,888.34**

#### Expenses

##### Item Supplier amount

Gifts & bags	Temu	\$ 2,020.95	Micaela
Bread rolls & donuts	Tiens	\$ 912.00	Jess
Condiments	Woolworths	\$ 80.70	Jaz
Bacon & eggs	Devitts	\$ 536.50	
Cooking utensils	Nisbets	\$ 228.25	Frank
Cardboard trays	Sydney Packaging	\$ 62.70	Frank
Egg Rings	Peters of Kensington	\$ 57.00	Frank
Cleaning stuff	Woolworths	\$ 16.50	Frank

**Total: \$ 3,914.60**

**Profit \$ 1,973.74**

Visibility re: school contributions for the P&C: Voluntary school contributions include a portion designated for the P&C. This money goes towards the P&C running costs (e.g. software costs, paying employees, subsidising fundraising events like mothers day and fathers day that don't make much profit or run at a loss). Funds come from school to the P&C account, the P&C uses the funds as needed, and any remaining funds are used as the annual donation to the school.

Transition - helping new parents adjust to school life - suggestion for 2024 kindy parents to be available for 2025 kindy parents to offer advice in navigating the changes needed.

<b>Motion to accept:</b>	Linda M
<b>Seconded:</b>	Will L

### **8. Principal's Report – Julie T.**

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Acknowledgment of country

Transitions - from early childhood to primary school, from primary school to high school, we are aware of the importance of transitions. The longer children stay in school, the more opportunities they have.

Meeting with Cromer high principal Justin Hong to facilitate the high school transition - each teacher gives explicit literacy skills/lessons. The more we understand, the more we can support our students.

Fathers day was a lovely event. It was great to see so many of our school community together on the morning, such a great community feel.

There have been complaints from a couple of parents about inappropriate communications occurring in parent chat groups e.g. in class whatsapp chats. Discussion about a specific student is not to be discussed on these chats, especially in relation to behavioural issues. This is a breach of privacy for the student and their family. If you see this type of discussion occurring, please remind the group that it is inappropriate.

Road safety - car parking on each of the 4 streets is different so parents need to be mindful as rangers can and will enforce road parking signs. A council member has attended the school to begin surveying the surrounding streets in relation to the safer schools crossings issue.

Playground in progress. The drainage under softfall is insufficient and the softfall needs to be replaced so the drainage can be done correctly. We are moving towards a preferred supplier. The dept of ed will be helping with the drainage costs.

Options for other works to be considered in the future: pine tree line on Ronald Ave - perhaps active play like fitness circuit; quiet area needs constant rejuvenation; river of life needs attention missing tiles and tree root damage, needs to be removed and replaced as it is not fixable. in the interim the area needs to be mulched - could do a working bee with e.g. 10 ppl as a one-off project to make this play area safer.

Teacher professional learning continues. Next week the teachers will observe, and offer feedback to, their colleagues.

2025 planning has begun, if you know of someone who will be joining Narraweena PS next year, please encourage them to enrol asap, the more accurate the numbers are, the easier this tricky job will be.

Resilience workshop for parents 11th sept with Ryan W and Nancy C. Resilience is a skill that can be improved, in the classroom, and on the playground. There will be helpful tips and strategies that parents can use at home. Resources will be given to parents. Examples of restorative questions, and ways how we as parents can help our children build resilience at home. Note this comes from a teacher's perspective and years of experience, not a psychologist's perspective. Online resources will be made available for parents who are interested, but working and cannot attend. It is important for our children to learn that their (small) problems can have (small) solutions, and as they grow they will encounter (larger) problems so they have the skills to create (larger) solutions.

### 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.

Julie and Frank, our office has received great news below (in italics) that Northern Beaches Council has submitted a nomination to obtain funding for 6 raised pedestrian crossings and 3 raised platform intersections, in the roads surrounding Narraweena Public School, as part of the School Zone Infrastructure program:

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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 an update:</p>	<p><i>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.</i></p> <p><i>Due to high cost of works and limited resources, Council relies on State funding to deliver many of the road and safety improvements projects around Schools. Council recently submitted a nomination for a Narraweena Safer Schools Package to obtain funding under the School Zone Infrastructure program. The proposal 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. The successful funded projects are expected to be announced early 2025.</i></p> <p><i>Council appreciates your concerns and receives many requests for marked pedestrian crossings from the public who find it difficult at times to cross local roads on their regular walking routes. With respect to your request for a marked pedestrian crossing in Victor Road at the intersection with McIntosh Road, this location is situated outside of the School Zone and more than 400m from the Narraweena Public School, so could not be included as part of the recent submission. Both State and Council funding will always be prioritised closest to the School where traffic movements and pedestrian volumes are highest. Your request however has been noted and may be considered in the future with delivery subject to available funding and the order of priorities with other projects.</i></p> <p>I note that the intersection of Victor &amp; McIntosh Rds has not been included (I checked and is sadly literally just outside the 400m radius even from corner McIntosh &amp; Alfred, ie the part of the school closest to Victor &amp; McIntosh Rds) in the funding request. However, I wrote back to Council and advised them (after checking) that this intersection is within 400m of the Narraweena Montessori school, which, given it has a kindergarten class, is technically a primary school within 400m of intersection Victor &amp; McIntosh Rds. I am not sure if it needs</p>
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	<p>to be a complete K-6 primary school for this funding, but I thought my query was worth a shot.</p> <p>I will let you know after I receive a response from Council or have any further developments. Can you please also keep our office informed of any developments you receive?</p> <p>Kind Regards,</p>
<p>Sarah C from canteen emailed Emilia W about a grant for a trivia night for fundraiser - Kate B to confirm if we have the official documentation as 'not-for-profit' status.</p> <p>We do not have "not-for-profit" status at this stage. Kate has not had time to register, nor have past treasurers - if someone would like to investigate, she can assist with information required. - This task has been assigned to the grant-writing subcommittee.</p> <p>This grant is now closed, but it would be good to get a grant-writing team (sub-committee) to apply for other grants for the school.</p> <p>Emma C writes grants applications frequently and will be able to help.</p> <p>This item is linked to general business item from Emilia W</p>	<p>I have started gathering info by asking advice on the amalgamated P&amp;C fb page.</p> <p>This is the website:  <a href="https://www.acnc.gov.au/for-charities/start-charity/apply">https://www.acnc.gov.au/for-charities/start-charity/apply</a></p> <p>We need to create an account through their portal, and complete the application.</p> <p>Here is a checklist:  <a href="https://www.acnc.gov.au/tools/guides/registration-application-checklist-and-guide">https://www.acnc.gov.au/tools/guides/registration-application-checklist-and-guide</a>.</p> <p>We need the organisation info, legal structure, governing document, details of responsible people, registration dates, operating locations, activities, charity subtypes, financial info, tax concessions and DGR endorsement.</p> <p>Looking through the register, there are quite a few P&amp;Cs already registered.</p> <p>One criteria we need to meet is to have our books audited.</p>
<p><b>10. General Business</b></p>	
<ul style="list-style-type: none"> <li>● Item from Tim M - adding incentives to get more people to come to the meetings.</li> <li>● Discussion ideas: 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. Tim unable to attend tonight so item to be included next meeting for further discussion.</li> <li>● It is noted that our P&amp;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.</li> </ul>	
<ul style="list-style-type: none"> <li>● Item from Emilia W - whether the P&amp;C is happy for the school to apply for funding for play equipment through this grant source: Clubgrants Infrastructure Grants  <a href="https://www.nsw.gov.au/grants-and-funding/clubgrants-category-3-fund/clubgrants-infrastructure">https://www.nsw.gov.au/grants-and-funding/clubgrants-category-3-fund/clubgrants-infrastructure</a></li> <li>● 'Julie, Emma and I met wednesday 04/09 to briefly discuss eligibility and requirements of the grant and see it as a viable option however Julie wanted to run it past the P&amp;C to make sure that no one had problems with the source of the funding. It is the office of responsible gambling however it's basically money that the government taxes and redistributes for community projects. There's lots of schools and reputable non-profits that have received money in the past. We were hoping to get a sense from the P&amp;C about whether they're okay with the school applying for this grant.'</li> </ul>	



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- Vote called - motion carried unanimously in favour of applying for this grant.

Meeting closed 8:33pm

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

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