



NARRAWEENA PUBLIC SCHOOL

Draft MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 19th November 2019



Meeting Opened:	7:02 pm	Meeting Closed:	8:54 pm
Present:	11 in attendance as per attendance spreadsheet		
Apologies:	Email: Sarah Love, David MacBride, Marketa Jelfs, Marilyn Mastroianni, Michelle Stafford, Anna Clark, Kate Nacinovic, Facebook: Sally Claydon, Heather MacBride, Sarah Collier, Kelly Munro, Michelle Blewitt		

1. Welcome and apologies	
Apologies as per above	
2. New members	
➤ N/A	
3. Review and acceptance of previous minutes	
Minutes published here - https://www.narraweenaps.nsw.edu.au/parents--citizens.html	
Motion to accept:	Nicole Farrelly
Seconded:	Belinda Murace
4. Correspondence In/Out	
4.1. Correspondence In:	
➤ Workers compensation in and paid	
4.2. Correspondence Out:	
➤ N/A	
5. Presidents Update:	
➤ Deputy Principal panel has now been completed. Thanks to Sally on how the process was run and a great outcome for the School. Confirming Nancy Chaffer as being successful in the role.	
➤ AP Panel is being convened. Donna Jones from the P&C will be our representative on this panel	
➤ Kindy O – Sally gave P&C overview as no execs were able to make the initial session. Mark, Linda and Belinda attended final Kindy O and mingled with parents to promote P&C and Canteen.	
➤ World Teachers Day – P&C donated morning tea catered for by Donna. Was an amazing spread and the staff loved it.	
➤ Thank you to the outgoing year 6 parents that have been an integral part of the P&C Committee over their time at the school.	
6. Explore & Develop: Sabrina and Amanda	
➤ No report submitted by Explore and Develop.	
➤ Linda to include them in monthly follow ups for committee reports.	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula	
Summary of Uniform Shop Financial Position – October 2019 (Appendix 1)	
➤ Uniform shop hours are being finalised for the end of year and next year. Changing to Tuesday and Thursday mornings from 8:30am to 9:30am starting in 2020.	
○ Uniform shop would like some volunteers on the first few days open in the new year as typically very busy. The 28 th and 29 th January specifically. Put call out on Facebook groups closer to the time.	
➤ Sports shorts samples were brought to meeting. Sample with one zipper pocket were the preferred samples and as same price point as current shorts, everyone was keen to proceed.	
➤ Sally showed a sample of a sports shirt. Cara to confirm the sun rating with RH Sports. Much softer	

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<p>material. Would be used specifically for 3-6 at this stage. Designs developed by the school and a few samples shown. Shirt cost is \$32.</p> <ul style="list-style-type: none">○ Cara to look at getting samples/details of sport shorts from same place doing the sport shirt.○ Cara to get together with Paula to discuss Sport shirts and shorts locked in ASAP to move forward. <p>➤ Uniform shop to be included on Kindy O checklist for future years so that they are aware of dates early on.</p> <p>➤ Mark publically thanked Paula, Ann and the Uniform shop crew for another great year.</p>	
<p style="text-align: center;">Motion to accept: Seconded:</p>	<p>Donna Jones Kylie Taylor</p>
<p>7.2. Canteen Report – Donna Jones</p>	
<p>➤ Canteen is going full swing in Term 4, with Summer Menu and Fun Friday's always popular with parents and kids alike!</p> <p>➤ Belinda and Donna have been working on the submissions to The Healthy Eating Programme to be listed in the NSW DEC Healthy Canteen Register. (Required by January 1, 2020.)</p> <p>➤ Donna our Canteen Committee Chairperson was recently given the compliment of being asked to help another northern beaches public school to improve their canteen and is pleased to do so.</p> <p>➤ We've now assisted four other local school canteens to achieve the required healthy eating programs, whilst helping to improve workloads, time management and P&C profits of volunteer efforts.</p> <p>➤ The next four weeks will be busy!!</p> <p>➤ The Canteen has recently helped at The Year 6 Fun Day and Kindy Orientations, great to meet other parents whilst making the lunch orders up and pleasing the kids...</p> <p>➤ The door is wide open to volunteers- we'd love YOUR help! Look at doing bag drop or handout early in 2020 of the flyer that went in the newsletter for volunteers.</p> <p>➤ Year 2 student expressed interest to Sally about raising funds for Koala sanctuary – will look at giving 50% of profits from this weeks fun Friday to Koala Sanctuary.</p> <p>➤ Mark expressed great thanks to Donna and Belinda for the amazing job done in the canteen this year and the healthy bank accounts.</p> <p>➤ Fun Friday – slow down service and not rush people. Nicole and Mark offered to help this week.</p>	
<p style="text-align: center;">Motion to accept: Seconded:</p>	<p>Ann Ford Kate Bradshaw</p>
<p>7.3. Band Report – Diana Robertson</p>	
<p>➤ Diana interested in signing up for Database called My School Music. Cost \$7 per student per year. Would be approximately \$336 to sign up for a year.</p> <p>➤ Year 2 sign ups are not as high as in last two years. Look at doing another push to try and boost numbers.</p> <p>➤ A new repairer has been engaged. Doug Brace has been fantastic. Charges flat rate regardless of condition of instruments. Will do a review of all instruments and give a rating so Diana knows which ones are still usable, repairable or need to be replaced.</p> <p>➤ Mark thanked Diana for great progress with the band in last couple of years.</p>	
<p style="text-align: center;">Motion to accept: Seconded:</p>	<p>Ann Ford Donna Jones</p>
<p>7.4. Fundraising Report</p>	
<p>➤ Colour run – 31st October</p> <ul style="list-style-type: none">○ Funds raised by the Colour Run will go towards getting some educational and fun coloured playground markings – www.edumarking.com.au○ Currently looking at clear profit of around 17k after deducting prize payment.	

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Draft minutes - to be endorsed at the February 2020 P&C meeting

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- There are two boxes of left over bottles in the P&C storeroom. Nicole Farrelly and Diana Robertson were interested in some.
- The prize order has now been finalised for the school and should be delivered in around 3 weeks.
- Mark thanked Linda MacBride and Marilyn Mastroianni for their efforts with the Colour Run.
- Christmas Carols – Thursday 12th December
 - Communications – key messages are: date of the event, pre order of food via flexischools and call for volunteers (FB and email only)
 - Donna raised concern around Baine Marie’s currently purchased do not meet food safety standards. To ensure food remains at the right temperature to avoid food poisoning can not be maintained with a candle operated Baine Marie. To purchase a second hand electric one would be approx. \$500 to \$1,500.
 - For Carols event, look at cooking sausages before event and keeping in the oven in the Canteen instead of using the Baine Marie.
 - Donna to share details of second hand options for Baine Marie with the executives and the P&C will go halves with the Canteen.
 - Put call out on Facebook for more volunteers and specifically a Santa Volunteer.
 - Carols committee meeting to be held tomorrow and more updates after that will be available.
 - Raffle is being made up of donations from local businesses. Not asking parents to donate prizes this year.
 - Flexischools order cut off is Thursday 5th Dec. which will inform the amounts of food ordered

Draft fundraising schedule	
2019	
February	
March	Election BBQ/Cake Stall
April	Easter Raffle/Morning Tea
May	Mothers Day Stall/Breakfast Federal Election BBQ/Cake Stall
June	
July	
August	Fathers Day Stall/Breakfast
September	
October	Colour Run
November	
December	Christmas Carols

7.5. Treasurers Report – Kate Bradshaw

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Bank Summary

Narraweena School Parents & Citizens Assn From 1 October 2019 to 31 October 2019

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
Band Account	14,361	301	3,575	11,087
Canteen Account	15,018	6,993	8,388	13,623
Debit card account	335	358	416	277
NPS Main account	33,892	7,199	2,516	38,575
Uniform Shop account	17,942	3,729	472	21,198
Total	81,548	18,581	15,368	84,760

- Band: Band Master fees paid
- Canteen: PAYG & Super paid.
- Uniform shop: Good sales for summer uniforms
- Main acct: Colour Run Donations received.
 - iCare worked Insurance paid
- Auditors – decision needs to be made on using an external auditor at this meeting.
 - Mark passed a motion that we use our existing external auditor to complete the 2019 audit at the close of books on the 31st December 2019.
 - Nicole Farrelly to reach out to her network to see if there is someone able to assist for the current year.
 - Belinda mentioned a potential Auditor. Kate Bradshaw and Belinda to discuss further on this.
 - Next year we need to look more at leveraging our school community to perform the audits if there is a suitable person to do so.
 - Motion was passed unanimously

Motion to accept:	Kylie Taylor
Seconded:	Nicole Farrelly

8. Principal's Report – Sally Bell

- Jason Falinski at the school yesterday. Third flagpole has been installed. Three new flags were donated by Jason's office. Ceremony was held with children talking about each of the flags and what they mean to them.
- Fun Day was held today. Raised approx. \$5,000. To be used for graduation dinner, year book and possibly house flags for the school.
- Swim school starting next week. Starting with year 2 first. And then upwards. Being held at Fitness first in Dee Why.
- Volunteers morning tea tomorrow for everyone that helps at the school. Trying to look at how we get more parents to come.
- Softball Girls and Volleyball teams in Grand Finals next Friday.
- Final Kindy O today with 79 booked in for next year. Will be 4 classes.

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<ul style="list-style-type: none"> ➤ Appreciation for the Playgroup this year run by Nicole Farrelly. Has been great feedback from the parents. ➤ Presentation day – Tuesday 10th December – one prize for each year – 1 Dymocks voucher per year, total of 7 vouchers. 9:15am for years 3-6 and 11:30am for K-2. ➤ Wish List – make toilets more modern. Stickers for each toilet block doors. Each one costs approx. \$80 x 16 Doors– Total of \$3,000. To be swapped out with the Sick Bay upgrade that was on the original list. ➤ Spellathon money has been used to purchase 50 new iPads. 	
9. Actions from last meeting:	
1. Parent Social Event	<ul style="list-style-type: none"> ➤ Total interest in event wasn't as high as expected. Event was cancelled. ➤ \$200 deposit recovered from those that still attended. ➤ Will revisit early next year.
2. Fete Proposal 2020 – Proposal has been submitted for the fete in 2020. <ul style="list-style-type: none"> ○ 2 page summary document sent out with September minutes ○ Decision to be made at November meeting on whether or not to proceed. 	<ul style="list-style-type: none"> ➤ Kate confirmed \$20k profit from the last fete. ➤ Unanimous decision was reached that we would put the Fete on hold for now. Given the struggle in getting volunteers this year, it may not be the right time to do this. ➤ The return on investment in time required to organise a Fete versus what it took for the Colour Run, when looking at comparison in money raised, the colour run would be better option. ➤ Combine the colour run with more of a community activity day. ➤ A great job has been done by Michelle in preparing the proposal for 2020. ➤ Mark to speak to Michelle about preparing Fundraising plan to present at February meeting.
<ul style="list-style-type: none"> ➤ 	
3. General Business	
<ul style="list-style-type: none"> ➤ No P&C Meeting in December. Next meeting to be held in February with the AGM to follow in March. 	

Meeting schedule	
2019	
December	No meeting
2020	
February	P&C meeting – 18 th February 2020 at 7.00pm
March	AGM and P&C Meeting – 17 th March 2020 at 7:00pm

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Appendix 1. Uniform Shop Report – October 2019 Financial Summary

Monthly Statement of Income & Expenditure	
October	2019
Narraweena Public School Uniform Shop	
Balance as at 30/09/2019	\$17,941.81
Income	
Uniforms	3,944.00
Bank Interest	1.58
Second Hand Uniforms	60.00
P&C	-
Sundries	-
TOTAL INCOME	\$4,005.58
SUB TOTAL	\$21,947.39
Expenditure	
Uniforms	-
Flexischools	27.72
Bank Fees	46.75
P&C	-
Postage	-
Stationery	-
Wage	425.70
Sundries	-
TOTAL EXPENDITURE	\$500.17
CLOSING BALANCE 31/10/2019	<u>\$21,447.22</u>