NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th August 2025

Meeting Opened:	7:02 pm	Meeting Closed:	8:35 pm
Present:	16		
Apologies:	Kate B, Sarah C, Bernadette S, Danielle S, Tim M, Renee C, Clare P, Elissa B,		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Leah			
Annika T			

3. Review and acceptance of previous minutes

Minutes published here - Parents' and Citizens' Association - Narraweena Public School (nsw.gov.au)

Motion to accept:	Jo M
Seconded:	Linda M

4. Correspondence In/Out

4.1. Correspondence In:

- Invitation for a P&C president/exec team for a meet and greet with Michael Regan MP
- Emails from Emilia Jesse-Weaver (school parent) and Pavica Kupcak (northern beaches council regarding safer schools. At 18th July council had received over 100 submissions to the Have your say Road Safety Audit, which is promising.

4.2. Correspondence Out:

- nil

5. Presidents Update: Frank V

- The Narraweena 'have your say' feedback has been excellent, lots of people are getting involved with providing feedback to council, and we are hopeful that this will lead to safer upgrades around our school.
- Today's assembly was lovely. There were lovely performances by the different arts groups, and families loved spending time with our children in the classrooms.
- Michael Regan MP dinner invite - opportunity to discuss issues with our local MP. Frank is open to suggestions for topics to bring up at this dinner.

6. Explore & Develop: Laura B, Amanda R

- Media - reports have affected oosh and daycare services. We are really proud of being privately owned and we are in our services every day. Predatory care educators are able to get away with what they do because

they move around between centres. We want to reassure you that we are so careful in the hiring process for all educators, and in screening visitors to our services. We sight and verify WWCC before anyone (e.g. an OT) is permitted to be with your children. Additionally, we respect the rights and privacy of the children within our services - no one is permitted to take photographs. Our service is set up to avoid quiet areas. We are also educating our children to help them learn about keeping themselves safe and who to talk to re: safe adults. We do have male educators in the centres but we want to reassure you that they are excellent carers.

- Re-concreting of the footpath - these works have been a great update.
- Compliance visit - both services OOSH and daycare received an unannounced visit on the last day of school holidays. All policies, WWCC, references, qualifications, immunisations, allergens etc all up to date. They were so impressed with both services and no further visit for 18months due to the good result of these checks.
- Enrollments - preschool for 2026 is full except Friday. OOSH enrollments are less rigid.
- Upskilling staff - In OOSH Hannah and Sophia will replace Laura when she goes on maternity leave at the end of the year. In LDC our educator appraisals are occurring soon, we have 11 early child teachers on staff, we are only required to have 4. These work in all areas of the LDC so we can offer high levels of care to all children in our centre.
- There are always lots of germs going around, please keep your children's vaccinations up to date, and keep hygiene standards, but in LDC setting it is more difficult for babies and young toddlers to follow hand hygiene perfectly.
- Julie to attend LDC for school readiness in september.
- School acknowledged OOSH in assembly last year for all their hard work.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

Everything is going well in the shop, albeit it a bit quiet at the moment. Nothing else to report this month.

Motion to accept:	Jess M
Seconded:	Sarah J

7.2. Canteen Report – Matilda S

All has been going well in the canteen, with consistent and steady sales. The changes to the menu, reduced options and price changes have been received with no objections.

There has been a small change in casual staff – Rita has left, but Marilyn has returned to help on Thursday & Friday. The call for volunteers has continued to be successful, with some new faces joining the team. Volunteers have been signing up via the sign-up link posted on FlexiSchools, and the volunteer information poster was shared via the class parent distribution

The State of Origin special food event was a great success for the canteen. The volunteers were fantastic, and the service went smoothly, probably the most efficient Special food event day so far.

Students are enjoying the hot chocolate, especially during this colder weather. The slushie machine has been turned off for the winter terms. Students have also been delighted by the special fortnightly treat of "Waffle Wednesday", for term 3 only.

Looking forward, we have drafted a Special Food event for Book Week. Featuring book-themed special treats & meal deal and a prize for some lucky winners of hidden golden tickets. Prizes to be books – ***can the school advise which books/ how to purchase & the P&C will reimburse? (Yes, talk to Kelly F and she can order them)***

Fridges and freezers are due for yearly service, which will be booked in by Sarah. The estimated cost is around $250. ***Could the P&C Exec please confirm this ok? (Yes, talk to Tim re: fund dispersal)***

There have been no workplace health and safety issues to report.

Motion to accept:	Kara T
Seconded:	Emma C

7.3. Band Report – Danielle S

The band report is as follows:

* Musical minds festival confirmed for 16th and 17th of August
* The Festival of Instrumental Music is at the Opera House on the 26th of August.
* Music badges are ready to be handed out following the musical minds performance.

Motion to accept:	Georgie W
Seconded:	Sarah J

7.4. Fundraising Report – Sarah J and Jess M

Design a Plate for Christmas

- Artwork needs to be posted (or scanned) to them by 1st September to guarantee a delivery before Christmas which would mean sending via registered post by Monday 25th August to be safe (3 weeks) OR Express Post by say Wednesday 27th August. Option to scan and send back digitally or post.
- *Artwork would need to be completed from next Monday 11th to Friday 22nd August (2 weeks).*
- Cost per plate is $23.50 and suggested selling price is $29 per plate. There is a $1 discount per plate if we are a returning customer – I have double checked this with them that we would get the discount. In 2023 we received 349 orders which would have been a profit of $1,919.50. Do we agree to charge $29 a plate again?
- The school needs one term notice to work something like this into the curriculum. Option for the artwork to be completed at home? Not all students would be interested in completing this. This could be postponed to next year.

Narraweena Public School 75th Birthday

- Tea towel option - next year is the school's 75th birthday
- Idea to hold a fete next year for the school's 75th - will also build this into the curriculum in history lessons.
- We will need a separate subcommittee for arranging this

Fathers Day Breakfast – Friday 5th September

- The Photobooth and Coffee Van have been booked for the Breakfast.
- We have advertised the sponsorship options for the Breakfast and so far we have McGrath confirmed as the Photobooth Sponsor and now trying to find sponsors for the Coffee Van and a portion of the catering. If you know anyone that may be interested, please reach out to them or to me to talk through.
- We are in the process of ordering gifts and gift bags.
- Breakfast Flyer Invitations will go out next week.

- Cash sales only on the last day, and a-z will be reversed, while no one missed out, it helps people feel like things are fairer.

Donut Day

Donut King – order by 4pm for next day delivery and you can choose your delivery timeframe.
Could be a recess offer.

Future Fundraising Events / Canteen Promotions

Any suggestions for future events / canteen promotions would love to hear them.

- The trivia night held at the start of the year was so successful, this could become a regular event? Mindful not to fatigue sponsors/donations.
- Spelling bee, this happened (5 or 6?) years ago was a good option, students asked extended family to sponsor them.
- Motiv8 does a good fundraising event, similar to the colour run
- Movie night - supervision/safety/security is an item of concern. Teachers aren't required to work late and students respond better when they have a relationship with the adults caring for them. If we can get enough P&C volunteers to supervise, the students may not respond well to their instruction.
- Night time disco - Year 6 students already run a day disco for their end of year activities, so we won't double up on this fun event.
- Christmas carols - supervision and child safety was an issue at last year's Carols event. Not all parents were actively supervising their children, perhaps they felt that the children were safe on school grounds, but some students went out of bounds. School teachers stepped in to cover the supervision gap which detracted from their enjoyment of the event. As this happens after work hours, it will be really difficult to ask the teachers to work late at the end of the year so we may not be able to run it like last year. Instead, we could move the event to Beverly Job park. We would need to book in with the Council and pay a small fee. We could do food trucks again, and we won't have to worry about food trucks pack up time because there is no need to lock up when the event is finished. The P&C could do a bbq like election fundraising and have an ice cream truck option. We could advertise this as a 'Friends and family' Christmas event, rather than general advertising to the public.
- Walk-a-thon, similar to spelling bee, students ask extended family members to sponsor them.
- Advertising on school fences to start at the end of the year, and charge per annum. We don't want the signage to be an eyesore, instead we could we have a nice message with sponsored by _____.

7.5. Treasurer's Report – Tim M

- The NPS Main Account saw a significant drop in balance following the first tranche of the P&C donation sent to the school ($50,000). The total closing balance dropped from $211,196.41 to $142,795.88, a decline of $68,400.53 (↓32%)
- Cash Received: ↓37% ($48,888.25 → $30,799.57) was driven by significantly lower income across the Band, Uniform, and Main accounts, with only the Canteen maintaining stable revenue
- Cash Spent: ↑124% ($44,538.95 → $100,544.10) driven primarily by the $50,000 donation from the Main account, alongside increased expenditure in Canteen, Uniform, and Band accounts
- Balance: ↓39% ($141,196.51 → $86,595.88). A material drop in closing funds, but largely planned due to the donation. Most accounts still retain healthy buffers.

Other highlights:

- BAND: This marks the third consecutive period where more cash has been spent and less revenue has been made: however student invoices are usually paid in full for the whole year by end of term 1 so revenue is booked earlier in the calendar year (seasonal). A number of large invoices were issued during this period (wages) including an historical invoice which was only invoiced recently.
- CANTEEN: Cash Spent: 59% increase ($19,866.37 → $31,633.09) and balance down by 69% ($9,011.86 → $2,765.64). The large increase in spending significantly impacted the account's closing position. We are seeing continued strong revenue however cost control needs review (a reversal on the last two reporting periods where we had seen reduction in cash spent). In the last report we mentioned a review on staffing and menu changes if costs changed so the action here is to complete this review to ensure we have visibility on the detail and impact of those changes.
- UNIFORM SHOP: Cash Spent: 163% increase ($3,279.40 → $8,632.89). Any reason behind the increase in costs and if this was expected? Could just be a one-off.

Key activities:

- NFP / CHARITABLE STATUS:
  - We have sent documents to the ABR / ATO to confirm our status as an Incorporated Association - once we have a reply we will provide an update to the P&C.
  - For Incorporated Association / NFP discounts, thus far we have determined we do not qualify for discounts with Stripe however are assessing other key suppliers including Xero, Westpac and will then explore other food / regular suppliers together with Canteen.

- CONTRIBUTION OF FUNDS TO SCHOOL:
  - We confirm that the P&C has made a donation of $50,000 with an additional $50,000 to be paid by the end of the 2025 calendar year.

- GENERAL
  - We have paid our annual insurances, covering:
    - Personal Accident Voluntary Workers
    - Association Liability
    - Property Cover

- We have also paid our P&C Association annual membership fee.

Motion to accept:	Jess M
Seconded:	Matilda S

7.6. Grant-writing report - Emma C

The next round of grants opens in the 4th quarter, around Sept/Oct. Frank can discuss grants with Michael Regan MP at the P&C president's dinner, he makes the decisions regarding grants. There is a 'Community Building Partnerships' grant, it is from 10k-100k per recipient, maximum of 450k in each electorate. This could be used for re-turfing the oval.

8. Principal's Report – Julie T.

- Acknowledgment of country
- Many events over the last week - thanks to staff for organising and families for attending.
- We had a lovely showcase today followed by open classrooms, which was really to see.

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- The athletics carnival yesterday ran really smoothly even though we weren't familiar with the venue ES Marks. We decided to be good friends with Beacon Hill PS as they were booked in the same venue on a day with terrible weather, so we shared the venue and only ran the event with competitive students. If we hold another carnival at this location it is recommended that parents wanting to spectate should carpool, or park at centennial and walk as there was limited parking available. There was a bit of confusion for which student should or should not come, due to level of competitiveness. Any students that didn't compete at ES Marks attended the 'fun carnival' which was run by Emma H.
- Our school Choir will be performing at the Opera House on Thursday night, looks to be a lovely experience for the students.
- The teachers who went to yr 6 camp last week received great feedback from the venue about your children, congratulations.
- There has been minor changes to staffing - additional support in school psychologist Jasmine to work one day a week, and Isabella H teaching drama one day a week.
- NAPLAN - the individual student reports come out prior to the school receiving the full NAPLAN data. This data is useful to look for patterns and growth. We are quite pleased with our school's data compared to previous years. In Year 3 numeracy, 18.6% of kids are 'exceeding', which is up from our 2024 results. The students scored as 'needs additional help' has reduced. In Year 5 numeracy, 10.1% percent in 'exceeding', which is also up from last year, and the students scored as 'needs additional help' has reduced from last year.
- Grounds - concrete work is 90% done, the play space has really opened up, the silver seats still need to be reinstalled and line markings/handball/snakes and ladders do too. These are made in Europe, and we are hoping they arrive prior to the end of term. We will perhaps get more markings near the library e.g. a map of the world. We have also purchased 3 little shopfronts for imaginary play, these to be installed in August. We are also looking at getting tonal musical instruments, which look like sculptures.
- When concrete was laid near the library, it was found that the gas lines were very deteriorated. There were multiple gas leaks which complicated the process. The school used to have gas heaters in all classrooms but these were replaced by r/c air conditioners in all rooms. Only gas used in the school was for heating the hall and stove in Explore and Develop. The decision was made to shut off the gas due to dangers. We are grateful that Explore and Develop were flexible in dealing with this issue, changing their menu to accommodate this safety upgrade.
- Oval - I have had a number of conversations with a number of companies to find a solution. We have to work with DoE for this project is it is quite expensive. We have an irrigation system in place that is unused. In order to fix the irrigation system, dig up existing grass, lay new turf, is a significant cost. Synthetic grass is not an option, as DoE is moving away from synthetic grass due to microplastics. The oval will need to be closed for a time. We hope to move quickly with this project to align timing with the growing period (Spring).
  Ask the floor - does anyone object to the school spending the money with P&C assistance? no objections.

9. Actions from last meeting:

Safer school crossing at Alfred st and at Parr Parade. Letter to the council and local member of parliament was sent at the end of June 2024. We received an acknowledgement from the council, start of July. We received an email from Sally Carmody (an electorate officer and the school liaison officer) who is in communications with the council supporting us with this request, mid July.	Response by Sally Carmody 17/06: I have been advised by Northern Beaches Council that "that this submission was not funded in tranche 4 or 5 of Safer Schools package. Staff will re submit this later in 2025 for the next round of funding." Council also advised I could pass this onto you. My colleague Paul Murphy (cc'd) or I will follow up with Council that this re-submission occurs.

9th August. 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, *which include Waratah Parade, Ronald Avenue, Parr Parade and Alfred Street.* 10th Sept. We received an email from Ricky Kwok, Traffic Engineer, with the official response from council: Council relies on State funding for many of the road and safety improvements projects around Schools. Council has submitted a Narraweena Safer Schools Package to obtain funding under the School Zone Infrastructure program. 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. 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. 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. Keitana sent email to Sally March 20 asking for update, no response. Keitana sent email to Ricky Kwok May 11 asking for update. June 5th Update received: Unfortunately the nomination for the Narraweena Safer Schools package was unsuccessful. Council was however successful in obtaining overall funding totalling $3million under the School Zone Infrastructure program spread across the Northern Beaches Local Government Area. This amount included 7 separate School projects with varying scope of works and project costs. I previously mentioned that the Narraweena Safer Schools package amounted to a total of $1.25 million. There was another successful project of greater value that was funded with a higher assessment rating so I suspect that may have been one of the reasons they may not have funded 2 larger value Council projects. Nevertheless, Council is hopeful that we can resubmit the project for funding under the 2026/2027 program. I understand that project nominations will be open for submission in the second half of this year. Ricky Kwok	Julie got an email from council today. They will observe pick up and drop offs and make assessments. There is action, a 'Have your Say' survey. We can put the info in newsletter and class parent chats to get lots of feedback from school families.

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• Fundraising for Lucy in yr 6 representing NSW in softball in Ballarat	We emailed the family the information, now up to them to pursue
10. **General Business**	
• K-2 Choir - item raised by Emilia W - I would be interested in raising is whether we can get a junior choir started for K-2 - next meeting	
•	
Meeting closed 8:35pm	

Meeting schedule	
2025	
February	P&C Meeting – 25th February 2025 at 7:00pm
March	P&C Meeting – 18th March 2025 at 7:00pm
May	P&C Meeting – 13th May 2025 at 7:00pm
June	P&C Meeting – 17th June 2025 at 7:00pm
August	P&C Meeting – 5th August 2025 at 7:00pm
September	P&C Meeting – 9th September 2025 at 7:00pm
October	P&C Meeting – 28th October 2025 at 7:00pm
December	AGM and P&C Meeting – 2nd December 2025 at 7:00pm

Draft fundraising schedule	
2025	
February	
March	Trivia Night Saturday - 15th March
April	Easter Raffle/Morning Tea - Friday 11th April
May	Election BBQ and cake stall - Saturday 3rd May Mothers Day Breakfast - Friday 9th May
June	
July	
August	Fathers Day Breakfast - Friday 5th September
September	
October	Keepsake plates (Term 4, specific date TBD)
November	
December	