



NARRAWEENA PUBLIC SCHOOL
MINUTES FOR THE P&C ASSOCIATION MEETING
TUESDAY 28th October 2025



Meeting Opened:	7:00 pm	Meeting Closed:	8:50 pm
Present:	16		
Apologies:	Kara T, Laura S, Jo M, Emilia W, Explore and Develop staff,		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Jess			

3. Review and acceptance of previous minutes

Minutes published here - [Parents' and Citizens' Association - Narraweena Public School \(nsw.gov.au\)](https://www.nsw.gov.au/parents-citizens-association-narra-weena-public-school)

Motion to accept:	Matilda H
Seconded:	Jess M

4. Correspondence In/Out

4.1. Correspondence In:

- ☐ Email from NSW EPA (Environment Protection Authority) regarding new FOGO (food organics garden organics) rules coming in 01/07/2026. potential grant, info sent to Emma C

4.2. Correspondence Out:

- ☐ nil

5. Presidents Update: Frank V

- We have a big term coming up to end the year.
- Halloween treats organised by Sarah in the canteen, there have been 400 orders and the treats will be sent to the classroom
- We are looking forward to the second parent information session of TAP next Tuesday, grateful for the work put in by Emma H and Nancy C for this.
- 31st is also World Teachers Day, the P&C will be putting on a breakfast to celebrate the wonderful teaching staff, planning bacon and egg rolls and a fruit platter.

6. Explore & Develop: Laura B, Amanda R

- Our Spring Vacation Care program was a great success, with two fun-filled weeks of exciting activities, There was something for everyone, and the children particularly enjoyed the excursion to Clifton Gardens, it was a clear favourite, with lots of engagement and enthusiasm from all.

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- Laura is getting very excited as she prepares to welcome her first baby in early January. Over the past few months, we've been working closely with Sofia and Hannah to support their transition into Laura's role from January. They'll be introduced to families at the Kindergarten Orientation this Thursday.
- Enrolments for 2026 are currently being finalised, and it's looking like we may have a waitlist for next year.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

- Donations have been coming in in response to the email sent out to class parents. But we've had many items that aren't of acceptable quality for resale, and some items are not official school uniforms, so we can't sell these either.
- We have plenty of stock in the shop ready for kindy orientation - with one exception, there is a slight delay of the school bags
- Prices from our supplier have gone up again, which means we have had to reduce the profit margins, or the prices of the uniforms will need to go up.
- Kindy Orientation happening this Thursday, it will likely be a busy morning in the uniform shop.

Motion to accept:

Sarah J

Seconded:

Georgie W

7.2. Canteen Report – Matilda H

Overall, things have been going well in the canteen, with consistent and steady sales. Only 2 weeks into the term and orders have been great.

A very special thank you to Kerry G, Marylin M, and Beth H for their extra help in keeping things running smoothly while Sarah was recovering from an operation. A huge thank you also goes to Kerry P, who has been volunteering almost every day, full days, over the past two weeks. Her support and dedication have made a tremendous difference and allowed Sarah the time to focus on her recovery before returning to full days in the canteen.

Menu - Slushies back on every day and ice block Friday is on from 3pm.

Disco Day - special food event was a great success for the canteen, especially in terms of orders and profit. All went smoothly, a very big thank you to the Friendly Grocer who donated all of the bread for the sausage sizzle and the serviettes. Thank you to all the volunteers for helping cook the sausages and hand out the sausage to the students- Emma C, Erin W, Jess M, Clare VW, and Alexandra D. Thank you all for helping out; your support made the service run smoothly. Thank you to Kerry P who helped run normal canteen counter service on the day. Thank you to Mrs Torney and Miss Humphery for their help organising the classes and guiding the children. And a special high five to Julie who took on sauce duty whilst wearing white and not getting a speck of sauce on her clothes, very impressive. A small tray of leftover sausages remained, which were eaten by staff, and volunteers as thanks for their assistance. A few loaves of bread were also left over, which were frozen and used this term for cheese toasties.

Upcoming special event days:

- Halloween- Halloween Special treats on Wednesday 29th October. Orders are in line with previous years Halloween treats. Thank you Matilda H for organising volunteers to help distribute the recess orders on the day. The children seem to be excited about it.

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- December 9: International Brownie Day.

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

The canteen first aid kit has been restocked due to depleted or expired items.

Bank Account - The canteen sales have been sufficient to cover expenses. All expenses from term 3 were paid up to date during the holidays. This shows that the canteen service is at break even, adequate for a P&C run school canteen.

Motion to accept:	Clare P
Seconded:	Emma C

7.3. Band Report – Laura S

2026 Recruitment for Band and Strings:

- Our first taster session was on Monday. All year 2 classes experienced playing as part of an ensemble by joining in on trash drums. Dani C, Concert Band conductor ran the session and there was a lot of enthusiasm.
- Taster Session 2 (date TBC) will be a concert by Strings, Training Band and Concert Band and students will demonstrate the instruments available to play. Registration for 2026 will open at this time.
- To increase the music program visibility would it be possible to open the hall door for a few weeks as an open rehearsal?

Thank you to all the staff for their flexibility and support of the taster sessions.

Performance Opportunities:

- Concert Band will combine with Brookvale PS concert band on Monday 17th November at 6.30pm in the Brookvale school hall. They will attend 2 morning rehearsals on BPS on Monday 3rd and 10th November
- Training Band is looking into performing at the Cromer Connects concert at NBSC Cromer campus on Wednesday 19th November. This is an opportunity to watch performances from the regional band, local high schools and primary schools.
- Is there a possibility for the bands to perform for the local preschool/daycares similar to last year?

2026 increase in fees:

- The committee has agreed to increase the fees to \$130 per semester. The fees have not increased for many years and the conductor fees have increased.
- The committee is looking into some paid administration options. There are local companies which can take on some parts of the administration. It is a big job with many stakeholders, the majority of the work falls on very few people and we would like to continue to offer a high quality music program at NPS.

Music excursion to Evergreen Music is still in discussion.

Thank you - An enormous thank you to Julie for her support in increasing the visibility of the school with novel newsletter contributions.

Motion to accept:	Tim M
Seconded:	Renee C

7.4. Fundraising Report – Sarah J and Jess M

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- In previous meetings we were discussing having our annual carols event, but moving it to Beverly Job Park due to supervision issues when the event was held on school grounds. The fundraising committee have made the executive decision not to go ahead with that idea. The costs are simply too high, and the logistics are tricky at this time of year. Given next year's 75th celebrations already being planned, we will have lots of funds to cover missing the carols event.
- We have a suggestion to instead hold a movie night on the school grounds, towards the end of November (date TBD?). Late night, dark enough? timing? looking into various screen hiring options - some are bright enough to play before the sun has set. No alcohol permitted on school grounds. The outdoor area and toilets area only to be used for the event. The P&C are liable for any damage on the school grounds.
- Next steps are getting insurance, public liability, etc organised.
- We will plan to show the movie on the field, invite families to bring comfy seating/rugs etc.
- Next year is the school's 75th birthday, we are planning a gala dinner, looking at dates in March 2026. We have investigated options at DY RSL, Manly Pacific, Long Reef Golf Club. Costs range from \$80-\$180pp depending on meal/drink package options. There will also be additional costs for AV and entertainment.
- School fete/fair for the 75th birthday - can we add a separate website for all the sponsorships?
- Each grade will have an assigned task and subcommittee, to be made up of class parents and volunteers. It will be a huge task, so we will be asking for many volunteers as "many hands make light work". Each grade group leader will need to be part of the fundraising subcommittee to ensure smooth coordination in the preparations.
- Date likely to be in spring, maybe november (?) 2026, 10am-4pm on a Saturday, it will likely come down to the availability of the rides.
- We are hoping to make this a wonderful and memorable event, with lots to see and do, such as fire trucks, sports groups, raffles, MC, rides - wristband (cost), free entry or low cost, food trucks (at cost).
- We have been comparing to other school fair events, eg, Harbord school, Brookvale school, Manly Vale, for ideas how to have a successful event for the school
- Idea for a parent's only disco, to be held in the school hall? Or Chalky's can be used as a venue option.
- P&C facebook page - could be used better, only 233 members. We could start an instagram account instead, all with the goal to communicate better with our parent community, esp for getting info out and asking for volunteers, asking for sponsorships etc. Mindful we aren't causing communication fatigue.
- Sarah has created a sponsorship documentation for the upcoming year

7.5. Treasurer's Report – Tim M

Not much has changed from previous meeting. current balance \$128k

Charitable status - chat with ATO, need documentation and update ABN.

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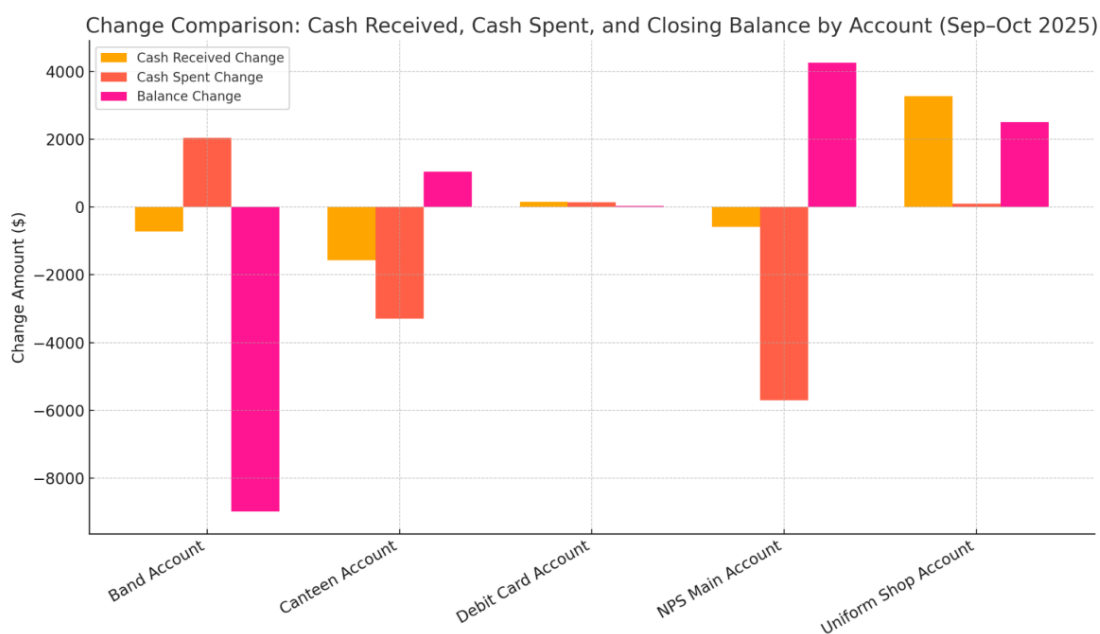
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NPS P&C: TREASURER'S REPORT

For the period: 9 September 2025 to 28 October 2025

BANK SUMMARY

ACCOUNT	BANK ACCOUNT TYPE	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	Bank	Active	21,577.42	560.00	9,345.00	12,792.42
Canteen Account	Bank	Active	7,195.58	21,240.80	24,904.53	3,531.85
Debit card account	Bank	Active	204.57	823.24	557.24	470.57
NPS Main account	Bank	Active	39,843.48	1,305.12	2,247.07	38,901.53
Uniform Shop account	Bank	Active	71,173.02	5,776.12	3,816.90	73,132.24
Total			139,994.07	29,705.28	40,870.74	128,828.61



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CHANGE FROM LAST REPORTING PERIOD (5 AUG 2025 - 9 SEP 2025)

- Cash Received: ↑2% (\$29,169.76 → \$29,705.28)
 - Total receipts rose slightly, mainly from Canteen (+\$4.4k) and Uniform Shop (+\$3.3k). Most other accounts were stable or lower.
- Cash Spent: ↓14% (\$47,582.52 → \$40,870.74)
 - Spending decreased across most accounts, particularly the Main Account (−72%) and Uniform Shop (−2%).
- Balance: ↓1% (\$129,970.54 → \$128,828.61)
 - Overall balances remained steady, a small decline of just \$1,142 (−0.9%), signalling improving financial stability across accounts.

MAIN ACCOUNT:

- Cash Received: ↓33% (\$1,895.76 → \$1,305.12)
- Cash Spent: ↓72% (\$7,944.96 → \$2,247.07)
- Balance: ↓2% (\$34,645.15 → \$33,901.53)
 - Lower activity this period after previous catch-ups
 - Spending fell substantially, aligning with the expected pause in major outgoings. Balance holding firm

BAND:

- Cash Received: ↓56% (\$1,276.99 → \$560.00)
- Cash Spent: ↑28% (\$7,301.25 → \$9,345.00)
- Balance: ↓41% (\$21,777.42 → \$12,792.42)
 - Income softened considerably this period, consistent with low term activity.
 - Expenses rose moderately (likely wages / operating costs), marking the fifth consecutive period of net outflow.
 - Balance continues to trend downward as expected due to seasonality.

CANTEEN:

- Cash Received: ↓7% (\$22,815.26 → \$21,240.80)
- Cash Spent: ↓12% (\$28,200.14 → \$24,904.53)
- Balance: ↑42% (\$2,485.04 → \$3,531.85)
 - Both inflows and spending eased, but the lower spend improved the balance modestly. This period covered the school holidays.
 - Still a high-volume, low-margin account. Currently we are maintaining liquidity, though it remains thin.

UNIFORM SHOP:

- Cash Received: ↑130% (\$2,510.68 → \$5,776.12)
- Cash Spent: ↑3% (\$3,715.52 → \$3,816.90)
- Balance: ↑4% (\$70,626.10 → \$73,132.24)
 - Healthy rebound in revenue following a quiet period.
 - Balance remains strong, this account continues to underpin overall reserves.

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KEY ACTIVITIES

NFP / CHARITABLE STATUS:

- We have now made contact with the ATO regarding our company status. We are indeed an Unincorporated Association on the Australian Business Register (ABR), however we are an Incorporated Entity under the P&C Federation of NSW.
- We have double checked with our insurance provider and we remain covered at an organisational level for our activities.
- We have also ascertained that we were a registered charity, however our status was revoked in 2015 due to not submitting documentation correctly.
- Key actions:
 - We are required to update our details on the ABR to show that we are an Incorporated Association (using our certificate of incorporation with the P&C Federation as proof). This will also have the added benefits of meaning we can apply for grants as under the current structure, officially we cannot do so. Most other organisations like us are Incorporated, meaning a change here will bring us in line with the wider P&C community.
 - This will mean, however, a new ABN and some change in documentation to do so, it is not a simple updating of details. We will revert in due course.
 - Contrary to previous advice, there is a slight possibility that we could achieve a charitable status to offer tax-deductible contributions. Once our Incorporated status has been updated, we will seek further advice from the ACNC (when re-applying for charitable status) if we can also achieve DGR status which would enable us to offer this.

YTD P&L YoY COMPARISON:

	1 JAN-28 OCT 2025	1 JAN-28 OCT 2024
Trading Income		
Band Camp	(2,385.39)	2,505.00
Band Grants & other fundraising income	52.00	-
Band tuition income	17,645.00	17,787.00
Canteen - Daily takings	148,380.93	151,969.77
Canteen catering	565.59	737.70
Fundraising income	43,408.32	33,138.22
Instrument Hire	3,750.00	3,788.00
Transaction fees	354.38	-
Uniform Sales	51,032.66	47,265.54
Total Trading Income	262,803.49	257,191.23
Cost of Sales		
Band wages expense	14,604.00	20,260.00
Canteen supply purchases	89,106.45	90,812.57
P&C Purchases	127.96	-
Uniform COGs	36,700.24	32,250.99
Total Cost of Sales	140,538.65	143,323.56
Gross Profit	122,264.84	113,867.67

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Other Income

P&C Membership Fees	1.00	39.00
Total Other Income	1.00	39.00

Operating Expenses

Band expenses	7,879.00	2,556.71
Bank Fees	5.56	-
Canteen equipment	3,392.38	709.00
Canteen Wages and Salaries	67,478.15	71,065.15
Donation to School	50,000.00	3,050.00
Fundraising expenses	20,423.31	11,047.17
Insurance	1,981.82	5,234.23
Merchant Fees	616.52	554.02
MYOB and Xero Subscription fees	1,339.99	1,054.00
Recruitment expenses	539.00	-
Stripe Fees	277.49	-
Superannuation	7,844.94	7,943.13
Uniform shop expenses	29.94	75.94
Total Operating Expenses	161,808.10	103,289.35

Net Profit	(39,542.26)	10,617.32
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COMMENTARY

- Overall:
 - Core trading performance continued to strengthen, with revenue up and gross profit improving. Period still ends in a net loss mainly due to the one-off \$50k.
 - Excluding the donation, the year-to-date result would be broadly breakeven or modestly positive.
 - Each reporting period we are seeing some reductions in overall revenue vs the year before along with gains made in cost reduction.
 - Focus areas:
 - Preserve margin discipline and monitor areas where costs are creeping (notably fundraising and wages).
 - Continue to plan cash flows with awareness of large one-off donations.
- Revenue (Total Trading Income)
 - Up 2.2 % (\$257,191.23 → \$262,803.49)
 - Growth modest but broad-based, led by higher fundraising income (+\$10.3 k YoY) and Uniform Sales (+\$3.8 k).
 - Canteen takings and catering were slightly softer, but overall revenue remained resilient.
- Cost of Sales
 - Down 1.9 % (\$143,323.56 → \$140,538.65)
 - The small improvement reflects lower Band wages (-\$5.6 k) and steady canteen supply costs (-\$1.7 k), partly offset by higher Uniform COGs (+\$4.5 k).
 - The reduction in overall COGS helped lift gross profit and supports a trend of greater cost efficiency.

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- Gross Profit
 - Up 7.4 % (\$113,867.67 → \$122,264.84)
 - Gross profit continues to improve, reflecting effective cost control and steady trading income.
 - Gross margin lifted from 44.3 % to 46.5 %, which is a strong indicator that core operations are becoming more sustainable.
- Operating Expenses
 - Up 56.7 % (\$103,289.35 → \$161,808.10)
 - The key driver remains the \$50,000 donation to the school.
 - Excluding the donation, operating expenses would show only a modest 11% increase, consistent with expanded activity (fundraising, band, and canteen).
- Net Profit
 - Down by \$50,160 (\$10,617.32 → -\$39,542.26). Once again the stronger gross result was offset by the surge in operating costs, producing a sizeable accounting loss.
 - If we exclude the donation, the organisation would be showing a small underlying surplus (~\$10–12 k), confirming that core operations are financially stable.

OBSERVATIONS

- The only structural increases visible are in fundraising, band program expenses, and admin/software costs. Everything else either fluctuates seasonally or is explained by one-offs.
- Forward forecasting and scenario modelling will now be prioritised before year end with the additional numbers that we have received.
- Margin discipline is improving; protecting this trend through cost control will yield further benefit.

Motion to accept:	Sarah J
Seconded:	Linda M

7.6. Grant-writing report - Emma C

- FOGO - any government department that has over 4000L waste must separate. Are schools included in this?
 - Facilities manager reports that the recycling and food waste is really being pushed for accuracy.
 - Grants applicable to put this into action
- K to send FOGO email to Julie T

8. Principal's Report – Julie T.

- Acknowledgement of country
 - We have welcomed 8 new students this week, some are from interstate.
 - **Playground markings** still on the way from Europe. The handball courts will be done before end of term
 - **Work on the oval** has ceased for now, as the DoE does not have capacity to help at this stage.
 - **Heating in the hall** - when gas was turned off due to concrete works, the hall heating was also turned off, we are working on this.
 - **SAM role** has been temporarily filled by Nadine. Interviews have been held, and we have found an excellent candidate to offer the position to - Kirstie M, who is currently the SAM at Terry hills. She has been the SAM at another school as well, so she is very experienced and we are looking forward to having her here at Narraweena.
 - **Communication** - new website, it looks good and is easy to use. You will have noticed we have also given the newsletter a fresh new look.
- Regarding the social media matter discussed last meeting, we have put the brakes on at this stage, due to specific parental permissions, and we are questioning the ethics of starting a social media account, given the Australian government social media limitations for children under 16, beginning soon.

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- **2026 Class formation** is currently underway. There are many factors that we consider when organising classes. We look at total number of children, staffing, the complexity of the individual students, class size ratios e.g. max 20 students in Kindergarten, 22 for year 1, 24 for year 2, etc. As it sits, that gives us 20 teachers with multiple composite classes. and worse, cross-stage composites. If we spend the money on additional staff, we can remove those cross-stage composite classes. We get that money from the rent we receive from explore and develop (childcare and OOSH). For 2026 we are currently looking at 4 kindy classes, one 1 / 2 composite and one 3/ /4 composite class, which is not ideal, but quite reasonable.
- Staffing is complex for next year, maternity/paternity leave etc.
- When we create the classes, we also want them to be balanced classes - gender, ability, needs, there will be a range in each class.
- If there are any changes for next year in your personal family circumstances and you will not return to Narraweena, please let the school know.
- The school deputy, GA, and Admin staff salary funds are also linked to student numbers.
- We are accepting siblings out of area, or out of area students on compassionate grounds.
- Compliment from the parents - the team teaching class initially caused some alarm amongst parents, but the teachers have done really well working together for the students in their class.

9. Actions from last meeting:

Safer school crossing at Alfred st and at Parr Parade.	Waiting on Council, after feedback collected through the 'Have Your Say' survey
last meeting - Keitana to email class parents asking to let their classes know that families can donate outgrown uniforms back to the uniform shop. done	Any feedback from uniform shop? yes, see canteen report
Last meeting - Feedback from parents - when recruiting training band, suggested to do a blow test so the students can get a good sound K to email Mark to confirm process - done	Response from Mark: see band report

10. General Business

- Narraweena choir has been invited to participate in the 2026 International day of Peace service held at Knox Grammar School, on Monday 21st September 2026.
- Charlotte M in 5/6H participated in the 2025 service with her church choir, which was led by her dad, Tristan M. This event has been running for 22 years, and the program consisted of prayers, speeches, and songs in different styles, all celebrating the diversity of faith groups across Sydney, and the unifying desire for peace. There were representations from many local religious/spiritual sects, also featured was the Knox Grammar school choir. Feedback after the event was that there is the opportunity to involve more younger people in the program, not only the Knox school choir, given the focus is entirely on Peace, Diversity, and Unity.
- If Narraweena would like to participate, we can contact Tristan M for details. At this stage, the time of the event is unknown.
- Thank you for the opportunity but we will decline at this stage, the school has many opportunities to perform, and we will stay non-denominational and stay local.
- Jo M, class parent: I have been asked how a family can apply to the P&C for funding towards an overseas sports tour. Is there some information that I can give the family? Or should they put an email together and send it to you?

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- The P&C can spend a portion of their funds to support students in sporting endeavours, we follow the criteria outlined in the by-laws, found on the school website.
- Cooper H is to represent NSW in a PSSA sport, parents need to send an application. Motion to give Cooper \$300 to subsidise his sports costs? motion carried.
- Lucy is to represent in Softball, vote to give Lucy \$150, motion carried. Note, Lucy is competing in Blacktown so costs are lower than Cooper.
- We have three students who have made it to state, we will review their needs and vote in future meetings.

Meeting closed 8:50pm

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