



NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 9th September 2025



Meeting Opened:	7:01 pm	Meeting Closed:	8:34 pm
Present:	17		
Apologies:	Danielle S, Emma C, Renee C, Joanna M, Elissa B, Explore and Develop staff		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Carla VW			

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-and-citizens-association)

Motion to accept:	Jess M
Seconded:	Sarah J

4. Correspondence In/Out

4.1. Correspondence In:

- Election notice for the P&C Federation board 2025. Nominations for the 2025 P&C Federation Board open 08/09. Contact Keitana if you are interested.
- Email from Danielle Groden from 'Empower Our Kids' with an invitation/advert. They run 1-hour parent info sessions in Child Safety, 10% off in September. The regular pricing on their website says \$600 and email for quote, so they likely have flexible pricing based on number of participants. Response: not interested at this time, we do not want to detract from TAP sessions already scheduled, and are mindful not to over-burden parents.

4.2. Correspondence Out:

- nil

5. Presidents Update: Frank V

- Thank you to Sarah J and the rest of the volunteers for their hard work in the Fathers day event. There was a great vibe at the event. Improving things based on feedback after our mothers day event. Thank you to Michelle F and Georgie W for their help packing the gifts. The stall was amazing.
- Micheal Reagan dinner - member of parliament. It was good to meet up with other P&C members, share their best practices, and common issues. There is a whatsapp chat to keep communication. Healthy Harold was in attendance. Tour of parliament, offices and meeting rooms, really interesting. Another person can attend next year.
- TAP workshop, session 1 . Thank you to Nancy C and Emma H for running that session. There will be an afternoon catch up session held for any parents who missed the workshop, and we may run afternoon sessions after session 2 and 3 if needed.

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

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- St Johns school, they have done sponsorships on their front gate, we should get moving on our sponsorships too.	
6. Explore & Develop: Laura B, Amanda R	
• Apology, no report.	
7. Sub-committee reports	
7.1. Uniform Shop Report – Paula P / Clare P	
Very quiet in the shop, but that is normal for this time of year. We have the option for adding a hair ties and bobbles stand, which will likely increase our sales a little. Second hand stock - there is not enough stock to hold a stall at this stage, we only have small amounts of the smaller sizes. Keitana to email class parents asking to let their classes know that families can donate outgrown uniforms back to the uniform shop.	
Motion to accept:	Kate B
Seconded:	Michelle F
7.2. Canteen Report – Kate B	
Overall, things have been going well in the canteen, with consistent and steady sales. Menu • The healthy food criteria is constantly being changed/ updated, the list checked regularly to ensure items on the NPS canteen menu still meet the healthy canteen criteria. Recent changes mean the following items will no longer be sold on a regular basis, only on Special food days. Any remaining stock will be sold and not reordered - Blue raspberry tnt, Red raspberry tnt, Lemon ice tnt – no longer being made. • Students have been delighted by the special fortnightly treat of “Waffle Wednesday”, for term 3 only. • Hot Chocolates will be turned off at the end of this term and Slushies will come back in term 4 - the children can't wait. Book Week - special food event was a great success for the canteen, especially in terms of orders and profit. • Unfortunately, the call out for volunteers did not get many responses. Thank you to David McCrank and Claire Poolman, and Kerry Phillips who volunteers every Tuesday. Kerry Gotham was called in last minute to help too (paid employee) • Recess service went smoothly - Minecraft cookies were sent to the classroom to be handed out which meant less congestion at the canteen. • Lunch was a different story - cooking 1300 individual chicken nuggets and chips, packing and bagging them was very time consuming. The older years had to wait a little longer to receive their lunch, but the children were very understanding and patient. • A massive thank you to Julie Torney and Nancy Chaffer for helping with crowd control, serving ice cream and	

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making sure the orders were given out to the correct students. We were very appreciative.

- Julie had a great suggestion for next time - all the classes be taken under the cola in their class groups, and the orders are taken up to the cola and handed out there to avoid the congestion at the canteen.
- Golden Ticket surprise - the children enjoyed searching for the ticket and 7 students received a beautiful book to take home. A big thank you to the school for organising and purchasing them.

Canteen Equipment

- Unfortunately, the front freezer that is used to store all the lunch time frozen items stopped working. The service men who recently serviced the freezers/ fridges came out free of charge to look as the freezer was in good working order when they saw it 2 weeks before. The freezer was deemed irreparable as it had suffered a power surge and the compressor was fried, and the oil was leaking. Given the age of the freezer (anywhere between 15-18 years) it would cost too much and not recommended to be repaired.
- A massive thank you to Kate and Tim for reacting quickly to find a replacement within a few days. Thanks, Tim, for once again getting the price down. The freezer is great and has been performing spectacularly.
- Computer – thanks to the school for fixing the old computer in the canteen, used daily for ordering and flexischools, it is running much faster and more reliable.

Upcoming special event days: Please advise if some or all the following are possible? Suggestions welcome

- 26th September – Last day of term 3 disco day- in the past the canteen has offered a sausage sizzle for lunch, close off other items, but leave Sushi on offer. Orders through flexischools
- Halloween- this year falls on a Friday, usually a super busy day. Could offer Halloween Special treats on Wednesday 29th October?
- November 6: International Nachos Day?
- December 9: International Brownie Day?

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

Comments: World teachers Day - can Sarah and the canteen arrange a treat for this event? World teachers day falls on 5th oct, during holidays, so we will shift to 31st oct. Bacon and Egg rolls would be a nice treat for teachers day, we can use the leftover bacon from fathers day.

Motion to accept:	Clare P
Seconded:	Kara T

7.3. Band Report – Danielle S

The band report is as follows:

1. Festival of Instrumental Music was a wonderful day and night for our string players. They were all amazing. Thank you to Mrs Chaffer and Miss Cogan for taking them and Mr Stevens for conducting.
2. Musical minds was also a successful weekend which ended with a group performance with our training band, concert band and string ensemble.
3. We will soon begin recruitment for all bands for 2026.

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4. We now have 5 students in our junior strings program that started this term. Recruitment will continue in term 4

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

Motion to accept:	Linda M
Seconded:	Matilda S

7.4. Fundraising Report – Sarah J and Jess M

Fathers Day Gift Stall & Breakfast

Thank you to all the volunteers who gave up their time to help before school at the gift stall and bright and early for the Fathers Day Breakfast. The whole breakfast morning had such a nice vibe and it was so great to see the kids getting involved, singing with Ben from Evergreen.

Opening up the gates at 7:30am was a great idea – it reduced the lines down for Coffee and the Photobooth considerably, compared to Mothers Day.

Also a huge thank you to our sponsors McGrath and Little Smiles Dental. Without their support we can't continue to provide the extra's like the Photobooth, Coffee and delish catering. And also Ben from Evergreen Music – he was so supportive of the event and encouraged the students to get in contact with him prior to the event to work through any songs they might like to sing and obviously managed to get a huge response from the students during the event.

Little Italy Coffee Van:

I was really impressed with Little Italy Coffee – they have asked for our dates for next year for Mothers Day and Fathers Day Breakfast so they can lock those dates in for us, so I will do that and look to get those costs covered by sponsorship.

Gifts:

- Huge thank you to Michelle and Georgie for organising the gifts. And Matilda for helping them too. They were really well received. We have quite a few towels leftover and small amounts of frames, hats, torch keyrings which we can use for next year.

- We sold a total of 437 gifts with a total of \$2,622

- 76 gifts were cash sales on the Thursday and 361 gifts were purchased through Flexischools

B-fast:

- Thank you to Sarah for the delicious cupcakes once again.

- We sold 383 B&E Rolls + Cupcakes through Flexischools and sold an additional 60 breakfasts after orders had closed throughout the week and also at the Fathers Day event – which was a total of 443 B&E Rolls + Cupcakes - which is actually more breakfasts than we had catered for but we did get extra rolls from Vans and also had some families that didn't turn up on the morning so we were able to re-sell those.

Julie – I have sent photos from the event to you – let me know if you don't get them as they might be too large to receive.

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NPS Christmas Celebration – Beverly Job Park – Jess M

Can't book Beverly Job Park online, it is completely blocked out with summer sports. Email with details has been sent. Application forms are in process.

Event to be held on the last day of Term 4, which is also the year 6 clap out. Traditionally the students all go down to Dee Why beach and jump in wearing their school uniforms. They will be late, coming back from that.

If we can get this booked in, it will be a large all-hands-on-deck event with many volunteers needed. We are looking into pre packaged food options such as anti pasto platters, bakers delight. These would be ordered in advance through flexishools.

We need to check P&C insurance/public liability

NPS 75 Years – Gala Dinner

I have enquired with a few venues on potential dates and costs.

Manly Pacific, Longreef Golf Club and Dee Why RSL. Looking at a date in March – but open to suggestions

NPS 75 Years – School Fair/Fete

This will be a huge event to organise so we will be looking to put together a separate committee for this event and will split the organised into categories and each category will be organised by a different Grade.

e.g Rides and Amusements will be organised and managed by Year 3, food trucks, stalls, etc. It will be like a mini easter show held at Narraweena. We will need flyers, multiple sponsors, and many many volunteers.

Need to lock in a date. Likely to be a Saturday during term 4.

75 Years School Fair – Committee Members - Look at getting volunteers now to put their hand up as the Committee Member for each year from P&C Members.

Sponsorship Team

With so many events happening, especially with the 75 Year Celebrations next year, we need to put together a sponsorship team or person who can really drive these donations and sponsorships for each event. I will still put together the sponsorship pack and will distribute out to as many contacts / companies as possible but it really does need a lot of attention. The Gala Dinner and School Fair next year will not happen without them and when I look at what other schools are doing and the money they are raising because of the generous sponsorships and donations from many companies in the community, I feel we need to push this a lot more to be able to do the same.

It also comes down to appealing to the parents at the school and asking them to reach out to their contacts as well.

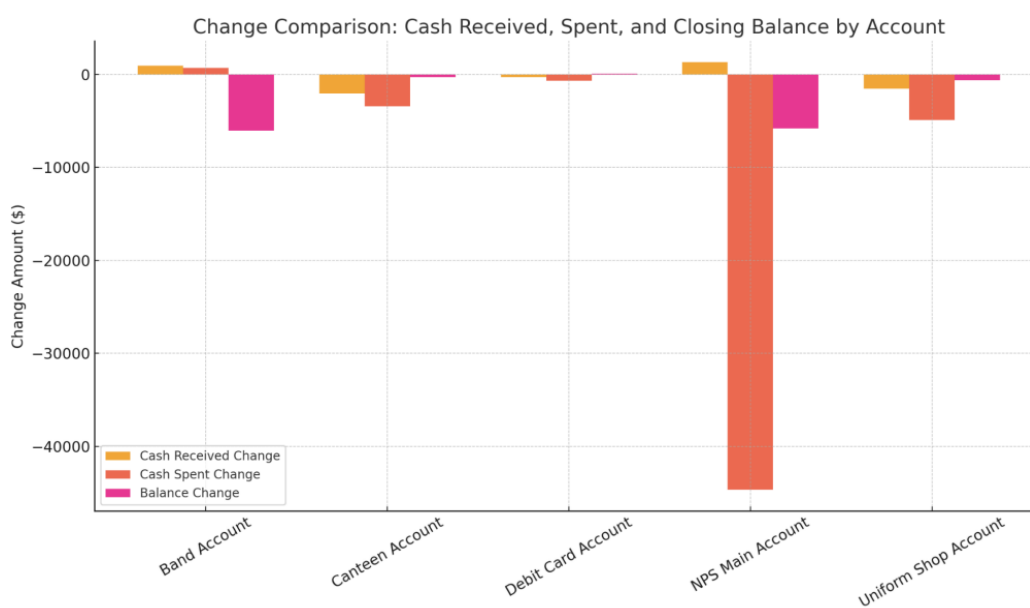
7.5. Treasurer's Report – Tim M

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BANK SUMMARY

ACCOUNT	BANK ACCOUNT TYPE	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	Bank	Active	27,801.68	1,276.99	7,301.25	21,777.42
Canteen Account	Bank	Active	7,869.92	22,815.26	28,200.14	2,485.04
Debit card account	Bank	Active	186.41	671.07	420.65	436.83
NPS Main account	Bank	Active	40,694.35	1,895.76	7,944.96	34,645.15
Uniform Shop account	Bank	Active	71,830.94	2,510.68	3,715.52	70,626.10
Total			148,383.30	29,169.76	47,582.52	129,970.54



CHANGE FROM LAST REPORTING PERIOD (16 JUN 2025 - 4 AUG 2025)

- Cash Received: ↓5% (\$30,799.57 → \$29,169.76)
 - Mainly due to reduced inflows from the Canteen, Uniform Shop and Debit Card accounts. The Band and Main accounts both improved, though their contributions were not enough to offset the broader decline.
- Cash Spent: ↓53% (\$100,544.10 → \$47,582.52)
 - The prior period included the \$50,000 donation from the Main Account, so this reduction was expected.
- Balance: ↓9% (\$142,795.88 → \$129,970.54)
 - While balances declined, the drop was far less dramatic than previous periods.
 - Overall, balances fell 9.0%, driven mainly by continued drawdown in Band and Main, and very thin surplus in Canteen.

Memory usage: 29

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MAIN ACCOUNT:

- Cash Received: ↑226% (\$581.63 → \$1,895.76)
- Cash Spent: ↓85% (\$52,599.57 → \$7,944.96)
- Balance: Down by 15% (\$40,646.57 → \$34,645.15)
 - The spending decrease reflects the prior \$50,000 donation not recurring this period.
 - Despite improved income, the account continues to trend lower, highlighting the need to restore funds in coming months.

BAND:

- Cash Received: ↑265% (\$350.00 → \$1,276.99)
- Cash Spent: ↑11% (\$6,578.47 → \$7,301.25)
- Balance: Down by 22% (\$27,801.68 → \$21,777.42)
 - Revenue improved from a very low prior period but remains well below historical averages.
 - This marks the fourth consecutive period where more cash has been spent than received, eroding balances. Reminder that revenue is usually booked earlier in the year.

CANTEEN:

- Cash Received: ↓8% (\$24,855.57 → \$22,815.26)
- Cash Spent: ↓11% (\$31,633.09 → \$28,200.14)
- Balance: Down by 10% (\$2,765.64 → \$2,485.04)
 - High volumes of inflows and outflows continue but balances remain very thin.
 - The canteen remains a high-turnover, low-surplus account. Despite strong receipts, heavy and consistent spending exposes the account to short-term liquidity risk.
 - We have also purchased a new freezer (replacement) which has been purchased by the Main Account as a loan to the Canteen account.

UNIFORM SHOP:

- Cash Received: ↓38% (\$4,065.97 → \$2,510.68)
- Cash Spent: ↓57% (\$8,632.89 → \$3,715.52)
- Balance: Down by 1% (\$71,247.06 → \$70,626.10)
 - Both income and expenditure dropped, leaving the balance largely unchanged.
 - This remains the strongest reserve account, continuing to provide stability to overall funds.

KEY ACTIVITIES

NFP / CHARITABLE STATUS:

- We are still waiting on a reply from the ABR / ATO.

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YTD P&L YoY COMPARISON:

	1 JAN-9 SEPT 2025	1 JAN-9 SEPT 2024
Trading Income		
Band Camp	189.61	2,505.00
Band tuition income	17,645.00	17,787.00
Canteen - Daily takings	123,193.39	127,719.46
Canteen catering	358.20	670.30
Fundraising income	37,800.02	16,423.42
Instrument Hire	3,750.00	3,788.00
Transaction fees	348.78	-
Uniform Sales	44,709.62	43,551.56
Total Trading Income	227,994.62	212,444.74
Cost of Sales		
Band wages expense	9,344.00	17,580.00
Canteen supply purchases	74,561.26	75,553.54
P&C Purchases	127.96	-
Uniform COGs	32,023.19	29,482.16
Total Cost of Sales	116,056.41	122,615.70
Gross Profit	111,938.21	89,829.04
Other Income		
P&C Membership Fees	1.00	39.00
Total Other Income	1.00	39.00
Operating Expenses		
Band expenses	6,544.00	2,556.71
Bank Fees	5.56	-
Canteen equipment	3,392.38	-
Canteen Wages and Salaries	59,679.02	62,818.27
Donation to School	50,000.00	3,050.00
Fundraising expenses	18,935.60	10,212.17
Insurance	1,981.82	5,234.23
Merchant Fees	569.59	472.42
MYOB and Xero Subscription fees	949.99	824.00
Recruitment expenses	539.00	-
Stripe Fees	272.70	-
Superannuation	6,909.05	6,998.33
Uniform shop expenses	29.94	64.94
Total Operating Expenses	149,808.65	92,231.07
Net Profit	(37,869.44)	(2,363.03)

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COMMENTARY

- Overall:
 - Core trading performance improved (revenue up, COGS down, margin higher).
 - The net loss is primarily explained by the one-off \$50k donation; without it, the year-to-date position would show a meaningful surplus.
 - Focus areas: maintain margin discipline (watch Uniform COGs), and monitor operating cost creep outside the donation (fundraising and one-offs).
- Revenue (Total Trading Income)
 - Up 7.3% (\$212,444.74 → \$227,994.62)
 - Growth is driven mainly by Fundraising income (\$16.4k → \$37.8k, +\$21.4k) and a modest lift in Uniform Sales; this was partly offset by softer Canteen daily takings and Band tuition.
- Cost of Sales
 - Down 5.3% (\$122,615.70 → \$116,056.41)
 - The reduction is primarily from Band wages (\$17,580 → \$9,344) and a small fall in Canteen supplies; this was partly offset by higher Uniform COGs (\$29,482 → \$32,023).
- Gross Profit
 - Up 24.6% (\$89,829.04 → \$111,938.21)
 - Both higher revenue and lower cost of sales lifted margins; gross margin improved from 42.3% to 49.1% (≈ +6.8pp).
- Operating Expenses
 - Up 62.5% (\$92,231.07 → \$149,808.65)
 - Increase is largely the \$50,000 donation to the school (vs \$3,050 last year). Excluding the donation, operating expenses are up approximately 11.9% (from \$89,181 → \$99,809) driven by fundraising expenses, band expenses and one-off canteen equipment, partly offset by lower canteen wages and insurance.
- Net Profit
 - Loss widened by \$35,506 (–\$2,363.03 → –\$37,869.44)
 - The stronger gross result was more than offset by higher operating costs. Ex-donation, the result would be a surplus of approximately \$12,131 this year (vs approximately \$687 last year), indicating core operations are positive.

OBSERVATIONS

- Overall Risks:
 - Liquidity stress in Canteen with balances very thin. Declining balances in Band.
 - Dependence on Uniform Shop and Main Account reserves which can mask structural fragility elsewhere.
 - Expense creep: fundraising and band costs are rising, in addition to one-off donations.
 - Seasonality, especially in tuition income and uniform sales, creates peaks/troughs that strain forecasting.
- Opportunities:
 - Fundraising momentum: Already doubled/tripled YoY. If sustained, this can rebuild reserves effectively.
 - Gross margin gains: Lower COGS and higher revenue are moving in the right direction so we need to protect this trend.
 - Uniform Shop strength: Can be leveraged strategically, either to support weaker areas or to reinvest in revenue-driving initiatives.
 - Forecasting discipline: Moving from reactive (reporting) to proactive (scenario modelling for costs, income timing, and one-offs) will provide better forward visibility.

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FATHER'S DAY P&L:

FATHER'S DAY 2025	
Incoming	
Photo Booth sponsorship	\$800.00
Catering sponsorship	\$600.00
Cash takings - gift sales	\$456.00
Cash takings - breakfasts	\$487.00
Flexischools (gifts and food)	\$5,070.00
TOTAL INCOMING	\$7,413.00
Outgoing	
Coffee Van	\$825.00
Temu Gifts	\$205.42
Shein Gifts	\$566.96
School Gifts	\$416.24
Smart Gift Ideas	\$585.00
Gift bags	\$167.20
Gift bags	\$39.23
Serviettes and tomato sauce	\$29.50
Burger rolls and serviettes	\$23.25
Photo Booth	\$800.00
Devitts Eggs	\$332.50
Devitts Bacon	\$516.00
Cardboard trays	\$65.56
Evergreen Music	\$165.00
Van Rolls	\$288.00
Cupcakes	\$949.50
Stickers	\$161.00
TOTAL OUTGOING	\$6,135.36
Profit / Loss	\$1,277.64

Motion to accept: Linda M
Seconded: Kara T

7.6. Grant-writing report - Emma C

To be eligible for Club NSW grants, the school grounds need to be open to the public, so it is unlikely we will get this grant.

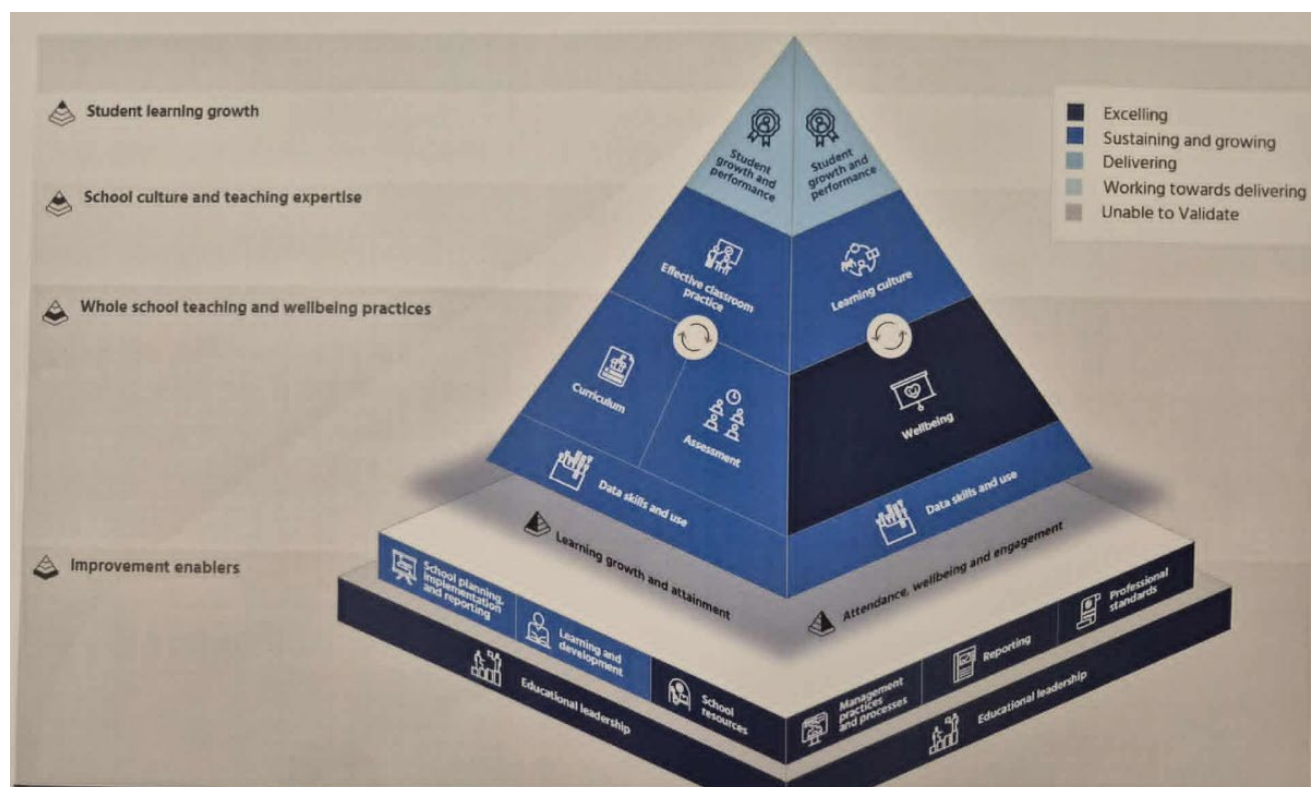
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The Community Building Partnership is a good option to apply to. November and March dates.

8. Principal's Report – Julie T.

- Acknowledgement of country
- Last Saturday, three of our first nations students and an ally received an award at Taronga zoo, which was really special. The ally award went to a student in yr 6 who has been picking up curiosity of names of school sports houses. Currently the sports houses are named after early European explorers in Australia.
- There was a tragedy in our community last weekend, death by shark attack. Please reach out to lifeline or beyond blue as needed
- Father's day event was lovely, thank you to all those involved.
- A few temporary staff changes: Nancy C going away for 5weeks, Emma H stepping into her role, and Cara M is off, Carla VW filling in for her and to replace Emma as AP
- There will be minor changes in term 4 with RFF staff with teachers taking leave. We have a good pool of casual teachers that we can call on.
- A school admin role is open, currently being advertised on seek. Thank you to Tim M for helping pick through candidates. Nadine F has been relieving in this role but doesn't want to continue with it permanently.
- TAP, we had a really successful parent info first session. There was a great turnout and it shows that we all care about the children's wellbeing.
- Last Tuesday our school had an external validation panel. We rate ourselves on this excellence document. We've got a really strong foundation for continual improvement.



- Carla VW is part way through completing higher levels of proficiency. A representative from NESa came to observe her and to interview Julie. She passed all the standards. There are less than 400 teachers in this state with this 'highly accomplished' rating. There are more teachers going through this process on the NB. The teachers in our school and our area are taking pride in their competence, and we are proud of them.

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- 2026, enrollments. Kindy enrollments are strong. Q - we currently have a system in place for student placement requests and we think this ought to stop. In TAP there is a question about accommodation leading to dependence. We know that working through difficult situations leads to resilience. A reminder of a P&C meeting last year, with the hot topic of class assignments. This was really good information for parents, we teachers know your children well and we want them to thrive.
- Bushfire update training. Our area needs to have a bushfire plan. As previously explained, all communication goes through the SchoolBytes app, including any emergency situations. The most likely scenario we would encounter would be heavy smoke. The plan in this case is to return to classrooms. If early release of students is needed, we will communicate via SchoolBytes app. Please don't call and tie up the phone lines in an emergency, please check the app first for information.
- New school website details. People shop for schools on the internet so it's important that our school website is up to date and attractive. Thursday of week 10 we will flick over to the new website. Social media is another important tool. We don't currently have a school social media but will look into getting one.

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

10. General Business

- K-2 Choir - item raised by Emilia W - I would be interested in raising if we can get a junior choir started. Mr Stevens said to bring it to the P&C, Maybe some PSSA teachers could take over his lunch duties then he could teach a junior choir?
- The issue is the capacity of the teachers. Their workload is at capacity as they have sports, and lunch time supervision duties, the dance program, twice as much time behind the scenes in planning and preparing for their face to face time. We would love to be able to facilitate this, but there just isn't currently enough time and we don't want to overload our teachers.

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Meeting closed 8:34pm

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	
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Narraweena Public School – P&C Minutes – 9th September 2025

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

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Draft fundraising schedule	
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	Father's Day Breakfast - Friday 5th September
September	
October	
November	
December	Christmas Carols (TBD)