NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 4th August 2026

Meeting Opened:	7:00 pm	Meeting Closed:	8:36 pm
Present:	9		
Apologies:	Frank V, Lisa H, Tim M, Georgina W, Danielle S, Clare P		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Jen			

3. Review and acceptance of previous minutes

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

Motion to accept:	Ainsley
Seconded:	Isabel

4. Correspondence In/Out

4.1. Correspondence In:

- nil

4.2. Correspondence Out:

- nil

5. Presidents Update: Matilda on behalf of Frank V

- Well done to fete organisers. There was a mini meeting held during school the holidays, and they are putting in a lot of work to make this happen.
- For the open classrooms tomorrow: if you have ordered a recess treat it will be delivered to the classroom.
- We are looking forward to the fathers day event,

6. Explore & Develop: Laura B, Amanda R, Sabrina B, Hannah B

OSHC -

Our Winter Vacation Care program was a great success, with two fun filled weeks of exciting activities. Children particularly enjoyed bubble soccer and children also learnt new skills such as model making and first aid. We're proud of how adaptable the children were to some change to environment and weather limitations.

We have had lots of enquiries regarding enrolments for OSHC in 2027, we will begin the re enrolment process for current families in August/September and then get in contact with new families.

LDC –

The Long Day Care team has successfully completed the re-enrolment process for 2027. With this now finalised, places will be offered to families currently on the waitlist.

Our Preschool Bluebirds have enjoyed building meaningful connections with residents at Narraweena Grove Nursing Home. Children will continue to strengthen these relationships through planned excursions to the nursing home over the coming weeks.

Hannah Buckley | OSHC Coordinator

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

- The Uniform Shop continues to operate smoothly.
- Overall stock levels are currently satisfactory.
- The next planned shipment of school bags is due in October. With the shop now into its final box of bags, pricing was obtained for an interim order; however, the replacement cost would exceed the current retail sale price. As a result, existing stock will need to be managed until the October delivery arrives. A significant number of credits have also been processed due to faulty bag zips on the one previous batch, which has impacted estimated stock usage.
- Uniform sales appear to be lower than expected. Based on the volume of donations being received, it appears many families are purchasing lower-cost uniform alternatives. Unfortunately, the Uniform Shop is unable to compete with lower-cost retail options.
- Positively, sales of the ½-zip fleece have increased across all sizes this year.
- A new supplier has been sourced for the football socks, bringing back the blue foot design. The socks will remain the same price and retain the same stripe pattern, but without the white foot.
- While the Uniform Shop is pleased to receive second-hand donations, it is requested that only official school stock is donated, and that items are clean, stain-free, and free from rips.
- We would like to thank the two regular volunteers for their ongoing support, which is greatly appreciated.

Motion to accept:	Ainsley M
Seconded:	Isabel L

7.2. Canteen Report – Matilda H

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Flexischools Competition Update - Earlier this year, Flexischools ran a competition for NSW schools, with the prize being a brand-new pie warmer. I submitted our one permitted entry on behalf of the school.

Unfortunately, we were not the lucky winners this time. While this was disappointing, it was certainly worth entering, as a new pie warmer would have been a fantastic addition to the canteen.

Computer Update - A huge thank you to everyone involved in helping the canteen obtain a laptop, especially Jess M. It has been fantastic to have a reliable computer dedicated to the canteen and has made day-to-day operations much smoother. Your support is greatly appreciated—thank you again.

Seasonal Menu Update - Our winter menu continues to be well received by students.

· Hot chocolates remain a popular choice during the colder weather.

· Waffles have returned this term and have been a great success, with students thoroughly enjoying them.

Special Events

Colour Run – 3 July

The Colour Run, held on the last day of Term 2, was another successful event for the canteen.

With the combination of Colour Run orders and the traditionally busy last day of term, the canteen team had an extremely busy day. Thanks to everyone's hard work and organisation, all orders were prepared and served successfully.

Any remaining stock was stored appropriately over the school holidays and sold at the beginning of this term, helping to minimise waste.

For future events where parents are attending and may choose to take their child home before the scheduled eating time, a reminder will be included in event communications advising families that it is best not to place a food order if they intend to leave early. On these busy event days, the canteen is unable to accommodate locating individual orders once they have been packed and distributed, and for food safety reasons we cannot have people searching through class tubs.

Where possible, we will continue to save non-perishable or frozen items. For example, during the Colour Run, if a student's Life Saver icy pole ticket was returned to the canteen by the class teacher, we were able to hold the icy pole and provide it to the student at the beginning of this term.

Education Week Family Morning Tea – 5 August

To celebrate Public Education Week, the canteen will be hosting a Family Morning Tea on Wednesday, 5 August.

Families were able to pre-order a delicious selection of homemade treats, including: · Scones · Pikelets · Muffins · Chocolate Mud Cake · Fruit Salad · Chocolate Mousse

We look forward to welcoming families to celebrate Public Education Week with our school community.

Halloween – 29 October

Planning for our Halloween menu and activities is yet to commence. Further details will be provided closer to the event.

Work Health & Safety (WHS) - There are no Work Health and Safety matters to report at this time.

Thank you to our wonderful volunteers and everyone who continues to support the canteen. Your ongoing assistance helps ensure we can provide quality food and special events for our school community.

Motion to accept:	Ainsley M
Seconded:	Emma C

7.3. Band Report – Alice H and Danielle S

1. Musical minds last term was a success.

2. New string conductor, Summer Friedland started this term. She is settling in well.

3. Senior strings continue to practice with Cromer Primary School Strings. The rehearsal for the Festival of Instrumental Music is on the 27th August at Meadowbank P.S. The performance at the Opera House will be at the end of September.

4. Summer has commenced a junior tutorial group for any year 2 student that is keen to continue violin after their semester 1 lessons at school.

5. Band invoices for semester 2 to be sent out this week.

Motion to accept:	Michelle F
Seconded:	Emma C

7.4. Fundraising Report – Sarah J and Jess M

Fete - we have released the save the date - 14th November. The website is underway - thanks go to Ainsley M. Stall planning is underway. The rides have been booked

Next on our agenda is a sponsorship push, we are putting together a packet so the details can be sent out to potential sponsors. And we are looking at getting paid stalls like coffee shop and mr whippy etc

The fete exec team to meet with Julie

Wristbands and Market stall stamp cards are to be sold through the website rather than flexischools which is only accessible by school families. If the event is cancelled (due to extreme weather) we would need to refund tickets and stall stamp cards, but the silent auction would be able to go ahead.

Mimosa is holding a fete on Saturday 19th Sept, and Avalon holding one Sunday 20th Sept - would be good for people to attend these for market research purposes.

Class parents are to be point of contact for organising their stalls, not the class teacher.

Fathers day - Michelle and Georgie are on the ball for the fathers day event coming up, gifts are already purchased. We are tweaking the plan from mothers day gift stall and they will write students' names on the bags instead of writing numbers, to help ease the flow

We are booked in for Friday 4th september for the breakfast, and the stall will be held in the days leading up to that

Jess will be away for that week and we will need extra set of hands.

7.5. Treasurer's Report – Lisa H

Bank Summary

Narraweena School Parents & Citizens Associations
For the period 23 June 2026 to 23 July 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	12,677.57	2,795.00	7,437.50	8,035.07
Canteen Account	11,394.53	13,372.12	18,747.36	6,019.29
Debit card account	131.20	899.37	459.20	571.37
NPS Main account	40,025.37	5,304.56	1,827.01	43,502.92
Uniform Shop account	80,514.77	1,431.01	1,266.07	80,679.71
Total	**144,743.44**	**23,802.06**	**29,737.14**	**138,808.36**

Narraweena School Parents & Citizens Associations
For the period 1 January 2026 to 23 July 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	7,114.92	16,625.00	15,704.85	8,035.07
Canteen Account	6,452.01	104,410.12	104,842.84	6,019.29
Debit card account	571.37	2,844.50	2,844.50	571.37
NPS Main account	42,154.05	45,159.90	43,811.03	43,502.92
Uniform Shop account	78,457.71	36,769.87	34,547.87	80,679.71
Total	**134,750.06**	**205,809.39**	**201,751.09**	**138,808.36**

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Bank balances are healthy.
Please see account balances and summaries below:

Main Account $43,502
Band Account $8,035
Canteen Account $6,019
Uniform Account $80,679
Debit Account $571

Main Account:
Outgoings included gifts for the upcoming father's day gift stall and breakfast, including deposit for the coffee van.
We paid the deposit for the rides for the fete.
The BAS has been paid, and the accountants fee to prepare the BAS.
We bought Sarah a new laptop for the canteen, as discussed in our last meeting.
Incomings were from our major gold sponsor, Standfast Tree Services.

Band Account:
Plenty of student fees and Music Mind payments have been received.
Conductor fees and ensemble directing invoices have been paid.
Four student invoices currently outstanding.

Uniform Account:
Outgoings were stock invoices, wages and super payments.
Year on year comparison for May-July, sales are down by $4,000.
We've discussed suspected reasons for this in the last two meetings.

Canteen Account:
This month the only outgoings were for stock purchases, wages and super.
Year on year comparison, again we're tracking at $5,300 more in sales than May-July last year.
Things are looking good in the canteen.

Points to discuss:
Event cancellation insurance for the fete.
Our insurance provider has quoted $950 + charges.
Do we want to consider this?

Yes we do - need to know terms, what exactly does it cover, how bad does the weather need to be.

We need to compare what the rides definition of bad weather. Emma willing to review the policy if needed.

Jen (visitor) has contacts with killarney heights and beacon hill schools, can ask questions

Motion to accept:	Ainsley
Seconded:	Michelle

8. Principal's Report – Julie T

- **Acknowledgement of country**
- **Stewart House** - is both a Dept of Education school, and charity. The dept pays for the running costs from 9-3, and the charity runs the overnight component. Students come for a 12 day stay, experience a holiday by the sea. These students are varied, some from disadvantaged backgrounds, some due to an illness in the families etc. NSW govt arrange for dental checks, hair cuts, zoo trips, swimming etc.
  Our school is proudly one of their highest donors (counting by pro rata). Julie visited last week with two year 5 future leaders, the grandfather of one of these students (Charlie W) was involved in setting it up.
  Stewart House turns 95 this year. They take nominations for children to visit. There are some, but not many from the northern beaches area.
- **Public education week** is this week, thank you in advance for coming to tomorrow's events: 9.15am-9.45 open classrooms, then showcase assembly of our performing arts groups, then a family morning tea at roughly 11am, or when the assembly finishes, whichever comes first.
  The school has funded a coffee van as a treat for the families that come to visit.
- **Colour run** - this event last term was highly successful and a very fun event for our students. We raised over $20K. We want to say a big thank you for your generous donations. The funds have gone towards IT throughout the school to improve the classroom experience. We are looking into an LED screen for the hall. Smart boards throughout the school and laptops always need updating.
- **Technology in the classroom** - The use of technology in the classroom is part of the curriculum, children need to be able to use it confidently in their lives. Our teachers carefully balance when to use technology and when not to use technology
- **Excursions** - we are lucky to have had lots of excursions over the last few weeks to enrich the students learning experience. These include Year 6 camp to Canberra. We are so grateful for our staff making sacrifices to be away from their families for this.
- **DoE policy and procedures re: photographs**. The school carefully consider photos that we share.
- **HPGE** - Our school supports learning for all students at all levels. Enrichment and extension opportunities are provided to High Potential Gifted students including differentiated tasks, withdrawal, acceleration, subject acceleration etc. We identify students in all domains and provide opportunities within the school, as well as utilising the resources of NSW DoE.
- **NAPLAN** - student results have gone home, we are waiting for the whole school data
- **75th anniversary events** - we are currently rehearsing for an amazing dance showcase Tuesday 8th September. Watch for ticket information coming out soon. We will be running 3 shows that day to allow for as many people as possible to attend.
  Kelly Fox and Kellie Cheney are finalising a commemorative book, this will be made available in term 4 This Friday we have a drone coming to photograph students forming the number '75' on the oval. We have also arrange to hire some 1950's school furniture to set up an old style classroom.

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9. Actions from last meeting:	
Community Building Partnership grant - update?	Unsuccessful in this application - thanks go to Emma C for her hard work in this endeavour
10. **General Business**	
- P&C website - Ainsley, discussed in fundraising section	
- ISS locations are sometimes incorrect and parents are in the wrong spot trying to support their children. Information different between SB and email and calendar. - Results will go in the newsletter, training and locations will go in the SB calendar.	
Meeting closed 8:36pm	

Meeting schedule	
2026	
Term 1 week 4	P&C Meeting – 17th February 2026 at 7:00pm
Term 1 week 8	P&C Meeting – 17th March 2026 at 7:00pm
Term 2 week 3	P&C Meeting – 5th May 2026 at 7:00pm
Term 2 week 8	P&C Meeting – 9th June 2026 at 7:00pm
Term 3 week 3	P&C Meeting – 4th August 2026 at 7:00pm
Term 3 week 8	P&C Meeting – 8th September 2026 at 7:00pm
Term 4 week 3	P&C Meeting – 27th October 2026 at 7:00pm
Term 4 week 8	AGM and P&C Meeting – 1st December 2026 at 7:00pm

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Draft fundraising schedule	
2026	
February	
March	
April	Easter Raffle/Morning Tea - Thursday 2nd April
May	Mothers Day Breakfast - Friday 8th May
June	
July	Colour Run - Friday 3rd July
August	
September	Fathers Day Breakfast - Friday 4th September
October	
November	75th Anniversary fair/fete
December	