NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 17th February 2026

Meeting Opened:	7:06 pm	Meeting Closed:	8:16 pm
Present:	30		
Apologies:	Kate B, Alice H, Jo M,		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

Ainsley M	Bill G	Courtney G	Cameron S
Danielle S	Julian L	Lisa H	Lucy T
Philippa P	Sarah P	Tracey M	

3. Review and acceptance of previous minutes

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

Motion to accept:	Matilda H
Seconded:	Georgie W

4. Correspondence In/Out

4.1. Correspondence In:

- Invitation for the combined P&C meeting - join with other local schools - held tues 10 march, at NBSC Cromer Campus
- Thank you email from a family regarding movie night at the end of 2025

4.2. Correspondence Out:

- nil

5. Presidents Update: Frank V

- Thank you to the school for a smooth transition to new classes.
- The welcome BBQ for new families was held last Thursday. It was a great event, thank you to the executive team and volunteers for their help. It was great to meet and welcome the new families to Narraweena.
- We are looking forward to a big year this year. In addition to our regular events, we will be holding a fete, and we will be involving the whole school to fundraise and celebrate the school's 75th birthday.

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

OSHC & LDC Update – Term 1

- We are very pleased with how the year has commenced across both our OSHC and LDC services.

OSHC Update

- Our new Kindergarten children are settling into OSHC beautifully. It has been wonderful to see how confidently they are navigating their afternoons and becoming familiar with routines, educators and peers.

- All returning children have transitioned back into OSHC with ease. We would particularly like to acknowledge our older children, who have shown great leadership and kindness in supporting our new Kindergarten children as they adjust. Their encouragement, inclusion and guidance have made a noticeable difference in helping our youngest school children feel safe and welcomed.
- We are currently at full capacity each afternoon, with the exception of Fridays, where we still have limited availability.

LDC Update

- Our Long Day Care service has also had a positive start to the year. As expected at the beginning of a new year , we are continuing to support some of our youngest children as they transition from home into care. Our educators are working closely with families to ensure these transitions are calm, supportive and responsive to each child's individual needs.

Cross-Service Connections

- This term, we are looking to further strengthen connections between OSHC and LDC by inviting some of our OSHC children to spend time in the LDC environment reading stories and interacting with the younger children. We believe this will foster leadership, empathy and a strong sense of community across our service, while also supporting positive relationships between children of different ages.

Staffing Update

- We are delighted to share that Laura welcomed her beautiful baby daughter, Clara Rose, on 9 January 2026. Both mum and bub are doing very well.
- During Laura's maternity leave, Sofia and Hannah will be leading the OSHC program. We are confident in their leadership and are grateful for their continued dedication to the children, families and school community.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

- First a big thank you to Diana and Kathy for their consistent and dedicated volunteering in the shop.
- We have had a busy start to the year -$4768 in sales in first two days open
- School bags are now available
- 2nd hand sale - we have enough stock available to run a 2nd hand uniform sale - we will need to have a few volunteers to run the stall as the last time we had a 2nd stall it was very popular. We want to hold it to coincide with an ice-block Friday and will need to have the eftpos machine available.
- K to send email to class parents to ask for more donations - reminder, good quality and school uniform only.
- Need to discuss potential price adjustment - online orders incur additional costs which are not factored into clothing pricing. There is the cost for bags, printing order forms, and a flexischool service fee - we pay $24 per $1000 in sales in flexisale orders. Flexischools are charging parents a service and the school an additional service fee. We could negotiate with flexischools, could review and adjust

prices to reflect this.

Motion to accept:	Sarah J
Seconded:	Michelle F

7.2. Canteen Report – Matilda H

- The year has started well, with a steady stream of orders and busy counter service, particularly at lunchtime due to the warm weather.
- We have welcomed the return of many wonderful volunteers from last year and have also had new Kindy parents enquire about volunteering. The sign-up system remains in place.
- Some changes were made to the menu for the warmer months to help reduce the use of the oven and pie warmer. Those who would normally order items that are temporarily unavailable have been happily selecting alternative options.

- Proposed Special Events – 2026

The canteen would like to seek approval to run the following special event days throughout the year:

-Harmony Week –
-State of Origin
-Game 1
-Game 2 –
-Game 3 –
-Book Week – August
-Halloween – October
-Disco Day Sausage Sizzle

Approval is kindly requested for these events. - *NAPLAN is March 11 - 23, we do not want to distract the students during this testing time. Principal to confirm dates for special canteen events.*

- Work Health & Safety (WHS) Considerations

As previously mentioned, the heat in the canteen during the warmer months makes conditions extremely unpleasant and places staff, volunteers, and food safety at risk.
Julie kindly provided us with a portable air conditioner. In addition, the following measures have been implemented:

-An additional fan has been introduced
-Hot food preparation has been reduced where possible
-The position of fridges and freezers has been rearranged (including relocating the larger fridge with the motor on top away from the air conditioning unit) to improve airflow
-

Temperature testing has been conducted to assess conditions
Temperature Observations:

Temperature tests:	Outside temperature:	Inside temperature:	Conditions:
Day 1 - 8.30am	25°C	29°C	Oven and pie warmer off, air conditioner left on overnight
Day 1 - middle of the day	29°C	34°C	Oven and pie warmer on, front windows up, fans and air conditioner on, back windows open

Day 2 - 8.30am	24°C	30.1°C	Air conditioner left off overnight
Day 2 - 11am	30°C	37.4°C	Ovens on, air conditioner and fans running, windows open

By the end of each day, staff are exhausted, and everyone is constantly drinking water to remain hydrated.
I acknowledge that the Department of Education is unlikely to approve funding for an additional air conditioning unit. Therefore, we respectfully ask that the P&C consider purchasing a unit to support the safety and wellbeing of staff and volunteers, food safety standards, and the longevity of canteen equipment.
I have contacted three companies to assess the space and provide quotes for the most cost-effective solution. Once received, I will be happy to pass these on to Kate for consideration and discussion with the executive team.

- Work Health & Safety Consideration – Heat Management

In line with NSW Work Health & Safety guidelines, heat is recognised as a workplace hazard requiring appropriate risk management. SafeWork NSW advises that organisations must identify, assess, and implement control measures to minimise risks associated with working in hot environments.

- Current guidance highlights the importance of:

-Maintaining safe working temperatures where reasonably practicable
-Providing adequate ventilation and cooling
-Supporting hydration and rest breaks
-Reducing risks associated with heat-related fatigue and illness

- The temperatures recorded in the canteen during warmer conditions indicate that heat remains a significant workplace safety concern. Prolonged exposure to these conditions may impact staff wellbeing, volunteer comfort, food safety standards, and equipment performance. For these reasons, consideration of additional cooling measures would support WHS principles and contribute to a safer working environment.

Motion to accept:	Jess M
Seconded:	Clare P

7.3. Band Report – Alice H and Danielle S

2026 NPS music committee members:
● Alice Hatt (chair), ● Shuangshuang Hume-Grimm (treasurer), ● Danielle Sherlock (secretary)
● Pat Winser, ● Jess Stolp, ● Elissa Black, ● Tom Elkins, ● Miri Stone
Ensemble numbers:
● Concert band: 20 students, 7 instruments out for hire.
● String ensemble: 11 students
● Training band: 10 students, 6 instruments for hire.

Updates:
● Concert band and the String ensemble have recommenced for the year. The training band will begin in week 7 when our conductor (Lilian Burke) returns from overseas.
● Semester 1 invoices have been sent out to concert band and strings. Invoices for Training Band and instrument rentals will follow.
● All the music in the band storeroom has been sorted, filed and catalogued. Please let me know if the school would like a copy of the catalogue.
● Our thanks to Kirsty Moore and the school executive for facilitating room access for band related music tutoring.
● Small ensemble sizes mean that fees have been increased to $300 per semester (from $240).

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Appeal for new recruits:
● We really require new members in both Training Band (trumpet, trombone, percussion and keys) and Strings (cello) to cover costs and ensure that the band can continue at NPS.
● Alice will speak to Nancy about advertising in either newsletter or via SchoolBytes.
● More enrolments needed to prevent fees from increasing further.
● I will table a discussion around potential fundraising for the band program for our week 8 P&C. Nancy had the great idea of a Bunnings barbeque.

Longevity of Strings program:
● We are speaking with Tammi Rolet (Strings coordinator) at Cromer PS regarding possibilities to merge Strings programs between schools to cover costs and ensure both programs can continue. Currently our Strings program is well below covering costs, and with only 1 student learning cello, the long-term viability of the program is in doubt (String ensemble requires violin and cello).
● Marc Rolet, music/CAPA teacher at Cromer High, has also reached out to discuss strengthening the links between primary and high school Strings programs.

Motion to accept:	Emilia W
Seconded:	Jess M

7.4. Fundraising Report – Sarah J and Jess M

- Movie night update - sold over 400 tickets, which was lovely, and more than we expected. The raffle was our biggest yet, we sold more than 1500 tickets. We had amazing prizes donated from local businesses.
- All in all it was a great night. Big big thank you to our many volunteers on the night doing all the required roles, including packing up.
- It was our first time running a movie night and we learned a few things for next time: that time of year is not a great time of year due to daylight savings, if we repeat this event we will run it in winter. Choc tops were the most popular snack - they sold out within an hour.
- Given the cost of running this event (hiring equipment and licensing fees) we weren't sure how profitable it would be, but we are so pleased it was a fund-raiser, not just a fun-raiser, profit of almost 5k.

- The next event will be the easter hat parade and raffle.
- Jess and Sarah are both away in the week before the Easter hat parade - so will need to hand over the reins in the week leading up, but will be present on the day to help run it.

- Mothers day is coming up soon - gifts will be ordered soon

- 75th fete - when class parents are finalised we will link them in for their assistance

7.5. Treasurer's Report – Tim M

At the 2025 AGM held in December, the position of Treasurer was not filled. Julie T acted as moderator for office bearer treasurer position: nomination Lisa Hanna, nomination accepted, seconded Sarah J. Vote carried.

BANK SUMMARY

ACCOUNT	BANK ACCOUNT TYPE	STATUS	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	Bank	Active	12,063.92	2,800.00	6,805.85	8,058.07
Canteen Account	Bank	Active	5,923.42	24,559.42	23,169.31	7,313.53
Debit card account	Bank	Active	241.49	581.28	543.53	279.24
NPS Main account	Bank	Active	38,179.72	14,704.42	8,762.58	44,121.56
Uniform Shop account	Bank	Active	75,720.83	13,476.29	12,994.10	76,203.02
Total			**132,129.38**	**56,121.41**	**52,275.37**	**135,975.42**

CHANGE FROM LAST REPORTING PERIOD (28 OCT 2025 - 2 DEC 2025)

- Total Cash Received: ↑79% ($31,371.28 → $56,121.41)
  - Increase driven primarily by a significant lift in NPS Main and Canteen, with strong contributions from the Uniform Shop and Band.
  - This represents a materially stronger revenue period compared to the prior reporting cycle.
- Total Cash Spent: ↑41% ($37,097.43 → $52,275.37)
  - Spending increased across most accounts, particularly Band and NPS Main.
  - Higher activity levels rather than one-off anomalies appear to explain the uplift.
- Net Cash Movement:
  - 28 Oct–2 Dec: –$5,726.15 deficit
  - 2 Dec–17 Feb: +$3,846.04 surplus
- Total Closing Balance: ↑5.8% ($128,572.28 → $135,975.42)
  - Overall cash position strengthened meaningfully.
  - Growth was largely supported by gains in NPS Main and Uniform Shop, partially offset by a decline in Band.

PRIMARY OBSERVATIONS:

- Movie night report:
  - A preliminary review shows that revenue came to $8,451.02 and expenses to $3,519.80 meaning a $4,931.22 profit.
- The Uniform Shop balance is strong and we will be looking at conducting some re-balancing of inter-company accounts. Will work with the Uniform shop to understand requirements for stock on hand and associated considerations.

KEY ACTIVITIES AND ACTIONS:

- Our Audit has been completed by Mayfair Marks Accounting with the following result:
  - *In my opinion the financial report of the Narraweena Public School P&C Association presents fair and reasonable, in all material respects, the financial position of Narraweena Public School P&C Association as of 31 October 2025 and of its financial performance for the year ended in accordance policies and the Associations Incorporation Act.*
- In line with our review we are making some changes to our reporting ongoing, including now being registered for GST and updating other financial / administrative tasks.
- A stocktake for the Uniform shop is required to be completed to help ensure we have all records up to date.
- With accounts now having been closed off for the previous year we are proceeding with an application for Charitable status, including required steps to update our ABN.

Motion to accept:	Michelle F
Seconded:	Matilda H

8. Principal's Report – Julie T

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- Acknowledge of country
- The welcome BBQ went so well last week, a lovely way to connect and establish friendships with new families
- Thank you for that acknowledgement/report of the smooth transition to new classes.
- Meet the teacher evening tonight - thank you for your attendance at tonight' s event.

- **Staffing** - newsletter has full details of the minor changes.
- Where possible, we have plan in place for teachers who will be taking extended leave. We have many teachers preparing for family leave this year.
- Class contact - most classes have had someone volunteer to be class parent but not all, those classes without a volunteer were to have been discussed at the meet the teacher tonight.
- About half the school has filled in the form and added their details to be given to the class parent for communication (e.g. whatsapp) list. They will get that information when the class contact lists are finalised.

- **School Bytes App** - All official communication comes through this app, it is important that you have the app downloaded with push notifications on so you receive important information about your child.
- We've set up a few things on schoolbytes, certain annual permission notes are now under the 'Forms' tab. Please remember to fill in all permission forms available on SB.
- SB app - forms as you need them - eg if you move house, take leave, scripture class preference etc

- **Permission to publish** - previously we had tiered permissions so parents could choose to have their child in the newsletter but not on the school's website. This is problematic for the school, as the newsletter is published on the website; may lead to other implications. We are now following the DoE guidelines and students either have permission to publish(or do not).

- **Budget** - allocation will be adjusted in coming weeks based on enrolments. We have 80 kindergarten students. The school is paying for 1 additional teacher's salary, and extra SLSO time using our own funds.
- Oval - pleased to announce the works are finished. We are very happy with the contractor selected, the works were very straightforward, and the hand-over process is going well.
- Nancy has placed an order for 60 more chromebooks (laptops). In the school we have iPads to support classroom learning in grades K -1, Chromebooks for grades 2-4, and laptops for grades 5-6.
- Future planning - we are keeping some money aside in the budget to replace smart boards as they reach the end of their natural life.
- ClubsNSW grant was submitted, if we are successful in the application we will use it particularly to enrich the quiet area play space.
- Wishlist for fundraising - teacher time is the biggest expense. We would love to look into solar panels to reduce electricity bills, Kara T has some knowledge in this area, will liaise with school.

- **Traffic safety/pedestrian safety** - Please have a conversation with your child about traffic safety/pedestrian safety. There have been a few minor incidents and while we are glad that there have been no major accidents, we want all children to be safe.

9. Actions from last meeting:	
Canteen overheating issue	Discussed in canteen section

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Treasurer position not filled - Lisa Hanna has put her name forward	Discussed in treasurer section
2025 Audit	Discussed in treasurer section
Grants	Clubs nsw grant submitted Dec 2025, no news yet.
10. **General Business**	
Idle off initiative - Emilia W ● I want to bring to your attention the idle off initiative through the 'Parents for climate' organisation (https://www.parentsforclimate.org/). People often have their cars parked with the engines running, which increases emissions, and the fumes go into children's lungs, and clings to clothing and follows them into the classroom. Where possible, we want to encourage parents at drop off and pick up times to turn their engines off. Car emissions are worse for children due to their growing lungs compared to adults lungs. Breathing in emissions is as bad as inhaling second hand cigarette smoke. ● A school in Clovelly school successfully ran this initiative recently. ● Initiative accepted - Emilia to put together a notice for the newsletter	
Meeting closed 8:16pm	

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

Draft fundraising schedule	
2026	
February	
March	
April	Easter Raffle/Morning Tea - TBD
May	Mother's Day Breakfast - Friday 8th May
June	
July	
August	

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Draft fundraising schedule	
September	Father's Day Breakfast - Friday 4th September
October	75th Anniversary fair/fete
November	
December	Movie Night (date TBD)