NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 17th March 2026

Meeting Opened:	7:00 pm	Meeting Closed:	8:04 pm
Present:	15		
Apologies:	Frank V, Jess Mc, Sarah J, Danielle S, Georgina W, Emma C, Jess Ma, Lucy T, Explore and Develop - have staff meeting tonight.		

1. Welcome and apologies

Apologies as per above

2. New members and visitors

3. Review and acceptance of previous minutes

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

Motion to accept:	Isabel L
Seconded:	Alice H

4. Correspondence In/Out

4.1. Correspondence In:

- From Jules Bellamy, Environment Centres Coordinator, Northern Beaches Council in 2026, Eco Schools Grants - have sent to Emma C.
- Two emails from parents with canteen menu feedback - sent to canteen committee

4.2. Correspondence Out:

- nil

5. Presidents Update: Frank V

- We attended a multi-school P&C meeting last week. It was a great opportunity to meet with the principals and P&C of 6 local primary schools, at the local high school - NBSC Cromer campus. Julie to discuss further in the principal report.

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

- All Kindergarten children have made a seamless transition from the school day into the OSHC environment. It has been wonderful to see them settling in so well and forming positive relationships with both their peers and our educators.
- This term our program has focused on promoting healthy eating and the importance of regular physical activity. Children have been actively engaged in a variety of craft experiences, drawing activities, and outdoor physical play that supports their wellbeing and development. We have also introduced a focus on watercolour painting, where children have been exploring different techniques and expressing their creativity.

- We are very excited about our upcoming Vacation Care program, which will run from 7 April to 21 April. A range of fun in-service activities and exciting excursions have been planned, and we look forward to sharing these experiences with the children.
- Our Long Day Care service is also running smoothly, and it has been lovely to see the children settled and engaged in their learning environments. We are currently onboarding two new educators to our team. One of our new educators previously attended the service as a preschool child, and it is incredibly special to now welcome her back years later as an educator.

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

- We have ordered in some extra large size bucket hats - as requested.
- Every item of winter uniform is in stock - except track pants, which are expected to arrive shortly after mothers day.
- We have plenty of stock enough to run a 2nd hand sale. Decision after some discussion - we will run the 2nd hand shop on the Thursday morning last day of term - directly after the easter hat parade.

Motion to accept:	Kate B
Seconded:	Alice H

7.2. Canteen Report – Kate B

- Since the last P and C meeting, the canteen has experienced a few internal events.
- 1. Air conditioner – A couple of quotes and assessments were requested to find a better solution to the current A/C system which was not cooling the canteen as expected. One quote came from a school dad who came in personally to investigate and he discovered the current system was not working at all. A condemnation report was sent to the Department of Education, via Julie, and followed up regularly, given the hot/humid weather made the canteen extremely uncomfortable to work in.
- a. The report was accepted and a new A/C has been approved. The school parent has is being arranged to complete the quote to install a new system.
- 2. Freezer - A large freezer stopped working, it was a 2nd hand commercial freezer which had been in the canteen for a few years.
- a. A replacement was sourced and installed within a week. Thanks to Kate Tim & Frank for coordinating the replacement so quickly. The new freezer is very energy efficient, chest variety which is great for extra bench space during service times.
- 3. Pests - Some unwelcome pests were discovered inside the rice last Friday, perhaps exacerbated by the warmer climate. As much as possible were cleared on Friday, with a more thorough clean and spray done Monday while the canteen was closed. The issue has been resolved, thank you Sarah for dealing with it so quickly and efficiently.
- a. Unfortunately a bit of stock had to be thrown out. Combined with one less freezer the canteen menu was significantly reduced. Thus sales were down and expenses were up, the full extent will show through in figures later this month.

- Special Events – 2026
- Thank you for the approval of the following special canteen below dates have been locked in with Julie:
- ·Harmony Week – Thursday 26th March- recess and lunch special. Live on Flexischools for ordering until 23rd March
- State of Origin- Game 1 – 27th May
- Halloween – 29th October
- Work Health & Safety (WHS) Considerations
- Broken air conditioning unit – which is in the process of being resolved.
- No other WHS to report.

Motion to accept:	Clare P
Seconded:	Michell F

7.3. Band Report – Alice H and Danielle S

- **Servicing of instruments** - training band instruments back from service and distributed to training band members. Invoices have been sent to families (approx 15). Concert band instruments were not serviced at the end of last year due to difficulty getting appointments. This will be done this school holidays.
- **Festival of Instrumental Music** and the possibility of Cromer String Ensemble merging. Students who wish to participate may need to do alternate weeks with our ensemble as Cromer's practice day is Tuesday morning as well.
- Mark S moving on from being the **strings conductor**, he will be finishing at the end of the term. We are actively looking for a replacement.
- **Performance opportunities** - lots of opportunities in the works. Aiming for first performances at the end of term 2. Strings booked into honour assembly at the end of term. We are in communication with other schools.
- **Finances** - Current band account = $15000. Awaiting $4400 to be collected from outstanding invoices.
- **Musical Minds prospective dates** - Dates currently being investigated 13-14th to 20-21st June.
- We are no longer accepting creative kids vouchers - the appropriate notice has been sent out.

Motion to accept:	Kate B
Seconded:	Isabel L

7.4. Fundraising Report – Sarah J and Jess M

- **Easter**
  The Easter recess and raffle on Flexischools went live yesterday.
- Thank you to the great group of helpers who are collecting raffle donations, making the hampers, and ordering and collecting the hot cross buns while Sarah and Jess are away. Your help is greatly appreciated.
- Matilda will take over while Sarah and Jess are away.
- We will be putting out baskets at the gates at pick up time for hamper donations. We need space to store these donations during the week until they are made into hampers.
- The morning of, we need space to pack the hot cross buns and egg treat - learning support space.

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- **Mother's Day**
  Georgie and Michelle have started ordering the Mother's Day gifts.
- Next, we will be looking into sponsors for the coffee van and photo booth.

- **School Fete**
  We met with a ride company yesterday for a site visit at the school to review access and site limitations and determine which rides would work best. We are now waiting on a revised quote that includes some alternative ride options.
- The volunteer sign-up sheet has been shared across all year group WhatsApp chats. So far, we have three people who have volunteered as team leaders and nine who have signed up as team players. This is a great start, but we still need more leaders and players. If you haven't signed up yet, please do—and encourage your friends to sign up as well.
- We are currently finalising the layout and flow of the fete. Once that is confirmed, we will start reaching out to volunteers to begin planning and allocating roles.
- Fete - re: insurances - seek advice through the P&C federation.

7.5. Treasurer's Report – Lisa H

Bank Summary

Narraweena School Parents & Citizens Associations
For the period 17 February 2026 to 16 March 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	8,983.07	6,025.00	561.00	14,447.07
Canteen Account	8,462.83	14,302.47	19,531.52	3,233.78
Debit card account	471.97	99.40	21.44	549.93
NPS Main account	44,111.24	16,710.62	14,662.99	46,158.87
Uniform Shop account	79,415.97	4,945.83	11,950.50	72,411.30
Total	**141,445.08**	**42,083.32**	**46,727.45**	**136,800.95**

Bank Summary

Narraweena School Parents & Citizens Associations
For the period 1 January 2026 to 16 March 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	7,114.92	9,450.00	2,117.85	14,447.07
Canteen Account	6,452.01	24,540.32	27,758.55	3,233.78
Debit card account	571.37	391.53	412.97	549.93
NPS Main account	42,154.05	20,600.53	16,595.71	46,158.87
Uniform Shop account	78,457.71	16,318.34	22,364.75	72,411.30
Total	**134,750.06**	**71,300.72**	**69,249.83**	**136,800.95**

Big thank you to Kate for her support during the Treasurer transition last week.
We'll be working together on the treasury, and I'm looking forward to learning the ropes under Kate's guidance.

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Overall, bank balances across all accounts are healthy. Please see account balances and summaries below:

Main Account	$46,158
Band Account	$14,447
Canteen Account	$3,233
Uniform Account	$72,411
Debit Card Balance	$549

Main Account:

The main outgoings during this period were payments to the accountant for preparing our BAS and annual audit.
The GST backpay for 2025 has been paid to the ATO.
Payments were also made to Devitts Meats for both the Movie Night and the Welcome BBQ.
Thank you to the school — we received the school parents' P&C contribution of $13,000, which is very much appreciated.

Movie night P&L below (thank you, Tim):

Big thank you to Kate for her support during the Treasurer transition last week.
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MOVIE NIGHT 2025	
Income	
E&D Sponsorship	$600.00
Animia Sponsorship	$158.85
Eftpos Takings	$1,871.47
Flexischools	$5,820.70
Cash sales	$761.00
TOTAL INCOMING	**$9,212.02**
Expenses	
Big screen promotions	$2,783.00
Taxes	$1,040.00
Choc Tops	$660.00
Kent Paper	$177.83
Gift cards	$158.85
Devitts	$435.03
Vans Roles, Coles, hamper items misc	$774.80
Ice	$94.50
TOTAL OUTGOING	**$6,124.01**
Profit / Loss	**$3,088.01**

Band Account:

Band student invoices for instrument hire and band fees are currently being paid as expected at the beginning of the school year. There are still a small number of outstanding student invoices.

Outflows during this period included conductor fees, as well as payments for new instruments and music books purchased for the band late last year and early this year.

Canteen Account:

Canteen sales are now increasing following the quieter period over the school summer holidays,

which is in line with expectations.

Major outflows were the PAYG and super payments this quarter.

An additional expense will appear next period as a new freezer has been purchased to replace an older unit that had broken.

Uniform Account:

Sales have been strong at the start of the year.

All stock invoices have been paid, and the account is looking in good shape.

All accounts remain in a healthy position, with income and expenses tracking as expected for this time of the year.

In preparation for the fete we will need to pay some upfront costs. When needed, we can transfer funds from the uniform shop account across to the main account.

Motion to accept:	Alice H
Seconded:	Kate B

8. Principal's Report – Julie T

- **Acknowledge of country** I pay my respects to all First Nations people past and present. Last week, Emma Humphrey and I shared our progress in leadership of Aboriginal Education at a network showcase. All First Nations students have a "Personal Learning Pathway" – our current focus is to build student voice, and enhance genuine consultation with families for our 19 First Nations students.

- **NAPLAN** has been going swimmingly (after the national technical glitch on day 1). Many thanks go to Nancy Chaffer for her hard work in this area. The school has 60 new chromebooks which have really helped to make the process smooth for our students. It should be noted that the students affected by the day 1 technical issues handled the tricky situation really well.

- **A combined P&C meeting** was held Tuesday last week. A great opportunity for networking, and to support each other. We met at NBSC Cromer campus with 6 feeder primary schools. The schools selected for this meeting have a similar demographic of families attending. There was sharing of our P&C strengths, and it was lovely to hear how others work. A great opportunity for advice. Before the meeting began, their school captain led the group on a campus tour.
- One item discussed was the year 4 immersion day. NBSC Cromer campus hosts year 4 students from local schools and gives them an opportunity to see what high school life is like. They spend time in various areas of the school, including exciting experiments in the science labs.

- **Voluntary contributions** is my major discussion point for tonight.
- You will have noticed that the school has not yet sent out the request for voluntary donations as we usually do in Term 1 to ensure contributions match NSW DoE policy.

- The new rules are:
    - Voluntary school contributions are optional contributions the school requests from parents and carers to enhance educational programs.
    - Principals determine the level of voluntary school contributions in line with published departmental advice and in consultation with their school communities.
    - The payment of voluntary school contributions is at the discretion of parents and carers. Schools must not deny any student the opportunity to meet syllabus requirements because of non-payment of voluntary school contributions.
    - There must be no incentives or penalties tied to voluntary contribution payments.
- Parents and carers can be asked to contribute towards:
    - mandatory excursions (including camps, swimming and athletics carnivals) and incursions
    - specialised activities with additional costs (sport, performing arts, coaching, transport, facility hire, tutoring costs).
- Schools will fund the following using their annual school budget. Parents and carers should not be asked for payment or contributions for:
    - classroom items such as tissues, markers or cleaning supplies
    - delivery of core curriculum subjects including course material costs and textbooks
    - technology subscriptions used in direct classroom instruction or for mandatory homework

- school funded infrastructure projects (except through the Library Fund and Building Fund)
- additional teaching or school administrative and support staff.

- It is appropriate for schools to recommend equipment or supplies for students' personal use, such as stationery items that the student will keep in their own pencil case.

- Given the policy, and discussion, it was suggested that the school will ask for:
  - $51 voluntary contribution
  - $51 voluntary P&C
  - $50 for library resources
  - $50 for outdoor learning spaces

- And the following will be additional costs, for specific student groups:
  - dance, choir, public speaking
  - excursions
  - yr6 shirts, graduations, fundraisers

- *There was a general consensus among the meeting that the suggested requests are appropriate to ask of families, and it was noted that these requests are optional, and though many will likely happily pay whatever the school asks, there will be some that are not able to.*
- *Feedback from the floor - Parents are already aware of the changes - there was some chatter on class chats*.

- **School grounds** - we are fortunate that our grounds are quite spacious and treed, however, the trees do drop a lot of leaves, and according to the cleaning contract there are limitations as to how much the cleaners can do to reduce the leaf litter. We would like to hold a working bee and ask families to join in raking up and removing the excess leaves. It is our most urgent task at this time. *Feedback - all in agreement.*

9. Actions from last meeting:

Canteen overheating issue	See canteen report
Grants	Clubs NSW grant submitted Dec 2025, no news yet.
Idle off initiative	Posters have been printed and posted - wanting bigger corflute posters - to put the P&C logo on it. P&C are welcome to come to assembly one day to talk to the students about this issue

10. **General Business**

- Miss Somerville - Easter hat parade teacher committee liaison. What does the P&C need from the school?
- We would like space to store parent contributions for the hampers, and we need space for the volunteers to pack the hot cross bun and easter egg treat special, that will be in the learning report space. (see fundraising report section)

MINUTES FOR THE P&C ASSOCIATION MEETING

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• Correspondence in - emails from parents re: canteen menu changes. Complaints that sausage rolls and MYO sandwich/wrap were removed from the menu, and requests that these are put back on the menu. • Sausage rolls were taken off temporarily due to overheating issue, they are now back on the menu. MYO was never removed from the menu, it is available Mon-Thurs. MYO is not available on Fridays due to ISS.
Meeting closed 8:04pm

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 - Thursday 2nd April
May	Mothers Day Breakfast - Friday 8th May
June	
July	
August	
September	Fathers Day Breakfast - Friday 4th September
October	
November	75th Anniversary fair/fete (date TBD)
December	Movie Night (date TBD)