NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 9th June 2026

Meeting Opened:	7:02 pm	Meeting Closed:	8:15 pm
Present:	17		
Apologies:	Georgina W, Emma C, Clare P, Alice H, Danielle S.		

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:	Lisa H
Seconded:	Sarah J

4. Correspondence In/Out

4.1. Correspondence In:

- nil

4.2. Correspondence Out:

- nil

5. Presidents Update: Frank V

- We had our kindy Orientation info night tonight, just before this P&C meeting. I made a P&C presentation and am hopeful that we will have some new members from this cohort join next year. We have close to 40 enrollments already, and the current 2026 kindergarten cohort has 75 students.

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

- We have recently welcomed three new staff members to our team: Imogen, Emily and Sienna, in our OSHC service, they will bring so much energy and expertise into the service.
- Vacation Care bookings opened on 1 June. There are still a limited number of sessions available for families wishing to book.
- The children have created their own Acknowledgement of Country, which they wrote themselves. Each morning before heading to school, they proudly sing it together while using tapping sticks.
- The children continue to show a strong interest in NRL. They have designed their own team jerseys and regularly participate in outdoor tag games, demonstrating teamwork, cooperation and sportsmanship.
- Our younger primary children are enjoying the outdoor environment as well as engaging in small-group table activities, including loom band creations and other fine motor experiences.

  We have also welcomed 2 new Educators in Long Day Care

Clio – Cert 3 Traineeship (3-4 year old room)
Emma – Diploma (0-1 year old room)

- In Long Day Care, the older children are making the most of the school environment. They enjoy walks through the sensory garden, where they discover and explore many interesting plants, insects, and natural elements.
- A recent highlight has been our Preschool children visiting the local shops to bake for One Meal and personally deliver their baked goods. This experience provided a wonderful opportunity to connect with the local community and foster a strong sense of belonging and contribution.

Re-enrolments for 2027 will be open for long day care mid June/July, stay tuned.
Thank you for your continued support of our services. We look forward to sharing more of the children's learning and achievements throughout the year.
Sabrina/Amanda/Hannah

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

- The Uniform Shop continues to run smoothly, and we are pleased to report there are currently no stock issues.
- One ongoing challenge, however, is the quality of some second-hand uniform donations being received. While we are extremely grateful for all donations, we kindly ask that only clean, official school uniform items in good, wearable condition be donated — items that parents would be happy for their own child to wear.
- Over the past few weeks, our volunteers have needed to dispose of four bags of unsuitable donations through fabric recycling and charity bins due to stains, damage, or non-uniform items. Before donating, we ask families to please check items carefully for rips, stains, and general wear.
- We are proud to offer high-quality second-hand uniforms as an affordable option for families, however the management and disposal of non-saleable stock continues to be a growing issue.
- Continued thanks to our wonderful volunteers for their ongoing time, care, and support in keeping the Uniform Shop running so efficiently.

Motion to accept:	Kate B
Seconded:	Matilda H

7.2. Canteen Report – Kate B

Flexischools Competition

Flexischools are currently running a competition for NSW schools, and I have submitted an entry for our school canteen. The prize is a new pie warmer, which would be a fantastic addition.

Our current pie warmer is on loan from a previous supplier and can be somewhat temperamental at times, so winning a replacement would be greatly appreciated. We expect to hear the outcome by the end of June.

Canteen Computer

On the morning of the State of Origin event, the desktop computer in the canteen unexpectedly stopped working. Fortunately, I was able to use my laptop to print labels and keep the day running smoothly.

Axel from IT attended the canteen and confirmed that the desktop computer could not be repaired. Thankfully, he was able to provide one of the school's laptops for us to use, ensuring minimal disruption to operations.

Seasonal Menu Update

Hot chocolates have returned to the menu and have been very popular with students.

Students have also been requesting the return of the waffle special. I have spoken with our supplier regarding availability and am hoping to reintroduce waffles next term. Similar to last year, they will only be available every second Wednesday at recess time.

ISS Menu (Years 3–6)

The ISS menu for Years 3–6 continues to operate well. The majority of students are ordering from the correct menu, with only a small number requiring reminders.

Students also need occasional reminders to collect their orders at recess time.

The menu has been designed to ensure it is manageable for staff, allowing food to be prepared and served on time while working within the limitations of the available kitchen space.

Special Events – 2026

State of Origin – Game 1 (27 May)

The State of Origin promotion was a great success.

For recess, we sold a total of 293 themed cupcakes. Despite the high demand, all lunch orders were prepared and served on time, including:

- 125 hot dogs, 36 serves of nachos, 31 pies, 24 sausage rolls
- 78 sushi orders, 160 Moosies, 137 Chill J drinks
- Plus, a range of additional menu items

A huge thank you to our volunteers: Kindy parents Maria and Sarah, and Kerry P. Everyone played an important role in ensuring the day ran smoothly.

Colour Run – 3 July

Colour Run will be held on the last day of Term 2.

To avoid impacting the event schedule, we will be keeping the menu simple. We are currently planning:

- Donuts with rainbow sprinkles for recess
- Rainbow icy poles as a lunchtime treat

These items will be available for pre-purchase to help minimise waste. The regular menu will remain available throughout the day, although stock levels will be reduced in preparation for the school holiday break.

Halloween – 29 October

Planning is yet to commence. Further details will be provided closer to the event.

Work Health & Safety (WHS)

There are no WHS matters to report at this time.

Motion to accept:	Ainsley
Seconded:	Isabel

7.3. Band Report – Alice H and Danielle S

● New strings conductor, Summer Friedland, to commence for Term 3 and beyond. Thank you to Stephanie Brown for helping our strings ensemble in term 2 whilst we were looking for a permanent conductor.

● Our Musical Minds workshop will be on June the 14th of June from 12 till 5 with a concert from 5-6pm. We have small instrument and ensemble sessions occurring during the day and all three groups will perform individually at the concert as well as a group piece. Thank you to the families who have volunteered their time to help on the day.

● Our senior strings have enjoyed practicing with Cromer Primary School strings ensemble in the lead up to the Festival of Instrumental Music. This will continue fortnightly until the performance in September.

● Training band have had a number of missed lessons due to public holidays and a make up is scheduled for this Friday.

Thank you!

Motion to accept:	Tracey M
Seconded:	Leah

7.4. Fundraising Report – Sarah J and Jess M

Mothers Day Brekky 2026 – Event Summary

Gifts: Total gifts purchased = 498 (482 last year). 448 Gifts purchased on Flexischools (compared to 361 last year). 50 cash sales (compared to 121 Cash Gifts)

Most popular: · Flower Pots from Bunnings · Jewellery · Keyrings · Journals and Yearly / Weekly Planners · Bath Salts · Frames · Candles · I love Mum Mugs

B&E Rolls: Total B&E Rolls & Cupcakes Sold = 485 (385 last year). 471 through Flexischools + 14 cash sales

The feedback has been overwhelmingly positive. We did package the breakfast a little differently this year with the B&E Roll, Cup Cake and Coffee for $10 and $8.00 for kids. We changed the bacon order to thinner bacon and also pre-cooked some the night before so no one was waiting for a B&E Roll because of the bacon and in fact we ended up running out of bacon given it was thinner and didn't go as far, so reminder to order 1 more pack of bacon next time.

Thank you to the Dads for volunteering!

Entertainment: We had Ben from Evergreen Music performing and once again had the kids up and singing with him which was nice.

Sponsors: The North Agency sponsored the Photobooth and handed out single stem flowers to those waiting in line. Narraweena Smiles sponsored the catering. Standfast Tree Services sponsored Little Italy Coffee as part of their Major Sponsor Package for the 26/27 FY.

Lisa to provide financials in treasurer's report.

NPS 75 Years – Fete

Saturday 14th November 11am – 4pm

Lisa has been liaising with our insurance company to ensure we have insurance for the event and we have been given conditional approval pending our renewal in August. We do have to provide proof of insurances from third party contractors like the Ride Company and a revised Risk Management Plan, which we will complete once we have all of the vendors confirmed. We are also in the process of getting an insurance quote on wet weather cancellation.

Next Steps:

- Pay for the Rides we have agreed on. - Poster for the Fete and getting the date and event out in the community. - Website. - Finding sponsors / raffle prizes. - Market Stalls (Tilly). - Locking in entertainment. - Site Map. - Emma C to handle OHS.

7.5. Treasurer's Report – Lisa H

Narraweena School Parents & Citizens Associations
For the period 9 May 2026 to 9 June 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	12,989.57	-	792.00	12,197.57
Canteen Account	2,199.44	23,574.75	21,054.10	4,720.09
Debit card account	571.37	448.22	572.47	447.12
NPS Main account	43,718.91	8,159.36	4,015.77	47,862.50
Uniform Shop account	76,809.19	5,593.65	3,869.97	78,532.87
Total	**136,288.48**	**37,775.98**	**30,304.31**	**143,760.15**

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 9th June 2026

Narraweena School Parents & Citizens Associations
For the period 1 January 2026 to 9 June 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	7,114.92	13,350.00	8,267.35	12,197.57
Canteen Account	6,452.01	77,579.57	79,311.49	4,720.09
Debit card account	571.37	1,820.88	1,945.13	447.12
NPS Main account	42,154.05	39,239.50	33,531.05	47,862.50
Uniform Shop account	78,457.71	31,600.15	31,524.99	78,532.87
Total	**134,750.06**	**163,590.10**	**154,580.01**	**143,760.15**

Bank balances are in a good state.
Please see account balances and summaries below:

Main Account $47,862
Band Account $12,197
Canteen Account $4,720
Uniform Account $78,532
Debit Account $447

Main Account:
Outgoings for the main account consisted of the petty cash amount which we discussed in the last meeting, for the school cash expenses such as the knock out sporting referee costs. We have given $400 cash and will continue to monitor the spend and top up the cash when needed, as discussed with Julie.

The new AC unit for the canteen was paid back to the department, $4,877.

The remaining ins and outs were for the Mother's Day gift stall and breakfast, where we made a profit of $1,915, which is slightly up from last year.

Mother's Day P&L below:

MOTHER'S DAY 2026	
Incoming	
Photo booth sponsorship: The North Agency	$800.00
Food container sponsorship: Narraweena Smiles	$600.00
Cash takings	$323.00
Eftpos	$285.19
Flexischools	$6,772.05
TOTAL INCOMING	**$8,780.24**
Outgoing	
Gifts: Georgie Wicks	$386.03
Gifts: School Gifts Australia	$142.34
Entertainment: Evergreen Music	$220.00
Devitts Meat: Bacon & Eggs	$842.00
Gifts: Michelle Fay	$973.38
Coffee Van: Little Italy	$825.00
Cupcakes: Sarah Collier	$1,647.75
Cardboard boxes, incl printed labels	$127.60
Photobooth: Sarah Johns	$800.00
Gifts: Sarah Johns	$171.00
Gifts and Expenses: Jess McPherson	$729.90
TOTAL OUTGOING	**$6,865.00**
Profit / Loss	**$1,915.24**

Uniform Account:

Invoices for stock purchases have been paid. Wages have been paid.
Year on year comparison, we're tracking at $6,000 less in sales than Apr-May last year.
As discussed at the last meeting, potentially down to families preferring cheaper options from the likes of Best and Less etc.

Canteen Account:

This month the only outgoings were for stock purchases and wages.
Year on year comparison, we're tracking at $6,000 more in sales than Apr-May last year, and our cost of stock is only up by $1,100 for the same period, which is good.
However, our wages for the same period last year have increased by $3,600, as discussed, we need more volunteers in the canteen if we're going to stop running at a loss.

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 9th June 2026

Band Account:

Outgoings were for ensemble directing this month.
Still waiting on three final student payments from March invoices.
June student invoices have all just been sent out and payments will start to come in for those over the coming weeks.

Motion to accept:	Jess M
Seconded:	Jo M

8. Principal's Report – Julie T

- **Acknowledgement of country**.
- A warm welcome to Natalie C tonight, she is the relieving assistant principal for early stage 1 (kindy). She has had a significant impact on the school in the eight weeks in that position already. She did great job at the kindergarten parent information night.
- **School culture** - When I talk about the school, I talk about the community, this P&C, the impact on the individual child in their growth potential. I also talk about our lovely grounds, we have great access. I also talk about our talented staff - we currently have 5 teachers undergoing the high level accreditation, which is an uncommon number for a school at one time. The teachers and staff here go above and beyond. Nancy will be present on musical minds this weekend
- **Parent consultation** - we have received feedback from two parents over the last couple of weeks, about the sport selection process. From that feedback we now have a written procedure for children representing our school. This can lead to big things in representing the wider area, the state, and more. High level sports achievement is part of the HPGE program. We carefully balance many factors of high level sporting, including finances, when the teacher takes children for these activities.
- The new procedure covers multiple sporting categories:
  Carnivals: must be enrolled, must be the right age, must perform at the highest level compared to their peers, consider illness/misadventure.
  ISS: right age, right eligibility for specific code, perform at highest levels, must have a balanced team (e.g. position)
  Knockout: enrolled, right age, meet PSSA criteria, then we invite children to try out. Sport skills (running/hitting etc) are constantly assessed in PE/PDHPE in school. Here we are also accepting parents' recommendations, they are to fill in an application/nomination. This is in line with parental involvement requirements.
  Students are assessed on skills, knowledge, rules etc. The decision made by the teacher is final.
  We recently sent 6 children to try out for the Manly softball team. The trials are run external to the school.
- **75th anniversary -** we are considering the audience sizes for 75th birthday celebrations held during Term 3 Week 3, to coincide with open classrooms during education week. The performance groups could also perform, but not as an assembly. Band and choir and dance are already planning to perform at the honour assembly held the end of term 2. We don't have the room in the hall for the student group and their families
- **Colour run** - this is being run by the school not by the P&C like last time. Any funds raised have been allocated for tech replacement throughout the school. We are having a lot of school based prizes. Prize draws every week in assembly, any value donations to enter the draw. Prizes include mufti days for your class, canteen vouchers, pokemon cards, extra recess, pizza party for top $ class prize, principal for the day, westfield voucher, highest in the class, highest in school, highest in grade, highest in stage. Bigger prizes is to slime a teacher. Top dollar value slime Principal and Vice Principal. We are looking into jerseys as well, no confirmation yet. There has been a request for games with teachers vs students. The colour run will be held on school grounds, and staggered timing.

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- **75th birthday - special assembly** to be held Tuesday 8th September. Logistically easier to hold on a different day than open classrooms.
- **School finances:**
  Voluntary contributions - roughly 50% of parents have paid, and the dollar value is about ⅓ of what we usually get in.
  Delayed payments of fees - 75% ISS families have paid the fees. A suggestion was made for ISS to be run similar to dance - if you haven't paid by x date we will move to the next child in line, and to offer a payment plan for families that are behind on ISS payments.

9. Actions from last meeting:	
Community Building Partnership grant - update?	No update at this stage

10. **General Business**

- TAP parent workshop 2 happening tomorrow night, all welcome to attend.

Meeting closed 8:15pm

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	Colour Run - Friday 3rd July
August	
September	Fathers Day Breakfast - Friday 4th September

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Draft fundraising schedule	
October	
November	75th Anniversary fair/fete
December	

Draft minutes - to be endorsed at the August 2026 P&C meeting