NARRAWEENA PUBLIC SCHOOL

MINUTES FOR THE P&C ASSOCIATION MEETING

TUESDAY 5th May 2026

Meeting Opened:	7:00 pm	Meeting Closed:	9:05 pm
Present:	14		
Apologies:	Kate B, Tim M, Danielle S, Phillipa E, Jo M,		

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:	Jess M
Seconded:	Lisa H

4. Correspondence In/Out

4.1. Correspondence In:

- Northern Sydney District Council of P&C Associations. 7pm Monday 18th May at Roseville Public school. If anyone would like to attend, Keitana will forward the invitation.

4.2. Correspondence Out:

- nil

5. Presidents Update: Frank V

- Easter event - Big 'thank you's go to Sarah and Jess for running the easter hat raffle on the day, and a big 'thank you' also goes to the whole fundraising team for their stellar support in the week leading up to it. We have received really positive feedback from school families.
- Mothers day event is coming up. We have had one day of stall sales so far, and things are going well. We are looking forward to a great breakfast on Friday.
- Some feedback has been received from families regarding ISS tryouts. The communication from school has been great, and it helps us to prepare our children with all they need. Thank you.

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

- No report today

7. Sub-committee reports

7.1. Uniform Shop Report – Paula P / Clare P

- I'm pleased to let you know that our second hand sale at the end of last term was a great success, raising a total of $925. This fantastic outcome is a testament to the ongoing commitment and generosity of our school community, and we truly appreciate everyone's support.

- Although we were pleased with the sales, we still have plenty of stock available, particularly zip up jackets and a good selection of smaller uniform sizes, such as size 4 and 6. If you know of any families looking for spares, especially as winter approaches, please encourage them to visit the shop.

- We are fully stocked with winter gear, including the latest shipment of girls' pants, which are our alternative option to the dance pants.

- As a quick reminder, winter uniforms officially come in after Mother's Day, so from the 11th of May onwards. We encourage everyone to start preparing for the changeover.

- A special thank you goes out to our wonderful helpers, Kathy and Diana, whose hard work and enthusiasm make a huge difference to the smooth running of the shop. We couldn't do it without them.

Motion to accept:	Matilda H
Seconded:	Sarah J

7.2. Canteen Report – Matilda H

- Air Conditioner: The air conditioner has now been installed. A big thank you to Greg and the team at Ready Electrical—we are very happy with the service provided. The team was professional, punctual, and worked efficiently to complete the job with minimal disruption.
  The installation was neat and completed to a high standard, and they ensured everything was working perfectly before leaving. Communication throughout the process was excellent, making it a smooth and stress-free experience.
  We would also like to thank the P&C executives and Julie Torney for approving and coordinating with the department to have this completed. We are extremely grateful and have already noticed a significant improvement in the working conditions within the canteen.

- Harmony Day: Harmony Day was a great success. The students enjoyed the cupcakes, jelly, Juicy Tubes, and lunch specials. A special thank you to our volunteers Gemma and Dani for assisting with the distribution of recess treats.
  We also extend our thanks to Julie T and Natalie C for crowd control and handing out items, as well as Bernadette S and Kerry P for their help with lunch service. Everyone's efforts were greatly appreciated and helped ensure the day ran smoothly.

- Seasonal Menu Update: With the cooler weather approaching, hot chocolates have returned to the menu.

- ISS Menu (Years 3–6): The ISS menu for Years 3 to 6 will be available again prior to the first games. The menu has been designed to ensure it is manageable for staff, allowing them to prepare food in time for student collection while working within the limitations of the available kitchen space.

- Sushi cannot be offered on regular days as the supplier is unable to deliver it to the school in time. However, students are able to order sushi on Wednesdays and Thursdays.

- Special Events – 2026
  - State of Origin – Game 1 (27 May): Blue and maroon themed items will be available
  - Halloween (29 October)

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- Work Health & Safety (WHS) Considerations - There are no WHS matters to report at this time.
- Treasury note: We have been informed by some suppliers of price increases on their freight. We have not passed the increase to our prices, yet. We will monitor the bank balance and adjust if required.
- Superannuation has been paid for Q1 2026 to all employees. From 1 July 2026 Payday Super will commence, requiring employers to pay super contributions at the same time as wages. The rate will remain at 12%.
- Feedback from multi P&C meeting - most school P&Cs run a profit from their canteen while ours barely breaks even, and sometimes runs at a loss. Our two biggest costs are food and wages. We are investigating different suppliers to see if we can reduce food costs while maintaining delicious and healthy meals. The only way to reduce wage costs is by having more volunteers come in to help. Feedback from Sarah (canteen manager) is that she needs reliable volunteers, who can commit to a shift, show up, and stay the whole time. Our volunteers get a great sense of satisfaction in helping our school, their kids love seeing them, and they are rewarded with canteen credit for their kids. Grandparents are welcome to help in the canteen. We could communicate more to class chats, and inviting grandparents to sign up.

Motion to accept:	Emma C
Seconded:	Georgie W

7.3. Band Report – Alice H and Danielle S

- New strings conductor, Stephanie Brown, commenced last week.
- Four invoices outstanding from students. All conductor invoices up to date.
- Training band has commenced and is going well.
- Awaiting confirmation of dates for Musical Minds 2026.
- Awaiting start date from Cromer Public School for our 5 senior ensemble players to practice with them for the Festival of instrumental Music. Director of Arts Unit has confirmed Narraweena P.S. can perform with Cromer P.S.
- next Band Committee meeting 6/5/26
- Thank you to Nancy for all her behind the scenes work.
- Thank you to Alice for all her behind the scenes work too.
- We've had a student from the concert band move schools to St Johns. They don't have a school band, could we invite an independent school to join? Logistics for any in-school practices or performances make this tricky.
- Congratulations to Billie H in yr 6 who played the trumpet admirably during the ANZAC commemoration assembly.

Motion to accept:	Jess M
Seconded:	Clare P

7.4. Fundraising Report – Sarah J and Jess M

Easter Hat Parade

Volunteers - A huge thank you to following the Volunteers who stepped in and got this event organised while Jess and I were away, we were very grateful for their help:
- Ainsley, Sara and Isabel for organising the Hot Cross Buns and all of the lovely ladies and children that helped us assemble and deliver to classrooms the morning of the Easter Hat Parade, we couldn't do it without your help.
- Ainsley, Georgie, Matilda, Philippa, Isabel, Lucy, Nicola & Tracey for collecting and assembling all the amazing Easter Hampers.
- I also wanted to acknowledge Liz Johnston who was the super energetic and fun Easter Bunny during the parade. She was so fun and I could see that the students loved having the Easter Bunny back 😊

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Easter Raffle

We had just over 100 Easter Hampers to give-away (83 last year) and sold 1,687 raffle tickets (1422 tickets last year). Matilda has shared how Avalon manages their Easter Raffle-they put all of the hamper items into the same Easter decorated brown paper bags and pre-draw the raffle prior to the parade and stick the names on the bags. Could be a more efficient way to run our raffle next year.

Easter Recess

Sold 266 Easter Recess Orders - Last year sold 286. We increased the price of the Easter Recess from $3.50 to $4.50. We felt that the time, effort, logistics and preparation of the Easter Recess was worth $4.50 as well as the increase in price in both the hot cross buns and chocolate especially.
Lisa to provide financials in the treasurer report.

Mother's Day:

Gift Stall

We had the first Mother's Day Stall this morning in the Music Room. It all went well and was very busy during the time it ran. Splitting up the student body alphabetically rather than by grade seems to be working really well as it keeps siblings together and they are discussing what they want and coordinating gifts for mum/grandma.
448 gifts have been purchased through flexischools for the stall, with additional sales likely on Thursday when we allow the cash sales. I would expect as in previous years we will get another 70-80 gifts purchased which is significant.
In future, I think to make it easier and fairer for all, we will concentrate the range of gifts to 10-12 items and split the 500 qty of gifts between to ensure we have a decent amount available each day for the students.

Breakfast

This year we packaged the Breakfast on flexischools as a B&E Roll, Cup Cake and Coffee for $10 and also gave an option for a Kids version without the Coffee for $8. We've sold a total of 471 B&E Roll packages. We have extra supplies if people show up on the day and have forgotten to get their orders in before the cut off.
We have enough volunteers signed up to set up and cook. Thank you dads!

Sponsors:
Photobooth: The North Agency is sponsoring the Photobooth. They will also be handing out single stem flowers to the mums while they wait for their photo which will be a nice touch.
Catering: Narraweena Smiles has kindly sponsored the catering and will have their stickers on the breakfast boxes. We also have the Coffee Van again and Ben from Evergreen Music performing.

School Fete - potential date Saturday November 14th 11-4pm

Rides - Jess has locked in 3 inflatable amusements to cater for the adults, kids and toddlers. We decided against mechanical rides as they are quite heavy and not suitable for the astro turf, and the delivery trucks would damage the new lawn. We will decide on side show style games and amusements at a late date.

Map - We have the map of the school and have roughly worked out where each section of the Fete will go, but this is still early stages and are flexible if changes are needed.

Fete Committee:
I sent out a request for Volunteers flyer and questionnaire a few months ago and we got a good response from people willing to help in various areas which is great:
- Matilda H has kindly offered to be the Food and Market Stalls Leader.
- Emma C has kindly offered to be the OH&S and Event Logistics Leader.
- Monique B has also offered to be a Team Leader and is an Event Manager in Corporate Events so she will be a big asset to the team.
- Georgie W is working hard on getting us Sponsors for this event, and has already secured a BBQ from Bunnings

We are still looking to fill the position of group leaders to help us plan the following areas:
- Rides, Amusements, Raffles & Auctions
- Marketing & Advertising
- Signage, Decorations & Fete Map
- Entertainment – Band, Dance, Choir, MC

A few points to note from the Volunteer Questionnaire – we already have some connections in terms of Prize Sponsorship with a BMW possibly being displayed and offered for a weekend as a major prize for the raffle.

Simone has offered her singing voice for the Fete as well.

We have an idea for each class (21 classes) to be responsible for running one stall on the day, and we need to know how involved the teachers would like to be?
Response from principal: Principal needs to get agreement from teachers to spend additional hours at school outside their award. Teachers have indicated that they are interested in attending the fete, and most have said that they will likely attend, and many have said they would be happy to help out for a period of time (not all day).
If each class runs a stall on the day, the class parent would need to be in charge of organising parents to take turns to run the stall throughout the day, rather than having the class teacher on duty all day.
Idea for the teachers to run a chocolate wheel on the day as one of the stalls?

Once the Mother's Day Breakfast is over, we will work on getting a solid team together and moving forward with planning.

7.5. Treasurer's Report – Lisa H

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Bank Summary

Narraweena School Parents & Citizens Associations
For the period 4 April 2026 to 4 May 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	16,888.57	800.00	4,138.00	13,550.57
Canteen Account	11,811.75	8,044.96	18,545.75	1,310.96
Debit card account	371.68	421.94	222.25	571.37
NPS Main account	45,035.29	6,895.31	2,165.20	49,765.40
Uniform Shop account	74,687.22	2,526.74	3,036.03	74,177.93
Total	**148,794.51**	**18,688.95**	**28,107.23**	**139,376.23**

Bank Summary

Narraweena School Parents & Citizens Associations
For the period 1 January 2026 to 4 May 2026

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Band Account	7,114.92	13,350.00	6,914.35	13,550.57
Canteen Account	6,452.01	49,468.82	54,609.87	1,310.96
Debit card account	571.37	1,276.76	1,276.76	571.37
NPS Main account	42,154.05	29,346.08	21,734.73	49,765.40
Uniform Shop account	78,457.71	23,375.24	27,655.02	74,177.93
Total	**134,750.06**	**116,816.90**	**112,190.73**	**139,376.23**

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

Main Account $49,765
Band Account $13,550
Canteen Account $1,310
Uniform Account $74,177
Debit Card Balance $571

Main Account

The ATO obligations for the quarter have been paid.
A total of $635 was spent on a new freezer for the canteen.
Other expenses during this period included:
Purchase of gifts for the Mother's Day stall
Payment for the band for the Mother's Day breakfast
Easter Hat event costs (hot cross buns and eggs)

The Easter Hat raffle was very successful, generating a profit of $5,807.
Easter Hat Parade P&L below:

EASTER HAT PARADE 2026
Incoming
Raffle Sales $6,152.91
TOTAL INCOMING $6,152.91
Outgoing
Hot Cross Buns - Ainsley $138.00
Easter Eggs - Frank Valentino $207.00
TOTAL OUTGOING $345.00
Profit / Loss $5,807.91

Band Account:

Income from student invoices for instrument hire and band fees is continuing to come in.
Expenses during this period included:
Sheet music purchases
Servicing of several instruments
Final payment was made to Mark Stevens for Term 1 and the Honour Assembly conducting. Various other conductor fees have also been paid.

Canteen Account:
Canteen sales for the March–April period totalled $30,900, which is approximately $3,500 lower than the same period last year.
Major expenses included:
Stock purchases: $13,000
Wages: $13,034
When superannuation and PAYG obligations are included, these costs effectively eliminate any operating profit, as we are aware.
"Ice Block Fridays" continue to generate minimal revenue, example of weekly takings $14, $18, and $66 (weather dependent). It may be worth reviewing whether this initiative is viable, or as discussed we sell a product with a larger profit margin. It is a nice treat after school to start the weekend, many families go across the road to the corner shop to buy a more expensive icecream, perhaps we can sell a more premium item for a higher price?

Uniform Account:
The second-hand uniform stall generated $925.
Uniform sales for March–April are currently $6,300, compared to $8,400 for the same period last year. This may be due to winter uniform purchases not yet occurring? Or more students favouring a cheaper best and less alternative.

Motion to accept:	Alice H
Seconded:	Sarah J

8. Principal's Report – Julie T

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- **Working bee:** As discussed in the last meeting, we are planning a working bee and will be asking families to volunteer their time to rake leaves. This will occur in a few weeks or a month when more of the autumn leaves have fallen.
- **New timetable:** There is a new timetable starting next week for Term 2. All affected classes have already received communications about their changes.
- **School social media accounts:** As you may have seen, our school social media accounts have been launched. The primary purpose is to celebrate our students and celebrate our school. An additional purpose is for prospective students and families to see how lovely our school is. Thank you for already following and liking posts. A school account is totally different than a personal social media account, and we receive insights based on engagement. We also welcome feedback regarding these social media accounts.
- **Permission notes through Schoolbytes:** Parent consultation required - permission notes through Schoolbytes generally works well, we get more than 80% permissions through really quickly. On the notes we have listed a closing date so our school admin team can finalise rolls, teacher allocations, medical kits etc, arranging SLSOs/casual staff etc. Parents are sent reminders when permission isn't received. Our admin team is put in a tricky position when parents don't submit forms on time. Some parents have spoken inappropriately to staff when they (the parents) miss the repeated emails. This is unacceptable behaviour. All in general agreement for school to hold fast to the permission note due date. It is unfortunate that a child may miss out on an excursion or sports event, but consequences are an opportunity for learning.
- **75th birthday** - we are planning a special assembly (potentially to be held during Public Education week). We have had significant interest from past students and staff. This is logistically tricky as we have limited space in the hall. One option is to have an assembly only for guests, not current students. One option is for the assembly only open to current families - we have 354 families. The hall can fit 330 seats, so we don't have the space for every family. We want everyone to be able to attend, so we are looking to do 2 shows, giving us 660 seats. We are looking to make this a ticketed event (free tickets). We would like to give each student the opportunity to perform, e.g. each grade learn a song from the decade.
  Usually during NSW education week we have open classrooms. This may need to change if we open the school up to people other than families.
  Kelly has contacted a Narraweena ex student fb group to gain some further history.
  We will continue to work on logistics.
- **Request:** We have lots of students with high potential in different domains here. Some of these things come with a cost and the school generally wears the cost (e.g. writing workshops). Our current year 6 group is a strong sporting cohort. For Knockout home games, we pay the referee for each game in cash, but we no longer work in cash. I would like to request that the P&C supply a petty cash fund for this purpose. The P&C already supplies the milk for the staff break-room, this could be a combined fund.
  Vote held for P&C to donate $1000 for a petty cash fund - motioned carried.
- **School library bags:** The school has roughly 200 bags. In previous years we gave them out as part of kindy orientation process, but found that the strings were a little difficult for the younger students to manage. The school will sell these to families as they may be useful for sport shoes etc.

9. Actions from last meeting:	
Grants	Clubs NSW grant submitted Dec 2025, we were unsuccessful.
Idle off initiative	

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10. **General Business**
- Emma C - The community building partnership grant is now open, due Thursday this week. This is a grant for between 10-100k. We are registered with P&C federation so we are eligible. This can be for infrastructure, roofs, shelters, unregistered vehicles (e.g. a ride-on lawnmower), or free standing equipment. We will put in EOI, and if accepted then will make the full application. We could apply for stage and stage covering.
Meeting closed 9:05pm

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
December	Movie Night (date TBD)