

P&C GENERAL MEETING
 Tuesday 24 August, 2021 at 7.30 pm
 Online via Zoom
 MINUTES

	Topic	Who
1	President's Welcome Acknowledgement of Country <i>We acknowledge that we are hosting this meeting from the lands of the Cammeraygal People. We also acknowledge the Traditional Custodians of the various lands from which we all meet today and the Aboriginal and Torres Strait Islander people participating in this meeting. We pay our respects to Elders past, present and emerging, and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.</i>	President
2	Attendees & Apologies 43 attendees, including Alex Montgomery (Principal) Kate Pereira (President) Su Hill (Deputy Principal) Joe Grundy (Secretary) Linda Ryan (Deputy Principal) Hindrik Buining (Vice President) Fiona Johnson (Assist. Principal) Anson Mak (Vice President) Jess Robinson (Instruct. Lead) Ronald Chow (Treasurer) Laura Hassall (Assist. Principal) Aimee Ipson Pflederer (Canteen Convenor) Grant Gailbraith (Instruct. Lead) Phillip Neal (Canteen Treasurer) Ed Doyle () Sue Low (Uniform Convenor, and Events) Sam Silipo (R. Deputy Principal) Joanna Hurley (Uniform Treasurer) Yeddi Yip (Class Parent Coordinator) Paul Battaglia (Technology Coordinator) Greg Austin (Grounds)	Secretary
3	President's Report - <i>See attached</i>	President
4	Guest Speakers - <i>None this month</i>	
5	Principal's Report Thank you so much for the Thank You card, it gave me goosebumps and I know the teachers will really appreciate it. I'd like to reiterate Kate's words. To me there is no doubt the online learning our teachers are producing is just incredible, with the different engagements and strategies they are applying. It comes from hard work and collaboration, and the team behind them supporting our learners. I'm so proud of everyone's hard work and effort. I know it hasn't been easy for parents, and thanks to everyone for patience. Over the last seven weeks we have just refined and built our practices for our students' learning. I believe in reflective practice and continuous improvement. We have made changes over the last couple of weeks and we are now bringing a more balanced approach, with Music, Art and Science, not just English and Maths. We have also introduced assemblies and student recognition, and a daily live lesson for all K-6. The teachers don't often have a chance to teach. A big shout out to our Lit and MiniLit, those programs are currently reaching over 80 students in our school. I don't like students falling through the cracks and I believe these programs assist and support those students. Our new staff member Elaine has been working hard and an excellent job supporting that. Sam Silipo (relieving DP, Stage 2) has been working on a wellbeing grid with students and looking at other ways to support wellbeing. Will be looking at projects for the students to engage in relating to what they have been learning this term. You will see a difference in your child's timetable and this will be introduced last week of term. You may also notice your teacher over coming weeks will begin formal assessments. We are constantly assessing children anyway day to day, but we do have some formal assessments so if you have students in K-2 you will notice they will be PM-benchmarked,	Principal



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and also participating in a writing assessment. It will be done with their teacher in a breakout room in small groups. It's about knowing where each child is at this time and ensuring we best cater to them when we return to face to face teaching.

I know the P&C has organised a seminar for next week focusing on cyber safety, but we will also as a school be running some webinars for parents and Sam Silipo will be overseeing that, about mental health in children, healthy parenting voice, filling emotional bank, preventing parent burnout. That webinar will be in the coming weeks.

We have also been focusing on staff wellbeing. Teachers are teaching our kids and managing their own kids learning from home. We do not want teachers burning out. We have put in place things like trivia afternoons, delivered chocolates, \$50 voucher for Uber Eats, weekly yoga sessions, and an upcoming webinar on wellbeing. Thanks to all the hard work and effort on the team working on these behind the scenes.

Regarding returning to school on site, we have not been given an indication of what that will look like for schools. There's no official word. There is a session this coming Thursday with principals across the state and departmental secretaries etc. so hopefully news next week.

Thank you very much for the flowers on Australian Primary Principals Day from the school community, I was very touched.

Building works are still occurring. They have sent me pictures I am allowed to share.

Finally, we've been celebrating Book Week this week. Great to see kids dressed up, Ms Robinson in her hat, and children submitting their book week art.

6	Declarations of conflict of interest? <i>None declared</i>	President
7	Confirmation of Previous Minutes – 27th July 2021 Moved: Joe Grundy Seconded: Kate Pereira None opposed, motion carried.	President
8	Outstanding Items <ul style="list-style-type: none"> ● Cyber-lady webinar Everyone should have received the email inviting parents to join the Cyber Safety webinar on 2nd September, including "ditch the drama" around screens... how to deal with kids and screen time without the fights. Webinar is for parents only, and it's free since the P&C is sponsoring it. ● Opportunity of R-block build to show kids engineering and building processes. Engagement between Richard Crookes and the Department has been approved. Richard Crookes can deliver lessons, seminars, site visits, facts and newsletter information and more ... when children return to school. ● New school portable PA equipment. No further progress expected until site visits are allowed to assess our specific needs. 	Kate Pereira Principal Linda Ryan
9	Correspondence <i>No correspondence</i>	Secretary
10	New Build Huge construction progress. Alex shared a couple of photos, which will be in an upcoming newsletter.	Kate Pereira / School
11	Other Business <ul style="list-style-type: none"> ● 2022 P&C office bearer positions Only one more P&C General Meeting before the AGM. At the AGM all office bearer positions become officially vacant, and filled by nomination with ballot where necessary. Several current office bearers will be leaving at the end of this year and we are looking for new volunteers to step in to fill positions. (See also in the President's 	President



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Report.) If you have any questions or interested to hear more, feel free to email Joe via secretary@chatswoodpublicpandc.org.au

ADMINISTRATION

<p>A. Treasurer's Update</p> <p>1 ● Treasurer's Motion: To approve the amount totaling \$2,651.75 (from the main account) for payment. Moved: Ronald Chow Secoded: Joe Grundy None opposed, motion carried.</p>	<p>Treasurer</p>
<p>A. Sub-Committee Updates</p> <p>2 ● Canteen</p> <p>We've been trying to stay connected, at least minimally, with the school community via the newsletter with healthy eating / food related resources, all easily accessible online. Hopefully a little inspiration that maybe parents can share with their children. We will be looking at additional ways we might reach out to families. We're in a relatively good situation in Chatswood, generally, but preparing healthy and diverse food options might be something parents might not be able to do as much at the moment so we've been thinking about what support and services we can bring. In terms of canteen business operations, thanks to exec and specifically Ron for work on government initiatives to support both our businesses and our staff. In the interim we've been checking in with canteen staff to see how they are, as they've had to be stood down without pay. We've also been working on what our spring and summer menu might look like when we return to school, and considering how we can manage any canteen on site management, given lockdown.</p> <p>● Uniform Shop</p> <p>Not much going on for Uniform Shop. A big thanks to Jo Hurley (uniform shop treasurer)... we've worked alongside each other really well, she's been really good finishing off each month end and making sure accounts are good. Jo will be leaving so we are reaching out for a new committee volunteer. Jo will be able to help out answering any questions. Similar to the canteen we've had to stand down two staff, so we keep in touch with them with regular chats to make sure they are ok.</p> <p>● Events</p> <p>I won't say too much about events at this point, pending information on what returning to onsite learning looks like. I've got *some* ideas on what might then happen about Silent Disco, eg maybe some kind of online event. (Alex is considering an online disco in the last week of term so Alex and Sue will discuss offline.)</p> <p>● Class Parents</p> <p>No real update. A big thanks to Yeddi for her continuing effort and support.</p> <p>● Technology</p> <p>No update.</p> <p>● Grounds</p> <p>No Update. "Hopefully all this rain will wash the site clean."</p>	<p>Aimee</p> <p>Sue Low</p> <p>Sue Low</p> <p>Yeddi / Paul</p> <p>Paul Battaglia</p> <p>Greg Austin</p>

There being no other business, the meeting was declared closed at 8:14pm

Next Meeting: Tuesday 26th October 2021 at 7.30pm



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President's Report - Kate Pereira

Thank you to everyone who has joined us tonight, after what I am sure was another long day of teaching, working, and caring.

I would like to begin by once again expressing my / our thanks to the teachers, executives and staff at CPS for their ongoing efforts to make this time of home learning as fruitful and exciting as possible for our children. I know that everyone's experience right now is different, and everyone's child responds differently, but in our house, my year 4 daughter has been able to log in each morning and be transported into her various subjects, whether it be art, science, history, english, and she is learning. It will never replicate what can happen in a classroom, and I was not made to teach anyone, let alone my own children, but learning is happening, and I am thankful to the school for the quality of work they are producing.

Our community has sent through their thanks by way of a virtual card - which I will show on my screen now, and I will also email through to Alex, and ask that you please send around to all the teachers as a small gesture of our thanks.

I would also like to recognise and congratulate Anson, one of our VP's who recently applied to Club Grants on behalf of the P&C. We received word last week that we were a successful recipient of a \$20,000 grant for the CPS P&C Association Community Wellbeing Initiative. This money will go towards creating and maintaining a school community garden and wellbeing parent workshops. Thank you Anson for spearheading this initiative.

P&C Positions

It is scary but the end of the year is fast approaching and we only have this meeting and the October meeting before our AGM in November.

Each year at the AGM all Officer and other positions will become vacant and then be filled by nomination and, where necessary, by ballot of members.

There are a couple of rules in terms of holding a position:

- All nominees need to be a paid member of the Association and membership is by gold coin donation.
- No person can serve more than three consecutive years in the same Executive position unless there is no other nominee and the additional term is approved by the Association.
- Positions are: President, vice president x 2, secretary, treasurer, canteen and uniform shop convenor and treasurer, class parent coordinator, events convenor, school grounds convenor.



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For the coming 2022 we will be losing some of our amazing members, in particular, Aimee our canteen convenor, whose children are finishing up at the school this year, and Jo our uniform shop treasurer who has done her time and is taking up other challenges. I will also be stepping down from the P&C this year.

So - if anyone in our community is keen and interested in holding a position, or would like to find out more on what is involved, please get in touch with myself or Joe via secretary@chatswoodpublicpandc.org.au. There is an extensive document on the school website P&C page with job descriptions which I will have included in the minutes - but if you have any questions - please let me know. These are great opportunities for parents who would otherwise not be able to give their time during the working week to volunteer at the school.

I know that everyone is stretched at the moment, and it is not the ideal time to ask people to give more of their time, but we do need people to step up and contribute. The P&C have an exciting few years ahead with the new school build, and we are in a strong position to make a significant contribution to the ultimate experience and success of the school. Without the revenue that comes in from our uniform shop and canteen and fundraising each year (which granted has been light over the last 2 covid years), we are unable to support the school each year through our funding of the mini lit program, our large yearly contribution which in previous years has gone to IT purchase the department otherwise would not fund, and also additional small project donations. All of these contributions by the P&C make our kids experience a wonderful one, and would not be possible without parents giving their time and efforts on the P&C.

Personally, I have found being involved in the P&C for the past 6+ years has been truly rewarding, I have made some wonderful friends, and it has also shaped the way my kids view their schooling experience and their attitude to school.



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CPS P&C Treasurer's Report

Consolidated Results – as of July 2021

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	166,621	-	-	166,621
Sales	-	178,395	164,651	343,046
Fundraising and interest income	24,796	-	-	24,796
Other Income	-	-	6,000	6,000
Total Income	191,416	178,395	170,651	540,463
Cost of Sales	-	99,019	103,842	202,862
Payroll	-	63,622	32,195	95,816
P&C Expenditure	183,908	-	-	183,908
Event expenses	7,744	-	-	7,744
Finance, Properties and Admin	24,767	2,083	7,509	34,358
Software and Depreciation	5,161	1,134	3,658	9,953
Total Expenses	221,580	165,858	147,204	534,642
Profit	(30,164)	12,537	23,448	5,821
Balance Sheet				
Cash at Bank	643,863	29,567	71,889	745,318
Inventory	-	1,577	106,443	108,020
Fixed assets	-	7,830	-	7,830
AR and Others assets	4,123	-	104	4,226
Total Assets	647,986	38,973	178,435	865,394
Total Liabilities	5,933	15,654	2,488	24,075
Net assets	642,053	23,319	175,947	841,319
Cash flow				
Opening cash as at 1 Oct 2020	755,262	22,005	137,409	914,676
Inflow	389,569	173,717	224,275	787,562
Outflow	(500,968)	(166,156)	(289,796)	(956,920)
Closing cash as at 31 July 2021	643,863	29,567	71,889	745,318

Note: \$183,908 P&C contribution to CPS includes:

- \$85,000 IT Equipment
- \$53,000 Multi-Lit
- \$20,000 Flexible Classroom Furniture
- \$25,008 Home Readers
- \$900 Instruments - Guzheng

Payments

Date	Paid to	Purpose	Amount
30/07/2021	Andrews Insurance Services	P&C insurance premium renewal	883.00
30/07/2021	Wholesale Trophies	P&C badges	55.00
9/08/2021	Booked Out Agency	Cyber Lady Talk - deposit	165.00
13/08/2021	Numeric Eight	Accounting Services retainer Aug 2021 & Xero subscription	1,548.75
	Total		2,651.75



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Chatswood Public School P&C Association

Position Descriptions

P&C President

The P&C President is a member of the P&C Executive and all P&C sub-committees. The President provides leadership and guidance to the P&C, and has overall responsibility for ensuring the successful functioning of the P&C, including achieving its objectives and operating in accordance with its Constitution and By-laws.

The President will:

- establish and maintain active communications with the school, through the Principal, and ensure the P&C takes part in relevant decision-making processes in the school
- liaise with the school Principal on matters arising from the P&C Executive, sub-committees and P&C meetings to ensure decisions and actions by the P&C are aligned with school priorities
- act as the P&C's spokesperson when public statements or actions are needed • chair P&C meetings and Executive Committee meetings, ensuring open discussion and fair participation by all members
- watch for and declare any perceived and/or real conflicts of interest
- be informed of all sub-committee meetings and decisions
- ensure P&C records are kept up-to-date
- ensure payments are approved for appropriate purposes
- be a signatory to P&C accounts
- respond to correspondence by email and letter, as required

Estimated time commitment

Approximately 12-16 hours per month (including Executive Committee meetings).

P&C Vice-President (x2)

The P&C Vice-President is a member of the P&C Executive, and supports the President and other committee members in their roles.

The Vice-President will:

- attend P&C and Executive Committee meetings and assist with issues arising
- take an active role in assisting with events being organised by the P&C
- become familiar with the operation of the P&C
- carry out duties delegated by the President, including independent projects as required from time-to-time



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- be a signatory to P&C accounts
- promote the P&C and the successes of the school to parents and the community •
preside as chair at meetings where the President is absent
- act as an interim President if the President's position falls vacant
- be responsible for ensuring the P&C meets its obligations regarding Working with Children Checks (WWCC), including confirming all paid staff have valid WWCC Clearance certificates, and volunteers have WWCC Declarations where required (1 Vice President to take this role).

Estimated time commitment

Approximately 6-8 hours per month (including Executive Committee meetings).
Additional time may be required for ad hoc special projects.

P&C Secretary

The P&C Secretary is a member of the P&C Executive. The Secretary is the principal administrative officer of the P&C and has overall responsibility for accurate record keeping of the P&C's operations.

The Secretary will:

- prepare and circulate all meeting agendas in consultation with Executive Committee members
- collate and distribute agenda papers for each meeting (including subcommittee and financial reports)
- receive and present incoming correspondence at meetings, and draft replies as required • attend every P&C meeting and Executive Committee meeting, and record and circulate meeting minutes
- maintain contact lists for P&C position holders
- regularly communicate information about the P&C, meetings and events to parents and the community via the weekly school newsletter, P&C website, P&C Facebook page and other media as appropriate
- be a signatory to P&C accounts
- have custody and ensure currency of official records of the P&C, including the Constitution, By-laws, operating guidelines, register of financial (voting) members, meeting minutes, and meeting attendance book

Estimated time commitment

The demands of the Secretary's role vary through the year but on average require approximately 14 hours per month (including Executive Committee meetings).



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P&C Treasurer

The P&C Treasurer is a member of the P&C Executive, and has overall responsibility for the financial management of the P&C, including all subcommittee accounts. A background in basic accounting is essential.

The Treasurer will:

- comply with the *Accounting Manual for P&C Associations*
- be accountable for and maintain the P&C's financial records (including receive and deposit monies, prepare cheques or EFTs for payment, and reconcile bank statements with P&C records)
- supply a consolidated income and expenditure statement of all P&C businesses, and reconciled bank statement at each P&C meeting
- ensure that the P&C has sufficient insurance coverage and renew the policy every year
- notify the insurer 2 weeks in advance of each P&C fund raising event (including certificate of currency from any third party provider)
- prepare a consolidated annual budget for the P&C
- manage the year-end audit in preparation for the AGM in November (including preparation of documentation, drafting of statutory annual reports, and organising uniform shop stocktake)
- provide all required documentation to the nominated auditor (including financial records and copies of P&C meeting minutes)
- maintain proper records of the paid P&C employees including leave liabilities and employment contracts
- lodge all statutory returns including quarterly GST, ACNC annual statement and the NSW Federation of P&C Associations
- ensure that the P&C complies with all legal and taxation requirements
- be responsible for the management of the bookkeeper employed by the P&C to provide financial accounting services

Note

- The P&C's financial year is 1 October - 30 September.
- Payments of expenses for both the Chatswood Public School Canteen and Uniform shop are delegated to the sub-committees. However, the P&C Treasurer must ensure that payments made by the businesses are in accordance with the P&C Constitution.

Estimated time commitment

The demands of the Treasurer's role vary through the year: in some months the hours needed are minimal, but towards year-end at least 12 hours a month may be required.



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P&C Convenor and Assistant Treasurer (Canteen and Uniform Shop Sub committees)

The Canteen and Uniform Shop are two business units that operate within the school, each supported by a P&C sub-committee. The units provide services to assist families and generate profits to be allocated by the P&C for resources for children at the school.

The Canteen and Uniform Shop Sub-committees are each led by a Convenor and supported by an Assistant Treasurer. These leadership positions have delegated authority through the P&C Executive to guide and oversee the management and operations of each business unit.

The Convenor will:

- ensure the business unit is well-run and provides high quality services to the parents and children of the school
- ensure effective staffing of the business unit through paid staff and volunteers
- manage paid staff
- ensure efficient operations of the business unit including online ordering services
- submit proposals for major service improvements/changes to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- provide regular updates at P&C meetings on matters relevant to the business unit
- communicate significant changes about the business unit to parents via the school's weekly newsletter and P&C website
- liaise and negotiate with other parties using the canteen
- inform the P&C President of all Sub-committee meetings and decisions, and any matters of concern associated with the operations of the business unit
- lead sub-committee meetings as required

The Assistant Treasurer will:

- maintain the business unit's financial records (including receive and deposit monies, and reconcile bank statements with P&C records)
- prepare an annual budget for the business unit for submission to the P&C Treasurer
- liaise with the P&C Treasurer about year-end audit preparations including drafting annual reports and organising stocktake)
- provide regular updates at P&C meetings on financial matters relevant to the business unit

Note

- The P&C employs a bookkeeper for each business unit which reduces the demands on the Assistant Treasurers.
- A background in basic accounting is beneficial.

Estimated time commitment

Approximately 4-5 hours per month per person (including sub-committee meetings).



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Convenor, School Grounds

The P&C School Grounds Sub-committee leads initiatives to enhance the physical outdoor environments of the school (main and Bush campuses), predominantly through landscaping works and installation of play and educational equipment/resources.

The Convenor of the School Grounds Sub-committee will:

- provide leadership and advice on enhancing the physical outdoor environments of the school, in consultation with the P&C's Strategic Planning Sub-committee
- submit proposals for landscaping works, or installation of play or educational equipment/resources to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- coordinate and oversee approved works
- provide regular updates at P&C meetings on matters relevant to the physical outdoor environments of the school
- communicate significant landscaping works, or installation of play or educational equipment/resources to parents via the school's weekly newsletter and P&C website

Estimated time commitment

Approximately 2-3 hours per month.

Events Leader, Social/Fundraising Sub-committee

The P&C Social/Fundraising Sub-committee coordinates all annual P&C fundraising events, including seeking donations and sponsorship for these events from businesses and individuals in the community. Fundraising is one of the most important activities of the P&C, so that additional resources can be provided for children at the school.

The Leader of the Social/Fundraising Sub-committee will:

- provide guidance to the Class Parent Coordinator and Class Parents about the preparation and running of annual P&C school social events
- ensure fundraising efforts on behalf of the P&C are well-coordinated
- submit proposals for major changes to social/fundraising to the P&C Executive, and subsequently at P&C meetings, for consideration and approval
- provide regular updates at P&C meetings on matters relevant to social/fundraising events
- communicate information about social/fundraising events to parents via the school's weekly newsletter and P&C website
- inform the P&C Executive of any matters of concern associated with the operations of any social/fundraising event

Estimated time commitment

Approximately 2-4 hours per month.



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P&C Class Parent Coordinator

The Class Parent Coordinator is the front-line contact person for the school's Class Parents and wider parent community. Each class at Chatswood Public School has one or two parents who volunteer as Class Parent(s) for the year. The Class Parent Coordinator and Class Parents help communicate information between the teachers, parents and P&C. Together they also lead many of the P&C's annual social fundraising events.

The Class Parent Coordinator will:

- conduct a Class Parent orientation session early in Term 1
- be the lead resource for Class Parents in fulfilling their roles (e.g., providing templates for class lists, providing guidance on social events in conjunction with the Social/fundraising Sub-committee)
- assemble all Class Parent contact lists at the commencement of the year • review and update the lists each term, in collaboration with Class Parents • assist Class Parents to coordinate class and annual social events
- provide regular updates at P&C meetings on matters relevant to Class Parents and/or social events

Estimated time commitment

Approximately 14-16 hours per month for Term 1, then 8-10 hours per month for the rest of year.