

P&C GENERAL MEETING
 Tuesday 23rd February, 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 Apology from Lyndall Franks 72 attendees, including Alex Montgomery (Principal) Kate Pereira (President) Su Hill (Deputy Principal) Joe Grundy (Secretary) Linda Ryan (Deputy Principal) Hindrik Buining (Vice President) Sam Silipo (Deputy Principal) Anson Mak (Vice President) Grant Gailbraith Ronald Chow (Treasurer) Aimee Ipson Pflederer (Canteen Convenor) Phillip Neal (Canteen Treasurer) Sue Low (Uniform Convenor, and Events) 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 Speaker - none this month	
5 Principal's Report 112 Kindergarten students this year, still slowly rolling in. 52 classes, including 6 Kindergarten and one multi-categorical. The drop in numbers is welcome given the building works. Welcome to our new Deputy Principal Sam Silipo. Every Kindergarten, Year 1, and Year 2 class now has 10 iPads. In each class Year 3 to 6 there are 15 laptops. Thanks to the P&C for supporting this process and purchasing equipment. A lot of new classroom storage was installed over the holidays in blocks A and B. The school rebuild project does not include updates to blocks A and B, so we're very conscious of bringing them up to the same standard as the new buildings. Every school must write a new Strategic Improvement Plan (SIP). This is an exciting time. We have been evaluating where we are in our practices, needs of all students, and professional learning directions for all staff. Very lengthy and detailed process, based on educational research and needs, including the "tell them from me" survey (over 1000 parents). Looking forward to sharing with parents in the coming weeks. Staging is not yet ready for all Year 1 on Bush Campus... rain and weather has slowed progress, date pushed back a week or two. Hopefully Year 1 will be on Bush Campus by end of term 1 but if not definitely by start of term 2. Year 1 kids are very eager. Thanks to parents for notifying safety issues on Freeman Rd. The rebuild project team and Alex are in progress making Freeman Rd a School Zone. Also consulting with Council	Principal



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regarding a school crossing on Eddy Rd once all kids are on Bush Campus and more realistic assessment of traffic is possible.

For the major works on Main Campus, a contract has not yet been awarded to a building contractor. Due to changes in major works planning, CPS school hall will remain until the end of 2021 and will then be demolished during holidays before 2022.

Last year we raised the idea of musical playground equipment for Bush Campus, funded from the P&C with many thanks. The equipment has been ordered and purchased, just waiting for shipment from overseas.

Last year we proposed a trial of new flexible learning furniture, funded from the P&C with many thanks. For the first step, we are engaging in professional learning around making best use of the new designs of learning spaces and furniture. After the professional learning we will examine in more detail what furniture is suitable for our children and purchase trial furniture. The P&C funding will sit on hold until a decision is made on purchases.

Welcome to 2021! It's going to be a wonderful year. I know we will continue to think of innovative and creative ways to engage with our parents and community.

Question: Why is the music program delayed this year?

We are working with tutors for music program with appropriate paperwork, eg WWCC and insurance. With that in place, many will start this week and the rest next week. Ensembles have already begun.

6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes – 27th October 2020 Moved: Kate Pereira. Seconded: Joe Grundy None opposed, motion carried.	President
8	Outstanding Items <ul style="list-style-type: none"> ● P&C Welcome to CPS Community virtual project Will discuss ideas / progress once Class Parent representatives are in place. ● Parent workshops on resilience Change from “in person” to “online” changes focus. Not much traction yet. ● Uniform update (incl PSSA uniforms) - working group This evening an email is going out to parents who volunteered. Will meet second Thursday every month. Also includes staff and student involvement. Will also need to align to Department of Ed policy. Will include PSSA uniforms. ● BBQ refurbishment / replacement (on hold) Pending school storage for BBQs. With eventual demolition of the hall there will be rearrangements of on-site storage. Noted the old BBQs are “quirky” ie potentially hazardous. 	Aimee Aimee School Greg
9	Correspondence <ul style="list-style-type: none"> ● Council: re bins on Freeman Council confirms: (1) they cannot specify bin collection (by their subcontractors) to occur before a particular time of the day, (2) they cannot prevent building managers putting their bins out before 3pm the day before, and (3) they cannot take a blanket action about bins. If someone detects a specific offensive bin, ie a particular residence not an entire building or street, they can contact Council. ● Council and Transport for NSW: re school zone on Freeman We initiated a discussion with Council then with Transport NSW regarding designating Freeman Rd a School Zone. This conversation is now in the hands of the Schools Infrastructure project team. 	Secretary



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	<ul style="list-style-type: none"> ● Council and Transit Systems: re bus stop and pedestrian safety fence Transit Systems operate buses and are the only user of the bus stop on Pacific Hwy near Centennial. They agree in principle to move the stop to between Freeman and Eddy, waiving the usual costs on their part. This now requires coordination with Council and RMS to designate a new Bus Zone and install signage. When that's complete, Council can schedule funding for more pedestrian safety fence. Likely mid next year but highly variable. ● Council: re potential school crossing on Eddy Rd. Will examine traffic again once all Kindy demountables are in use and Eddy Rd entrance is fully open. This conversation is now in the hands of the Schools Infrastructure project team. ● Federation of P&Cs: re invitation to vote for Fed of P&C positions The Federation of P&Cs notes they have several retiring executives this year. General call for P&Cs to vote, and for anyone interested in standing for executive positions (president, vice presidents, treasurer, and general execs). There is also their summary of information on age-based teaching and on use of open teaching spaces / co-teaching. Contact secretary@chatswoodpublicpandc.org.au for more information. 	
10	<p>New Build (Covered in principal's report.)</p>	Kate Pereira / School
11	<p>Other Business</p> <ul style="list-style-type: none"> ● Note the vibrant and informative Chatswood Public School Family and Friends Facebook page, WeChat groups in Chinese, KakaoTalk in Korean. <ul style="list-style-type: none"> ○ Encourage parents to join these community groups. ○ If joining the Facebook group, note that there are vetting questions to answer to make sure you are a genuine member of our community. If you have not heard back after requesting to join and filling in those questions, please check your spam etc. ○ Looking for volunteers to do translations and inject P&C announcements into those groups. Please contact secretary@chatswoodpublicpandc.org.au if you are able to help out. 	
ADMINISTRATION		
A. 1	<p>Treasurer's Update - <i>see attached report</i></p> <p>Treasurer's Motion:</p> <ul style="list-style-type: none"> ● To approve amount totalling \$17,772.69 (from the main account) for payment. Moved: Ronald Chow. Seconded: Kate Pereira None opposed. Motion carried. 	Treasurer
A. 2	<p>Sub-Committee Updates</p> <ul style="list-style-type: none"> ● Canteen – <i>see attached report</i> Reminder: Students who forgot their lunch can get one at the canteen, even if they have no cash with them. The lunch will be invoiced back to the parents. ● Uniform Shop Reminder of Uniform shop operation model / processes, including paid staff and volunteers. <u>All profits benefit the school.</u> Jo Hurley is uniform shop treasurer. Due to current health guidelines no fittings are offered. Shop is in the demountable in the Pacific Hwy carpark, nearest to admin. Catalogue, sizing, measurement charts and other info are available online. If you have any questions please email and we'll get back to you ASAP. Purchases can be delivered to classrooms Mondays to Thursdays. Next-day turnaround is challenging but we do try to deliver by Thursdays. Delivery by post is available, but of course Australia Post parcels don't deliver every day either and there are maximum size / weight limits and charges applicable. 	Aimee Sue Low



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Pickup is available from the shop by arrangement, Tuesdays and Wednesdays between 9am and 10am... parents must remember to check in using covid-safe registration at Admin. Please don't come in before you get an email saying your order is ready. Please check spam / junk email.
Winter uniform – some jackets available but most stock will arrive end of March.

Sue Low

- Events

Clearly COVID has put a hold on on-site events which is impacting fundraising and events. Need to be creative.

Need new creative juices and new events committee members... callout for anyone who may be interested to join this committee. Contact Sue at events@chatswoodpublicpandc.org.au if you can help out.

- Class Parents – *see attached report*

Yeddi / Paul

Introduction to parent contact list idea and Class Parent role.

Note that the contact form is not just for volunteering as Class Parent but primarily to gather parent contact lists for each class, which the P&C cannot get from the school. All parents are encouraged to fill in the form to share their contact details with other parents in the same class...

<https://chatswoodpublicpandc.org.au/class-parent/>

- Technology – nil to report

Paul Battaglia

- Grounds – refer BBQ item above

Greg Austin

There being no other business, meeting was closed at 9:02pm

Next Meeting: Tuesday 23rd March 2021 at 7.30pm



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President's Report - Kate Pereira February 2021 P&C Meeting

Thank you to everyone who has logged on tonight and taken the time to find out what is happening around the school, be involved and have a say. I would like to warmly welcome all the newcomers who are either new at the school or attending a P&C meeting for the first time. I hope to see you again at future meetings.

My name is Kate Pereira and I am the 2021 President of the CPS P&C. I currently have a daughter in year 4 at the school and have been involved in the school since 2015 and the P&C since 2016. I am joined by an amazing group of parents in various roles many of whom will introduce themselves and speak tonight. Many of us have been involved with the P&C for many years and our children are starting to age out of the school so we are always looking for fresh people to join us.

I believe really strongly in being involved at our school, which stems from my childhood when my own father was the P&C President at my primary school. Being involved does not mean you need to take on an executive position. It can mean signing up to be a class parent, volunteering at the canteen or uniform shop (when we can!) or putting your hand up for a sausage sizzle for canteen fun days. By being involved, my kids see that I consider their schooling important and make the time for it. And I truly believe that influences their attitude towards school.

Speaking of class parents and class contact lists - Paul and Yeddi will speak to this later in the evening, but in the meantime, you will find a link in the chat section to sign up to be on your class contact list - please take a moment to complete the form if you have not already done so. Thank you to Paul and Yeddi for your time and efforts to date in getting the approx 727 sign ups so far. We are over half way there and would love to be at 100% by the end of this week.

Term 4 last year we ran a fundraising campaign at the end of last year with portrait tea towels. They were a great success and we raised \$3480. Due to the way the orders worked, we do have some spare tea towels for the 2020 year. If you would like to purchase one - they are \$10 each. Please email me if you would like to purchase one, president@Chatswoodpublicpandc.org.au - first in best dressed.

Sadly at the end of last year CPS lost a great one of our canteen supervisors - Tash Kay. The P&C would like to recognise the many contributions Tash has made to the canteen at CPS over the years, both as a volunteer and then as Canteen Supervisor. In 2019 Tash championed the Canteen's successful certification as a Healthy School Canteen which represents a multi-year progression and redevelopment of the canteen's menu and food preparation. Tash did so in collaboration with the Canteen staff and canteen committee, always with a commitment to honouring the Canteen's legacy, as well as being open to new dishes and improved processes.

Tash shared endless energy and commitment to nutrition, customer service and professional development.



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Tash has accepted a new role at a different school, building their school canteen and we wish her the best of luck. In addition Tash shines as a parent to her three children and is continuing her own studies in Food and Nutrition at Latrobe University.

The staff, committee and students will miss her terribly in her role as Supervisor and we are grateful she will continue to be involved as a Canteen Committee member and parent here at CPS. And we are fortunate to have a stellar group of Canteen staff on board that Tash has helped build.

Tash - we wish you only the best, and will miss you.

As many of you have been to previous P&C meetings know, we have quite a large amount of money in our "war chest" which was being saved for the future development / build at the school. That time has now arrived (finally!) With the build now commenced, we will be looking to make some big decisions on how best that money can be spent. At the very end of last year, the Department of Infrastructure provided us with a list of potential spend opportunities for the P&C. The executives are currently reviewing this list and will make further investigations into costs and scope and will look to come back to the P&C Meeting mid year with recommendations. With regards to the spending of the P&C funds, we are very conscious of the children of today not being disadvantaged by the build and making the best of their school time. If you have any suggestions on possible expenditures for this purpose - please do not hesitate to reach out to the P&C execs.

Finally just a reminder if you wish to be a member with voting rights, you need to pay via a gold coin. This can be done via direct deposit or "old school" with a coin in an envelope with your name on it addressed to the P&C and handed in at the school office.

Special Recognition Tash Kay

The P&C recognises the contributions of Tash Kay as a longtime volunteer and Canteen Supervisor.

Thank you, Tash, for your leadership and dedication to healthy eating and a vibrant school canteen.

We wish you the best in your new professional focus and your ongoing studies in nutrition, as well as your wonderful family.





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CPS P&C Treasurer's Report

Consolidated Results – as of Jan 2021

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	52,068	-	-	52,068
Sales	-	62,392	71,852	134,244
Fundraising and interest income	12,420	-	-	12,420
Other Income - Jobkeeper Subsidy		-	6,000	6,000
Total Income	64,487	62,392	77,852	204,731
Cost of Sales	-	35,384	45,619	81,002
Payroll	-	23,776	12,113	35,889
P&C Expenditure	900	-	-	900
Event expenses	6,424	-	-	6,424
Finance, Properties and Admin	13,653	195	3,353	17,202
Software and Depreciation	2,548	454	809	3,810
Total Expenses	23,526	59,808	61,894	145,228
Profit	40,962	2,584	15,958	59,503
Balance Sheet				
Cash at Bank	705,441	24,200	77,000	806,641
Inventory	-	1,633	93,568	95,201
Fixed assets	-	8,510	-	8,510
AR and Others assets	7,708	0	13,944	21,652
Total Assets	713,148	34,343	184,512	932,003
Total Liabilities	(0)	20,653	16,339	36,992
Net assets	713,148	13,690	168,173	895,011
Cash flow				
Opening cash as at 1 October 2020	755,262	22,005	137,409	914,676
Inflow	144,557	60,369	94,428	299,354
Outflow	(194,379)	(58,174)	(154,838)	(407,390)
Closing cash as at 31 January 2021	705,441	24,200	77,000	806,641

Payments

Date	Paid to	Purpose	Amount
04/12/2020	Jules Sound Pty Ltd	Musical Instruments - 2 x Gu Zheng	990.00
04/12/2020	Numeric Eight	Accounting Services retainer December 2020 & Xero subscription	1,320.00
04/12/2020	Kate Pereira	AGM expenses and gifts	134.70
18/12/2020	Elite Sports Pty Ltd	Year 6 shirt expenses	564.00
18/12/2020	Numeric Eight	Accounting Services - tax advice	198.00
18/12/2020	Tinworth & Co	2020 Financial Year audit fees	4,680.50
18/12/2020	Kate Pereira	End of year class parent thank yous, and labels for tea towels	71.03
01/01/2021	Aimee Pflederer	Year 6 shirt expenses	503.70
15/01/2021	Numeric Eight	Accounting Services retainer Jan 2021, BAS submission, Xero subscrip	1,540.00
29/01/2021	Andrews Insurance Services	2021 Student accident insurance premium (1,241 students)	4,417.96
12/02/2021	CPS Uniform Shop	Pay uniform shop for Digital Junction expenses Oct 20 to Jan 21	2,032.80
12/02/2021	Numeric Eight	Accounting Services retainer February 2021 & Xero subscription	1,320.00
	Total		17,772.69



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Canteen Committee Update

Canteen Services

- ▶ The Canteen is run by the P&C, and operates 5 days per week offering morning tea and lunch
- ▶ We are part of the Healthy School Canteens network
- ▶ Students on both Main Campus and Bush Campus may receive pre-ordered morning tea and/or lunch, and can also make purchases at the counter after eating time
- ▶ Your child's orders or purchases also support P&C initiatives throughout the school, as net profits contribute to P&C funds



Canteen Ordering

- ▶ Orders are placed online via School24 before 8:30am. Families can queue orders in advance.
- ▶ Orders are collected from a class tub at the Canteen, or distributed by Kindergarten teachers on duty
- ▶ Main Campus Canteen remains in long-standing Canteen; Bush Campus Canteen currently is located in the Bush Campus office structure, to be relocated in Term 1/Term 2

Online ordering platform: school24.net.au
Register with School ID: 2527963

SCHOOL24 Already registered? Login

Parents Registration

School ID

PARENT

First Name Last Name

Email

Mobile No.

Select Password

Agree To [Terms & conditions](#)

Submit [Privacy Policy](#)

Canteen Staff & Volunteers

- ▶ Staff members run the daily operations at the Canteen's two sites: Selina, Vivian, Cecilia, Ellen and Coco
- ▶ Volunteers are essential for on-site shifts, events such as Fun Day, and on the Canteen Committee
- ▶ Farewell to our outgoing Supervisor, Tash Kay



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Current Canteen Operations

- Canteen menu revised with reduced daily range but increased volume of daily featured items
- Pre-orders required for main items on School24, and encouraged for all purchases
- Counter sales have resumed, with additional items offered
- Staggered recess and lunch service, in accordance with school's staggered schedule; improved efficiencies and workflow with the shift this term to consolidated recess and lunch
- Sales have increased to levels approximate to our pre-Covid goals; cost of sales will be monitored in relation to increases in supplies costs

Long-term Arenas of Work

- Standard Operating Procedures documentation
- Menu handbooks
- Sustainability practices: packaging options, waste reduction and recycling
- Review sales platform and reassess cashless transaction options
- Committee recruitment



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Class Parent Coordinator Report

Thank you to for translating class parent contact list page:

- Yeddi Yip (Mandarin)
- Julia Soon (Korean)

Number of registrations: 727 (February 23, 12:30pm)

Classes without a Class Parent Representative: 1U, 1W

Year	# Registrations
Kindy	75
Year 1	130
Year 2	89
Year 3	117
Year 4	102
Year 5	108
Year 6	79
K-6 S	2

Being on your class list allows you to:

- Communicate with your other class parents
- Streamlines communication from the teacher
- Allows the P&C to get important reminders and information out in an effective manner.
- Creates an awesome CPS Community which is particularly important these days given limited abilities to meet on site
- Be reminded projects and home that are due
- Create stronger bonds and a support network with other parents

How to register for the Class Contact List (formally Class Parent Contact List):

<https://chatswoodpublicpandc.org.au/class-parent/>

Or...

