

P&C GENERAL MEETING
 Tuesday 22nd September, 2020 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.</i> <i>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.</i> <i>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 Sheryn Ho, Su Hill 29 attendees including: Alex Montgomery (Principal) Kate Pereira (President) Linda Ryan (Deputy Principal) Joe Grundy (Secretary) Robyn Scott (Deputy Principal) Hindrik Buining (Vice President) Grant Gailbraith Irene Chan (Vice President) Pearl Chan (Treasurer) Aimee Ipson Pflederer (Canteen Convenor) Sue Low (Uniform Convenor, and Events) Joanna Hurley (Uniform Treasurer) Paul Battaglia (Technology Coordinator) Greg Austin (Grounds)	Secretary
3 President's Report <i>(See attached)</i> <i>Post report note: We are also losing our Class Parent Coordinators next year. They have done an amazing job at bringing this role back</i>	President
4 Guest Speaker - <i>(No guest speaker this month)</i>	
5 Principal's Report Thanks for the overwhelming response to Tell Them From Me parent survey. Grant Gailbraith is currently Instructional Leader Digital Learning and will also lead the review of homework policy. Grant: Trying to capture the good experiences of online learning from lockdown experience. Raised questions about Google Classrooms role in homework policy. Turns our last Homework Policy review was 2013 so will be going through a process of garnering feedback from teachers, parents, students... what do we like now and what would we like to see? Grant has set up a simple Google Form with two questions: 1) What do you like about homework at CPS 2) What would you like to see about homework at CPS Survey includes link to existing Homework Policy document. Link to the survey will be in this week's newsletter. Alex: In our previous meeting we discussed updating the current school uniform. It's a big process to change uniforms and we should have a working party to start that process. Working party will start next term and will include teachers and students and hopefully parent representatives. Sue Low offered to assist with guidance on source and technical matters. Kate suggests reaching out to (in particular) kindy and Year 1 parents to get volunteers for the task force. Kate and Joe tentatively offered to be involved, but we need broader parent representatives.	Principal



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

No guidance yet for COVID-19 measures in schools for term 4. Impacts all events next term including twilight etc and will communicate as soon as known.

Staggered start and end times will change in Term 4. Parents are still not to enter school grounds. All stages will start at 8:50am but will have separate waiting areas in the playground. Staggered end times will continue... ie kindly from car park, year 1 at Centennial gates at 2:45, year 2 at small Centennial gate at 2:50?, all Stage 2 at 3pm.

Thanks everyone for patience and submitted questions regarding the music program for 2021. Bronwyn and Alex have been working hard to address questions but more new questions than answers. Waiting for clarification from the department before messages will be shared, hopefully early next term. Meanwhile, the school is discussing options with music directors also.

Invoices went out last week and school has received additional \$16,000 in P&C contributions since last week. Current total is \$128,900 that the school has in P&C contributions collected.

Today we had four or five Project User Groups ("PUG"s) for the new school build, for various target areas of school design. A very valuable day and more PUGs will happen next term. It was wonderful to have a variety of staff participating today with a wide range of skills.

Question: Since we cannot drop off kids for before-school-care at Centennial gate, we have to guide through the carpark. Unfortunately, some parents are driving into the carpark and pedestrians have had to leap out of the way.

Alex: OOSH say it's a staffing issue, would need one extra staff to take drop-off at Centennial Ave. Alex has spoken to OOSH to fix this concern and will push the issue further.

Question: Can we do anything about the increasing dangerous and illegal parking by parents in Oliver Road?

Alex: We will get the Rangers onto the problem, Alex will go herself also, and more notes will be published in the newsletter.


Question: Is crazy hair and sock day also full mufti

Alex: Given the kids have had to miss out on excursions and camps this term - the least we can do is give them a mufti day. The school will confirm to both teachers and parents on Wednesday.

6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes – 25th August 2020 Moved: Joe Grundy. Seconded: Kate Pereira Motion passed, none opposed.	President
8	Outstanding Items <ul style="list-style-type: none"> ● PSSA Uniforms (postponed) - to be reviewed as part of the Uniform taskforce. ● BBQ refurbishment / replacement (postponed) ● Proposal for P&C Welcome to CPS Community virtual project <p>Extensive discussion of what info and Q&A packs look like and contain. Many new parents start initially with the focus "is my child ready for school" and a few weeks later at the next Q&A they get down to more practical matters. How to get new families to meet existing families. Would love to further update the existing Q&A with ideas from parents as to what was really helpful to know when their first child started at CPS.</p>	Kate Pereira Greg Austin Aimee



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

	<p>There are lots of questions that parents might not ask at an “official” session. How many uniforms do I buy? What / how do I pack food for my child? Language and cultural backgrounds need to be considered. Considering two sessions... a formal school one and a more “community” one. If we can get a flyer together for a P&C-hosted “community” info session then the formal school sessions and individual Thursday parent-meet-principal sessions can promote the P&C info session.</p> <ul style="list-style-type: none"> Community Directory (See attached Presidents Report.) <p>While the P&C will take no further action on this it was noted that any parent could undertake this initiative independently of the P&C.</p>	Kate Pereira
9	Correspondence None of note	Secretary
10	<p>New Build (See attached President’s Report.)</p> <p>Question: Current project for contractor Richard C is St Ives North. Can we get feedback from other P&Cs as to “what worked for them”? Kate: Will reach out to other P&Cs who have gone through recent builds.</p> <p>Question: Can we take advantage of being a building site for educational options? Alex: During tender review the capacity to engage with learning opportunities was one of the noted positives for this tender. We are looking into what can be done in a primary school setting.</p>	Kate Pereira
11	<p>Other Business</p> <ul style="list-style-type: none"> Upcoming AGM - Exec positions for 2021 Proposal for P&C to sponsor two second-hand Guzhangs for \$450 each for the Chinese Music Ensemble. Current instruments are private property of students but shared with others, but those students are leaving CPS and the instruments will no longer be available. We have 12 or 13 CPS students currently learning this instrument.  <p>Motion: To approve \$900 for the purchase of two Guzhangs for the Chinese Music Ensemble. Moved: Alex Montgomery. Seconded: Joe Grundy Motion passed, none opposed.</p> <ul style="list-style-type: none"> From the floor: Can we offer eg parent workshops on resilience, and learning modes outside school etc? Aimee will investigate some ideas. 	Kate Pereira School
ADMINISTRATION		
A. 1	<p>Treasurer’s Update</p> <p>Treasurer’s Motion:</p> <ul style="list-style-type: none"> To approve an amount totaling \$4,816 (from the main account) for payment. Moved: Pearl Chan. Seconded: Joe Grundy Motion passed. None opposed. 	Treasurer
A. 2	<p>Sub-Committee Updates</p> <ul style="list-style-type: none"> Canteen As per newsletter, rolling in new menu items including for season change, and 	Aimee Ipson Pfld



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

"snacks" (in schools24 nomenclature) and there are lovely frozen treats that meet healthy canteen guidelines, eg the frozen fruit are just frozen fruit.

Thanks again for supporting the canteen.

Farewell and massive thanks to our soon-outgoing canteen treasurer Shing.

We are going into stocktake at the end of this week (end of term and end of financial year) and are about to start budget development for next year.

- Uniform Shop Sue Low
Just to remind everyone we are doing stocktake. It's a little bit harder for us due to split stock storage but hopefully will be done by the end of this week. So summer uniforms will only be available for purchase online from beginning term 4. Online shop will be back 5th October, with orders to be fulfilled at the start of term 4. Thanks again for everyone's patience with this process of all-online. We will be introducing a "starter kit", non-clothing items eg backpack, library bag, hat, and a few other items for new starters at the school including kindy kids. Jobkeeper comes to an end on 30th September for the first eligibility period. Joanna and Sue have been in touch to submit eligibility for next phase. As our business is tracking reasonably well we may not be eligible for further jobkeeper. Staff will be returning to normal hours.
- Events Sue Low
Friday P&C social / games online session is still open, and we'd like to get final numbers soon. Currently 38 have registered.
- Class Parents Sheryn Ho
(See attached)
Yeddi Yip has sent a message to volunteer for Class Parent Coordinator next year.
- Technology Paul Battaglia
No update this month
- Grounds Greg Austin

Meeting closed, 9:18pm

Next Meeting: Tuesday 27th October 2020 at 7.30pm - Venue TBA



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

President's Report

Welcome and thank you to everyone for attending this evening - particularly those who are joining us for the first time. This is our second last "normal" P&C meeting of the year before the AGM (Annual General Meeting) is held in November

Each year at the AGM in late November, 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. If you are not a paid up member but wish to put your name forward for a position, and or vote - you can put your gold coin in an envelope and put in the black P&C box on the wall at the main campus office (or hand in at the front desk at bush campus) or have your child do it. Or you can do an online direct deposit if that is easier. If you are unsure if you are paid up - please contact Joe by emailing the P&C secretary. Membership takes effect after the meeting at which the membership is deemed paid. So you would need to be paid up by next (October) meeting to be in time for November AGM.
- 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,

We will sadly be losing our amazing Canteen treasurer next year - Shing has done an amazing job, is always diligent and has particularly risen to the challenge of all the red tape this year with the ATO and Covid packages.

In addition we have a number of positions this year where the person has served in the same position for 3 consecutive years:

Pearl - our main Treasurer

Irene - Vice President

Aimee - Canteen Convenor

They are happy to continue in the roles should there be no other interest.

If you would like to put your hand up for any position including my own - it would be great if you could reach out in the next few weeks to myself or Joe and make yourself known. 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.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

I would like to give thanks to our Class Parent Coordinator and Class parents across the K-6 years for their assistance in communicating with parents particularly in the last month. Your help in gaining momentum for the "Tell them from Me" survey was particularly helpful with 1000 surveys completed in a little over 2 weeks, although I am not sure how the school feels about the 9 pizza parties though!

COMMUNITY DIRECTORY

There was a proposal put forward in the last meeting to put together a community directory of parent owned businesses at the school with a motion proposed to be put forward at tonight's meeting. The executives have discussed this suggestion further and we agree that it does not fall under the principal aims of the P&C, being to "promote the interests of the school" and "assist in providing facilities and equipment for the school". There were also concerns raised with the extent of guidelines that would be required around what businesses could or could not take part and the policing of such and also a potential implied recommendation in providing this avenue for advertisements. At this stage the P&C Exec would recommend we do not move forward with the proposal however we would welcome a discussion if anyone feels strongly about this matter and/or would like to make comment.

SCHOOL BUILD

A project update was included in last week's newsletter. It confirmed that Richard Crookes Construction, who have a proven track record in school buildings, has been appointed as the contractor for building R and to complete the design for the primary school. At this time, it is expected building R will start construction at the end of this year, and the primary school to commence at the beginning of 2021 however this is dependent on approval of the SSDA.

As the project moves into the design and construction phase, the old PRG has effectively been disbanded and a new one is being formed with new Terms of Reference. One of these is that each of the schools can only have one P&C rep within the group. At this time, I will be taking on the role as representing the primary school P&C. As required for the design, our convenors will also be consulted with respect to the canteen and uniform shop.

I would like to take this opportunity on behalf of the P&C to give Joe Grundy recognition and thanks for all the time and effort he has put into the project and attendance at, I believe 33 of the 34 PRG meetings held to date since October 2017. The project would not be where it is today without Joe's considerable input.

The big question on everyone's mind at this stage is "how will the staging work?" I can report that the staging plan is being finalised with Infrastructure, RCC and detailed consultation with the school execs and we hope that this information will be made public to our school community in October.

Just a reminder that if anyone has any questions about the project at any time, they are welcome and encouraged to email Schools infrastructure whose email address is at the bottom of every project update.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

CPS P&C Treasurer's Report

Consolidated Results – as of August 2020

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	129,510	-	-	129,510
Sales	-	120,087	200,651	320,737
Fundraising and interest income	11,729	-	39,000	50,729
Total Income	141,239	120,087	239,651	500,977
Cost of Sales	-	86,425	114,566	200,991
Payroll	-	67,735	51,033	118,767
P&C Expenditure	49,604	-	-	49,604
Event expenses	5,955	-	-	5,955
Finance, Properties and Admin	25,024	3,160	10,046	38,229
Software and Depreciation	5,399	1,247	4,862	11,508
Total Expenses	85,981	158,566	180,507	425,055
Profit	55,258	(38,479)	59,144	75,922
Balance Sheet				
Cash at Bank	759,535	32,867	130,382	922,784
Inventory	-	1,577	80,208	81,785
Fixed assets	-	9,077	82	9,159
AR and Others assets	4,585	-	323	4,908
Total Assets	764,120	43,521	210,996	1,018,637
Total Liabilities	-	36,249	12,887	49,136
Net assets	764,120	7,272	198,109	969,500
Cash flow				
Opening cash as at 1 Oct 2019	689,012	27,784	113,805	830,602
Inflow	192,540	202,551	276,755	671,846
Outflow	(122,017)	(197,468)	(260,179)	(579,664)
Closing cash as at 31 August 2020	759,535	32,867	130,382	922,784

Payments

Date	Paid to	Purpose	Amount
11/09/2020	Uniform Shop	Digital Junction services May to Sep 20	2,541.00
11/09/2020	Great Race Pty Ltd	Games night host on 25 Sep 20	900.00
11/09/2020	Numeric Eight	Accounting Services retainer August 2020 & Xero subscription	1,375.00
			4,816.00

Motion

- To approve amount totalling **\$4,816.00** (from main account, as listed in this report) for payment.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

An update from Class Parent Coordinators

The Tell them from Me Survey was a huge success and resulted in a frenzy of updates between Class Parent Coordinators and Class Parents over several weeks to get responses to reach 1,000.

It was a much-welcomed participation exercise as things have been very quiet this year.

The Pizza Party Prize was a huge incentive and class parents pushed hard to get their classes across the line. Overall, 9 classes achieved 100% participation winning them the honour of class parties.

Thank you to Class Parents (for being patient with us as we fine-tuned the rules of engagement), Ms Ryan for her patience and support managing our array of questions and updates, and to the Teachers of winning classes who are preparing to get the pizzas across to their much anxious children and families!

We are very lucky this year to have such a big support of class parents who work tirelessly to update and inform their classes of school and P&C Events. Many of them going above and beyond for the teacher, children and families.

We enjoyed working with you all, and look forward to Term 4 together.
Class Parent Coordinators