

P&C GENERAL MEETING
Tuesday 28th July, 2020 at 7.30 pm
Online via Zoom
MINUTES

| Topic | Who |
|--|-----------|
| <p>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></p> | President |
| <p>2 Attendees & Apologies Pearl Chan apologises she will be a little late. 34 registered for tonight, 28 attendees. <div style="display: flex; justify-content: space-between;"> <div> Alex Montgomery (Principal) Su Hill (Deputy Principal) Linda Ryan (Deputy Principal) Robyn Scott (Deputy Principal) </div> <div> Kate Pereira (President) Joe Grundy (Secretary) Hindrik Buining (Vice President) Pearl Chan (Treasurer) Aimee Ipson Pflederer (Canteen Convenor) Sue Low (Uniform Convenor, and Events) Paul Battaglia (Technology Coordinator) Greg Austin (Grounds) </div> </div> </p> | Secretary |
| <p>3 President's Report <i>{See attached}</i></p> | President |
| <p>4 Guest Speaker - none this month</p> | |
| <p>5 Principal's Report Going to be a fantastic term. Coming up is education week, next week, all week celebrating education, theme is "learning together". Should all have received an invitation for a Zoom party celebration, since unfortunately cannot host parents on site at this moment. Children are planning different ways to showcase their learning and what they love about school. We also have a wonderful surprise outside, the school will be decorated externally. Student creativity and individuality will be on display. Kids are also rehearsing a song, including in Korean. Ensembles are playing, in COLA, on Bush Campus, all being recorded live. We are live-streaming all ensembles throughout the week. It takes an army to make this happen, huge amount of logistics. Thanks to Robyn Scott and team of amazing committed teachers. Ms Hill thinks the filming is just incredible. Will also record dance groups and choir, those will all be uploaded to the website. Throughout COVID-19 and learning from home there was some exemplary classroom practice from many teachers. We are also recognising some individual teachers and a submission is being put to Dept of Ed by Linda Ryan to recognise those teachers. We are submitting for Grant Gailbraith (instructional leader and digital learning) and for Miss Andrea Leung and Helen Kim who put together a fantastic maths lesson on 3D shapes. Please take the time to wander around outside the school grounds and observe displays. Parent teacher interviews, on hold since last term, now have all clear from Dept of Ed to go ahead by phone. There will be a two-week window for interviews. Parents can book in a time with classroom teacher. Interviews can still only be 15 minutes. This will be a parent/teacher phone call only, not "three way" with your child. Call from teacher may come to parents from a "private number". More information will be in the Newsletter on Thursday. COVID-19 update: Dept of Ed has provided updated information just before term 3 return. No material changes in advice or rules since then. Still waiting on information</p> | Principal |



CHATSWOOD PUBLIC SCHOOL

PARENTS' AND CITIZENS' ASSOCIATION

regarding possible camps later in the year. Currently reviewing library processing as the DoE would like books sanitized on return and held in storage for 24 hours before being returned to the shelf. We have purchased additional online reading. Looking at other solutions moving forward to get kids back in the library.

Dept has stated SRE and SEE has started again. All volunteers must sign declarations of full health on every entry.

Last term held a virtual Honours assembly, which had over 60 parents from stage 3 attend. Whole school assemblies K-6 on Wednesday 12th August 9:30 to 9:45 and Wednesday 2nd Sept 9:30 to 9:45. Each class will have two awardees. Parents will be notified if their child is receiving an award. Parents can attend virtually. Students will "attend" from their classrooms.

Homework policy is being reviewed and updated, as per Dept of Ed requirements every few years. Grant Gailbraith will lead, more information to follow.

Robyn Scott: Kindy orientation, just such a joy to welcome the next generation to our school. We are planning to put together a video production of a student vision of a day at Chatswood. The video will be put out into the community early, followed by a "Q&A" panel to answer questions pre-sent from the community. Would like to chat with P&C members as to "things we'd like to say on the night", which would be done in the style of an interview by school captains. Video deadline is week 9, Q&A deadline shortly after. Has to be viewer friendly. Volunteers from P&C called to contribute.

Alex: We are very conscious we can't have school tours at the moment, so decided to do virtual school tours and utilize school leaders in those as well.

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| 6 | Declarations of conflict of interest? None declared | President |
| 7 | Confirmation of Previous Minutes – Tue 23rd June 2020 Moved: Joe Grundy, seconded: Kate Pereira None opposed, motion passed. | President |
| 8 | Outstanding Items <ul style="list-style-type: none"> Possible bike racks We're unsure of staging in the new school build. Don't want to put in racks if we'll have to move them. Hope to have more information soon. Possible corporate sponsorship. (Ongoing.) PSSA Uniforms (Ongoing, now that PSSA is back this discussion will resume.) BBQ refurbishment / replacement Greg Austin has supplied great work on quotes and options, which Exec will consider. | Principal Exec Kate Greg |
| 9 | Correspondence | Secretary |
| 10 | New Build - no update | Joe |
| 11 | Other Business <ul style="list-style-type: none"> By-laws draft - suggestions, and proofreaders <i>Any contact about this can be directed to our P&C Secretary (Joe Grundy)...</i> The Federation of P&C Associations NSW is working to revise the Prescribed Constitution (our constitution). Submissions for suggestions, comments on current deficiencies, close 15th August. Once the new Prescribed Constitution is finalised we will update our own by-laws. <ul style="list-style-type: none"> Compiling a list of issues to address / objectives in the revision of our by-laws Drafting the changes Reviewing the changes If you have any concerns, suggestions or ideas for improvements in our by-laws please get in touch. While Joe Grundy has offered to draft changes, ideally changes will be scrutinized and refined by a panel, likely late this year, so if you can assist please get in touch. (Post: Greg Austin, Michelle Bruhn, and Brian Spencer volunteered to be on panel.) | Joe |



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| ADMINISTRATION | | |
|---|--|--|
| A1 | <p>Treasurer's Update</p> <p>Treasurer's Motion:</p> <ul style="list-style-type: none"> To approve the amount totaling \$5,687.70 (from the main account) for payment. <p>Moved: Pearl Chan, seconded: Hindrik</p> <p>None opposed, motion passed.</p> | Treasurer |
| A2 | <p>Sub-Committee Updates</p> <ul style="list-style-type: none"> <p>Canteen</p> <p>Have resumed counter sales. A lot of work around health / safety workflow. Staggered times by stage. Eg frozen fruit, smaller items eg snack packs. Please only use coins on site, no notes, so we can sanitize the coins ("abundance of caution"). Perspex counter screens have been installed at both Main Campus and Bush Campus for counter sales.</p> <p>Revised frozen foods on offer, as per Newsletter. All items are aligned with healthy schools canteen guidelines.</p> <p>Operationally, will continue to review staffing roster based on workflow, staggered, and sales volumes.</p> <p>Q: "Can we pre-pay?"</p> <p>A: All items are available via online ordering Schools24. For frozen items kids come to collect from the canteen.</p> <p>Counter sales are also available so kids with pocket money autonomy can make their own purchases. Note also no Schools24 service fee at the counter.</p> <p>Continues to be an exceptional year (COVID-19) so sales and profit will be unusual.</p> <p>Q: Any progress with canteen offering so parents can buy "treats for the class"?</p> <p>A: Some consideration, but not finalised yet. Will come back with options.</p> <p>Uniform Shop</p> <p>Not much more to update this month. Uniform shop is running as per term 2 operations, all going smoothly. Delivery cycle is working well. Canteen crossover staff has been helpful but now things are smooth and don't need extra staff now. Next thing will be kindy orientation.</p> <p>New parents or returning from overseas still finding their feet with "full online" model. Not a big problem but just getting used to the "new normal".</p> <p>Events</p> <p>Looking to form an events committee to determine fundraising for the remainder of the year. Would be great to have some "fresh blood" in the mix. Already one volunteer for new events committee.</p> <p>Class Parents</p> <p>Class Parent Coordinators feeling a bit redundant with COVID-19 restrictions, but we're still here and more than happy to facilitate. May help with coordinating parents with processes for upcoming parent/teacher interviews.</p> <p>Technology</p> <p>Nothing to report this month.</p> <p>Grounds</p> <p>BBQs covered earlier in the President's Report. Nothing else to report this month.</p> <p>Alex: We have the most amazing GA possible (Joe) keeping the grounds in good order. He's replanting, he's saved hundreds of plants, garden and foyer are so tidy and green... he's phenomenal, though sadly he's on "relieving" appointment.</p> | <p>Aimee</p> <p>Sue Low</p> <p>Sue Low</p> <p>Sheryn Ho</p> <p>Paul Battaglia</p> <p>Greg Austin</p> |
| There being no further business, meeting closed at 8:29pm | | |

Next Meeting is: Tue 25th August 2020 at 7.30pm - venue to be confirmed



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

President's Report - Kate Pereira July 2020 P&C Meeting

Welcome and thank you to everyone for attending this evening - particularly those who are joining us for the first time. I appreciate you taking the time away from what would otherwise possibly be your relaxation time at the end of the day once the kids are in bed or on the other hand you are welcome for us providing you with an excuse to hide from the kids.

With school holidays and covid, there is not a great deal to report on for tonight's meeting.

There was no PRG meeting in July due to the school holidays and the next PRG meeting is scheduled for next week so we will be able to provide more of an update at the August P&C Meeting.

At the beginning of term we reached out to the kindy parents to volunteer at kindy parent pick up each afternoon. The response was slightly lackluster and we are currently reviewing whether parent assistance is required moving forward.

Sue Low and I have started looking at virtual fundraising opportunities for 2020 in light of the fact that moon festival will likely not be able to take place this year. We are looking to form a social committee to work on this. If you are interested in taking part in this committee or have any ideas please email Sue at events@chatswoodpublicpandc.org.au



CHATSWOOD PUBLIC SCHOOL

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CPS P&C Treasurer's Report

Consolidated Results – as of June 2020

| Income Statement | | | | |
|--|----------------|-----------------|----------------|------------------|
| A\$ | Main A/c | Canteen | Uniform | Total |
| Voluntary Contributions | 113,536 | - | - | 113,536 |
| Sales | - | 113,294 | 174,557 | 287,851 |
| Fundraising and other income | 10,522 | - | 27,000 | 37,522 |
| Total Income | 124,058 | 113,294 | 201,557 | 438,908 |
| Cost of Sales | - | 69,742 | 98,167 | 167,909 |
| Payroll | - | 52,760 | 35,512 | 88,272 |
| P&C Expenditure | 49,604 | - | - | 49,604 |
| Event expenses | 5,955 | - | - | 5,955 |
| Finance, Properties and Admin | 21,418 | 3,145 | 8,256 | 32,819 |
| Software and Depreciation | 5,009 | 1,020 | 3,752 | 9,781 |
| Total Expenses | 81,986 | 126,667 | 145,687 | 354,340 |
| Profit | 42,072 | (13,373) | 55,870 | 84,568 |
| Balance Sheet | | | | |
| Cash at Bank | 745,712 | 33,544 | 131,142 | 910,398 |
| Inventory | - | 1,577 | 92,211 | 93,788 |
| Fixed assets | - | 9,304 | 249 | 9,553 |
| AR and Others assets | 5,692 | 335 | 1,271 | 7,298 |
| Total Assets | 751,404 | 44,760 | 224,874 | 1,021,038 |
| Total Liabilities | 471 | 13,273 | 29,147 | 42,891 |
| Net assets | 750,933 | 31,487 | 195,727 | 978,147 |
| Cash flow | | | | |
| Opening cash as at 1 Oct 2019 | 689,012 | 27,784 | 113,805 | 830,602 |
| Inflow | 171,488 | 138,573 | 242,293 | 552,355 |
| Outflow | (114,788) | (132,814) | (224,956) | (472,558) |
| Closing cash as at 30 June 2020 | 745,712 | 33,544 | 131,142 | 910,398 |

Payments

| Date | Paid to | Purpose | Amount |
|------------|----------------------------|--|----------|
| 03/07/2020 | Numeric Eight | Accounting Services retainer June 2020, BAS submission & Xero subscription | 1,279.70 |
| 03/07/2020 | Numeric Eight | BAS return submission | 330.00 |
| 03/07/2020 | Numeric Eight | Accounting Services on Jobkeeper registration and processing | 1,089.00 |
| 17/07/2020 | Numeric Eight | Accounting Services on Jobkeeper registration and processing | 297.00 |
| 17/07/2020 | Andrews Insurance Services | Insurance premium renewal for 2020 | 2,692.00 |

Motion

- To approve amount totalling **\$5,687.70** (from main account, as listed in this report) for payment.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Canteen Committee Update

Canteen Operations in Term 3

- Pre-orders continue on School24, and pre-order of counter items encouraged
- Counter sales offered at lunch times (11:00 for Stage 1 and Stage 2, 12:00 for Stage 3)
- Updated menu with some additional featured items
- Revised frozen items on offer, within Healthy School Canteen Guidelines
- Staff roster adjusted to accommodate staggered school schedule and workflow needs
- Continuous review of staffing structure in conjunction with sales volume and scheduling needs
- Revised roster to complement Supervisor and Assistant work balance
- Reduced handling of cash on-site, with pre-orders encouraged and counter sales limited to coin purchases (coins sanitised)

Long-term Arenas of Work

- Menu review and alignment with parameters of workflow and staffing
- Standard operating procedures
- General Canteen facilities efficiencies and fixed assets
- Sustainability practices, including environmental footprint, packaging, waste reduction, recycling
- Increased visibility with student community regarding healthy eating and healthy life habits

New Frozen Items for Sale

