



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 24th May 2016 MINUTES

Attendees:

Tim Dodds (Principal)	Natalie Choo (Tara 2MG)
Terry McKinnon (Deputy Principal)	Angela Todd (Nicolas 4LM)
Brett Backhouse - President (Edward 4LM)	Aimee Ipson Pflederer (Bailey, Frederic 1/2PE, 1NB)
Mark Twyman-VP (Sophie, Harrison, Annabelle 6DS, 4SS, 2JR)	Nigel Justins (Morgan 6M)
Joe Grundy - VP (Cassandra, Adrian 5DM, 1/2PE)	Michelle Bruhn (Liam, Callum K-6MC, KF)
Tara Srivastava - Treasurer (Shashwat 5YB)	Doris Luo (Brian, Eric 1TS, 1TG)
Andrea Austin - Secretary (Amy, Lucas 3/4AC, 4SS)	Jyoti Dhawan (Karan 1MT)
Sue Low - Class Co-ordinator (Calleigh 1WP)	Kate Pereira (Oliver 1WP)
Rachel Johnson-Kelly (Imogen 6SH)	Rosie Trindall (Kyan, Meka 6SH, 3)
Nick Moore (William 4SS)	Racha Abou Al Chamal (Jad 4JH)

1. President's welcome

2. Apologies

Su Hill, Deborah Bodger, Matt Wood, Lyndall Franks, Cathy Buining

3. Confirmation of previous minutes

Motion: That the minutes of the previous general meeting on 22nd March 2016 be approved. Moved by Brett Backhouse, Seconded by Joe Grundy, motion passed.

4. President's report

As per attached report.

5. Principal's report

• School Population

- 1169 students
- Extra teacher now deployed

• Masterplan:

- Currently with the Dept of Ed, when more is known it will be passed on.

• Environmental Education:

- successful implementation with Teaching children outdoors
 - Many children from highly urbanised environment
- Looking to move to second level and to engage with council and do some additional planting and bushcare.

Chatswood Public School P&C

- **Mandarin Centre:**
 - Is now providing us with a performance space
 - Possibility of extending our relationship further with them
- **Learning Support Update**
 - Program proving successful
 - At the end of Term 2 a review will occur of students within the program

Terry McKinnon

- **Coonamble**
 - Trip being planned at end of term for NAIDOC week.
 - 20 students from yr 5 & 6 are being targeted with a preference to string instrument players as Coonamble has a new program there.
- **Quality Teaching**
 - Using a special criteria teachers work in groups of 4 and observe and assess each other as a part of their professional development.
- **IT**
 - 6 new Interactive White boards (replacements) have been purchase, 30 new IPADS are on order and we are looking at purchasing a 3D printer.
 - School is continually trying a balanced approach to complementing education.

WWCC

Rachel Johnson-Kelly raised concerns about the Working With Children Check (WWCC) and the difficulty in getting volunteers.

Tim Dodds advised for this year, at all Events, extra staff would be on hand to ensure the correct paperwork is completed. It is a legal requirement to have copies of all forms. The office is working hard to create a more efficient system including having parents sign relevant forms at the time of enrolment.

Later in the meeting Mark Twyman explained the differences between a WWCC and a declaration.

- WWCC – is an online form that requires a fee and an Identity check at Services NSW. This is for people in paid employment.
- Declaration – Parents who are volunteering only require a Declaration that they have not committed a crime and office staff/teachers can sign this off.

6. Correspondence

Council has responded to letters in regards to 688-692 Pacific Highway and 34 Fullers Road. Both developments have been rejected.

7. P&C Treasurer's report

Tara S presented her attached report.

Motion 1: To approve amount totalling \$2083.70 (from main account, as listed in Treasurers report) for payment.

Moved by Joe Grundy, Seconded by Brett Backhouse, motion passed.

8. Sub-Committee updates

Canteen report – as per attached

Samples of the delicious new pasta dish and yoghurt dessert were tasted.

Uniform Shop – by Sue Low

- **Ragtagd**
 - Free trial with no obligation to be taken up on lost property solution.
 - 300 tags to be inserted in clothing and a report on feasibility will be presented in October 2016 with monthly updates.
 - If ongoing \$250p.a. for maintenance of sensors and bins.
- **HAT**
 - One size hat to replace current multiple sizes

Grounds report

- Working Bee date set for Sunday 24th July 2016

Class-Parent Co-ordinator/Fundraising - Verbal

- Bush Dance, Year 1 & 2 Function with 144 children and good profit.
- Online ticket sales were trialled successfully.

9. Master plan – as per Tim Dodds above

10. Outstanding items

- **Road Safety – Joe Grundy**
 - Continuing consultation with the Council (Fiona Frost)
 - Pruning works, signage has been logged.
 - Official paperwork has been submitted for approval for zig zag crossings
 - Some items have been discarded and we are still awaiting outcome of some other solutions.
- **P&C Webpage**
 - A lot of work has gone into the P&C webpage that is now live.
 - At Bush dance we will trial a new ticketing system and will be doing the same for the upcoming Disco.
 - Many thanks to Sue Low and Paul Battaglia for their work in getting the site up and going.
 - <http://chatswoodpublicpandc.org.au/>

11. Other business

- Angela Todd raised about the inconsistencies around the School App and other means of communication.
- Paul Battaglia offered to work with Terry McKinnon and try to streamline some of the portals of information.
- Andrea Austin raised a concern about how many people wore the School Uniform incorrectly and was wondering if we could be a bit stricter on correct Uniform policies.

There being no other business, the meeting closed at 9.17 pm.

Chatswood Public School P&C President's Report and Welcome 24 May 2016

Welcome

On behalf of the P&C Executive I'd like to welcome you all to our third meeting of the year. It doesn't seem that long ago that we were sitting here at the last meeting.

Apart from the usual activities, we have a number of items to discuss tonight, not least of which is an update by Tim on the DoET's master plan for the school. As always I will leave it to the various individuals and sub-committee representatives to present to the parent community..

President's Report

Firstly, I'd like to thank both Joe and Mark for their excellent and ongoing work on traffic management planning and WWCC respectively. Both relate directly to the safety of our children and it I'm very pleased to see how quickly both acted to follow up these issues on behalf of the P&C and the broader school community.

At the last meeting we discussed the benefits of having a **priority list**, which we believe helps provide the P&C direction in terms of fundraising and expenditure.

Obviously an important part of developing an overall priorities list is discussing with Tim the school's priorities. These should always be key and hopefully complemented by broader objectives.

Tim provided us with the following priority list:

- Installation of outdoor classrooms to support the Environmental Education initiative e.g. benches
- Refurbishment of the Bush Campus shed (to support Environmental Education)
- Interactive whiteboards
- Preparing for future capital works

The members of the P&C Executive have indicated that they are keen to support these proposals and funds and support will be made available when requested.

I'm pleased to be able to report that it appears the re-development of the Chatswood High School sports ground will be going ahead. Ground hirers, including Chatswood Rangers, have been advised that the ground is unavailable from between November and April, which presumably suggests the long-awaited project will be undertaken.

I would like to thank the many volunteers for the contribution to the ongoing activities of the Canteen and Uniform Shop as well as those who have helped with recent school events. Without your involvement our children would not benefit from such a caring school community which allows them to thrive.

Grounds

There is no formal grounds report. There are still a few problem areas however the vast majority of the garden areas we planted over the past few years are flourishing, increasingly helping to encourage the urban bushland setting we were hoping for when we started out.

We will be holding a Working Bee in July, with the exact date to be confirmed. With the new Environmental Education focusing on activities such as the growing of produce and the natural environment, Tim has indicated he is very keen for the P&C to focus on planting along the path and stairway leading down from Centennial Ave to the Bush Campus. There will also be opportunities to plant in the adjacent north-east corner of the site.

Ideally planting is done in the cooler months so that they may establish themselves before summer. The school holidays are from 2-18 July so would be worthwhile holding a Working Bee on Saturday 23 or 30 July?

CPS P&C Treasurer's Report

- **Developments**
- **Consolidated Results**
- **Payments**
- **Motion**

Developments

- Instrument account closed – all documents and funds (\$35,626.37) handed over to the school.
- New CPS P&C Events account is being opened to temporarily hold proceeds from online orders. This is to differentiate uniform and events related income as they have separate GST implications.

Consolidated Results

Business Units	Main A/c	Canteen	Uniform	Total
Sales		103,364	145,045	248,409
Voluntary Contributions	3,959			3,959
Fundraising	2,157			2,157
Interest Income	2,259	191	253	2,703
Other Income	62		169	231
Total Income	8,437	103,555	145,467	257,459
Cost of Sales		56,370	64,752	121,122
Employment Expenses	1,486	30,311	13,571	45,368
Contributions to School	21,050			21,050
School Projects	327			327
Fundraising	5,879			5,879
Depreciation			182	182
Other	6,686	3,431	8,863	18,980
Total Expenses	35,428	90,112	87,368	212,908
Net Operating Surplus	-26,991	13,443	58,099	44,551
Opening Funds	443,576	51,239	174,921	669,736
Funds Available	416,585	64,682	233,020	714,287
Cash at Bank	416,014	83,541	152,020	651,575
Store Equipment/Inventory		7,038	91,767	98,805
Debtors		6,787		
Total Assets	416,014	97,366	243,787	757,167
Creditors		5,954	5,262	11,216
GST liabilities	-570		2,828	2,258
Other liabilities		26,730	2,677	29,407
Total Liabilities	-570	32,684	10,767	42,881
Net Assets	416,584	64,682	233,020	714,286

Payments

Main Account				
Chq	Date	Paid to	Purpose	Amount
732	30/03/2016	Taralika Srivastava	Reimbursement for stationery expenses	134.70
734	11/05/2016	Jerry Xia	Confucius Teacher accomodation allowance	800.00
735	11/05/2016	Phillip Dye	DJ Fees for Bush Dance	500.00
736	24/05/2016	AAC Wristbands Pty Ltd	Moon Festival Tokens	369.00
737	24/05/2016	Su Wen Low (DJ Direct)	DJ Fees for Year 5&6 Disco dance	280.00
Total				2,083.70

Motion

- To approve amount totalling **\$2083.70** (from main account, as listed in this report) for payment.



Canteen Committee Report – P&C Meeting – May 2016

Prepared by: Rachel Johnson-Kelly (Convener)
22nd May 2016

Online Ordering

Online ordering for recess and lunch has now been in place for over a term and at the end of Term 2 there will be sufficient data to determine trends such as which are the lowest selling items. This information will be valuable for determining which items to replace with something more appealing and also to track the success or otherwise of holiday campaigns run such as themed Fun Days. A first view of the data will be discussed at the next Committee meeting.

With all lunch orders now online, this has freed up additional food preparation time between 8.30am and 9.30am as planned and the canteen roller shutter remains down until recess. We would like to free up even more time for food preparation, so this week we are launching a Canteen Coffee Club where parents are invited to come to the canteen for 30 minutes after 9am lines to help stick the lunch labels on bags and have a hot beverage. We are hoping this will help expand our volunteer numbers more generally.

Canteen Fun Day – Term 1 2016

Canteen Fun Day progressed last term with similar adjustments to the menu as Term 4, 2015. The plain milk + flavoured Sipahh straw was popular and will be repeated as a fun alternative. Recreating the home made muffins wasn't possible due to the lower number of volunteers, so an alternative muffin was sourced externally. Order numbers appeared lower than previous terms although a direct comparison to manually collected orders (previous terms) and online ordering (Term 1) may be one contributing factor. All advertising of Fun Day in Term 1 was also done through the Schools24 ordering app, which reaches parents only. So in Term 2, more advertising of Fun Day will be targeted directly to the students – school posters etc.

Equipment Purchases

To enable freshly prepared food at the canteen, some equipment purchases have recently been made including large pots and colanders, food processor, stick blender, measuring equipment, chopping boards and knives, food thermometers. All of this has been done with the help of Imogen Hughes' grandmother who researched the cheapest prices with kitchen wholesalers in the western suburbs.

Healthy menu changes

New menu items introduced this term include:

- Homemade pasta bolognaise (to replace the 3 packaged pasta dishes on Mondays)
- Yoghurt cups with chia, apple, coconut and spices at recess
- Poached chicken instead of crumbed chicken in the Chicken wraps on Fridays

With the introduction of homemade bolognaise and yoghurt cups, we are also introducing recyclable containers and have been working with Kate Roberts on the sustainability aspect of packaging. Kate plans to tie into her education program how the students can recycle some of their canteen waste in the future. The current polystyrene cups used for rice are also being replaced with recyclable containers.

Next term, or earlier if we can manage it, we will plan to introduce a Vegetable Dahl on Thursdays to replace the vegetable curry & rice which is high in saturated fat and sodium and rated as red.

Bush Campus Canteen

Volunteers on Mondays and Fridays remain an issue and further student bag flyer drops appealing for volunteers will be done shortly. Transportation of daily lunch orders and weekly supplies to the Bush Campus remains an issue. Currently the daily parent volunteers for the bush campus drive down the lunch orders and we have another parent drive the supplies down (recess snacks etc.) once a week as storage is limited. Both of these are unsustainable solutions and if we lose these volunteers, we will no longer be able to provide lunch or recess at the Bush Campus.

These issues would be resolved with a permanent canteen at the bush campus. However, progress of this is contingent on what happens with development of the main campus in the next few years. The only contingency plan is to continue to appeal for volunteers.

Canteen Committee Secretary

Jerome Robert (son Ben in kindergarten) has joined the Committee as Secretary. We are very glad to have him on board. Welcome Jez!

Financial Position

See separate report from Canteen Treasurer.

End of report