



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## ANNUAL GENERAL MEETING TUESDAY 27 NOVEMBER 2018 MINUTES

### **Attendees:**

As per Register

#### **1. President's Welcome and Report**

The President, Andrea Austin, welcomed all, stated the Welcome to Country, and explained the procedures for the AGM. Andrea then presented his report (attached).

#### **2. Attendance and Apologies**

All persons present were recorded in the attendance register.  
Apologies were received from Matthew Wood

#### **3. Declaration of Conflict of Interest**

No Conflict of Interest was declared by any person present.

#### **4. Confirmation of Previous Minutes**

Minutes of the previous AGM held 28 November 2017 were accepted.  
Moved by Joe Grundy, Seconded by Paul Battaglia.

#### **5. Presidents Report**

As per attached

Additional points of note:

- New Chatswood Education – The P&C have two members on the PRG (Andrea and Joe) who will act as the ears and voices for the school community. Expect ground to break mid 2019

#### **6. Principal's Report**

Principal Tim Dodds thanked the P&C for its support in 2018, and in particular the Executive Officers and other office bearers for their work.

- I would have liked to have stayed longer, but the new building will take 4 years, and by then I will be 68. Feel like this is the right time
- Thank you to the P&C, Andrea has been so supportive of the school and has "got things done". Great initiative to let the teachers voice their requests. Thank you to the whole executive team.
- Today's Stewart House Fete organised by Miss Ticehurst, showed great entrepreneurial skills by the kids including excellent tidying up.

- Hugely academic year. Chatswood is one of the top schools in the state. Also have children who need additional help and thanks to the P&C they are receiving that.
- Balance in the life of children is so important to the resilience of children. Extra curriculum activities are hugely important and makes the kids stronger. "Success does not give you happiness, but happiness does give you success."
- New demountable currently being installed in the playground – 1320+ kids in 2019. Auxiliary room near staff room will not be used as a classroom due to size of the space. Potential for share arrangement with uniform shop if needed
- All classes will be STEM classes. P&C contribution will go towards STEM items in 2019
- Staff who will be leaving: Natasha Burnett (bilingual class in Brisbane – Auslan and English), Stephanie Goodman (Lane Cove Public), Joanne Choi, Jung Koo (AP at Lindfield Learning Village), Luke Muir (Bondi), Sarah Harding (training as a school councillor), Diana Kidman, Miss Brady (Perth), Kate Roberts
- 10 Kindy classes, 19 across Stage 1.
- AP's:
  - Kindergarten – Susan Lidbetter
  - Stage 1 – Mrs Gladden (shadow: My Doyle)
  - Stage 2 – Grant Gailbraith (Shadow: Mr Pi)
  - Stage 3 – Tim Day (Laura Monk)
  - 7 Bilingual classes going up to year 3
  - Hindi will be taught after school in 2019
- OC Teachers – Roslyn Harrison Yr 5 and Laura Monk Yr 6
- I will continue to work at the Department of Education part time and expect to be in a mentor role.
- Time at Chatswood has been fantastic. Kids are beautifully behaved which is a testament to the school community. Could not have asked for a better school.

## 7. Correspondence

Nil

## 8. Treasurer's Report

As per attached.

Additional points of note:

- \$37k raised in events (previous years \$15-20k)
- 80% of all parents make a contribution to the P&C through their school invoices. Will continue to work to raise this number. 7% of students don't pay any of their bills.
- Minor adjustments will be needed to the financial reports
- Approx \$10k interest raised this year

***Motion: to adopt the financial reports for 2017 – 2018 pending final sign off***

Moved by Joe Grundy, Seconded by Sue Low, Motion passed

***Motion to continue with Tim Paterson as appointed auditor***

Moved by Joe Grundy, Seconded by Paul Battaglia, Motion passed

***Motion to adopt the consolidated draft budgets for 2018-2019***

Moved by Joe Grundy, Seconded by Paul Battaglia, Motion passed

***Motion to approve amount totalling \$9,950.62 for payment***

Moved by Joe Grundy, Seconded by Paul Battaglia, Motion passed

## 9. Sub-Committee Reports

### 9.1 Uniform Shop

As per Attached report.

Additional points of note:

- Expect Aqualand DA to be approved shortly by council.
- Profits made by Uniform shop pay for the learning support teacher

## 9.2 Canteen

As per attached report.

Additional points of note:

- Committee builds on strengths of the amazing canteen staff (Tash Kay, Carolyn Harris and Cecilia Ng)
- Looking to amplify volunteers over the coming year including a rotating roster

## 10. **Election of 2017 Office Bearers**

Tim Todds acted as the Returning Officer, declared all P&C office bearer positions vacant, and called for nominations for 2018.

### **President**

Andrea Austin. Moved by Joe Grundy, Seconded by Paul Battaglia, all in favour.

### **Vice-Presidents**

**Motion: Recommend that allow Joe to serve for a 4<sup>th</sup> year as Vice President**

Moved Tim Dodds, Seconded Paul Battaglia

Joe Grundy. Moved by Sue Low, Seconded by Nick Moore.

Irene Chan . Moved by Joe Grundy, Seconded by Paul Battaglia.

### **Secretary**

Kate Pereira Moved by Joe Grundy, Seconded by Pearl Chan, all in favour.

### **Treasurer**

Pearl Chan. Moved by Sue Low, Seconded by Jyoti Dhawan, all in favour.

### **Canteen Convenor**

Aimee Ipson Pflederer. Moved by Joe Grundy, Seconded by Lyndall Franks, all in favour.

### **Canteen Treasurer**

Shing Ka. Moved by Aimee Ipson Pflederer, Seconded by Sue Low, all in favour.

### **Uniform Shop Convenor**

Sue Low. Moved by Kate Pereira, Seconded by Irene Chan, all in favour.

### **Uniform Shop Treasurer**

Jo Hurley. Moved by Sue Low, Seconded by Lyndall Franks, all in favour.

### **Social Events Coordinator**

Sue Low. Moved by Jo Hurley, Seconded by Elaine Neal, all in favour.

### **Technology Coordinator**

Paul Battaglia. Moved by Sue Low, Seconded by Jyoti Dhawan, all in favour.

## 11. **Other Business**

Su Hill thanked Tim Dodds and showed the presentation shown at the Parents and Community thank you dinner.

Andrea congratulated all Office Bearers and thanked Nick Moore and Matthew Wood (in his absence) on behalf of the P&C by presenting them with a small token gift each.

There being no other business the AGM was declared closed at 9.10 pm.

**Next meeting Tuesday 25 February 2018 at 7.30pm**  
**Next AGM meeting Tuesday 25 November 2018 at 7.30pm**



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## ANNUAL GENERAL MEETING TUESDAY 28 November 2017 MINUTES

### **Attendees:**

As per Register

#### **1. President's Welcome and Report**

The President, Brett Backhouse, welcomed all, stated the Welcome to Country, and explained the procedures for the AGM. Brett then presented his report (attached).

#### **2. Attendance and Apologies**

All persons present were recorded in the attendance register. Apologies were received from Sue Low, Paul Battaglia, Elaine Park, Jerome Robert & Tara Srivastava.

#### **3. Declaration of Conflict of Interest**

No Conflict of Interest was declared by any person present.

#### **4. Confirmation of Previous Minutes:**

Minutes of the previous AGM held 22 November 2016 were accepted.  
Moved by Joe Grundy, Seconded by Rachel Johnson-Kelly.

#### **5. Principal's Report**

Relieving Principal Su Hill thanked the P&C for its support in 2017, and in particular the Executive Officers and other office bearers for their work.

- Class make ups for 2018 – this will include 53 classes including 10 Kindergartens, 8 STEM, 5 Bilingual and No composite classes.
- Su acknowledged that CPS is renowned for being a high performing school, but highlighted our Performing Arts program. In 2017 we had 44 extra curricular activities.
- Farewells to these wonderful staff: Ms Meera Grasso, Ms Merinda Meta, Mr Jacob Skelly, Ms Suzanne Thatcher, Ms Laura Trenko, Ms Shaodan Yuan (CC Volunteer Teacher), Ms Julie Howard, Ms Catherine Williams and Mr Terry McKinnon.
- Tim Dodds will be back Term 1, 2018 and Grant Galbraith will be Acting Deputy to replace Terry McKinnon.

#### **6. Correspondence**

OOSH Term 4 report.

## **7. Treasurer's Report**

The auditor, Tim Paterson, confirmed the accounts were a fair representation of the P&C Association's financial position as at 30 September 2017, based on available information.

### ***Motion: To adopt the audited financial reports for October 2016-September 2017***

Moved by Kate Pereira, Seconded by Joe Grundy, Motion passed.

### ***Motion: To continue with Tim Paterson as the appointed auditor.***

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

Next year's Budget was discussed and the following motion was passed on condition of adjusting the Learning Support Figures to Specific and adjusting the Xero cost out of the Canteen Budget.

***Motion: To adopt the consolidated draft budget with the mentioned amendments for October 201-September 2018.*** Moved by Joe Grundy, Seconded by Rachel Johnson-Kelly. Motion passed.

## **8. Sub-Committee Reports**

### **8.1 Uniform Shop**

As per Attached.

It was noted Nick Tobin, our Aqualand contact has left and Brett Backhouse will follow this up.

### **8.2 Canteen**

As per attached.

### **8.3 Grounds**

As per attached

## **9. Election of 2017 Office Bearers**

Su Hill acted as the Returning Officer, declared all P&C office bearer positions vacant, and called for nominations for 2018.

### **President**

Andrea Austin. Moved by Joe Grundy, Seconded by Nick Moore, all in favour.

### **Vice-Presidents**

Prashant Vasudevan. Moved by Brett Backhouse, Seconded by Andrea Austin.

Joe Grundy. Moved by Brett Backhouse, Seconded by Andrea Austin.

Irene Chan. Moved by Brett Backhouse, Seconded by Andrea Austin.

Went to a vote and Irene Chan & Joe Grundy are Vice-Presidents.

### **Secretary**

Kate Pereira Moved by Joe Grundy, Seconded by Brett Backhouse, all in favour.

### **Treasurer**

Pearl Chan. Moved by Matt Wood, Seconded by Brett Backhouse, all in favour.

### **Canteen Convenor**

Aimee Ipson Pflederer. Moved by Joe Grundy, Seconded by Rachel Johnson-Kelly, all in favour.

### **Canteen Treasurer**

Nick Moore. Moved by Angela Todd, Seconded by Matt Wood, all in favour.

### **Uniform Shop Convenor**

Matt Wood. Moved by Joe Grundy, Seconded by Kate Pereira, all in favour.

### **Uniform Shop Treasurer**

Elaine Park. Moved by Matt Wood, Seconded by Kate Pereira, all in favour.

**Grounds Convenor**

Brett Backhouse. Moved by Matt Wood, Seconded by Joe Grundy, all in favour.

**Social Events Coordinator**

Sue Low. Moved by Andrea Austin, Seconded by Pearl Chan, all in favour.

**Technology Coordinator – NEW role**

Paul Battaglia. Moved by Joe Grundy, Seconded by Kate Pereira, all in favour.

**10. Other Business**

Andrea congratulated all Office Bearers and thanked Brett Backhouse, Rachel Johnson-Kelly and Terry McKinnon on behalf of the P&C by presenting them with a small token gift each.

There being no other business the AGM was declared closed at 9.20 pm.

**Next meeting Tuesday 27 February 2018 at 7.30pm**

**Next AGM meeting Tuesday 27 November 2018 at 7.30pm**

# **Chatswood Public School P&C AGM 27 November 2018**

## **President's Welcome**

Firstly, I'd like to welcome you all to the P&C Annual General Meeting, Christmas Party and our Farewell for Tim Dodds tonight. It is a busy time of the year and thus we appreciate you making the effort to come along.

Before we begin, I would like to acknowledge the Guringa people who are the traditional custodians of this land. We would also like to pay our respects to elders both past and present.

For those that don't know me my name is Andrea Austin and I've just completed my first year as P&C president, after completing 4 years as Secretary. I have been at CPS for 7 years and my daughter is currently in Year 5.

Tonight is an important occasion. Following some changes to the By-laws of the Chatswood Public School P&C Association this is the 4th time the AGM has been held at the end of the school year. I was integral in changing this and this has enabled our teams to start planning next year now!

This will be Tim's last time at chairing our AGM. All current Executive and sub-committee positions will be declared vacant and a voting process will take place to fill these positions. In a positive sign for the school community there have been nominations for every position indicating that there are a growing number of people willing to get involved and make a contribution.

In the event that there is more than one nomination for a position the candidates will have the opportunity to speak on behalf of themselves for a maximum of two minutes. A secret ballot will then be held whereby votes will be cast and counted outside of the room. Tim will fulfil the role of returning officer and a scrutineer will ensure that the votes are counted fairly.

Please note that only those who are paid-up members of the P&C in 2018 are eligible to vote in the election, and must have been so prior to the last general meeting held in October.

I've left it to Tim to report on the school's achievements and successes, of which the P&C and parent body are always very proud. The P&C contributes to these successes by the provision of resources, fundraising and organising events that add to the social and cultural fabric of the school, my report will focus on the P&C's major achievements in 2018.

## **2018 Achievements**

### **Chatswood Education Precinct**

Joe Grundy & I along with 2 Chatswood High School parents have been the P&C representatives working with the Department of Education in a Project Reference Group (PRG) working toward a solution for Public Education in Chatswood. We all knew that the Primary School site was too small to accommodate our 1250+ students (now 1300!) and that the Department would not buy 688 Pacific Highway or the old house on Jenkins St.

This was the birth of the Chatswood Education Precinct and the usage of the Chatswood High and Chatswood Primary School sites more efficiently. In the future, the Primary School will be based at Centennial Ave along with Yrs 7-9 of the High School. The Pacific Highway site will become a Senior Campus.

At the time of the AGM, the plans have been put forward to the NSW State Government as this is a State Significant Project. Funding has been approved, Project Managers, Architects,



Engineers have been appointed. They are continuing to work on and fine tune the designs with various expert Workgroups and the PRG. Building is expected to commence mid 2019.

More information can be found on the School Infrastructure website as it becomes available.

### **What we do:**

Part of our vision for this year was to give back to our children. Over the years we have saved our money to fix the school hall and many other unrealised projects. We know that many of us will never see the finished Chatswood Education Precinct and it was time for us to think about spending money on today's children.

Every year our P&C commits \$138k to the school to help make it a better place. This financial year we also gave an additional \$150k for Special projects. So that is nearly **\$300k** that we have given back to the school! We raise this money by Voluntary Contributions, Fundraising and running our 2 successful business units. I have been especially proud of our Special Projects this year.

### **Our P&C Commitment**

So every year we contribute **\$138k** this is made up of two amounts. We provide **\$53k** to assist the school's Learning Support program. This is an initiative that our P&C remains particularly proud. The Learning Support teacher gave a full report in our October meeting of the programs success. This additional funding is not only benefiting the children who are being supported to strengthen their literacy skills but the broader student population.

We also contribute **\$85k** to the school to be spent at their discretion, this year that money covered Maths Olympiad, STEM equipment, playground repairs (including Sandpit repair), additional Library resources, equipping the additional 3 classrooms to the same standard as our other classrooms and resources for the newly implemented Writing, Grammar & Spelling Program.

### **Special Projects**

Before I list some of our Special Projects, I would like to admit some of the meetings were long! I could have kept the meetings short and never taken on any Special Projects but I felt strongly about giving back to our school. Being a member of the P&C is very important role. Our P&C is fortunate to have quite a lot of money and we have made some constitutional changes to ensure the money we have is protected. Being a member makes each one of us a custodian of other peoples money and we need to think how best to spend it to ensure a best outcome for everybody. This year, I approached Tim Dodds and he asked the staff if they had any wish lists. We were inundated with some amazing ideas and initiatives. We have tried hard to make our Projects varied and interesting and to ensure that every student would receive a benefit of some sort. I would like to thank everybody that was part of the decision making during our P&C meetings. I felt that we were fair and we listened to all opinions.

Not all our requests were big. Some were ideas that with a little bit of money would make a wonderful impact. Examples of this are:

- Replacing the Music Room doors to allow fresh air circulation and a small window in each door for safety and light. We also bought 3 portable keyboards – some simple fixes that make a positive impact to our wonderful music program.
- Purchasing supplies to assist our OT program
- A portable table and bench to take to our external sporting events.
- Creating some P&C stickers to help parents and teachers identify our purchases!

- We spent \$500 on new PM readers for Stage 1 to help with our growing numbers.
- We continue to offer Student Injury Insurance for our students in an out of the school 24x7. This includes Ambulance cover.

We then moved toward some major expenses:

- We replaced ALL the iPads and laptops at Bush Campus.
- With the arrival of our new Deputies they both swiftly introduced two programs the You Can Do It program and Visual Learning. The P&C contributed funds for the digital and physical resources for these programs to get underway.
- Each Kindergarten class room has been equipped with a bean table that allows each teacher a flexible learning approach in an “engine room” style to a small group.

### ***Cultural expenses***

We gave financial assistance to both Chazfest and our growing Dance Program. It is wonderful to see our school embracing all forms of the Arts Spectrum not just Music.

The final big thing we did this year was actually Free! The P&C took on board revamping ChattiesWood and engaging Classic Yearbooks to help with this project. I felt very strongly about having a publication that showcased our fabulous school and together with Elizabeth Primrose & Annie Hyun (teachers) and Kate, Aimee and Sacha Grossel (parents) we pulled together a great yearbook.

### ***Thank You***

I would like to thank the 2018 P&C Executive Committee: **Joe Grundy, Irene Chan, Pearl Chan and Kate Pereira**. It is fantastic to work with such dedicated people who always sought to deliver the best outcome for the children and the school community.

- Vice President **Joe Grundy** has continued to be on board the PRG with me and he also has actively engaged with Council and the RMS regarding traffic management issues in the areas adjacent to both school campuses. We thank Joe for his dedication in developing, presenting and so actively pursuing the traffic and road safety issue. Joe also ensures that we run the P&C according to our Constitution and By-Laws.
- **Kate Pereira** - after years on the Uniform Committee Kate has stepped up to become our Secretary and has kept us all on track! We can thank her for our Christmas Party tonight! But seriously Kate has worked with me on many items including many of the proposals that came through this year and has created our Google Drive. Kate was also a big contributor to Music Camp.
- Vice President **Irene Chan** underestimates her contribution. She has been a great sounding board and her link to the Chinese community has been significant.
- Our new Treasurer, **Pearl Chan** has been amazing. Pearl put her hand up at the Kindy orientation and has not looked back. She has put some fabulous controls in to our Finance system and she has maximised our cash flow and our interest bearing opportunities.
- Our new Canteen Convenor – **Aimee Ipson Pflederer** – is definitely more than our Canteen Convenor. The last couple of years Aimee has hung out in the wings, always participating but on the quiet. This year Aimee has stepped out of the shadows and taken a major leadership role and has made a massive contribution to the school. She is everywhere! Aimee has done amazing things at the Canteen, she still works in the Uniform Shop and is part of every event. Aimee was another main player for Music Camp.

- Thank You to **Paul Battaglia** for continuing to maintain our P&C website and for his B2B experience in the Uniform Shop.
- Thank you to **Brett Backhouse** who is still in the background continuing to give us guidance on maintaining the P&C funded schools gardens.
- I would like to thank **Judy Green** and her helpers with the Lost Property. This is not an official position, but one that Judy has taken on board. Several times during term she will sort and try to get the hats & jumpers back to the students. At the end of every term, she takes everything home and washes it. Small acts like this make our school work better.
- I'd like to say a Special thank you to **Sue Low.**, I have worked very closely with Sue over 4 years now and I find her personally very inspiring. She has an amazing work ethic and attention to detail. Her vibrancy is contagious and she continues to make huge contributions to the school. Sue has, once again, been heavily involved in organising various fundraising and cultural events including the Moon Festival – can we say “best ever” this year? Sue has also taken the lead to replace Matt in the Uniform Shop. We encourage Sue’s enthusiasm and outgoing nature and look forward to her remaining involved for years to come.

I can't thank everyone who has helped us individually but Thank you to all those who have volunteered at the school this year: our many Moon Festival helpers, those of us who give up their time to assist in the Canteen and the Uniform Shop, our Music Camp volunteers and other events.

Of course the P&C couldn't achieve much without a close working relationship with the school. Thank You to our Office Staff who we work closely with in many admin aspects of running the P&C. Thank You to the fabulous teachers and support staff who engage and nurture our children.

And my final Thank you to the School Executive - Tim and Su Hill in particular for their support and willingness to interact with the P&C. We are thrilled to have 2 new Deputies on board – Robyn Scott & Linda Ryan – both Deputies have already taken two important initiatives on board - and we look forward to working with them both closely in the coming years.

### ***Farewells***

This is a very sad part of my report. Part of being a parent is that your kids grow up and move to their next stage in life or life gets really busy and your circumstances change. Coming to a P&C meeting is information gathering but stepping up and taking a role is a commitment. We have lots of roles and depending on your personal circumstances we try to find the one that best fits your life and interests.

So with this in mind I would like to acknowledge the hard work of our both our Business Unit Treasurers who are resigning:

- Thank you to Elaine Page for her tireless work helping with the Uniform Shop numbers. Elaine can not make it to P&C meetings due to child care arrangements but demonstrates how you can still be part of the P&C and a working parent.
- I would also like to thank Nick Moore for his work on the Canteen (and many a BBQ) as his son is entering high school in 2019.

**Matt Wood** is also resigning from the Uniform Shop – Matt's work and travel commitments have changed. Matt has been amazing over the last 5 years. He was another kindy newby who got talked into a treasurer role at his first P&C meeting. Back then he was in the Canteen. Long story but the Uniform Shop was in trouble and he changed Business Units to get it back on track. His time in the Uniform Shop has not been dull! He was a major force in bringing the shop online and led the way

during the Cottage Fire. We know even though he is stepping down from a front facing role, that he will still be around and an invaluable source of knowledge. Thank you!

I would like to give a special mention to **Julie Hill** many of you may not know but she had the Events role on the P&C before Sue Low. The last of her 4 boys is finishing at Chatswood Public and even though she is now a paid Department employee, her paid hours pale in significance to her volunteer hours at the school. Our Music program, shows and camp are quietly run in the background by Julie. Over the years her outstanding contribution to the school community is amazing.

I leave to last our biggest Farewell. Tim Dodds has been Principal here for 17 years, I was privileged to represent the Parent Community at his Farewell Dinner earlier this month. His achievements at Chatswood will become a legacy. It has been a personal pleasure to work with such an inspiring leader. The days after his announcement – the mumbles around the school playground and social media did not include one “about time” but were all about how big his boots were to fill. Su Hill has prepared a special farewell presentation that will cover his time at Chatswood.

Thank you Tim.

# **CPS P&C Treasurer's Report**

- **Financial Statements for the year ended 30<sup>th</sup> September 2018**
- **Budget for 2018-2019**
- **Payments**
- **Motions**



**Chatswood Public School Parents and Citizens' Association  
Financial Statements for the year ended 30 September 2018  
ABN 56 993 962 007**



**CHATSWOOD PUBLIC SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION**

**Income Statement for twelve months ended 30 September 2018**

		<b>2018</b>	<b>2017</b>
	<b><u>Notes</u></b>	<b>\$</b>	<b>\$</b>
<b>Income</b>			
Sales		462,185	391,972
Voluntary Contributions		185,900	160,274
Fundraising	<b>1</b>	76,857	60,216
Government Grants		-	5,440
Interest Income		10,279	8,643
Other Income		-	73,606
<b>Total Income</b>		<b><u>735,221</u></b>	<b><u>700,151</u></b>
 <b>Operating Expenses</b>			
Cost of Sales		264,829	275,497
Employment Expenses		95,419	84,323
Contributions to School - general		85,000	75,891
Contributions to School - Multi-Lit		53,000	53,000
P&C Expenditure (incl passed expenses)		149,462	6,094
Fundraising	<b>1</b>	38,480	26,725
Insurance		5,090	4,708
Depreciation		19,996	2,823
Other		48,463	16,639
<b>Total Operating Expenses</b>		<b><u>759,740</u></b>	<b><u>545,701</u></b>
<b>Net Operating (loss)/ Profit</b>		<b><u>(24,520)</u></b>	<b><u>154,451</u></b>



CHATSWOOD PUBLIC SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION

Balance Sheet as at 30th September 2018

		30 Sep 2018	30 Sep 2017
	<u>Notes</u>	\$	\$
<b>Assets</b>			
<b>Bank</b>			
Cash at Bank		845,739	831,477
<b>Total Bank</b>		<b>845,739</b>	<b>831,477</b>
<b>Current Assets</b>			
Stock		71,040	53,221
Prepayments		3,831	2,553
Debtors and interest receivables		12,371	126,121
GST		538	2,903
Other assets		1,292	(1,018)
<b>Total Current Assets</b>		<b>89,072</b>	<b>183,779</b>
<b>Non-current Assets</b>			
Total Fixed Assets	2	29,838	35,023
<b>Total Assets</b>		<b>964,649</b>	<b>1,050,279</b>
<b>Current Liabilities</b>			
Wages Payable		5,375	5,852
Trade Creditors & GST		40,532	98,371
<b>Total Current Liabilities</b>		<b>45,907</b>	<b>104,223</b>
<b>Non-Current Liabilities</b>			
School 24 Unearned Income		21,881	19,260
Employee Benefits & Liabilities		998	6,412
<b>Total Non-Current Liabilities</b>		<b>22,878</b>	<b>25,672</b>
<b>Total Liabilities</b>		<b>68,785</b>	<b>129,895</b>
<b>Net Assets</b>		<b>895,864</b>	<b>920,384</b>
<b>Equity</b>			
Current Year Earnings		(24,520)	154,446
Retained Earnings		920,384	765,939
<b>Total Equity</b>		<b>895,864</b>	<b>920,384</b>



## 1. Fundraising

The net proceeds from fundraising events are:

	2018	2017
Fundraising income	76,857	60,216
Fundraising expenses	<u>(38,480)</u>	<u>(26,725)</u>
	<u>38,377</u>	<u>33,491</u>

The Fundraising events that have occurred during the year include the Mother's Day and Father's Day events, Bush Dance, Disco Night, Trivia Night, Moon Festival, and Christmas Carol.

## 2. Fixed Assets

	2018	2017
Plant and Equipment (At Cost)	11,179	11,179
P&E Accumulated Depreciation	(2,069)	(1,058)
Store Equip - at Cost	8,198	7,287
Store Equip - Accum Dep'n	(7,769)	(7,287)
Website	4,000	4,000
Website Accumulated Depreciation	(2,000)	(1,000)
Capital Works at Cost	36,984	23,083
Accumulated Depn - Capital Works	<u>(18,685)</u>	<u>(1,182)</u>
	<u>29,838</u>	<u>35,023</u>

2018 Capital works purchases include \$12.7K Bush Campus Turf and \$1.2k Amphitheatre Fence

# P&C Expenditure (including passed expenses)

Stage 2 IT	\$73,500
Kindy Bean Shaped tables	\$7,000
You Can do it	\$7,000
Visual Learning for casual teachers	\$3,200
Plaza Seat and Memorial Engraving	\$2,759
Sandpit refurbishment	\$2,460
Dance Program	\$2,000
Music room keyboards (offset with \$1,000 grant)	\$1,289
OT supplies	\$812
Paint & Carpet for music room upgrades	\$500
Chatzfest	\$500
Stage 1 Books	\$375
2017 contributions to CPS	\$47,750
Other	\$318
<b>Total</b>	<b>\$149,462</b>

# 2018-19 Budget

Income Statement		Budget 2019				Actual 2018					
A\$	Main A/c	Canteen	Uniform	Total	Main A/c	Canteen	Uniform	Total	Variance	%	
Voluntary Contributions	190,000			190,000	185,900			185,900	4,100	2%	
Sales		256,098	233,484	489,582		232,816	229,369	462,185	27,397	6%	
Fundraising and interest income	93,000			93,000	87,136			87,136	5,864	7%	
Total Income	283,000	256,098	233,484	772,582	273,036	232,816	229,369	735,221	37,361	5%	
Cost of Sales		147,747	130,175	277,922		137,207	127,622	264,829	13,093	5%	
Payroll		81,187	30,262	111,449		66,524	28,895	95,419	16,030	17%	
Contributions - Guaranteed	85,000			85,000	85,000			85,000	-	0%	
Contributions - Multi-Lit	53,000			53,000	53,000			53,000	-	0%	
P&C Expenditure (incl passed expenses)	29,000			29,000	149,462			149,462	(120,462)	-81%	
Fundraising expenses	38,000			38,000	38,480			38,480	(480)	-1%	
Finance, Properties and Admin	42,000	6,126	11,802	59,928	32,213	1,098	11,001	44,312	15,616	35%	
Software and Depreciation	25,000	1,038	5,779	31,817	22,571	1,012	5,654	29,238	2,579	9%	
Project costs			10,000	10,000				-	10,000	100%	
Total Expenses	272,000	236,097	188,019	696,116	380,727	205,841	173,172	759,740	(63,624)	-8%	
Profit / (loss)	11,000	20,000	45,466	76,466	(107,691)	26,975	56,196	(24,520)	100,985	412%	
Transfer to/from Sub-committees	40,000		(40,000)	-	80,000		(80,000)	-	-		
Profit / (loss) post transfer	51,000	20,000	5,466	76,466	(27,691)	26,975	(23,804)	(24,520)	100,985	412%	

# **Budget explanations**

- Voluntary contributions (VC) = No. of students paid VC in current year X Per head contribution = 1300 x \$210 at ~70% contribution. Historically overall 80% pay at least part of the contribution.
- Contribution to School (General and Multi-Lit) remains at \$85,000 and \$53,000 respectively
- P&C expenditure - projects \$25,000 and Confucius teacher living costs \$4,000
- Finance, property and admin – largely related to Book keeper \$12,800, Audit fees \$1,000 (same as 2018), Toilet cleaner \$10,100, Gardener \$10,600 (\$4,670 related to 2018 costs), insurance \$6,800
- Software and depreciation - Depreciation \$17,000, Digital Junction \$5,600 and Xero \$2,400

# Payments

Date	Paid to	Purpose	Amount
26/10/2018	H & B Garden	Gardening services as at Oct 2018	4,670.00
26/10/2018	Chatswood Public School Uniform Shop	Pay uniform shop for credit card receipts deposit in Main A/C	575.62
09/11/2018	Fgf Cleaning Services Pty Ltd	Monthly Cleaning Service - October 2018	715.00
09/11/2018	JingQi Liu	Living Costs-Confucius Teacher 22/10 to 12/11	400.00
09/11/2018	Yifei Li	Living Costs-Confucius Teacher 22/10 to 12/11	400.00
09/11/2018	Freobooks Pty Ltd	Accounting Services and Xero Subscriptions September 18	3,190.00
<b>Total</b>			<b>9,950.62</b>

# Motions

- To adopt the financial reports for 2017-18.
- To continue with Tim Paterson as appointed auditor.
- To adopt the consolidated draft budget for 2018-19
- To approve amount totalling **\$9,950.62** (from main account, as listed in this report) for payment.

# Chatswood Public School P&C - Uniform Shop

## 2018 Annual Report

2018 has been a year of consolidation for the Uniform Shop, re-establishing a functioning operating model following the fire that destroyed the shop's old premises in The Cottage during the previous financial year.

### Facilities & 100% online model

The shop has continued to trade well, using premises at 688 Pacific Highway, next to the school. These were kindly made available by Aqualand at a nominal rent. However Aqualand is seeking to develop these premises and, as such, the shop's tenure is not secure. The lease can be terminated with one month of notice and, despite assessment of many options, no viable alternative accommodation has been identified. This may change following the redevelopment of the school, however that is several years away, leaving the Uniform Shop very exposed in the event that the lease is terminated before then.

Given this risk, the Uniform Shop committee has been working on plans to move the shop to a 100% online model from Term 1, 2019. While reducing the operating risk for the business, it is important to understand that this will impact the way that parents at the school interact with the shop and that this may cause some inconvenience. However, given the alternatives available, the committee is of the view that this change is essential to protect the business.

### Issues with trading systems

While the current online business has been trading well, there have been a number of issues with the underlying systems. This has resulted in a number of accounting discrepancies which have had to be manually addressed, resulting in significant effort for the staff of the shop and the P&C.

A number of changes are being considered to the shop's IT systems to address these issues. In particular the intention is to implement a new e-commerce platform, integrating directly into Xero, the P&C's accounting platform. The expectation is that these changes can be deployed by mid-January, prior to Term 1 trading.

### Uniform changes

While the Uniform Shop Committee doesn't control the school's uniform, it is recommending a number of changes. Of particular concern to the school community has been that girls should have the option of not wearing skirts / dresses. Although there are already clothing options to support this choice, the committee is of the view that there are higher quality and more appealing uniform designs, which should be considered. A shortlist of recommended changes has been presented to

the P&C Executive. The school Principal has the final decision rights for uniforms and the committee looks forward to presenting to the new Principal once they are appointed.

## Finances

The Uniform Shop has traded well in the 2018 Financial Year, despite ongoing disruptions due to the fire in early 2017. During the course of the year, the Uniform Shop has transferred \$80,000 to the P&C main account (\$40,000 for 2017 and \$40,000 for 2018). It is proposed to provide a further transfer of \$40,000 in 2019.

Net Profit in 2018, prior to the \$80k transfer, was \$56,534.

There have been increases in several key costs areas in 2018, which are largely due to the 2017 fire:

Salaries – (\$26.3k actual v \$18k budget) – this was due to the need to back-pay an increase in the relevant award rate, as well as a period in the previous financial year when a vacancy was not filled, due to disruption from the fire.

Inventories – Stock purchases were \$26k higher than budget and inventories have increased as a result. Again, this was largely due to re-stocking, as the business returned to normal following the fire.

In 2019 the Uniform Shop is budgeting to break even (\$5400 profit after the \$40k transfer to the P&C). This reflects the need to budget for rental / relocation costs (\$7800), as well as the move to a 100% online model and associated project costs (\$10,000).

## Committee members

It is important to acknowledge the efforts of all members of the committee as well as the Uniform Shop staff and volunteers, throughout the year. Without them, the shop wouldn't function. The efforts of Sue Low need particular recognition, as she has been tireless in keeping the business running, while also performing a number of other P&C roles. Paul Battaglia's efforts in supporting our IT systems are also greatly appreciated.

Both the Convenor (Matthew Wood) and Treasurer (Elaine Park) are retiring from their roles at the AGM, after three years in their positions. This provides an opportunity for renewal of the committee, however both Matthew and Elaine will continue to be available to support the committee if required.

*Matthew Wood*

*2018 Uniform Shop Convenor*



**Canteen Report**  
**P&C Annual General Meeting**  
**27 November 2018**

The Canteen concludes a successful year of expanding our menu offerings, engaging a core group of volunteers coordinated by a dedicated and energetic staff, and an eye toward improved systems. We thank all those who have contributed time, insight, and general support to the Canteen team and sub-committee's efforts in 2018. We are building on a long history of service and are excited about the future.

**Canteen Menu**

For those who have followed along, you will have noticed some updates to the canteen menu over the past couple years. This year in particular, we have revitalised the Menu Development sub-sub-committee to consider the current menu, make additions of homemade items, and review existing offerings. In the next year, the Menu Development group will conduct a more thorough review and update of the canteen menu in accordance with the NSW Healthy School Canteens Strategy, which goes into effect in December 2019. Please go to [www.healthyschoolcanteens.nsw.gov.au](http://www.healthyschoolcanteens.nsw.gov.au) to learn more about the initiative.

We proudly offer a fresh, homemade option for lunch each day. These menu items include: macaroni and cheese, Pip's pasta bolognese, Hainan chicken, egg fried rice, butter chicken, vegetable dahl, vegetarian burgers, and beef or vegetarian nachos. The Canteen order quantities indicate that the school community finds the menu offerings appealing, and we will continue to improve upon the menu to the extent possible with our facilities and resources. Parents and carers with a passion for healthy and flavourful eating are invited to participate the Menu Development group, which meets once a school term.

**Canteen Staff & Volunteers**

Canteen services rely upon the ongoing dedication of our amazing staff and contributions of volunteers. We would like to recognize the work of Carolyn Harriss, Cecilia Ng, and Tash Kay in coordinating all aspects of Canteen operations, from meal prep to volunteer coordination to administrative tasks. The role is both demanding and rewarding, and we commend their continued, greatly valued service.

This year we have benefited from a broad circle of volunteers that have contributed time at Canteen Fun Days or popped in to help with labeling orders. We also applaud the essential involvement of a mighty team of consistent parents who volunteer regularly at both the main and bush campuses. Over the past couple terms, two parents (Kindergarten and Year 5 parents) have given generously of their time almost every morning of the school week. In addition, we celebrate a core group of long-time volunteers who share a rotating roster at the bush campus. Canteen volunteers

represent families at each stage of the school community, including families of alumni students! Our ongoing gratitude to these parents and carers as they share in the camaraderie of volunteerism and a commitment to providing meals to our student customers.

We have commenced our recruitment efforts, with a call-out to incoming Kindergarten families. We look forward to welcoming new volunteers in the 2019 school year. The Canteen team also will implement an expanded volunteer recruitment and recognition campaign in the new year.

Finally, we recognize the dedication of the Year 6 students serving as Canteen Helpers. This charming group of volunteers assists with over-the-counter purchases during recess and lunch sessions. We greatly value their contribution and capacity to serve a large number of fellow students in a relatively short period of time.

### **Systems Improvements**

Each year, we build upon successes and identify avenues for continuous improvement. We have focused in large part this year in orienting a new Convenor to the Canteen systems, streamlining communications and coordination with the P&C Bookkeeper and accounting systems, and building upon food safety best practices.

#### **Material resources:**

The Canteen Team has begun the process of reviewing our packaging supplies and processes, and how we might improve our environmental practices and reduce our carbon footprint. The Canteen is excited to announce that we have moved to paper straws, and eliminated plastic straws from Canteen services. We have sourced a straw made of FSC certified paper, of a shorter length to reduce waste, and manufactured by a carbon neutral company. We see this as a small but essential step toward best practices in sustainability. As we move forward, the subcommittee will explore options for other packaging items and general supplies whilst balancing cost effectiveness.

#### **Canteen equipment and fixed assets:**

The Canteen team maintains an assortment of equipment and assets, with a fabulous turbo oven installed in 2017 alongside equipment that has powered the Canteen for many years. We are conducting a methodical review of our equipment and arranging for maintenance services to operate at optimal efficiency. The team works to balance resource needs with an effort to maximise our current assets through the upcoming school redevelopment.

#### **Order fulfillment:**

Based on staff and volunteer observations and student feedback, we have revised some of our order fulfillment protocols this year. Details of the protocols have been highlighted in the weekly school e-newsletter, and in brief include a centralised collection point for beverage orders and class lunch tubs, and Kindergarten order

distribution monitored by recess and lunch duty teachers. We welcome constructive feedback on menu offerings as well as ordering/collection systems, and invite school community members to visit us at the Canteen or email [canteen@chatswoodpublicpandc.org.au](mailto:canteen@chatswoodpublicpandc.org.au)

An updated Canteen FAQs document is now available, including information of online ordering, feedback channels, and volunteer opportunities. Incoming families received the FAQs at the recent Kindergarten Orientation sessions, and all families are invited to review the document on the P&C website.

### **Canteen Finances**

The Canteen has reported an increase in profits in each of the past two years, which we regard as an endorsement of the services provided by the team. As stated at the previous year's AGM, the primary goal of the Canteen is to provide healthy and quality meals to students partaking in the service. Profits from sales are not the priority, although we have recorded \$20k or more in each of the past two years and now include a comparable profit in our annual budget forecast. It is important to note the increase in fresh ingredients and produce and expanded menu does correlate to an increase in production costs at the Canteen. The sub-committee will review costings and menu pricing for the next year.

### **Canteen Treasurer Recognition**

Our sincere gratitude to Nick Moore in his long-time service as the Canteen Treasurer. Nick has contributed expertise and excellent insight in his role as treasurer for the past four years. During his tenure, the Canteen sub-committee has completed a significant shift from over-the-counter ordering to the School24 online ordering system. This system also includes the requisite work of reviewing School24 reporting and reconciling income reports. Nick has worked closely with the Bookkeepers and P&C Treasurers, both in the review of monthly and annual reporting as well as systems improvements. Nick has identified opportunities to leverage canteen profits for increased returns and balances the financial aspect of the business unit with a sincere support for the human capital on the team. Our best wishes to Nick and his family in their ongoing contributions to the community, and to their son as he begins high school.

## Canteen P&L 2017-18 Full Year to September

	F18	Budget	Var	F17*	Var	F16
Sales	232,816	195,448	37,368 19%	195,448	37,368 19%	192,381
Cost of Sales	(136,287)	(105,669)	(30,618)	(105,669)	(30,618)	(104,022)
Cost of sales adjustment		(3,768)	3,768			
<b>Gross Profit</b>	<b>96,529</b>	<b>86,011</b>	<b>10,518</b>	<b>89,779</b>	<b>6,750</b>	<b>88,358</b>
Markup	71%	85%	-14%	85%	-14%	85%
Margin	41%	46%	-4%	46%	-4%	46%
Un Adjusted Margin	41%	46%	-4%	46%	-4%	46%
Expenses	(68,635)	(66,050)	(2,585)	(64,439)	(4,196)	(68,392)
Operating Result	27,894	19,961	7,933	25,340	2,554	19,966
Equipment Purchase			0		0	
P&C Transfer*			0			
Interest Income		39	(39)	39	(39)	266
<b>Net Profit</b>	<b>27,894</b>	<b>20,000</b>	<b>7,894</b>	<b>25,379</b>	<b>2,515</b>	<b>20,232</b>

\* May not include final year end adjustments from F17

### Commentary

Overall operating result for the year to July a profit of \$27.9k, \$7.9k better than budget, and a considerable improvement on the prior year.

Sales for the year were up on the previous year by \$37k (+19%), an excellent result showing greatly increased utilisation of the canteen.

Margins reduced during the year, with increasing fresh prepared food potentially impacting gross profits.

Expenses were \$2.6k higher than budget and \$4.2k higher than last year.

Overall the year saw the financial results stabilise and begin to improve following a period of decline in profitability in 2016 and the start of 2017. The sales increase is a great endorsement of the management of the canteen in the year.