



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 23rd August 2016 MINUTES

Attendees: As per meeting register.

1. President's welcome

2. Apologies

Joe Grundy, Mark Twyman, Rachel Johnson-Kelly, Matthew Wood, Kate Pereira

3. Confirmation of previous minutes

Motion: That the minutes of the previous general meeting on 26th July 2016 be approved. Moved by Angela Todd, Seconded by Paul Battaglia, motion passed.

4. President's report

President Welcome.

- Brett Backhouse, Nigel Justins & Lee Hughes will be meeting with Willoughby Council Mayor Gail Gidney-Giles and Open Space Manager Julie Whitfield to discuss usage of the High School oval and possible canteen there. This would be done in conjunction with Chatswood Rangers.

5. Principal's report

- ***Bush Campus Car Accident:*** A teacher accidentally drove down to Bush Campus as the car was in the wrong gear. The car flipped and caused some damage to the school grounds and a rescue team had to come. Fortunately the accident was after school and there were no injuries.
- ***Learning Support Update***
 - As per Guest speaker report
- ***Year 6 – STEP UP***
 - In Term 4 a new program to engage our Year 6 students called STEP UP will be introduced. The aim is to keep the Year 6 students engaged and continue focus as many are already thinking of high school.
 - It will include rotating subjects and teachers.
- ***Demountables***
 - 3x Demountables are being installed in and around the car park at Main Campus, there will be no additional demountable at Bush Campus.
- ***Business Manager***
 - Julie Howard has been promoted to Business Manager at the school and will be working Corporate hours.

Chatswood Public School P&C

- **Bilingual Program**
 - A parent survey will be going out
 - Mr Dodds asked for our opinion about having 2 Korean bilingual classes running until Yr 2 and then combining for one stream until Year 6. The opinion was favourable.

- **LMBR mk2**
 - The NSW Department of Education is currently implementing a standardised finance system (SAP) and new financial processes for all NSW Public Schools as part of the Learning Management and Business Reform.
 - The system is being rolled out in our school in September.
 - Other benefits include Student Wellbeing and control of records.

- **NAPLAN – presented by Terry McKinnon**
 - A good result, a snapshot of results are in the Newsletter- Term 3, Week 5
 - After an analysis, focus to be on strengthening Grammar & Punctuation.
 - New children to Australia are opting to sit NAPLAN, so results are becoming more realistic.

6. Correspondence – NIL

7. P&C Treasurer’s report - Tara S presented her attached report.

Motion: To approve amount totalling \$3251.07 (from main account, as listed in Treasurers report) for payment. Moved by Brett Backhouse, Seconded by Paul Battaglia - motion passed

8. Sub-Committee updates

Canteen report – Nil

Uniform Shop

- **Ragtagd** – commenced all tags have gone out, system seems to be working but parents still need some education.

Grounds report - Nil

Class-Parent Co-ordinator/Fundraising – Verbal

- Moon Festival call out for help

9. Master plan

- Re-engage with our existing Masterplan to represent to our local State member Gladys Berejiklian in September.

10. Guest Speaker – Jo Rix, Learning Support.

- A presentation on a 3 tier model to explain how the program is working.
 - One on one support
 - Small groups
 - Universal support
- Some case studies were presented as well as plan for next year.
- The results suggest that there appears to be a definite improvement among the students who are participating in the program.
- The teachers are very appreciative of the support being provided by the P&C to help these children.

Chatswood Public School P&C

11. Outstanding items

- **Road Safety**
 - Some progress has started, more details next month when Joe Grundy is back.

- **Consolidation of School Apps and Websites** – An external meeting with the school that Joe Grundy and Paul Battaglia will represent the parent population is happening in September.

12. Other business

- **Primary OSHcare** – attached report.

- **Raincoats**
 - Andrea Austin is concerned about the usage of umbrellas and the lack of raincoats.
 - The Uniform Shop has been approached and they are looking at some possibilities.

- **Secretary Role**
 - Andrea Austin will be away Term 4, Angela Todd will be caretaking the role.

- **Kindy Info Evening**
 - Andrea Austin did a presentation on the P&C to the potential new Kindy parents and manned a booth assisted by Sue Low.
 - Information leaflets and further engagement will occur at orientation.

There being no other business, the meeting closed at 8.55 pm.

CPS P&C Treasurer's Report

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

Developments

- \$39,600 was received from the Uniform Shop as their contribution to the P&C in 2016.
- Term deposit balance was increased to \$325,000 by adding the Uniform shop's contribution and business online saver account balance (which will be closed down). This was reinvested on July 31 for 7 months at 2.75% p.a. compounded annually.
- \$21,250 general contribution for Term 3 was paid to the school.
- Uniform Shop sales for the month of July were \$13,524.
- Canteen sales for the month of July were \$10,015.

Consolidated Results

	Business Units	Main A/c	Canteen	Uniform	Total
Sales			155,305	208,132	363,437
Voluntary Contributions		146,321			146,321
Fundraising		6,599			6,599
Interest Income		5,655	250	350	6,255
Other Income		39,710		560	40,270
		198,285	155,555	209,042	562,882
Cost of Sales			83,609	122,403	206,012
Employment Expenses		2,000	48,390	19,608	69,998
Contributions to School		84,800			84,800
School Projects		327			327
Fundraising		9,331			9,331
Depreciation				182	182
Other		10,644	6,661	51,618	68,923
		107,102	138,660	193,811	439,573
Net Operating Surplus		91,183	16,895	15,231	123,309
Opening Funds		443,575	51,240	174,922	669,737
Surplus for the Year		91,183	16,895	15,231	123,309
Funds Available		534,758	68,135	190,153	793,046
Cash at Bank		536,797	92,409	139,184	768,390
Store Equipment/Inventory			5,964	66,271	72,235
Debtors			4,260	2,409	
Others			749	4,000	
Total Assets		536,797	103,382	211,864	852,043
Creditors		2,409	6,537	19,720	28,666
GST liabilities		-370		-396	-766
Other liabilities			28,710	2,387	31,097
Total Liabilities		2,039	35,247	21,711	58,997
Net Assets		534,758	68,135	190,153	793,046

Payments

Main Account					
Chq	Date	Paid to	Purpose	Amount	
749	27/07/2016	Visionata Architects	Bush Campus & Clubhouse master planning	1,100.00	
751	3/08/2016	Su Wen Low	Moon Festival Raffle Tickets	841.07	
752	10/08/2016	Jerry Xia	Confucius Teacher accommodation subsidy	1,200.00	
753	24/08/2016	Su Wen Low	Zumba Dance instructor's fee	110.00	
Total				3,251.07	

Motion

- To approve amount totalling **\$3,251.07** (from main account, as listed in this report) for payment.

CHATSWOOD OSHC CENTRE MANAGEMENT REPORT TO P&C

Term 3 2016

Staff

Under the National Quality Framework our staff are Educators whose role is to

- support children's learning through a variety of play and leisure experiences
- foster children's well-being and learning through intentionality and collaboration
- develop cultural confidence
- develop reflective practise
- explore their own beliefs and use theoretical perspectives

We are required to have a nominated Educational Leader, who oversees the development and delivery of the program – this is the centre's Regional Manager – Amanda Cincotta

The Centre is also required to have a designated "Responsible Person" and Nominated Supervisor on the premises at all times. This is usually the Co-ordinator; however, in the Co-ordinator's absence Certified Supervisors can also fulfil this role. Please refer to the staff roster on the parent information board for staff positions and responsibilities.

Educators are currently completing evaluations of our internal communications systems which will assist in the improvement of effective transfer of information, as well as informing our future training and development needs. All staff are also undergoing performance appraisals which will inform their future training and development.

Enrolments

Current average enrolment numbers at the morning sessions are 45 and afternoon averages are 122.

Attendance at VC was an average of 80 children each day.

Preparations are currently underway for Kindergarten orientations and we have been invited by Tim Dodds to attend the Information Session on Wednesday 17th August.

Families have been issued with an invitation to re-enrol for 2017. This process has been started much earlier than in previous years to manage the volume of bookings and also the many changes which are received during the process. New Families to the centre are encouraged to attend an orientation session prior to their child's commencement at the service. For kindergarten children, this is often most appropriate during the January Vacation Care period.

Programs

A review of culturally inclusive practises will take place during term 3. This involves ensuring that Educators are aware of the diverse cultural and social backgrounds of all enrolled children and are actively inclusive of these backgrounds in their practice.

In addition to our regular Vacation Care and Quality Area surveys an annual program survey will be issued in the September newsletter. In order to include each family's background, acknowledge the needs and interest of each child and develop cultural competence Educators need input from families. This allows them to plan a relevant program which meets each child's and family's' needs.

All families are now emailed a Weekly Summary which summarises the main events and program ideas of the week. We welcome your feedback, thoughts, comments and suggestions for inclusion in this publication.

National Quality Framework

Community participation in the service requires us to more regularly seek input from families- this includes issue of Child Profiles twice per year, greater attention to family backgrounds in planning and creating programs, sourcing more detail from families about their children and their expectations of our service. Families are invited to learn more about their child's learning and development through review of the program, daily journals, children's work displayed and through formal and informal discussions with Educators.

Termly Centre goals now reflect these requirements and staff are continually working on the completion of a Quality Improvement Plan to identify areas of the service which require further and continuous development. Please see our QIP on display and we would be grateful for any input you may have.

Assessment and ratings visits are not yet scheduled.

So far, 6 of our Centres have been rated- all have achieved the standard of "meeting" the elements with many centres receiving an "Exceeding" rating in one or more Quality Areas. This is a great endorsement of our systems, policies and the practice, professionalism and relationships developed by our staff.

In term 3 Audits for Quality Areas 3 (Physical Environment) and 1 (Educational Program and Practice) will be conducted by the Centre's Regional Manager, Amanda Cincotta.

Community

Date of Community meeting is Thursday September 22nd at 5pm.

We will be conducting a Parent Review of Centre Management and Communication Systems.

This term we will be acknowledging the following cultural, community and health related events.

NAIDOC Week 3rd – 10th July

National Diabetes week 10th – 16th July

Ramadan ends 14th July Eid Al Fitr

Schools Tree Day 29th July

Superheroes Week 24th - 30th July

International Forgiveness Day 7th August

RSPCA Cupcake Day 22nd August

Science Week 13th – 21st August

Book Week 20th – 26th August

Daffodil Day 26th August

Keep Australia Beautiful Week 22nd – 28th August

Jeans for Genes Day 5th August

National Child Protection Week 4th-10th September

BAY RUN 7th August

National Asthma Awareness Week 1st-7th September

Father's Day 4th September

International Day of Worlds Indigenous People 9th August

FRUIT AND VEGETABLE MONTH – September

This year our organisation as a whole is promoting National Child Protection week between 7th and 13th September.

Policy review

In term 3 our staff and families are reviewing the following important policies and procedures:

- **Communication with parents**
- **Feedback**
- **Maintenance and Confidentiality of records**
- **Child Protection Practices**
- **Death of a Child**
- **Access to children**
- **Enrolment**
- **Staff interactions with parents and caregivers**
- **Professional Conduct**
- **Grievances**
- **Disciplinary action**
- **Conditions of employment**
- **Staff orientation and recruitment**
- **Water Play**
- **Confidentiality**
- **Volunteers, visitors and students**
- **Handling Hazardous Substances**
- **Provisions for children with Additional needs**
- **Volunteers, Visitors and Students**

Communications

The following emails/notices/correspondence has recently been issued to families

- Invitation to participate
- Child Profile
- Newsletter
- Weekly summary of activities.
- Surveys
- Staffing Updates
- Activities Notification
- Menu
- Homework club
- Vacation Care Program & Booking form
- Health & Allergy Updates
- Weekly Account Statements

We rely on families to provide their most current contact details and to notify us if they are not receiving this information consistently.

Report Prepared by Suzanne Blythin, Amanda Cincotta, Monique Scruton & Jaimee Gates

Record and Discussion. Comments Follow Up Actions from meeting:

Item	Comments	Action/timeframe