



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 25th October 2016 MINUTES (draft)

Attendees: As per meeting register.

1. President's welcome

2. Apologies

Andrea Austin, Rachel Johnson-Kelly, Nick Moore

3. Guest Speakers – Joe Butler and Manish Goklaney – Learn Primary (e-learning program)

- Presentation of new e-learning tool currently under development for primary school children and their parents; curriculum-based and can be easily tailored to individual child's needs.
- Aim to have Year 2 prototype available in 2017; pricing will be \$10 per month per child; offer of free access to 'pre-launch' version in Term 1 of 2017 for testing/feedback

4. Confirmation of previous minutes

Motion: That the minutes of the previous general meeting on 23rd August 2016 be approved.

Moved by Brett Backhouse, Seconded by Mark Twyman, motion passed.

5. President's report

- Brett Backhouse tabled his report and highlighted the following items.
- The Moon Festival was a great success and appeared bigger and better than ever. On behalf of the P&C, Brett thanked Sue Low and the other volunteers who planned and managed the evening.
- The Trivia Night was also a very successful evening and Brett thanked the main organisers, Lyndall Franks and Sonia Deaner for their hard work.
- Re-surfacing of the Chatswood High School oval is planned for November 2016-May 2017.
- Despite a meeting with Gladys Berejiklian MP in September, there has been no further communication from the Department of Education about growth plans for the school. The Master Plan committee is frustrated with the ongoing lack of progress.

6. Principal's report

- Tim Dodds acknowledged the success of the Trivia Night, and also thanked parents for the teachers' lunch that was recently provided to 90 staff over 3 sittings.
- The NAPLAN results for 2016 placed the school 26th across all public and private primary schools in Australia and 7th among public schools.
- The school's students total 1190 currently; 51 classes are expected in 2017; the Department of Education has installed 2 demountables in the staff carpark area, and has committed to another 2 (location yet to be determined). The school is the 4th biggest public primary school in NSW.
- The new school on the former UTS site at Lindfield is scheduled to open in 2019; area zoning is currently underway.
- In 2017 two composite STEM classes and another bilingual Korean-English kindergarten class will be introduced; expressions of interest will be sought during Term 4.

- Funding has been allocated for a new Speech Pathologist, 1 day per week, commencing Term 4 targeting children in K-Year 2.
- Tim outlined the proposed use of the P&C's annual school contribution of \$85,000 for 2017:
 - Maths Olympiad (Year 6) \$10K
 - STEM classes \$20K
 - Teacher mentoring/professional development \$15K
 - Library and STEM resources \$11K
 - Resources for 3 out of 4 new demountables \$15K
 - Resources for specialist teacher for writing, grammar, spelling \$10K
 - Confucius Classroom accommodation supplement \$4K
- Tim also provided an overview of the school's general operating budget (\$9.3m)

7. Correspondence

- An email was received on 20 September 2016 inviting P&Cs in the Northern Sydney District to a tour of the new Anzac Park Primary School at Cammeray on 31 October.
- A letter was received from Gladys Berejiklian MP re changes to traffic signals on Eddy Road.

8. P&C Treasurer's report

- Tara Srivastava presented the attached financial report and draft budget for October 2016 to September 2017.

Motion: To approve amount totalling \$29,974.05(from main account, as listed in Treasurers report) for payment. Moved by Brett Backhouse, Seconded by Matthew Wood, motion passed.

Motion: To approve and adopt the consolidated draft budget for the 2016-2017 financial year. Moved by Brett Backhouse, Seconded by Joe Grundy, motion passed.

9. Sub-Committee updates

Canteen report – a report was tabled by the Secretary on behalf of Rachel Johnson-Kelly (attached).

Uniform Shop – Matthew Wood acknowledged the work of Tara and Elaine Park in preparing the Uniform Shop budget for 2016-17; Matthew also anticipated a transfer to the main account of at least \$30,000

Grounds report – a report was tabled by Brett (attached); Brett requested help in keeping students off new garden plantings.

Class-Parent Co-ordinator/Social Events – Sue Low provided a summary of expenses associated with the Moon Festival and reported a profit of approximately \$26,000; the marquee that was hired was successful and had several advantages over hiring a second stage (which was used last year and at a similar cost). Thirty responses to the Moon Festival survey had been received providing helpful feedback.

10. Master Plan

- see item 5 above.

11. Outstanding items

Ragtagd – The supplier of the clothes' tags confirmed that the tags will be available for sale at \$3 each; there are no other costs.

Road Safety – There has been a change in the Willoughby Council staff responsible for the local traffic changes around the school; works are still in the approval processes but timing is unclear.

Consolidation of School Apps and Websites – Terry McKinnon confirmed that the goal is to have only 1 primary online communication system for parents next year.

12. **Other business**

Music camp craft storage – The current storage location is difficult to access and a request was made for an alternative. Options are limited due to the school's broader space constraints.

Kindy orientation – A request was made to change the two dates next year to not fall on the same day (Tuesdays), and to not coincide with Melbourne Cup.

Vicki Pagett memorial – A park bench will be installed in the amphitheatre and a memorial plaque mounted on the door of her former classroom.

Kerry Murphy commemoration – Tim Dodds and Angela Todd will discuss options to recognise the significant contributions Kerry made to the school, and particularly its music program.

Teachers leaving at the end of the year – Tim Dodds will advise the Executive.

There being no other business, the meeting closed at 9.55 pm.

Chatswood Public School P&C President's Report and Welcome 25 October 2016

Welcome

On behalf of the P&C Executive I'd like to welcome you all to our last meeting of the year.

The agenda is fairly light with the school holidays in the intervening period since our last meeting back in August. However, we still have a number of items to discuss including an update on another very successful Moon Festival, and Canteen, Uniform Shop and overall P&C budgets, which will show we remain in a very healthy financial position. Joe Butler from Learn Primary will also be presenting on an e-learning application our school community may find beneficial.

President's Report

As always there has been a lot of activity in the school over the past month. One of the many highlights was another successful Moon Festival event. Not only is the Moon Festival a significant fundraising event, more importantly it has become a very important part of the school's cultural fabric. It is fantastic to see so many members of our vibrant multicultural school community working together to put on the festival. With a number of new initiatives, it gets bigger and better every year. Many thanks to our volunteers led by Sue Low for organising and hosting the event.

As I have previously highlighted, apart from the announcement that re-development of the Chatswood High School sports ground going ahead (between November and April/May, you may have seen some recent preparatory work being undertaken), unfortunately other areas of the school's Master Plan have fallen silent. Neither Chatswood Public School nor Chatswood High School was mentioned in the recent NSW State Budget update, which is rather disconcerting. Our student numbers continue to grow significantly each year and the P&C believes government funding should be provided for capital works to provide additional classrooms.

If you recall the P&C Executive resolved to follow up with our local member Gladys Berijikian and provide an update following our July 2015 meeting. Members of the P&C Master Plan Sub-Committee including Lee Hughes, Nigel Justins and myself met with Gladys on 9 September to discuss our master plan and the lack of follow up from the DoE. The purpose of the meeting was to remind Gladys that we had developed our own plans (which she had commended us on last time as being a more advanced approach than any other school), that we were not looking for funds as we had the money to spend but just wanted some guidance so as to not wastefully invest our members' funds in case the DoE had a broader plan that had not yet been announced. As always Gladys gave us a good hearing and acknowledged our concerns, indicating that she would write to Education Minister Adrian Piccoli on our behalf. Gladys advised that the typical turnaround time for the minister to respond was three weeks however unfortunately we are still yet to receive a response. I contacted Gladys' office two weeks ago to advise that this was the case. I will update the P&C when I hear something further.

Members of the Master Plan Sub-Committee also met in August with Willoughby City Council Mayor Gail Giles-Gidney and members of her planning staff to discuss some proposals the P&C has for a Bush Campus Canteen, as well as to try and obtain further information on other proposed building works on the Chatswood High School site. While our initial thoughts at the conclusion of this meeting were that it wasn't particularly productive, we received some useful information from

Council in a follow-up email. This and other more recent information received regarding building development works proposed by Chatswood High School will help us to formulate our Canteen proposal.

The 2016 Trivia Night was held on Saturday 3 September in the school hall. While I was unable to attend myself all reports have been that those who did had a very enjoyable evening, with everyone going to huge amount of effort to dress up for the 70s theme. I've seen many of the fantastic photos posted on Facebook and a large number of people, including some who are in this room tonight, are barely recognisable! Many thanks to organisers Lyndall Franks and Sonia Deaner for keeping the Trivia Night tradition alive.

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 achieve their best.

CPS P&C Treasurer's Report

- Consolidated Financial Results for the year ended 30th September 2016
- Highlights of Financial Results
- Main Account Historical Comparison
- Financial Results Vs Budget 2015-16
- Consolidated Budget Draft for 2016-17
- Payments for approval
- Motions

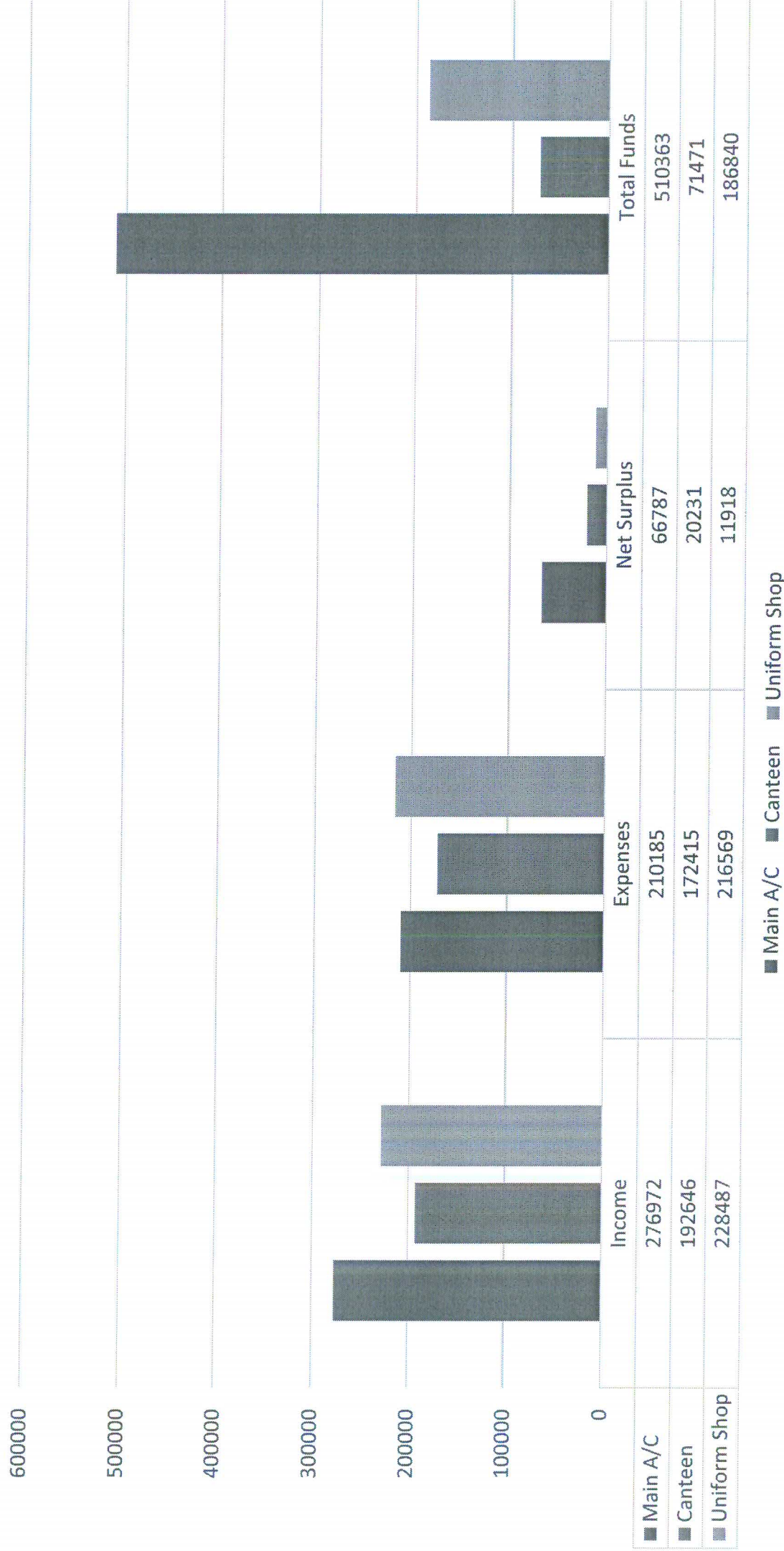
Consolidated Results 2015-16

Business Units		Main A/c	Canteen	Uniform	Total
Sales			192,380	227,547	419,9
Voluntary Contributions		170,128			170,1
undraising		61,426			61,4
Interest Income		5,694	266	380	6,3
Other Income		39,724		560	40,2
	Total Income	276,972	192,646	228,487	698,1
Cost of Sales			104,022	140,113	244,1
Employment Expenses			61,830	23,607	85,4
Contributions to School		102,850		39,659	142,5
School Projects		56,487			56,4
undraising		35,175			35,1
Depreciation			416	182	5
Other		15,672	6,147	13,008	34,8
	Total Expenses	210,185	172,415	216,569	599,1
Net Operating Surplus		66,787	20,231	11,918	98,9
Opening Funds		443,576	51,240	174,922	669,7
Surplus for the Year		66,787	20,231	11,918	98,9
	Funds Available	510,363	71,471	186,840	768,6
Cash at Bank		586,368	95,764	129,722	811,8
Store Equipment/Inventory			5,897	73,581	79,4
Debtors		108			1
Others			368	4,000	4,3
	Total Assets	586,476	102,029	207,303	895,8
Creditors		76,556	2,345	18,672	97,5
GST liabilities		-443		-993	-1,4
Other liabilities			28,213	2,784	30,9
	Total Liabilities	76,113	30,558	20,463	127,1
	Net Assets	510,363	71,471	186,840	768,6

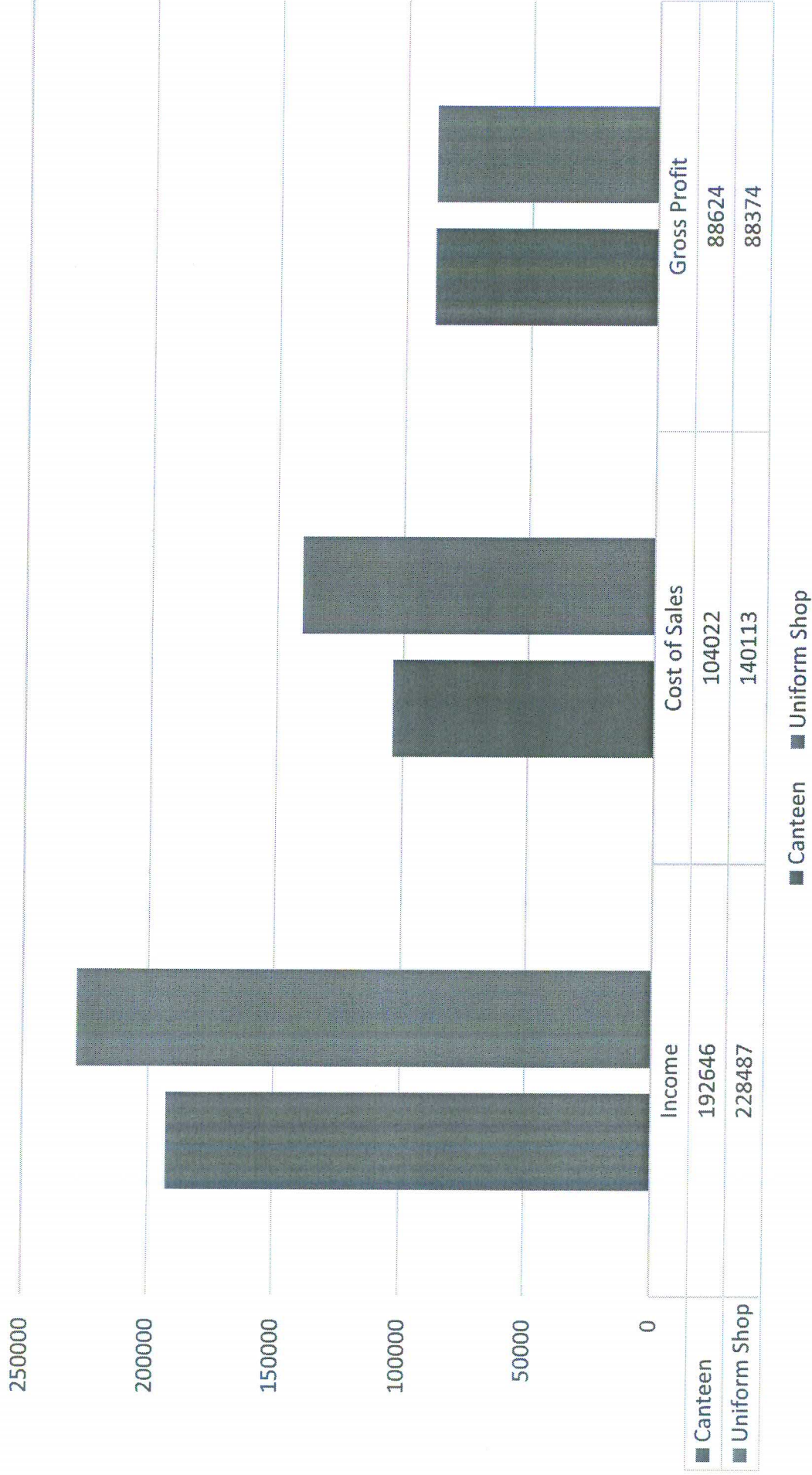
Highlights of Financial results

- **Total income – \$698,105** *which mainly comprised of:*
 - Sales from Canteen \$ 192 K and Uniform shop \$227 K
 - Voluntary contribution \$170 K
 - Transfer from Uniform Shop sub-committee almost \$ 40 K
 - Fund raising income \$ 61 K
- **Total expenses - \$ 599,169** *which mainly comprised of:*
 - Cost of sales from Canteen \$ 104 K and Uniform shop \$ 140 K
 - Employment cost \$ 85 K
 - School contrbution \$ 102 K
 - P&C projects including ground work \$ 56 K
 - Fund raising expenses \$ 35 K
 - Insurance premium \$ 6 K
- **Net surplus - \$ 98,936**
- **Total funds available - \$ 768,675**

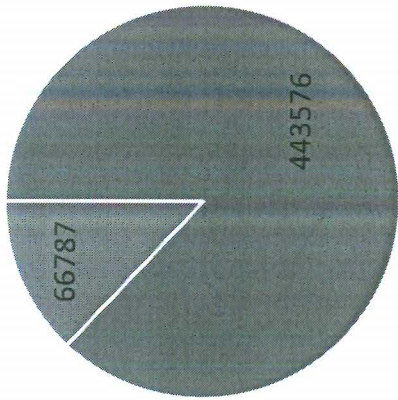
Highlights of Financial Results continued



Highlights of Financial results continued



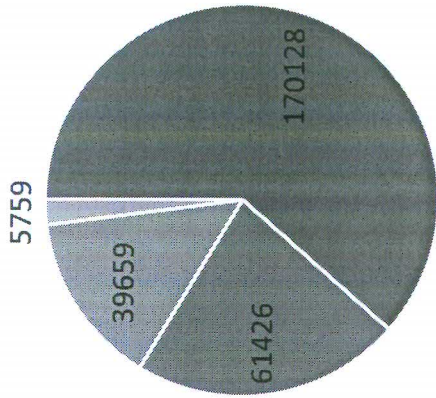
Total Funds



■ Retained earnings ■ Net Surplus

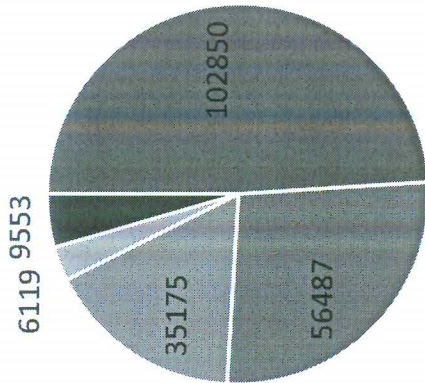
Main Account Components

Income



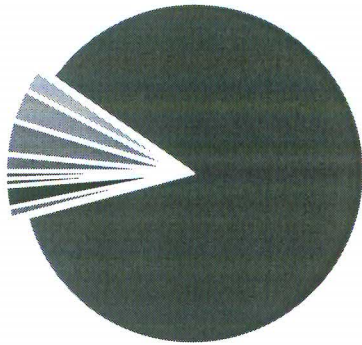
■ Contributions ■ Fundraising ■ Transfers ■ Others

Expenses



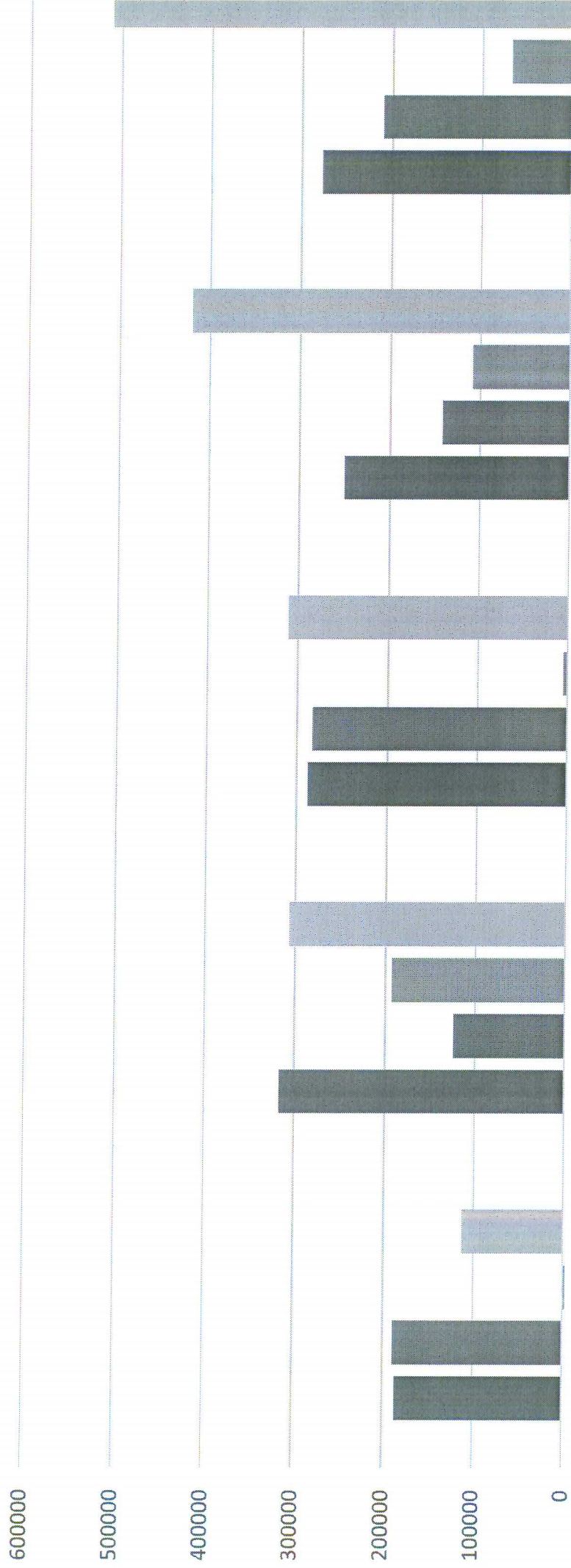
■ Contributions ■ P&C projects ■ Fundraising ■ Insurance ■ Others

Fundraising Income



■ Trivia Night ■ 3-6 Disco ■ K-2 Bush dance
■ Father's Day ■ Moon Festival ■ Mahjong Karaoke
■ By Election Sausage sizzle ■ Easter Fun day ■ Zumba

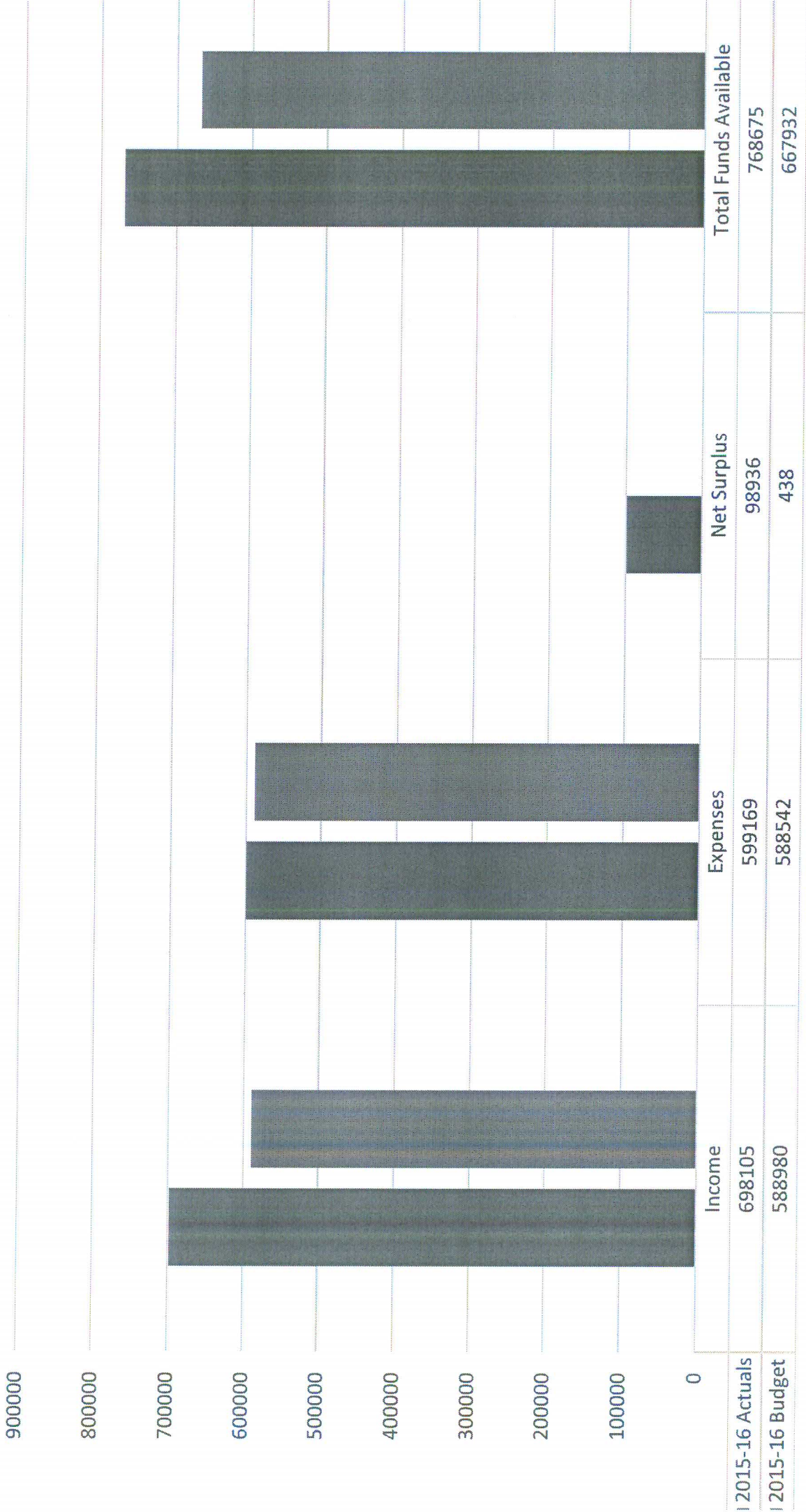
Main Account Historical Comparison



	2012	2013	2014	2015	2016
Income	186538	316732	287442	250307	276972
Expenses	189053	123879	282689	141683	210185
Surplus	-2515	192853	4753	108623	66787
Closing Funds	113122	305976	310729	419352	510363

■ Income ■ Expenses ■ Surplus ■ Closing Funds

Financial Results Vs Budget 2015-16



■ 2015-16 Actuals ■ 2015-16 Budget

Consolidated Draft Budget for 2016-17

udget based on 2015-16

lts.

udgeted total income \$663K

udgeted total expenses \$K

all net surplus of \$36K.

budget also includes \$117K

&C projects available for

in 2016-17. Please note

this is only preliminary and

ect to the finalisation of

upcoming P&C projects.

Chatswood Public School P&C Association				
BUDGET 2016-17				
	Main A/c	Canteen	Uniform	
Voluntary Contributions	171,000			
Sales		192,380	241,200	
Government grants				
Fundraising	52,000			
Interest	5,600	181	402	
Other	50		595	
Total Income	228,650	192,561	242,197	
Cost of Sales				
Employment		122,733	132,778	
Contribution to School – general	85,000		24,411	
Contribution to School – specific	-			
P&C Projects	128,000			
Fundraising	36,000			
Insurance premiums	7,000			
Admin/Depreciation/Other	11,600	69,828	9,700	
Total Expenses	267,600	192,561	166,889	
Operating Surplus/(Deficit)	(38,950)	-	75,308	
Transfers to/from Sub-committees		(20,000)	(40,000)	
Capital expenditure	60,000			
Net Surplus	21,050	(20,000)	35,308	
Funds at 1 Oct 2016	510,363	71,471	201,690	
Funds expected at 30 Sep 2017	531,413	51,471	236,998	

Payments

Main Account					Amount
Chq	Date	Paid to	Purpose		
754	31/08/2016	Brett Backhouse	School Grounds Working Bee held in July 2016		2,266
755	31/08/2016	Su Wen Low	Trivia Night - Trivia Master's fee		650
756	31/08/2016	Su Wen Low	Moon Festival - Drinks		510
757	31/08/2016	Su Wen Low	Moon Festival - Sound and Lighting		645
758	7/09/2016	A.Y.K.M.C.Martial Arts Assn	Father's Day Breakfast		186
759	7/09/2016	Walkers Party Hire	Moon Festival - Showbags + freight charges		2,489
760	7/09/2016	The Fudge Shop Pty Ltd	Moon Festival - Lion Dance		700
761	7/09/2016	Mabel Pan	Moon Festival - Marquee and accessories		4,000
762	7/09/2016	Su Wen Low	Moon Festival - Fairy Floss & Popcorn equip.		575
763	14/09/2016	Su Wen Low	Book Keeping Services Invoice # 34		1,040
764	14/09/2016	Ethel Koh	Trivia night - Coffee sachets		18
765	14/09/2016	WEW Pty Limited	Moon festival - Digital artwork fee		498
766	14/09/2016	Su Wen Low	Moon Festival - Refund for raffle tickets		60
767	14/09/2016	Su Wen Low	Moon Festival - sound and lighting		633
768	21/09/2016	Su Wen Low	Moon Festival - Utensils and containers Order 1		486
769	21/09/2016	Andrew Duncan	Moon Festival - Utensils and containers Order 2		91
770	21/09/2016	Faith World Pty Ltd	Moon Festival - raffle draw prizes		1,053
			Trivia night - claim by Sonia Deaner		610
			Moon Festival - Japanese sushi stall claim		980

Payments - continued

771	21/09/2016	Misao Naritsuka	Moon Festival - Origami stall claim	143.1
772	21/09/2016	Lee Peng Tan	Moon Festival - Chinese stall claim	450.0
773	21/09/2016	Walkers Party Hire	Moon Festival - tables and catering equipment	2,270.4
774	21/09/2016	Naina Prakash K.	Moon Festival - Indian Stall claim	992.0
775	21/09/2016	Yong Pyo Kim	Moon Festival - Korean Stall claim	883.3
801	12/10/2016	Yun Shang	Moon Festival - Chinese stall claim	242.2
802	12/10/2016	Peng Kang	Moon Festival - Chinese stall claim	122.8
804	12/10/2016	Springbok Delights Pty Ltd	Moon Festival - Aussie BBQ stall claim	935.0
805	12/10/2016	Tracey Moore	Moon Festival - Aussie BBQ stall claim	58.2
806	12/10/2016	Nirat Khudsai	Moon Festival - Thai Food stall claim	634.3
807	12/10/2016	Ying Jun Li	Moon Festival - Chinese stall claim	200.0
809	12/10/2016	Su Wen Low	Moon Festival - Refund for kids special packs	25.0
810	12/10/2016	Mee Fung Loong	Moon Festival - Drinks & Cardboard stall claim	380.5
811	12/10/2016	Su Chua	Moon Festival - SEA stall claim	757.2
812	12/10/2016	Alaa Kharfan	Moon Festival - Middle Eastern stall claim	761.7
814	12/10/2016	Ung lee Chua	Moon Festival - SEA stall claim	85.6
815	12/10/2016	Su Wen Low	Moon Festival - Drinks stall and misc supplies	127.4
818	12/10/2016	Su Wen Low	Moon Festival - Light, generator, equipment (Kennards)	1,176.0
819	19/10/2016	Karen Will Cater	Staff Thank you Luncheon catering	2,232.4
Total				29,974.0

Motions

- To approve amount totalling **\$29,974.05** (from main account, as listed in this report) for payment.
- To approve and adopt the consolidated draft budget for the 2016-17 financial year.

Chatswood Public School P&C Association				
BUDGET 2016-17				
	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	165,000			165,000
Sales		192,380	241,200	433,580
Government grants	-			-
Fundraising	55,000			55,000
Interest	5,600	266	402	6,268
Other	40,050		595	40,645
Total Income	265,650	192,646	242,197	700,493
Cost of Sales		119,579	132,778	252,357
Employment		63,067	24,411	87,478
Contribution to School - general	85,000			85,000
Contribution to School - specific	-			-
P&C Projects	117,000			117,000
Fundraising	36,000			36,000
Insurance premiums	7,000			7,000
Admin/Depreciation/Other	11,600	10,000	9,700	31,300
Total Expenses	256,600	192,646	166,889	616,135
Operating Surplus/(Deficit)	9,050	0	75,308	84,358
Transfers to/from Sub-committees		-	40,000	40,000
Capital expenditure				-
Net Surplus	9,050	0	35,308	44,358
Opening Funds	581,413	71,471	201,690	854,574
Closing Funds	590,463	71,471	236,998	898,932

Gross Margin

38%

45%

46%

45%

Chatswood Public School P&C Association				
ACTUAL 2015-16				
	Main A/c	Canteen	Uniform	Total
	170,128			170,128
	-	192,380	227,547	419,927
	61,426			61,426
	5,694	266	380	6,340
	39,724		560	40,284
	276,972	192,646	228,487	698,105
		104,022	125,263	229,285
	3,200	61,830	23,607	88,637
	84,800			84,800
	3,487			3,487
	35,175			35,175
	6,119			6,119
	6,354	6,563	13,190	26,107
	139,135	172,415	162,060	473,610
	137,837	20,231	66,427	224,495
			39,659	39,659
	137,837	20,231	26,768	184,836
	443,576	51,240	174,922	669,738
	581,413	71,471	201,690	854,574

Chatswood Public School P&C Association				
Budget 2015-16				
	Main A/c	Canteen	Uniform	Total
	140,000			140,000
		192,841	200,913	393,754
	47,000			47,000
	7,000	300	360	7,660
	40		526	566
	194,040	193,141	201,799	588,980
		123,753	127,547	251,300
		59,388	24,079	83,467
	85,000			85,000
	117,000			117,000
	15,000			15,000
	6,500			6,500
	10,400	10,000	9,875	30,275
	233,900	193,141	161,501	588,542
	(39,860)	-	40,298	438
	40,000		(40,000)	-
	140	-	298	438
	443,578	51,239	172,677	667,494
	443,718	51,239	172,975	667,932

Instrument

16,080

605,060

10,100

598,642

5,980

(5,000)

980

32,875

33,855

701,787

Main Account - Based on 2015-16 actuals.

Voluntary contributions at a conservative estimate of \$165,000.

General contribution to School remains at \$85,000.

Admin cost covers Book keeper \$9600 (upto 20 hours per month @\$40 per hour), Audit fees \$500 for 2015 financial year and \$1500 for other expenses.

P&C projects budgeted for a total spent of \$117,000 which may include learning support, retractable seatings in the hall and ground work.

Transfers only from the Uniform Shop \$40,000.

Canteen will be running at breakeven result as a trial due to a change of menu with healthier options and as a result. Gross margin down to 38%.

Canteen - Sales estimate same as actual September result. Proposed trial with breakeven result due to a change in healthier menu. Employment cost increased by 2% for

Uniform Shop - Expected 6% growth in sales from 2015-16. Gross margin remains same as last year at 45%.



Canteen Committee Report – P&C Meeting – October 2016

Prepared by: Rachel Johnson-Kelly (Convener)

23rd October 2016

Canteen Fun Day – Term 4 2016

Canteen Fun Day in Term 4 is progressing with a Halloween theme. We have had some hiccups with the online ordering system and the canteen staff following process. This has been rectified but unfortunately will result in additional work for the staff in adjusting orders. The menu was published in Term4, Week 2 newsletter. Advertising of Fun Day is now being addressed through the Schools24 ordering app, posters around the school, the newsletter and Facebook.

Workers Compensation Claim

The Workers Compensation claim for Peilin Lim has now been concluded.

Healthy menu changes

In the last term, a vegetable Dahl has been introduced on Thursdays to replace the vegetable curry and rice (which contained excessive saturated fat and sodium and was rated as red).

Financial Position

See separate report from Canteen Treasurer.

A broader report on the next steps for the Canteen will be presented at the AGM in November.

End of report

Grounds

During the school holidays further activities were undertaken to complement the work done by our volunteers at the P&C Working Bee held on Sunday 24 July. For example:

- The amphitheatre was weeded, re-planted and mulched
- Additional planting and mulching was undertaken in Peace Place, with plant protectors installed
- Two gardens in the Main Campus (adjacent to the sandpit and office) were planted and mulched

I would like to urge the school to encourage students and supervising teachers to avoid entering the garden areas until the plants have become established.

Thanks once again to all those who attended the Working Bee to help improve the physical environment our children are surrounded by every day. As you can see when looking around the school at the results from our previous working bees it is well worth your efforts!

You may recall the P&C previously approved a motion to install a memorial for Vicky Pagett. I am currently looking into obtaining quotes for a park seat or bench to be installed in the amphitheatre area. I have also discussed the possibility with Tim of placing a plaque on the door of Vicky's old classroom.

Moon Festival 2016 Income

Source	Income	Expenses	Profit
Tokens	23507.50	502.59	23004.91
Kids special packs	11116.41	2663.20	8453.21
Sponsorships	4100.00	22.29	4077.71
Raffle Tickets	11322.05	928.47	10393.58
Lanterns	0.00	1674.42	-1674.42
Stalls	2440.30	8773.61	-6333.31
Digital artwork - CTK	0.00	485.00	-485.00
Survey monkey fees	0.00	24.00	-24.00
Sign-up genius	0.00	13.39	-13.39
Sound and Lighting-WEW	0.00	1278.32	-1278.32
Utensils and storage-CP	0.00	486.20	-486.20
Marquee & catering equip-Walkers	0.00	6270.45	-6270.45
Lion Dance	0.00	700.00	-700.00
Kennards Hire	0.00	1176.00	-1176.00
Bank charges	0.00	28.22	-28.22
Lucky Draw Prizes	0.00	1053.75	-1053.75
Key Cutting	0.00	8.95	-8.95
Sue Low's Gift	0.00	53.83	-53.83
Refunds	0.00	85.00	-85.00
Extra coins (counting error)	50.05		50.05
Cable ties for posters		14.28	-14.28
TOTAL	\$52,536.31	\$26,241.97	\$26,294.34