



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 21st August 2018 MINUTES

Attendees: As per meeting register.

1.	President's welcome
2.	Apologies Tim Dodds, Su Hill, Joe Grundy
3.	Presidents Report – attached Refer to president reports attached – August 2018
4.	Correspondence Letter from Gladys Berejiklian dated 31.07.18 regarding consultation with the school community for meaningful feedback about the redevelopment
5.	Confirmation of previous minutes <i>Motion: That the minutes of the previous general meeting on 24th July be approved.</i> <i>Moved: Paul Battaglia, Seconded: Lyndal Franks; all in favour, motion passed.</i>
6.	Guest Speakers Annabelle Wang - Kindergarten bean shaped tables <ul style="list-style-type: none">• Tables part of flexible learning approach and to support “engine room” teaching (small groups of children sitting with the teacher)• Whiteboard finish allows immediacy in feedback with students• Allows better visuals of students at table and of their work – 4 students / table + teacher• 1 table / room recommended• Adjustable legs so can grow with the children• Smaller “floorplate” than traditional rectangular shaped desk• \$692 + GST / table with 10 year warranty• Kindy only at this stage but can be extended to other years in the future if deemed suitable. Christine Brady - Dance Program <ul style="list-style-type: none">• Large dance night held at the Chatswood concourse• A total of 220 students in Years 1-6 across the traditional dance, Indian, Chinese, Korean and Confucius groups• Looking to make it affordable to parents and the community outside the dance participants to encourage interest in the program• This year also plan to do a combined dance at the concert to challenge the students at the end of the years program

	<ul style="list-style-type: none"> • Current Costing for the concert: \$3000 hire concourse + additional costs for microphones, casual teachers @ \$500 / casual for rehearsals. Looking to charge \$10 / ticket (school gets back \$6 after deductions), • Donation will ensure parents don't have to pay more on top of their semester costs. • Query from a parent how the Twilight is funded and if the school subsidises that concert. Currently the dance program is fully funded by the parents at \$60 / semester • 100 kids tried out for 20 positions in each dance group. Program is growing bigger each year.
7.	<p>Principal's report – presented by Robin Scott</p> <ul style="list-style-type: none"> • The school applies for all available sports grants, many we are unsuccessful in due to our socio economic area. • Acutely aware of the arts programme that is growing in the school. • Ipads and computers have been purchased for the bush campus
8.	<p>Treasurer's update</p> <p>Pearl presented the Treasurer's Report. Additional points of note:</p> <ul style="list-style-type: none"> • June / July largely closed but may have minor changes • Motions approved last month not included in July figures • Last year we paid the school contribution quarterly. This was changed in 2018 to \$85k payment at the start of the year and \$53k in term 3. <p>Motion</p> <ul style="list-style-type: none"> • <i>To approve amount totalling \$2,047.54 5 from the main account as listed in the Treasurer's Report for payment</i> <p><i>Moved: Paul Battaglia Seconded: Aimee Ipson Pflederer; all in favour. Motion passed.</i></p>
9.	<p>Sub-Committee Updates</p> <ul style="list-style-type: none"> • Canteen report – <ul style="list-style-type: none"> ○ Noted that something homemade is now offered every day of the week (details in the newsletter) ○ Continuing to work on volunteer engagement and recognition ○ Google drive migration ongoing ○ Canteen Treasurer is leaving at the end of the year as well as a long time committee member. Will be looking for new committee members ○ Long term goal to improve sustainability and waste across the canteen ○ Funds for farmers – SRC mufti day shifted to the Thursday to ramp up excitement. Canteen fun day will be moved to coincide with the mufti day. Canteen would like to donate profits from that day to the Funds for Farmers (approx. \$1000 - \$2000) <p>Motion:</p> <p><i>To approve the profits from this terms Canteen fund day being donated to the Funds for Farmers</i></p> <p><i>Moved: Paul Battaglia Seconded: Pearl Chan; all in favour. Motion passed.</i></p> <ul style="list-style-type: none"> • Uniform Shop – Verbal report from Matt <ul style="list-style-type: none"> ○ Samples to progress options for alternate girls uniform being sought. ○ No financial update ○ Matt will be stepping down from Convenor role at the end of the year and additional committee members will be sought. Will be advertised in the newsletter.

	<ul style="list-style-type: none"> • Events <ul style="list-style-type: none"> ○ Father day breakfast next Friday – year 3 and 4 hosted event. Looking for parent volunteers. ○ Moon Festival – <ul style="list-style-type: none"> ▪ Banners are going up around the school ▪ 9D cinema being introduced this year to cater for the older kids– previously used in other schools. \$1000 / 4 hours. Looking for sponsorship by outside party. Marketing will be available for the sponsor. Paid ride \$10 per person. Will be advertised in the newsletter. ○ Trivia night – this coming Saturday. • Grounds <ul style="list-style-type: none"> • Refer below • Technology – <ul style="list-style-type: none"> • Nothing to report
10	<p>Outstanding items</p> <ul style="list-style-type: none"> • Chatties Wood – refer presidents report • Sports Subsidy - refer principals report • Chatswood Education Precinct – refer presidents report • Painted mural on demountables – no update • School executive to be approached about funding of the arts by the school– music vs other arts such as dance and visual art and the plan going forward
11	<p>Motions and Motions on Notice</p> <p>Motions:</p> <ul style="list-style-type: none"> • Proposal: Purchase of some bean-shaped writable tables for kindergarten classrooms Motion: To approve up to \$5000 - \$7,000 approx for purchase of 10 tables Moved: Sue Low, Seconded: Pearl Chan; all in favour. Motion passed. • Proposal: The Dance Program would like some assistance in supporting their performance at the Concourse in 2017. Note - Concern by some that this is setting a precedent for funding of future events Motions: To approve a \$2000 contribution to assist in covering expenses Moved: Irene Chan Seconded: Lyndal Franks; passed in favour (3 against). Motion passed. • Motion: To purchase a set of Representative Athletic Singlets Uniforms up to \$600 Motion on-hold pending zone visit by Andrea on 22.08.18 • Proposal: Weekend training day hosted by John Hattie to promote Visible Learning. Query from a parent whether we would be fully funding the event or whether it would be a ticketed event for teachers outside Chatswood. On hold to see if this is actually feasible and request for more details on the proposed event. Motions: To approve up to \$3000 for the event On hold • Proposal: Monetary donation towards Chatzfest Has been running for 10 years – children and classes present short 10 minute film – this years theme is Ten.

	<p>Motions: Monetary donation of \$500 to Chatzfest Hoyts hire subject to Hoyts confirmation on non-funding Moved: Kate Pereira, Seconded: Paul Battaglia; all in favour. Motion passed.</p> <ul style="list-style-type: none"> ● Proposal: Garden Maintenance – most of the school gardens have been funded by the P&C, maintenance is essential to protect our investment. Tube stocks to be increased to reduce weed growth. Brett advised via text message that Round up is used for poison and is only poisonous to the plant not children and that the gardener will work on the weekend. Quote has been obtained from the regular P&C gardener. <p>Motions: To approve up to \$5000 for garden maintenance as per quote. Fig tree not included in motion Moved: Pearl Chan Seconded: Natalie Choo; all in favour. Motion passed.</p>
12	<p>Other business:</p> <ul style="list-style-type: none"> ● Grounds update including retaining walls: movement in the wall in the lowers. Asset management to come and do an inspection. School is coordinating. <ul style="list-style-type: none"> ● Noted that there is some urgency around this issue so as to ensure the lowers can continue to be accessible to the students ● Drought / Farmers relief – covered above. ● Lost property: currently out of control. Year 5 and 6 volunteer kids to be recruited however a parent / adult is required to assist with the class roles. ● Mid year orientations – need to ensure children are suitably orientated to both their class and the school. Currently a buddy system is used. Linda Ryan (DP) will look to instigate an orientation tour for new starters. <ul style="list-style-type: none"> ● Role of class parent has shifted in current years. There is a need to ensure new parents are provided with the class parents details so that they can assist with orientation for new parents. ● Fire drills – differing feedback on the slowness of the drill by parents. Robin Scott noted the Bush campus was evacuated to the main campus in 12 minutes. They cannot be evacuated to the oval due to astro turf covering. <ul style="list-style-type: none"> ● The Schools emergency management is due for review in September and a team is being put in place (including a parent representative). School is going to be working more closely with the high school. ● Drills (lock in, lock out, fire drills etc) to be undertaken each term. Some will be advertised in the newsletter. ● Need to ensure scripture teachers, ethics teachers and music tutors are suitably advised. ● Toilets – bin required for toilet rolls to avoid being left on the ground and toilet paper stock up required regularly – Kate to take up with Joe. ● Water fountain – the one in the lower lowers has very low pressure and “tastes funny”. School to take up next time a plumber is on site. ● Holding of hands – School Executive noted the general policy is to keep hands and feet to yourself however they are not aware of a policy against holding hands and teachers will often request the younger years hold hands when going places.

There being no other business, the meeting closed at 9.45 pm.

August 2018 P&C meeting – President's Report

PRG

Last month the Chatswood High P&C President & I met up with Gladys Berejiklian - the Premier and our local Federal member - to discuss the lack of communication and when the public announcement would occur.

Our next PRG meeting is tomorrow 22nd August and we have been told a public meeting will be held before the end of term.

School Yearbook – Chatties Wood

We have selected a winner of our Cover Competition and we were thrilled with the 100s of entries we received.

Coles Vouchers- 55,140 vouchers spent!

Sports equipment has started arriving...

Qty	Product	Points	Per item	Total Cost
10	Footballs - rugby style	3700	\$ 16	\$ 156.10
10	Badminton Racquets	3700	\$ 13	\$ 130.00
4	Shuttlecock 6packs	1440	\$ 17	\$ 68.00
8	Softballs	1600	\$ 8	\$ 64.00
1	Modball Base set	910	\$ 39	\$ 39.00
4	Left hand gloves	3880	\$ 42	\$ 168.00
10	Right hand gloves	9700	\$ 42	\$ 420.00
8	Basketball	4240	\$ 22	\$ 176.00
8	Cricketball	3840	\$ 17	\$ 136.00
1	Fleldomes (25)	460	\$ 20	\$ 20.00
2	Electric Compressor	12080	\$ 285	\$ 570.00
15	Hoops	3150	\$ 9	\$ 135.00
10	Soccer balls	3900	\$ 16	\$ 160.00
2	Duffle Bag	1280	\$ 27	\$ 54.00
2	Sports Bag	1260	\$ 27	\$ 54.00
		55140		\$ 2,350.10

Willoughby Council & Local Area

- Chatswood-Epping train line will be closed at the end of September - bus replacements will occur down Fullers Road. Need to increase Traffic awareness.
- CWWPA has written to the RMS about the need for a lift on Pacific Highway Crossing - the RMS has advised that road widening is planned and the whole bridge will need to be replaced. CWWPA is following up on the road widening.
- 9 Centennial Ave - Heritage order has been approved
- 688 - 692 Pacific Highway – DA2017/300. No progress.



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 24th July 2018 MINUTES

1.	President's Welcome
2.	Attendees & Apologies Attendees: As per meeting register. Apologies: Kate Pereira, Cathy Buining; late arrivals Joe Grundy and Sue Low
3.	President's Report – attached Refer to President's report attached – July 2018 Additional points of note: <ul style="list-style-type: none">• Willoughby Council has approved Heritage Listing for the property at 9 Centennial Ave; an appeal against the decision is expected; Council also rejected a proposal to rezone 688-692 Pacific Hwy for education purposes• Recent meeting of Chatswood West Ward Association noted concerns about the safety of the overpass for the Pacific Hwy near the school
4.	Correspondence Email from the RMS to Joe Grundy dated 19.07.18 regarding kerb ramp at Pacific Highway / Victoria Road Intersection (see details below #10 Outstanding items).
5.	Confirmation of Previous Minutes <i>Motion: To approve the minutes of the previous general meeting on 23rd June.</i> <i>Moved: Paul Battaglia, Seconded: Irene Chan; all in favour, motion passed.</i>
6.	Guest Speaker Cathy Tikoft – Presentation for proposal to engage John Hattie (education expert) for teacher professional development. A new motion on notice seeks funding from the P&C to cover travel expenses and speaker fees for John Hattie to lead a professional development day (weekend event). John Hattie is internationally renowned for his research into high performing school children. It was proposed that teachers from other local schools would be invited to attend. The motion will be considered at the August P&C meeting.
7.	Principal's Report – presented by Tim Dodds <ul style="list-style-type: none">• Student numbers at CPS have remained stable at the start of Term 3.• The new Lindfield School has opened for first intake of enrolments. The school has received around 800 applications for the 350 places available in 2019.

	<ul style="list-style-type: none"> Associated with the opening of the Lindfield School, the geographical catchment boundary for CPS is being reviewed by the Department of Education. Usually the Department gives 3 years' notice of boundary changes. All existing students and their siblings will remain eligible to attend CPS under the current boundary. 126 Year 6 CPS children sat for the Selective High School test; 70 children achieved a place or are on a waiting list. Term 3 includes a significant number of school events including Education Week and Open Day, Moon Festival, and P&C Trivia Night. The school has launched a new resilience program, "You Can Do It", for all children.
8.	<p>Treasurer's Report</p> <p>Pearl Chan presented the Treasurer's Report. The P&C will be making a payment of \$53,000 towards the costs for learning support, leaving a balance of approximately \$839,000 at end July.</p> <p>Motion</p> <ul style="list-style-type: none"> <i>To approve payments of \$8,754.85 from the main account as listed in the Treasurer's Report.</i> <i>Moved: Paul Battaglia; Seconded: Irene Chan; all in favour, motion passed.</i>
9.	<p>Sub-Committee Updates</p> <ul style="list-style-type: none"> Canteen report – Aimee Ipson Pflederer <ul style="list-style-type: none"> Introducing additional new menu items, focusing on food safety, effective maintenance of the available canteen space, and volunteer engagement. Uniform Shop – Matt Wood <ul style="list-style-type: none"> Recent new Department of Education policy supporting the availability of pants for girls, CPS Uniform Shop have already been investigating options and aim to introduce in 2019; stocktake also completed. Events – Sue Lowe <ul style="list-style-type: none"> Senior Disco very successful, thanks to teachers who attended, good security measures including new scanning system for entry/exit; shift in timing to winter event seemed positive. Trivia Night next event 25 August. Grounds – nil to report Technology – nil to report
10.	<p>Outstanding Items</p> <ul style="list-style-type: none"> Writing Program: CPS to sample all students' writing, undertake extra writing practice and to award most improved children at Honour Assembly. Pram crossing ramp on Pacific Highway: the RMS has identified logistical difficulties due to the location of underground utilities in the footpath area where the ramp is needed. Parents with prams should be encouraged to use the crossing on the other side of the intersection, which does have ramps. Music Room upgrades – see motion below. Chatties Wood –members of the P&C are partnering on the production this year, graphics artist and printer identified; currently managing issue of "permission to publish"; have also received entries from children for front cover design. Change to August P&C Meeting date - due to clash with the Twilight concert, the next meeting will be 21 August. Sports Subsidy – Tim Dodds to report at next meeting details of items purchased.

11.	<p>Motions and Motions on Notice</p> <p>Process:</p> <ul style="list-style-type: none"> • Motions on notice are put on the agenda and discussed at the meeting. The Motion can then come up for a vote at the next meeting. • Minor spends can be approved without a motion on notice • Questions on any motions or motions on notice can be emailed to secretary@chatswoodpublicpandc.org.au to be answered at the next meeting. <p>Motions:</p> <ul style="list-style-type: none"> • Proposal: Stage 1 Book purchase Motion: To approve up to \$500 for new PM readers for Stage 1 in E Block Moved: Aimee Ipson Plfederer, Seconded: Paul Battaglia; all in favour, motion passed. • Proposal: You Can Do It! - a social / emotional wellbeing program designed to strengthen the character , attitudes and social - emotional skills you young people Motion: To approve up to \$7000 approx for digital and physical resources for the program Moved: Pearl Chan, Seconded: Paul Battaglia; all in favour, motion passed. • Proposal: Purchase of bean-shaped writable tables for kindergarten classrooms Motion: To approve up to \$5000 - \$7000 approx for the purchase of 10 tables (carried forward) Kindergarten teachers to be invited to present at the next P&C meeting to provide additional information about the learning benefits of these tables. • Proposal: The Dance program would like some assistance in supporting their performance at the Concourse Motion: To approve a \$2000 contribution to assist in covering expenses (carried forward) Dance teachers to provide details of types of expenses. Parents expressed a preference for funding 'retainable' items over operating expenses. Parents also want to consider the impact of this request for other similar programs. • Proposal: The Visual Learning Committee requests \$3,200 for casual relief days to allow Staff to visit Anzac Park School and for preparation of Professional Learning and Resources for staff Motion: To approve a \$3200 contribution to towards the Visual Learning initiative Moved: Lyndall Franks, Seconded: Irene Chan; all in favour, motion passed. • Proposal: Purchase of additional laptops and ipads for Stage 2 Motion: To approve \$73,500 approx for the purchase of 45 laptops ad 75 ipads Moved: Paul Battaglia, Seconded: Carl Spinetti; all in favour, motion passed. It should be noted that this would not be a recurrent investment by the P&C, and discussions are underway with the school executive to build additional funds for ongoing IT investment and support. One option could be a small addition to school fees (e.g., \$10 per term) for IT equipment.
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	<ul style="list-style-type: none"> • Proposal: To purchase a set of Representative Athletic singlets uniforms up to \$600 Motion: To approve up to \$600 approx for the purchase of Representative Athletic singlet uniforms (carried forward, awaiting new design sample). • Proposal: To assist in the payment of paint and carpet to upgrade the music rooms up to \$500 Motion: To approve up to \$500 for the purchase of paint and carpet to upgrade the music rooms Moved: Joe Grundy, Seconded: Lyndall Franks; all in favour, motion passed. <p>Motions on Notice:</p> <ul style="list-style-type: none"> • Proposal: To fund travel expenses and speaker fees for weekend training day hosted by John Hattie to promote Visible Learning. Motion: To approve up to \$3,000 for the event.
12.	<p>Other Business</p> <ul style="list-style-type: none"> • Chatswood Education Precinct: concept diagrams have been released online; consultation process to follow. (www.majorprojects.planning.nsw.gov.au/index.pl?action=view_job&job_id=9483) • Overpass escalator: contact number for security guard managing operational problems during school days 9415 1430. • P&C stickers have arrived and will be attached to items funded by the P&C. • New school report format: mixed feedback from parents about the extended assessment details provided by teachers. • Suggestion for painted murals on demountables and boarded up cottage; Tim Dodds to explore options.

There being no other business, the meeting closed at 9:25 p.m. The next meeting will take place on Tuesday 21 August at 7:30 p.m.

CPS P&C Treasurer's Report

- **Consolidated Results as of Jul 2018**
- **Payments**
- **Motions**

Consolidated Results – as of Jul 2018

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	155,198			155,198
Sales		174,081	225,755	399,835
Fundraising and interest income	16,299			16,299
Total Income	171,497	174,081	225,755	571,332
Cost of Sales		108,597	127,597	236,194
Payroll		48,691	23,499	72,190
Contribution to School - general	102,390			102,390
Contribution to School - specific	79,107			79,107
P&C Projects and Fundraising	19,597			19,597
Finance, Properties and Admin	24,523	1,008	9,389	34,920
Software and Depreciation	11,009	844	6,784	18,637
Total Expenses	236,626	159,140	167,269	563,035
Profit / (loss)	(65,129)	14,941	58,485	8,297
Balance Sheet				
Cash at Bank	706,780	47,525	91,968	846,274
Inventory	-	2,666	69,720	72,386
Fixed assets	26,183	84,278	2,676	113,137
Others assets	7,604	-	417	8,021
Total Assets	740,567	134,470	164,780	1,039,818
Total Liabilities	17,483	30,651	(11,999)	36,136
Net assets	723,084	103,819	176,779	1,003,681
Cash flow				
Opening cash as at 30 Sep 2017	569,297	111,072	151,108	831,477
Inflow	482,782	159,619	294,102	936,503
Outflow	(345,300)	(223,165)	(353,241)	(921,707)
Closing cash as at 31 Jul 2018	706,780	47,525	91,968	846,274

Payments

Date	Paid to	Purpose	Amount
03/08/2018	Fgf Cleaning Services Pty Ltd	Monthly Cleaning Service - Jul 2018	605.00
03/08/2018	AAC ID SOLUTIONS	Token rolls for Moon Festival	465.00
17/08/2018	JingQi Liu	Living Costs-Confucius Teacher 21/7 to 17/8	400.00
17/08/2018	Yifei Li	Living Costs-Confucius Teacher 21/7 to 17/8	400.00
17/08/2018	Susan Vartuli	OT supplies - Learning support	177.54
			2,047.54

Motions

- To approve amount totalling **\$2,047.54** (from main account, as listed in this report) for payment.



Chatswood Primary School

P&C Proposal Submission Form

1. Give a brief description of the idea or project you are proposing. *(You may include sketches or a brochure, if they are applicable and would help.)*

Early Stage One would like to purchase some bean-shaped writable tables for our classrooms.
Picture attached.

2. Explain why this idea or project is needed, and/or what benefits it will provide to students and the School.

This would be beneficial to the school as it prepares our students from a young age to understand and grasp the concept of flexible future, which is a part of future-focused learning.

3. If your idea is related to a School building, explain how it fits with the School's Masterplan (the Plan is on display near the School office, or available online on the P&C webpage).

This fits with the School's Masterplan as it will compliment the exterior design by having flexible furniture as part of the interior design and this furniture can be moved when our new school is built.

4. Give an estimate of how much your idea will cost. *(A rough estimate is satisfactory, or if possible, actual quotes depending on the item. Please note that items exceeding \$5,000 would usually need a minimum of two independent quotes.)*

Each table is roughly \$500-\$700 and we have ten kindergarten classes, so total estimate is between \$5000-\$7000.

5. Give an estimate of how much time will be needed to develop/implement your idea. Is this a short, medium or long term project?

This would be long term as we can take these tables to our new school.

6. Your contact details *(for requests for more information, etc.)*

Name: Kindergarten Team (Min Jang/Sally Wall, Kate Roberts, Anna Kelly, Annabelle Wang, Georgia Brown, Christine Brady, Joanne Choi, Susan Lidbetter, Helen Graham, Jessica Ferguson).

Email: en.wang3@det.nsw.edu.au

Telephone/mobile number: 9419 6127

What happens next?

The person submitting the idea or request needs to be prepared to sponsor that idea, gather relevant information and/or quotes (where funds are involved), and then help in some way with the implementation of the idea if it is approved. A member of the Executive Committee may be able to assist.

- If your proposal is relatively simple, and is likely to cost less than \$5,000, your proposal can be submitted to the P&C Secretary up to 1 week before a P&C general meeting and it will be included on the agenda for that meeting.
- If your proposal is likely to cost more than \$5,000, your proposal should be submitted to the P&C President or Secretary. Your proposal will be reviewed by the P&C's Executive Committee. Your proposal may also be referred to a relevant P&C sub-committee for consideration and comment. The Executive will then liaise with you for further information/next steps. This may include asking you to present your proposal at the next P&C meeting for discussion, consulting with the parent community about your proposal, and/or making a motion for your proposal to be approved at a P&C meeting.

It should be noted that the P&C sets its budget annually, and decisions about new, unbudgeted items must be considered against existing commitments. This may mean that some larger proposals may be implemented in a staged way, or may be delayed until funds can be dedicated.



Chatswood Primary School P&C Proposal Submission Form

1. Give a brief description of the idea or project you are proposing. *(You may include sketches or a brochure, if they are applicable and would help.)*

A donation to the **Dance Evening** held at the concourse. The P & C support would be proudly displayed on the Evenings Program and within the night's festivities.

2. Explain why this idea or project is needed, and/or what benefits it will provide to students and the School.

The Dance Program at Chatswood Public is fully funded by students. Each year, we hold a Dance Evening at the Concourse, this showcases all Dance Program groups and Cultural Dance ensembles (about 10 groups in total). The cost of this production takes a large percentage of the budget (especially when casuals and venue hire are factored in).

3. If your idea is related to a School building, explain how it fits with the School's Masterplan (the Plan is on display near the School office, or available online on the P&C webpage).

N/A

4. Give an estimate of how much your idea will cost. *(A rough estimate is satisfactory, or if possible, actual quotes depending on the item. Please note that items exceeding \$5,000 would usually need a minimum of two independent quotes.)*

The hiring of the Concourse is a little over \$3000 and each casual hired for the day equates to \$500 each (we will need approx. 6-7 half day casuals at a minimum). Any donation big or small would be much appreciated.

5. Give an estimate of how much time will be needed to develop/implement your idea. Is this a short, medium or long term project?

N/A implementation already in existence.

6. Your contact details *(for requests for more information, etc.)*

Name: Christine Brady

Email: Christine.brady1@det.nsw.edu.au Telephone/mobile number: 0437136344

What happens next?

The person submitting the idea or request needs to be prepared to sponsor that idea, gather relevant information and/or quotes (where funds are involved), and then help in some way with the implementation of the idea if it is approved. A member of the Executive Committee may be able to assist.

- If your proposal is relatively simple, and is likely to cost less than \$5,000, your proposal can be submitted to the P&C Secretary up to 1 week before a P&C general meeting and it will be included on the agenda for that meeting.
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It should be noted that the P&C sets its budget annually, and decisions about new, unbudgeted items must be considered against existing commitments. This may mean that some larger proposals may be implemented in a staged way, or may be delayed until funds can be dedicated.



Chatswood Primary School P&C Proposal Submission Form

1. Give a brief description of the idea or project you are proposing. *(You may include sketches or a brochure, if they are applicable and would help.)*

Chatzfest Film Festival Sponsorship

Chatzfest is our annual short film festival between the members of the NHLC school. We are hoping to get sponsorship for prizes and cinema hire. Due to changes to Hoyts policies we can no longer use the Hoyts cinema for Chatzfest free of charge. The NHLC are hoping that if each P&C contributes we can hire the cinema and present students with worthy prizes.

2. Explain why this idea or project is needed, and/or what benefits it will provide to students and the School.

2018 is the 10th anniversary of Chatzfest. We would love to be able to celebrate this milestone in style at a real cinema. Chatzfest not only teaches students film making skills but also creates lifelong film makers. This year a former CPS and CHS student who participated in 8 Chatzfest festivals has started film school!

3. If your idea is related to a School building, explain how it fits with the School's Masterplan (the Plan is on display near the School office, or available online on the P&C webpage).

N/A

4. Give an estimate of how much your idea will cost. *(A rough estimate is satisfactory, or if possible, actual quotes depending on the item. Please note that items exceeding \$5,000 would usually need a minimum of two independent quotes.)*

Ideally we would like \$500 from each of the P&C groups from our NHLC schools.

Cinema hire is approximately \$1,560.

This sponsorship would also cover some of the prizes for winning students/groups/classes.

5. Give an estimate of how much time will be needed to develop/implement your idea. Is this a short, medium or long term project?

Chatzfest will be held November 7th. We currently have a tentative booking at Hoyts Mandarin Centre. I am awaiting information from Hoyts as to when we must confirm the booking. Prizes are bought early Term 4 as it is dependent on how many students are in each group etc.

6. Your contact details *(for requests for more information, etc.)*

Name: **Emma Stein-Holmes**

Email: Emma.Stein-Holmes@det.nsw.edu.au Telephone/mobile number: **02 9419 6127**

What happens next?

The person submitting the idea or request needs to be prepared to sponsor that idea, gather relevant information and/or quotes (where funds are involved), and then help in some way with the implementation of the idea if it is approved. A member of the Executive Committee may be able to assist.

- If your proposal is relatively simple, and is likely to cost less than \$5,000, your proposal can be submitted to the P&C Secretary up to 1 week before a P&C general meeting and it will be included on the agenda for that meeting.
- If your proposal is likely to cost more than \$5,000, your proposal should be submitted to the P&C President or Secretary. Your proposal will be reviewed by the P&C's Executive Committee. Your proposal may also be referred to a relevant P&C sub-committee for consideration and comment. The Executive will then liaise with you for further information/next steps. This may include asking you to present your proposal at the next P&C meeting for discussion, consulting with the parent community about your proposal, and/or making a motion for your proposal to be approved at a P&C meeting.

It should be noted that the P&C sets its budget annually, and decisions about new, unbudgeted items must be considered against existing commitments. This may mean that some larger proposals may be implemented in a staged way, or may be delayed until funds can be dedicated.

H & B GARDENS

LANDSCAPING DESIGN MAINTENANCE

QUOTE

ABN: 26 126 736 705

0403 292 558

13 Lancaster Ave.

Melrose Park 2114

tim_woodland@hotmail.com

QUOTATION # 16

AUGUST 2, 2018

EXPIRATION DATE SEPTEMBER 12, 2018

ATTN -

P&C CPS

C/O Andrea Austin (P)

Brett Backhouse

0412 607 338

DESCRIPTION		AMOUNT
Chatswood Public School Cnr Centennial Ave & Pacific Hwy Chatswood		
Poison, then remove all weeds and foreign materials for bottom south west corner and alongside Centennial avenue (green and general waste). Prune existing shrubs and overhanging branches. Supply and spread 10m3 of 'ANL leaf litter' mulch (100mm depth). Dispose of all waste.		\$1750.00
Poison and remove all weeds and debris from garden beds in main playground, prune and shape existing plants and low hanging branches. Supply and spread approximately 6m3 of mulch (100mm in depth). Clear all weeds and waste from Camilla hedge alongside Pacific Highway and corner bush garden. Supply 3 x 300mm new Camellias to replace dead ones. Revitalize soil 1m3 of compost, spread approximately 3m3 of mulch (100mm in depth). Plant approximately 100 x tube stock plants (supplied) throughout main campus as instructed.		\$2600.00
Cut and remove existing Fig tree growing against staircase to the bottom sport courts. Drill and poison all roots (complete removal isn't possible due to its location for safety of the brick wall).		\$900.00
Cut and prune all citrus trees in bush campus, mulch and feed with organic compost.		\$320.00
Note – H&B Gardens is not GST registered		
		\$5570.00

NOTES:

- Relevant business insurance papers can be supplied upon request.

Please note: 10% deposit is required upon acceptance of quotations over \$1,000.00.

Payment terms are strictly seven (7) days.

Quotation prepared by: [Savannah](#)

THANK YOU FOR YOUR BUSINESS.

H & B Gardens Quote