



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

Pacific Highway  
CHATSWOOD 2067

## **GENERAL MEETING TUESDAY 27<sup>th</sup> February 2018 MINUTES**

**Attendees:** As per meeting register.

**1. President's welcome**

**2. Apologies**

Tim Dodds

Brett Blackhouse

Jennifer Ayoub – OOSH Regional Manager

**3. Presidents Report – attached**

Andrea introduced the executive team

Refer to president reports attached.

Additional notes:

- Surviving Adolescence – school to confirm whether it is being presented in English as well as Chinese.
- Developments in the area: Eastern side of Pacific Highway between Mowbray and Boundary is being re-zoned for 90m heights.

**4. Correspondence**

Letter from Trent Zimmerman, Member for North Sydney to Andrea wishing the P&C the best for the year ahead

**5. Confirmation of previous minutes**

***Motion: That the minutes of the previous general meeting on 25<sup>th</sup> October 2017 be approved.***

*Moved by Joe Grundy, seconded by Lyndall Franks, motion passed.*

**Guest Speaker – OOSH**

Anshu Kapoor, the coordinator for OOSH and vacation care & Miles Taylor attended the meeting.

Miles advised they are looking at programming each week to include more child interaction and group work

Requested parents to complete child profiles

OOSH reported they are at full capacity in the afternoons and mornings. Requested people on wait list to be patient. Approx 65 families on the wait list for after school and currently at

full capacity on Mondays and Tuesdays in the mornings. Option for International Chinese School as an alternative although they only have capacity for 28.

Anshu noted that the Department of Education (DOE) assess space to determine capacity.

**Guest Speaker – School OT Program – Sue Vartuli**

Sue Vartuli is an Occupational Therapist (OT) and she currently works at the school 1 day a week. Largely works with children with handwriting difficulty in Stage 1. Children are identified by the teachers for the program.

Products used include “Sky Grass Dirt” Paper – Year 1 teachers are also using this paper for homework; stands which brings workbooks into focal point and clear Perspex stands to allow copying as an alternative to the board.

It was noted that the writing program within the school commences in term 2 of kindergarten and cursive in year 3.

**6. Principal’s report – presented by Su Hill**

Su thanked the parents for their patience at the beginning of the year.

Su advised that this year there will be three deputy principals and six assistance principals. The school is actively recruiting to replace Terry McKinnon and the Department of Education has given funding for the third principal due to the size and nature of the school. It is hoped both positions will be filled for Term 2. There are a total of 51 classes in 2018 within no composite classes. This includes 8 Stem classes and 5 bilingual classes. The School, at their own cost, acquired one additional teacher so that composite classes were not required. Currently 1274 students.

Su presented the School plan for 2018. The three keys areas are: Quality teaching and leadership; shaping creative lifelong learners; and real world (global) connections

Clubs commenced this week – 911 applications with 190 duplications were received, and approx. 500 placements were made. The School is looking at an option for next year in which students who have not received a place previously get preference.

School’s Annual Financial Statement for 2017 completed last week. Actual revenue for 2017 was \$11.5m with \$9.8 to staffing. Approx \$11.56 in total expenses.

\$250,000 has been put aside for casual staff teaching in 2018.

**7. Treasurer’s update**

Pearl reported the Treasurers Report – refer report at end of minutes.

Additional notes:

- Noted that P&C financial year commences 1 October
- Student injury insurance – covers students 24/7 whether accident occurs within the school grounds or outside. Insurance is to be more widely advertised. Question raised whether overseas students are covered. To be looked into by Pearl.
- Every year the P&C donate \$85,000 to the school for the school to be used at their discretion. Refer “P&C Funds to support 2018 School Plan for Chatswood Public School” at the end of the minutes. Includes –
  - o Employ Robert Cen 1 day a week to continue growth in Naplan \$10k
  - o Purchase equipment for the STEM classes \$20k (this equipment is shared with all classes)
  - o Repair sandpit and playground equipment \$7.5k
  - o Increase library resources \$10k
  - o Resources for 3 extra classrooms such as maths equipment, readers for literacy & IT \$23.5k
  - o Confucius classroom accommodation supplement. \$4k

- Purchase resources to support the specialist teacher of writing, grammar and spelling. \$10k
- Voluntary contributions – Andrea to include note in the newsletter about why it is so important. Currently sitting at approx. 70% participation payment. Some issues last year with first year of emailing invoices. Ideal would be 80-85% participation payment.

**Motions**

- *To approve amount totalling \$34,021.85 (from main account, as listed in Treasurers report) for payment. (Note includes payment from Nov 17 – Feb 18). Moved: Joe Grundy Seconded: Michelle Bruhn. Motion passed.*
- *To approve spending of \$85,000 in support of the 2018 component of the P&C Contribution to the school as per the budget and \$53,000 toward the Learning Support Program. Moved: Jennifer Coleman Seconded: Jyoti Dhawan. Motion passed.*
- *To approve an increase in the voluntary contribution by \$5 to a total of \$205. Moved: Cathy Buining Seconded: Natalie Choo. Motion passed.*
- *To approve \$4,574.60 (based on 1285 students @ \$3.56 / head) to be spent towards student injury insurance. Moved: Jyoti Dhawan Seconded: Racha Abon Al Chamat. Motion passed*
- *To approve up to \$900 for the purchase of resources for the OT program. Moved: Mita Bedi Seconded: Joe Grundy. Motion passed*

**8. Subcommittee Updates**

- **Canteen report** – verbal report from Aimee Ipson-Pflederer & Nick Moore
  - Introduced Aimee (Convenor) and Nick Moore – treasurer
  - Aimee reported Good start to the year due to two great managers on board
  - Three main focus areas for 2018
    - Volunteer recruitment and retention
    - Expand, revamp and update menu to meet new healthy canteen menu guidelines which are being put in place across all public-school canteens in Australia
    - Process documentation to capture the processes in place and look for new processes for canteen to run smoothly and allow volunteers to come in.
  - Great initial level of volunteering at the beginning of the year, particularly from the kindergarten parents. Volunteers allow new menu development to be possible.
  - Volunteers welcome any time. Particularly between 9-9.30 for labels. Great environment to meet new people. Multi-lingual welcome. Volunteer sign up to be made multi-lingual.
  - Looking at options to incentivise volunteering.
  - Looking at menu options to suit the demographics of the school.
  - Over the last 3 years, the canteen has raised approx \$20-\$30k surplus of funds per year which have gone back to the P&C and school
  - Profit of approx. \$6k this year to date.
  - Fun days will tie in with SRC mufti days.
  - Bush campus canteen only available for lunch – to be recommunicated in the newsletter. Schools 24 currently cannot limit ordering at the bush campus to lunch only. This is being looked at.
- **Uniform Shop** – verbal report from Matthew Wood
  - Eviction notice given for Snap building for 31 March 2018. P&C are looking to extend this.
  - Currently looking at options including remain in current location, rent a retail premise (not a long-term solution as approx. \$30-\$50k rent a year which would

severely limit money going back to the school), online only option, Amazon pick and pack, shared location within the school

- Waiting on advice from the DOE for future planning.
- Surplus funds to be consolidated to main account with canteen and P&C
- Online shop running under the previous uniform shop presence including events and P&C activity. Discussions under way to restructure and bring IT under main P&C umbrella.
- P&C are looking for a new secretary. To find out more about the role please contact Matt Wood or Kate Pereira.

- **Events** – verbal report from Sue Low

- Consolidation of school calendar is underway to ensure no clashes with events / calendar.
- Easter hat parade & Grandparents Day (Year 2 event)– Thursday 29<sup>th</sup> March 2018. Easter egg vs fruit basket fund raiser being considered. Alternative ideas welcome.
- P&C are able to email individual year groups in order to recruit for school events.

- **Grounds**

- No formal report
- Andrea noted that the new grass at the bush campus is thriving.

- **Technology** – verbal report from Paul Battaglia

- Intention to shadow committees to see how each committee operates to allow operational manuals to be produced this year.
- Looking at ways to encourage people to come on board regardless of background and language levels.
- Looking to streamline calendar so that all the information is in one place.
- School calendar has been updated in ENews and on the school website. Link to ENews to be included in the next newsletter and email to be sent from the school advertising.

## **9. Outstanding items**

- Traffic Management, update by Joe
  - Late last year Council were strongly supporting change on Eddy Road. Two residents subsequently objected and change has been rejected. Joe is pursuing
  - Traffic light signal timing on Pacific Highway – Joe is also pursuing an update
  - Reviewing throughput across Pacific Highway – we exceed capacity of bridge in terms of numbers across
  - Waiting on school master planning to determine overall traffic management
  - Continually frustrated at parent driving behaviour on Centennial Avenue and Oliver Road. To be communicated through social media and newsletter.
- Lollipop Man
  - Current Lollipop Man is often on leave due to family commitments. Last year the RMS advised they were advertising for a new replacement. RMS to notify school if he is to be absent and school is to put a senior staff member in place. Staff are not allowed to stop traffic.
- Toilet Cleaner – Refer president's report. May be an option for them to clean additional areas in order to fill minimum time however difficult as children in session. To be readvertised – but has been difficult to fill in the past.
- Recyclable bins around the school – soft plastic recycling not an option due to cost
- P&C Spending? Minor capital works, education, wellbeing program, teacher support, early diagnosis and intervention programs, playground upgrades, incursions –  
Email Sue Low at [events@chatswoodpublicpandc.org.au](mailto:events@chatswoodpublicpandc.org.au) with ideas
  - Sleep information sessions
  - Parent workshops – first aid and sex ed.

- Cyber bullying, safety and social media
- Upgrade to resource rooms / tutorial spaces
  - Upgrades including new doors with ventilation vents and vision panels
  - Asset manager attending site 28<sup>th</sup> Feb to meet with Su Hill. Update to be provided at the next meeting.

**10. Other business:**

- Bike storage – currently no places to safely store bikes and no safe entry into the school. School to consider and advise. Questioned whether this would be taken into consideration for the new school
- Coles sports vouchers - refer presidents report.
- School banking -refer presidents report.
- Sandpit – refer presidents report
- School Bell – music needs to be rotated due to special needs student and complaints by neighbours. Bell will be used for the foreseeable future.

**There being no other business, the meeting closed at 10.00 pm.**

## February 2018 P&C meeting – Presidents Report

### Welcome Introductions Membership

Unfortunately Tim can't make meeting and Su Hill will be representing the School Exec.

### PRG

Joe & I with Time & Su attended a meeting on Monday 27<sup>th</sup> Feb – an announcement is imminent.

### Communication

- **Parent Info nights** - I presented to the Staff meeting and Stage 3, Sue Low presented to Bush Campus and at morning lines for kindy. Stage 1 had it all in the classroom and it was too difficult to rush to 16 classes.
- Every family was sent home a volunteer page and P&C Info.
- Class parent role has changed, primarily now to organise class parties and End of year gift and ad hoc duties for teacher as required
- The P&C will be using Sentral to communicate with school, some of the early bugs in the email system seem to have been sorted.
- We have also advertised Website and Facebook to broader community.
- WeChat is heavily used by Chinese community.

### \$85k

Tim has provided us with a list for this meeting

- **Confucius Teacher** We have 2 this year. The suggestion is our funding will cover one accommodation expense and the \$85k will cover the other.
- **Sandpit & Play Equipment** - I spoke to Keith (GA) apparently rocks are being pulled up where cloth lining has disintegrated. We will work with school to have it repaired and the playground equipment during holidays
- **Library** has been allocated \$10k and is after some suggestions. They are happy for big line suggestions for future library as well.

### Labels

Looking to have a basic label to help identify P&C purchases and also to show parents where they money is going.

### Carparks

Tim has advised me that he is looking into fencing for Bush Campus carpark so that it can be reopened and to have the fencing strengthened at Main Campus

### Afterschool Care

- Full list of known providers published on website and at office for parents – Thank you Sue Low for compiling. Note – The P&C is providing this list but is not responsible for this information provided.
- **OOSH - Bush Campus** - Tim has asked for a proposal on opening an OOSH at Bush Campus

### Uniform Shop

We have been given notice to terminate 31 March, we are working with agent for extension and looking at other options.

### Operations

- **Bookkeeper** Pearl & I are working with Elina on system improvements including processes, authorities, etc. We are organising to meet with the Business Units to improve work flow.
- **Accounts email** The P&C now has its own accounts email address [accounts@chatswoodpublicpandc.org.au](mailto:accounts@chatswoodpublicpandc.org.au)
- **Term Deposits** - Pearl is looking into the best way to manage our extra cash to make it work for us. We currently have \$450k in a term deposit that expires in March. We are looking at putting \$500k in high deposit and 250k in easy access. We want to reduce excess cash in Business Units.

- **Digital Junction** - We need to have proper support for our Digital Model, including updates, plug ins, operational support. Everything is now linked - Vend, Xero, Payroll, Website, CommBiz and we need to pull Canteen onboard. I've asked Paul for updated proposal.
- **CommBiz & Debit Cards** All the accounts are online now. No more cheques. Each Business unit will have a debit card, to try to stop people using their credit cards and to help streamline business. We haven't handed them out yet as we are working out the processes.
- **Student Insurance** I think we should pay it and carefully monitor it this year. We need to ensure Parents, Staff & Office workers are aware.
- **Superannuation** We will be setting up a P&C account for all employees, many of our casual employees are not giving us their details.
- **Workers Comp** - Has been standardised by the Government and all policies are now under icare. We will bring them into line with our Fin year.

#### **Cleaning**

- **General Cleaning-** It has been raised that the General Cleaners are struggling – Tim to follow up and having meeting with them.
- **Toilet Cleaner** - Our lunchtime Toilet Cleaner has resigned – we need to readvertise as it was deemed very useful.

#### **Coles Sports Vouchers**

Luke Muir is managing it - the boxes have been set up and it has been posted on FB and in newsletter. Did you see the list we got from the Woolworths programme?

**Brett Backhouse** was given the Cultural and Community Building Award from Willoughby Council on Australia Day

#### **Bush Campus**

- **Grass** looks great
- **Chatswood Rangers** - Are storing sport equipment underneath Bush Campus

#### **School Banking**

Program discontinued due to commission structure change.

**Surviving Adolescence** course – will it be offered in English

#### **Willoughby Council**

- 9 Centennial Ave - Interim Heritage Order on building after demolition started before a Complying Development was approved (for demolition only)
- 688 - 692 Pacific Hwy – DA has been lodged and in on Stop The Clock (ie needs more info) DA2017/300
- 654-666 Pacific Hwy & cnr of Oliver Rd DA has been approved for 10-11 levels DA2016/18/A
- 18-20 Freeman Rd & 25-27 Eddy Rd – 32 apartments – still to be approved DA2017/203

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## CHATSWOOD OSHC CENTRE MANAGEMENT REPORT TO P&C

Term 1 2018

### Staff

Anshu Kapoor continues in her role as Centre Co-ordinator and Nominated Supervisor and Miles Taylor is the Assistant Co-ordinator. Under the National Regulations there is also a number of Certified Supervisors at the Centre- these are Mae Lee, Jess Sutton, Ashleigh Ferrero. In addition, we have a team of permanent and casual Educators Laura, Chris, Lydia and Rabeya.

All Staff are named, and their roles described on the Staff Photo Board displayed at the Centre.

To meet legislated requirements, all Educators receive mandatory training in the areas of First Aid, Allergies and Anaphylaxis management, Child Protection, Food Handling and Managing Children's Behaviour. Educators are also encouraged to complete training in Educational Programming and Practice, Managing the Environment and Partnering with the Community.

Jennfier Ayoub is the Educational Leader and Manager for the service.

### Enrolments

With many new Kindergarten children attending OSHC this year enrolment numbers are currently averaging 61 in the morning session and 123 in the afternoon session.

Under the National Standards, enrolment numbers are limited by the indoor and outdoor space approved to provide the service. If there is agreement between the DEC (Department of Educational and Communities) and the ECECD (Early Childhood Education and Care Directorate) that more places are required and that there is space to accommodate this an application is made to increase the maximum approval number.

### Programs

During term 1, Educators are focussing on the development and implementation of Centre agreements which specifically include reference to the ways in which children interact with each other, the supervision and safety of children, maintaining boundaries and agreed consequences between all staff. In addition, Centre specific rules which detail arrangements with the school in relation to toilets, use of outdoor equipment and spaces and security arrangements are being reviewed.

This and each term, families are invited to complete a Child Profile which requests information about their child's individual interests, personalities and preferred activities. These are reviewed by staff for use in creating child centered programs and maintaining records of emergent interests and needs for future directions. (*see attached Child Profile*).



We also invite you, the families, to become involved in the program through attending regular community meetings (no commitment required!), the issue of a Community Term Planner and an Invitation to Participate Notice which details our planning and events each term.

We also encourage you to respond to our many surveys where you can indicate any preferred activities for your child which fall within a normal session, or for the provision of additional activities such as sports or language programs. *(Please see Invitation to Participate Notice and Additional Activities notification and survey attached)*

Under the guidance of the Educational Leader, the team of Educators complete regular observations on individual children, as well as documenting discussions and meeting times held with children in relation to their ideas about the program and activities at the Centre. The weekly program is planned according to this range of recorded conversations, evaluations Observations/Children's Meeting Book and any other feedback received. Eco Club, Cooking Club and Health & Wellbeing Clubs are offered each Monday to Friday. Homework Club is offered during the session and supervised (though not individually overseen).

Our summer Vacation Care program was well attended with favourite activities being visit to Taronga Zoo, having incursion from Skate Now, Master Chef Day and water play days.

## National Quality Framework

The National Quality Framework (NQF) is governed by Federal Government agency ACECQA (Australian Children's Education and Care Authority). Adherence to The Regulations is governed by a DEC state government department (the Early Childhood Education and Care Directorate ECECD) whose Approvals team and assessment and compliance officers act as the agent under ACECQA.

The Framework is described under 7 Quality Areas

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with families and Communities
7. Leadership and Service Management

Service Approvals are in place and Educators are working continuously on a Quality Improvements Plan which details any improvements which have been identified in order for the Centre to meet and hopefully exceed the ratings. The Plan is updated weekly with the Regional Manager and wider management team with Centre specific as well as organisation wide improvements being actioned and recorded. The Plan will be called for submission by ACECQA in advance of an Assessment and Ratings visit which will determine the Centre's performance against the National Standards. Chatswood underwent Assessment & Rating last year and got the exceeding rating.

Family involvement in the QIP is part of the process and you will receive regular surveys (via a survey monkey link) to contribute your comments under each of the 7 Quality Areas.

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We really appreciate your feedback and comments which are used to further develop our Centre and program.

The Centre Regional Manager will be conducting audits under each Quality Area throughout the year to ensure compliance with the standards and to highlight any improvements which could be considered.

This term, service users will also be surveyed about the health and safety of the Centre environment through the issue of a Parent Health and Safety Survey. Any feedback received will be reviewed and any improvements/changes relayed to the Community. One such improvement is organising community visits from local community in before/after school care. This has been evident in Vacation care during Subway Fun Day.

## Community

The Centre relies heavily on involvement of the Community in the supply of updated information about children, their preferences, likes, dislikes and any other feedback which is offered. For this reason, we send out regular Newsletters and notices via email- these usually contain attachments, surveys and lots of information.

We encourage an open and honest relationship between all parties which can facilitate the best possible environment for children. Please let us know of any concerns or ideas which you have so that these can be addressed speedily and effectively.

Monthly Centre Newsletters are prepared and distributed by email to all service users. In addition, a regular School newsletter insert is included into the school Newsletter. The intention of this is information about the Centre reaches the whole school community, rather than only service users.

Email correspondence is the preferred method of communication and the Centre maintains a list of contact details of all families at the Centre. If non- service users would like to receive Centre correspondence this can easily be arranged in consultation with the Co-ordinator.

This term Primary OSHCare as an organization will be celebrating “A Taste of Harmony” – an adjunct to Harmony Day on 21<sup>st</sup> March to acknowledge cultural diversity through food, dance, games and other activities. Building on our Nutrition and wellbeing focus last term, please look out for the launch of recipe cards, photos and links on our website – this will fall in with the Taste of Harmony celebrations. These broad reaching activities are part of QA 6 which children are encouraged to consider their wider community and have opportunities to

correspond with children in other services and external organizations on a community based initiative.

## Health and Safety

Children's individual dietary requirements have been updated and considered when updating the Centre menu. (*See Menu Attached*)

Audits on the physical environment and health and safety of children will be conducted by the Regional Manager during term 1. Audit results are shared with all Educators to determine future actions and improvements.

## Policy review

This term, the following policies are under review by Managers, staff and families at the service.

- **Fees**
- **Enrolment/Orientation**
- **Child Protection**
- **Sun Protection**
- **Excursions Policy and Guidelines**
- **Health & Hygiene/Infection Disease**
- **Safety**
- **First Aid**
- **Incidents and Injuries**
- **Service access and operations**

## Communication with Families

In Term 1 includes:

- Newsletter January/February + attachments
- Child Profile
- Invitation to Participate
- Additional Activities Record
- Additional Activities Survey
- Menu
- Invitation to Welcome Barbecue
- Health and Safety Survey
- QA Survey

Thank you to Mr. Tim Dodds, teachers and the school community for their continued support.

**Report Prepared by: Suzanne Blythin, Jennifer Ayoub & Anshu Kapoor**



## 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.)*

Support for Occupational Therapy (OT) program –The OT program helps (around 200) children with their handwriting, fine motor and gross motor skills. Sue Vartuli is the OT that runs our program and she has recommended that the children need special books and stands to hold the books on. The school already has special pencils and some pencil grips.

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

Many children struggle with their handwriting. Our school is lucky enough to have an OT on site to help. Without this attention their handwriting will continue to hold kids back in class as their brilliant ideas cannot be read. Addressing the problem early on will let them concentrate on what they are writing not how they are writing it.

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).

NA

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.)*

**ESTIMATE**

Writing books - \$5.95 each, (Sue has secured a 15% discount for 100 books) = \$506

Writing pads (tear off sheets) = \$120

10 Stands @ estimated \$10 each = \$100

**Estimated TOTAL= \$700 - 900.**

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?

Short term project to provide materials for next year's program.

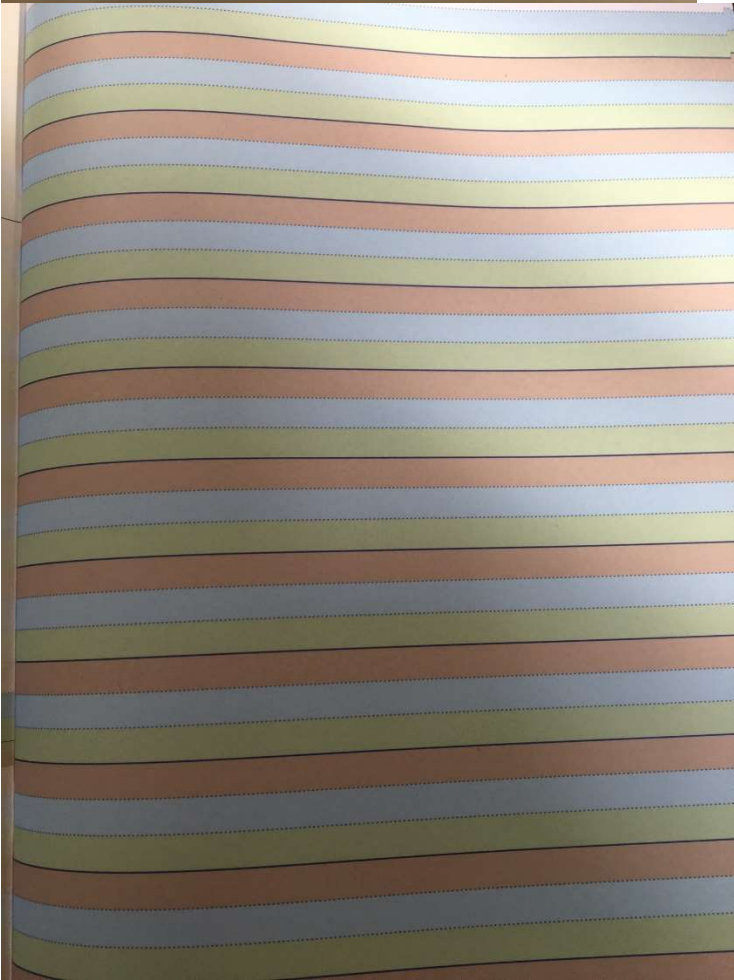
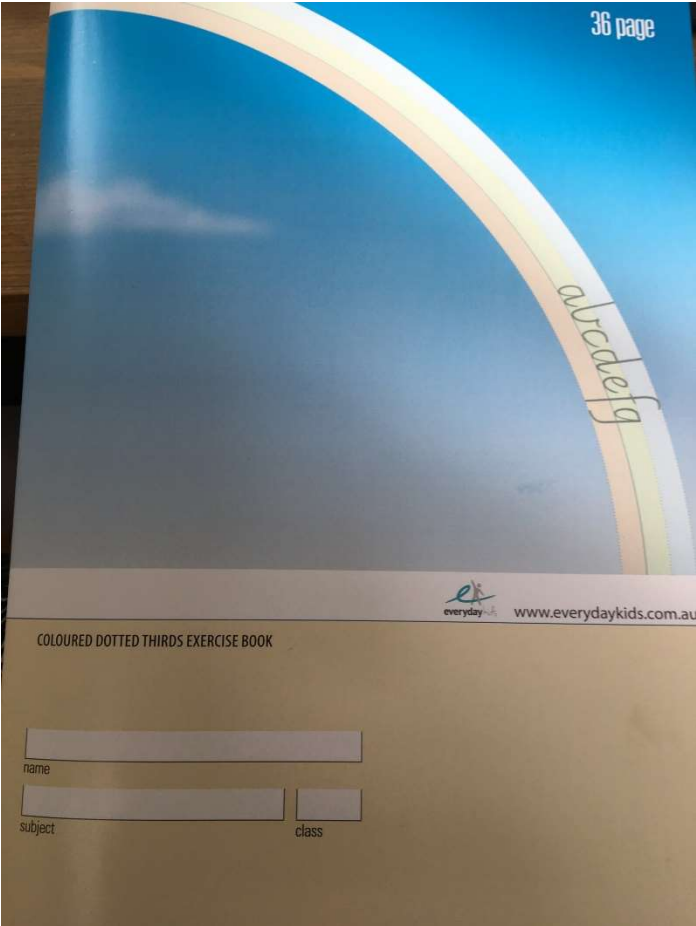
6. Your contact details *(for requests for more information, etc.)*

Name: Jennifer Coleman (Parent) and Sue Vartuli (OT) mob no 0413242041.( but 9-3 is difficult !)

Email: [Jennifer@colemanconsults.com](mailto:Jennifer@colemanconsults.com); [sue.vartuli@gmail.com](mailto:sue.vartuli@gmail.com) Telephone/mobile number: Jen (0418 440344)

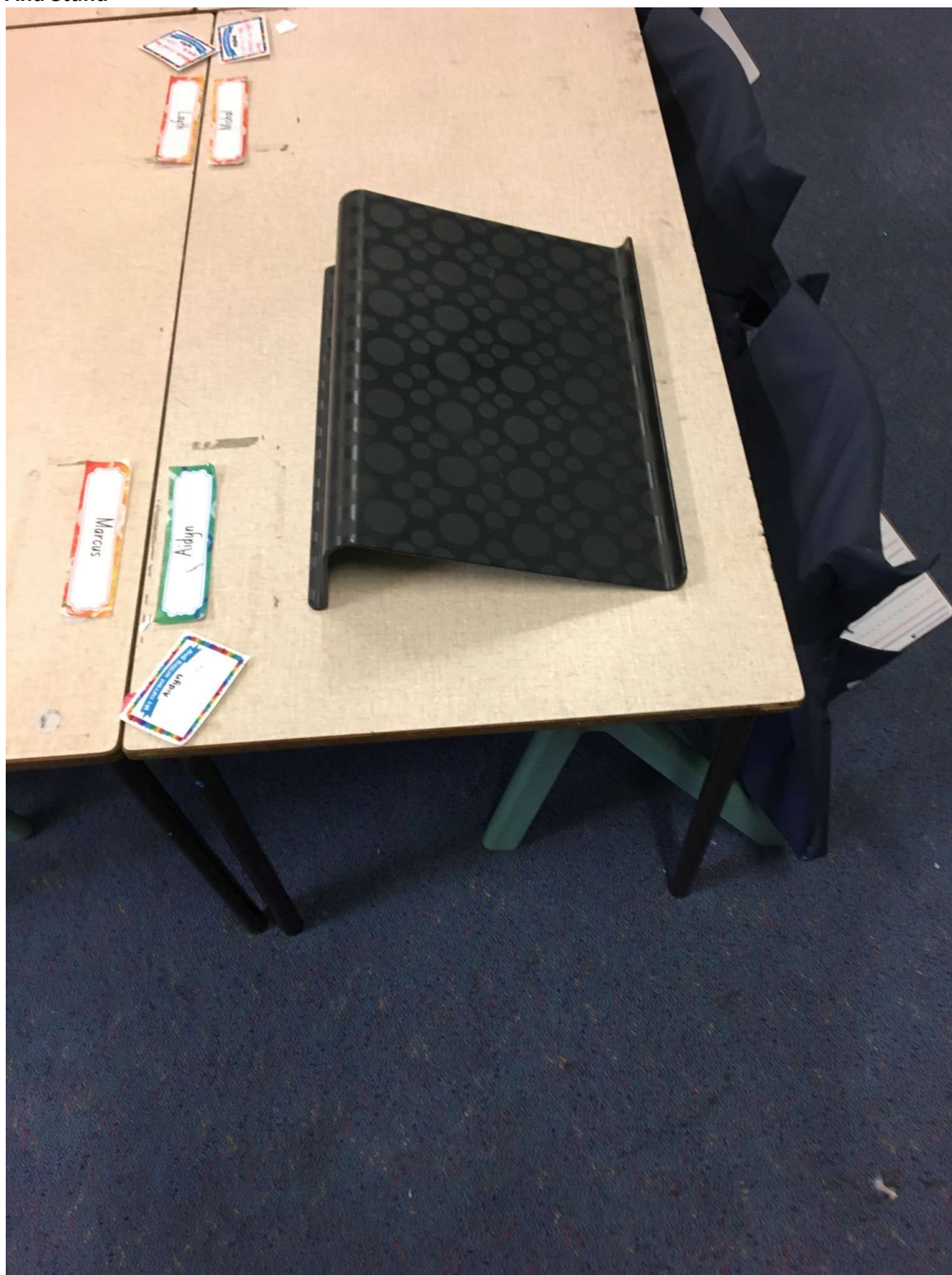
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Special Writing Books:





### ***And Stand***



### ***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.

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

- **Consolidated Results as of Jan 2018**
- **Student Injury Insurance**
- **2018 Recommendations**
- **Payments**
- **Motions**



# Consolidated Results – as of Jan 2018

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	17,756			17,756
Sales		62,293	81,053	143,346
Fundraising and interest income	2,852			2,852
<b>Total Income</b>	<b>20,608</b>	<b>62,293</b>	<b>81,053</b>	<b>163,954</b>
Cost of Sales		38,355	42,328	80,683
Payroll		17,039	7,353	24,391
Contribution to School - general	21,250			21,250
Contribution to School - specific	25,295			25,295
P&C Projects and Fundraising	9,082			9,082
Finance, Properties and Admin	10,351	290	6,780	17,421
Software and Depreciation	4,327	337	1,726	6,391
<b>Total Expenses</b>	<b>70,305</b>	<b>56,021</b>	<b>58,187</b>	<b>184,514</b>
<b>Profit / (loss)</b>	<b>(49,698)</b>	<b>6,271</b>	<b>22,866</b>	<b>(20,560)</b>
Balance Sheet				
Cash at Bank	575,944	111,179	141,708	828,831
Inventory	-	2,764	59,075	61,839
Fixed assets	31,954	9,784	3,417	45,155
Others assets	3,728	-	14,919	18,647
<b>Total Assets</b>	<b>611,627</b>	<b>123,727</b>	<b>219,119</b>	<b>954,474</b>
<b>Total Liabilities</b>	<b>18,112</b>	<b>28,578</b>	<b>7,959</b>	<b>54,649</b>
<b>Net assets</b>	<b>593,515</b>	<b>95,149</b>	<b>211,160</b>	<b>899,825</b>
Cash flow				
Opening cash as at 30 Sep 2017	569,297	111,072	151,108	831,477
Inflow	165,777	53,097	144,725	363,599
Outflow	(159,129)	(52,990)	(154,125)	(366,244)
<b>Closing cash as at 31 Jan 2018</b>	<b>575,944</b>	<b>111,179</b>	<b>141,708</b>	<b>828,831</b>

# Student Injury Insurance

- Student Injury Insurance - same rate as last year of \$3.56 per student (inclusive of GST) for 1,285 students comes to a total of \$4,574.60 provides the following cover and benefits:

<u>Types of injuries covered:</u>	<u>Paid</u>	<u>Payment Type</u>
Dislocated Right knee and ruptured MCL.	\$1,497.70	Non-Medicare Medical Expenses, Cash Benefit
Broken Front Tooth	\$ 200.95	Dental Expenses
Bruising and swelling to head and eye	\$290.00	Non-Medicare Medical Expenses
Broken Little Finger	\$200.95	Non-Medicare Medical Expenses, Broken Bone Benefit
Broken Right Arm	\$787.86	Broken Bone Benefit, Ambulance (Non-Medicare Medical Expenses)
Child suffers an injury from playground equipment	\$658.05	Non-Medicare medical expenses, cash benefit
Knee injury and ACL (anterior cruciate ligament) reconstruction surgery	\$1,325.30	Broken bones benefit, medical expenses
A girl breaks radius and ulna in her right hand.	\$1,334.11	Broken bones benefit, medical expenses
Child is fatally injured in a car accident	\$12,500	Death benefit
Child tragically killed in a pedestrian/ accident	\$12,500	Death benefit

Period of Insurance: 1 February 2018 through to 1 February 2019.

## **FAQ:**

*Is this policy Australia-wide?*

**YES, the policy provides Australia wide coverage for every student.**

*How soon does the claim have to be made after the incident?*

**As soon as possible, however no later than 18 Months after the incident occurred.**

*Is ambulance cover included in Student Injury Insurance?*

**YES, Australia wide ambulance trips are covered.**

*Are school excursions covered by Student Injury Insurance?*

**YES, all school endorsed activities are covered.**

*Does Student Injury Insurance cover students whilst at home or at a family event?*

**YES, this Policy covers students 24 hours 7 days a week.**

# 2018 Recommendations

- The school has recommended that this year the P&C's contribution be spent towards the following:

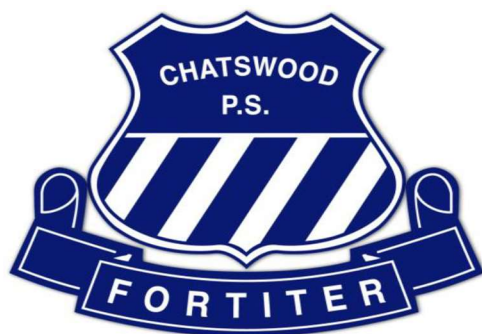
Maths Olympiad Coaching (Year 6)	10,000
STEM classes	20,000
Playground Safety	7,500
Library resources	10,000
Resources for classrooms	23,500
Resources for specialist teacher for writing, grammar, spelling	10,000
Confucius Classroom accommodation supplement	4,000
<b>Total</b>	<b>85,000</b>

# Payments

Date	Paid to	Purpose	Amount
1/11/2017	NSW Government Schools	Amphitheatre Fence	1,290.00
1/11/2017	NSW Government Schools	Bush Campus Turf	14,000.00
2/11/2017	Racha Abou AlChamat	Moon Festival - Food Stall	393.23
15/11/2017	Racha Abou AlChamat	Staff Thank you Lunch	2,420.00
21/11/2017	Brightwell Richards Enterprises	Toilet Cleaning Oct 2017	489.50
23/11/2017	Chatswood Public School Uniform Shop	Pay uniform shop for credit card receipts deposit in Main A/C	1,973.84
22/12/2017	Shaodan Yuan	Teachers Conference	1,000.00
29/12/2017	Austrata Solutions	Monthly Cleaning Service - November 2017	522.50
29/12/2017	Austrata Solutions	Monthly Cleaning Service - December 2017	522.50
18/01/2018	Godfrey Engraving	Memorial Engraving	363.00
24/01/2018	Street Furniture	Plaza Seat	2,671.90
31/01/2018	Page Paterson & Co Pty Ltd	2017 Audit Fees	1,100.00
12/02/2018	H & B Gardens	Gardening work - Tim Woodland	1,565.00
12/02/2018	Andrea Austin	P&C End of year Gifts, AGM Christmas Party Stationery & incidentals	360.15
12/02/2018	Freobooks Pty Ltd	Accounting Services and Xero Subscriptions Oct17-Jan18	5,350.23
	<b>Total</b>		<b>34,021.85</b>

# Motions




- To approve amount totalling **\$34,021.85** (from main account, as listed in this report) for payment.
- To approve spending of **\$85,000** in support of the 2018 component of the P&C Contribution to the school as per the budget and **\$53,000** towards the Learning Support Program.
- To approve an increase in the voluntary contribution by \$5 to **\$205**.
- To approve **\$4,574.60** (based on 1,285 students @ \$3.56 / head) to be spent towards student injury insurance.
- To approve up to **\$900** for the purchase of resources for the OT program.



# Chatswood Public School

inspire | engage | nurture

## P&C Funds to support 2018 School Plan for Chatswood Public School

Target	Strategy	Cost
To engage Year 6 and continue growth in NAPLAN from Year 5-7 <b>Quality Teaching</b>	Employ Robert Cen 1 day per week – focus on Maths Olympiad, UNSW comps 	\$10,000
To introduce 4 STEM (Science/Technology/Engineering and Maths) classrooms. <b>Quality Teaching</b>	Purchase 12 iPads, 3 3D Printers, Robotics kits and associated resources.  Science    Technology    Engineering    Mathematics	\$20,000
Playground Safety	Repair Playground Equipment and Sandpit	\$7500
Library resources. <b>Quality Teaching</b>	<ul style="list-style-type: none"> <li>- New comfortable seating/ crashmat options for library</li> <li>- Collaborative tables and ottomans for centre of computer end of library</li> <li>- Storage options for student work and resources</li> <li>- Signage for library - hanging signs/ area signs</li> </ul> Updated student and teacher resources to support STEM and Bilingual programs	\$10,000s
Ensure all classrooms are adequately resourced <b>Quality Teaching</b>	Resources for 3 extra classrooms such as maths equipment , readers for literacy & IT 	\$23,500
Confucius Classroom <b>Real World Connections</b>	Accommodation Supplement	\$4000
Improve the number of students in the top bands of NAPLAN in Year 3 and 5 for Reading <b>Quality Teaching</b>	Purchase resources to support the specialist teacher of writing, Grammar and Spelling	\$10,000
		Total = \$85,000