



CHATSWOOD PUBLIC SCHOOL

PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 27 October 2015 MINUTES

Attendees:

Tim Dodds	Principal	Matthew Wood	Lucas 1H
Su Hill	Assistant Principal	Melinda Holmes	Matt 1S, Alexandra 4C
Terry McKinnon	Assistant Principal	Deborah Bodger	Angelina 2M, Luke 6B
Alison Currie	Class Teacher	Joe Grundy	Cassandra 4BT, Adrian KS
Robyn Kneebone	Learning Support Teacher	Angela Todd	Nic 3P
Natasha Chetner	Uniform Shop	Robert Cen	Erik 5G
Brett Backhouse	Edward 3P	Nathan Hare	Charlotte 2S
Mark Twynam	Sophie 5/6D, Harrison 3P,	Megan Carapiet	Jarrold 3J, Alicia 1C
Annabelle 1S		Trish Blair	Alex 6B, Noah 4C
Lee Hughes	Imogen 5/6D	Lyndall Franks	Ellis 3P, Eamonn 1/2T
Maria Ferreira	Elizabeth 3P, Isabella 1H	Nigel Justins	Morgan 5E
Andrea Austin	Amy 2PL, Lucas 3H	Sam Bones	Katie 4
Sue Low	Calleigh KA	Rosie Trindall	Kyan 5H, Meka 4S
Rachel Johnson-Kelly	Imogen 5/6D	Carilee Hicks	Sam 6S, Amelia 3D, Ethan 1G
Nick Moore	William 3D	Aileen Rice	Scarlet 4C
Sally Sternecker	Liam 6B	Battaglia	Grace KM
		Fiona Scott	Grace 3G John 1H

1. President's welcome

2. Apologies

Nil.

3. Confirmation of previous minutes

Motion: That the minutes of the previous general meeting on 28 July 2015 & 25 August be approved. Moved by Mark Twyman, Seconded by Lee Hughes, motion passed.

4. Principal's report

- Water bubblers & non-slip paint surfaces in the playground completed.
- Mahjong night – fun & successful
- Lost property – an ex pupil has approached the school with a business idea called RagTagd. A \$2 barcode would be sewn/attached to an item. If the item is lost and put into the lost property bin it would be scanned and the registered owner would be automatically sent a text message..
- **Masterplan:**
 - the Dept of Ed has identified that CPS needs capital works to cope with increasing numbers (currently 1080, forecast for 2016 at 1130)
 - UTS has delayed opening to 2019
 - Dept of Ed has appointed Schreiber Hamilton Architecture who had a meeting with Tim Dodds & Lee Hughes (P&C rep) to discuss school site and our current plan for the school. They were impressed with the work that has already been done and will work closely together.

- **Bilingual Program:**
 - to commence 2016 in Kindergarten in Korean.
 - Korean was chosen as we already have 8 Korean staff and Korean is an easier language to learn than Chinese.
 - Approx. 500-700 hours in Korean to become proficient vs 2000-3000 hours in Chinese.
 - Using our current teachers will mean no additional cost to the school.
 - Maths/English will be conducted in English, other subjects in Korean.
 - Benefits include learning another language, best started when young.
 - Selection criteria is listed on the website, only 20% of children will be Korean.
 - Minimum 1yr commitment, as class sizes grow additional children will be added.
 - Tim Dodds thinks this will be oversubscribed and that the program could be expanded.

5. Correspondence

Nil.

6. P&C Treasurer's report

Maria F presented report as per attached. The following motions were proposed:

Motion 1: That \$46,387.67 from the main account as listed in the Treasurer's report to the meeting, be approved for payment.

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

Motion 2: Pending on the approval of agenda item 8 (canteen changes), the draft consolidated budget for 2015-16 financial year be approved and adopted.

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

7. Sub-Committee updates

Canteen report

As per attached report.

Some suggestion from the community included: a computer/ipad could be set up at the canteen to help parents open an account; students could help with teaching; possibly a YouTube video.

We were advised that School 24 is a friendly mobile phone app and that Fun Day (the Red Day replacement) will be online also. Rachel will investigate if School 24 can be available in other languages.

Motion 1: For the P&C to approve the break even budget as a trial for the next 12 months, with the Committee reporting quarterly on progress against the budget.

Motion 2: For the P&C to approve purchase of a range hood and permission to undertake the necessary metal fabrication work to install it at a total cost of up to \$10,000.

Motion 3: For the P&C to approve moving to online only for lunch orders from 2016 with this being introduced during Term 4 2015 with the appropriate communications.

All motions passed by unanimous vote.

Uniform Shop

As per attached report.

Grounds report

- Some vandalism has occurred on the pathway down from Centennial Ave to Bush Campus, approx. 50 plants were destroyed.
- On the NE side of the Bush Campus there is some potential of a Bush care site.

Class-Parent Co-ordinator/Fundraising

As per attached report.

8. Master plan

As per Principal's report above.

9. Outstanding items**Learning Support**

As per attached report presented by Mel Holmes.

Q&A followed the presentation with answers being provided by Tim Dodds, Alison Currie (AC) & Robyn Kneebone (RK). Answers included:

- The quantity of children being helped would depend on the child's needs and how they progress through the program.
- RK gave an example of a Social Skills program she is currently running for Yr 1 & kindy. She may be approached to hold a program as there may be a 1-2 children struggling with Social Issues, but all in the class will benefit from gaining additional Social Skills. The class teacher is also present and will pick up valuable skills
- Objective Testing
 - The school has committed to giving incremental reports.
 - Every year the results will be graphed.
- Literacy vs Numeracy
 - Numeracy is directly linked through understanding language.
 - Numeracy issues can often be solved by games based activities.
- Some children will have no official diagnosis but will still benefit from the program as it is generic and will help the child with other issues.
- AC explained how all teachers have access to the Learning Support Guidelines
 - Children with potential learning/social difficulties are identified by a teacher then Observed, a full Observation Check List will be completed. This can take several weeks.
 - The teacher will engage parents to help with solutions, external help may be required eg an OT or speech therapist, who will liaise with teacher/parents.
 - The teacher tries to give options
- Important to realise that some children will progress slowly and will never "catch up".
- The other "80%" will benefit as a whole.
- Tim discussed equity and it would be inequitable to not provide for those who need additional help if we have the resources to do so. They should be afforded equal opportunity to benefit from the resources of the education system and not be allowed to fall behind if we can do something about it.
- If you intensively train those who need it, the class will benefit as the teacher feels more on top of it and has more time to devote to other requirements.

10. President's report

NIL.

11. Other business

Vicki Pagett passed away in September 2015, she was a much loved teacher for many years at Chatswood Public School. The P&C wanted to show their appreciation by supporting her daughters on their fundraiser by contributing \$1000 to the cancer cause.

Motion passed by unanimous vote.

There being no other business, the meeting closed at 10.23 pm.

Chatswood Public School P&C -

Treasurer's reports

- End of Year Consolidated Financial Reports (9 months ended 30 Sept 2015)
- Consolidated draft budget 2015/16
- Payments list
- Motion to approve draft budget and payments

Consolidated results – 9 months ended 30 September 2015

Business units	Main A/c	Canteen	Uniform	Instrument	Elims	Total
Sales		142,702	153,905			296,607
Voluntary Contributions	146,032					146,032
Instrument Hiring Fees				16,908		16,908
Fundraising	47,005					47,005
Sub-committees transfers	50,000			16,000	(66,000)	-
Interest Income	5,417	410	289	86		6,202
Other Income	47		525	1,205		1,777
	248,501	143,112	154,719	34,199	(66,000)	514,531
Cost of Sales		70,653	81,693			152,346
Employment Expenses		49,497	18,996			68,493
Contributions to School	63,150					63,150
School Projects	12,600					12,600
Fundraising	12,528					12,528
Affiliation & Insurance	6,246			6,090		12,336
Depreciation			1,822			1,822
Other	5,128	664	1,887	4,020		11,699
Sub-committees transfers	16,000	10,000	40,000		(66,000)	-
	115,652	130,814	144,398	10,110	(66,000)	334,974
Net Operating Surplus	132,849	12,298	10,321	24,089	-	179,557
New Instruments	-	-	-	8,765		8,765
	-	-	-	8,765	-	8,765
Total Surplus	132,849	12,298	10,321	15,324	-	170,792
Opening Funds	310,727	38,941	162,356	17,551		529,575
Surplus for the Year	132,849	12,298	10,321	15,324	-	170,792
Funds Available	443,576	51,239	172,677	32,875	-	700,367
Cash at bank	435,975	64,756	98,590	26,270		625,591
Store equipment/inventory		776	85,467			86,243
Other assets	8,704	2,497		6,605		17,806
Total Assets	444,679	68,029	184,057	32,875	-	729,640
Creditors	1,103	10,121	9,007			20,231
Provisions		6,669	2,373			9,042
Total Liabilities	1,103	16,790	11,380	-	-	29,273
Net Assets	443,576	51,239	172,677	32,875	-	700,367

Highlight of the financial results – 9 months ended September 2015:

- Total income - \$514,532
mainly comprised of:
 - Sales from Canteen \$143K and Uniform shop \$154K
 - Voluntary contribution \$146K
 - Fund raising income \$47K
 - Instrument hiring fees \$17K
- Total expenses - \$343,739
mainly comprised of:
 - Cost of sales from Canteen \$71K and Uniform shop \$82K
 - Employment cost \$68K
 - School contribution \$63K
 - P&C projects including ground work \$13K
 - Fund raising expenses \$13K
 - Insurance premium \$12K
- Net surplus - \$170,792
- Total funds available - \$700,367

Actual 9 months vs full year (extrapolate) vs prior year vs budget

AUD	Actual 9 months ended Sept 2015	Extrapolate full yr 2015	Prior year actual 2014	Budget 2015
Income				
Sales	296,607	395,476	323,478	341,431
Voluntary Contributions	146,032	146,032	130,071	130,000
Music Ensemble & Hire Fees	16,908	16,908	18,440	18,000
Government grants	-	-	52,780	-
Fundraising	47,005	47,005	43,789	44,000
Interest Income	6,202	8,269	13,188	13,050
Other Income	1,777	2,369	329	-
Total Income	514,531	616,060	582,075	546,481
Operating Expenses				
Cost of Sales	152,346	203,128	183,793	191,318
Employment Expenses	68,493	79,268	76,206	79,591
Contributions to School - general	63,150	85,000	70,000	70,000
Contributions to School - specific	-	-	104,000	-
School Projects	12,600	12,600	67,557	10,000
Fundraising	12,528	15,000	19,452	20,000
Affiliation & Insurance	12,336	12,336	12,059	12,400
Admin/others	13,521	18,028	17,053	36,536
Total Operating Expenses	334,974	425,360	550,120	419,845
Operating Surplus	179,557	190,700	31,955	126,636
Capital Expenditure				
New Instruments	8,765	8,765	3,742	5,000
Total Capital Expenditure	8,765	8,765	3,742	5,000
Total net Surplus	170,792	181,935	28,213	121,636

Analysis of full year results vs prior year and 2015 budget:

					Variance
	2015 Actual (extrapolate)	2014 Actual	2015 Budget	2014	Budget
Income	616,060	582,075	546,481	33,985	69,579
Expenses	425,360	550,120	419,845	(124,760)	5,515
Net surplus	181,935	28,213	121,636	153,722	60,299

- The above table shows that actual 2015 results extrapolated to full year were ahead of 2014 actual and 2015 budget.
- Higher income was mainly due to higher voluntary contributions, sales revenue from the two business and fund raising income. This has been offset by lower instrument hiring fees and interest.
- Overall expenses were much lower compared to prior year (down \$124K) but almost in line with budget. This was due to higher COGS (with higher sales) which has been offset by lower P&C projects and lower overall contributions paid to school.
- This results in a higher net surplus of \$154K compared to 2014 and \$60K ahead of budget.

Consolidated 2015-16 budget (draft)

- Budget was mainly based on Sept 2015 results extrapolated to full year.
- Budgeted total income = \$605K
- Budgeted total expenses = \$603K
- Results in overall net surplus of \$1.4K.
- The budget also includes \$117K as P&C projects that is available to be used in 2015-16.
- Please note that the \$117K budgeted P&C projects is only preliminary. They are subject to the finalisation of any upcoming P&C projects.

	BUDGET 2015-16				
	Main A/c	Canteen	Uniform	Instrument	Total
Voluntary Contributions	140,000				140,000
Sales		192,841	200,913		393,754
Instrument Hire Fees				16,000	16,000
Fundraising	47,000				47,000
Interest	7,000	300	360	80	7,740
Other	40		525		565
Total Income	194,040	193,141	201,799	16,080	605,060
Cost of Sales		123,753	127,547		251,300
Employment		59,388	24,079		83,467
Contribution to School - general	85,000				85,000
P&C Projects	117,000				117,000
Fundraising	15,000				15,000
Insurance premiums	6,500			6,100	12,600
Admin/Other	10,400	10,000	9,875	4,000	34,275
Total Expenses	233,900	193,141	161,501	10,100	598,642
Operating Surplus/(Deficit)	(39,860)	-	40,298	5,980	6,418
Transfers to/from Sub-committee					
Capital expenditure	40,000	-	(40,000)	-	-
Net Surplus	140	-	298	980	1,418
Funds at 1 Jan	443,578	51,239	172,677	32,875	700,369
Funds at 31 Dec	443,718	51,239	172,975	33,855	701,787

Payments for approval

Chq	Date	Paid to	Purpose	Amount \$
Main account				
684	22-Aug-15	Sue Low	Father's day breakfast petty cash	300.00
685	02-Sep-15	Sue Low	Reimbursement of expenses	516.39
686	04-Sep-15	CP Blossom Trading	Moon festival - boxes, cups etc	558.80
687	04-Sep-15	Kennards Hire	Hiring of light tower	480.00
688	04-Sep-15	Maria Ferreira	Moon Festival - reimbursement of expenses	645.15
689	08-Sep-15	Mr Showbags	Moon festival show bags	1,596.15
690	04-Sep-15	Sue Low	Reimbursement of expenses - money box	33.60
691	08-Sep-15	Jerry Xia	Confucius teacher accomodation allowance	800.00
692	08-Sep-15	Partytime hire	Moon Festival - hiring of tables and extension cord	444.15
693	10-Sep-15	Shoko Tohara	Moon Festival - reimbursement of expenses	88.30
694	12-Sep-15	Springbok delights P/L	Moon Festival - sausages	485.00
695	12-Sep-15	Partytime hire P/L	Moon Festival - hiring of gas top	127.93
696	12-Sep-15	Chatswood Public School	School contribution	20,750.00
697	12-Sep-15	Instrument committee account	Transfer of music committee surplus back to the music program account	16,000.00
698	15-Sep-15	Yong Pyo Kim	Moon Festival - reimbursement of expenses	1,622.41
699	11-Sep-15	Hean Peng Thniah	Moon Festival - reimbursement of expenses	59.75
700	11-Sep-15	Su Chua	Moon Festival - reimbursement of expenses	119.83
701	01-Sep-15	Hwee Peng Ong	Moon Festival - reimbursement of expenses	42.00
702	15-Sep-15	Aekta Patel	Moon Festival - reimbursement of expenses	355.66
703	15-Sep-15	Misao Naritsuka	Moon Festival - reimbursement of expenses	123.85
704	15-Sep-15	Shoko Tohara	Moon Festival - reimbursement of expenses	4.00
705	15-Sep-15	Faith World P/L	Moon Festival - reimbursement of expenses	496.00
706	16-Sep-15	Kennards Hire	Moon Festival - fuel	22.80
707	16-Sep-15	CPS Canteen	Moon Festival - drinks	632.40
708	15-Sep-15	Nimali Herath	Moon Festival - reimbursement of expenses	62.50
709	15-Sep-15	Tracey Moore	Moon Festival - reimbursement of expenses	21.00
				46,387.67



Motions

- *Pending on the approval of agenda item 8, the draft consolidated budget for 2015-16 financial year be approved and adopted.*
- *The amount totalling \$46,387.67 from main account, as listed in this report, are approved for payment.*

Canteen Committee Report

P & C Meeting – October 2015



Prepared by: Rachel Johnson-Kelly (Convener)
24 October 2015

The Canteen Committee set three key priorities for 2015 :

1. Healthier menu
2. New oven / range hood
3. Cashless operations

This report outlines progress and next steps for each of these priorities as well as other activities underway.

HEALTHIER MENU

Other than the health benefits of providing a more nutritious menu for the children, recently in 2011 the NSW Government introduced the "Nutrition in Schools Policy"¹. This policy outlines the type and frequency of food and drink permitted for sale through canteens in NSW government schools. Whilst school canteens (often run by the P&C) implement in line with this policy, School Principals are ultimately responsible for ensuring that school policies and practices are consistent with the nutrition in schools policy and are responsive to local needs, including cultural diversity.

The Nutrition Policy broadly groups foods into 3 categories and specifies guidelines for how often the different categories of foods are offered by the canteen daily and when the canteen is used for school events:

Red: 'Occasional' foods - do not sell these foods (high in either sugar, fat, or salt) on more than two occasions per term.

Amber: 'Select carefully' - Do not let these foods dominate the menu and avoid large serve sizes.

Green: 'Fill the Menu' - Encourage and promote these foods in the canteen.

Earlier this year, the Committee has taken advantage of a service offered by the Healthy Kids Association to assess the canteen menu's compliance to the Nutrition Policy. At that time, the menu contained 9 red, 34 amber and 16 green foods offered on a daily basis.

Based on this report, some steps have been taken towards achieving a healthier menu including:

- removing most red items from the daily menu. At the start of Term 3, the following items are no longer sold - Noodle Cups, Seaweed Bites, Quench drink, Iced Tea, and the Play Sports Water. These items can no longer be ordered on line or purchased over the counter;
- From Term 4, sushi was introduced as a daily lunch item - it was previously offered only on Tuesdays and Wednesdays. Sushi is our biggest seller;
- Making slight alterations to ingredients - more fruit in the fruit & jelly cups, canned pineapple in juice instead of syrup now being used for frozen pineapple rings;
- Selling fresh fruit and using basmati rice rather than jasmine for the rice cups;
- removing some of the high sugar items from Red Day and replacing them with improved alternatives - see further detail below.

Red Day: In response to the feedback from the School, the menu for Red Day in Term 3 (19th Aug) was adjusted slightly to reduce the sugar levels by substituting the killer python (red item) in all the lunch packs with a packet of Jumpys (amber item) and removal of all high sugar items previously able to be purchased over the counter (karate belts, fini rollers, pythons). This was a small step only and the changes were undertaken in a short period of time.

The Committee would like to retain the Special Day since it is a good mechanism for covering costs - twice as many children order their lunch on Red Day and it contributes \$4000 in profit per annum. However, the focus of the day would be significantly altered to remove high sugar and salt items, whilst still offering food alternatives that can only be purchased on these days. The additional changes planned for Term 4 include:

- renaming the day to 'Canteen Fun Day', not Red Day
- serving a healthy homemade slice for recess instead of the donut
- the lunch pack retaining the sausage in hi-fibre bread, or sushi, with the drink being a juice and the snack being popcorn.

Feedback will be sought from the children on the changes.

The canteen committee is currently working hard to review the entire canteen menu, and has adopted the approach in our planning to "Green Up" a day at a time to ensure the pace of change is manageable for both Peilin, our Canteen Supervisor, the volunteers, and also the ability of the Committee to screen new ideas for their compliance to the Nutrition Policy and seek new suppliers for healthier items.

We have also recently taken advantage of a free service from Willoughby Council which provided access to a nutritionist to help us in selecting healthier alternatives. The nutritionist visited the school for a day, worked alongside Peilin (Canteen Supervisor) and the volunteers, interviewed the children and Headmaster and some teachers and office staff, as well as visited the bush campus canteen. Her report is comprehensive and has provided the Committee with excellent ideas for the revised menu we have planned.

However, to progress this journey successfully, several changes are needed:

1. suitable cooking facilities to prepare meals on site is required;
2. online ordering for recess and lunch orders only so time taken on this currently can be redirected to food preparation;
3. a change in philosophy and objectives for the canteen - with a renewed primary objective to be to provide a healthy food service for the children whilst ensuring proceeds from the canteen at least cover costs.

SUITABLE COOKING FACILITIES

In order to serve a healthier menu at a reasonable price, more food preparation would need to be done onsite. Some adjustments to the current cooking facilities are needed for this to occur.

In 2013, the Canteen Committee updated the P&C that a new oven might need purchasing sometime in the future. After some maintenance, the current oven is now working reliably and there continues to be no immediate need to replace it whilst only small amounts of food preparation are planned.

The bigger issue is the lack of any ventilation in the canteen. The current ventilation fan has seized up and is positioned on the wall 2 meters to the left and 3 meters above the stove, which is insufficient to properly vent cooking smells and airborne oil/grease if cooking was to be done on the premises.

If healthier alternatives are to be prepared in the canteen, a range hood above the stove is needed which would be connected to the current vent hole. Several quotations for the range hood and the metal fabrication work to connect the range to the current vent hole have been sourced and the amount of \$10,000 allowed for in the canteen FY16 budget is considered sufficient - \$4,200 for the range, and up to \$5,800 for the fabrication works.

Without the necessary ventilation, cooking fresh food on the premises will not be possible and this will significantly impact the ability to move to a healthier menu.

Motion: For the P&C to approve purchase of a range hood and undertake the necessary metal fabrication work to install it at a total cost of \$10,000 as allowed for in the FY16 canteen budget.

CASHLESS OPERATIONS

The second biggest inhibitor of moving to a healthier menu prepared on site is the amount of time taken each morning to process orders.

Currently 10 - 15% of children order their lunch and approximately 30 - 40% of these orders are placed online. The remaining orders need to be processed manually (taking & writing out orders, tallying what has been ordered for items such as sushi) which takes between 1.5 - 2hrs each morning. In addition, whilst ~75% of online ordering accounts are topped up by credit card, there are some that top up by direct debit or pay cash over the counter and have Peilin top up. Both the direct debit method and cash add to the workload of Peilin and the Committee as every direct debit amount needs to then be manually added as credit to the correct Schools 24 account. This credit to the Schools 24 account is not done until the deposited appears in the Canteen's bank account which is often a delay of 2 days. So a parent will think they have topped up but will not be able to order online until the credit is transferred.

By moving to a policy where recess and lunch orders can only be placed on line, the effort spent by Peilin in the morning would instead be spent preparing fresh lunches to support a healthier menu. Until more time is made available in the daily schedule of the canteen staff, introducing healthier alternatives for lunches will be very limited.

The Committee is proposing that a campaign be run in Term 4 (from 4 November) to promote online ordering and providing onsite assistance to set up online accounts. This campaign includes the following:

- flyers (English, Chinese & Korean) in all school bags twice during the term providing details of how to order on line and top up by credit card only;
- days at the Canteen where a committee member will help parents / carers set up their online account and place an order
- potentially training a few Year 6 students to offer this same service on additional mornings in the school library
- advertising in the school newsletter and flyers up around the canteen in multiple languages
- update of the Kindergarten induction pack to advise that lunch orders can only be ordered on line
- flyers handed out at the canteen for every order placed over the counter advising of the change
- a 10% discount offered for all lunch orders processed on line during Term 4

With this campaign being run in Term 4, from the commencement of Term 1 2016, the only way to place a recess and lunch order would be online, and the only way to top up online accounts would be by credit card.

Over the counter items purchased at recess or lunch could still be purchased with cash.

Some concerns have been expressed about moving to online only, in particular for those that order infrequently from the canteen, and whether they would be able to use the online system. Schools 24 is not a difficult system to use but will always be confronting the first time. With the campaign outlined above, there will be a lot of support for those that feel this is a barrier to adopting online ordering.

There have also been concerns expressed about the fees charged by Schools 24 to order online or to top up your account. These fees are either \$2.20 per term (unlimited orders) or 25c per order (pay as you go). For top ups by credit card, the fees are 30c + 1.5% for every top up amount. For example, if a family tops up their account by \$20, the fees will be 60c. If the top up amount is \$100, the top up fee will be \$1.80.

The number of orders placed on line has grown from 10% to 40% of orders in the last 12 months and of those families that currently order online, already ~ 75% top up their account by credit card, rather than

direct debit or cash over the counter at the canteen. These numbers are similar to the payment of school fees (an infrequent payment) at CPS where 81% pay using a credit card with only 9% paying in cash.

The fees (\$2.20 per term or 25c per order) to order lunches could only be negated by lowering prices in the canteen which would erode approximately \$2,000 - \$3,000 of the current profits if the current quantity of orders is all online.

There are several examples of school canteens who have adopted cashless operations. Artarmon Public School is a similar size to CPS with the same demographic and they have operated without cash for lunch orders for several years with great success. Artarmon's lunch order penetration rate is 30% compared to CPS's 10 - 15% and the per term fee for ordering online is \$2.50. At Artarmon, for families ordering 20 or more lunch orders a term who have not volunteered at the canteen during the calendar year, they are charged a levy to contribute to the cost of employing additional staff. In comparison the fees currently charged by CPS are on the low side.

Bondi Public School is half the size of CPS and has operated without cash also for several years. Bondi is a leading school with a healthy menu where all meals are prepared on premises and the number of lunches served averages at 24%.

Motion: For the P&C to approve moving to online only for lunch orders from 2016 with this being introduced during Term 4 2015 with the appropriate communications.

CANTEEN PROFITABILITY

For the 2015 year to September, the net profit of the canteen was significantly higher than budget at \$12,248 and was significantly higher than budget of the previous year. Contributing factors to this increase are outlined in the Canteen financial report. Of this profit, the Red Days (1 per term) contributed approximately \$4,000 per annum.

Whilst provision of food has always been important, the canteen has in previous years been asked to run at a profit. The Committee is requesting for this philosophy to be reviewed and for the primary objective of the canteen to be to provide a healthy food service for the children whilst ensuring proceeds from the canteen cover costs.

In order to implement many of the changes outlined in this paper, the Committee has submitted for approval a break even budget for the YE Sept-2016 for the following reasons:

- to allow more flexibility with items offered on Canteen Fun Day (previously Red Day)
- it is expected that fresh food will be more expensive
- some fresh food may need to be subsidized (i.e. bowl of fruit which is more expensive in winter)
- it will take time to find suppliers at the right price point for new items

The responsibility of the Committee remains to be diligent with the financials and not spend money unnecessarily. In all likelihood, with a steady pace being taken with the menu changes, a profit might be made in the coming year. However, profits would be used to fund the range hood and vent works as well as funding healthier menu items.

Motion: For the P&C to approve the break even budget as a trial for the next 12 months, with the Committee reporting quarterly on progress against the budget.

BUSH CAMPUS OPERATIONS

Volunteers

During Terms 2 and 3, two Year 5 students volunteered their time to serve at the Bush Campus canteen each Friday. The students served at the canteen taking orders and giving change, and restocked the trolley when items ran short.

This student volunteer program provided some assistance during times when parent volunteers were scarce and also provided a leadership opportunity for the students.

Since introducing the program, the number of parent volunteers has now become less of a problem. Coupled with intermittent issues of getting the students from the main campus to the bush campus on some days, it has been agreed with the school to cease the program. Both Year 5 students were very grateful for the opportunity to help.

The canteen, both at the bush campus and the main campus would still welcome the assistance of year 5/6 at the main campus and perhaps now year 4 at the Bush Campus since the program has been tested.

Permanent location of the Canteen

The proposal to consider a more permanent location for the BC canteen remains with the P&C Master Plan Committee and the school for consideration and progression with the NSW Dept of Education. Many of the developments planned for the Main Campus Canteen cannot be replicated at the BC canteen without a proper facility. Any details on how the Canteen Committee could further progress this proposal would be welcomed.

End of report

Uniform Shop Committee Report

P & C Meeting

October 2015

Prepared by: Sally Sternecker (Convener)
27 October 2015

Second hand sales

The recent second hand uniform sale resulted in sales of \$938.

We have rewritten the second hand uniform policy (attached) to request that all clothes donated are clean. Currently Natasha spends time (paid as overtime) to wash the uniforms so the committee have asked from next term for this process to stop as the overhead is not justified by the profit. Any uniforms which are not laundered sufficiently will be sold as part of a "bargain bin".

Accommodation

The committee will be working with Tim Dodds and the P&C to:

- Understand the timing of the current room being used to be handed back to the school
- Obtain their support to find alternative accommodation

2016 Committee vacancy

Sally Sternecker will not be continuing with the uniform shop committee in 2016 so the committee will be actively looking for a replacement convenor.

Status – other 2015 projects

Pricing review

- Reports have been obtained and will be worked on at our next committee meeting in December.

Online ordering

- Mr Dodds, Sally Sternecker and Melinda Holmes met with a parent whom has offered to assist with review and set up (for a fee). Melinda has provided technical and business requirements and we look forward to receiving a proposal shortly.

End of report

Chatswood Public School Uniform Shop Sale of Second Hand Goods Policy

As a further resource and option for parents in relation to school uniforms, the uniform shop offers second hand uniforms for sale. Parents purchasing second hand uniforms benefit from the reduced costs as do those keen to pass on uniforms that have been outgrown. The takings from the second hand uniform sales contribute directly to P&C fund raising activities.

The uniform shop will accept donations of second hand uniforms from families for resale at reduced prices.

All items donated must be in excellent condition and freshly laundered. Items must match stock currently being sold by the uniform shop and comply with the uniform requirements set by the school including the colour and design of fabrics.

Acceptance of goods is at the discretion of the uniform shop manager.

Parents are requested to remove any name tags prior to donation to prevent there being any confusion over ownership after the sale

All purchases of second hand uniforms are strictly cash only. No refunds or exchanges are offered for second hand uniforms.

Class Parents Coordinator Report P & C Meeting – October 2015

Prepared by: Sue Low
27th October 2015

1. Fundraising and Social events planned for the rest of the year (Term 4):

Mrs Rebecca Barker and Parent (Preeti Nangia)	Multicultural Dinner (for parents and staff)	Friday, 13 th November 2015 (Malabar @ Crows Nest for an Indian banquet, cost \$40pp)
Year 5 Parents, Julie and Sue	Carols (for parents and staff)	Thursday, 3 rd December 2015

2. Father's Day Breakfast – Friday, 4th September 2015

Despite rainy and stormy weather, Year 3 parents and some other parent volunteers started early in the morning (6 am) setting up for a great BBQ breakfast before sausage sizzle, filling their tum-tums before the entertainment for the morning, Talented Stepping Stones, Wagon Wheers and special guests, the Recorder Ensemble. All in all, a good turn out to celebrate the Fathers!!! Thank you to Year 3 parent, Tash Kay for leading the well-organized team!

In summary:

Total revenue – \$966.50

Total expenses – \$584.10

Profit - \$382.40

3. Moon Festival – Thursday, 10th September 2015

In summary:

Total revenue – \$32,098.20 (*Kids special pack, sponsorships, lucky draw tickets, token sales, Ben & Jerry, Fairy Floss, final sales at food stalls*)

Total expenses – approximately \$10,548.00

Profit – approximately \$21,550.20 (way beyond last year)

4. Staff Thank You Lunch – Wednesday, 7th October 2015

A big thank you to all Kindergarten parents who volunteered their precious time to organise a beautiful lunch and entertainment on Wednesday for CPS staff. The staff thoroughly enjoyed the day and felt very special. A special thanks to Aimée Ipson Pflederer and her wonderful leadership in organizing the team of parents and grandparents from Kindergarten and other years for their effort before and on the day and for making the day scrumptious.

In summary:

Total expenses – approximately \$3031.76

Mufti Day donations at the end of Term 3 - \$955.20 (help contribute to the lucky draw prizes, beverages and also some room decorations for the event)

5. Mahjong and Karaoke Night 2015 – Saturday, 17th October 2015

The night was very colourful with bilingual songs and dances. It was very enjoyable and relaxing for everyone. A couple of dancing queens showed their moves on the stage while vocals people did background music. Teachers, grandparents and parents sang and played Mahjong together. Everyone who was there commented took away something to smile about in the future and are already talking about what more can be done to make this fun night even more enjoyable! Maybe a dance/disco for adults? Even a Bollywood night? Let's see..... All in all, great effort for an inaugural event.

45 pax in total including 8 teachers.

In summary:

Total revenue including sponsorships – \$2,070.00

Total expenses – \$1,197.70

Profit - \$872.30

6. Upcoming Events

- **Multicultural Dinner – organized by Rebecca Barker, Mandarin Teacher**

Date: Friday, 13th November

Time: 6:30pm for 7pm start

Place: Malabar Indian Restaurant, 334 Pacific Hwy, Crows Nest 2065. Ph: 9906 7343

Cost: \$40 pp for a 9 course Indian banquet (free corkage)

We are celebrating our successful 2015 school year with a Multicultural Dinner for both parents and staff.

The banquet includes 1 entree, 2 starters, 5 main courses (unlimited servings), 1 dessert and tea/coffee. Please come and join us in this annual cultural dinner which will be fun and enjoyable for everyone. Partners are welcomed but no children will be allowed to attend.

The form for this function is available at the back of school's weekly newsletters.

Any queries, please contact Mrs Preeti Nangia 0424 234 149 or Mrs Barker.

- **Chatswood Public School – A Celebration of Carols**

Date: Thursday, 3rd December

Time: From 5.00pm

END OF REPORT