



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 23 October 2018 MINUTES

**Attendees:** As per meeting register.

1.	<b>President's welcome</b>
2.	<b>Apologies</b> Matthew Wood, Nick Moore, Pearl Chan, Sue Low, Linda Ryan
3.	Presidents Report – attached Refer to president reports attached – October 2018 Other points of note <ul style="list-style-type: none"><li>• Joe commented regarding bus replacement for Epping to Chatswood line closure: Senior bus marshal has said they have had limited issues with interaction with the school kids</li><li>• 9 Centennial Avenue – weblink on the Willoughby council website if you want to have your say on the heritage order</li><li>• Skate park in Chatswood – weblink on Willoughby council website to have your say</li><li>• 688-692 Pacific Highway – Andrea has mentioned to the Department of Education and requested they put an official comment with regards to children's safety and the potential of 2 building sites next to each other</li></ul>
4.	<b>Correspondence</b> <ul style="list-style-type: none"><li>• None to report</li></ul>
5.	<b>Confirmation of previous minutes</b> Correction: Date at top should have read 25th September 2018 <b><i>Motion: That the minutes of the previous general meeting on 25th September 2018 be approved with the correction as noted above.</i></b> <b><i>Moved: Joe Grundy, Seconded: Paul Battaglia; all in favour, motion passed.</i></b>
6.	<b>Guest Speakers – Ivonne McLeod– Learning Support Program</b> <ul style="list-style-type: none"><li>• Now in its 3<sup>rd</sup> year. \$53k donated by the P&amp;C each year.</li><li>• Approximately 16 involved at any one time.</li><li>• Students are withdrawn from class for mini lit and multi lit</li><li>• Group in the main have improved significantly with the occasional plateau</li><li>• Thank you to the P&amp;C for the support of the program and we look forward to your continuing support.</li><li>• Noted also that program provides classroom relief allowing class teachers more attention for other students.</li></ul>

7.	<p><b>Principal's report – presented by Tim Dodds</b></p> <ul style="list-style-type: none"> <li>● Big news – announcement of my “retirement” at 63. Ultimately a financial decision and could not guarantee would last the distance of the new building program.</li> <li>● Leaving in week 8 as daughter is getting married in December and would like to be available for the family</li> <li>● Officially do not leave until the last day of the school holidays and then will be on holiday leave.</li> <li>● Believe the school is in great shape with a great community of parents, children and teachers.</li> <li>● New principal selection – Selection Panel will be made up of Director (Sue Low), the P&amp;C President, a non-english speaking background parent, teachers federation representative, and a P4 Principal. All panel members have an equal say. Position advertised to all schools and internationally. CV's come in 2 weeks after advertisement of the position, Panel meets to short list (including contacting referees), interview and then appoint.</li> <li>● Expect new appointment beginning of term 2. The process cannot commence while the current principal is still holding the position.</li> <li>● Su Hill will be relieving principal assisted by Robin and Linda with an additional acting DP.</li> <li>● Do not expect the appointment of the new principal will delay the building program.</li> <li>● Tim Dodds will be involved in the briefing of the new principal.</li> <li>● 180 kindy kids are expected in 2019</li> <li>● Additional demountable adjacent to the sandpit demountable will be required. Have questioned why the cottage cannot be demolished to make room for the demountable. Su will follow up again with the Department of Education.</li> <li>● New leadership platform will be introduced including music captains, dance captains, choir captains. Aim to have all year 6 engaged in leadership activities.</li> <li>● Music program changing to be less onerous on one teacher (Ms Elder).</li> <li>● Intention to work for the Department of Education in a part time capacity.</li> </ul>
8.	<p><b>Treasurer's update</b></p> <p>Andrea presented the Treasurer's Report. Additional points of note:</p> <ul style="list-style-type: none"> <li>● End of financial year 30 September. Audit currently underway</li> <li>● P&amp;C Expenditure of \$148k has been broken down in the report. Proud of the way the P&amp;C has contributed to the school and made a difference to the children.</li> <li>● \$37k profit from the moon festival this year</li> </ul> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>● <b><i>To approve amount totalling \$34,117.72 from the main account as listed in the Treasurer's Report for payment</i></b></li> </ul> <p><b><i>Moved: Joe Grundy Seconded: Aimee Ipson-Pfederer; all in favour. Motion passed.</i></b></p>
9.	<p><b>Sub-Committee Updates</b></p> <ul style="list-style-type: none"> <li>● <b>Canteen report – verbal report from Aimee</b> <ul style="list-style-type: none"> <li>▪ Menu development committee meeting coming up</li> <li>▪ Good response to daily specials menu</li> <li>▪ Continually looking to expand extent of fresh food offering</li> <li>▪ Some wonderful consistent volunteers but looking to increase pool of volunteers, including at the kindy orientation</li> <li>▪ Beginning to look at more environmental packaging options. Mr Davies class has been very helpful</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Happy to announce paper straws will replace plastic straws (only largely used for slurpies)</li> <li>• Sales to date – up by \$37k (19% increase). YTD profit at \$27k. Margins on sale have decreased slightly (due to introduction of more fresh food)</li> <li>• Will assess pricing for 2019</li> <li>• Recruiting for canteen treasurer and committee members.</li> <li>• Canteen fun day for term 3 which was held in conjunction with drought relief - \$1240 was raised.</li> <li>• Look to contribute one term’s worth of fun day to another worthy cause each year.</li> <li>● <b>Uniform Shop – Verbal report from Andrea in Matts absence</b> <ul style="list-style-type: none"> <li>• Approx 50 kindy packs sold at orientation</li> <li>• Recruiting for new convenor in 2018</li> </ul> </li> <li>● <b>Events</b> <ul style="list-style-type: none"> <li>• Refer above regarding Moon Festival</li> </ul> </li> <li>● <b>Grounds</b> <ul style="list-style-type: none"> <li>• Additional weeding required around cottage. Possible weed matting may be required.</li> </ul> </li> <li>● <b>Technology</b> <ul style="list-style-type: none"> <li>• Su Hill currently acting as the school website contact</li> </ul> </li> </ul>
<p><b>10</b></p> <p>.</p>	<p><b>Outstanding items</b></p> <ul style="list-style-type: none"> <li>● Chatswood Education Precinct: <ul style="list-style-type: none"> <li>• Refer president report</li> </ul> </li> <li>● Painted murals on demountable – 3 areas – future focus, aboriginal and multi-cultural murals will be introduced. School children will be involved. Currently under development</li> <li>● Retaining walls by the lowers – Tree has been removed / poisoned and the inner wall will be re-built. Expect to be completed by week 5.</li> <li>● Lost property management – Ms Gladden is training some year 5 students with ipads and class lists. They will go through the lost property every Friday and return to class teachers where possible.</li> <li>● Mid year orientation for new families – similar welcome package to kindy orientation are provided and walking tours on the Monday where possible</li> <li>● Increase to leadership roles – refer presidents &amp; principals report</li> <li>● Consistency of apps in the classroom – Stage 2 google classroom, Korean use Remind, Stage 1 use central email, Stage 3 Schoology.</li> <li>● Nude Food – will be held after Stuart house fete and include a class competition for limited waste</li> <li>● Traffic Management – refer Presidents report</li> </ul>
<p><b>11</b></p> <p>.</p>	<p><b>Motions and Motions on Notice</b></p> <p><b>Motions:</b></p> <ul style="list-style-type: none"> <li>● <b><i>Motion: To purchase a set of Representative Athletic Singlets Uniforms up to \$600</i></b> Motion on-hold pending zone visit by Andrea on 22.08.18</li> </ul>
<p><b>12</b></p> <p>.</p>	<p><b>Other business:</b></p> <ul style="list-style-type: none"> <li>● Year book – 15<sup>th</sup> November deadline</li> <li>● Potential for community service for year 6. School executives to look into.</li> <li>● Condition of kindy block computers – appear to be running significantly slow. School to investigate</li> </ul>

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

## **23rd October 2018 P&C meeting – President's Report**

### **Tim Dodds**

The P&C are saddened by the news of Tim Dodds retiring, but agree that the timing is good. The new Principal next year will be able to stamp their mark on the Chatswood Education Precinct project.

The P&C will be on the Interview Panel for the new Principal role next year.

### **PRG for the CEP**

Unfortunately last weeks scheduled meeting was postponed until next week as the new Architects are confirmed.

### **Kindy Orientation**

Another year nearly over... I presented yesterday about the P&C to the new intake of Kindy parents. Sue Low will present at the 2nd orientation next month.

### **AGM & Christmas Party**

A reminder that next month is our AGM and Christmas Party, only members from tonight will be eligible to vote. Everyone is welcome to nominate someone (or themselves) for one of our positions.

### **Willoughby Council & Local Area**

- Chatswood-Epping train line has closed - bus replacements are in place from Chatswood Station.
  - Has anyone noticed any issues?
- 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 by Council, now it needs to be ratified by the State Govt. Feel free to Have your say on the Willoughby Council website.
- 688 - 692 Pacific Highway – DA2017/300 is going to the Willoughby Local Planning Panel on 30th October for a decision. This panel is independent of Council and consists of a Chairperson, two experts and a community member. I've spoken to the CEP Project Manager and requested that the Department makes an official comment on our childrens safety and our concerns about having 2 building sites next to each other on the Pacific Highway.



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 21<sup>st</sup> August 2018 MINUTES

**Attendees:** As per meeting register.

1.	<b>President's welcome</b>
2.	<b>Apologies</b> Lyndall Franks, Tim Dodds
3.	<b>Presidents Report – attached</b> Refer to president reports attached – September 2018
4.	<b>Correspondence</b> <ul style="list-style-type: none"> <li>Correspondence from Hon. Gladys Berejiklian dated 19<sup>th</sup> September 2018 with a copy of a letter from Rob Stokes, Minister for Education</li> </ul>
5.	<b>Confirmation of previous minutes</b> Correction: “Robyn Scott – Visible Learning” <b><i>Motion: That the minutes of the previous general meeting on 21<sup>st</sup> August be approved.</i></b> <b><i>Moved: Paul Battaglia, Seconded: Elaine Park; all in favour, motion passed.</i></b>
6.	<b>Guest Speakers – Visible Learning - Robyn Scott, Winston Pi, Olivia Maginnis, Cathy Tikoft</b> <ul style="list-style-type: none"> <li>Program was introduced to the school this term and launched school development day with teachers</li> <li>Children often do not remember what they have done at school each day – need to rephrase how we ask our children about their day. Instead of “what did you do today” we should ask them “what did you learn today”?</li> <li>Learning intentions and success criteria – come from John Hattie, an esteemed educational researcher, professor and director of Uni of Melbourne</li> <li>“Know thy impact” – do the children know what they are learning?</li> <li>Visible Learning is about goal setting, growth mindset, thinking positive, feedback, self assessment, peer assessment, <b>success criteria, learning intentions</b></li> <li>Visible learning allows children to know explicitly what they are learning and exactly what it will look like when they're successful.</li> <li>K-2: WALT (we are learning to), WILF (what I'm looking for); 3-6: learning intentions and success criteria</li> <li>Learning intentions can focus on knowledge, skills and or understanding</li> <li>When students know their learning intentions they focus on the purpose of the activity, they know where to focus their efforts, are more likely to stay on task and take responsibility for learning</li> </ul>

	<ul style="list-style-type: none"> <li>• Success criteria helps the students and the teacher to know whether the learning intention has been achieved</li> <li>• Teachers have found the children are more engaged in the lesson and the teachers can use WALT and WILF to keep the kids on target</li> <li>• Working towards having consistent criteria across the year</li> <li>• Learning intentions and success criteria can be for short lesson, several lessons, or as long as a term.</li> <li>• Has been brought in across the school including LOTE, and ESL</li> </ul>
7.	<p><b>Principal's report – presented by Su Hill</b></p> <ul style="list-style-type: none"> <li>• Naplan issued today / tomorrow</li> <li>• Su presented comparison of naplan results across the past 5 year</li> <li>• Currently 100 students are enrolled for kindergarten. We will not know until closer to the start of next year final number to determine if a further demountable is required.</li> <li>• Question was raised as to whether the old cottage could be demolished to make way for the demountable</li> </ul>
8.	<p><b>Treasurer's update</b></p> <p>Pearl presented the Treasurer's Report. Additional points of note:</p> <ul style="list-style-type: none"> <li>• Few line items which require adjustment due to late issue of information from the book keeper.</li> <li>• End of P&amp;C Financial Year this week</li> </ul> <p><b>Motion</b></p> <ul style="list-style-type: none"> <li>• <b><i>To approve amount totalling \$22,593.46 from the main account as listed in the Treasurer's Report for payment</i></b></li> </ul> <p><b><i>Moved: Joe Grundy Seconded: Matt Wood; all in favour. Motion passed.</i></b></p>
9.	<p><b>Sub-Committee Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Canteen report – verbal report from Aimee and Nick</b> <ul style="list-style-type: none"> <li>• End of financial year conducting an inventory.</li> <li>• Some exceptional volunteers however more recruits are always required</li> <li>• More environmentally friendly options being introduced. Year 5 OC have been working with the canteen to look at these options.</li> <li>• Increase in fresh food which is not quite as profitable but considered worth it</li> <li>• Treasurer role is open for next year</li> <li>• Drought – canteen fun day – profits donated this month to support farmers relief. Approx \$1200 raised by the canteen.</li> </ul> </li> <li>• <b>Uniform Shop – Verbal report from Matt</b> <ul style="list-style-type: none"> <li>• Document shows as -\$20k due to additional transfer of funds this year to the P&amp;C. \$100k of net profit this year before transfer. Inflated due to fire stock</li> <li>• Next financial year – normal financials are expected.</li> <li>• Inventory has increased substantially – largely due to rebuilding post fire.</li> <li>• New committee members needed for 2019</li> </ul> </li> <li>• <b>Events</b> <ul style="list-style-type: none"> <li>• Fathers Day breakfast - \$300 clean profit</li> <li>• Moon festival a large success – profit approx. \$38,600</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• \$24,000 tokens sold on the night, \$5000 in advance</li> <li>• 422 variety bags sold this year</li> <li>• Ben and Jerry's – fully sponsored</li> <li>• Fairy Floss – we pay minimal amount and the profit on top goes to the school</li> </ul> <ul style="list-style-type: none"> <li>● <b>Grounds</b> <ul style="list-style-type: none"> <li>• No report this month</li> </ul> </li> <li>● <b>Technology</b> <ul style="list-style-type: none"> <li>• No report this month</li> </ul> </li> </ul>
10	<p><b>Outstanding items</b></p> <ul style="list-style-type: none"> <li>● Chatswood Education Precinct: <ul style="list-style-type: none"> <li>• Refer presidents report</li> <li>• Information pack to be included in kindy orientation pack and on school infrastructure website</li> <li>• Top 3 feedback items were: capacity, school split and separation of high school and primary kids</li> <li>• Next PRG In October</li> <li>• Additional information expected Mid November responding to feedback.</li> </ul> </li> <li>● Painted murals on demountable – School to investigate and report back</li> <li>● CPS Arts Programme – <ul style="list-style-type: none"> <li>• Chatzfest – funds donated by all the schools participating</li> <li>• Music and dance program outside school time – funded by the participants</li> <li>• \$85,000 donated to the school – itemised list is included in the minutes of the relevant P&amp;C Meeting</li> <li>• Each stage has key learning areas and a learning leader.</li> </ul> </li> <li>● Retaining walls by the lowers – structural engineer has inspected. Self seeded fig tree damage reported to AMU (Asset Management Unit). Area is safe but continual use of the stairs is not recommended. Works expect to be undertaken during the school holidays. Will be included in the mini-e-news this week.</li> <li>● Lost property management – Judy Green, assisted by Nicole Hare, cleared out and will sort out during the school holidays. Anything unlabelled will be sent to the uniform shop. Will look to introduce uniform monitors from year 6 in Term 4.</li> <li>● Water fountain at Lower Lows – a plumber has been called to clear filters and check water pressure</li> <li>● Mid year orientation for new families – Linda has been working on the school information booklet as a source of information. Orientation tours for new students to be discussed.</li> <li>● Drought / Farmers relief – amount raised \$4600 (+ Canteen of \$1200)</li> </ul>
11	<p><b>Motions and Motions on Notice</b></p> <p><b>Motions:</b></p> <ul style="list-style-type: none"> <li>● <b>Motion: To purchase a set of Representative Athletic Singlets Uniforms up to \$600</b> Motion on-hold pending zone visit by Andrea on 22.08.18</li> <li>● <b>Proposal:</b> 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. <b>Motions: To approve up to \$3000 for the event</b> <b>To be reintroduced next year</b></li> </ul>



<b>12</b> .	<b>Other business:</b> <ul style="list-style-type: none"><li>● Student Leadership roles - possibly look to enlarge the roles to extend to music captains, sports captain and increasing house spirit. The school executive to discuss raising the profile of the leaderships and report back</li><li>● Apps in the classroom – consistency across the classes required</li><li>● Computers – good feedback from the students on the new computers at Bush Campus</li><li>● Nude Food Day– would like to see this introduced back into the school to encourage environmental awareness</li><li>● Traffic management – call out for Oliver Road education. Look to include traffic management information included in kindy information packages.</li></ul>

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

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

- **Preliminary Consolidated Results as of Sep 2018**
- **Payments**
- **Motions**

# Preliminary Consolidated Results – as of Sep 2018

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	185,900			185,900
Sales		232,816	231,481	464,296
Fundraising and interest income	87,136			87,136
<b>Total Income</b>	<b>273,036</b>	<b>232,816</b>	<b>231,481</b>	<b>737,332</b>
Cost of Sales		136,287	127,622	263,909
Payroll		66,524	30,040	96,565
Contributions - Guaranteed	81,000			81,000
Contributions - Multi-Lit	53,000			53,000
P&C Expenditure (incl passed expenses)	148,258			148,258
Fundraising expenses	38,480			38,480
Finance, Properties and Admin	35,813	1,098	10,533	47,445
Software and Depreciation	22,644	1,012	5,183	28,839
<b>Total Expenses</b>	<b>379,195</b>	<b>204,922</b>	<b>173,379</b>	<b>757,496</b>
<b>Profit / (loss)</b>	<b>(106,159)</b>	<b>27,894</b>	<b>58,102</b>	<b>(20,163)</b>
Balance Sheet				
Cash at Bank	688,606	52,480	104,653	845,739
Inventory	-	1,390	69,747	71,138
Fixed assets	18,300	9,110	2,428	29,838
Others assets	12,650	3,358	299	16,307
<b>Total Assets</b>	<b>719,555</b>	<b>66,338</b>	<b>177,128</b>	<b>963,021</b>
<b>Total Liabilities</b>	<b>37,501</b>	<b>24,566</b>	<b>733</b>	<b>62,800</b>
<b>Net assets</b>	<b>682,054</b>	<b>41,772</b>	<b>176,395</b>	<b>900,221</b>
Cash flow				
Opening cash as at 30 Sep 2017	569,297	111,072	151,108	831,477
Inflow	586,222	211,276	341,468	1,138,966
Outflow	(466,914)	(269,868)	(387,922)	(1,124,704)
<b>Closing cash as at 30 Sep 2018</b>	<b>688,606</b>	<b>52,480</b>	<b>104,653</b>	<b>845,739</b>

# Moon Festival P&L

## Moon Festival 2018 Income \$

Source	Income	Expenses	Profit	Variance to Prior year
Tokens	30,767	(465)	30,302	7,170
Kids special packs	10,599	(2,981)	7,618	243
Sponsorships & Silent Auction	6,985	(1,569)	5,416	(2,919)
Raffle	9,796	(940)	8,856	(937)
Stalls	5,232	(6,871)	(1,639)	2,383
Utensils and storage-CP Blossom	-	(532)	(532)	(26)
Marquee & catering equip-Pillingers	-	(10,348)	(10,348)	(692)
Lion Dance	-	(1,000)	(1,000)	(192)
Kennards Hire and other costs	-	(2,078)	(2,078)	(3,250)
<b>Total</b>	<b>63,379</b>	<b>(26,784)</b>	<b>36,595</b>	<b>1,780</b>

# P&C Expenditure (including passed expenses)

Stage 2 IT	\$73,500
Kindy Bean Shaped tables	\$7,000
You Can do it	\$7,000
Visual Learning for casual teachers	\$3,200
Plaza Seat and Memorial Engraving	\$2,759
Sandpit refurbishment	\$2,460
Dance Program	\$2,000
Music room keyboards (offset with \$1,000 grant)	\$1,289
OT supplies	\$812
Paint & Carpet for music room upgrades	\$500
Chatzfest	\$500
Stage 1 Books	\$375
2017 contributions to CPS	\$46,545
Other	\$318
<b>Total</b>	<b>\$148,258</b>

# Payments

<b>Date</b>	<b>Paid to</b>	<b>Purpose</b>	<b>Amount</b>
3/09/2018	Andrea Austin	Moon Festival 2018 expenses - Raffle prizes	46
3/09/2018	Fgf Cleaning Services Pty Ltd	Monthly Cleaning Service - September 2018	1,10
3/09/2018	Chatswood Public School Uniform Shop	Pay uniform shop for credit card receipts deposit in Main A/C	70
3/09/2018	Chatswood Public School Uniform Shop	Pay uniform shop for Digital Junction expenses Apr to Sep 18	3,65
3/09/2018	JingQi Liu	Living Costs-Confucius Teacher 18/8 to 28/9	60
3/09/2018	Yifei Li	Living Costs-Confucius Teacher 18/8 to 28/9	60
3/09/2018	Galabid Pty Ltd	Moon Festival 2018 - Silent auction	3,62
5/10/2018	Sue Low	Moon Festival 2018 expenses	23,37
<b>Total</b>			<b>34,11</b>

# Motions

To approve amount totalling **\$34,117.72** (from main account, as listed in this report) for payment.