



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 23rd February 2016 MINUTES

Attendees:

Su Hill (Deputy Principal – Acting Principal)	Krishna Devarapalli (Likhitha KF)
Sarah Flick (Assistant Principal – Acting Deputy)	Angela Todd (Nicolas 4LM)
Ada Cheung (Assistant Principal)	Kathleen Lam (Jonathon KD)
Brett Backhouse - President (Edward 4LM)	Nathan Hare (Charlotte, Amelia 3JB, KS)
Mark Twyman-VP (Sophie, Harrison, Annabelle 6DS, 4SS, 2JR)	Megan Carapiet (Jarrod, Alicia 4BT, 2LE)
Joe Grundy - VP (Cassandra, Adrian 5DM, 1/2PE)	Michelle Bruhn (Liam, Callum K-6MC, 1WP)
Tara Srivastava - Treasurer (Shashwat 5YB)	Doris Luo (Brian, Eric 1TS, 1TG)
Andrea Austin - Secretary (Amy, Lucas 3/4AC, 4SS)	Vinita Sudd (Ananya 5TD)
Sue Low - Class Co-ordinator (Calleigh 1WP)	Prashant Vasudevan (Karan 1MT)
Nick Moore - Canteen Treasurer (William 4SS)	Nigel Justins (Morgan 6M)
Matthew Wood - Uniform Shop (Lucas, Samuel 2MG, KS)	Kate Pereira (Oliver 1WP)
Lee Hughes - Master Plan (Imogen 6SH)	Doreen Umar (Aisha KB)
Jianqing Liang (Grace) (William 1/2PE)	Jerome Robert (Benjamin KS)
Natalie Choo (Tara 2MG)	Sam Bones (Katie 5YB)
Cathy Buining (Michael 1SH)	Teresa Man (Sonnie 1TG)
Maria Gulline (Caitlin KS)	Ellen Bischoff (Liam, Katarina 5KM, 2JR)
Aimee Ipson Pflederer (Bailey, Frederic 1/2PE, 1NB)	Paul Battaglia (Grace 1TG)
Hamad Umar (Aisha KB)	

1. **President's welcome**

2. **Apologies**

Tim Dodds, Terry McKinnon, Lyndall Franks, Deborah Bodger, Rachel Johnson-Kelly, Maria Ferreira, Julie Hill

3. **Confirmation of previous minutes**

Motion: That the minutes of the previous general meeting on 27th October 2015 be approved.
Moved by Joe Grundy, Seconded by Nick Moore, motion passed.

4. **President's report**

As per attached report.

- Traffic Discussion ensued and it was decided to set up a Task Force headed by Joe Grundy who can report back next month.
- Announced Prashant Vasudevan would assist the Masterplan committee.
- **Vice President Vote**

Two candidates, Steve Bennett & Mark Twyman. Unanimous vote for Mark Twyman.

Priorities to be ascertained and put forward next month.

5. **Principal's report – by Su Hill**

- **School Population**
 - 1159 students, 931 families, 80+ staff
 - 47 classes, including 10x kindy, 2x Composite Yr1/2, Yr3/4, 1x MC
 - 1 Kindergarten Korean/English bilingual class
 - Very positive feedback thus far
 - All classrooms now used, no dedicated Visual Arts Room or Uniform Shop.
 - Kindergarten Block now air-conditioned.
- **Clubs & E-directory:**
 - In trying to eliminate the paper trail, the Club system has been better than last year.
 - Su Hill thanked Joe Grundy for helping in the background with the Clubs.
 - The E-directory for the Class parent is still being finalised, ensuring privacy rights before publishing.
- **Working with Children Check:**
 - Su Hill raised a concern about anyone who works or volunteers on the school ground must have a Working with Children Check
 - This will be circulated in the newsletter
 - Easy process that a teacher can approve, no need to go to Services NSW.
- **Learning Support Update – presented by Ada Cheung:**
 - 29 students over 25 classes representing every stage
 - Using withdrawal, Team Teaching and small groups
 - Constant assessment reporting
 - If no progress is being made, the program can be modified accordingly
 - An example of the Support teachers scheduling for the week was presented.

6. **Correspondence**

- A letter was sent on behalf of the P&C to council in reference to 34 Fullers Road and the DA for a Childcare Centre, concerns about traffic implications.
- General P&C Information had been corresponded at the School Parent Info evenings.
- Nomination requests for the P&C Federation had been received.

7. **P&C Treasurer's report**

Tara S presented report as per attached. The following motions were proposed:

- **Motion 1: To approve amount totalling \$30,367.27 (from main account, as listed in Treasurers report) for payment.**
Moved by Joe Grundy, Seconded by Matt Wood, motion passed.
- **Motion 2: To approve \$85,000 in support of the 2016 component of the 3 year plan.**
Moved by Angela Todd, Seconded by Prashant Vasudevan, motion passed.
- **Motion 3: To approve \$4101.12 to be spent towards student injury insurance. (to be adjusted to account for additional students)**
Moved by Brett Backhouse, Seconded by Paul Battaglia, motion passed.
 - This is to be put into the newsletter and on the Website.
- **Motion 4: To approve an increase in the voluntary contribution by \$5.**
Motion passed by unanimous vote.

8. Sub-Committee updates

Canteen report

As per attached report.

- Jerome Robert volunteered to be Canteen Secretary.
- Su Hill raised the question – what happens when children forget their lunch, what is the process.
 - The Canteen committee to report back next meeting

Uniform Shop

As per attached report.

- After moving to the Cottage over the break, the Uniform Shop has excess shelving and storage units.
 - P&C would like to give this to a needy cause and is calling for Expressions of Interest.
 - An Ad will be placed in the Newsletter.

Grounds report - NIL

Class-Parent Co-ordinator/Fundraising

As per attached report.

- Questions over Trivia night being changed to an Entertainment Evening (details to be finalised)
 - Fundraising committee is trying something new, and trying to get a higher level of involvement from more families.

9. Master plan – presented by Nigel Justins

Last year the Department of Education nominated some architects to visit the school and to develop some proposals that have been put forward to the NSW State Government to gain funding.

- The Department of Education intends to continue to use the existing site and to keep the Bush Campus. There are a number of the options being considered, all of which are not necessarily reliant on the others to be implemented:
 - Remove the double demountable building in the south east corner of the Main Campus and replace with a new 3-storey building containing 10 to 12 classrooms along the Centennial Ave boundary. This would also impact the existing school hall.
 - Remove the Cottage and nearby demountable buildings in the south west corner of the Main Campus, replaced with a new building. Improved access to the area would be obtained via a new corridor through the Kindergarten block.
 - Redevelop the area known as the Lower Lowsers with a new multi-storey building, providing an underground carpark with access from James Street and several stories of classrooms and/or other school-use spaces. The top of this building would be at the same level of the existing main playground, allowing for a large, connected play area.
 - With the possible development at 688-692 Pacific Highway there has been a proposal to provide some floor space and 25 car spaces. However there is lack of sufficient detail at present and many questions arising. The school can not rely on this for additional space.
- Chatswood High School requirements are also being reviewed. However, it has been confirmed that the re-development of school sporting field to an all-weather synthetic surface will be definitely proceeding.

- 688-692 Pacific Highway – the buildings adjacent to the school on the Pacific Highway have a Development Application against them for 2 highrise buildings that will be approx. 13 stories high (double current height restrictions) and overlooking the playground. A short discussion was had:
 - concerns about traffic were raised,
 - disappointment that the Department of Education has not stepped up to purchase this land for the school
 - commentary from parents who are local residents about Highrises encroaching the West side of the Highway

10. Outstanding items
Nil.

11. Other business

- Aimee Ipson Pfleiderer raised concerns about losing our Visual Art room. The School has agreed to do a presentation on Visual Arts & Environmental Education to let the parents know and acknowledged that communication possibly could have been better.
- To populate and further develop the Website created for the Uniform shop to cover all the aspects of the P&C.
 - Krishna Devarapalli volunteered to assist Andrea Austin & Paul Battaglia.

There being no other business, the meeting closed at 9.52 pm.

Chatswood Public School P&C President's Report and Welcome 23 February 2016

Welcome

On behalf of the P&C Executive I'd like to extend a warm welcome to parents old and new to our first meeting of the year. I hope everyone had a good break and have come back refreshed and as enthusiastic as we are about the year ahead.

President's Report

Firstly, I think all would agree that the decision made last year to shift the timing of the AGM to the end of the school year rather than at the beginning has been extremely beneficial in terms of allowing our P&C volunteers to hit the ground running in their new positions.

Since our last meeting there has been some significant progress made by our many P&C volunteers on various projects. Here are some examples:

Master Plan Sub Committee Update

- Representatives of the Sub-Committee have recently been involved in meetings with the DET and other significant stakeholders re the school master plan and the broader campus as we plan for the future (Nigel Justins will provide an update later in the meeting)
- I'm pleased to announce Prashant Vasudevan to the Sub-Committee, joining Nigel, Lee Hughes, Terry McKinnon and myself. Like Lee and Nigel Prashant has a background in architecture and also property management, specialising in the optimal use of space and aligning facilities operations to ensure the built form enhances the user experience. We look forward to taking advantage of Prashant's knowledge and experience on the committee.

Uniform Shop Relocation

- Following a significant increase in forecast student numbers, at short notice the Uniform Shop was advised that the room allocated could no longer be used as it would be required as a classroom
- Led by Convenor Matthew Wood, the Uniform Shop committee (Sue Low, Rachel Johnson-Kelly, Elaine Park, Kate Pereira) and numerous other volunteers including Sally Sternecker, Mel Holmes, Natasha Chetner and Tracey Moore) the physical relocation of the Uniform Shop to The Cottage was undertaken during the summer holidays
- The urgency of the move also provided a catalyst to introduce an online order and purchase system, 12 months ahead of schedule. Thanks to CPS parent Paul Bataglia from Digital Junction who assisted with this project.

Centralised Fundraising Committee

- Thanks to Sue Low and her enthusiastic band of volunteers for their efforts so far in re-establishing a centralised committee to coordinate the P&C's fundraising initiatives.
- Details of event calendar

Canteen

- Thanks to Convenor Rachel Johnson-Kelly and her dedicated group of Canteen Committee volunteers for the work done to install a new range hood to complement the existing oven and stovetop.
- With online ordering now fully underway, the range hood is the last major change needed to commence cooking some nutritious meals on site, rather than buying prepared meals.
- This is yet another step in our Healthy Canteen strategy, introduced last year.

Traffic Management

- There has been some recent correspondence and concerns raised re local traffic management
- Joe attended a recent meeting with the Council traffic planner and members of staff
- While we consider it a very important issue, given that there has not been an adequate amount of time to review the issue that needs to be addressed, we are not intending to discuss at length the concerns and various proposals at this meeting. Instead we will defer to the next meeting for a more detailed discussion
- Some information will be provided at the end of the meeting to consider in the interim

Vice President Vacancy

- As you may have seen, unfortunately Robert Cen has had to step down from his role as VP for family reasons.
- This creates a vacancy to fill this important role as one of two VPs
- We have received two nominations: Simon Bennett and Mark Twyman
- The candidates will have an opportunity to speak for themselves before a public ballot is held to elect the new VP

CPS P&C TREASURER'S REPORT

- Consolidated Results for Sep to Dec 2015 Quarter
- Payments
- 2016 component of the 3 year plan
- Student Injury Insurance
- Motions

CONSOLIDATED RESULTS – SEP TO DEC 2015

Business Units	Main A/c	Canteen	Uniform	Instrument	Total
Sales		54,189	60,804		
Voluntary Contributions	3,959				
Instrument Hiring Fess				2,665	
Fundraising	1,755				
Interest Income	1,659	81	84	28	
Other Income	24		169		
Total Income	7,397	54,270	61,057	2,693	125,417
Cost of Sales		28,934	36,605		
Employment Expenses	800	15,872	6,654		
Contributions to School	21,050				
School Projects	327				
Fundraising	5,879				
Depreciation			182		
Other	1,829		4,449		
Total Expenses	29,885	44,806	47,890		122,581
Net Operating Surplus	-22,488	9,464	13,167	2,693	
Opening Funds	443,576	51,239	174,921	32,875	
Surplus for the Year	-22,488	9,464	13,167	2,693	
Funds Available	421,088	60,703	188,088	35,568	705,447
Cash at Bank	421,438	84,972	128,046	35,569	
Store Equipment/Inventory		990	72,326		
Total Assets	421,438	85,962	200,372	35,569	
Creditors	543	8,276	6,868		
GST liabilities	-192		2,815		
Other liabilities		16,983	2,599		
Total Liabilities	351	25,259	12,283		
Net Assets	421,087	60,703	188,088	35,569	705,447

PAYMENTS

Main Account					
Chq	Date	Paid to	Purpose	Amount	
710	20/10/2015	Alaa Khalfan	Moon Festival - reimbursement of expenses	347.16	
711	20/10/2015	Hong Li	Moon Festival - reimbursement of expenses	1,059.31	
712	20/10/2015	Karen Will	Staff Thank you Luncheon 2015 - food	2,014.65	
713	20/10/2015	Su Wen Low	Staff Thank you Luncheon 2015 - expenses	65.58	
714	27/10/2015	Mabel Pan	Book Keeping Services	1,102.50	
715	11/11/2015	Su Wen Low	Mahjong and Karaoke Night	735.70	
716	11/11/2015	Maria Ferreira	Year End Audit related expenses	43.67	
717	18/11/2015	Aimee Pflederer	Staff Thank you Luncheon 2015 - gifts	951.40	
718	18/11/2015	Jerry Xia	Confucius Teacher accommodation allowance	800.00	
719	24/11/2015	Andrea Austin	AGM - food and gifts	314.80	
720	26/11/2015	CPS	School Contribution	21,050.00	
721	2/12/2015	Brett Backhouse	Donation (Vicki Pagett) & Bush Campus Gardening	1,360.00	
722	2/12/2015	Su Wen Low	Petty cash for By-election day sausage sizzle	300.00	
723	7/12/2015	Springbok Delights	By-election day sausage sizzle - sausages	222.50	
Total				30,367.27	

2016 COMPONENT OF THE 3 YEAR PLAN

- The school has recommended that this year P&C's annual contribution of \$85,000 be spent towards the following:
 - Purchase of new resources like iPads, Interactive Whiteboards, 3D Printer
 - Support quality teaching initiatives like Environmental Education, Maths Olympiad coaching, accommodation allowance for the Confucius teacher
 - Refurbishment of the shed in Bush Campus
 - Set up outdoor classrooms in both campuses

STUDENT INJURY INSURANCE

- Student Injury Insurance at the rate of \$3.56 per student (inclusive of GST) for 1152 students comes to a total of \$4101.12 and will provide the following cover and benefits:

Period of Insurance: 1 February 2016 through to 1 February 2017.

Types of injuries covered:	Paid	Payment Type
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

Dental – Around a quarter of all claims are related to dental and whilst under the policy is an at school provision it is still great protection against accidents and expensive dental bills. A student suffers from major trauma to 2 (two) front teeth and lip, **paid \$1,291.95** for dental costs and plastic surgery (dental expenses, cash benefits, plastic surgeon)
 Broken front tooth, **paid \$2,793.25** (dental expenses, cash benefits)
 Chipped front tooth, **paid \$1,059.25** (dental expenses, cash benefits)
 P&C Federation’s Student Injury Policy caters for all students enrolled at school. This cover is provided 24 hours a day 7 days a week.¹ The cover isn’t just for these broken bones and ambulance trips, this great policy also covers dental, non-Medicare medical expenses, and small property losses. Better yet this policy provides bed cover and student tutorial benefits.

Are school excursions covered by Student Injury Insurance?
YES, all school activities are covered.
 Is ambulance cover included in Student Injury Insurance?
YES, Australia wide ambulance trips 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.
 Is ambulance cover included whilst at home?
Yes, Ambulance trips are covered up to \$1000
 Is this policy Australia-wide?
YES, the policy provides Australia wide coverage for every student.

MOTIONS

- To approve amount totalling \$30,367.27 (from main account, as listed in this report) for payment.
- To approve spending of \$85,000 in support of the 2016 component of the 3 year plan.
- To approve \$4101.12 to be spent towards student injury insurance.
- To approve an increase in the voluntary contribution by \$5.

Canteen Committee Report

P & C Meeting – February 2016



Prepared by: Rachel Johnson-Kelly (Convener)
21st February 2016

Installation of range hood

With the P&C endorsement last October to proceed to install a range hood, this has now been completed. With some significant discounts negotiated, the total cost of the range including installation was \$5843.00 against the budget of \$10,000 funded by the canteen funds. A *dual* motor range was selected so that if there is an issue with one motor, canteen operations will not be interrupted.

Cashless Operations

For the last 8 weeks of T4, 2015, a big push was undertaken to transition all canteen users to online ordering, uploading images of most food items to the online site to help with non English reading carers. Whilst helpers were available at the start of Term 1, very little help was needed to transition users as most had moved to online ordering already. Snack items for recess & lunch can still be purchased over the counter with cash.

This initiative has been a success with no noticeable reduction in order numbers and 1hr+ of canteen staff time every morning now available to focus on food preparation which is evidenced by some new fresh menu items already introduced.

Canteen Fun Day – Term 4 2015

Last term, the Red Day concept was abolished and replaced with Canteen Fun Day which introduced some 'greener' alternatives to the previous menu. The changes were well advertised and the order numbers for Fun Day were in line with previous red days. There were some parents that were unhappy about the changes and a response to their collective letter was published in the newsletter at the end of Term 4. The effort put in by volunteers to prepare the fresh muffins was significant and not repeatable so alternative muffins are being sourced for Term 1. Most of the menu will remain unchanged from that offered for Fun Day in Term 4 with one exception – the flavoured milk will be replaced with plain milk + a flavoured Sipahh straw, reducing the sugar content by 2/3 and introducing a fun alternative for the kids.

Healthy menu changes

Every day menu changes introduced since our last report include:

- Fruit kebabs at recess
- Frozen watermelon squares
- Popcorn instead of Jumpys (which are being removed from the menu)

With the introduction of online ordering, the Canteen shutter is now closed until recess which has also ended the purchase of Jumpys before school.

Bush Campus Canteen

1. **Volunteers:** the number of volunteers for the Bush Campus has again decreased, with Mondays and Fridays being the days most affected. Advertising in the school newsletter continues and a post has been put up on the CPS Parents Facebook page to no avail. Notices are being put up at the Canteen and there are plans to shortly place a flyer in the schoolbags of Yr 3 & 4 to request volunteers. There is also an issue with the transportation of lunch orders to the Bush Campus – a parent volunteer or a school employee needs to drive them down every day at recess / lunch time and without volunteers on Mondays/Fridays, this is being done by anyone the team can find – this is not a sustainable solution.
2. **Permanent Canteen:** Having no permanent canteen at the bush campus remains an issue. Supplies need to be driven to the bush campus once/twice a week from the main campus as storage is limited. This year we only have a temporary volunteer to do this and are currently looking for a more permanent solution.

Without BC canteen facilities, all orders need to be transported down each day. If we cannot solve the volunteer issue, a rethink of the BC menu needs to be considered.

Canteen Committee Secretary Needed

The Canteen Committee is in current need of a Secretary. We are keen to find someone who has an interest in food and can contribute 5 – 10 hours a term to attend one meeting and help with minutes and emails for the Canteen Committee. We would love to hear from anyone who is keen to join our team of passionate and committed parents who are learning all sorts of new skills, making great friendships and having fun along the way. Please contact the Canteen Convenor, Rachel Johnson-Kelly, on racheljk@bigpond.com or 0419 618 486.

Financial Position

See separate report from Canteen Treasurer.

End of report

Uniform Committee Report

February 2016

The past quarter has seen a range of changes to the Uniform Shop and its operating model.

Relocation

- The shop was advised in November 2015 that it was required to relocate to 'The Cottage' by no later than 26 January, as its previous room was required by the school for use as a classroom.
- The school has provided exclusive use of 'Studio 4' in the Cottage, which was already fitted out from when it was previously used as the Uniform Shop. In addition storage facilities have been provided in 'Studio 5' and also next to the Canteen.
- The relocation was completed and room cleared by the required deadline.
- However the new room is significantly smaller than the previous room. Significant changes have been implemented to the operating model of the store in order to make it possible to work with this reduced space.

Operating model changes

- A new P&C website has been established: chatswoodpublicpandc.org.au
 - This can be extended to other P&C activities in the future.
 - Email accounts have been established for key P&C office holders. We would like to explore whether there is an opportunity for the P&C to take advantage of these.
 - uniformshop@chatswoodpublicpandc.org.au
 - treasurer@chatswoodpublicpandc.org.au
 - president@chatswoodpublicpandc.org.au
 - canteen@chatswoodpublicpandc.org.au
 - vicepresident@chatswoodpublicpandc.org.au
 - secretary@chatswoodpublicpandc.org.au
 - info@chatswoodpublicpandc.org.au
- A new online store has been established, accessed from the new P&C website
- A new online booking system has been implemented, accessed from the new P&C website
- A new POS and inventory management system has been implemented, allowing more than one person to process sales and also providing the committee real time access to inventory reports.
- We are trialling different staffing hours to accommodate the needs of the online store, helping to fill orders in a timely manner and also spreading appointments over a longer period, reducing crowding in the store.

- New operating rules include:
 1. Ordering online is mandatory where there are 4 or more items being purchased, unless an appointment is made.
 2. Fittings can only be done if an appointment has been made.
 3. Appointments for fittings are 20 minute slots. Appointments must be booked online.
 4. Items ordered online will be available for collection for 4 weeks. After this they will be returned to the shelf and purchase price refunded. 3 x reminder contacts to take place in this time.

Online store usage

- Feedback regarding the online store has been very positive.
- We estimate 10% of sales by value went through the online store in the first two weeks. We expect this to grow as people gain confidence in the reliability of the online option.
- 100% of fittings were by appointment.

Costs

- One off costs of \$7020 (inc GST) were incurred in the move, excluding staff overtime. Major costs included:
 - Digital Junction: \$4,400 (inc GST) - For construction of the website and online store. Note that this was a very concessional fee and our thanks go to Paul Battaglia and Digital Junction for their work.
 - 3 x iPad Minis plus covers: \$1235 (inc GST) – These are used for the new POS system, replacing the end of life PC in the store.
 - Removalist: \$1177 (inc GST) – to move shelving into storage
- Recurring costs of approximately \$310 per month will be incurred for the software and webhosting required to operate the online store.
 - Note that the existing inventory management and POS solutions were end of life and required replacement. Significant costs would have been incurred to replace these and have been avoided with this new solution.

Supplier Management

- There was a significant delay in the delivery of new supplies of sport polo shirts, resulting in sizes 4 to 12 being out of stock.
- New stock has now been received for all sizes except size 12.
- A new supplier for these shirts has now been selected.

Future actions

- Permanent communications services need to be provided to the new shop (currently running on mobile data).
- Further work required to optimise the new operating model
- Work to take place on improving inventory and supplier management
- Consideration to be given to improving the store layout.
- Explore extending the new website and online payments to other P&C functions, eg Fundraising activities.

Shelving

- Shelving from the old shop is in storage.
- This is costly: First month free then \$295 per month.
- We need to agree on what to do with these. If there is no need within the school then we recommend giving them away free to local community groups as a first preference, then advertising for sale after that before then disposing. But open to suggestions.

Financial Report

- Sales in January of \$20,614 (note: only 3 trading days)
- Total sales YTD in the 2016 financial year of \$81,707 (up from \$66,417 in the same period last year)
- As inventory management was being cut over to the new system during the reporting period, stock values are unreliable, making it difficult to provide a reliable Net Profit update. This will be corrected once February results are available.

End of Report



CHATSWOOD PUBLIC SCHOOL **P&C EVENTS FOR 2016**

Easter FunDay – Coincide with K-2 Easter Hat Parade (March 24th) – Year 2

K-2 Bush Dance (May 14th) – Year 1

Year 3-6 Movie Night (May 27th) – Year 6

Mahjong and Karaoke Night 2016 (July 30th) – Sue Low/Chinese
Multicultural organising committee

Federal Election 2016 BBQ – August/September (TBA)

Father's Day Breakfast – Year 3 (September 2nd)

Moon Festival 2016 (September 15th) – Olivia Ho/Rebecca Barker/Sue
Low/Paul Battaglia/Moon Festival organising committee

Staff Thank You Lunch (October 18th) – Kindergarten

Magic Show/ Entertainment Night (October 22nd) – Year 4

Celebration of Carols (December 8th) – Julie Hill/Bronwyn Edler/Year 5

FOR MORE INFORMATION, CONTACT: SUE LOW @ 0412 202813

[HTTP://WWW.CHATSWOODPUBLICPANDC.ORG.AU](http://www.chatswoodpublicpandc.org.au)

Where I need help? Volunteer opportunities....

- Centralised fundraising committee.
- Centralised creative art team to help with designing of event posters, flyers, programme booklets, stationery, etc.
- Donations – wine, Easter eggs, Moon Festival stall coordinators and cooks, sharing plate or desert items for Staff Thank You Lunch, etc.

What will I do differently this year?

- Digital marketing and advertising.
- Centralised Chatswood Public P&C website with convenient point of contact.
- Digital fundraising to increase reach to businesses and organizations.
- Automated systems (doing away with as much paper and manual reconciliation as possible – raffle tickets, digital ticketing and online entry ticket purchase, payment, showbag purchases and allocations, etc.
- Introduce VolunteerSpot or equivalent (volunteer management system) – online management and organisation of volunteers, self sign-ups, collect contributions, etc. Really makes group organising for events simpler and convenient especially for working parents who are usually not able to meet face-to-face but are wanting to get involved. Hopefully greater reach for all volunteers to keep in touch.
- Produce a volunteer handbook?
- Introduce parent workshops – related to hobbies e.g. photography, health e.g. chiropractor to discuss about spine concerns in children, cooking lessons e.g. connecting across cultures in cooking matters – sharing and learning different food traditions and cultures (with such diversity in race and culture within the school community, we get to learn about traditional foods from various cultures and enrich ourselves by learning ways to prepare them).