

P&C GENERAL MEETING
Tuesday 26 October, 2021 at 7.30 pm
Online via Zoom
MINUTES

Topic	Who																		
<p>1 President's Welcome Acknowledgement of Country <i>We acknowledge that we are hosting this meeting from the lands of the Cammeraygal People. We also acknowledge the Traditional Custodians of the various lands from which we all meet today and the Aboriginal and Torres Strait Islander people participating in this meeting. We pay our respects to Elders past, present and emerging, and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.</i></p>	President																		
<p>2 Attendees & Apologies Apologies: Joe Grundy (Secretary), Paul Battaglia (Technology Coordinator) Sam Silipo (R. Deputy Principal) 36 attendees, including</p> <table> <tr> <td>Alex Montgomery (Principal)</td><td>Kate Pereira (President)</td></tr> <tr> <td>Linda Ryan (Deputy Principal)</td><td>Hindrik Buining (Vice President)</td></tr> <tr> <td>Fiona Johnson (Assist. Principal)</td><td>Anson Mak (Vice President/Acting Secretary)</td></tr> <tr> <td>Jess Robinson (Instructional Lead)</td><td>Ronald Chow (Treasurer)</td></tr> <tr> <td>Annie Hyun (Asst. Principal)</td><td>Aimee Ipson Pflederer (Canteen Convenor)</td></tr> <tr> <td>Cecilia Gan (Asst. Principal)</td><td>Phillip Neal (Canteen Treasurer)</td></tr> <tr> <td>Jonathan Hughes (Class Teacher)</td><td>Sue Low (Uniform Convenor, and Events)</td></tr> <tr> <td></td><td>Yeddi Yip (Class Parent Coordinator)</td></tr> <tr> <td></td><td>Greg Austin (Grounds)</td></tr> </table>	Alex Montgomery (Principal)	Kate Pereira (President)	Linda Ryan (Deputy Principal)	Hindrik Buining (Vice President)	Fiona Johnson (Assist. Principal)	Anson Mak (Vice President/Acting Secretary)	Jess Robinson (Instructional Lead)	Ronald Chow (Treasurer)	Annie Hyun (Asst. Principal)	Aimee Ipson Pflederer (Canteen Convenor)	Cecilia Gan (Asst. Principal)	Phillip Neal (Canteen Treasurer)	Jonathan Hughes (Class Teacher)	Sue Low (Uniform Convenor, and Events)		Yeddi Yip (Class Parent Coordinator)		Greg Austin (Grounds)	Secretary
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3 President's Report <i>See attached</i>	President																		
<p>4 Guest Speakers - Asst Principal Ms Gan and Class Teacher Mr Hughes Ms Gan and Mr Hughes presented a proposal for the school to adopt the Growing Strong Minds whole school wellbeing approach that strives to empower educators, child and parents to thrive. This is consistent with the school's Strategic Direction 3: Nurture and to implement a school wide wellbeing program for K - Y6. The team followed a process in the selection of Growing Strong Minds incorporating: educational research (based on the book "Drive" and "Contextual Wellbeing"), school visits (to Westmead PS and Parramatta East PS) and speaking with the schools, but in particular the experience of Parramatta East PS who also used the same program. This program was also chosen because it was evidenced-based, modelled on positive psychology with a whole school approach and based on 24 character strengths (as the science of wellbeing states that our foundation for wellbeing should be character strengths). This allows schools to contextualise character strengths into their own setting, embed the focus through activities aligned with the PDHPE syllabus for one term.</p> <p>Motion: To approve the expenditure of \$6,190 to fund teacher professional learning and resources for the "Growing Strong Minds" wellbeing approach Moved: Kate Pereira Seconded: Pip Margan Approved by 15. Motion carried</p>																			
<p>5 Principal's Report Ms Montgomery was delighted to see students return to school in the last 1.5 weeks, where they all learn best. Although vaccination rates exceed 80%, the school still operates under Level 3 plus arrangements until further advice is received from the Department of Education.</p> <p>There has been a strong focus on wellbeing activities such as a STEAM day, scavenger hunts (including seeing Year 5 students hunting around the playground today) and RockArt. Ms Montgomery was grateful to her staff, without whom all this would not have been possible. The activities continue to foster the 4Cs (communication, collaboration, critical thinking and creativity).</p>	Principal																		



CHATSWOOD PUBLIC SCHOOL

PARENTS' AND CITIZENS' ASSOCIATION

Ms Montgomery noted that there were modifications to the timetable of Years 3-6 students returning on site to achieve staggered starts and finishes (as a result of reduced space from the building project) and social distancing, and thanked all parents and students for their flexibility and resilience, but especially Year 1 in moving from the Bush Campus, to the Main Campus and back to Bush Campus due to Building Project developments.

Music program is still interrupted and operating in a modified form, but Ms Edler and Aimee are doing a wonderful job to ensure ensembles can still continue practice on Zoom.

Dance Group should be able to recommence practice outdoors soon.

Staff rostering must also be carefully weighed up with all the modified timetables and activities.

Ms Montgomery would like to reflect on and evaluate the impact of learning from home and will be arranging focus sessions in the coming 2 weeks, with class parents being invited.

The production timetable of Chatties Wood - our annual publication, has been impacted due to the lockdown. The Chatties Wood team weighed up the pros and cons of options and decided to make Chatties Wood available virtually, taking into account some families who have lost jobs and benefits for the environment without printing. Ms Montgomery noted that there were still copies remaining in the library from 2020. The P&C has agreed to find a printer to assess options around printing hardcopies for families.

Ms Montgomery thanked parents for their queries and concerns around ventilation in the classrooms. She has also raised some questions with her superiors. The Department of Education has completed an audit of the school and completed a report (which is accessible by parents). The Department has recommended a range of strategies to minimise COVID transmission including but not limited to: the importance of natural air flow and opening doors and windows as much as possible, quality air conditioning (filters having been assessed and cleaned in the holidays), and keeping cohorts together. Should parents have any further concerns, Ms Montgomery requested that these be raised with Education Minister Sarah Mitchell.

Kindys for 2022 are being interviewed at the moment. Due to current school operating conditions, modifications will need to be made with orientation. A virtual information evening has been held by Deputy Principal Ms Ryan and Assistant Principal Ms Humphries. Story time will occur via Zoom and there will be a virtual tour of the Bush Campus. Parents will be informed of class teachers and a photo sent to familiarise students ahead of commencing school.

Modifications will need to occur with Presentation Day and Year 6 Graduation/Farewell. There will be a "Celebration of Learning" to highlight every child's learning/academic success and wellbeing with each class holding their own presentation over Zoom in the last week of Term 4. There will also be an Honour Assembly in the coming week. Presentation Day will occur via Zoom and hopefully one parent per child who receives a major award can be invited on site as conditions relax. Year 6 Graduation/Farewell will be going ahead with COVIDsafe measures.

Ms Montgomery also provided a brief project update noting that the rooftop basketball court and nature play area should be available early next year, and the build of P1 and P2 being on track. The Year 2-6 engagement series by the builders and engineers of Richard Crookes will proceed with presentations by themes occurring each term.



CHATSWOOD PUBLIC SCHOOL

PARENTS' AND CITIZENS' ASSOCIATION

Ms Montgomery celebrated the success and exceptional performance of the school's NAPLAN results, with the school receiving special mention from the Department Secretary. The school achieved the following targets: an increase of 8% of students achieving the top 2 reading bands, an increase in 5% of student's expected growth in NAPLAN and an increase in 6% of student's expected growth in NAPLAN Numeracy. This achievement has been possible due to the work undertaken in scope and sequencing in reading and numeracy and pre and post assessment tasks, specific work on English textual contexts and using guiding questions, and professional learning in explicit teaching of phonics.

A question was received in relation to the % of students returning to school after lockdown. Ms Montgomery noted that some students had not returned to school and presented medical certificates. Work has been emailed to students, who are required to submit English and Maths work every day to ensure they are "Present Flexible". Other students living with vulnerable families are not able to return and they will be marked as "Absent". The Home School Liaison Officer will work with these families to put into place measures to mitigate risks and to ensure students continue learning.

A question was received in relation to how additional funding for COVID Learning Support (recently announced) will be allocated. Ms Montgomery noted that student data will be used to determine students "in need", and any students flagged will have options considered as what is best for each student. It was hopeful that learning arrangements would be in place by the beginning of Term 1 2022 for those who are in need the most.

A discussion occurred in relation to a hardcopy version of Chatterbox being made available to families. This year's printed version could be of equivalent print quality as with previous years but thinner due to less content (approximately \$23 per copy for 500 and \$16.35 for 750 without booking platform fee). The idea of gifting 180 copies to Year 6 students was considered however it was noted that in previous years, families had paid for their own copy. It was noted that 1000 copies were ordered in previous years and extra copies are left in the library. It was agreed that P&C would arrange a pre-order of Chatterbox via TryBooking and some additional copies could be made available to those families "in need".

Motion without Notice:

To approve the expenditure to order 750 printed copies of Chatterbox at approximately \$16.35 each (plus booking fee) and to make available copies to those "in need".

Moved: Kate Pereira Seconded: Yeddi Yip

Approved by 15. Motion carried

Ms Robinson updated the parent community on Home Readers and noted that books and trolleys have been unpacked and ready to go to classrooms for Y3 - 6. Books are in the process of being unboxed on the Bush Campus onto trolleys. She alerted parents to expect a wider variety of books and topics to come home moving forward. She thanked the parent community for their generous support and looks forward to sharing some photos at our next meeting.

6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes – 24th August 2021 Moved: Kate Pereira Seconded: Anson Mak Approved by 13. Motion carried	President



CHATSWOOD PUBLIC SCHOOL

PARENTS' AND CITIZENS' ASSOCIATION

8	Outstanding Items	
	<ul style="list-style-type: none"> Opportunity of R-block build to show kids engineering and building processes. This was discussed in the Principal's report and is now resolved. 	Principal
	<ul style="list-style-type: none"> New school portable PA equipment (on hold) 	Linda Ryan
9	Correspondence None this month	Secretary
10	New Build Progress was discussed in the Principal's report	Kate Pereira / School
11	Other Business	
	<ul style="list-style-type: none"> 2022 P&C office bearer positions President Kate called on volunteers to P&C officer bearer positions as a number of positions will become vacant at the next meeting. Those who wanted further information could reach out to any P&C office bearers. 	President
	<ul style="list-style-type: none"> Chatties Wood - printable Discussed under Principal's Report 	President
	<ul style="list-style-type: none"> Coffee vouchers Kate noted that the P&C sponsored coffee vouchers to welcome staff returning to school. Ms Montgomery thanked the P&C and parents for their generosity and support. 	President
	<ul style="list-style-type: none"> Building Fund/Library Fund Vice President Anson noted the P&C Building Fund remained a work in progress with ongoing discussions between the P&C Exec and Ms Montgomery. Building Funds are a specific Deductible Gift Recipient (DGR) fund which is approved by the Australian Taxation Office (ATO). The attraction of Building Funds are the tax deduction available to donors, however the funds must be used towards a specific "building" purpose set out by the ATO. The CPS P&C Building Fund was established by the P&C a number of years ago and a bank account opened which has a zero balance, but there does not appear to be a P&C approved Constitution to ensure there is adequate governance around any money spent. As the Building Fund is not Department of Education compliant, building works in excess of \$30k can not be carried out using any money in the Building Fund as this requires Asset Management Unit's approval. Options are still being considered by the P&C Exec and the School, but could include putting together and approving a Building Fund Constitution and promoting the Fund to accept donations, or winding down the Building Fund. <p>Another avenue that could be considered is setting up a P&C or School managed Library Fund which is also a DGR and must be used for a "library" purpose set out by the ATO.</p> <p>After further discussion we will report back to the P&C.</p>	Vice President (Anson)
	<ul style="list-style-type: none"> Proposal: "Stress management for students" half-day masterclass for CPS exec (x 25) (\$3,000) <p>Parent Mark presented a proposal for up to 25 CPS staff to attend a Half-day 'stress management for students' masterclass with Dr Kaushik Ram. The bespoke masterclass will reflect on the specific requirements of the executive team. Typically, the masterclass will provide in-depth training on:</p> <ul style="list-style-type: none"> - the latest research in psychology and the subconscious - Identifying harmful unconscious psychological patterns, and - practical techniques to achieve calmness due to, or despite, stress ('stress inoculation'). 	Mark Seemanpillai



CHATSWOOD PUBLIC SCHOOL

PARENTS' AND CITIZENS' ASSOCIATION

This will provide teachers an option in their “toolkit” to use with students.

A discussion around whether a session could be presented to parents, and whilst Dr Ram is not able to do so as this is a “masterclass”, the school staff could possibly present to the P&C to share some of their learnings.

Motion:

To approve expenditure of \$3,000 to fund a masterclass for CPS executives for the “stress management for students” wellbeing training

Moved: Kate Pereira Seconded: Pip Margan

Approved by 13. Motion carried

ADMINISTRATION

A. Treasurer's Update Treasurer

1 • **Treasurer's Motion:**

To approve the amount totaling \$6,825.72 (from the main account) for payment.

Moved: Ronald Chow Seconded: Kate Pereira

Approved by 13. Motion carried

A. Sub-Committee Updates

2 • Canteen Aimee

Aimee noted that canteen operations had recommenced in a modified form, following suspension of service from Term 3, and that luckily we were able to access the Small Business Grant and Jobsaver Grant. When orders continue to increase, the menu can be further augmented. The budget process is also occurring. She discussed current areas of work including: standard operating procedures, packaging options, visiting other canteens (which has been on hold due to COVID lockdown) to inform of design ideas and considerations for the new school canteen, healthy eating and sustainability and waste management options.

She called for volunteers to join the canteen committee (in particular as Canteen Coordinator as she will be stepping down) to assist in the Canteen citing that it is a fun and impactful way to make a difference for students. She noted that staff and volunteers are all alumni of, or parents of current students. She requested parents to contact her or any canteen member for further information.

Aimee's tenure as Canteen Convenor was appreciated by the parent community.

• Uniform Shop Sue Low

Sue updated the parent community on uniform shop operations noting that it was still operating online. She noted that the product catalogue has been updated and reminded parents that this information is online via the P&C website including information on the ordering process. Requests have been received for second hand uniform. She requested 2022 Kindergarten students to hold off ordering and was hoping that changes later in the term may allow easier access to purchase uniforms. She thanked the school office for assisting with uniform delivery to students. Parents were reminded that the uniforms returns process is summarised on the P&C website and any further updates to the COVID page will follow further school updates. She called for volunteers: to join the uniform shop committee noting that the treasurer position needs to be filled as Jo will be stepping down, and noted it was a great time to be involved as we work with the uniform taskforce to consider uniform options for the new school.

Sue Low



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

- Events

Sue updated the community on the fun of all who attended the Trivia Night, in particular the worm and Gangnam style activities. Refunds for the Silent Disco will be provided via the Trybooking platform directly to credit card. As Sue will be stepping down as Events Coordinator, she called on volunteers to fill this role, noting that previously 2 parents worked together in this role.

Yeddi / Paul

- Class Parents

End of year teacher presents was discussed and it was noted that parents are still not currently able to be on school grounds, but hopefully restrictions will ease and possibly one parent who is double vaccinated, wearing a mask and completing QR code checking could attend to present to the class teacher on behalf of parents/students.

End of year class parties are not permitted on school grounds at present. Each class may organise a class picnic during school hours however food can not be shared. Should parents want to arrange for the class to meet, Ms Montgomery encouraged a gathering outside of school hours in a park off school grounds.

Paul Battaglia

- Technology

None

Greg Austin

- Grounds

None

There being no other business, the meeting closed at 9:33pm

Next Meeting is Annual General Meeting: Tuesday 23rd November 2021 at 7.30pm

Next General Meeting is next year: Tuesday 22nd February 2022 at 7:30pm



CHATSWOOD PUBLIC SCHOOL

PARENTS' AND CITIZENS' ASSOCIATION

President's Report - Kate Pereira

October 2021 P&C Meeting

Welcome and thank you to everyone who has joined us tonight. Hopefully your kids are adjusting quickly to being back at school and life is returning to something resembling normal.

I know I said it last meeting, but now that we have, fingers crossed, reached the end of home learning, I would like to take a moment to show our appreciation to the teachers, staff and executives for the home learning experience they were able to provide our students at CPS and the warm welcome back to school. Not every school was lucky enough to have the quality of teaching that took place online, the daily zooms with teachers and live lessons, story time each day etc etc - so we are grateful.

Again I am repeating myself but for those who are new to this meeting, you would all have seen via the various channels the call for volunteers for the upcoming AGM in November. We have a number of people stepping down this year and to put it bluntly, we need all positions filled by new volunteers, as without the full set of positions filled, we are just not viable. At this stage we are looking for a secretary, canteen convenor, uniform shop treasurer and events coordinator, however having said that, all positions are declared open at the AGM and you can put your hand up for any of the positions. If we have more than one person volunteer for the role, it will go to a vote.

There are a couple of rules in terms of holding a position:

- All nominees need to be a paid member of the Association and membership is by gold coin donation (which can be made this week).
- No person can serve more than three consecutive years in the same Executive position unless there is no other nominee and the additional term is approved by the Association.

So - if anyone in our community is keen and interested in holding a position, or would like to find out more on what is involved, please get in touch with myself or Joe. These are great opportunities for parents who would otherwise not be able to give their time during the working week to volunteer at the school.

A few other housekeeping items

- The intention in 2021 was to try and finalise the expected expenditure on big ticket items by the P&C. This unfortunately has been delayed with the inability to get quotes and some difficulty obtaining project build information. We expect information to start flowing a little more from the project build team now however and hopefully we can get some quotes for the works and get a plan in place early 2022.
We were however able to determine that retractable seating to the hall was not possible due to the layout and size of the hall and the location of windows and doors.
- Chatties Wood is further down the agenda so I will leave my update on that until later.



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.)

Half-day 'stress management for students' masterclass with Dr Kaushik Ram and the CPS executive team (maximum 25 attendees).

The bespoke masterclass will reflect the specific requirements of the executive team. Typically, the masterclass will provide in-depth training on:

- the latest research in psychology and the subconscious
- Identifying harmful unconscious psychological patterns, and
- practical techniques to achieve calmness due to, or despite, stress ('stress inoculation').

More details of the training material and on Dr Ram can be found here, and are extracted below:

<https://drkaushikram.com/train-your-nervous-system/>

"Developed by Neuroscientist Dr Kaushik Ram, this unique training course goes beyond the traditional idea of meditation as a way to calm your mind, instead showing you how to train your nervous system to give you better control of your mental state.

Dr. Kaushik Ram is an internationally published Author recognised for his pioneering work on the nervous system

- *Dr. Kaushik Ram is the inventor of the Precognition Method designed to overcome cognitive-deficits and rapidly respond to change with clarity and precision*
- *Previously based at Sydney University's Brain and Mind Institute, Dr. Ram was the project lead for Neuroinformatics and the implementation of AI in clinical workflow*
- *Dr. Kaushik Ram's Nervous System program has won the 2018 TEDx Sydney Pitch in the Sydney Opera House*
- *Dr. Ram has been featured in multi-award winning documentaries*
- *His Implicit Intelligence training protocols are applied in Award Winning leadership programs in partnership with the About My Brain Institute*
- *He has presented talks and workshops in five countries, including Australia, USA, Argentina, Thailand and Indonesia."*

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

The masterclass is expected to augment the executive team's toolkit to work with students who have experienced stress or trauma.

The breathing and stress inoculation techniques taught during the masterclass will assist students and staff to manage stress, anxiety and trauma, and will complement breathing and other techniques currently used by CPS staff to support students.

Dr Ram noted a similar masterclass was delivered to a Canberra school.

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

If not applicable, please write N/A

N/A

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

\$3000+GST

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?

Masterclass is half-day.

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

Name: Mark Seemanpillai

Email: markseemanpillai@gmail.com

Telephone/mobile number: 0423147192

CPS P&C Treasurer's Report

- **Consolidated Results as of Sep 2021**
- **Payments**
- **Motions**

Consolidated Results – as of Sep 2021

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	166,621	-	-	166,621
Sales	-	177,790	164,775	342,565
Fundraising and interest income	25,475	-	-	25,475
Other Income	20,000	-	6,000	26,000
Covid business grant & JobSaver	-	30,000	30,000	60,000
Total Income	212,096	207,790	200,775	620,661
Cost of Sales	-	99,019	103,842	202,862
Payroll	-	69,312	32,580	101,892
P&C Expenditure	183,908	-	-	183,908
Event expenses	7,744	-	-	7,744
Finance, Properties and Admin	28,793	3,660	8,387	40,840
Software and Depreciation	7,782	1,361	2,686	11,829
Total Expenses	228,227	173,352	147,496	549,075
Profit	(16,131)	34,437	53,279	71,586
Profit (excl Covid grant & JobSaver)	(16,131)	4,437	23,279	11,586
Balance Sheet				
Cash at Bank	689,205	26,083	102,363	817,651
Inventory	-	-	106,443	106,443
Fixed assets	-	7,603	-	7,603
AR and Others assets	2,008	-	-	2,008
Total Assets	691,212	33,686	208,806	933,705
Total Liabilities	5,157	18,466	2,988	26,611
Net assets	686,056	15,219	205,818	907,094
Cash flow				
Opening cash as at 1 Oct 2020	755,262	22,005	137,409	914,676
Inflow	321,841	173,717	256,992	752,551
Outflow	(387,898)	(169,640)	(292,039)	(849,576)
Closing cash as at 30 September 2021	689,205	26,083	102,363	817,651

P&C contribution to CPS

- \$85,000 IT Equipment
- \$53,000 Multi-Lit
- \$20,000 Flexible Classroom Furniture
- \$25,008 Home Readers
- \$900 Instruments - Guzheng

Payments

Date	Paid to	Purpose	Amount
27/08/2021	Booked Out Agency	Cyber Lady Talk – final payment	1,182.50
10/09/2021	Chatswood Uniform Shop	Silent Disco glow sticks	39.95
10/09/2021	Chatswood Uniform Shop	Digital Junction fees May to Sep 2021	2,541.00
10/09/2021	Numeric Eight	Accounting Services retainer Sep 2021 & Xero subscription	1,452.51
08/10/2021	Numeric Eight	Accounting Services retainer Oct 2021, BAS & Xero subscription	1,609.76
	Total		6,825.72



Canteen Committee Update

2021 Term 4 :: October

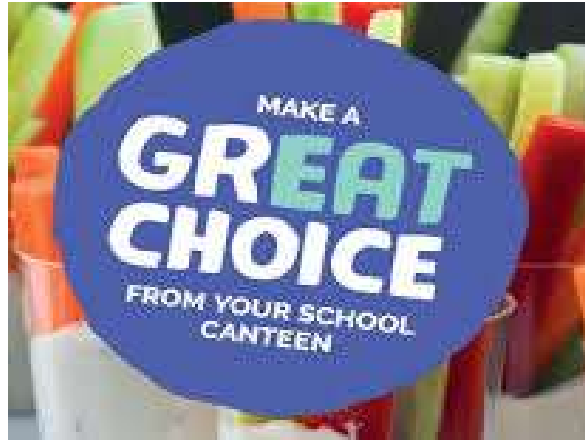
Canteen Operations

- Term 3 Canteen service suspended, staff stood down
- Small Business Grant
- JobSaver payments

Current Focus Areas

- Resumed service, modified menu
- Canteen Fun Day option for Term 4 – TBD
- Ongoing review of facilities and assets in the context of the build
- Budget development
- Committee and Convenor recruitment





Looking Ahead

- Standard operating procedures
 - Packaging options suitable for current operations scheme
- Facilities and assets audit, site visits to other school canteens
 - Healthy eating, healthy lifestyle campaign
 - Sustainability and waste management plan

Chatswood Public School

Uniform Shop

P&C Meeting – 26 October 2021

Uniform Shop

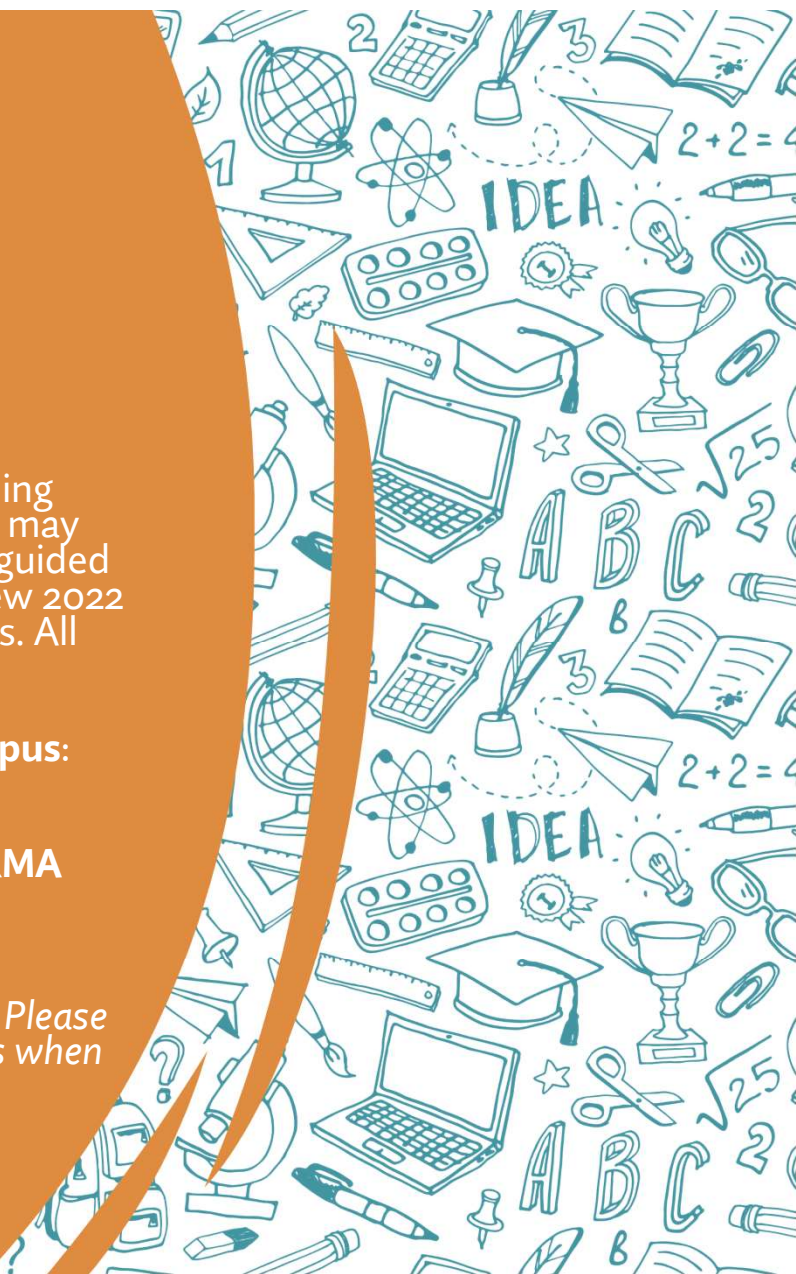
- **Email:**
uniformshop@chatswoodpublicpandc.org.au
- **Online Uniform Shop:**
<https://chatswoodpublicpandc.org.au/shop/>
- **UNIFORM SHOP CATALOGUE:**

<https://chatswoodpublicpandc.org.au/wp-content/uploads/2021/10/Uniform-Shop-Information-Product-Catalogue-T4Oct2021-min.pdf>

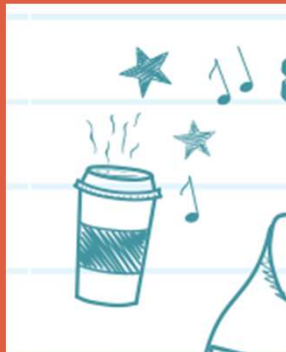


Updates

- **Currently in SUMMER uniform for the remainder of Term 4. ONLINE ORDERS only**
- Kindergarten 2022 – please hold off, we will advise when we can start selling uniforms and Kindy Starter Packs. We are anticipating that these changes may be altered again and will comply with Department and guidelines and be guided by the school. We will advise further on how we will accommodate for new 2022 students for whom we have not been able to offer purchasing of uniforms. All online orders to be processed as per the 1pm, day before cut-off.
- **Main Campus** deliveries by School staff: **Monday – Thursday**; **Bush Campus:** preferred **Monday and Wednesday**.
- **RETURNS:** All returns **MUST** be accompanied with correct **paperwork (RMA Product Return Form)** which can be found at P&C website <https://chatswoodpublicpandc.org.au/shop/returns/>.
- **Returns to be dropped off at the Main Campus or Bush Campus office.** Please ensure that COVID-safe guidelines for public school are observed at all times when dropping off returns at the Offices.



Events



- **Virtual TRIVIA** – Hope all parents that participated had a great time!
- **Silent Disco** – refunds will be processed to the credit card used to purchase the tickets. It will come from Trybooking, email update when the refund has been completed.
- Calling out for volunteer(s) with an interest/flair for organising events for P&C together with the school - really good opportunity to meet new and current parents, staff and all school community!