



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 24 June 2014 MINUTES

### Attendees:

Tim Dodds - Principal	John Burgess (Charlotte 4)
Su Hill - Assistant Principal	Andrea Austin (Lucas 2K, Amy 1S)
Terry McKinnon - Assistant Principal	Melinda Holmes (Matt KC, Alexandra 3G)
Sally Sternecker (Liam 5V)	Lee Hughes (Imogen 4R)
Joshua Sung (Clare KC)	Christine Chang (Justin 6B)
Nathan Hare (Charlotte 1B)	Andrea Austin (Amy 1S, Lucas 2K)
George Dragoi (Kenny 5H)	Maria Ferreira (Elizabeth 2K)
Matthew Wood (Lucas KC)	Samantha Bones (Katie 3H)
Lyndall Franks (Eamonn 1/2T, Ellis 3P)	Robert Cen (Erik 4BT)
Angela Todd (Nick 2G)	David Wynter - Neighbour
Harry Tuong (Zoe KL, Samson 2M)	Ezia Cimillo - Primary OSH Care
Michael Waterhouse (Kenet 5V)	Chrissy Mullarkey - Primary OSH Care
Tracey Moore (William 2G)	

1. **President's Welcome:** John Burgess welcomed all.
2. **Apologies:** Brett Backhouse, Bev Scott, Nigel Justins.
3. **Confirmation of Previous Minutes:** Minutes of the previous general meeting held 25 March 2014 were accepted. *Moved by George Dragoi Seconded by Lyndall Franks*

### 4. **Principal's report:**

#### Sign

The sign has been installed and the software downloaded.  
Everyone went outside to look at the new sign.

#### Confucius Classroom

Our new Confucius Classroom volunteer teacher Ms Yangshu Li who will be with us for a year. She will offer Advanced Mandarin and tuition in a Chinese guitar.

#### School Growth

Current enrolments have remained stable at 930, however with 4 new buildings being built we are expecting approx one new classroom per new building.

#### Chatswood High School Oval

Tim Dodds attended a meeting with Chatswood High School, Willoughby Council and the DET to discuss astroturfing the Oval to make a multipurpose play area.

- It will include the oval covered, 3 netball courts, cricket nets, a cricket pitch, lights, toilet block and changing room.
- The current proposal is that the council are committing \$1.6m and the High School will lease the grounds to council for 10 years.
- Chatswood Public School is putting \$5k towards development and to have a seat at the table to enable us to gain additional usage of the oval and facilities.
- It is likely Chatswood HS P&C will contribute funds similar to CHS & we would need to consider a similar contribution if we want a seat at the table + favourable consideration to

use oval.

### **Reports and 3 way Interviews**

All Semester reports have been issued and 3 way interviews have been using the online booking system successfully.

### **Ramps**

The ramps have been completed and all signage now in place

### **Painting**

Many areas of the school have been painted: art room, canteen, staff room, Mandarin room, Hallway and playground.

There is \$50k in the school budget to start on B block in 2015

### **Bush Campus – Terry McKinnon**

Terry presented a slide show showing us around the Campus

- Raised garden beds and lots of other plantings
- Rocks – the council has advised down the Eddy Rd side that we need to preserve a natural waterway for the 1 in 100 year flood. It has been weed matted and mulched.
- The playground area by Centennial Ave is not used yet as there are still some trees cited with issues. We are awaiting DET and council approval.
- Centennial Ave crossing is working well, with Eddy Rd very quiet
- Canteen has been working well

### **5. Primary OSH Care – before and afterschool care**

Chrissy Mallarkey from Primary OSH Care presented a report (attached) on how they are going since winning the tender earlier this year.

General feedback was that they have had a successful takeover and things are going well.

### **6. Correspondence: Nil.**

### **7. P&C Treasurer's Report:**

Maria presented the Consolidated reports (attached)

The new bookkeeper Mabel Pan has been working well.

***Motion: That accounts totalling \$96,573 as listed in the Treasurer's report to the meeting are approved for payment.*** Moved by John Burgess. Seconded by Michael Waterhouse.

***Motion: That \$9,086 from the instrument committee, as listed in the Treasurer's report to the meeting are approved for payment.*** Moved by Lyndall Franks Seconded by David Wynter

Both Motions passed.

### **8. Sub-Committee Reports:**

#### Canteen Committee:

- Sally Sternecker presented her Canteen report (attached) The Bush Campus is going well.
- Matthew Wood presented Treasurers report (attached)

#### Uniform Shop:

- Christine Chang presented her report (attached) and formally thanked all in getting the new Uniform Shop up and going.
- Joshua Sung presented Uniform Shop Overview (attached)
- George Dragoi presented Treasurers report (attached)

Grounds Committee: Nil report

### **9. Master Plan Presentation by Lee Hughes :**

Lee Hughes, Nigel Justins, Brett Backhouse, Terry McKinnon are working on a sub-committee to

assist in a vision for the school going forward.  
Report Attached.

**10. President's Report :**

- Vice-President role vacant
- Possible requirement for a gardner on an adhoc basis to maintain the school gardens.
- Targets – a request for the P&C to think about some target goals
- The possibility of a Fun Run based around the steps for a FUNdraising activity involving the community – JB will look further into this
- GreenScreen – in 2013 Jung Koo received the Professional Development Grant from the P&C. The school has now purchased a GreenScreen, video camera, microphone, lighting, etc. They will use the technology based room but the system is portable.

**10 Other Business:**

**P&C Federation** Michael Woodhouse advised that the P&C Federation is currently under administrators but will be holding new elections in the near future with some strict rules and criteria around. CPS will have one vote at these elections.

**Neighbours:** Local resident David Wynter congratulated CPS on a smooth transition to Bush Campus and he advised noise had reduced since the introduction of 2 campuses. He advised that the cleaners were leaving lights on over the weekend.

**P&C Cupboard:** The P&C were happy for the cupboard to be cleaned out at the discretion of Andrea Austin and Bev Scott.

There being no other business, the meeting closed at 10.18pm.

**Next meeting 29 July 2014 at 7.30pm**

# CHATSWOOD OSHC CENTRE

## MANAGEMENT REPORT TO P&C

Term 2 June 2014

### Staff

The centre Co-ordinator and Nominated Supervisor is Christine Mullarkey (Chrissy) who is supported by the Assistant Co-ordinator and Certified Supervisor Ashleigh Ferrero. Our permanent educators are Neeloo Rahim, Farazna Zaman and Ekta Chanana as well as a team of casual educators Krystal Ni and Heidi Seo. Ezia Cimillo is the Regional Manager for the Centre. Ezia is at the Centre weekly to support, train and mentor staff as well as to observe, conduct audits and compliance checks. Ezia is also in daily contact with the staff as needed and reports back to her Manager each week.

All the staff receive regular training opportunities which are offered both internally and through external agencies such as Children Services Central, TAFE NSW and Network. Staff are also required to complete mandatory training in First Aid, Child Protection, Epipen, Asthma and Allergies Management. Recently staff have attended programming training, WHS AND Company Values training.

### Enrolments

Current average enrolment numbers in the morning sessions are 24 and in the afternoon an average of 69.

Applications are being received for new 2015 enrolments – the usual process is to offer the opportunity to re-enrol for existing service users before offering to new Kindergarten enrolments. A review of space arrangements and capacity for next year is currently underway since the license capacity is currently 80 and enrolments are almost at this maximum on some afternoons.

A Vacation Care program survey is currently being circulated to invite families to submit an Expression of interest for an onsite Vacation Care program. Responses to date have been for 10 children – a minimum of 15 is needed for viability. It is hoped that on site Vacation Care will be offered in July or September pending confirmation of numbers and program details.

Several children did attend other Primary OSHCare VC services at Lane Cove West in April. From feedback received from children, staff and parents, identified highlights of the program were Build your own Bear, Wizzy World and Kids on Congas.

Health and allergy details of all enrolled children are updated monthly for all staff to ensure currency of information and the appropriate response. New regulations relating to health and medical records under the National Law have required some Policy and procedural changes relating to Medication Plans. All changes have been advised to families on the Parent Noticeboard.

Kindergarten Orientation and planning is in underway for term 2, 3 & 4 orientation sessions.

### Programs

Each term Centre staff and management together create goals which seek to develop and improve the service. These always include aspects of the program and a broad aim to continually offer child centred and interesting activities for

all children attending. These goals also reflect the underpinning philosophy, principles and practise of the National Quality Framework. Goals are also generated through the formulation of the Quality Improvement Plan. This is continually in progress and reflects improvements identified at management level, as well as in the staff team and by individuals.

Term 1 and 2 Centre Goals have recently been evaluated in light of our regular Centre audits, conducting program and NQF meetings with all staff. There are always improvements and development underway in all aspects of the service operation.

Centre journals demonstrate the types of activities which children are engaged in, as well as a providing a record of events and detailed evaluations completed by staff and children. Staff are increasingly engaged in critical reflection practises which promote a more detailed understanding of their own teaching and children's learning within the program. Twice a year, staff also review the program from a planning and process perspective to ensure that all staff have input and any feedback is taken into consideration.

An incursion will be offered to children in the morning of Friday 6<sup>th</sup> June - Life of Bees is being facilitated by an outside provider for children to enjoy and learn all about bees.

A Menu Survey was attached to the April/May Newsletter. The menu is reviewed and changed seasonally to reflect seasonal availability of food as well as to ensure there is suitable food for the cooler and warmer months. Dietary and dental recommendations fact sheets have also been issued to families.

## **National Quality Framework**

Staff and managers are continually reviewing all aspects of the Centres operation as well as supporting documentation and procedures. Educators undertake regular self study, evaluation and are involved in the development of Quality Improvement Plans in accordance with the Regulations. Notable changes to our operations which affect children and/or families are relayed via notices and Newsletters.

Families and children are also surveyed under the 7 Quality Areas to assist their understanding of the Framework and how this translates to quality care for their family.

Our Policy edition is continually updated as we are advised about additional requirements and changes under the NQF. All changes are notified to families before being ratified for our Policy Book. .

## **Community**

Since opening in term 1, extremely positive feedback has been received from all sectors of the school Community. We are grateful for all the support and feedback which we receive and genuinely invite and encourage community participation in the program and Centre.

To broaden children's awareness of community issues the program includes acknowledgement, discussion and sometimes celebration of a variety of cultural, environmental and health related events. During term 2, children are participating in a range of activities relating to NAIDOC week, Australia's Biggest Morning Tea, World Environment Day, National Reconciliation week and Simply Sharing Week.

Each term a Community meeting invites families to informally meet and discuss aspects of the centre's operation. Ideally this happens at a time when families can attend the Centre without their children. The meeting for Term 2 will be scheduled according to parents' preferred times.

Feedback from Happy sheets has been that positive changes have been made, to the aesthetics of the centre environment, that there are lots of games variety and choice for children.

A Health and Safety Survey was issued to families during this term. We have also issued a survey to families requesting their feedback under NQF Quality Area 1 – Educational Program and Practice. ...**Surveys were completed and returned with the following outcomes:**

A sign which contains Centre name and contact details is being made for the Cottage entrance wall. This will be completed and displayed by end of term.

## **Policy review**

This term, staff and families will be reviewing and invited to give feedback on the following aspects of Primary OSHCare Policy

- Centre Philosophy/ Statement of Principals
- Nutrition
- Program
- Staff interactions with children
- Individual Health management including Asthma, Diabetes and Allergies
- Immunisation
- Management
- Supervision
- Security
- Storage
- Building and Equipment Repairs and Maintenance
- Indoor and Outdoor environment
- Staff Interactions with Children
- Daily Routines
- Anti Bias and Gender Equity
- Provision of Children with Additional Needs

*Prepared by Suzanne Blythin, Christine Mullarkey and Ezia Cimillo*

# Canteen Committee Report P & C Meeting



**June 2014**

Prepared by: Sally Sternecker (Convenor)

24 June 2014

## **BUSH CAMPUS OPERATIONS**

The Bush Campus canteen has been operating as planned in term 2 with lunchtime orders.

Thank you to Terry McKinnon and Tim Dodds for arranging the refrigerators and shelving required at the bush campus.

## **CANTEEN BOOKKEEPING**

The Canteen bookkeeping function has been handed over to the P&C bookkeeper Mabel Pan with no issues experienced.

A big thank you to Mary Tneoh (Timothy Bee 5V) who has worked tirelessly as a volunteer on the bookkeeping and payroll for the canteen for the past 5 ½ years.

**End**

**of**

**report**

# Canteen Committee Financial Report

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## *Term 1 2014*

Term 1 saw the shift of years 3 and 4 to the Bush Campus, without full canteen operations in place. A 5% fall in sales compared to Term 1 2013 is most likely due to this change. This, in turn, had a disproportionate impact on net profit, as the fixed costs of operating the canteen at the main campus have not changed.

Although target mark-up of 93% was achieved, net profit of \$3200 was 46% lower than the result in Term 1 2013 (\$5,973). Net profit was also 46% below budget of \$5880 (a shortfall of \$2680). A change in the timing of Workers Compensation payments contributed \$830 to this shortfall. However the majority of the decline would appear to be due to the decline in sales, which has been discussed above. Sales of \$37,276 were below budget of \$40,000 (-7%) and also below Term 1 2013 sales of \$39,336 (-5%).

Term 2 has seen the introduction of a full, lunchtime canteen service at the Bush Campus. This should result in an improved revenue position, although fixed labour costs will also be higher as a result of operating across the two campuses. It is estimated that \$270 / week in additional sales are required in order to offset the additional labour costs.

The Canteen Committee will review performance once the Term 2 accounts are available.

*End of Report*



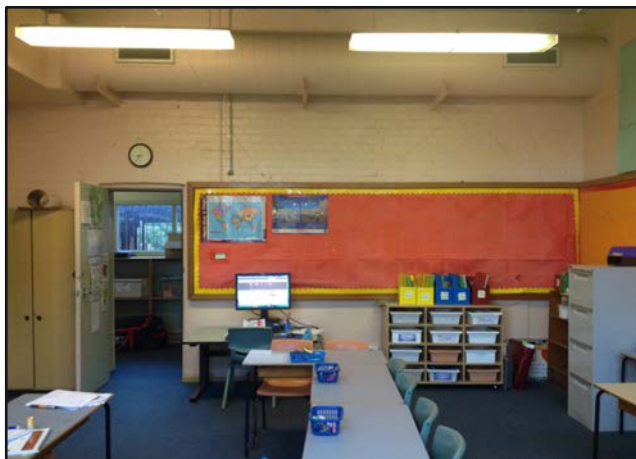
# Chatswood Public School

## Uniform Shop Report

### (ESL Room conversion to the Uniform Shop)

1/6/2014

Christine Chang



## Relocation of the Uniform Shop

The Uniform Shop has now been relocated where the previous ESL room was before. Its location is in the main building (Block A) which is not far from the staff room and can be accessed from the undercover BBQ area through a set of green double doors across a hallway.



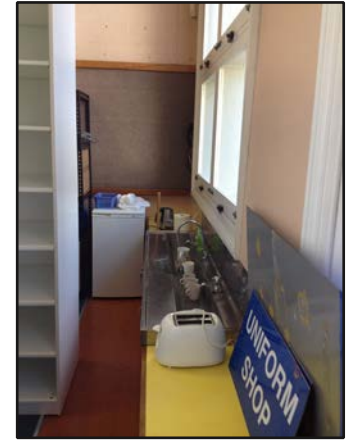
## Access

The new location is ideal as customers do not pass any classrooms when accessing the shop. There is plenty of shelter for parents outside during busy times in case of wet weather. It is also located in an area that is easier to find via the main office where new parents will be coming from.

When we receive stock, deliveries are much easier for our Janitor (Peter) to transport large boxes to the new location. He also needs to transfer boxes less frequently, if at all, at a less distance between the storage area and the shop. Most boxes can be stored in the shop itself because of the extra space.

## Facilities

The room is already ideally set up with cooling and heating because it is part of the main building, plus internet service and an allocated phone line. The space inside is the area of a smaller class room (42m<sup>2</sup>) which has 3-4 times more space than the previous uniform shop. In this space we have more as well as larger shelving space for clothes plus easy access storage within the room.

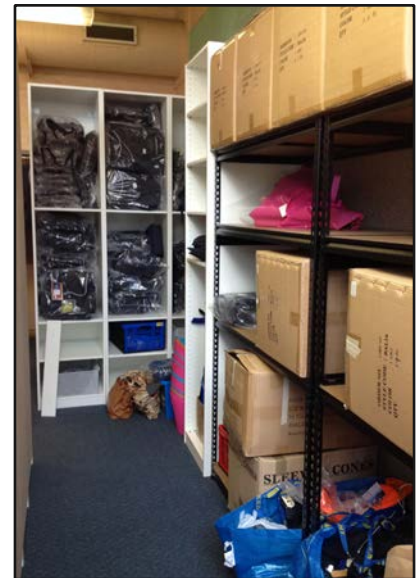


We were able to have two temporary change rooms installed within the space which makes it easier to service and monitor. We were able to also maintain space to hang our rack for sample fittings. The uniform shop was also fortunate to already have a sink in the room which we will use to supply refreshments for our volunteers. This in mind with the larger space and facilities, I am hoping that the new location will make it more inviting for parents to volunteer.

As in the cottage, the toilets facilities in the playground are not far away for children to use.

## Function

Due to the larger area we have more and larger shelving. In the old location sometimes we had to double up on shelving with two different items on the same shelf. There was no real space for back packs and any storage for boxes. The new shelves are larger to store more items on each shelf so there is less need for storage. To prevent overlapping in shelves there are now shelves especially for the backpacks and fleece jackets. Higher shelves can be reached by using a safe step ladder which easily fit within the isles without falling or blocking volunteers serving customers behind the counter. This change is significant especially during the peak periods in business when behind the counter it was extremely congested and hazardous.



There is space at the side of the new room where we will store the shops deliveries. Previously, Peter had to bring the boxes down to be counted then returned the boxes back to our storage area if we couldn't fit them in the shelves, then return the box when our shelves had more space. Having storage in the room will help the efficiency of the shop as stock has to be "man handled" up to three to four times before selling over the counter, i.e. tallied before paying our suppliers, price labelling and stacking on shelves. The management can now do all this without asking Peter for assistance every time.

In the cottage we had to share the uniform shop space with the music committee and had to leave the premises by noon. Now in the new location the ladies can stay back to do their accounts, count stock before packing them in to shelves and have the shop prepared for the next business day. This also saves them unloading the clothing samples after each business day as in the old location this needed to be done as tutoring classes were to be held in the same room. Both the Music Committee and the Uniform Shop Committee are happy with the move as it has now frees up our restricted time and space.

## Time period

We are able to have the room for at least 2-3 years or when Mr Dodds needs to convert it back into a classroom as the school expands. During this time the Uniform Shop can “breathe” as well as give the Master Plan time to evolve and solve the space/location issues for the shop.

Mr Dodds will use the present Uniform Shop space as storage space for the school.

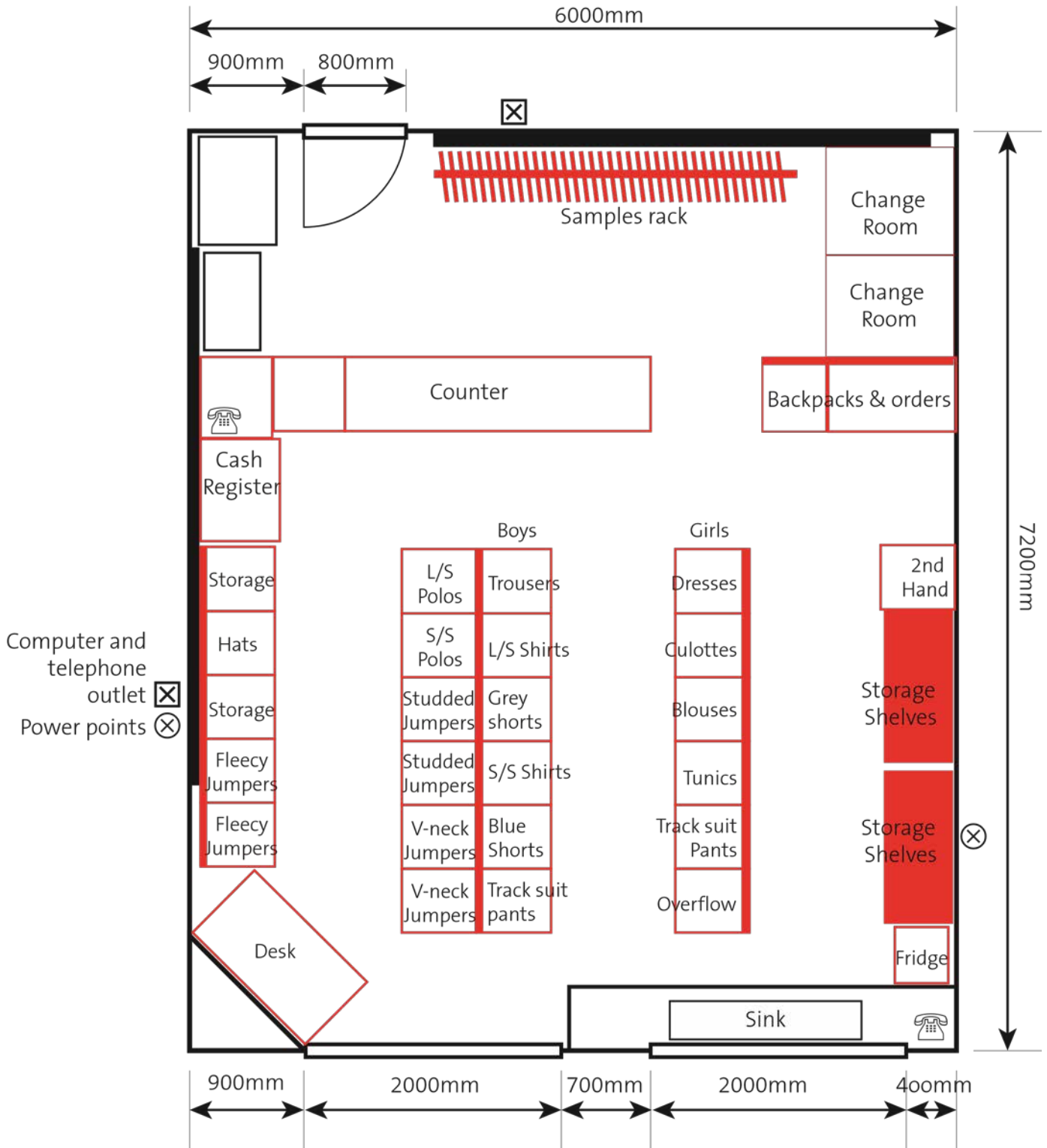
We’d appreciate and like to thank Mr Dodds for giving us the room for this period of time.

## Cost

My estimation to furnish the room was approximately \$10,000. Though I was fortunate that it finally totalled around \$8,000.



Thank You from the Uniform Shop Committee



# Chatswood Public School

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## Uniform Shop Report

24/06/14

## Joshua Sung

### *What has been done in the last month*

1. The Uniform shop has changed its location, to the room near the staff room. We would like to thank Christine Chang and her family with the huge help they have provided when we were moving the shop into the new room.

### What we would like to do in the next month

- To start ordering stock for summer

### *Matters requiring motion at P&C meeting*

- There have been issues regarding the school uniform jackets, and whether zip-up jackets should replace the original button up jackets. We have comments that the jackets may be unsafe, because the younger children may have buttons accidentally taken off their jackets, which may lead to the children swallowing the buttons, which is a safety hazard.

The cost for the zip-up jackets will be the same as the button-up ones, and we have made a sample version of this zip-up jacket.

We would like some insight on what the P&C thinks about this issue. Also, we would like the P&C to vote whether the Uniform Shop should sell the zip-up jackets replacing the button-up jackets.