



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 25 March 2014 MINUTES

Attendees:

Tim Dodds - Principal	John Burgess (Charlotte 4)
Brett Backhouse (Lizzie 6M, Ed 2E)	Beverly Scott (Benjamin 1/2T)
Mark Twynam (Sophie 4, Harrison 2, Annabelle K)	Lee Hughes (Imogen 4R)
Sally Sternecker (Liam 5V)	Christine Chang (Justin 6B)
Nigel Justins (Morgan 4B)	Andrea Austin (Amy 1S, Lucas 2K)
Joshua Sung (Clare KC)	Maria Ferreira (Elizabeth 2K)
Natasha Chetner (Uniform Shop)	Matthew Wood (Lucas KC)
Nathan Hare (Charlotte 1B)	Rosie Hooper (Veronica 4R, Alicia 3G)
Smita Chheda (Ansh 3D, Kanishka 1C)	YuJeen Jung (Judy 4R, Kevin 2S)

1. **President's Welcome:** John Burgess welcomed all.
2. **Apologies:** Lyndall Franks.
3. **Confirmation of Previous Minutes:** Minutes of the previous general meeting held 25 February 2014 were accepted. *Moved by Lee Hughes Seconded by Mark Twyman.*

4. **Principal's report:**

My School website

Tim Dodds was very pleased with the results published on the My School, CPS is faring very well and the school uses the data to assist in forward planning

Arborist Report

Following the tragedy at Pitt Town all trees on the CPS site have been checked by an arborist

- One tree will be removed and several other trees will be continually checked
- The Dept of Education will pay for removal
- In windy/extreme conditions the kids are in a safe area

Bush Campus – Terry McKinnon

- 3x computers, 3 ipads and Interactive White boards are now present in every class.
- The fence has come down and the playground is now accessible
- The stairs from Centennial Ave have been finished and we are awaiting the crossing to be completed at an acceptable safety level
- The concrete has been laid for the Eddy Rd stairs
- Council has approved kiss and drops zones – council is being chased for completion date
- Parents are requested not to use the Oliver Rd entrance
- An afternoon tour of the campus will be conducted when all building work is finished.

MySchoolClubs – Su Hill

- Online Permission slips now being tested on Yr 6. Where a parent email will be considered consent. Also testing to see how the system fares with special needs and requests.

- E-directory is running well – teacher and parents are enjoying the functionality
- Music program – 288 students are now online
- Parent/teacher interviews may possibly use an online timetable functionality

5. **Correspondence:** Nil.

6. **P&C Treasurer's Report:**

- Maria Ferreira advised that Mabel Pan has accepted role as bookkeeper to the P&C assisting the Treasurer, Canteen and the Uniform shop and she will be trained by the outgoing Treasurers.
- It was decided to defer a motion on destroying all records longer than 5 years. The question was raised even though we are currently up to date with all our audit requirements we had been late in filing some, was 5 years of records enough.
 - Maria to check with Andrew Wilson

Motion: That accounts totalling \$14,528.00, as listed in the Treasurer's report to the meeting are approved for payment. Moved by Brett Backhouse. Seconded by Sally Sternecker.

Motion: That \$1,416 from the instrument committee, as listed in the Treasurer's report to the meeting are approved for payment. Moved by Brett Backhouse. Seconded by Chris Chang
Both Motions passed.

Half of the Art Room refurbishment was funded by the P&C, the result is fabulous and everyone is pleased. The Art Room will be painted later this year and this will be paid by for the Dept Education (who will also paint the staff room)

7. **Sub-Committee Reports:**

Canteen Committee: Sally presented her report (attached) It was noted additionally that the school would provide the infrastructure and the P&C would provide the operations (including volunteers) so that a canteen service would be available to all children.

Motion: Approval by the P&C to Increase Cecilia Ng's hours by 5 hours per week. Moved by Brett Backhouse. Seconded by Rosie Hooper. Motion passed.

Uniform Shop: Christine presented her report (attached).

Motion: Approval by the P&C to spend up to \$10,000 in costs to furnish the ESL room provided by the school to be used as a temporary Uniform Shop. Moved by Nigel Justins Seconded by Brett Backhouse. Motion passed.

- Joshua Sung presented the P&C with a cheque for \$40,000.
- Going forward the Uniform shop committee will look into online ordering and better distribution of prepaid orders.

Grounds Committee: Nil report

8. **Outstanding items from February Minutes:** Nil.

9. **President's Report :**

Motion 1: To pay CPS half of the P&C Bush Campus commitment of \$35,000

Moved by Brett Backhouse. Seconded by Chris Chang. Motion passed.

Motion 2: That the P&C renew its Student Injury Insurance policy with the Federation of Parents and Citizens Associations of NSW for the year ending 31 January 2015 at a cost of \$4.40 per student.

Discussion ensued on value for money by the parents. Approximately 5 claims were made last year and as children are covered 24/7 and offsite of the school it was decided it was an important offering to parents.

Moved by Beverly Scott. Seconded by Brett Backhouse. Motion passed on a vote 14 to 1.

- Information is to be made available to the school community via the school website and the newsletter.

10 Other Business:

School Ramp Update. Work to commence in the April holidays on the construction of pram ramps around the school and also a sliding gate at the Jenkins Street entrance to the school as part of the Community Building Grant for \$60,000.

School Bus proposal: Discussion of possibilities for a P&C funded school bus service in the local area to help reduce traffic congestion at the school. The idea is to be tested within the school view via email and the newsletter.

Uniform Shop GST: The uniform shop now has revenue over \$150,000 and needs to account for GST. To ensure profit margins, prices need to be increased by 3-6%. Our prices are competitive.

Motion: For the P&C Exec to make a decision on price increases when all documentation is available on behalf of the greater P&C

Moved by Sally Sternecker, Seconded by Matthew Wood

Electronic Sign

The current sign board on the Pacific Highway is broken and needs to be replaced. The school believes that a modern Electronic sign is what is needed and they would like the P&C support and a payment of 50% totalling \$10,000.

There was a long discussion as to why we needed an electronic sign:

- The old sign was manually operated and there were multiple OHS & time issues.
- Replacing the existing sign would cost approx \$5,000.
- An electronic sign can have its content managed from the server. This would save time, enable current information, highlight achievements. It will be multi lingual with high visibility to both the school community and beyond.
- The old framework will be kept and the new sign installed within the casing.
- Questions raised included
 - What were the benefits for the actual children?
 - Could the money be better spent?
 - Will this expenditure jeopardise other projects?
 - Has due diligence been met in the quotation process?
 - Could we have community sponsors assisting in paying for the sign?
 - Is the current position of the sign the best spot for it?

John Burgess proposed a **Motion: For the P&C to contribute \$10,000 to the electronic signage**

Moved by Mark Twyman Seconded by Saman Motion passed on a vote of 10 to 5

There being no other business, the meeting closed at 9.44pm.

Next meeting Tuesday 25 March 2014 at 7.30pm

Canteen Committee Report P & C Meeting - March 2014



Prepared by: Sally Sternecker (Convenor)

25 March 2014

CANTEEN FINANCIAL REPORT

There are no accounts to present at this meeting.

BUSH CAMPUS PROPOSED OPERATING MODEL

On Wednesday Sally Sternecker met with Tim Dodds, Terry McKinnon and John Burgess to brainstorm ideas and arrive at some agreed proposals for canteen operations at the Bush Campus (BC) for approval by the canteen committee.

Tim Dodds presented his requirements:

- A canteen distribution point must exist at the BC – for orders both prepared at the main campus as well as sales at the BC
- Orders must be distributed accurately
- The canteen committee must promote the bush campus canteen operations enthusiastically and positively either with teachers and staff at CPS as well as other parents (particularly BC parents)
- Lunch must be available for ordering through the main campus with snacks and drinks or sale on site at the BC. Recess is not required to be provided by the canteen (as parents have not asked for it) however we can still consider it as an option.

Tim offered the following to be provided by the school to meet his requirements:

- Refrigeration (as specified by the canteen)
- Dedicated canteen space with a sink and bench/ trolley for serving
- Peter Farr to deliver supplies/ stock to the canteen once per week
- Personal campaigning by Tim Dodds and Terry McKinnon with parents for volunteers at the bush campus

In order to meet the requirements I advised that the availability of volunteers was the biggest risk factor. Tim and John asked me if it was possible to extend Cecilia's current paid hours to guarantee staffing. I took the action to do some costing of this and run this by the committee as well as Cecilia. I also committed a revised budget to the committee to reduce the profit target.

So in summary, the proposed operations model which was presented to the Canteen committee would consist of:

- Lunch orders for the BC provided by the main campus
- Lunch snacks and drinks for sale at the BC in a dedicated area with refrigeration, a sink provided by the school and a dedicated employee (paid by the canteen) and/or volunteer
- Supplies/stock would be delivered to the BC once per week
- The BC employee/ volunteer would ensure that lunches are distributed accurately by double checking them
- Lunches would be taken to the BC by the employee or volunteer for distribution to the teachers
- The new BC operating model would commence in term 2.

Feedback from Committee:

- Cecilia (existing employee) is available to work an extra hour per day to assist with lunch time distribution. This will equate to approximately \$125 per week which will require additional sales of \$270 to break even. This 6.75% of 2014 target sales.
- The canteen will need to make sure that compliance with the food standards code is maintained with respect to food storage, transport, food display and disposal.
- We will need to inspect the site to determine what can be done to get the site ready for term 2.

Motion:

- Approval by the P&C Increase Cecilia's hours by 5 hours per week.

End of report

Chatswood Public School

Uniform Shop Report (ESL Room)

25/3/14

Christine Chang

Relocation of Uniform Shop

Mr Dodds has kindly offered the Uniform Shop a temporary larger space in the school which will also have closer access to its storage near the canteen.

Location

The room is in Block A which is presently an ESL room. It is in between the strong room and another class room, down the corridor from the Confusious Room. Parents can enter from the undercover BBQ area through the double green doors, across a short hallway into the room. When accessing the room customers will not pass or disturb any classrooms plus there is plenty of shelter for parents in case of wet weather.

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.

Relocation

If approved the Uniform Shop will be relocated in the 2nd term.

Cost

The previous location has built-in shelving and a built-in counter top. Relocation means we need to buy new shelves and a new counter top, plus temporary change rooms. My esimation to furnish the room is approximately \$10,000.

Ikea stock shelving: (24 wardrobes) + (24 x 7 shelves) = \$6,000

Ikea kitchen cabinet + counter top: \$1,500

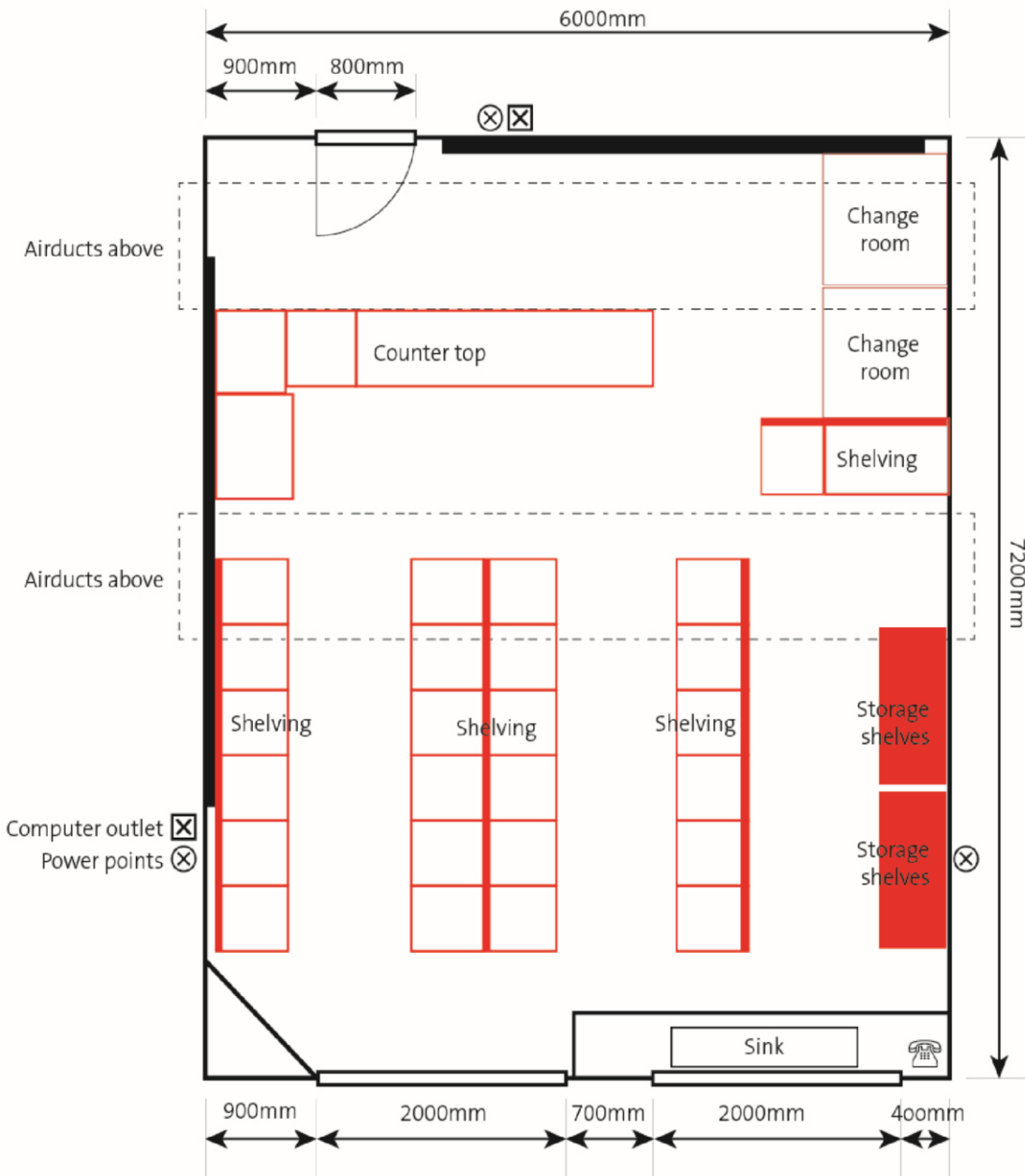
Bunnings storage shelving: 2 x 5 shelf storage unit = \$300

Temporary change rooms: \$400

Accessories: Small step ladders, small storage boxes = \$200

Matters requiring motion at P&C meeting

Can the Uniform Shop relocate to the present ESL room in block A and spend up to \$10,000 in costs to furnish the space?



Markers & sunglasses	Chair bags	Library Bags	Painting smocks
XS/S Hats	M/A Hats	XL/XOOL Hats	Scarves
White socks	Grey socks	PSSA socks	knee high socks/tights