



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 25 November 2014 MINUTES

### **Attendees:**

|   |  |
|---|--|
| Tim Dodds - Principal                     | John Burgess (Charlotte 4)               |
| Su Hill - Deputy Principal                | Tanya Wiles (Angus 3G, Sam 1H, Carys KF) |
| Neha (Avika KC)                           | Sally Sternecker (Liam 5V)               |
| Nathan Hare (Charlotte 1B)                | Angela Todd (Nick 2G)                    |
| Nigel Justins (Morgan 4B)                 | Jennifer Crotty (Alisa 2E)               |
| Matthew Wood (Lucas KC)                   | Julie Hill (Levi 4M, Ethan 2S)           |
| Lee Hughes (Imogen 4R)                    | Rosie Hooper (Veronica 4R, Alicia 3G)    |
| Melinda Holmes (Alexandra 3G, Matthew KC) | Deborah Bodger (Angelina 1/2T, Luke 5V)  |
| Laksami Roberts (Matthew 2M, Jamie KL)    | Tracey Moore (William 2G)                |
| Brett Backhouse (Lizzie 6M, Edward 2E)    | Robert Cen (Erik 4BT)                    |

### **1. President's Welcome**

**2. Apologies:** Andrea Austin, Maria Ferreira, Mark Twyman, Terry McKinnon, Bev Scott, OSHC

### **3. Confirmation of Previous Minutes:**

Minutes of the previous general meeting held 28 October 2014 were accepted with the following amendments:

- change wording of the canteen report to "with a view to potentially sharing the cost of a new oven".
- Item 10 – the P&C did not pay for the LED TV screens, these were paid for by the school
- P&C fundraising goals to be determined

### **4. OSHC Monthly report**

No report.

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

#### **Teachers' lunch**

Tim thanked the P&C for the teachers' lunch which was greatly appreciated by all staff and reminded the meeting regarding the invitation to the Thank You morning tea to be held at the school at 11am on Wednesday 3 December.

#### **School's 3 Year Plan**

The Department requires all schools in NSW to develop a 3 year plan using a new model. Consultation has started with parents through the school website, newsletter and iPad surveys. The school's model centres on 'Excellence', 'Quality Teaching and Leadership', 'Real World Connections' and 'Shaping Life Long Learners'. The school views that it has the responsibility to develop the whole child.

The plan can be viewed on the CPS website at <http://www.chatswoodps.nsw.edu.au/future-planning.html>

6. **Correspondence**

Nil

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

John presented the report in Maria's absence.

- Voluntary contributions are steady.
- Income from fundraising is going up.
- The instrument program is under budget.

**Motion: That accounts totalling \$55, 825.15 as listed in the Treasurer's report to the meeting are approved for payment.**

Moved by Brett Backhouse. Seconded by Matthew Wood. Motion passed.

8. **Sub-Committee Reports:**

Canteen report:

- Deborah Bodger presented the report (see attached).
- Volunteers still needed for Bush Campus.
- Opening hours have changed and the canteen now stays open until 2pm (no ice blocks sold after 1.45pm)
- School 24 payments are now made only by credit card.
- Discussions re the commercial oven have commenced.
- Financials - it is anticipated that \$10 000 will be transferred to the main account by the end of the year

Uniform Shop:

- Sally Sternecker presented the report (see attached).
- Online uniform shop is a priority

Grounds Committee:

No report – see Item 9 Master Plan.

9. **Master Plan:**

- Lee gave some background to the Master Plan and information about the positive feedback that has been received.
- The Master Plan is not meant to be a static document but a way of looking at the changing needs of the school over a period of time.

**Motion: For the P&C to adopt the draft Master Plan. The Master Plan is to act as a framework for discussion, evaluation, evolution and implementation of capital works to be undertaken by the P&C.**

Moved by John Burgess. Seconded by Angela Todd. Motion passed.

**Motion: The Development Committee is to seek competitive quotes for the supply and installation of retractable seating to the school hall with a view to commission for installation at the end of Term 1 2015 as well as the development of the 'Acacia Link'.**

Moved by Brett Backhouse. Seconded by Mel Holmes. Motion passed.

### Bush Campus – Brett Backhouse

The BC is a subset of the overall Master Plan proposal. Brett gave some background to the proposal and clarified the list of suggested items provided by Tim as well as the scope of the project. The fee quoted by Andrew Leuchars has reduced to \$3, 800.

### **Motion: To accept submission for Bush Campus landscaping design services and fee quotation.**

Moved by Lee Hughes. Seconded by Sally Sternecker. Motion passed.

#### **10. P&C Website Sub committee**

- Angela Todd presented the results of the survey.
- A general discussion regarding how to encourage people to contribute to the P&C.
- The committee will prepare a short summary report of the findings of the survey for the school newsletter.
  - Completed presentation to be submitted in T4, wk 9 and findings will be public.

#### **11. Outstanding items:**

Nil.

#### **12. President's Report**

- John thanked Tim for the school's support of the Music camp.
- John thanked everyone for their work throughout the year.
- John officially thanked Julie Hill for her 6 year contribution to the school through her role as Class Parent Coordinator. Events are implicit in the culture of the school and could not happen without the dedication of people like Julie. The school is now seeking a new Coordinator.

#### **13. Other Business:**

- Lyndall Franks is still seeking volunteers for the Ethics classes.
- Lee Hughes put forward the following comments/ideas:
  - seeing if any High School students wanted to volunteer at the BC Canteen,
  - getting some main library-time for BC students – Tim was going to see if he could structure an hour after art.

There being no other business, the meeting closed at 9.40pm.

# **Uniform Shop Committee Report P & C Meeting**

**November 2014**

Prepared by: Sally Sternecker (Temporary Convener)

24 November 2014

## **UNIFORM SHOP OPERATIONS**

Kindergarten orientation sales and operations were successful.

## **PRICING**

The committee is undergoing a full review of prices and margins. We are targeting to complete this review before the end of the term.

## **TIME SHEETS**

Time sheets are now being completed by all paid staff as requested by the P&C Treasurer and bookkeeper. We are planning to pre-approve "standard" weekly hours and overtime as requested (in advance).

## **ONLINE ORDERING**

The committee are considering using School 24 for online ordering. A proposal document has been drafted with a detailed review by the committee still to take place.

Roseville public school are already using School24 for their uniform shop and we expected to adopt a similar model.

Any suggestions from the P&C will be considered.

**End of report**

# Canteen Committee Report

## P & C Meeting



November 2014

Prepared by: Deborah Bodger (Temporary Convenor)

27 October 2014

### **BUSH CAMPUS OPERATIONS**

#### **Volunteers**

The shortage of volunteers is still a problem. Parents are needed. Unfortunately students aren't really able to help much.

#### **Electricity Outage**

Bush Campus power outage – there was an outage on Friday 7th Nov through to Monday 10th November in the admin building due to a cable accident. No stock lost as paddle pops transferred back to main campus, and other items kept cold in cooler bag inside closed freezer (including apple juice, TNTs and jelly joys). Despite power being off there was no spoilage to these items.

#### **RED DAY – TERM 4**

280 morning tea ordered, 359 sausage sizzle ordered, 100 sushi sets ordered. This is higher than last term and profit will be higher too.

#### **SCHOOL24**

School 24 has introduced a low few credit card payment. This enables parents to top up their accounts by credit card and only pay 0.5%. This is so reasonable that the committee has made the decision to move to 100% credit card top ups from next year. Moving to this system significantly reduces the workload for the committee and Peilin. In addition, there is less scope for error since the transactions occur between the bank and School24 making accounting easier too.

#### **OPENING HOURS**

The canteen now operates until 2:00pm. Ice blocks are sold before 1.45pm.

#### **COMMERCIAL OVEN**

Discussions have commenced on changes to the kitchen which will benefit both the canteen and Chatswood OOSH. Peilin has a quote of \$4000 for a commercial oven. Christine is discussing the kitchen requirements for OOSH and whether a contribution can be made by OOSH towards refitting the canteen.

**End of report**