



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 28 October 2014 MINUTES

Attendees:

Tim Dodds - Principal	John Burgess (Charlotte 4)
Su Hill - Deputy Principal	Andrea Austin (Lucas 2K, Amy 1S)
Terry McKinnon - Deputy Principal	Sally Sternecker (Liam 5V)
Chrissy Mullarkey (OSHC)	Angela Todd (Nick 2G)
Ezia Cimillo (OSHC)	Tom Windeyer (Maddie 4M, Henry 2M, Issabelle KL)
Nigel Justins (Morgan 4B)	Maria Ferreira (Elizabeth 2K)
David Johnson (Quentin 2E)	Brett Backhouse (Lizzie 6M, Edward 2E)
Carrie Liu (Quentin 2E)	Beverley Scott (Ben 1/2T)
Mark Twyman (Sophie 4M, Harrison 1/2T, Annabelle KL)	Deborah Bodger (Angelina 1/2T, Luke 5V)

1. President's Welcome

2. Apologies: Matthew Woods, Melinda Holmes, Lee Hughes

3. Confirmation of Previous Minutes:

Minutes of the previous general meeting held 26 August 2014 were accepted with an amendment to allow budget scope to be provided to Andrew Leuchars the Landscape Architect.
Moved by Lyndall Franks Seconded by Sally Sternecker

4. OSHC Monthly report

Report is on School Website under P&C page.

- included gaining council permission to increase capacity for next year.
- Sally Sternecker on behalf of the Canteen Committee was asking about their menus as the Canteen is looking to upgrade some of its kitchen with a view of combining resources.

5. Principal's report:

Naplan

Great result for Chatswood Public School. Improvement especially pleasing between Yr 5 & 7 results

Seoul Trip – Su Hill

Su Hill took 17 students & 4 teachers to our sister school in Seoul for 7 days during the September school holidays. The trip was a tremendous success and Su has already put out an EOI for next year.

Aboriginal Education – Terry McKinnon

We are going to be connected with a school at Coonamble. A town that is 150km NW of Dubbo and a total population of 3000 with 92% Aboriginal students, and a town with 95%

unemployment. This will provide a professional development for both schools with possible staff exchanges and provide opportunities for school visits.

Tim, John & Terry are visiting the school in Nov 2014

Art Show

The Art Show was a wonderful success. Unfortunately Miss Routledge will be leaving at the end of the year.

Trees

All dangerous trees have now been removed and pruning will be continuous.

Teachers Lunch

The Teachers Lunch funded by the P&C is being held tomorrow and is highly anticipated.

6. Correspondence

Nil

7. P&C Treasurer's Report:

Maria presented the Consolidated reports.

Motion: That accounts totalling \$17,086.31 as listed in the Treasurer's report to the meeting are approved for payment. Moved by John Burgess Seconded by Mark Twyman

8. Sub-Committee Reports:

Canteen Committee:

- Deborah Bodger (temporary convenor) presented her attached report.
- Canteen will now stay open until 2pm.
- Maria covered the Financial position

Uniform Shop:

- Presented by Sally Sternecker as per attached
- The committee will put together a proposal for online ordering.
- A full review of pricing and margins will take place soon
- Stud jumpers are to be kept (not zippers)
- Maria covered the Financial position

Grounds Committee:

Brett has been in ongoing discussions with Andrew Leuchars, the landscape architect used by the school on several previous occasions, about providing a Landscape Master Plan for the Bush Campus. After providing us with a draft submission, Andrew has quoted CPS P&C a fee of \$7,200 to prepare Landscape Master Plan for the Bush Campus. The P&C charged Brett with the task of negotiating the fee to a lower price before formally re-engaging Andrew to undertake the work.

Assuming that the fee is able to be reduced, a list of landscaping and other priorities for the Bush Campus will be required to ensure they are included in Andrew's proposal. The list should include necessities and nice-to-haves and various other suggestions. For example a covered serving area for the Canteen, flat playing surface, a chicken shed, planting and environmental education opportunities, water stations, etc.

Following the expected positive outcome of the negotiations with Andrew in the interim, Brett will propose a motion at the next meeting about formally engaging Andrew to undertake a landscaping proposal.

9. Master Plan:

- The only feedback from the Masterplan has been from the staff who love it.
 - The Bush Campus Landscaping Master Plan will be designed to ensure it is complementary and consistent where appropriate with the overall School Master Plan, as it is one small component. It was also viewed as worthwhile that Andrew Leuchars be potentially invited back at some stage to review the overall school campus.
 - Tom Windeyer asked if there could be a play area on Bush Campus
 - The kids will be asked what they want for some suggestions
 - Hall Improvements – Bleachers, Lighting & Acoustics will be part of the Masterplan
 - Bleacher seating is to be presented in November.
 - John Burgess presented a motion on behalf of Lee Hughes:
 - **Motion:** A provision for \$2500 to enable a submission to Council for a DA on a proposed pathway through Block A to the Double Demountables.
- Moved by Nigel Justins Seconded by Brett Backhouse

10. President's Report :

- Fund raising goals
 - Water bubblers & water station to be refreshed by the school.
 - LED screens have been bought by the School and installed later this year.

11. Outstanding items:

Trees have been dealt with as above.

12. P&C Website Sub committee

- Angela Todd requested some assistance from the school in gathering data by creating a survey that could gain momentum by using students in collecting the data.
- Tim suggested a Year 5 class could assist.
- A draft questionnaire will be presented to the Exec

13. Other Business:

Ethics Classes:

Lyndall Franks is the Ethics Co-ordinator and 3 of her 4 volunteers are leaving at the end of the year. She is struggling to find replacements. It will be put on the Electronic noticeboard.

There being no other business, the meeting closed at 9.53pm.

Enc.

Canteen Committee Report

P & C Meeting



October 2014

Prepared by: Deborah Bodger (Temporary Convenor)

27 October 2014

BUSH CAMPUS OPERATIONS

The Bush Campus canteen continues to operate with lunchtime orders. A meeting was held on 16th September with Fiona Scott, Andrea Murray, Terry McKinnon, Peilin Lim and Cecilia to discuss some general issues with its operation. There are three main issues to report:

Volunteers

Although Cecilia has been managing to run the canteen at lunchtimes, the shortage of volunteers has been a problem. A letter was sent out in Week 3 to all Year 3 & 4 parent to request for parent volunteers and to all Year 4 students to request for student volunteers. At time of writing the report there have been a couple of student replies.

Melting ice blocks

As the weather warmed, there were issues with keeping items such as ice blocks from melting. With the help of Andrea Murray (parent) this has been resolved by the purchase of an esky on wheels. The cooler bags can be detached and stored in the freezer and lifted out for lunch times and transported to the Bush Campus.

Location issues

The current location is unsuitable when it is raining and when it is a hot day there is no shading which means that it is a hot and uncomfortable environment to work in. Shading is required

Some options for a permanent canteen area were discussed.

- A “hole in the wall” from the admin building. This was dismissed as this would interfere with staff class preparation area.
- Shed above the admin building. This is High School property so not an option.
- Space below the admin building near the ramp could be turned into a canteen (currently used to store gardening equipment).
- A shed or similar near the grass area next to the classrooms opposite where the trolley is now placed.



In order for the canteen to operate successfully in the Bush Campus, investment into providing a better Bush Campus serving area is needed.

PRICING

New pricing was implemented for the start of Term 4. No negative feedback was received by email as a result of the change. It is too early to say if the impact of the price rises will have an effect on

consumer purchasing patterns. The increase should result in a better financial position and enable the canteen to run above cost.

TIME SHEETS

During the P&C Executive meeting a recommendation to pay staff according to timesheets was raised by the accountants. Up until now the payment for the Canteen Supervisor was based on a fixed time of 8 hours per school day.

OPENING HOURS

It has been the practice to close the canteen at 1:30pm, rather than at the end of lunchtime. Peilin has said that this was a request made by the school. Given that children are continuing to go to the canteen after this time in order to purchase items, but are being turned away, the canteen committee would like to investigate whether the canteen can continue to operate until 2:00pm.

COMMERCIAL OVEN

The replacement of the current oven to a commercial-grade oven is ongoing.

The committee is in the process of getting a quotation (expected to be up to \$10,000) and will approach the after school care company to investigate the option of co-funding.

End of report

Uniform Shop Committee Report P & C Meeting

October 2014

Prepared by: Sally Sternecker (Temporary Convener)

27 October 2014

UNIFORM SHOP OPERATIONS

Day to day operations are "very busy". Busiest time of day is 8-9.30am. There are enough volunteers providing support.

Belinda Bunt commenced as the assistant to Natasha Chetner (the supervisor) this term. Natasha is very pleased with Belinda's performance so far.

PRICING

Natasha has previously not been involved with pricing decisions. She is not sure if GST has been added to all items correctly. The committee will undertake a full review of prices and margins before the end of the term.

TIME SHEETS

Time sheets are to be completed by all paid staff as requested by the P&C Treasurer and bookkeeper.

COMPUTER

The supervisor mentioned that her computer is quite old (7 or 8 years old?) and to mitigate the risk of IT issues would like to be considered for a new computer (provided by the school).

ONLINE ORDERING

The committee are considering using School 24 for online ordering.

A proposal will be produced before the end of the term for Natasha and the P&C Exec to review.

Any suggestions from the P&C will be considered.

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