



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

ANNUAL GENERAL MEETING TUESDAY 24 November 2015 MINUTES

Attendees:

Tim Dodds - Principal	Andrea Austin (Amy 2PL, Lucas 3H)
Terry McKinnon - Deputy Principal	Maria Ferreira (Elizabeth 3P, Isabella 1H)
Su Hill - Deputy Principal	Matthew Wood (Lucas 1H)
Brett Backhouse (Ed 3P)	Angela Todd (Nic 3P)
Mark Twynam (Sophie 5/6D, Harrison 3P, Annabelle 1S)	Robert Cen (Erik 5G)
Sally Sternecker (Liam 6B)	Lee Hughes (Imogen 5/6D)
Megan Carapiet (Jarrod 3J, Alicia 1C)	Joe Grundy (Cassandra 4BT, Adrian KS)
Sue Low (Calleigh KA)	Jeff Yin (Joy KM)
Melinda Holmes (Alex 4C, Matthew 1S)	Elaine Park (Roger 2016 Kindy)
Yun Shang (Daniel Kindy)	Andrew Hybler (Ethan KF, Jake 3D)
Luna Li (Alan KD)	Quentin Zhang (Albert KR)
Yufeng Ma (Austin KA)	Yongwei Tang (Angelina KW)
Paul Battaglia (Grace KM)	Mao Peng (Cynthia Kindy)
Kate Pereira (Oliver KM)	Jason Huang (Eric Kindy)
Jianqing Liang (William KD)	Frank Ye (Eric KC)
CoCo Liaio (Chloe KS)	John Meng (Sophie KD)
Min Zhang (Min KW)	Tara Srivastava (Shashwat 4R)
Ellen Bischoff (Euan 6S, Liam 4R, Katarina 1B)	Yiaoyan Lim (Sophie KF)
Yolanda Gre (Charles KL)	Rosie Trindall (Kyan 5H, Meka 2S)
Jack Chen (Charles KC)	

1. President's Welcome:

The President welcomed all and explained the procedures for the AGM and presented the agenda. He also explained that this was our first November AGM due to the change of our constitution during the year.

2. Apologies: Lyndall Franks, Nick Moore, Rachel Johnson-Kelly, Trish Blair, Deborah Bodger, Carilee Hicks, Fiona Scott.

3. Confirmation of Previous Minutes:

Minutes of the previous AGM held 25 February 2015 were accepted. Moved by Lee Hughes
Seconded by Joe Grundy

4. **Principal's report:** Tim Dodds congratulated the P&C for the work undertaken in 2015. A warm welcome to our new attendees, thanked the current P&C and overviewed the importance of the P&C's contribution to the school in 2015.

In 2016 the school will be doing the following:

- Airconditioning in B Block
- B Block painting to be completed
- New PA system throughout the school
- Introduction of an Environmental program for each student
- Korean bilingual program to commence, 22 students picked from 47 applicants
- Modular furniture to be introduced to Stage 3 including sofas, stand up work stations

5. **Correspondence:** Nil.

6. **P&C Treasurer's Report:** Maria Ferreira discussed the change of accounting period and read through the audited 2015 reports

Motion: To Adopt the audited financial reports for 2015

Moved by Brett Backhouse Seconded by Lee Hughes Motion passed.

Motion: Tim Paterson to continue as appointed auditor.

Moved by Brett Backhouse Seconded by Joe Grundy Motion passed.

7. **Sub-Committee Reports:**

Uniform Shop Report: Sally Sternecker as per attached.

Canteen Committee: Rachel Johnson-Kelly had covered off the year in the Oct 2015 Meeting. It was noted that the online ordering had a 30% increase and the introduction of a Funday instead of Red Day had gone well.

Grounds Committee: Brett Backhouse as per attached report.

Masterplan: Lee Hughes gave an update

- The Department had approved the accessible link between the main building and the double demountables. The Department will pay for this improvement.
- The Department has appointed external architects and is working in conjunction with the school to expedite a more permanent solution as we are out of space again.
- Until then the retractable seating in the hall has been put on hold.

8. **Presidents Report**

As per attached.

Flowers were given to Sally Sternecker, Maria Ferreira & Melinda Holmes as they are leaving the P&C and their contribution was acknowledged.

9. Election of 2016 Office Bearers:

President

Brett Backhouse. Moved Joe Grundy, seconded Sue Low.

Vice-Presidents

Mark Twyman. Moved Angela Todd, seconded Lee Hughes.

Robert Cen. Moved Jeff Ying, seconded Luna Li.

Joe Grundy. Moved Andrea Austin, seconded Rosie Trindall.

Lee Hughes withdrew.

Went to the vote and Robert Cen & Joe Grundy are Vice-Presidents

Treasurer

Tara Srivastava. Moved Brett Backhouse, seconded Mark Twyman.

Secretary

Andrea Austin. Moved Joe Grundy, seconded Sue Low.

Uniform Shop Convenor

Matt Wood. Moved Sue Low, seconded Sally Sternecker.

Uniform Shop Treasurer

Elaine Page. Moved Matt Wood, seconded Sue Low.

Canteen Convenor

Rachel Johnson-Kelly. Moved Lee Hughes, seconded Joe Grundy.

Canteen Treasurer

Nick Moore. Moved Mel Holmes, seconded Matt Wood.

Grounds Convenor

Brett Backhouse. Moved Mark Twyman, seconded Lee Hughes.

Class Parent Convenor

K-6 Sue Low. Moved Angela Todd, seconded Tara Srivastava.

Korean Liaison Officer

No.

Chinese Liaison Officer

Doris Luo volunteered.

8. Other Business

Motion: That the Chatswood Public School By-laws be amended to change the minimum period of notice from the current seven (7) days to five (5) days.

Moved Angela Todd, seconded Tara Srivastava. Motion Passed.

There being no other business the AGM was declared closed at 8.56pm.

Next meeting Tuesday 23 February 2016 at 7.30pm

Next AGM meeting Tuesday 22 November 2016 at 7.30pm



**CHATSWOOD PUBLIC SCHOOL
PARENTS AND CITIZENS' ASSOCIATION**

Chatswood Public School Parents and Citizens' Association

Financial Statements nine months ended 30 September 2015

ABN 56 993 962 007

Chatswood Public School Parents and Citizens' Association
Income Statement for nine months ended 30 September 2015

	<u>Notes</u>	9 months to September 2015 \$	12 months to December 2014 \$
Income			
Sales		296,608	323,478
Voluntary Contributions		146,032	130,071
Instrument Hiring Fees		16,908	18,440
Fundraising	4	47,005	43,789
Government Grants	6	-	52,780
Interest Income		6,202	13,188
Other Income		1,777	329
Total Income		514,532	582,075
Operating Expenses			
Cost of Sales		150,098	183,793
Employment Expenses		68,494	76,206
Contributions to School - general		63,150	70,000
Contributions to School - specific	5	-	104,000
School Projects		12,600	67,557
Fundraising	4	12,528	19,452
Affiliation & Insurance		12,336	12,059
Depreciation		1,822	1,450
Other		11,701	15,603
Total Operating Expenses		332,729	550,120
Net Operating Surplus		181,803	31,955
Capital Expenditure			
New Instruments		8,765	3,742
Total Capital Expenditure		8,765	3,742
Total Surplus		173,038	28,213

**Chatswood Public School Parents and Citizens' Association
Balance Sheet as at 30 September 2015**

	September	December
	2015	2014
<u>Notes</u>	\$	\$
Accumulated Funds		
Opening Funds	529,575	501,362
Surplus for the Year	173,038	28,213
	702,613	529,575
Represented by		
Cash at bank	625,588	485,376
Inventory	84,475	55,975
Sundry Debtors	15,506	784
Store Equipment – Uniform shop	4,016	5,837
Total Assets	729,585	547,972
Trade creditors	10,250	1,454
Sundry Creditors	7,680	16,943
Employee benefits	9,042	-
Total Liabilities	26,972	18,397
Net Assets	702,613	529,575

Chatswood Public School Parents and Citizens' Association
Notes to the Financial Statements for nine months ended 30 September 2015

1. Reporting Entity

Chatswood Public School Parents and Citizens' Association is a body corporate under the Parents and Citizens' Incorporation Act 1976. The objectives of the Association are to:

- (a) participate as much as possible in the activities of the School and communicate with all members of the School community;
- (b) assist in providing facilities and equipment for the School in promoting the recreation and welfare of the students;
- (c) co-operate in the activities of the Federation of Parents and Citizens' Associations of New South Wales, and District and Regional Councils; and
- (d) promote the interests of public education.

The financial statements reflect the activities of the Association, including its Canteen, Uniform Shop and Instrument Program, the operations of which are conducted through sub-committees.

2. Accounting Policies

Significant accounting policies used in the preparation of these financial statements are:

- Income is generally recognised when received. Funds received in advance for Canteen sales are only recognised as income when a customer makes a purchase;
- Accrued revenue is recognised only for Voluntary Contribution and Instrument hiring fees earned but not yet received from the School;
- Expenses are recognised when paid, with the exception of trade creditors, employment related liabilities and fees for bookkeeping services which are recognised when incurred
- Inventory on hand is recorded at cost;
- Capital expenditure, represents purchase of musical instruments and other equipment with a useful life in excess of one year, is expensed in full when paid for;
- Store equipment purchased for the Uniform shop are capitalised and depreciated over 3 years; and
- Income and expenses are shown net of goods and services tax (GST), except where GST paid is not recoverable in which case it is included in the related expense.

3. Change of Accounting period

The accounting period of the Association and its businesses has been changed from December to September with the adoption of the first September year end in 2015. This was approved in the General Meeting of the Association in July 2015.

As a result of the first adoption of the September year end, the current year results were reported for nine months with comparative figures reported for the full year.

4. Fundraising

The net proceeds from fundraising events are:

	9 months to September 2015 \$	12 months to December 2014 \$
Fundraising income	47,005	43,789
Fundraising expenses	12,528	19,452
	<u>34,477</u>	<u>24,337</u>

The Fundraising events that have occurred during the year include the Father's Day Breakfast, Trivia Night, Moon Festival, Bush Dance, Disco and Teacher's thank you lunch.

5. Contributions to school - specific

	\$	\$
Classroom Technology & Equipment	-	104,000
	<u>-</u>	<u>104,000</u>

During 2014, contributions were provided to the School to assist in funding specific initiatives and projects. No such contribution was provided in 2015.

6. School Projects

School projects that were paid for directly by the Association include:

	\$	\$
School Grounds	10,906	19,967
Problem based learning program	1,694	-
School Ramps	-	47,590
	<u>12,600</u>	<u>67,557</u>

During 2015, a grant was provided to a teacher to attend the Future Schools conference to support the Problem Based Learning Program.

The School Ramps project was funded by the Office of Communities through a grant under the Community Building Partnership program and the project was completed in 2014.

7. Sundry Debtors

	September 2015	December 2014
	\$	\$
Accrued revenue	14,470	-
Other debtors and prepayment	1,036	784
	<u>15,506</u>	<u>784</u>

8. Employee Benefits

	\$	\$
Long Service Leave	9,042	-
	<u>9,042</u>	<u>-</u>

CHATSWOOD PUBLIC SCHOOL PARENTS & CITIZEN'S ASSOCIATION

Audit Report

I have audited the accounts, comprising the Balance Sheet, Income Statement and the Notes to the Financial Statements for the nine months ended 30 September 2015 of the CHATSWOOD PUBLIC SCHOOL PARENTS & CITIZEN'S ASSOCIATION. The officers of the P&C ASSOCIATION are responsible for the preparation and presentation of the accounts. I have conducted an independent audit of these accounts in order to express an opinion on them to the officers of the CHATSWOOD PUBLIC SCHOOL PARENTS & CITIZENS ASSOCIATION.

My audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the accounts are free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with my understanding of the association's financial position and the results of its operations.

The audit opinion expressed in this report has been formed on the above basis.

Audit opinion

As is common for organisations of this type, it is not practicable, nor possible for Chatswood Public School Parents & Citizen's Association to maintain an effective system of internal control over the transactions of money being collected and banked until their initial entry in the accounting records. Accordingly, my audit in relation to such activities was limited to amounts recorded.

In my opinion the accounts present fairly, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements, the financial position of the CHATSWOOD PUBLIC SCHOOL PARENTS & CITIZEN'S ASSOCIATION as at 30 September 2015 and the results of its operations for the nine months then ended.



TIM PATERSON

20 November 2015

Chatswood Public School P&C AGM 24 November 2015

President's Welcome

I'd like to welcome you all to the P&C Annual General Meeting and Christmas Party tonight. It is a busy time of the year and thus we appreciate making the effort to come along.

For those that don't know me my name is Brett Backhouse and I am the current P&C president. I have a long association with the school and the P&C, with my eldest daughter (now in Year 9) starting at the school in 2006. I joined the P&C the same year, hoping to make a contribution to her school life and that of the broader community.

Tonight is an important occasion. Following some changes to the Chatswood Public School P&C Association constitution earlier in the year this will be the first time the AGM is held at the end of the school year. We will also be farewelling some individuals who have made significant contributions to the school over the years and celebrating the achievements of 2015.

Tim Dodds will be chairing the AGM. All current Executive and sub-committee positions will be declared vacant and a voting process will take place to fill these positions. In a positive sign for the school community there have been nominations for every position (and in several, more than one) indicating that there are a growing number of people willing to get involved and make a contribution.

In the event that there is more than one nomination for a position the candidates will have the opportunity to speak on behalf of themselves for a maximum of two minutes. A secret ballot will then be held whereby votes will be cast and counted outside of the room. A scrutineer will ensure that the votes are counted fairly.

Please note that only those who are paid-up members of the P&C in 2015 are eligible to vote in the election. This also includes any proxy votes from those who are not physically present at the meeting.

President's Report

I've left it to Tim to report on the school's achievements and successes, of which the P&C and parent body are always very proud. While the P&C contributes to these successes by the provision of resources, fundraising and organising events that add to the social and cultural fabric of the school, my report will focus on the P&C's major achievements in 2015.

2015 Achievements

If we look back at the year from a P&C perspective it could be suggested it didn't end like we thought it would! Our priorities at the beginning of the year were several infrastructure projects that involved quite a large amount of expenditure, previously approved by the P&C and budgeted for. These projects included installing retractable seating in the school hall and building a link from the main building to E Block (the double-storey building in the south-east corner). Despite our best efforts, including discussions with our local member Gladys Berejiklian, unfortunately neither project progressed for a number of issues, initially due to DoET delays and more recently the announcement

that the school was the focus of a broader master plan i.e. there was no point in proceeding with major capital works if there may be some future changes to the buildings in which they would be housed.

However, the latter half of the year saw some major achievements of which those who contributed should be very proud.

Firstly, in order to provide greater certainty and better governance to the operations and functions of the P&C, an extensive review of the **constitution** and **by-laws** was undertaken, with a new document outlining **standard operating procedures** introduced. While this may not seem that important to a casual observer, it is a very significant improvement for both the current members of the P&C and those who will follow in the future. In essence with the change to the timing of the AGM the new Executive can hit the ground running in the new school year, while at the same time the documents can clarify and provide useful information about the operations and processes of the P&C and outline the roles of the responsibilities of the office-bearers. Thank you to Angela Todd for leading this project to a successful outcome.

At the last P&C meeting in October two key initiatives were introduced:

Learning Support: After much research, constructive discussion and debate the P&C voted to provide an additional \$53k of funding for learning support at the school in 2016. This is on top of Principal Tim Dodds' commitment to fund three days of learning support per week from the school budget, over and above the 2.5 days per week funded by the Department of Education and Training. The P&C contribution will ensure two days per week of a Learning Support Officer and Learning Support Teacher respectively. The school will also put in place an assessment process to review the outcomes from the additional funding relative to expectations. We believe that the early intervention through additional learning support funding will be of benefit to the entire school community. We thank Melinda Holmes for her huge effort and dedication in developing and presenting the learning support initiative.

Healthier Canteen: The canteen will be introducing a healthier menu for our children by increasing the amount of fresh food being offered while reducing or removing entirely items with high fat, sugar and salt content. Thank you to Canteen Convenor Rachel Johnson-Kelly and the Canteen Committee for the large amount of time and effort they put into formulating this proposal.

It is important to note that all motions were passed unanimously; demonstrating that despite the significant amounts of money involved and changes required the proponents developed their proposals after listening to feedback along the way. A unanimous vote among a large group of people also suggests they were able to clearly highlight the benefits to all in the school community.

Apart from the key initiatives outlined above, the P&C continues to provide support for the school through improving the physical environment for the children and funding other programs and initiatives.

I would like to thank the 2015 P&C Executive Committee: Andrea Austin, Lee Hughes, Mark Twyman and Maria Ferreira. It was fantastic to work with such dedicated people who always sought to deliver the best outcome for the children and the school community. Thanks also to Angela Todd who did an admiral job stepping in as Secretary while Andrea and her family took an extended holiday.

I'd also like to personally thank Sue Low, who has already made a huge contribution in only her first year at the school. Sue has been heavily involved in organising various fundraising and cultural events including the inaugural mah-jong and karaoke night among others. Sue is also the Class Parent Co-ordinator, is involved in the Uniform Shop and reignited the fundraising committee. We welcome Sue's enthusiasm and outgoing nature and look forward to her remaining involved for years to come.

Of course the P&C couldn't achieve much without a close working relationship with the school. Thanks to Tim, Terry McKinnon and Su Hill in particular for their support and willingness to interact with the P&C.

Farewells

We would like to say a fond farewell to two people in particular who have made generous and significant contributions to the school community over the years.

Maria Ferreira has been the P&C Treasurer for the past two years and has excelled in the role. Not only has Maria done an excellent job managing the financial aspects of the position, she has always made a valuable contribution during discussions involving the Executive. Maria has also been extremely diligent in ensuring that our legal obligations to any P&C-paid employees are met and continued to improve and enhance the financial processes including audit. Thank you Maria.

Sally Sternecker is leaving us after a 9-year involvement on the P&C. Sally was the 2015 Uniform Shop Convenor however in the past has also had the same role with the Canteen. Sally has also been on the Executive as a Vice president. Sally has made a very valuable contribution over many years and I'll certainly be sad to see her go. I'll miss Sally's unique way of cutting through to the heart of the matter, her ability to invariably make the right decision in a fair, reasoned and speedy way and her perception in determining the most important issue. It certainly makes the President's job much easier when they can rely on someone as capable as Sally running our important P&C businesses. Sally, please make sure you stay in touch.

Uniform Shop 2015

Achievements

- Review and implementation of new ordering procedures
- Second hand sales
- Smooth kindergarten orientation
- Profit exceeded budget
- Great teamwork on the sub-committee and paid employees
- Policies for return of goods and second hand sales

Challenges

- Inventory management: stock outages
- Shop location review

Next steps / projects

- Design and implement a new operating model for the shop which will include online ordering and mobile inventory management

Chatswood Public School P&C AGM 24 November 2015

2015 Grounds Report

Update

Once again there was strong support from both the P&C and the school to improve the physical environment for our children. 2015 has been another year of significant progress for the Chatswood Public School grounds. The school community will benefit for many years to come from the P&C's financial commitment to improve the school environment and make it a softer, more humane place for the children, staff and wider community.

A number of initiatives were undertaken during the year that contributed to some significant improvements to the school grounds. Our main focus has been to improve the physical environment of the Bush Campus and at the same introduce some educational opportunities.

The first project major project undertaken mid-year was to install some additional vegetable garden beds and a large row of various citrus species. This was expanded to also include additional fruit trees including a cherry, several species of pear and apple, an almond tree, a macadamia nut tree and several olive trees. It was very pleasing to see recently that several of the apple trees have already started to fruit, quite extraordinary after only a few months.

As part of the same project native species were planted extensively alongside the Bush Campus buildings and surrounding areas. Hopefully over the next few years we will see these plants flourish and grow, in the same way as similar native planting projects have done on the Main Campus.

In recent weeks a native bee hive has been installed at the Bush Campus. While this is not specifically a P&C project it has always been the intention us to encourage and provide support for educational opportunities such as this as well as food production. It is worth noting that the beehive installation was as a result of the Bush Campus students meeting certain sustainability objectives as outlined by Willoughby City Council. Further such initiatives may include the installation of a chicken coop.

The school is working with Council to provide bush care and other environmental education opportunities at the Bush Campus site. The P&C is always ready to assist with support and funding if and when required.

Of course none of this could have occurred without the wonderful help and support of the many volunteers and the significant financial contributions of both the P&C and the school. It is very pleasing to see how well the gardens are flourishing that we have established in both this and previous years.

Plans for 2016

We will continue our theme of using native plant species endemic to the Chatswood area. As these plants are adapted to the local climactic conditions this will help to ensure lower ongoing maintenance and encourage bird life, as well as hopefully providing habitat to other native fauna such as sugar gliders, brush tail and ringtail possums.

The main focus of school grounds improvement is again likely to be the Bush Campus. As the adjoining bushland is under Council control we will also seek to engage the appropriate people before implementing any of our proposals. We will also endeavour to involve the CHS principal in any discussions as there may be opportunities to work together with the aforementioned bodies.

The intention is to also to liaise closely with the newly-established Master Plan Sub Committee on any grounds proposals where there may be overlap.