



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 28th April 2015 MINUTES

### Attendees:

|   |  |
|---|--|
| Tim Dodds – Principal                           | Matthew Wood (Lucas KC)                |
| Terry McKinnon – Deputy Principal               | Angela Todd (Nic 3P)                   |
| Su Hill - Deputy Principal                      | Rachel Johnson-Kelly (Imogen 5/6D)     |
| Brett Backhouse (Ed 3P)                         | Lee Hughes (Imogen 5/6D)               |
| Mark Twyman (Sophie 5, Harrison 3, Annabelle 1) | Nathan Hare (Charlotte 2S)             |
| Sally Sternecker (Liam 6B)                      | Joe Grundy (Cassandra 4BT, Adrian KS)  |
| Sue Low (Calleigh KA)                           | Chris Du (Zara 1G)                     |
| Nick Moore (William 3G)                         | Tony Finch (Chloe KS)                  |
| Mark Pflederer (Bailey 1H, Frederik KF)         | Natasha Kovalenko (Eugene 4C, Anna KF) |
| Robert Cen (Erik 5G)                            | Nigel Justins (Morgan 5E)              |
| Maria Ferreira (Elizabeth 3P, Isabella 1H)      | Eric Chen (Daniel KS)                  |
| Andrea Austin (Amy 2PL, Lucas 3H)               |  |

**1. President's Welcome**

**2. Apologies:**

Melinda Holmes, Trish Blair, Ange Todd, Deborah Bodger, Lyndall Franks, OOSH

**3. Confirmation of Previous Minutes**

Minutes of the previous general meeting held 24th March 2015 were  
Motioned by Mark Twyman Seconded by Matthew Wood

**4. OSHC Monthly report**

No report.

Advised that a Community Meeting will be held on 14th May at 4.30pm.

**5. Principal's report:**

**Cheques** – Mr Dodds presented the P&C with a check for \$121k representing the P&C voluntary contribution to the school collected via the schools fees and a cheque for \$8430 for instrument hire fees.

**P&C Funds** – Mr Dodds requested an increase from \$70k to \$85k. This was last reviewed in 2004 when the school only had 24 classes. We now have 43. He explained in depth where the money would go as per table below.

P & C funds to support 2015 component of the 3 Year Plan

| Target  | Strategy  | Cost     |
|---|---|----------|
| To engage Year 6 and continue growth in NAPLAN from Year 5-7                          | Employ Robert Cen 1 day per week – focus on Maths Olympiad, UNSW comps  | \$20,000 |
| <b><u>Quality Teaching</u></b>  | Purchase young adult novels for teachers to use in the teaching of literacy and students to have access to.   | \$8,000  |
| Improve access to technology and further engage students from Kindergarten to Year 6. | Purchase 20 iPads for Bush Campus Library and new classrooms. We will then have on average 3 iPads per class K-6.   | \$10,000 |
| <b><u>Quality Teaching</u></b>  | Purchase 3 Macbooks to manage the increasing iPad fleet. (We currently have 1 for the whole school – we need 1 per stage so it can be tailored for that particular stage) | \$6,000  |
| Library resources.  | New Touchscreen Panel for Library   | \$11,000 |
|   | E book platform   | \$5,000  |
|   | Asian literacy  | \$3,000  |
| <b><u>Quality Teaching</u></b>  | Graphic novels (multi modal literacy)   | \$2,000  |
| Ensure all classrooms are adequately resourced  | Resources for 2 extra classrooms such as maths equipment , readers for literacy & IT  | \$11,000 |
| <b><u>Quality Teaching</u></b>  |   |          |
| Confucius Classroom   | Accommodation Supplement  | \$4000   |
| <b><u>Real World Connections</u></b>  |   |          |
| Improve the number of students in the top bands of NAPLAN in Year 3 and 5 for writing | Purchase resources to support the specialist teacher of writing   | \$5,000  |
| <b><u>Quality Teaching</u></b>  |   |          |
|   | Total =   | \$85,000 |

**Coonamble** –The expression of interest to Coonamble by our own students has been significant and is going ahead. Their trip will coincide with NAIDOC celebrations.

**B Block** - the lower ground of the kindy block was painted over the holidays, the first floor will be done over the July break.

**School Plan** – has been approved by the Dept of Education and is now available to view on the school website.

**Confucius Teacher** – Mr Dodds gave a comprehensive overview of the value of the Confucius programme with the attached presentation (See Appendix A)

#### **6. Correspondence**

Thank you letter from Vicki Pagett.

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

Maria presented her report.

Motion: That amount totalling \$3061.64 from main account and \$795.00 from the instrument committee account, as listed in the Treasurer's report to the meeting, are approved for payment. *Moved by Brett Backhouse. Seconded by Mark Twyman. Motion passed.*

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

##### ***Canteen report:***

Rachel Johnson-Kelly presented the report & Treasury Report was presented by Nick Moore (see attached).

- Su Hill has assisted with student volunteers to work at Bush Campus. It is still early days and the committee will report back next month.
- A finalised written process ***The Cleaning Procedure*** has been implemented for any group using the canteen after hours eg OOSH, school function.
  - o So far a notable improvement from OOSH.
  - o The procedure will be laminated and put in an appropriate place.

##### ***Uniform Shop:***

Sally Sternecker presented a verbal report.

- Winter stock shortage and inventory management is a constant issue.
- Pricing, margin & suppliers are to be reviewed as a priority.
- Feedback is being heard by the committee.
- Additional committee members are required to work on some of the projects.

##### ***Grounds Committee:***

See Master Plan.

##### ***Class Co-ordinator:***

Sue Low presented attached report.

- The survey will be circulated for comment before being sent to the school community early May.

**9. Master Plan:**

**Bush Campus – Brett Backhouse**

- Brett is currently assessing quotes and will present to Exec during the month.
  - Pending discussion on location of Bush Campus canteen.
- Brett is obtaining quotes for landscaping on the Western edge to soften it.

**Retractable Seating & Proposed pathway between A & E Blocks**

- Still awaiting approval from the Department of Education
  - Being escalated to Gladys Berejiklian, the local member.

**10. Outstanding items:**

Rachel J-K presented a paper on bringing items to the P&C and on project prioritisation. The paper will be assessed by the Exec and presented to the P&C as a motion.

**11. President's Report**

- Angela Todd has been working on the P&C constitution and will put forward some recommendations.
- Survey: after our successful survey last year, we will revisit some of the conclusions that were made and create a follow up survey to keep up the momentum.

**12. Other Business:**

- Anzac Day – Chatswood Public School was not represented at the RSL Dawn Service even though observed at school significantly with wreath laying at both campuses.
  - Next year we will be there.

There being no other business, the meeting closed at 9.05pm.

# CHATSWOOD PUBLIC SCHOOL

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## P&C

### Proposal to fund the shortfall in accommodation and living expenses for the volunteer Confucius Classroom teacher, Mr Jerry Xia

Hanban, which is the operating body based at Nanjing University, Nanjing China, pays for his overseas travel and medical expenses plus \$150 per week for accommodation and living expenses. It is the challenge for our school to find accommodation in Sydney for this amount.

Our last two Confucius Classroom teachers needed a supplement of \$100 per week to support accommodation and living expenses. Our new teacher will require this supplement.

For the new volunteer teacher, the executive of two schools (Chatswood PS and Kensington PS) spent some time seeking accommodation finding a place in Chatswood for \$180 per week. As a result the school would seek a contribution during term time, whereas the volunteer teacher would be responsible for additional expenses that fall during school holidays.

Many P&C's raise funds to supply extra teaching staff. We do not pay salary in this case, as they are volunteer teachers and this is a huge benefit to the school.

Therefore, we seek a P&C contribution

|                            |             |               |
|----------------------------|-------------|---------------|
| Support for accommodation  | 40 x \$70 = | \$2800        |
| Support for other expenses | 40x \$30=   | <u>\$1200</u> |
|                            |             | <b>\$4000</b> |

## Context

Chatswood PS applied for this innovative program in 2010. Both Chatswood PS and Kensington PS were successful

The school benefits from Confucius Classroom teachers. Should the school have to fund this position we would have to raise a minimum of approximately \$70 000.

There are four community language teachers at the school who teach both native speakers and non-native speakers in both Mandarin and Korean. The Confucius Classroom teacher supplements this program by providing in depth cultural programs to all classes on a rotating 5 week cycle. Currently the teacher is working with Stage 3. The Confucius Classroom teacher assists the Mandarin Community Language program by differentiating the language learning in Early Stage 1 and Stage 1 classes.

# Canteen Committee Report P & C Meeting – April 2015



Prepared by: Rachel Johnson-Kelly (Convener)  
16th April 2015

## **BUSH CAMPUS OPERATIONS**

### **Student Volunteers**

Student volunteers have commenced helping with the Bush Campus canteen two days a week. Two students go down to help with lunch on two days a week. We will continue with this trial until the end of Term 2 and reassess.

## **MAIN CAMPUS CANTEEN - NEW OVEN / COOKTOP**

As assessment of the power needs for a new commercial oven will be undertaken in the next two weeks to determine if installation of a commercial oven is still viable.

## **HEALTHY MENU**

To ensure the schools compliance with the **Nutrition in Schools Policy**, an assessment of the schools canteen menu has commenced and we are hopeful of a report back in the next month. Deb Bodger also attended the Healthy School Canteen Workshop on 1 April 2015 with Cecilia (bush campus canteen supervisor). There were cooking demonstrations of easy and healthy recipes, education on analysing food items based on guidelines and some talks from successful canteens (including Artarmon PS). The workshop was very informative and inspirational and we will look to use much of the information to inform our plans for our 2nd objective this year - a healthier menu.

## **KEY PRIORITIES FOR 2015** (over and above operational challenges)

1. New oven / range hood
2. Healthier menu
3. Cashless operations

**End of report**

## Class Parents Coordinator Report

### P & C Meeting – April 2015

Prepared by: Sue Low

28<sup>th</sup> April 2015

1. **2 face-to-face meetings with parents** – Parents from K-2 and Year 3-6.
2. Among a few things discussed:

|  |                           |   |
|--|---------------------------|---|
| <b>Year 1, Year 2</b>  | K-2 Bush Dance            | Saturday, 23 <sup>rd</sup> May 2015     |
| <b>Year 6</b>  | Y3-6 Disco                | Friday, 12 <sup>th</sup> June 2015      |
| <b>Year 3</b>  | Father's Day Breakfast    | Friday, 4 <sup>th</sup> September 2015  |
| <b>Kindergarten</b>  | Staff Thank You Lunch     | Wednesday, 7 <sup>th</sup> October 2015 |
| <b>Julie Hill/Sue Low/Year 5</b>   | Carols                    | Thursday, 3 <sup>rd</sup> December 2015 |
| <b>Fundraising Team and Event Committee</b>  | Karaoke and Mahjong Night | Saturday, 17 <sup>th</sup> October 2015 |
| <b>Year 4 (at least 8 parent volunteers to form both Trivia organizing committee and 3 to join the central fundraising team)</b> | Trivia Night              | Date to be set by organizing committee  |

Year 3-6 Disco dates have been changed and agreed with the Year's Parents and the school.

### 3. **Class Parents Leaders and Coordinators**

Based on the experience in the past few years, it would be vital that a Class Parents Leader/Coordinator of the Year be appointed/nominated to start the ball rolling and to be the point of contact for the year. That person (or persons) is not to be the one organizing the whole event but more to serve as a "glue" for all Class Parents of that year, guide Class Parents of that year on what needs to be done or communicated to the parents of their classes, to circulate what needs to be done and to delegate and allocate jobs to parent volunteers.

- Kindergarten: Aimee Ipson Pflederer (KF)
- Year 1: Sawan Jong (1H)
- Year 2: Anissa Hentschel (2E)
- Year 3: Tash Kay (3J)
- Year 4: Joe Grundy (4BT) / Melinda Holmes
- Year 5: ????
- Year 6: Caroline Soo (6S)

### 4. **Fundraising Team**

This year, there will be a central fund raising team to co-ordinate donation/prizes for school events for the year. This is important to keep the community in mind; ensure that many of the companies/organizations that we target for donations/prizes are only contacted once (in the past, this has caused some tension between the separate events).

The Fundraising team would then allocate the prizes out to the event that would benefit (ie. make the most money) from it. The school really need seating in the hall (\$100K), Bush campus improvements (\$50K) and improved flows throughout the school (ie. access between D and A Block - \$50K).

#### **Fundraising Team:**

1. Sue Low
2. Andrea Austin
3. Melinda Holmes
4. Aphrodite Kant
5. Louise Suzuki

We would endeavor to have fundraisers to represent each major fundraising event so that the allocation of prizes and donations is done in an appropriate and fair manner. This also ensures effective fundraising by having suitable prizes for the event that would raise the most money from it.

### **Survey**

There has been talk for some year about some events needed to be tweaked and reconfigured to fit the ever growing school population and demographics. A survey has been designed to be conducted initially to ascertain interest levels with Mahjong and Karaoke Night and Trivia Night. Most present at the meeting are in the opinion that both events will appeal to 2 different target audience, with maybe a small crossover.

<https://www.surveymonkey.com/s/CG6YGKD>

### **Mahjong and Karaoke Night**

Suggestion to trial a Mahjong and Karaoke Night. To date, a group of parents have already expressed their interest and have offered volunteer help. Sue will also be communicating this event in their native language to the Korean, Chinese, Indian and Japanese parents groups and hopefully be successful in garnering some volunteer help. I am hoping that by introducing this event, it will give the P&C the opportunity to engage with some of the community groups in a way that we have not necessarily been that successful in doing in previous years seen with the low participation levels.

### **Trivia Night**

Discussions and suggestions among Class Parents present at the meeting were:

For the Trivia Night to go ahead, we will need:

1. A Year 4 parent to volunteer to be the main coordinator of the event
2. 3 parents to help fundraise for the event (Aphrodite and Melinda have both volunteered so we only need one more)
3. 4 other Year 4 parents to help organize the event and support the coordinator.

The decision on whether to proceed with Trivia Night will need to be done urgently as the dates and the booking of the Trivia master will need to be locked in sooner than later. There weren't many Year 4 Class Parents present at the Friday meeting, hence such an intention of proceeding with Trivia could not be decided.

**Action point:** I have emailed to get some dates set for Trivia Night with the Year Parent Leader/Coordinator.