



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 28 July 2015 MINUTES

### Attendees:

Tim Dodds – Principal	Lee Hughes (Imogen 5/6D)
Terry McKinnon – Deputy Principal	Deborah Bodger (Luke 6B, Angelina 2M)
Brett Backhouse (Ed 3P)	Joe Grundy (Cassandra 4BT, Adrian KS)
Mark Twyman (Sophie 5, Harrison 3, Annabelle 1)	Nathan Hare (Charlotte 2S)
Sue Low (Calleigh KA)	Megan Carapiet (Jarrod 3J, Alicia 1C)
Maria Ferreira (Elizabeth 3P, Isabella 1H)	Sam Bones (Katie 4)
Melinda Holmes (Alexandra 4C, Matt 1S)	Angela Todd (Nic 3P)

**1. President's welcome**

**2. Apologies**

Su Hill, Andrea Austin, Rachel Johnson-Kelly, Sally Sternecker, Nick Moore, Matthew Wood

**3. Confirmation of previous minutes**

***Motion: That the minutes of the previous general meeting on 23 June 2015 be approved.***  
*Moved by Mark Twyman, Seconded by Brett Backhouse, motion passed.*

**4. OSHC report**

It was previously agreed that a report would be requested at the end of Term.

**5. Principal's report**

Tim Dodds provided information about the following:

- CPS students in years 3-6 have again performed well in the University of NSW's ICAS exams.
- Approximately two-thirds of CPS students who applied for selective high schools next year have received offers, also attesting to the school's high academic achievements.
- A meeting was held with representatives of Willoughby Council and the Department of Education and Communities (DEC) Assets Management Division to discuss creating a link between Blocks A and E, installing retractable seating in the hall, and establishing a small Canteen at the Bush Campus. DEC has agreed to fund the link; approval is expected for the retractable seating, pending written confirmation; and the suggested location for the Canteen at the Bush Campus was not supported (due to prior construction requirements); other options will need to be considered.
- Fibre sheeting discovered in the meadow play area of the Bush Campus at the end of Term 2 was investigated and removed by DEC's Assets Management division during the term break. A clearance certificate was also issued. A new dumping of fibrous cement was discovered recently at the Bush Campus and removed. Regular review of the Bush Campus grounds has been instigated.

- Following the success of the CPS visit to Coonamble Primary School, a similar exchange visit is scheduled by Coonamble students at the end of Term 3 to coincide with Moon Festival. Tim also recently travelled to Broken Hill High School to meet with Aboriginal educators.
- New bubblers have been ordered for the Lower Lower, and bubblers and refilling station for the main campus (near the K-2 COLA).
- CPS is currently hosting 10 students and 3 teachers from our sister school in Nanjing. It is planned that 18 CPS students and 5 teachers will visit our sister school in Korea later this year.
- A part-time Learning Support Teacher has been employed (2 days per week), in addition to the existing part-time teacher (3 days per week).
- Pest controllers have been called to address rat sighting.

## 6. Correspondence

Brett Backhouse tabled one item:

- 2<sup>nd</sup> letter from the Honourable Gladys Berejiklian, providing an update to the meeting with representatives of CPS P&C on 1 June; she has made representations on behalf of the P&C to the Honourable Adrian Piccoli regarding the MasterPlan and identified priorities. As per Tim's report above, DEC has responded and good progress has been made.

## 7. P&C Treasurer's report

Maria Ferreira presented her report (attached). The following motions were proposed:

***Motion: That the amount totalling \$13,397.27 from the main account and \$6,090.38 from the instrument committee account be approved for payment.***

*Moved by Mark Twyman, Seconded by Melinda Holmes, motion passed.*

***Motion: That, pending the approval of agenda item 11, the financial year end of the P&C and its associated businesses be changed from 31 December to 30 September, commencing in 2015.***

*Moved by Lee Hughes, Seconded by Angela Todd, motion passed.*

## 8. Sub-Committee updates

### ***Canteen report***

Nil to report.

### ***Uniform Shop***

Nil to report.

### ***Grounds report***

Brett Backhouse reported on extensive planting and landscaping work undertaken at the Bush Campus during the term break.

### ***Class-Parent Co-ordinator***

Sue Low advised that Trivia Night is the next P&C fund-raising event, on 8 August. The event will include silent auctions, open auctions and prizes. It was suggested that a separate silent auction be considered for parents who cannot attend the event. It was also suggested that the organisers of the school's fund-raising events document their processes to assist incoming parents the following year.

Sue also presented an initial summary of results from the P&C fund-raising survey conducted with parents in Term 2.

**9. Master plan**

As per the Principal's report above.

**10. Outstanding items**

***Slippery paint in playground***

Some white painted areas in the playground on the main campus have become slippery. Quotes are being obtained to replace these areas with non-slip, non-toxic thermoplastic, which will be harder-wearing than traditional painted designs found in playgrounds.

***Bus shelter at Bush Campus***

Chatswood High School has purchased a bus, and erected an open bus shelter near the teacher car park area at the Bush Campus. Additional tree planting will be used to 'soften' the visual impact of the shelter.

**11. President's report**

Brett Backhouse and Angela Todd summarised recent work undertaken to review the CPS P&C constitution and by-laws. Revised documents, as well as new standard operating guidelines for the P&C were circulated to parents for consultation and comment for approximately 4 weeks. Final versions of the three documents were presented for approval.

***Motion: That the revised Constitution and By-laws, and new Standard Operating Guidelines be approved.***

*Moved by Mark Twyman, Seconded by Lee Hughes, motion passed.*

The approved documents will be made available on the P&C website.

To help promote the P&C to new parents, it was suggested that information about the P&C be included in the school's Kindergarten Information Pack. In addition, the P&C President was invited to present at the upcoming Kindergarten Information session.

**12. Other business**

***Anticipated growth in school enrolments***

Discussions are underway about the anticipated growth in enrolments at CPS and surrounding schools, particularly in light of the construction underway to expand Mowbray Road PS and the new school on the prior UTS site.

***Question on notice***

Brett Backhouse proposed a question on notice to Tim Dodds regarding the feasibility of expanding the Confucius teacher program to include a bilingual English/Mandarin program, and its comparative value to a bilingual English/Korean program (also under investigation).

There being no other business, the meeting closed at 9.03 pm.

## CPS P&C - Treasurer's reports

- Consolidated Financial Reports (period ended 30 June 2015)
- P&C insurance renewal
- Payments approval
- Motions

### CPS P&C CONSOLIDATED RESULTS - PERIOD ENDED 30 JUNE 2015

Business units	Main A/c	Canteen	Uniform	Instrument	Total
Sales		87,150	122,208		209,358
Voluntary Contributions	133,831				133,831
Instrument Hiring Fees				9,750	9,750
Fundraising	6,801				6,801
Interest Income	4,056	336	224	69	4,685
Other Income	40		430		470
	<b>144,728</b>	<b>87,486</b>	<b>122,862</b>	<b>9,819</b>	<b>364,895</b>
Cost of Sales		43,618	61,974		105,592
Employment Expenses		28,287	11,039		39,326
Contributions to School	40,000				40,000
School Projects	4,192				4,192
Fundraising	1,807				1,807
Affiliation & Insurance	3,724				3,724
Depreciation			1,214		1,214
Other	3,895	517	1,419	4,018	9,849
	<b>53,618</b>	<b>72,342</b>	<b>75,646</b>	<b>4,018</b>	<b>205,624</b>
<b>Net Operating Surplus</b>	<b>91,110</b>	<b>15,144</b>	<b>47,216</b>	<b>5,801</b>	<b>159,271</b>
New Instruments				8,765	8,765
	0	0	0	8,765	8,765
<b>Total Surplus</b>	<b>91,110</b>	<b>15,144</b>	<b>47,216</b>	<b>-2,964</b>	<b>150,506</b>
Opening Funds	310,727	38,941	162,356	17,551	529,575
Surplus for the Year	91,110	15,144	47,216	-2,964	150,506
<b>Funds Available</b>	<b>401,837</b>	<b>54,085</b>	<b>209,572</b>	<b>14,587</b>	<b>680,081</b>
Cash at bank	401,203	59,376	119,695	14,587	694,861
Store equipment/inventory		1,165	86,066		87,231
Other assets	634	3,981	7,335		11,950
<b>Total Assets</b>	<b>401,837</b>	<b>64,522</b>	<b>213,096</b>	<b>14,587</b>	<b>694,042</b>
Creditors		10,437	3,524		13,961
Total Liabilities	0	10,437	3,524	0	13,961
<b>Net Assets</b>	<b>401,837</b>	<b>54,085</b>	<b>209,572</b>	<b>14,587</b>	<b>680,081</b>

## Consolidated results six months ended June 2015

- Total income received was \$365K

*This mainly comprised of:*

- \$87K sales from Canteen and \$122K from Uniform shop
- Voluntary contributions of \$134K
- Instrument hiring fees of \$10K
- Fund raising income of \$7K
- Interest income of \$4K

## Consolidated results six months ended June 2015 (cont.)

- Total expenses incurred was \$214K

*This mainly comprised of:*


- Cost of sales \$106K
- Employment expenses of \$39K
- Contributions to school \$40K
- Purchase of new musical instruments and repairs \$13K
- Resulted in net consolidated surplus of \$151K
- Funds available as at June 15 was \$680K
- This mainly represented by cash on hand of \$595K and Inventory of \$83K less liabilities.

## Insurance renewal 2015

- The P&C has recently completed the 2015 insurance renewal.
- Insurance covers all P&C businesses and activities including the Canteen, Uniform Shop, music instruments, fundraising events and volunteers.
- Period of insurance: 1 August 2015 to 31 July 2016
- Insurance includes:
  - Public Liability
  - Cash and property
  - Lost or damage to the P&C music instruments
  - Personal Accident benefits for volunteers
  - Motor vehicle access
  - Fidelity
  - Association liability including Directors & Officers, Employment practice liability, Taxation investigation etc.

## Payments for approval

Chq	Date	Paid to	Purpose	Amount \$
<b>Main account</b>				
673	22-Jul-15	Jerry Xia	Confucius teacher accomodation	800.00
674	22-Jul-15	NBRIS & Partners P/L	Payment of GST on invoice for the Bush Campus improvement consultation	380.00
675	22-Jul-15	H&B Gardens	Bush campus landscaping	6,586.85
676	22-Jul-15	Brett Backhouse	Reimbursement of plants purchased for the bush campus	1,344.00
677	22-Jul-15	Shuba P/L	Pizzas purchased for the 3-6 disco	877.10
678	22-Jul-15	Federation of P&C association	Insurance renewal 2015-16	2,774.00
Cash	01-Jun-15	Andrea Austin, Sawan Jong, Hok Roberts, Fiona Scott, Stroya	Reimbursement for bush dance expenses	366.32
Cash	01-Jun-15	Canteen	Reimbursement of drinks and pythons for 3-6 disco	269.00
				13,397.27
<b>Instrument Committee account</b>				
1363	22-Jul-15	Aon Risk Services Aust Ltd	Music instruments insurance renewal 2015-16	6,090.38
				6,090.38



## Motions

- *The amount totalling \$13,397.27 from main account and \$6,090.38 from the instrument committee account, as listed in the Treasurer's report to the meeting, are approved for payment.*
- *Pending on the approval of agenda item 11, the financial year end of the P&C and its associated businesses be changed from 31 December to 30 September with the first September year end commencing in 2015.*