



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 23 June 2015 MINUTES

Attendees:

Tim Dodds – Principal Su Hill – Assistant Principal Brett Backhouse (Ed 3P) Mark Twyman (Sophie 5, Harrison 3, Annabelle 1) Sally Sternecker (Liam 6B) Maria Ferreira (Elizabeth 3P, Isabella 1H) Robert Cen (Erik 5G)	Matthew Wood (Lucas KC) Angela Todd (Nic 3P) Lee Hughes (Imogen 5/6D) Nigel Justins (Morgan 5E) Nathan Hare (Charlotte 2S) Danilo Beltrame (Luca KD)
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1. President's welcome

2. Apologies

Andrea Austin, Rachel Johnson-Kelly, Sue Low, Nick Moore, Terry McKinnon, Beth Lyman and Ezia Cimillo (OSH Primary Care)

3. Confirmation of previous minutes

Motion: That the minutes of the previous general meeting on 27 May 2015 be approved.
Moved by Lee Hughes, Seconded by Maria Ferreira, motion passed.

4. OSHC monthly report

OSHC representatives were unable to attend, but submitted a report, which was presented at the meeting.

- Approval has been granted by the Department of Education and Communities (DEC) to increase the number of children attending the service (now maximum 122) which will accommodate the current waiting list.

5. Principal's report

Tim Dodds provided information about the following:

- Visit from CPS staff and students to Coonamble PS.
- Recent success at music eisteddfods by school groups, and dance groups also performing very well.
- School students participating in 'Move-It' TV quiz show; five shows to involve CPS children.
- Ms Paget (teacher) is currently in a palliative care unit and quite sick.
- Pacific Highway overpass will be closed by Willoughby Council for approximately 3 months to undertake repairs. Council will ensure assistance is provided for school children crossing. The 'walk' time will also be increased to help pedestrians have more time to cross.
- Concerns have renewed about buried asbestos waste under Chatswood High School oval, in part because Willoughby Council has delayed installation of an all-weather surface due

to the increased cost associated with remediation. Opportunities may exist for Chatswood Primary and High Schools and Chatswood Rangers to join forces to lobby local Council about the urgent need to proceed.

- Separately, some fibre sheeting was discovered in the meadow play area of the Bush Campus late last week. It is suspected that it had been recently dumped however, as a precaution, the area was immediately closed, pending further investigation and removal of the material by the DEC's Assets division.
- School exploring feasibility of introducing a bilingual Korean-English class, beginning in Year 1. Visits to be conducted to other schools that run such programs.

6. Correspondence

Two items tabled:

- Letter from the Honourable Gladys Berejiklian, acknowledging her meeting with representatives of CPS P&C on 1 June.
- Letter from Northern Sydney Local Health District advising of parenting seminars that could be hosted at CPS during Terms 3 or 4; to be considered by the Executive.

7. P&C Treasurer's report

Maria Ferreira presented her report (attached). A question regarding insurance claims for musical instrument damage was raised by Tim; Maria will follow-up. The following motions were proposed:

Motion: That amount totalling \$41,779 from main account and \$3276.50 from the instrument committee account are approved for payment.

Moved by Brett Backhouse, Seconded by Matthew Wood, motion passed.

Motion: That Tim Paterson be appointed as the auditor for year end.

Moved by Mark Twyman, Seconded by Brett Backhouse, motion passed.

8. Sub-Committee reports

Canteen report

A priority for the sub-committee is the full report of the review of the canteen menu, and consideration of future changes to move to more healthy options. The Canteen Treasurer's report was presented, and the increased profit noted. Confirmation was sought that children who forget their lunch be provided with an adequate light sandwich.

Uniform Shop

Sally Sternecker presented the attached report. A streamlined purchasing system has been implemented, and the pricing review is scheduled for August. Options for an online ordering system are also under investigation. Matthew Wood, the Uniform Shop Treasurer, presented the attached financial report, noting sales were well above budget.

Grounds report

See President's report below.

Class Co-ordinator

The attached report was presented, noting the recent success of the Year 3-6 Disco, and the next major fundraising event, Trivia Night, scheduled for 8 August.

Other

Brett Backhouse indicated that there had been some initial discussions among the Executive to reduce the reporting burden for sub-committees. It was proposed that one mid-term report be submitted, and that at other general meetings only issues of significance be raised. This suggestion was supported by the sub-committees and members.

9. Master plan

Lee Hughes presented the attached report. Members of the P&C Master Plan Sub-committee met with the Honourable Gladys Berejiklian on 1 June, to seek her assistance in obtaining from DEC in-principle approval for the installation of retractable seating in the hall, the proposed link between A & E Blocks, and the new Bush Campus Canteen. Some progress has resulted already with DEC's Assets Division meeting with Tim on 25 June to discuss the above plans. Gladys also alerted the P&C to funding opportunities through the Community Building Partnership Grants (up to \$50K) from her office.

10. Outstanding items

Bubblers for the lowers

Su Hill presented a range of options for bubblers and water refilling stations (for bottles). Su will finalise cost/installation details and present at the next general meeting. A suggestion was made that the P&C might fund a second bubbler/filling station for the main playground area.

Lost property

It was noted that the Lost Property collection has been re-located outside the Uniform Shop. Concerns were raised that the new bins storing the Lost Property are too big for small children to search. Senior students are assisting with sorting and returning Lost Property on Fridays.

11. President's report

Brett Backhouse provided information about the following:

- Meeting with the Honourable Gladys Berejiklian.
- Discussions regarding options for the Bush Campus Canteen; requirements for an amendment to the existing DA to be clarified.
- Acting Principal, Chatswood High School, has expressed interest in erecting a vehicle shelter (for a 22-seater bus). The CPS P&C is keen that the construction be sympathetic with the bush setting and consider the need to maintain visual surveillance of children playing in the area.
- Acting Principal, Chatswood High School, has given approval to CPS to use the bushland area in the north east corner of the Bush Campus (bordering Centennial Avenue), including removal of the old shed. A request will be made to DEC's Assets Division for this removal.
- Acting Principal, Chatswood High School, has opposed the planting of trees on the western side of the Bush Campus demountables, due to a requirement to install fire evacuation signs in this area for the high school students. The P&C has delayed the planned planting as a result.

Brett also summarised recent work undertaken to review the CPS P&C constitution and by-laws, which were adopted in October 2008. Draft revised documents including some changes were outlined, including a shift in the P&C's annual general meeting (AGM) date from February to November. This will allow the Executive Committee that is appointed at the AGM to be in place for the beginning of the school year. Related to the change in AGM date, is another proposal to change the financial year end for the P&C from 31 December to 30 September.

Angela Todd, who has been coordinating the revisions, presented four related documents (attached):

- A one-page document explaining the main changes
- A slightly updated Constitution
- A significantly updated By-laws
- A new 'Standard Operating Guidelines'

Motion: That the four documents (Constitution, Draft By-laws and Standard Operating Guidelines, and explanatory note) be circulated for consultation with the school community for a 4 week period.

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

12. Other business

Slippery paint in playground

It was noted that the white painted areas in the playground on the main campus had become slippery of late. Su Hill will liaise with the painter about reducing the slip hazard.

Annual P&C Award for school student(s)

A suggestion was made to introduce an end-of-year award to one or more students. Tim offered to explore options that might complement the existing award profile.

There being no other business, the meeting closed at 9.20pm.

Chatswood OSHC Centre

MANAGEMENT REPORT



In partnership with the P&C, Principal and School management team, we have continued to work with the school in order to meet the needs of children, parents and community. In line with NQF practices, we develop programs and provide experiences relevant to children's individual needs and interests.

TERM HIGHLIGHTS

Vacation Care begins in just a week and we are very excited about our excursions to the Powerhouse Museum and the cinemas as well as our incursions with a magician visiting us, a dancer teaching us the Bollywood dancing and the very popular, Laser Tag.

We are very excited to announce that Tatiana Kriznar won Primary OSHCare's Employee of the Month for April! Tatiana has come a long way since beginning last year at Chatswood. Tatiana gives 110% and is dedicated to building relationships with the children and their families. She puts in amazing effort and contributes enormously to the organisation of the centre. She is a respected and passionate team member. We are very proud of Tatiana!

This term we have had Coach Cooper come in every Tuesday afternoon to teach the children basketball! He teaches three 30 minutes lessons to groups of the children. They are learning about team work, sportmanships, coordination and developing their motor skills. The children are really enjoying basketball and have indicated that they look forward to each Tuesday afternoon!

This terms Community Meeting was successful with children getting involved and parents contributing. The parents have indicated to us that they would like the centre to close at later time and a survey was conducted to get more information.

This term we have started the new winter menu after issuing our menu survey to the parents. We have included some warmer foods as well as culturally diverse foods.

This term years 5 and 6 were challenge to live a healthy and active lifestyle through the Live Outside the Box Challenge. Students keep a tally of healthy foods eaten and participation in exercise to get high points to earn either a bronze, silver or gold award! Five year 5 and 6 students completed the challenge and all of them got Gold Awards! Congratulations!



Our program is diverse and inclusive of all children—including those with additional needs. Our carers and educators are properly qualified, experienced, screened and certified. Our track record is impeccable. Primary OSHCare partner with the School to promote learning development and to ensure the safety and well being of your child at the beginning and end of every school day.

CHATSWOOD OSHC CENTRE MANAGEMENT REPORT TO P&C

Term 2 – 23rd June 2015

Staff

The centre Co-ordinator and Nominated Supervisor is Bethaney Lyman, who is supported by the newly appointed Assistant Co-ordinator and Certified Supervisor Tatiana Kriznar. Our permanent educators are Neeloo Rahim and Ekta Chanana. Additionally, there is a team of casual educators, Lucy Pavely, Jessica Sutton, Dominic Cabusi, Krystal Ni, Charlotte Westbrook, Shamini Spell and Ashleigh Ferrero.

We are very excited to announce that Tatiana Kriznar won Primary OSHCare's Employee of the Month for April! Tatiana has come a long way since beginning last year at Chatswood. Tatiana gives 110% and is dedicated to building relationships with the children and their families. She puts in amazing effort and contributes enormously to the organisation of the centre. She is a respected and passionate team member. We are very proud of Tatiana!

All the staff receive regular training opportunities which are offered both internally and through external agencies such as Children Services Central, TAFE NSW and Network. Staff are also required to complete mandatory training in First Aid, Child Protection, Epipen, Asthma and Allergies Management.

Enrolments

Current average enrolment numbers in the morning sessions are 30 children and in the afternoon we are reaching full capacity of 107 children.

Recently, we were given use of the Multi-Purpose Room in B Block for the year to allow our numbers to be increased. We have been approved now to have 122 children at After School Care which means that all the children on the waiting list now have a place at our centre.

The Easter Vacation Care program was well attended with an average of 50 bookings each day. Highlights of the program identified by children, staff and parents were the excursions to the Sydney Aquarium and Circus Factory as well as the incursion of Laser Tag. Children enjoyed the Technology Day where they were able to bring their own technology to play on. Additionally, children got involved in the crafts and games that were organised for each day.

The upcoming school holiday program is looking great with excursions to the Powerhouse Museum and the cinemas, incursions of a magician, a Bollywood dance teacher and laser tag (a favourite with the children!) and other themed days such as Crazy Hair Day, Superhero Day, Health and Fitness Day and Minute to Win It Day. Our attendance numbers for Vacation Care are averaging at 45 children per day.

Regulations relating to health and medical records under the National Law require health and allergy details of all enrolled children are updated on a termly basis for all staff to ensure currency of information and the appropriate response.

Any welfare or safety issues are reported to the relevant agencies and discussed with school personnel as required, with proper respect for confidentiality and privacy laws.

Programs

Our program this term has been based off the children's interests and skills including activities from the Vacation Care program. Children have enjoyed being adventurous with craft and creating some wonderful masterpieces! Children love playing board games as well as constructing amazing creations out of Lego, Mobilo or cardboard boxes.

This term we have started Basketball lessons every Tuesday afternoon. Coach Cooper from the Manly Warringah Basketball Association teaches the children different basketball skills and giving the children opportunities to learn about team work and develop their motor skills.

This term we have challenged our year 5 and 6 students to Live Outside the Box! This challenge is about getting the children to think, learn and practice healthy living. Over two weeks, they earn points for various healthy practices (e.g. eating a healthy breakfast, drinking water, getting exercise, spending little or no time watching TV). Based on their total points, children are given either a bronze, silver or gold award. Five year 5 and 6 students completed the challenge and all of them got Gold Awards! Congratulations!!!

Each term Centre staff and management together create goals which seek to develop and improve the service. In 2015 these goals also reflect the underpinning philosophy, principles and practise of the National Quality Framework. Term 1 and 2 Centre Goals have recently been evaluated in light of our regular Centre audits and the completion of program and NQF meetings with all staff.

Centre journals demonstrate the types of activities which children are engaged in, as well as a providing a record of events and detailed evaluations completed by staff and children. Staff are increasingly engaged in critical reflection practises which promote a more detailed understanding of their own teaching and children's learning within the program. Twice a year, staff also review the program from a planning and process perspective to ensure that all staff have input and any feedback is taken into consideration.

A Menu Survey was attached to the April/May Newsletter. The menu is reviewed and changed seasonally to reflect seasonal availability of food as well as to ensure there is suitable food for the cooler and warmer months. Dietary and dental recommendations fact sheets have also been issued to families.

National Quality Framework

The Regulatory body (ECECD) conduct Assessment and Ratings (A&R) visits at every Centre on a rolling basis. We have not had our A&R visit as of yet.

Staff and managers continue with the processes of self-study, evaluation and the development of Quality Improvement Plan in accordance with the Regulations. Notable changes to our operations which affect children and/or families are relayed via notices and Newsletters.

Our Policy edition is continually updated as we are advised about additional requirements and changes under the NQF. All changes are notified to families before being ratified for our Policy Book.

Community

To broaden children's awareness of community issues the program includes acknowledgement, discussion and sometimes celebration of a variety of cultural, environmental and health related events. During term 2, children may be participating in

a range of activities relating to NAIDOC week, Australia's Biggest Morning Tea, World Environment Day, National Reconciliation week and Simply Sharing Week.

The Community meeting for Term 2 was held on Thursday 14th May at After School Care. The children participated in the meeting by surveying parents and getting their feedback.

We had artworks on display for parents to see what their children have been creating as well as photos to show more of the children's participation at the centre.

Some parents have requested if it's possible for the centre to close at a later time. A survey was taken at the Community Meeting to gain more information from parents. The results and the feedback has been taken to management for further discussion.

Parent Health and Safety Survey has been issued to families earlier this term with all surveys resulting in a positive feedback about our centre.

Policy review

This term, staff and families will be reviewing and invited to give feedback on the following aspects of Primary OSHCare Policy

- Centre Philosophy/ Statement of Principals
- Nutrition
- Program
- Staff interactions with children
- Individual Health management including Asthma, Diabetes and Allergies
- Immunisation
- Management
- Supervision
- Security
- Storage
- Building and Equipment Repairs and Maintenance
- Indoor and Outdoor environment
- Staff Interactions with Children
- Daily Routines
- Anti-Bias and Gender Equity
- Provision of Children with Additional Needs

Communications

The following emails/notices/correspondence has recently been issued to families.

- Basketball on Tuesday afternoons
- Lost Property
- Lockdown Drills
- April/May Newsletter and Menu Survey
- Year 5 & 6 Challenge: Live Outside the Box
- Quality Area 6 Survey

We rely on families to provide their most current contact details and to notify us if they are not receiving this information consistently.

Prepared by Suzanne Blythin, Ezia Cimillo and Bethaney Lyman.

CPS P&C - Treasurer's reports

- Consolidated Financial Reports (period ended 31 May 2015)
- Payments approval
- Appointment of auditor

CPS P&C CONSOLIDATED RESULTS - PERIOD ENDED 31 MAY 2015

Business units	Main Acc	Canteen	Uniform	Instrument	Total
Sales	75,847	112,536			188,383
Voluntary Contributions	121,448				121,448
Donations - Spring Fair			5,470		5,470
Interest Income	3,284	338	168	81	4,087
Other Income	50				50
	198,629	71,212	118,168	8,561	396,570
Cost of Sales		35,458	57,648		93,106
Employment Expenses		32,736	4,865		37,601
Charitable Expenses	2,774				2,774
Fundraising	292				292
Affiliation & Insurance	3,723				3,723
Depreciation			1,042		1,042
Other	3,286	171	1,283	2,832	7,572
	39,861	69,674	16,778	2,832	129,145
Net Operating Surplus	158,768	14,538	43,417	5,729	322,452
New Instruments				118	118
				118	118
Total Surplus	158,768	14,538	43,417	5,847	322,570
Opening Funds	110,717	33,611	152,356	17,631	314,315
Surplus From Year	118,768	14,538	43,417	5,729	182,452
Funds Available	229,485	48,149	195,773	23,360	496,767
Cash at year	458,281	82,043	138,289	21,517	680,130
Stock equipment/inventories		7,671	59,850		67,521
Other assets	884	2,564	4,320		7,768
Total Assets	459,165	92,278	202,459	21,517	775,419
Liabilities					
Debtors	13,300	3,548			16,848
Total Liabilities	13,300	3,548			16,848
Net Assets	445,865	88,730	202,459	21,517	758,571

- ### Consolidated results five months ended May 2015
- Total income received was \$318K
 - This included \$71K sales from Canteen and \$113K from Uniform shop
 - This represented a 28% increase in overall sales from both businesses compared to prior year (2014: Canteen \$55K and Uniform shop \$88K)
 - Gross profit margin consistent with budget - Canteen at 49% and Uniform shop at 42%
 - The remaining income mainly came from voluntary contribution \$121K

- ### Consolidated results five months ended May 2015 (cont.)
- Total expenses incurred \$142K
 - Expenses mainly related to cost of sales \$94K and employment \$33K
 - Resulted in net consolidated surplus of \$175K
 - Funds available as at May 15 was \$704K
 - This mainly represented by cash on hand of \$648K and Inventory of \$67K less liabilities
 - Upcoming payments – 1st instalment for the school contribution and insurance renewal

Payments for approval

Chq. No.	Date	Paid to	Purpose	Amount \$
Main account				
954	20-May-15	H&B Gardens	10% deposit of the landscaping work in the bush campus	674.65
956	20-May-15	Plants Plus Cumberland Forest	Plants for the bush campus	823.00
958	20-May-15	Reid Dry	Entertainment for the bush camp	455.00
957	20-May-15	James Tishanic	CU for the 30-disc	280.00
956	20-May-15	Springvale Design P/L	Sausages purchased for the bush camp	220.00
959	31-May-15	Blue Lark	Survey Monkey account upgrade	24.00
970	31-May-15	Model Pan	Bookkeeping fees for March accounts	472.50
971	27-Jun-15	Gradesboro Public School	1st instalment of the school contribution	49,500.00
972	27-Jun-15	Model Pan	Bookkeeping fees for April accounts	384.20
				49,276.35
Instrumental Comm. Acc. account				
1361	25-May-15	The Sydney String Centre	Purchase of Cello and accessories	3,187.50
1362	25-May-15	Turramurra Music	Purchase of accessories	89.50
				3,277.00

Motion: That amount totalling \$43,276.65 from main account and \$3,276.50 from the instrument committee account, as listed in the Treasurer's report to the meeting, are approved for payment.

- ### Appointment of auditor 2015
- Following the resignation of Peter Hurley as our auditor, Tim Paterson has agreed to take up the appointment as the P&C auditor for the forthcoming year.
 - Tim is a Chartered Accountant and has his own practice
- Motion: That Tim Paterson is appointed as the auditor of the P&C**

Canteen P&L Year to Date to May

	Current Year	Budget	Var	Last Year	Var
Sales	70,927	58,990	11,937	54,995	15,932
School 24					
Cost of Sales	(36,496)	(31,643)	(4,853)	(33,248)	(3,248)
Gross Profit	34,431	27,348	7,084	21,747	12,684
Markup	94%	86%	8%	65%	29%
Margin	49%	46%	2%	40%	9%
Expenses	(22,907)	(23,725)	818	(19,662)	(3,245)
Interest Income	308	625	(317)	708	(400)
Net Profit	11,832	4,247	7,585	2,793	9,039
Commentary					

Overall year to date a profit of \$11.8k - \$7.6k better than budget, \$9.0k up on last year. Sales in May were very strong, with underlying sales of \$23.6k, versus \$18.7k last year, and improvement of 26% year on year.

May was the first month where sales were like for like with both canteens open for a full month, so this gives a good indicator of strong underlying performance.

Gross profit for the year to date is ahead of budget by \$7.1k and ahead of last year by \$12.7k

A review of recognition of school 24 income showed we were recognising income one period late due to a bank payment made just after the end of the month (caught up in December last year) and this benefited the May and year to date result by \$4.9k. Underlying margins are strong.

Expenses for the year to date are slightly better than budget. Interest income remains low.

Uniform Shop Committee Report P & C Meeting June 2015

Prepared by: Sally Sternecker (Convener)
23 June 2015

Stock orders

A process has been introduced to ensure that purchase orders are completed for all stock orders. This is to ensure that there is a record of the purchase and delivery timeframes can be agreed upfront (which will assist with mitigating delays in delivery).

Purchase orders will also streamline invoice payments.

Entertainment books

Entertainment books are sold by the uniform shop. For each copy sold (hard copy or digital), \$14 profit is realised for the uniform shop.

Whilst the uniform shop may continue to do this, the uniform committee will discuss next term in the context of the overall fundraising strategy for the school as it is not strictly to do with uniforms.

Status – other 2015 projects

Pricing review

- A full review will be completed at our next committee meeting in August

Online ordering

- Mr Dodds advised that one of the parents has offered to assist with review and set up (for a fee). We are interested in meeting the parent and discussing his proposal. (Mr Dodds has offered to set up the meeting)
- Roseville PS and Northbridge PS were previously offering online ordering through school24 but this has ceased (and we will contact them to find out why)
- The committee could do with one or two volunteers to assist with this project.

Customer feedback

- Facebook and email enquiries have been received from parents. A list of customer enquiries will be compiled for discussion and action planning. (Term 2 / term 3)

End of report

Uniform Committee Financial Report

May 2015

The Uniform Shop had another strong month in May. Sales of \$20,017 exceeded budget of \$18,350 by 9%. Year to date sales \$112,535 are now 24% ahead of budget and up 29% compared to the same period in 2014.

Net Profit, Year to Date, is \$37,284. This is 10% higher than budget.

A new system of purchase orders has now been implemented to provide better certainty around contractual terms with suppliers as well as improved financial governance. The system has been used effectively to place orders over the past month.

End of Report

Chatswood Public School Uniform Shop

Profit & Loss Statement

January 2015 through May 2015

	January	February	March	April	May	Total
Income						
Sales						
Cash Sales	\$22,489.22	\$15,001.27	\$18,934.07	\$32,169.14	\$18,830.00	\$107,403.70
Second Hand Sales	\$0.00	\$0.00	\$3,001.00	\$0.00	\$977.00	\$3,978.00
Second Hand Sales - Half Yearly	\$235.95	\$235.95	\$235.95	\$235.95	\$210.00	\$1,153.80
Total Second Hand Sales - Instore	\$235.95	\$235.95	\$3,236.95	\$235.95	\$1,187.00	\$5,131.80
Total Sales	\$22,705.17	\$15,237.22	\$22,171.02	\$32,405.09	\$20,017.00	\$112,535.50
Interest Received	\$39.05	\$38.39	\$40.44	\$0.00	\$37.88	\$194.21
Miscellaneous Income	\$0.00	\$0.00	\$408.18	\$21.79	\$0.00	\$429.97
Total Income	\$22,744.22	\$15,275.87	\$22,617.59	\$32,467.32	\$20,054.68	\$113,159.68
Cost of Sales						
Opening Stocks	\$55,322.18	\$55,322.18	\$55,322.00	\$58,319.03	\$53,520.96	\$55,322.18
Clothing - Purchase	\$4,658.84	\$5,479.60	\$20,074.15	\$13,686.88	\$16,223.00	\$60,122.47
Accessory - Purchase	\$0.00	\$598.48	\$0.00	\$0.00	\$6,399.50	\$6,997.98
Entertainment book	\$0.00	\$0.00	\$0.00	\$0.00	\$0.01	\$0.01
Closing stocks	(\$55,322.18)	(\$55,322.00)	(\$58,319.03)	(\$53,520.96)	(\$64,823.63)	(\$54,823.63)
Total Cost of Sales	\$4,658.84	\$6,078.26	\$17,077.12	\$18,484.95	\$11,319.84	\$57,619.01
Gross Profit	\$18,085.38	\$9,197.61	\$5,540.47	\$13,982.37	\$8,734.84	\$55,540.67
Expenses						
General & Administrative Exp						
Merchant Fees	\$67.77	\$198.71	\$142.80	\$188.05	\$333.29	\$930.62
Bank Charges	\$10.32	\$16.25	\$13.70	\$14.74	\$10.66	\$65.67
Depreciation	\$202.41	\$202.41	\$202.41	\$202.41	\$202.41	\$1,012.05
Office Supplies & Computer Exp	\$0.00	\$24.37	\$170.28	\$0.00	\$39.83	\$234.48
Total General & Administrative Exp	\$280.50	\$441.74	\$529.19	\$405.20	\$586.19	\$2,242.82
Operating Expenses						
Store Equip Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Total Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$30.00	\$30.00
Employment Expenses						
Superannuation	\$0.00	\$182.92	\$263.55	\$186.35	\$179.69	\$812.51
Wages & Salaries	\$0.00	\$2,214.92	\$2,792.23	\$2,193.09	\$1,891.49	\$9,091.73
Workers' Compensation	\$0.00	\$0.00	(\$53.01)	\$0.00	\$0.00	(\$53.01)
Total Employment Expenses	\$0.00	\$2,367.84	\$3,002.77	\$2,379.44	\$2,071.18	\$9,851.23
Total Expenses	\$280.50	\$2,839.58	\$3,531.96	\$2,784.64	\$2,687.37	\$12,124.05
Net Profit / (Loss)	\$17,804.88	\$6,356.03	\$2,008.51	\$11,197.73	\$6,047.47	\$43,416.82

SS Parents Coordinator Report C Meeting – June 2015

Prepared by: Sue Low
June 2015

1. Fundraising and Social events planned for the year:

Year 1, Year 2	K-2 Bush Dance	Saturday, 23 rd May 2015
Year 6	Y3-6 Disco	Friday, 12 th June 2015
Year 4	Trivia Night	Saturday, 8 th August 2015
Year 3	Father's Day Breakfast	Friday, 4 th September 2015
Kindergarten	Staff Thank You Lunch	Wednesday, 7 th October 2015
Julie Hill/Sue Low/Year 5	Carols	Thursday, 3 rd December 2015
Fundraising Team and Event Committee	Karaoke and Mahjong Night	Saturday, 17 th October 2015

2. Year 3-6 Comic Con Disco – Friday, 12th June 2015

Huge success again with another school event and a big thank you to all the parents and Su Hill for helping before the event and on the day of the event. Security was the night's biggest concern and the organizing committee ensured utmost care by having 15 parent volunteers to assist patrolling the upper and lower COLA, and playground areas. Tape was also placed around the lower COLA adjacent to the entrance of the School Hall to ensure that the children were only confined to a safely visible area and the toilets were accessible.

Organized fully by an extremely dedicated few parent volunteers from Year 6 before and up till the event, led by Caroline Soo, Jennifer Lee, Ali Beale and Imogen Deutsch.

79 children attended in total (4 children turned up and paid on the night itself).

Summary:
Total revenue - \$3063.10
Total expenses (still to be finalised) – approximately \$1200
Profit - \$1863.10

The event also used some excess stock of drinks, lollies from the Bush Dance and still had some leftover of lollies to be passed on to the next event.

Trivia Night – Saturday, 8th August 2015

Next event coming up for the year at the School Hall, this time for parents and staff of the school!!!!

Invite the Date invites will be sent out in the newsletter and updated on the CPS Facebook page so everyone can mark their dates in their diaries and get together to form a table with some friends or get a table or two and come along to join a table!!!!

Note from the Fundraising committee has also been sent out to all class teachers to hand over to the parents seeking any potential assistance in donation of small prizes, vouchers, or items which are suitable for inclusion in hampers such as cookware, gourmet foods, wines, books, sporting goods.

Request to parents to have a look into your pantry, cupboards and see if you can spare something suitable for inclusion in hampers for silent auctions, auctions – all for fundraising for the school!

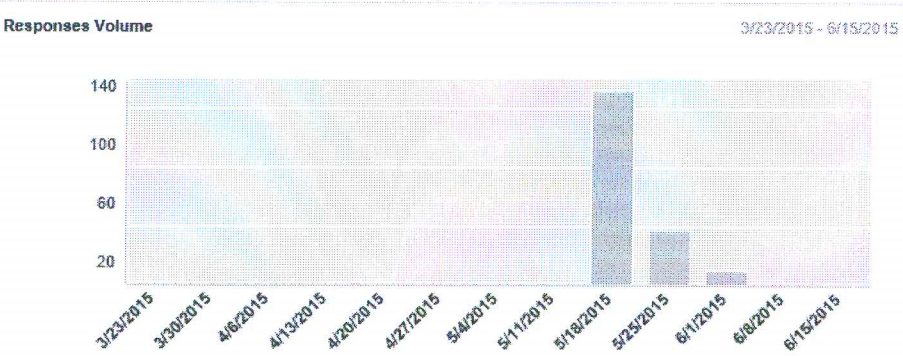
Fundraising Committee

Allocation of the prizes collected through the door-knocking, calling and writing to company and organizations have been ongoing all through Term 2. Significant amount of money and prizes/vouchers collected to date. The committee will be allocating the prizes most suited for each event (Moon Festival, Trivia, Mahjong and Karaoke Night) at the start of Term 3.

Any further donations of small prizes, items, etc. is truly appreciated and will help further improve the school facilities for our 1,000+ students with some major projects.

In return for the generosity and recognition of any contribution, the business, organization or families will receive Certificate of Appreciation and also be acknowledged in the weekly Chatswood Public School newsletter lead to the event and also at the event (e.g. acknowledged in the Program Booklets, posters, etc).

5. School Fundraising and Social Events Survey



181 total responses to date. The survey is now closed.

Results to be analysed and reported next month.

END OF REPORT

P&C DEVELOPMENT COMMITTEE REPORT

June 2015 – By Lee Hughes (convenor)

Masterplan

- No further action or resolution has been undertaken on the masterplan.
- No capital works submissions have been referred to the Development Committee

Active projects:

Retractable Seating for the School Hall

- Application was made to DEC for concept approval in Nov. 2014. No further response has been received. T.McK is continuing to chase DEC for a response
- It should be noted “Lead” time for seating order is generally 12-14 weeks after placement of order and payment of deposit.

With this in mind, and aiming for install in Term 3 holidays, it will take a good week to install the system so ideally you would want delivery to occur on or before 29th September. If we base it on having the system installed by the end of the holidays (6 October, 2015), an order would have to be placed before the end of this month (June).

- Unless we can get some direction very quickly, it is likely a “next year” project.....(or if the hall can be out of action for a week during term. This would need to be coordinated with the school, Oshc, tae-kwon-do etc.)

Building A-E Link

- Application was made to DEC for concept approval in Nov. 2014. No further response has been received. T.McK is continuing to chase DEC for a response
- Cityplan Services have a Heritage impact study (HIS) gratis however no further work will be undertaken until DEC Concept approval is given.

Bush Campus Canteen

- A concept location has been nominated central to the classrooms where a building gap exists.
- DEC voiced potential DA concerns with the concept.
- Dev. Committee awaits clarity on what the issue is before taking the matter further.

Other Activities:

- A meeting was held with Hon. Gladys Berejiklian MP to brief her on the Dev. Committee's concerns re: lack of attentiveness by DEC to requested approvals on 1st June 15.
- She commended the P&C on the activities to date and was sympathetic with our predicament.
- We have received confirmation that she made representations to the Minister for Education & Communities the following day on our behalf. We await further action.
- She drew our attention to a “Community Building Partnership” Grants available soon from her office for projects to \$50K.

Review of the Chatswood P&C Constitution and By-laws

Parents and Citizens Associations in NSW usually have two documents that govern their operations: a Constitution, and By-laws.

In NSW, the wording of the Constitution is the same for all P&Cs and is determined by the Department of Education. An individual P&C Association cannot change the wording of this document. On the other hand, the By-laws are written by each P&C and can include rules specific to that P&C and its school. There is a general template for the By-laws, which gives suggestions about the kinds of rules and statements that might be included in such a document.

The current Constitution and By-laws for Chatswood Primary School's P&C were adopted in October 2008. The Executive Committee of the P&C determined that it was timely to review both documents, and to make some changes to help improve the Association's operations.

The Chatswood P&C Constitution

The wording of the Constitution, as specified by the NSW Department of Education, has not changed since 2008. The Executive Committee of Chatswood P&C has made some minor "cosmetic" changes to the layout of this document, otherwise it is the same as the existing Constitution approved in 2008.

The Chatswood P&C By-laws

The P&C Executive has reviewed the current By-laws (also adopted in October 2008). As part of this review, the by-laws of 3 other local public schools were examined for possible improvement ideas. The main changes that have been proposed in the new draft by-laws are as follows:

- A new financial year end has been proposed. The current financial year end is 31 December. This means that the accounts are audited in January/February, and presented at an Annual General Meeting for approval at the end of February. This is also when the new Executive Committee members are elected. So, the Committee is not fully operational until March. We propose changing the year end to 30 September, so that the Executive Committee will be in place to begin with the beginning of the new school year.
- Associated with the change to the financial year end, we also propose changing the Annual General Meeting date to November (instead of February).
- The structure of the by-laws has been changed to add a new section at the beginning with definitions, and then subheadings to identify main topic areas. This makes the document slightly longer but easier to follow.
- Details about the responsibilities and accountabilities of the Executive Officers and the Subcommittee leaders have been strengthened.
- A new section has been added to strengthen budget planning.
- Information about submitting a motion for annual or general meetings has been added. More detailed operational information associated with running these meetings has been transferred to a new draft P&C document, called Standard Operating Guidelines.

The Chatswood P&C Standard Operating Guidelines (new document)

The Standard Operating Guidelines have been developed to provide more detail to Association members about the conduct of Annual and General meetings, and suggestions about how to raise an agenda item or motion, and how to submit a suggestion or proposal. They are intended as a guide only.

11) Liability

(a) A member or Officer of the Association is not, by reason only of being such a member or Officer, liable to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association.

(b) The Association must effect and maintain approved public liability insurance, unless the Association is covered by such insurance affected and maintained by the Federation of Parents and Citizens' Associations of New South Wales. In this section "approved public liability insurance" means public liability insurance which an Association incorporated under the Associations Incorporation Act 1984 is required by Part 6 of that Act to effect and maintain.

12) Subscriptions

The annual subscription shall be set by the rules but shall not be less than 50 cents.

13) Subcommittees

The Association may establish subcommittees, however styled, to carry out specific functions on its behalf. Any subcommittees that are established shall report regularly at meetings of the Association and follow any directions received from the Association. The Association may dissolve a subcommittee at any time. Any funds raised or handled by a subcommittee shall be, for all purposes, funds of the Association.

14) Dissolution

(a) The Association may be dissolved in terms of a resolution carried at a general meeting or a special meeting of members, providing at least seven days' notice has been given to members and subject to the concurrence of the Minister for Education and Training, or otherwise at the Minister's discretion.

(b) The Association shall be dissolved if the number of members falls below the quorum or the school to which the Association is attached is closed.

(c) Where the Association is dissolved minute books, audited accounts and other records, together with the residue of funds, shall be given to a kindred organisation having a taxation status accepted by the Australian Taxation Office as equivalent to that of the Association. In particular, where the Association maintains a deductible gift fund (such as a school building fund) on dissolution any remaining assets or funds must be transferred to another gift deductible fund with similar objects to the Association. Any records given to a kindred organisation will be retained in accordance with taxation legislation requirements. The transmission shall occur within two months of the dissolution of the Association, and only after the books of account have been audited as provided under Clause 16. If the Association is registered for GST, dissolution shall not be finalized until all accounts have been paid, all revenue received and all GST transactions have been accounted for in the Association's Business Activity Statement.

(d) Where the Association is dissolved, assets and funds on hand after payment of all expenses and liabilities shall not be paid to or distributed among the members.

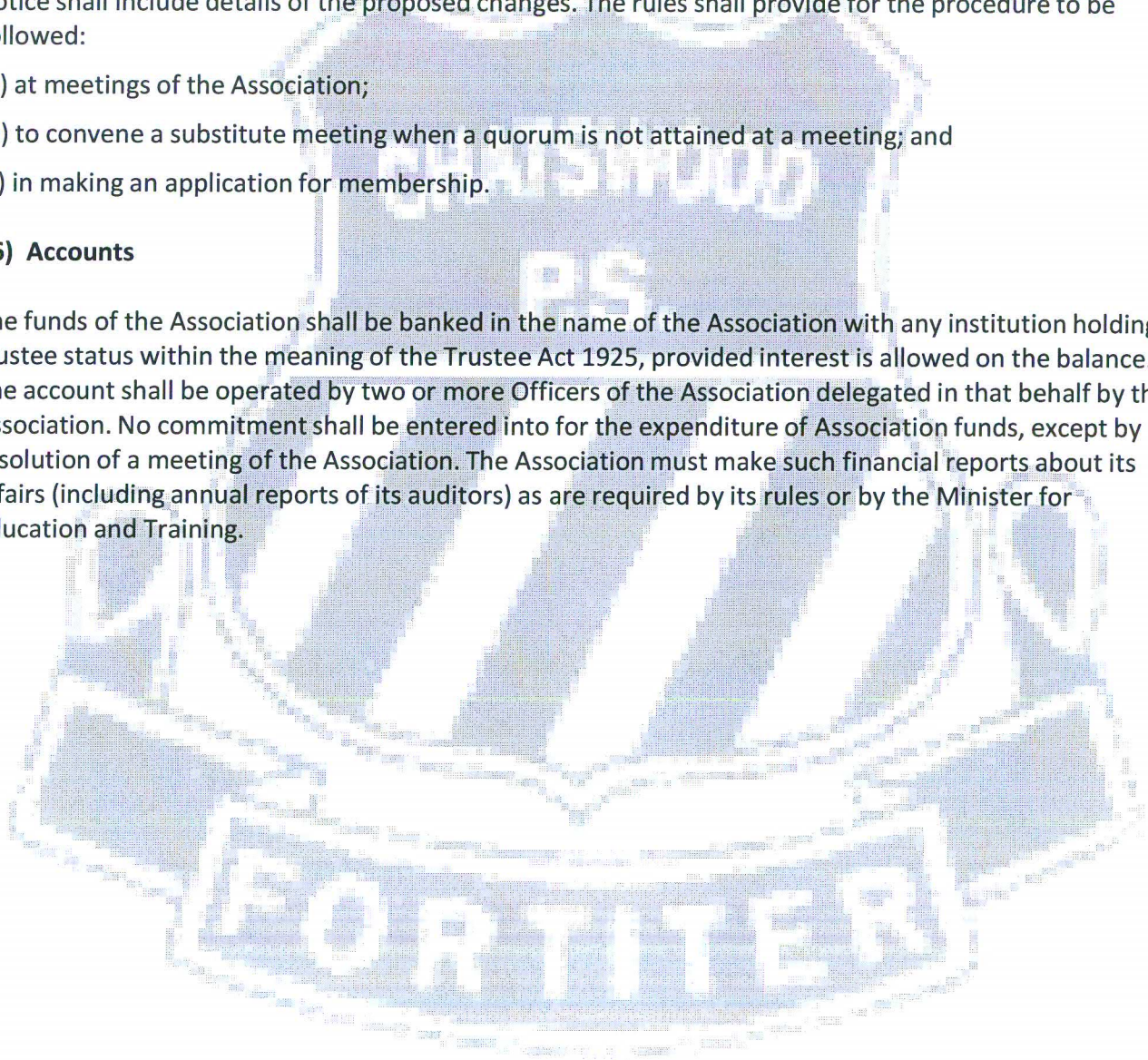
15) Rule-Making Power

The Association shall make such rules as are required to carry out its functions. The rules shall not contravene the terms of this constitution, the Education Act 1990, or the Parents and Citizens' Associations Incorporation Act 1976. The rules may be adopted, altered or withdrawn according to a simple majority vote at any meeting of the Association for which a month's notice has been given. Such notice shall include details of the proposed changes. The rules shall provide for the procedure to be followed:

- (a) at meetings of the Association;
- (b) to convene a substitute meeting when a quorum is not attained at a meeting; and
- (c) in making an application for membership.

16) Accounts

The funds of the Association shall be banked in the name of the Association with any institution holding trustee status within the meaning of the Trustee Act 1925, provided interest is allowed on the balance. The account shall be operated by two or more Officers of the Association delegated in that behalf by the Association. No commitment shall be entered into for the expenditure of Association funds, except by resolution of a meeting of the Association. The Association must make such financial reports about its affairs (including annual reports of its auditors) as are required by its rules or by the Minister for Education and Training.



Chatswood Public School Parents and Citizens' Association By-laws (REVISED DRAFT)

1. Definitions

Terms defined in the Constitution have the same meaning in these By-laws. In addition, the following definitions apply (listed alphabetically).

"Association" means the Chatswood Public School Parents and Citizens' Association.

"Convenor" means the elected leader of an authorised sub-committee.

"Executive Committee" or "Executive" means members of the Association holding the following elected positions: President, two Vice-Presidents, Treasurer, and Secretary.

"Federation" and "P&C Federation" means the Federation of Parents and Citizens' Associations of New South Wales.

"Member" means a member of the Association, who has paid the annual membership fee and who is either a parent or guardian of a child attending the School, or a resident of the community served by the School.

"Prespecified School Allocation" means a minimum annual allocation of funds made by the Association to the School for prespecified items.

"School" means Chatswood Public School.

"Voluntary contribution" means an annual donation made by the parents and guardians of pupils at the School, collected by the School on behalf of the Association.

The following rules are made under the constitution of *Chatswood Public School Parents and Citizens' Association*.

2. Aims

The Association is formed for the benefit of the pupils of the School, and will:

- (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
- (d) promote the interests of public education.

3. Executive Committee

The Executive Committee will oversee implementation of the decisions of the Association, and be accountable for the allocation and expenditure of Association funds.

Meetings of the Executive Committee will be held as required, upon notice issued by the **President** or **Secretary**. Members of the Executive Committee will not receive any remuneration or other material benefit due to their position in the Association. Any member of the Executive Committee may be removed from office by resolution at a General Meeting of the Association, provided that seven (7) days' notice has been given of the motion to remove that person. No person will serve more than three consecutive years in the same Executive position unless approved by the Association.

4. Sub-committees

The Association will operate a Canteen and Uniform Shop as business units within the School, each supported by a sub-committee. Each of these sub-committees will be assigned a Convenor and Sub-committee Treasurer, elected at the Annual General Meeting. The Convenors and Sub-committee Treasurers will have delegated authority to guide and oversee the operations of the assigned business units, including expenditure of funds required for normal running costs, and to prepare annual business unit budgets in consultation with the Executive. No person will serve more than three consecutive years in the same Convenor or Sub-committee Treasurer position unless approved by the Association. Any funds raised by the business units are funds of the Association.

The Association will also maintain a Strategic Planning Sub-committee to plan and make recommendations to the Association on major capital works and infrastructure projects. The Association may establish other sub-committees or designated positions from time to time to carry out specific functions on its behalf.

Meetings of sub committees will be held as required, upon notice issued by the relevant sub-committee Convenor or leader. Sub-committees will report regularly at general meetings of the Association and follow any directions received from the Association. The Association may dissolve a sub-committee at any time.

5. Members

Any person who is either a parent or guardian of a child attending the School, or a resident of the community served by the School, and who has paid the required annual membership fee will be a member of the Association. The membership fee may be paid to the **Secretary** or **Treasurer** at a general meeting or the Annual General Meeting. Membership (and associated voting rights) will take effect at the meeting at which the membership fee is paid, and will remain current until the close of the Annual General Meeting in the following year. The **Secretary** will be responsible for maintaining an up-to-date register of membership.

Members are entitled to request agenda items for consideration at a general meeting, to attend and participate in discussions at the AGM and general meetings, and to raise and vote on motions at meetings, in accordance with the Association's standard operating guidelines, as published from time to time.

Other persons who are non-members may attend the Association's AGM or general meetings as silent observers.

6. Expenditure of funds

All funds raised by, and on behalf of, the Association will be used to benefit the pupils of the School. Any motion to expend Association funds must be placed on notice for the meeting at which it is to be considered (see the Association's standard operating guidelines for details). Proposals for expenditure on items exceeding \$5,000 should usually include a minimum of two independent quotes.

The **President**, in consultation with the **Treasurer**, will have discretionary power to expend up to \$1,000 for contingency items, provided such items are in accordance with the aims of the Association. A sub-committee may expend those monies necessary for normal running costs in relation to its function and as authorised by the Association. Where expenditure on an item has prior approval, the **President** and **Treasurer** will have jointly delegated authority to approve payment with an over run of expenditure of up to 10% for items not exceeding \$2,000.

Operation of the Association's bank account will require the authority of two Executive Officers who have been designated as authorised persons and enabled by the bank. Any signatory to the Association's bank accounts will have authority to view and operate Association bank accounts. The Association will maintain a minimum of three signatories on each bank account at all times. The Executive Officers may delegate authority to operate sub-committee bank accounts to Convenors and Sub-committee Treasurers. The Executive Officers remain accountable for the Association's bank accounts.

7. Financial year and budget

The financial year of the Association will close on 30 September each year.

At least two of the Executive Officers of the Association must hold a budget planning meeting with senior School representatives in Term 3 each year to discuss major proposed expenditures of Association funds in the following year, including the Prespecified School Allocation.

The Executive Committee will be responsible for preparing an annual budget for the Association, to be presented for approval at the October general meeting (unless unforeseen circumstances arise). The budget will include estimated income and expenditure for the Association as a whole, and separately for the two business units (Canteen and Uniform Shop).

The sub-committees of the Association's two business units must submit a draft budget to the Executive Committee three (3) weeks prior to the October general meeting. These budgets will form the basis for determining each business unit's normal running costs and projected profits, and will identify any planned major expenditures for the coming year. A sub-committee's annual budget may be modified and approved at a subsequent general meeting.

In association with preparing the draft annual budget, the Executive Committee is responsible for reviewing and recommending to members:

- (a) the proposed annual Association membership fee
- (b) the proposed Voluntary Contribution rate per pupil
- (c) the proposed annual Prespecified School Allocation
- (d) planned major expenditures on capital works and other school improvements.

The membership fee will be one dollar, unless otherwise specified. The Voluntary Contribution rate should be increased each year, as a minimum, by a proportion equivalent to the Consumer Price Index (CPI). The Prespecified School Allocation amount will be determined annually by the Association, giving due consideration to other major planned expenditures.

8. Annual General Meeting (AGM)

The AGM of the Association will be held in November of each year, in place of the ordinary general meeting for that month. The **Secretary** will prepare the agenda, in consultation with the Executive Committee and in accordance with the Association's standard operating guidelines, to be published at least seven (7) days prior to the meeting.

9. General Meetings

A general meeting of the Association will be held on the fourth Tuesday of each month during term (excluding November), commencing at 7:30 pm. The **Secretary** will prepare an agenda, in consultation with the Executive Committee and in accordance with the Association's standard operating guidelines, to be published at least seven (7) days prior to the meeting. Members will conduct themselves appropriately at all meetings.

10. Motions on Notice

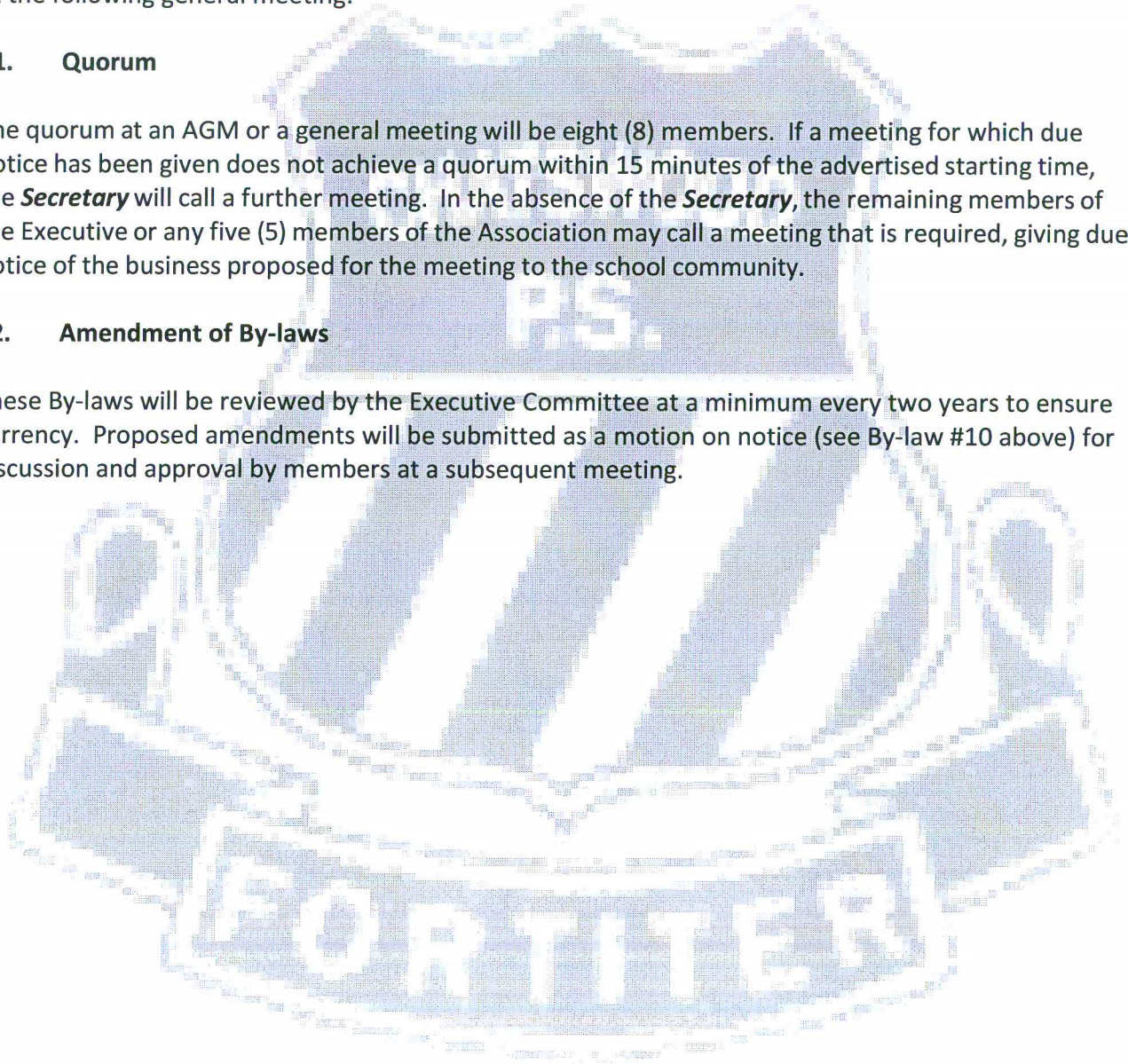
Any member of the Association may submit a ***motion on notice*** to be included on the agenda of an upcoming meeting (AGM or general meeting), in accordance with the Association's standard operating guidelines. The purpose of submitting a motion on notice is to give advance notice (in writing) that a member intends to move a particular motion for ***an action or decision*** by the Association. A member who has submitted a motion on notice may withdraw it at any time before it is moved at the meeting. A motion on notice may also be submitted at a general meeting under "General business" for discussion at the following general meeting.

11. Quorum

The quorum at an AGM or a general meeting will be eight (8) members. If a meeting for which due notice has been given does not achieve a quorum within 15 minutes of the advertised starting time, the ***Secretary*** will call a further meeting. In the absence of the ***Secretary***, the remaining members of the Executive or any five (5) members of the Association may call a meeting that is required, giving due notice of the business proposed for the meeting to the school community.

12. Amendment of By-laws

These By-laws will be reviewed by the Executive Committee at a minimum every two years to ensure currency. Proposed amendments will be submitted as a motion on notice (see By-law #10 above) for discussion and approval by members at a subsequent meeting.



Chatswood Public School Parents and Citizens' Association Standard Operating Guidelines DRAFT

Chatswood Public School Parents and Citizens' Association (the Association) has developed these Standard Operating Guidelines (SOGs) to ensure transparency and due process in its decision-making and expenditure of funds. The SOGs are intended to guide the Association in its operations during the Annual General Meeting and other general meetings.

The SOGs should be read in conjunction with related documents such as the Association's Constitution and By-laws. These Guidelines are intended as a general guide; variations in procedures may occur from time to time due to given circumstances. Nonetheless, the principles of transparency and due process should be maintained.

1. Definitions

The following definitions apply in this document (listed alphabetically).

"Association" means the Chatswood Public School Parents and Citizens' Association.

"Convenor" means the elected leader of an authorised sub-committee such as the Canteen sub-committee or Uniform Shop sub-committee.

"Executive Committee" or "Executive" means members of the Association holding the following elected positions: President, two Vice-Presidents, Treasurer, and Secretary.

"Member" means a member of the Association, who has paid the annual membership fee and who is either a parent or guardian of a child attending the School, or a resident of the community served by the School.

"School" means Chatswood Public School.

2. Annual General Meetings

The primary purpose of the Association's Annual General Meeting (AGM) is to:

- receive and approve the annual audited statement of income and expenditure, and annual report of the Association
- nominate an auditor for the upcoming year
- elect the Executive Officers for the coming year

The order of business at the AGM will generally be:

- (a) Welcome and apologies
- (b) Confirmation of the minutes of the previous AGM. Note: the only permissible discussion on the motion for confirmation of minutes will be the accuracy of reporting. Objections on this score must be moved, seconded and voted upon.
- (c) Presentation of the President's Annual Report
- (d) Presentation of the audited financial statements for the preceding year (including Canteen and Uniform Shop reports)
- (e) Presentation of other sub-committee reports
- (f) Appointment of Auditor
- (g) Election of Executive Officers and sub-committee convenors and treasurers
- (h) Other business

If an Executive, Convenor or Sub-committee Treasurer position is vacant following an AGM, a person may be elected to that position at a subsequent meeting of the Association.

3. General Meetings

As a guide, general meetings may include most or all of the following agenda items (the order may vary):

- (a) Welcome and apologies
- (b) Confirmation of the minutes of the previous general meeting
- (c) Matters arising from the minutes
- (d) Correspondence
- (e) Report from the School's aftercare service
- (f) Report from the Principal
- (g) Report from the Treasurer (including progress to date of actual expenditure against budget)
- (h) Reports from sub-committees (budget update once per term)
- (i) New items on notice
- (j) General business

Reports should be brief and highlight noteworthy issues such as major operational or funding items. Unfinished business on notice at the previous meeting can be dealt with as (c) Matters arising from the minutes.

4. Requesting agenda items

Members of the Association may request agenda items for discussion at the Annual General Meeting or a general meeting. Agenda items generally are one of three types:

- an item seeking or providing information
- a proposal to undertake exploratory work or initial investigations on behalf of the Association (that does not involve expenditure of Association funds)
- a proposal to undertake works that involve expenditure of Association funds.

A member wishing to request an agenda item should contact the P&C President or Secretary no later than seven (7) days prior to the scheduled meeting, so that the item may be listed. It is expected that the member requesting the item will normally attend the meeting to speak to that item.

An agenda item seeking or providing information usually does not include a motion. A proposal to undertake work (whether involving expenditure of funds or not) should be submitted in writing according to the guidelines below, and should include a proposed motion, to be put on notice with the agenda item. A member of the Executive Committee can assist members with these processes.

5. Submitting a proposal to the P&C

Each year, the P&C receives and considers numerous ideas and requests from parents, the school and occasionally, from the student body. Ideas and requests should be submitted to the P&C in the form of a brief proposal. Having an initial discussion with an Executive Officer is likely to be helpful.

Preparing a proposal

The same process applies to all ideas and requests, whether small, medium or large, or short term or long term. A proposal is usually not a lengthy document (it may be less than 1 page) and needs to answer the following questions:

- a) What is needed?
(A brief description of the idea or project, or sketches, or even brochures)
- b) Why is it needed?
(Details of why this is needed and what benefits it will provide to students and the School. If it is related to School buildings, how does it fit with the School's Masterplan?)
- c) How much will it cost?
(A rough estimate, or if possible actual quotes depending on the item (items exceeding \$5,000 would usually need a minimum of two independent quotes)
- d) Timeframe?
(How long will it take to develop/implement? An estimate is sufficient. Is this a short, medium or long term project?)
- e) Contact details
(Name and contact details (phone and email) of the person submitting the proposal (the proposal Sponsor) who can be contacted for more information)

Proposals should be submitted to the Association President or Secretary. If additional information is needed, this will be requested in the first instance by the Secretary. The person submitting the idea or request needs to be prepared to sponsor that idea, gather relevant information and/or quotes (where funds are involved), and then help in some way with the implementation of the idea if it is approved. A member of the Executive Committee may be able to assist.

What happens to a proposal?

All completed proposals will be reviewed by the Executive Committee. Proposals may also be referred to a relevant sub-committee for consideration and comment. The Executive may then liaise with the proposal sponsor for further information/next steps, or may recommend that the proposal and associated motion (see below) be presented at the next meeting of the Association for discussion and approval.

6. Motions on Notice

Any member of the Association may submit a ***motion on notice*** to be included on the agenda of an upcoming meeting (AGM or general meeting). The purpose of submitting a motion on notice is to give advance notice (in writing) that a member intends to move a particular motion for an action or decision by the Association.

A motion on notice will set out the exact words of the proposed motion. It must be submitted to the **Secretary** or **President** at least seven (7) days prior to the date of the meeting at which the motion is to be moved and debated, and will be included on the meeting's agenda. At the meeting, the member who submits the motion on notice will read its text, as stated in the agenda. The member will then make his or her arguments in support of the motion. After a motion has been moved and debated, the members attending the meeting will vote on it. A member who has submitted a motion on notice may withdraw it at any time before it is moved at the meeting.

A motion on notice may also be submitted at a General Meeting under "General business" for discussion at the following General Meeting.

7. Review and updating of these Guidelines

These Standard Operating Guidelines may be reviewed by the Executive Committee from time to time, and changes made by the Committee to ensure they reflect the relevant processes and operations of the Association.

