



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

GENERAL MEETING TUESDAY 24 March 2015 MINUTES

Attendees:

Tim Dodds - Principal	Andrea Austin (Amy 2PL, Lucas 3H)
Terry McKinnon - Deputy Principal	Matthew Wood (Lucas KC)
Su Hill - Deputy Principal	Angela Todd (Nic 3P)
Brett Backhouse (Ed 3P)	Rachel Johnson-Kelly (Imogen 5/6D)
Mark Twyman (Sophie 5, Harrison 3, Annabelle 1)	Joe Grundy (Cassandra 4BT, Adrian KS)
Sally Sternecker (Liam 6B)	Chris Du (Zara 1G)
Sue Low (Calleigh KA)	Lyndall Franks (Eamonn 4R, Ellis 2T)
Deborah Bodger (Luke 6B, Angelina 2M)	Natasha Kovalenko (Eugene 4C, Anna KF)
Nick Moore (William 3G)	Rosie Hooper (Veronica 5H, Alicia 4BT, Jasmine KF)
Beth Lyman - OSHC	

1. President's Welcome

2. Apologies: Nigel Justins, Mabel Pan, Melinda Holmes, Maria Ferrreira, Trish Blair, Lee Hughes

3. Confirmation of Previous Minutes:

Minutes of the previous general meeting held 24 February 2015 were Motioned by Rachel Johnson-Kelly Seconded by Deborah Bodger

4. OSHC Monthly report

Presented by Beth Lyman – Full report can be found on School Website.

- The Department of education has just increased after school numbers to 107 is about to increase further to 140
- Successful Homework Club
- Incorporating school programmes to after school eg Harmony Day

5. Principal's report:

2015 – Enrolments – staying stable around 1040

B Block - plan to internally paint over the next 2 holiday periods and A/C query has been raised again by teachers. Principal has not recommended any action be taken.

Kindy packs – Opportunity for the uniform shop to take on board the “kindy pack” including some basic stationery items. Information handed over to Sally Sternecker.

Korea – Over 50 students have applied to go with about 20 to be accepted with 5 teachers to go for 7 days during school holidays.

Sister schools – 2 of our sister schools will be visiting this year from China.

P&C Funds – Tim gave an overview on where the P&C funds could be spent. The school has asked maybe the contribution could be raised from \$70k per year to \$85k. The P&C Exec will take this on board and report back.

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 <u>Quality Teaching</u>	Employ Robert Cen 1 day per week – focus on Maths Olympiad, UNSW comps	\$20,000
	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. <u>Quality Teaching</u>	Purchase 20 iPads for Bush Campus Library and new classrooms. We will then have on average 3 iPads per class K-6.	\$10,000
	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. <u>Quality Teaching</u>	New Touchscreen Panel for Library	\$11,000
	E book platform	\$5,000
	Asian literacy	\$3,000
	Graphic novels (multi modal literacy)	\$2,000
Ensure all classrooms are adequately resourced <u>Quality Teaching</u>	Resources for 2 extra classrooms such as maths equipment , readers for literacy & IT	\$11,000
Confucius Classroom <u>Real World Connections</u>	Accommodation Supplement	\$4000
Improve the number of students in the top bands of NAPLAN in Year 3 and 5 for writing <u>Quality Teaching</u>	Purchase resources to support the specialist teacher of writing	\$5,000
	Total =	\$85,000

Coonamble – A recent visit by 2 teachers and the school captains was a total success with another visit planned during Moon Festival. The expression of interest to Coonamble by our own students has significant interest and Ed Doyle & Julie Booth are planning to coincide their trip with NAIDOC celebrations.

Professional Learning Grant – Grant Galbraith has been awarded the grant for Problem Based Learning.

Building Approval update – Still awaiting Dept of Ed approval for the improvements to the Hall and passageway despite escalation.

6. **Correspondence**
Nil

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

In Maria's absence BB responded to outstanding GST query from the last minutes.

Motion: That accounts totalling \$9,356.51 as listed in the Treasurer's report to the meeting are approved for payment.

Moved by Matt Woods. Seconded by Sally Sternecker. Motion passed.

8. **Sub-Committee Reports:**

Canteen report: Rachel Johnson-Kelly presented the report (see attached).

- The P&C is supportive of the committee investigating potential power changes to the canteen to support a commercial oven.
- Volunteers still needed for Bush Campus.
 - Suggestion for additional backup and to have a reserve list.
 - Su Hill to assist in implementation.

Motion: Trial two students for Term 2 as volunteers at the Bush Campus as based per attached proposal.

Moved by Rachel Johnson-Kelly. Seconded by Mark Twyman. Motion passed.

- Alternate Canteen Locations at the Bush Campus
Motion: Consider alternative canteen locations at the Bush Campus and have these locations scoped and costed before progressing the proposed Canteen Shelter on the Master Plan.

Moved by Rachel Johnson-Kelly. Seconded by Joe Grundy. Motion passed.

Uniform Shop:

- Sally Sternecker presented the report (see attached).
 - A software upgrade is required.

Grounds Committee:

No report

Class Co-ordinator:

- Sue Low explained that events have been planned for this year as per table, there has been talk for some years about some change.
- The P&C have asked if the Trivia night be re-instated to complement the proposed Mahjong/Karaoke night to maximise income and in terms of profit it has always been a significant fundraiser.
 - Trivia night to be confirmed and how it will be run is still to be determined.

- There will be a central fund raising team to co-ordinate donation/prizes for Moon Festival, the Mahjong night and the Trivia night.
- It is important to keep the community in mind and different events can appeal to different people.

Below is the suggested dates and years involved prior to the P&C meeting

- The Yr3-6 disco is on the long weekend and could be changed.
- The Trivia night is still to be added.

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

For those events that are to be held in the school hall, bookings have been made.

9. Master Plan:

Bush Campus – Brett Backhouse

- Brett is currently assessing builders' quotes.

Retractable Seating & Proposed pathway between A & E Blocks

- Still awaiting approval from the Department of Education

11. Outstanding items:

Nil.

12. President's Report

- BB has reiterated that we have some important projects this year and our plan is to spend the money earned this year on those projects.

13. Other Business:

- Sally asked how items could be brought to the P&C. Rachel Johnson-Kelly has offered to table a process that will include:
 - ask what is the idea? has it been researched? who will own it?

There being no other business, the meeting closed at 9.17pm.

Canteen Committee Report

P & C Meeting – March 2015



Prepared by: Rachel Johnson-Kelly (Convener)

23rd March 2015

BUSH CAMPUS OPERATIONS

Volunteers

Whilst the number of parent volunteers is increasing, offering year 5 & 6 students a leadership opportunity to volunteer one day a week is still considered necessary. A proposal on this is attached at Appendix A for discussion.

Permanent location of the Canteen

A proposal to consider a more permanent location for the BC canteen is attached for discussion. See Appendix B&C.

RED DAY – TERM 1 & FUTURE

The date finalized at the last P&C for Term 1 is Wed 25th March 2015. We've learnt of a Year 2 excursion happening on this day, so all Year 2 students won't be able to participate in Red Day in Term 1. Three times as many students order their lunch on Red Day than any other day and this contributes largely to the profitability of the canteen. So in an attempt to avoid students missing out on Red Day in future, the following red days for Terms 2 – 4 (with back up dates) have been agreed with the school –

- Term 2 – 27th May (or 3rd June)
- Term 3 – 19th August (or 26th August)
- Term 4 – 11th November (or 18th November)

NEW OVEN / COOKTOP

Obtaining quotes for commercial ovens & a range hood is continuing. The installation of a commercial oven may require alterations to the fuse box to support the voltage of a commercial oven, as well as access to gas as all commercial ovens have a gas cook top. Further research of what's available, including potential changes to the canteen for power / gas, need to be investigated before any decisions are made.

The Committee would like the P&C's support to undertake this investigation.

If installation of a commercial oven/cooktop proves too costly, we may have to reconsider installation of a new domestic unit.

HEALTHY MENU

Implementation of the Fresh Tastes NSW Healthy School Canteen Strategy is mandatory for government school canteens through the **Nutrition in Schools Policy**. This strategy requires all NSW government schools to provide a healthy, nutritious canteen menu. To ensure CPS complies with this legislation, the Canteen has become a member of the Healthy Kids Association to access greater information on healthy menus. The first task to be undertaken in the next month is an independent assessment of the menu.

Deb Bodger will also be attending the Healthy School Canteen Workshop on 1 April 2015, and Peilin and Emily from the canteen have also been asked to attend.

KEY PRIORITIES FOR 2015 (over and above operational challenges)

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

End of report

Appendix A – PROPOSAL

Volunteer *Student* Helpers at Bush Campus Canteen

At the Feb-15 P&C the idea of offering school students in Years 5 & 6 the opportunity to help out at the Bush Campus Canteen was tabled. This idea was met with a warm reception by the school and has now been fully scoped for acceptance by the School and implementation in Term 2, 2015.

Candidates

- Students from Years 5 or 6 would be eligible to help out at the Bush Campus canteen one day a week.
- For students who volunteer, a discussion with the Deputy Principal, Su Hill, and their teacher would take place before they were confirmed as a volunteer to confirm the student is capable and trustworthy.
- Volunteering would be seen as a leadership opportunity and promoted as such. There would be a maximum of 5 volunteer students at any one time and may not be this many if some parent volunteers register to help each week.
- Students would commit to helping on the same day every week for two terms. It's expected to take a few weeks to 'train' the students, so only volunteering for one term is not practical.

The Role

The tasks the students would be performing would include:

- Serving at the canteen
 - Taking money from students and giving the correct change
 - Using scissors to cut the tops off T&T ice blocks
 - Restocking the trolley from the cupboard, fridge & freezer inside the admin block if items run out
- The students would be working side by side with the Bush Campus Canteen supervisor and under their guidance and instruction.

Logistics

Volunteer students would leave with 'the train' down to the Bush Campus immediately after the eating bell and return to the main campus the same way. They would have time to eat their lunch before they came down.

Timeline to Implement

Term 2 2015: as a trial, two volunteers only would be taken on in term 2 to confirm this is a workable solution.

At the end of term 2, undertake a 3-way assessment with the school, the students and the Canteen Supervisor. If the trial is successful, roll out further.

Questions?

Is parental permission required?

Motion: Trial two students for Term 2 as volunteers at the Bush Campus based as per Proposal.

Appendix B – PROPOSAL

Alternative Canteen Locations at the Bush Campus

With the establishment of the Bush Campus in 2014 as a temporary solution to the growing population of CPS, the school requested a satellite canteen be established to provide a food service to Years 3 & 4.

The current BC canteen arrangement was equally proposed as a temporary solution. However, with the bush campus now likely to be part of CPS for many years, this temporary canteen solution we believe is not a long term solution for the following reasons:

- Since the school moved to a split campus, Canteen sales have decreased
- The full menu is not available to Bush campus students – there is inequity
- Extra time (and staff cost) is required to stock and un-stock the trolley and wheel it out and back
- Currently any cooking, heating or preparing of food at the Bush Campus is not possible – there are no facilities – so the planned extensions on the current menu would not be offered to BC students.
- Standing outside with the trolley in winter and rain is not possible, so sales are done out of the corridor entry to the admin building with students queuing on the stairs in the rain

The current School Master Plan under discussion proposes a 5m x 5m outdoor shelter to provide shade and protection from the weather at the position where the BC canteen supervisor stands with the trolley to serve students. This shelter would definitely be an improvement, but in the spirit of a master plan, the Canteen Committee requests further investigation to be undertaken to look at more permanent and suitable locations for the canteen before any investment is made in a shelter.

In the future we would like to be able to offer recess and the full hot food lunch menu to the bush campus. This is only possible if there is proper canteen facility with prep space and cooking facilities. Whilst further planning on implementing this is yet to be done, we'd like any space created now for the canteen to be created with this in mind.

Three alternative future options have been raised so far. See attached Appendix C for map.

Option 1: Switch the current Utilities room (Room B on the map) with the Storage room (Room A on the map) to make Room B the canteen. Modify the east facing wall of Room B to incorporate a sliding window / counter to serve the students from which would be covered by an all weather shelter that extended along the path as shown. This was proposed as a solution to be further enhanced over time by adding cooking facilities and a sink.

Initial feedback is that making external changes to the demountables is not possible, so this option has now been ruled out.

Option 2: Install a small demountable canteen at the end of the corridor between classrooms with a small all-weather shelter leading up to it. The demountable would extend into the chicken coop run area but would be on stilts so it was the same level as the classrooms

Option 3: Install a small demountable canteen at the corner of the classroom and near the compost corner. The canteen would be clearly visible from the Admin block and be visible to students sitting having lunch. Suggest there would also be an all-weather shelter leading up to it which would extend the length of the classroom building. Depending on how long the chicken coop run area was, it might cross over with the end of this.

Before any of these options can be considered viable, more scoping and estimates of costs would need to be undertaken as well as consideration of any other alternatives offered for consideration.

Motion: Consider alternative canteen locations at the Bush Campus and have these locations scoped and costed before progressing the proposed Canteen Shelter on the Master Plan.

Uniform Shop Committee Report P & C Meeting

March 2015

Prepared by: Sally Sternecker (Convener)

23 March 2015

2015 committee

The committee for 2015 have met to prioritise projects. The current members of the committee are:

Sally Sternecker – convenor
Matthew Wood – treasurer
Rachel Johnson-Kelly – secretary
Sue Lowe
Trish Blair

It's great to have an active committee to support Natasha and the operations of the business.

Second Hand Sale

Natasha has reported that the recent Second Hand Sale was very successful with sales of \$3,001.

Natasha and the volunteers have reported that measures have been implemented to avoid theft during second hand sales.

Status - 2015 projects

Pricing review

- Latest stock purchase prices have been provided to Matthew in hard copy.
- Matthew has requested a soft copy to start determining profit margins for all stock items in conjunction with sales volumes data
- Trish has started to compare inventory sales prices with local schools

Online ordering

- Sally will contact Melinda Holmes to accept her offer of assistance in looking at IT considerations online ordering
- Roseville Public School are using school24 for their uniform shop online ordering so arrangements will be made to contact their uniform shop and potentially visit them to ask them about their set up, operations and sales.

Customer feedback

- Facebook and email enquiries have been received from parents. A list of customer enquiries will be compiled for discussion and action planning at the next committee meeting.

Stock holding levels

- Inventory holdings will be reviewed as part of the pricing review.

End of report