



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## GENERAL MEETING TUESDAY 27th May 2015 MINUTES

### Attendees:

Tim Dodds – Principal Terry McKinnon – Deputy Principal Ada Cheung – Acting Deputy Principal Beth Lyman – OSH Primary Care Brett Backhouse (Ed 3P) Mark Twyman (Sophie 5, Harrison 3, Annabelle 1) Sally Sternecker (Liam 6B) Sue Low (Calleigh KA) Nick Moore (William 3G) Maria Ferreira (Elizabeth 3P, Isabella 1H) Andrea Austin (Amy 2PL, Lucas 3H)	Matthew Wood (Lucas KC) Angela Todd (Nic 3P) Rachel Johnson-Kelly (Imogen 5/6D) Lee Hughes (Imogen 5/6D) Nigel Justins (Morgan 5E) Sam Bones (Katie 4) Melinda Holmes (Alex 4C, Matt 1S)
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**1. President's Welcome**

**2. Apologies:**  
NIL

**3. Confirmation of Previous Minutes**

Minutes of the previous general meeting held 28th April 2015 were  
Motioned by Maria Ferreira Seconded by Mark Twyman

**4. OSHC Monthly report**

Beth Lyman presented a slide show: a successful vacation care; the introduction of a sporting programme; winter & cultural menu introduction; a special club for older children.

- There is currently a waiting list and the school is awaiting Departmental approval for an increase in numbers.
- Their report is on the website in the Before/After school section.

**5. Principal's report:**

- Naplan finished without any major issues.
- Ada Cheung is acting deputy whilst Su Hill is away.
- Successful cross country carnivals for both infants & primary.
- Fundraising movie nights raised over \$3500 for Nepal.
- Thank you to the Bush Dance volunteers for a successful event.

**Pacific Highway** – The Pacific Highway crossing continues to be an issue, many families continue to cross unsafely despite the fact that an overhead crossing and pedestrian lights exist. This matter is continually raised in the newsletter (in multiple languages) and school teachers are positioned as traffic warders to aid in correct crossing.

- Rachel J-K suggested that maybe the pedestrian crossing the side of the overpass be taken away fully, there would still be a pedestrian crossing on the north side of the highway enabling people with prams or the elderly to still cross safely.
- All of the P&C and teachers feel that this crossing is an accident waiting to happen.
- Tim Dodds will follow this up.

**Electronic newsletter** – Mr Dodds showed us a potential online newsletter. There is an upfront flat fee of \$3500 and they would provide all layout. We would provide the content. The company makes its money from selling ad space for the newsletter. It could be easily translated into several languages via Google translator.

- Interest was lukewarm as it essentially looked like a web page.
- Even though it was being translated, Google translator is very basic.

**Red Day** – Mr McKinnon talked about Red Day and the fact that the teachers find it difficult to teach on such days. Rachel Johnson-Kelly advised that the menu is currently being revised and the Red component of the menu and the validity of Red Day was being assessed.

- Red Days are only twice per term and include school functions such Bush Dance, Disco.

**Bush Campus** – Ada Cheung talked about the Cadet programme introduced this year as a leadership opportunity at the Bush Campus.

**QT Rounds** – As part of the school 3 year target the Quality Teaching programme is fully underway. This gives the teachers the opportunity to peer review. To observe and give Feedback. Eighty per cent of the staff are interested in this programme.

- All Staff are observed as part of their performance appraisal.

**Bubblers for the lowers** – this has been quoted for and once Su Hill is back from leave this will be actioned.

## 6. Correspondence

From Willoughby Council in relation to Edgar St – due to our distance from Edgar St we advised that we were not in a position to comment.

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

Maria presented her report, including an overview of the Student Injury Policy.

**Motion: That amount totalling \$2297.65 from main account and \$5811.98 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.*

**Motion: As listed in the April 2015 minutes, the P&C will contribute \$85,000 to the school.**

*Moved by Nick Moore. Seconded by Lee Hughes. Motion passed.*

## 8. Sub-Committee Reports:

**Canteen report:**

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

- **Lost Property**

- it was discussed that Lost property would be moved from outside the Canteen to outside the Uniform Shop.
- The question was raised could students assist in sorting the Lost Property?

**Uniform Shop:**

Sally Sternecker presented the attached report.

**Grounds Committee:**

See Master Plan.

**Class Co-ordinator:**

Sue Low presented attached report.

**9. Master Plan:**

**Bush Campus** – Brett Backhouse

**Motion: To accept Landscaping quotation and plants for Bush Campus as per attached totalling no more than \$10,000.**

*Moved by Brett Backhouse. Seconded by Mark Twyman. Motion passed.*

The question was raised about ongoing maintenance for the new plants, this has been discussed with the school and the Gardening Club is looking forward to it.

**Meeting has been arranged with Gladys Berejiklian**

- A meeting has been arranged with Gladys Berejiklian, the local member on 1st June and Brett Backhouse & Lee Hughes will be representing Chatswood P&C.
- The meeting will now include the plans for the new Bush Campus Canteen as per convenors report, the Hall improvement for Retractable Seating & Proposed pathway between A & E Blocks.
- The purpose of the meeting will be to gain the smoothest method to ensure we can enable these improvements.
- All these suggestions being put forward are all P&C funded.

**10. Outstanding items:**

- NIL

**11. President's Report**

- As per the attached.

**12. Other Business:**

- NIL

There being no other business, the meeting closed at 9.24pm.



# Canteen Committee Report P & C Meeting – May 2015



Prepared by: Rachel Johnson-Kelly (Convener)  
24th May 2015

## **BUSH CAMPUS OPERATIONS**

### **Student Volunteers**

Student volunteers continue to help operate the Bush Campus canteen two days per week. This is a great help for the canteen which can be quite rushed at times. The students help with 'crowd control' as well as serving. The trial continues until the end of Term 2.

### **BC Canteen Location**

With the help of the P&C Development Committee a further option has been suggested for the location of a more permanent BC canteen. The new location is the gap between the two building blocks on the west side of the bush campus central corridor. Currently, the bubblers are located in this spot and would be re-located. The Canteen committee is very supportive of this new suggestion and will continue to pursue quotations for the preferred options in concert with the development committee.

## **HEALTHY MENU**

The interim assessment of the schools canteen menu has been received. The **Nutrition in Schools Policy** specifies foods in 3 categories:

- RED: occasional' foods (high in sugars, fats and/or sodium) not to be sold more than twice per term (usually on designated Red Days)
- AMBER: select carefully, don't let these foods dominate the menu
- GREEN: 'fill the menu' with > 50% of foods in the Green Category

At present, the current menu offers for sale every day a total of 12 items that are classified as red, and of the remaining items, approximately 70% of them are AMBER. Thus the current menu doesn't comply with this Nutrition Policy. The final menu assessment report, which will recommend substitutes, is expected in the coming weeks and at this point the Committee will:

1. agree substitutes for all red items which will be introduced before the end of Term 2,
2. plan a more balanced menu with the recommended % of green items for introduction in Term 4 or Term 1, 2016.

## **LOST PROPERTY**

Currently the school Lost Property pile is located directly outside the canteen. Whilst there are currently no issues with pests, this has been an issue in the past so the Canteen would like to explore with the school if a new location could be found. Some suggestions are:

- in the corridor located outside the office
- outside the library

### **For discussion**

## **FINANCIAL POSITION**

See separate report from Canteen Treasurer.

# **Uniform Shop Committee Report P & C Meeting**

Prepared by: Sally Sternecker (Convener)  
25 May 2015

## **Second Hand Sale**

The second hand sale was held on Monday 24<sup>th</sup> May.

Verbal update to be given when supervisor report provided.

## **Inventory holdings**

Recent stock shortages have highlighted the need for the committee to review ordering and stock management processes. Next steps:

- Investigation of the current inventory computer system to take place with likely upgrade required.
- Ordering of summer stock to take place by 1 June.
- All stock orders to be placed with a purchase order with terms and conditions clearly stated.
- A review of all suppliers with a view to rationalizing the number of different suppliers and gaining some commercial advantage through favourable terms and conditions and increased reliability.

Stock has now been delivered to meet the backlog of demand resulting from stock shortages.

## **Status – other 2015 projects**

Pricing review

- Latest stock purchase prices have been provided to Matthew in soft copy with some initial profit margin analysis.
- Analysis to be continued at our next committee meeting.

Online ordering

- Northbridge 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. (Likely in term 3)

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**

## Class Parents Coordinator Report

### P & C Meeting – May 2015

Prepared by: Sue Low

26<sup>th</sup> May 2015

#### 1. Fundraising and Social events planned for the year:

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

#### 2. Bush Dance – Saturday, 23<sup>rd</sup> May 2015

First event of the year and it was a huge success!!!! Feedback from both parents and children that it was a very fun, exciting and tiring day!!!! Lots of happy faces, smiles and laughter! Feral Flynn (Phil Dye and band) surely entertained us all!!!!

Organized fully by an extremely dedicated few parent volunteers from Year 1 and 2. before and up till the event, led by Sawan as the Class Parent Leader for Year 1 and Anissa for Year 2.

161 children attended in total.

In summary:

total revenue - \$1992.50

Total expenses - \$1075.37

**Profit - \$917.13 (nearly \$100 more than 2014)**

The event also had lots of excess stock of drinks, lollies and icy poles which will be passed on to the next event, Year 3-6 Disco.

#### 3. Year 3-6 Disco – Friday, 12<sup>th</sup> June 2015

Next event coming up for the year at the School Hall.

For those that have children that are in the year, get your booking forms in quick as spaces are limited! Filling up fast too!





**Year 3-6 Comic-Con Disco**

Chatswood PS's annual Disco for Year 3-6 is just around the corner on **Friday 12<sup>th</sup> June** at the School Hall.

The booking forms for this event has been distributed to all Year 3-6 children and is also available in this newsletter.

Please make sure to return your form by **Wednesday 3<sup>rd</sup> June** as places are limited!

*Come dressed as your favourite comic character or whatever makes you feel comfortable!*

#### 4. Fundraising Committee

Some points for consideration:

- Any costs incurred with fundraising activity to be covered by the P&C. e.g. phone calls & postage?
- Polo shirts with CPS emblem embroidered – to be used from a fundraising point of view when parent volunteers do door-knocking with local businesses through to representing adults at other various events. It will come across as being more professional and promotes the school identity and the P&C.

Cost:

Shirt \$18 each

Embroidery \$12 each (\$10 if order >10)

One off Setup cost for the logo \$50 (which can be used for other embroidery projects, etc)

All prices not inclusive of GST.

➔ 5 shirts =- AU\$220.

#### 5. School Fundraising and Social Events Survey

**133 total responses to date.**

Preliminary results are available for those that are interested.

The survey will continue for another week with another call-to-action in the newsletter this week to participate in the survey.

**END OF REPORT**



## **Chatswood Public School P&C President's Report 26 May 2015**

Since our last meeting there has been some significant progress made by our many P&C volunteers on various projects. Here are some examples:

### **Master Plan Sub Committee**

- Will be meeting with local member Gladys Berejiklian on Monday 1 June to discuss P&C projects including the installation of retractable seating in the hall and the "link" to Block E.
- Has proposed to install a Bush Campus canteen in the space between the western-side demountables (instead of a separate shelter).

### **Possible Change to Date of AGM**

- The P&C Executive is investigating a proposal to change date of the AGM to the end of the calendar year to allow for the new Executive Committee to begin the next school year afresh.
- As part of this exercise a review of the current Chatswood PS P&C constitution and by-laws has been undertaken to bring the latter in line with current practice and those of similar local schools. Many thanks to Ange Todd for her considerable efforts in following this up, ably assisted by Andrea Austin & Maria Ferreira.

### **Centralised Fundraising Committee**

- Thanks to Sue Low and her enthusiastic band of volunteers for their efforts so far in re-establishing a centralised committee to coordinate the P&C's fundraising initiatives.

### **Bush Dance Committee**

- Thanks to the Bush Dance Committee and all of our other volunteers who helped with the recent Bush Dance. By all reports it was a fun night enjoyed by a large number of K-2 students.

### **Bush Campus Landscaping Proposals**

- Hopefully work can begin shortly on a number of smaller landscaping proposals including an increase in the number of vegetable gardens, the planting of a citrus grove and screen planting on the western side of the site.