



CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway
CHATSWOOD 2067

ANNUAL GENERAL MEETING TUESDAY 22 November 2016 MINUTES

Attendees:

Tim Dodds – Principal	Rachell Johnson-Kelly (Imogen 6SH)
Su Hill - Deputy Principal	Sue Low (Calleigh 1WP)
Terry McKinnon – Deputy Principal	Nick Moore (William 4SS)
Racha Abou Chamat (Jad 4JH)	Elaine Park (Roger KCT)
Brett Backhouse (Ed 4LM)	Kate Pereira (Oliver 1WP)
Paul Battaglia (Grace 1TG)	Tara Srivastava (Shashwat 5YB)
Jyoti Dhawan (Karan 1MT)	Angela Todd (Nic 4LM)
Maria Ferreira (Elizabeth 4JH, Isabella 2RM, Joshua KF)	Mark Twynam (Sophie 6DS, Harrison 4SS, Annabelle 2JR)
Lyndall Franks (Ellis 5KM, Eamonn 3JB, Elsa KS)	Viresh Vallabhbbhai (Juhi 4, Megha K)
Joe Grundy (Cassandra 5DM, Adrian 1/2PE)	Matthew Wood (Lucas 2MG Samuel KS)
Lee Hughes (Imogen 6SH)	
Aimee Ipson Pflederer (Bailey 1/2PE, Frederic 1NB)	

1. President's Welcome and Report

The President, Brett Backhouse, welcomed all, stated the Welcome to Country, and explained the procedures for the AGM. Brett then presented his report (attached). Highlights for 2016 included additional funding for the school's Learning Support Program; Joe Grundy's work to improve road safety around the local streets; Mark Twyman's work on the requirements for Working With Children Checks; and Sue Low's work to innovate and expand various social events. Brett noted ongoing frustration with the lack of progress for capital works (pending approvals from the NSW Department of Education. However, discussions continue and there is optimism for brighter news in 2017. Brett thanked the P&C Executive and all parent volunteers for their significant contributions through the year. He also farewelled Nigel Justins, who has been a P&C member since 2006 and has made many contributions over the past 10 years.

2. Attendance and Apologies

All persons present were recorded in the attendance register (as above). An apology was received from Andrea Austin.

3. Declaration of Conflict of Interest

No Conflict of Interest was declared by any person present.

4. Confirmation of Previous Minutes:

Minutes of the previous AGM held 24 November 2015 were accepted. Moved by Brett Backhouse, Seconded by Mark Twyman.

5. Principal's Report

Tim Dodds thanked the P&C for its support in 2016, and in particular the Executive Officers and other office bearers for their work. Tim acknowledged the consistently strong academic performance of the school, placing the school 7th in Australia in 2016. He also emphasised the

school's significant and broad cultural engagement efforts, reflected in our music, dance, drama, multi-language programs, and special social events. Next year will see an increased focus on teaching of STEM and the complementary 'soft skills' (e.g., collaboration, communication, creativity). Tim extended Christmas greetings to the P&C, on behalf of the school.

6. Correspondence

Nil.

7. Treasurer's Report

Tara Srivastava presented the audited 2016 reports. The auditor, Tim Paterson, confirmed the accounts were a fair representation of the P&C Association's financial position as at 30 September 2016, based on available information. The auditor suggested that the cost of the new P&C website could be depreciated over 4 years.

Motion: To adopt the audited financial reports for October 2015-September 2016

Moved by Matthew Wood, Seconded by Lee Hughes, Motion passed.

Motion: To continue with Tim Paterson as the appointed auditor.

Moved by Lee Hughes, Seconded by Paul Battaglia, Motion passed.

8. Sub-Committee Reports

8.1 Uniform Shop

Matthew Wood reported on operations in 2016, acknowledging the significant work by Paul Battaglia and Sue Low to introduce a new online ordering system, and the challenges with supplier reliability (see attached). Although new suppliers have been contracted, changed purchasing patterns have increased pressure on storage space. The priorities in 2017 are to refine the online model, manage the stock in store, and trial more convenient purchase delivery options. Matthew thanked the sub-committee, staff and other volunteers for their work.

8.2 Canteen

Rachel Johnson-Kelly reported on the progress that was made in 2016 towards the Healthy School Canteen, as per the NSW Department of Education (attached). The sub-committee has made some progress but less than planned. Additional strategies have been identified for 2017. Rachel thanked the sub-committee members, staff and volunteers for their work.

Motion: To approve a break-even budget for the Canteen for a further year (2016-17), with the Sub-committee reporting quarterly on progress against the budget.

Moved by Tara Srivastava, Seconded by Mark Twyman, Motion passed.

Nick Moore presented financial details for the Canteen operations indicating a profit of approximately \$20,000, despite a break-even budget for 2016 (attached).

8.3 Grounds

Brett Backhouse reported on the gardening and landscaping work undertaken in 2016 (attached). Highlights were the parent working bee in July, and additional work in September.

8.4 Masterplan

Lee Hughes noted the lack of progress with planned capital works, despite many meetings with government (local and state). Increased effort will be made to achieve a canteen on the Bush Campus site in 2017 and retractable seating in the school hall on main campus (attached).

9. Election of 2016 Office Bearers

Tim Dodds acted as the Returning Officer, declared all P&C office bearer positions vacant, and called for nominations for 2017.

President

Brett Backhouse. Moved by Joe Grundy, Seconded by Tara Srivastava, all in favour.

Vice-Presidents

Maria Ferreira. Moved by Angela Todd, Seconded by Tara Srivastava, all in favour.

Joe Grundy. Moved by Brett Backhouse, Seconded by Paul Battaglia, all in favour.

Secretary

Andrea Austin. It was noted that Andrea had already served in this role for 3 consecutive years (the usual maximum period). In the absence of any other nominees, the meeting approved her nomination (as per the by-laws).

Moved by Joe Grundy, Seconded by Lee Hughes, all in favour.

Treasurer

Tara Srivastava. Moved by Angela Todd, Seconded by Brett Backhouse, all in favour.

Canteen Convenor

Rachel Johnson-Kelly. Moved by Paul Battaglia, Seconded by Sue Low, all in favour.

Canteen Treasurer

Nick Moore. Moved by Rachel Johnson-Kelly, Seconded by Brett Backhouse, all in favour.

Uniform Shop Convenor

Matt Wood. Moved by Sue Low, Seconded by Kate Pereira, all in favour.

Uniform Shop Treasurer

Elaine Park. Moved by Matt Wood, Seconded by Kate Pereira, all in favour.

Grounds Convenor

Brett Backhouse. Moved by Paul Battaglia, Seconded by Tara Srivastava, all in favour.

Social Events Coordinator

Sue Low. Moved by Tara Srivastava, Seconded by Paul Battaglia, all in favour.

Class Parent Coordinator

Paul Battaglia. Moved by Sue Low, Seconded by Kate Pereira, all in favour.

Lead, Masterplan

Lee Hughes. Moved by Angela Todd, Seconded by Paul Battaglia, all in favour.

10. Other Business

Tim Dodds advised that the following teachers would be leaving at the end of the year: Sylvia Shin, Mike Parks, Jacinta Bradshaw and Ben Talbot. In addition, Sarah Flick would be taking maternity leave, and Pascal El-Hage will be on secondment to Concord Public School during Term 1 2017, as acting Assistant Principal.

There being no other business the AGM was declared closed at 9.10 pm.

Next meeting Tuesday 28 February 2017 at 7.30pm

Next AGM meeting Tuesday 28 November 2017 at 7.30pm

Attachment 1 - President's Welcome and Report

I'd like to welcome you all to the P&C Annual General Meeting and Christmas Party tonight. It is a busy time of the year and thus we appreciate you making the effort to come along.

For those that don't know me my name is Brett Backhouse and I am the current P&C president. I have a long association with the school and the P&C, with my eldest daughter (now in Year 10) starting at the school in 2006. I joined the P&C the same year, hoping to make a contribution to her school life and that of the broader community. Incidentally back in 2006 there were 590 students at the school. It has more than doubled in size in 10 years and I think we can all see both the benefits through the programs we are able to offer as well as certain challenges for such a large school.

Tonight is an important occasion. Following some changes to the Chatswood Public School P&C Association constitution last year this will be only the second time the AGM is held at the end of the school year. We will also be farewelling some individuals who have made significant contributions to the school over the years and celebrating the achievements of 2016.

Tim Dodds will be chairing the AGM. All current Executive and sub-committee positions will be declared vacant and a voting process will take place to fill these positions. In a positive sign for the school community there have been nominations for every position (and in several, more than one) indicating that there are a growing number of people willing to get involved and make a contribution.

In the event that there is more than one nomination for a position the candidates will have the opportunity to speak on behalf of themselves for a maximum of two minutes. A secret ballot will then be held whereby votes will be cast and counted outside of the room. A scrutineer will ensure that the votes are counted fairly.

Please note that only those who are paid-up members of the P&C in 2016 are eligible to vote in the election.

I've left it to Tim to report on the school's achievements and successes, of which the P&C and parent body are always very proud. While the P&C contributes to these successes by the provision of resources, fundraising and organising events that add to the social and cultural fabric of the school, my report will focus on the P&C's major achievements in 2016.

2016 Achievements

If we look back at the year from a P&C perspective it could be suggested it didn't end like we thought it would! Similar to 2015 our priorities at the beginning of the year were several infrastructure projects that involved quite a large amount of expenditure, previously approved by the P&C and budgeted for. These projects included installing retractable seating in the school hall and building a link from the main building to E Block (the double-storey building in the south-east corner). Despite our best efforts, including further discussions with our local member Gladys Berejiklian, unfortunately neither project progressed, initially due to Department of Education and Training delays and more recently the announcement that the school was the focus of a broader master plan i.e. there was no point in proceeding with major capital works if there may be some future changes to the buildings in which they would be housed. We remain committed to supporting the enhancement of school buildings and the P&C Executive will continue to advocate for such investments.

An initiative that the P&C is particularly proud of in 2016 is the additional funding the P&C provides for the school's Learning Support program. Tim and the Learning Support teachers have been providing regular updates at our P&C meetings throughout the year. Anecdotes and the available data suggest that this additional funding is benefiting a number of children who are being supported to strengthen their literacy skills.

During the year the Vice Presidents of the P&C Executive introduced some significant initiatives:

Traffic and Road Safety (Joe Grundy): Joe gathered 40 individual road safety improvement ideas in the school area. All suggestions were individually inspected and considered by Council officers. While a number of the suggestions for road markings, signage or moving of pedestrian crossings failed to meet RMS regulatory requirements, were prohibitively expensive or not logistically feasible, 9 of these suggestions will be proceeding. These include pruning around traffic signs, signage and maintenance upgrades, improvements to the visibility of the pedestrian crossing in front of the Chatswood High School and parking restrictions on Eddy Rd between Lone Pine and De Villiers Avenues. A number of other ideas have been referred to the RMS as they are outside of the Council's responsibility, while others will be re-submitted for review following expected changes to ease congestion.

We thank Joe for his dedication in developing, presenting and so actively pursuing the traffic and road safety issue.

Working With Children Checks (Mark Twyman): Mark took on the responsibility of developing an understanding and presenting to the P&C our requirements under the WCCC regulations. This led to some changes as to how the WCCC administration and records were kept by the school.

Apart from the key initiatives outlined above, the P&C continues to provide support for the school through improving the physical environment for the children and funding other programs and initiatives.

I would like to thank the 2016 P&C Executive Committee: Andrea Austin, Joe Grundy, Mark Twyman and Tara Srivastava. It was fantastic to work with such dedicated people who always sought to deliver the best outcome for the children and the school community. Thanks also to Angela Todd who did an admiral job stepping in as Secretary while Andrea and her family took an extended holiday. Angela also helped with updating the P&C's by-laws and operating guidelines to improve the transparency of our work.

I'd also like to personally thank Sue Low, who has already made a huge contribution to the school. Sue has been heavily involved in organising various fundraising and cultural events including the Moon Festival as well as the mah-jong and karaoke night among others. Sue is also the Class Parent Co-ordinator, is involved in the Uniform Shop and continues to reinvigorate the fundraising committee. We welcome Sue's enthusiasm and outgoing nature and look forward to her remaining involved for years to come.

Thank you to Matthew Wood and Rachel Johnson-Kelly, the convenors of the Uniform Shop and Canteen respectively. Along with their committees they have, once again, done an outstanding job managing those two P&C businesses.

Thank you to Lee Hughes who has continued his work as the Chair of the Master Plan Sub Committee. Despite the many challenges I feel we'll get there in the end!

Thank you to all those who have volunteered at the school this year: our many Moon Festival helpers, those of us who give up their time to assist in the Canteen and the Uniform Shop, our Music Camp volunteers, our Class parents and the regular contributors at our Working Bees and other events.

Of course the P&C couldn't achieve much without a close working relationship with the school. Thanks to Tim, Terry McKinnon and Su Hill in particular for their support and willingness to interact with the P&C.

Farewells

We would like to say a fond farewell to one person in particular who has made a generous and significant contribution to the school community over the years.

Nigel Justins has been a member of the P&C for many years and involved with the Master Plan Sub-Committee for the past two years. Not only has Nigel used his professional expertise in providing input into our various projects, he has always made a valuable contribution during discussions involving the Executive and broader P&C. Nigel, with Morgan being the last of your children to attend Chatswood Public School we thank you for your long-term involvement and interest in the P&C. Hopefully you will stay in touch and keep us informed of any proposals down at Chatswood High School.

Uniform Shop

2016 Financial Year Report

The Uniform Shop experienced a very challenging year in 2016. Fundamental changes were implemented to the shop's operating model, without impacting the very significant financial contribution that it makes to P&C income.

Unexpectedly high growth in student numbers meant that the space previously used by the Uniform Shop was required for an additional classroom in 2016. The shop had to urgently relocate a much smaller space in 'The Cottage'. The reduced space presented a number of challenges, most notably through a much smaller space to serve customers, but also due to reduced storage facilities.

Changes to the operations of the business were required for it to continue to be viable in the new room. An online purchasing option was introduced and this was coupled with restrictions on purchases that could be made in store. Particular thanks go to Paul Battaglia and Sue Low for their huge contributions in making this happen, in a very short period, over the Christmas break.

Overall the new operating model is working well, given the constraints that the business is operating under. The online store has received very positive feedback from customers for its ease of use.

The Uniform Shop has a number of suppliers, who generally manufacture to order. Despite long standing relationships, the performance of some suppliers deteriorated significantly over the past year, with a number of items experiencing stock shortages. As a result, several supply arrangements were moved to better performing suppliers. However this action has increased the amount of stock sourced from overseas manufacturers, resulting in longer lead times for orders and the need to hold more stock. That in turn is putting pressure on storage facilities and it may be necessary to hire external storage in 2017.

The Uniform Shop continued to perform well financially despite the disruption of the relocation and the challenges of the new operating model. It returned a net profit of \$66,768 in 2016 and has budgeted a profit of \$75,308 in 2017. Of this, a minimum \$40,000 will be transferred to the P&C main account.

In 2017, work will continue to extend the online model. Continued growth in student numbers means that the percentage of transactions conducted online must continue to increase, in order to avoid overloading the limited space in the store. As a result, consideration is being given to more stringent rules, which further limit in store purchases. More innovative collection options are also being considered, to give more flexibility to parents who aren't able to collect goods during school hours.

It's important to recognise the incredible contribution of the volunteers who have donated their time to help in the Uniform Shop over the past year. Without them, the shop wouldn't be able to make the contribution that it does to the income of the P&C. Thanks also go to the Uniform Shop Committee of Elaine Park, Sue Low, Kate Pereira and Matthew Wood, as well as to Natasha Chetner and Tracey Moore, for their ongoing efforts through a very challenging period.

Matthew Wood – Uniform Shop Convenor

Canteen Committee Report – P&C AGM Meeting – November 2016

Prepared by: Rachel Johnson-Kelly (Convener)
21st November 2016

This report summarizes the main activities over the 12 months since the last AGM in late 2015.

Canteen Objectives

In early 2015, the Canteen Committee set three key priorities:

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

Both 2. and 3. were achieved in early 2016 with progress also made on 1.

A Healthier Menu

The Canteen committee remains committed to achieving a healthier menu and be compliant with the NSW Government "Nutrition in Schools Policy". As a refresher, this policy outlines the type and frequency of food and drink permitted for sale through canteens in NSW government schools.

Whilst school canteens (often run by the P&C) implement in line with this policy, School Principals are ultimately responsible for ensuring that school policies and practices are consistent with the Policy. Tim Dodds, as Principal of the school and the person ultimately responsible for the school's compliance, has reaffirmed that the Canteen needs to continue to work towards achieving this goal. The P&C Executive has also this month reaffirmed that a healthier menu remains a priority for the Canteen and have provided their continued support to achieving this outcome.

Achieving this policy involves selectively purchasing healthier options for the menu as well as introducing more food prepared on site that will excite the children and teach them that healthy food can be fun. By doing both, the Canteen will sell food that is good for the children and they also want to eat – which ultimately fulfils the purpose of providing a lunch service for parents when they don't want to prepare lunch at home.

Whilst some progress has been made towards compliance, there is further work to be done. The changes made are too many to list, and are a subset the many changes the Committee has researched, trialed, sampled with some of the children and investigated alternative suppliers. Below is a status of progress since we started this journey based on actual changes made to the menu.

Nutrition in Schools Policy

	Policy (minimum target)	March 2015	October 2016
Red	0%	16%	4%
Amber	Occasional	59%	61%
Green	➤ 50% of menu	25%	35%

Red: 'Occasional' foods - do not sell these foods (high in either sugar, fat, or salt) on more than two occasions per term.

Amber: 'Select carefully' - Do not let these foods dominate the menu and avoid large serve sizes.

Green: 'Fill the Menu' - Encourage and promote these foods in the canteen.

Bush Campus Canteen

Lunches for students at the Bush Campus (BC) continue to be made in the main canteen, then driven down to the BC for students to collect from the tubs. Snacks are sold at lunchtime only – ice blocks, drinks, popcorn, mamee noodles etc. Cecilia Ng continues to run the BC Canteen for 3 hours each day.

With advertising, the number of volunteers for the Bush Campus has increased, but this remains an ongoing issue with Mondays and Fridays being the days most affected. The school is also helping

with the delivery of food supplies to the bush campus once/twice a week from the main campus as storage is limited.

The Master Plan Committee has renewed discussions on the installation of a permanent canteen at the bush campus which would allow the preparation of lunches at the BC if this goes ahead. We are hopeful there will be further developments on this in 2017.

Supervisor Updates

On 23rd May, our Canteen Supervisor, Peilin Lim, sustained an injury lifting a pot from the stove. With the full support of the Canteen Committee, Peilin has undergone extensive assessment, physiotherapy and strengthening therapy, as well as some adjustments to technique and equipment in the canteen to accommodate her injuries. I'm pleased to report that Peilin was certified fully fit for suitable duties on 20th October which is excellent news.

Canteen Fun Day

Orders for Canteen Fun Days this year have been fairly steady, other than Term 4. There were issues with Term 4 Fun Day which were a combination of planning and execution. Both will need attention before Term 1 to improve.

Canteen Profitability

In the FY2016, profitability of the canteen is significantly higher than budget and the end of year contribution is expected to be ~ \$20,000 to the P&C fund.

At the last AGM, the Canteen Committee was given approval to deliver a break-even profit for the YE Sept-2016. The reasons for this were:

- to allow more flexibility with items offered on Canteen Fun Day
- it was expected that fresh food will be more expensive
- some fresh food may need to be subsidized (i.e. bowl of fruit)
- it will take time to find suppliers at the right price point

With the slower than expected introduction of healthier food, and the fresh food in some instances being quite profitable, a profit was realized. Despite this, the Canteen Committee has again requested for the P&C to approve a break even budget for the next FY to continue to pursue the healthier menu.

Motion: For the P&C to approve the break-even budget for a further year, with the Committee reporting quarterly on progress against the budget.

Full Year Financial Position

See separate report from Canteen Treasurer.

Thanks

I'd like to say a special thanks to the canteen staff – Peilin and Cecilia – for their efforts this year. I'd also like to thank the Canteen Committee who, as volunteers, have worked hard in pursuit of the Canteen objectives. This is a tireless job with usually no thanks, but the hours spent in focusing on improvements for our children is much appreciated.

End of report

Canteen P&L Full Year 2015/16

	Current Year	Budget	Var	Last Year	Var
Sales	192,381	192,841	(460) 0%	188,802	3,578 2%
Cost of Sales	(104,022)	(95,645)	(8,378)	(92,686)	(11,336)
Cost of sales adjustment		(28,109)	28,109		
Gross Profit	88,358	69,088	19,271	96,116	(7,758)
Markup	85%	72%	13%	104%	-19%
Margin	46%	36%	10%	51%	-5%
Un Adjusted Margin	46%	50%	-4%	51%	-5%
Expenses	(68,392)	(69,388)	996	(66,314)	(2,078)
Operating Result	19,966	(300)	20,267	29,802	(9,836)
Equipment Purchase			0		0
P&C Transfer*	0		0	(10,000)	
Interest Income	266	300	(34)	902	(636)
Net Profit	20,232	(0)	20,233	20,703	(471)

Commentary

Overall operating result for the year was a profit of \$20.2k, \$20.2k better than budget.

Overall sales in the year were in line with budget, and slightly ahead of last year, although year on year declines were seen in the last quarter.

Ingredients costs were up c. \$11k, which meant that the operating result for the year saw a reduction in profitability of c. \$10k.

Some of this increase was expected with some impact on profitability expected following the change to healthier menu items and more freshly prepared food.

Nevertheless, ingredients costs and pricing are under review, with some changes to pricing expected from Term 1 2017.

For 16/17, a nil profitability budget has again been proposed as we continue to implement a healthier menu.

Attachment 4 – Grounds Report

While no major infrastructure or landscaping projects were undertaken in 2016, the P&C wasn't idle in its efforts to improve the school environment.

The P&C Working Bee was held on Sunday 24 July. Over 20 adult volunteers came to help and it was a very successful day, with much done in the three hours allocated.

Our volunteers:

- Weeded and extensively re-planted the amphitheatre area
- Weeded the Lower Lovers gardens and re-planted alongside the ramp
- Installed stepping stones in Peace Place, complemented with additional planting
- Weeded and re-planted the gardens along Centennial Ave
- Planted additional Camellias along the Pacific Highway frontage
- Re-planted the garden bed outside the main office
- Planted a native garden between the Bush Campus demountables

Thanks to all those who came along to help improve the physical environment our children are surrounded by every day. As you can see when looking around the school at the results from our previous working bees it is well worth your efforts!

During the September school holidays further activities were undertaken to complement the work done by our volunteers at the P&C Working Bee. For example:

- The amphitheatre was weeded, re-planted and mulched
- Additional planting and mulching was undertaken in Peace Place, with plant protectors installed
- Two gardens in the Main Campus (adjacent to the sandpit and office) were planted and mulched

Finally, you may recall the P&C previously approved a motion to install a memorial for Vicky Pagett, a former teacher at the school who died of cancer. I am currently looking into obtaining quotes for a park seat or bench to be installed in the amphitheatre area. I have also discussed the possibility with Tim of placing a plaque on the door of Vicky's old classroom.

P&C DEVELOPMENT COMMITTEE REPORT

November 2016 – By Lee Hughes (convenor)

Masterplan Overview

A testing year for any activity involving actions by the masterplan committee. In much the same way that P&C sponsored capital works was stymied last year by the immanent promise of State initiated expansion/modification of the school, so too this year there was a reluctance to carry out any significant investment in school infrastructure for threat of abortive works being committed.

The regrettable situation is that a promised masterplan by the Department of Education failed to materialize this year and there is no indication it will be catered for in future state budgets.

The committee had a meeting with our local member and State Treasurer Hon. Gladys Berejiklian, where she kindly offered to arrange a meeting with Department representatives to discuss our predicament however 2 months on and this meeting is yet to be arranged.

With the realization that there will be no significant construction on the main campus in the near future and that the Bush campus is here to stay for at least the next 3-5 years, we have initiated a push to construct a canteen at the Bush Campus which we expect should be commissioned by the end of 2017.

Still possible for completion in 2017 is the long trumpeted “retractable seating” for the hall which would increase the seating capacity to over 200. This work should seriously be considered for inclusion in next years capital works program as it would be transportable to any new hall constructed.

Active projects:

Retractable Seating for the School Hall

- On Hold – subject to resolution of CPS capital works.

Building A-E Link

- DEC to enact as part of CPS capital works.

Bush Campus Canteen

- Further discussion is required with the school/DET is required to secure a permanent location.

Other Activities:

- None