



# CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Pacific Highway  
CHATSWOOD 2067

## P&C ANNUAL GENERAL MEETING - AGENDA TUESDAY 24th November 2020, 7.30PM ONLINE via ZOOM

Topic	Who
1 President's Welcome <b>Acknowledgement of Country</b> <i>We acknowledge that we are hosting this meeting from the lands of the Cammeraygal People. We also acknowledge the Traditional Custodians of the various lands from which we all meet today and the Aboriginal and Torres Strait Islander people participating in this meeting. We pay our respects to Elders past, present and emerging, and celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW</i>	President
2 Attendees & Apologies Apologies from Lyndall Franks. 32 Attendees, including: Alex Montgomery (Principal)      Kate Pereira (President) Su Hill (Deputy Principal)        Joe Grundy (Secretary) Linda Ryan (Deputy Principal)    Hindrik Buining (Vice President) Robyn Scott (Deputy Principal)    Irene Chan (Vice President) Pearl Chan (Treasurer) Aimee Ipson Pfloderer (Canteen Convenor) Sue Low (Uniform Convenor, and Events) Joanna Hurley (Uniform Treasurer) Paul Battaglia (Technology Coordinator) Greg Austin (Grounds)	Secretary
3 Declaration of Conflict of Interest None declared	
4 Confirmation of Previous AGM Minutes – 26 November 2019 Moved: Kate Pereira. Seconded: Joe Grundy None opposed, motion carried.	Secretary
5 Principal's report – See attached	Principal
6 Correspondence None to report	Secretary
7 President's Report – See attached	President
8 Treasurer's Financial Report for 2019-2020 financial year <b>Motion:</b> To adopt the financial reports for 30 September 2020 Moved: Pearl Chan. Seconded: Joe Grundy None opposed, motion carried. <b>Motion:</b> To approve maintaining the Voluntary Contribution in 2021 at \$215 Moved: Pearl Chan. Seconded: Paul Battaglia None opposed, motion carried. <b>Motion:</b> To adopt the draft consolidated budget for 2020-21 Moved: Pearl Chan. Seconded: Joanna Hurley None opposed, motion carried.	Treasurer

	<p><b>Motion:</b> To continue with Tinworth &amp; Co as auditor for 2020-21  Moved: Pearl Chan. Seconded: Joanna Hurley  None opposed, motion carried.</p> <p><b>Motion:</b> To approve amount totaling \$10,400.46 (from main account, as listed in the Treasurer's report) for payment  Moved: Pearl Chan. Seconded: Paul Battaglia  None opposed, motion carried.</p>	
9	<p>Outgoing Sub-Committee Reports</p> <ul style="list-style-type: none"> <li>● Uniform Shop Committee – See attached</li> <li>● Canteen Committee – See attached</li> </ul>	<p>Sue Low  Aimee Ipson-Pflederer</p>
10	<p>Election of 2021 Office Bearers</p> <p><b>Nominations Open</b></p> <p><b>Nominations and thence 2021 Office Bearers are:</b></p> <ul style="list-style-type: none"> <li>- <b>President</b> – Kate Pereira, nominated Joe Grundy, seconded Paul Battaglia.</li> <li>- <b>Secretary</b> – Joe Grundy, nominated Kate Pereira, seconded Paul Battaglia.</li> <li>- <b>Vice President (x2)</b> – Hindrik Buining, nominated Joe Grundy, seconded Hindrik Anson Mak, nominated Kate Periera, seconded Joe Grundy</li> <li>- <b>Treasurer</b> – Ronald Chow, nominated Pearl Chan, seconded Kate Pereira</li> <li>- <b>Canteen Convenor</b> – Aimee Ipson Plfedera, nominated Sue Low, seconded Kate Pereira</li> <li>- <b>Canteen Treasurer</b> – Phillip Neal, nominated Aimee Ipson Pfederer, seconded Sue Low</li> <li>- <b>Uniform Shop Convenor</b> – Sue Low, nominated Aimee, seconded Matthew Wood</li> <li>- <b>Uniform Treasurer</b> – Joanna Hurley, nominated Sue Low, seconded Matthew Wood</li> <li>- <b>Events Coordinator</b> – Sue Low, nominated Paul Battaglia, seconded Kate Pereira</li> <li>- <b>Class Parent Coordinator</b> – Yeddi Yip jointly with Paul Battaglia, nominated Kate Pereira, seconded Greg Austin</li> <li>- <b>Technology Coordinator</b> – Paul Battaglia, nominated Joe Grundy, seconded Greg Austin</li> <li>- <b>Ground Coordinator</b> – Greg Austin, nominated Kate Pereira, seconded Joe Grundy</li> </ul>	<p>Principal</p>
11	<p>Other Business</p> <ul style="list-style-type: none"> <li>● The pedestrian footpath safety fence on Pacific Hwy does not quite reach Centennial Ave, due to a bus stop. Joe Grundy will take this matter to Council.</li> <li>● The Twi-day concert yesterday was amazing and would be a shame to see that standard dwindle if insufficient tutoring available in before/after school timeslots. Music Tutor / program update? Based on the compilation of parent feedback, the school is currently working with tutors to organise new arrangements to get as many available as possible in before and after school times and on weekends.</li> <li>● For end of year class parties, note due to ongoing DoE COVID constraints that only one Class Parent rep is allowed to attend the class party. Attending parent will need to sign in. And especially note that sharing of food is still not allowed by guidelines... eg cannot order pizza, or any version of food prepared collectively even if individually wrapped for handing out. Kids <u>must</u> bring their own picnic food for the class party, and not share.</li> </ul>	
<p>Meeting declared closed at 9:26pm</p>		

**Next Meeting: P&C Meeting - Tuesday 23rd February 2021**

**AGM - Tuesday 23rd November 2021**

# Principal's Report

2020 has been an extraordinary year. A year that we could not have anticipated and a year that we have had to reimagine what quality educational delivery looks like to ensure all students continue to grow and learn.

## **Learning From Home**

As the Principal of Chatswood Public School, I am incredibly proud of the staff, who have worked tirelessly to ensure students are continuing with their learning during lock down. During this time the staff achieved the following:

- Created Google Classrooms for 1365 students
- Generated 'How To Set Up a Google Classroom' Zoom Sessions in three languages
- Created lessons on reading, writing, language conventions and mathematics accessible at any time
- Ensured that all resources needed are those easily accessible at home
- Created English as an Additional Language/Dialect (EALD) lessons
- Created Bilingual lessons for students who are in bilingual classes
- Ensured videos of explicit teaching were incorporated daily
- Provided activities for lesson content that also included extension and just for fun activities
- Provided at home learning packages for students in K-6S, the multi-categorical class
- Provided packages sent to students on the MiniLit or MultiLit program
- Generated a 'How to Zoom' guide for parents
- Implemented daily Zoom check-in sessions with their class
- Provided technology support for parents
- Developed Brain breaks with Mr Gold
- Lent devices to families who required extra support
- Implemented Story Time, daily via Zoom
- Delivered a new school website <https://chatswood-p.schools.nsw.gov.au/>.
- One lesson per week in the following areas: History/Geography, Science and Technology, Creative Arts, Personal Development and Health and Mandarin
- Students submitting work for feedback
- Projects for Students
- At Home Toolkit for a K-2 parents which will contain literacy and numeracy resources
- Live online reading groups
- Personalised support for identified students.

Additionally, the music program has created weekly online content for seven instrumental ensembles in Google Classrooms, six choir Google Classrooms that have the repertoire, choir video tips as well as online rehearsals and are providing 330 music tutoring lessons via an online platform. An incredible effort!

## **Thank You**

I would like to thank the P&C executive, Kate, Joe, Hindrik, Irene, and Pearl for their continued support and hard work this year. I would also like to thank all P&C committee members.

Thank you also to the P&C volunteers who have supported our school community, the people to take the time to distribute Book Club, volunteer in the Canteen, the Uniform shop. You all make such a difference to our school community.

The P&C have continued to support the school with the purchase of 13 interactive boards, the purchase of \$85,000 worth of laptops to support the learning of students in Years 3-6. The purchase of 3 Guzheng's. The P&C also approved \$25,000 to purchase flexible furniture as well as continue to support the Minilit program with the payment of \$53,000.

### **Staffing**

Serval staff at Chatswood Public School have received positions at other schools and they will be leaving us at the end of the year. I wish Ms Ticehurst, Ms Ballard, Mr Gold, Ms Claudia Zine, Ms Barnacoat, Mr Day, Ms Scardino all the best in their next roles and thank you for your contribution to our school.

I would like to welcome Ms Laura Hassel, Ms Shauna Humphries and Ms Fiona Johnson who were successfully appointed as Assistant Principal's to Chatswood Public School and will begin next year. I would also like to congratulate Ms Polly Hogarth, Mr Maurice Fung and Ms Cecilia Gan who were successfully appointed as permanent classroom teachers.

### **Creativity - Music Program**

This week we celebrated our music program through a modified version of Twilight. Sitting and watching students have the opportunity to perform through a year of perseverance was truly magical. I would like to publicly thank Ms Bronwyn Layton and Ms Aimme Pfloder for their creativity, determination and hard work to ensure the music program continued throughout learning from home and restrictions to COVID guidelines. Ms Layton and Ms Pfloder, thank you.

### **Creativity – Art Project**

All students K-6 have participated in targeted art classes run by a professional artist. The artwork is exquisite, and we will be having a virtual art gallery launched next week.

### **Professional Learning**

This year staff have been focusing on the teaching of reading through the English Textual Concepts. This teaching and learning resource re-organises syllabus content into textual concepts and processes to help teachers design learning for high intellectual quality and students' deep understanding of the conceptual basis of the subject. Each concept has been carefully defined and draws from a wealth of, at times, competing discourses to identify its place and purpose in the syllabus. This has resulted in students reading and imagining texts and creating powerful literate learners, preparing them for a digital world.

Ms Jess Robinson has been hired as an Instructional Leader, Literacy and Numeracy to guid and support teachers through professional learning and demonstrations lessons.

Staff have also had professional learning in utilising technology as a tool within teaching and learning. They have been presented with a toolkit of resources as well as had demonstration lessons from the Digital Learning Instructional Leader, Mr Grant Galbraith.

### **Strategic Improvement Plan**

Over the last semester we have been evaluating the 2018 – 2020 School Plan. This has involved focus groups with students, Tell Them From Me Survey for students, parents and teachers, NAPLAN and other evaluative methods. We look forward to consulting with the community as we align our initiatives to current research and data driven practices to improve student outcomes.

**Organisation for Classes, 2021**

We will be in a holding pattern for week 2 of Term 1.

**Our Future**

With the beginning of the new school build it is an exciting time for our community. The staging is underway in preparation for the building works. Staff have participated in many Project User Groups where they have discussed design, flow and workable functions. We are looking forward to sharing this with the community once it is finalised.

I wish you all a very Merry Christmas and a Happy New Year.

## **President's Report**

2020 will definitely be a year that we won't forget! It has been an interesting and at times challenging year for the P&C where we have tried to support our teachers, staff, parents, carers and students as much as possible, whilst still observing 1.5m social distancing

We started the year off "strong" with the Uniform shop relocating back on to school grounds in the Christmas school holidays and with the canteen obtaining the NSW Healthy School Canteen Strategy in February. We also provided the teachers with a little something sweet for Valentine's Day and had our first and only in person P&C Meeting for the year.

After that - come March - things started to take a slight turn to the left and we had to get a little bit more creative. P&C meetings moved online to zoom with a record breaking 61 people in attendance at our March P&C Meeting. With the help of our Class Parent network, who this year was stronger than ever, our community stepped up to supply toilet paper, the equivalent of gold in 2020, for our teachers and staff - not something I thought I would ever find myself saying! And we also made the difficult decision to cease trading at the canteen due to the restrictions and limited students on site. The P&C did however pass a motion to continue to support our paid canteen and uniform shop staff during these uncertain times.

Over the coming months - the P&C business units, lead by the incredible Aimee and Sue and supported by their diligent and hardworking treasurers Shing and Jo and the Exec Treasurer Pearl, navigated the intricacies associated with Job Keeper and went above and beyond to ensure the wheels of the business's kept turning so that when the time came for the students to return - they were ready and waiting.

When school returned, looking a little different to what we were used to, a number of school community members volunteered to assist with kindy pick-ups every afternoon in the school car park. This small contribution ensured this process was smooth and pain free.

In September we held a virtual games night which found parents zooming in from their homes to take part in a laugh out loud, competitive evening of fun. And we finished the year strongly with students sending in Notes of Appreciation and gold coins (totaling \$697) for the Staff and Teachers Lunch, which conveniently coincided with World Teachers Day this year. The staff rooms walls were covered in notes celebrating the wonderful teachers and staff - as is only fitting.

This year the P&C donated over \$210,000 dollars back to the school community. This included 15 new smart boards, laptops for stage 2 and 3 to ensure all classrooms in these stages will have suitable numbers of laptops at their disposal, 2 second hand Guzhengs for the Chinese music department, Student Injury insurance for our students, funds for the purchase of new trial furniture for classroom upgrades in the heritage buildings and funding for the school's Learning Support program. This is all thanks to all the parents who were able to pay their Voluntary Contribution and to help with the limited fundraising throughout the year. I can also report that we raised in the vicinity of \$3000 with the tea towel fundraiser which will be reported in next year's financials. We are looking on track

to have these delivered to the school in the next 2 weeks to get out to students and parents before the end of term - and they are looking great!

It may have seemed quiet on the New Build side of things, however this year saw big steps taken in the progress with the lodgement of the SSDA and a builder appointed to complete the design of the primary school. Approval of the SSDA is at this stage still anticipated for early 2021 with building to commence shortly thereafter. Whilst the building works may bring some levels of disruption to the way the school operates, it is the P&C's intention to ensure the children of today are not disadvantaged for the students of tomorrow. We will continue to look for ways to ensure all our children have the best school experience possible. We are continuing to nail down the project team for a list of out of scope items where the P&C can be contribute - this will be along the lines of upscoping AV equipment, playground equipment and provisioning of A/C.

And now the part of the report where I give thanks (I'll try not to make it sound like the Oscars!)

When I took on the role of President at the end of 2019, I did so under the agreement with Joe that he would be with me every step of the way. Joe - thank you for doing as promised - your knowledge and attention to detail, make this role a whole lot easier.

Thank you to our 2 vice presidents this year - Hindrik who was in the role for the first time and Irene who is finishing this year with 3 years under her belt - both of you have been a wonderful sounding boards and your quiet contributions behind the scenes are greatly appreciated. Irene, we thank you for your 3 years of service and on behalf of the school community I would like to virtually present this gift to you (which will be physically gifted to you over the coming days!).

Thank you to Pearl, our treasurer who is also completing her 3-year term this year. When you joined the team 3 years ago at kindy orientation - you took the role with both hands, shook up our financial system and ensured we were making the most of our interest-bearing opportunities. Your no-nonsense approach to the role and friendly disposition has made it a joy to work with you. And whilst you may not be taking on the role next year - we do expect you back in the future. On behalf of the P&C we thank you for your 3 years of service and on behalf of the school community I would like to virtually present this gift to you (which will be physically gifted to you over the coming days!).

Thank you to our two business units' treasurers for all your hard work this year. As mentioned above, your efforts this year to ensure we were making the most of government COVID relief packages have truly been seen and appreciated. Shing we wish you the best of luck with your upcoming studies and you are welcome back anytime.

Thank you to Paul - who floats quietly in the background (often behind a screen - as is only fitting) for all your IT assistance, photographic skills and this year updating the P&C website and also for always bringin a smile and a joke to any occasion.

This year we brought back the Class Parent Coordinator role - and what a year it was to bring it back. Having a direct line of communication to all class parents has been invaluable and we hope to refine and grow this role in 2021. Thank you Sheryn, Vicky and

Sarah for your time and efforts this year in rallying volunteers, driving sales and morale when needed, and ensuring communications get out to all our class parents quickly where needed.

I would also like to pass on the P&C thanks to Rosemary and Sumi who run and distribute the scholastic book program at the school for the P&C. This year despite the lockdowns, postage delays and everything else that has been thrown at them, they still totaled almost \$24k in sales with over \$4.5k going back to the school in rewards to purchase new books for the school.

Sumi, who has been sorting the K-2 books for around 8 years is finishing up at CPS and is so efficient she even recruited her own replacement. On behalf of the P&C I also have a gift of appreciation to pass on to her.

Aimee and Sue - I am going to lump your thanks together as I feel we are a little like the 3 musketeers in this - honestly, the time and effort you give to the school community is beyond what could be asked for, or expected and you always do it with a smile on your face, and then ask "so what's next?!" I could not have done this role without you both, and the school community is so much richer for the contributions you both make.

And thank you to those in the school community who volunteered this year (where it was allowed) and those who made it to our P&C meetings. We hope next year will open up more volunteer opportunities

And finally to the school teachers, staff and executives - Alex, Sue, Linda and Robyn - it has been a joy to work with you this year, challenges and all - and I look forward to more exciting times ahead in 2021. Thank you for everything you do day in day out to ensure our children have the best school experience possible.



# Treasurer's Report

Chatswood Public School Parents and Citizens' Association  
Financial Statements for the year ended 30 September 2020  
ABN 56 993 962 007



## CHATSWOOD PUBLIC SCHOOL PARENTS AND CITIZENS' ASSOCIATION

### Income Statement for twelve months ended 30 September 2020

	2020	2019
	\$	\$
<b>Income</b>		
Sales	357,929	472,312
Voluntary Contributions	129,510	177,830
Fundraising	1,958	66,336
Interest Income	10,781	16,353
Other Income	53,000	0
<b>Total Income</b>	<b>553,178</b>	<b>732,831</b>
<b>Operating Expenses</b>		
Cost of Sales	229,384	294,983
Employment Expenses	134,979	106,709
Contributions to School - general	85,000	85,000
Contributions to School - Multi-Lit	53,000	53,000
P&C Expenditure (incl passed expenses)	49,604	82,663
Fundraising	369	31,883
Insurance	10,122	7,937
Depreciation	2,503	20,903
Other	46,288	55,329
<b>Total Operating Expenses</b>	<b>611,249</b>	<b>738,407</b>
<b>Net Operating loss</b>	<b>(58,071)</b>	<b>(5,576)</b>



**CHATSWOOD PUBLIC SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION**

**Balance Sheet as at 30th September 2020**

	30 Sep 2020	30 Sep 2019
	\$	\$
<b>Assets</b>		
<b>Bank</b>		
Cash at Bank	914,676	830,602
<b>Total Bank</b>	<b>914,676</b>	<b>830,602</b>
<b>Current Assets</b>		
Stock	72,828	69,628
Prepayments	3,281	5,240
Debtors and interest receivables	658	4,291
GST	3,659	-
<b>Total Current Assets</b>	<b>80,425</b>	<b>79,158</b>
<b>Non-current Assets</b>		
Total Fixed Assets	8,963	11,466
<b>Total Assets</b>	<b>1,004,065</b>	<b>921,226</b>
<b>Current Liabilities</b>		
Wages Payable	3,559	2,629
Trade Creditors & GST	145,782	23,292
<b>Total Current Liabilities</b>	<b>149,341</b>	<b>25,921</b>
<b>Non-Current Liabilities</b>		
School 24 Unearned Income	15,490	-
Employee Benefits & Liabilities	3,726	1,726
<b>Total Non-Current Liabilities</b>	<b>19,216</b>	<b>1,726</b>
<b>Total Liabilities</b>	<b>168,557</b>	<b>27,647</b>
<b>Net Assets</b>	<b>835,508</b>	<b>893,579</b>
<b>Equity</b>		
Current Year Earnings	(58,071)	(5,576)
Retained Earnings	893,579	899,155
<b>Total Equity</b>	<b>835,508</b>	<b>893,579</b>

## 2020-2021 Budget

Income Statement	Budget 2021				Actual 2020					
A\$	Main A/c	Canteen	Uniform	Total	Main A/c	Canteen	Uniform	Total	Variance	%
Voluntary Contributions	139,750			139,750	129,510	-	-	129,510	10,240	8%
Sales		200,000	147,633	347,633	-	168,419	210,900	379,320	(31,687)	-8%
Fundraising and interest income	18,500			18,500	12,739	-		12,739	5,761	45%
<b>Total Income</b>	<b>158,250</b>	<b>200,000</b>	<b>147,633</b>	<b>505,883</b>	<b>142,249</b>	<b>168,419</b>	<b>210,900</b>	<b>521,569</b>	<b>(15,686)</b>	<b>-3%</b>
Cost of Sales		125,400	91,397	216,797		99,283	130,101	229,384	(12,587)	-5%
Payroll		86,173	37,303	123,476		77,668	33,976	111,645	11,831	11%
Contributions - General	85,000			85,000	85,915			85,915	(915)	-1%
Contributions - Multi-Lit	53,000			53,000	53,000			53,000	-	0%
Event expenses	7,000			7,000	6,772	-	-	6,772	228	3%
Finance, Properties and Admin	27,600	5,005	12,143	44,748	26,639	2,795	10,481	39,915	4,833	12%
Software and Depreciation	8,000	1,861	2,248	12,109	7,909	1,361	3,325	12,594	(485)	-4%
<b>Total Expenses</b>	<b>180,600</b>	<b>218,439</b>	<b>143,091</b>	<b>542,130</b>	<b>180,235</b>	<b>181,106</b>	<b>177,883</b>	<b>539,225</b>	<b>2,905</b>	<b>1%</b>
<b>Operating Profit / (Loss)</b>	<b>(22,350)</b>	<b>(18,439)</b>	<b>4,542</b>	<b>(36,247)</b>	<b>(37,986)</b>	<b>(12,687)</b>	<b>33,017</b>	<b>(17,656)</b>	<b>(18,591)</b>	<b>-105%</b>
<b>One off items</b>										
School Project/ Uniform Shop relocation	TBC		(10,000)	(10,000)	(48,689)			(48,689)	38,689	
School 24 accounting adjustment				-		(21,391)		(21,391)	21,391	
Cash flow boost				-			20,000	20,000	(20,000)	
Job keeper subsidy			6,000	6,000			33,000	33,000	(27,000)	
Wages top up (for JK entitlements)				-			(23,334)	(23,334)	23,334	
Transfer to/from Sub-committees	30,000		(30,000)	-	30,000		(30,000)	-	-	
<b>Net Profit / (loss) post transfer</b>	<b>7,650</b>	<b>(18,439)</b>	<b>(29,458)</b>	<b>(40,247)</b>	<b>(56,676)</b>	<b>(34,078)</b>	<b>32,683</b>	<b>(58,071)</b>	<b>17,824</b>	<b>31%</b>

### Budget explanations – Main P&C

- Voluntary contributions (VC) = No. of students paid VC in current year X Per head contribution = 1,300 x \$215 at 50% contribution
- Fundraising income – \$3,000 Tea towel, Donation from OSHC \$9,000. No Moon festival event assumed in 2021
- Contribution to School (General and Multi-Lit) remains at \$85,000 and \$53,000 respectively
- Finance, property and admin – Book keeper \$15,000, Audit fees \$4,600, insurance \$7,000
- Software and depreciation - Digital Junction \$6,000 and Xero \$2,000
- P&C Projects TBC pending on the school requirements and the actual level of voluntary contribution

### Budget explanations – Canteen & Uniform Shop

#### **Canteen:**

The canteen operations will be disrupted by the new School Build with the following budget assumptions:

- Sales disruption in addition to the current downturn. Canteen Fun days were our biggest revenue generator and it is unknown how or if these can be reinstated compared to the past levels.
- Purchases may be higher if the canteen needs to purchase pre-prepared food or ingredients (impacting the margin%)
- Staff costs may be higher to help carry out the modified operations. Use of volunteers may be limited.
- Additional equipment and tools requirements

### **Uniform Shop:**

2021 budgeted Sales and Gross profit assume 30% reduction from 2020, based on new Kindy starters that are projecting with the school for next year. Over the years, we have always had a 220 Kindy starters but the projected numbers for next year will be around 130 but we have ordered to accommodate for 150 new Kindy starters, hence a 30% sales reduction (90 Kindy students x \$600~\$700 spend per year = \$63k). \$10k relocation costs assume in 2021.

### **Payments**

<b>Date</b>	<b>Paid to</b>	<b>Purpose</b>	<b>Amount</b>
23/10/2020	Numeric Eight	Accounting Services for Job Keeper and other ATO matters	451
28/10/2020	Elite Sports	Year 6 Shirt purchase	6,027.51
6/11/2020	Numeric Eight	Accounting Services retainer November 2020, ATO matters & Xero subscription	1,947.00
6/11/2020	The Cakeman Co	Staff thank you lunch expenses	300
6/11/2020	Sue Low	Staff thank you lunch expenses	1,674.95
			<b>10,400.46</b>

# **Chatswood Public School P&C Uniform Shop**

## **2020 Annual Report**

What a year it has been!!!!

The Uniform Shop in 2020 has had the most changes in the way it operates and has surely made the most revisions to the operations and policies all in 10 months.

### **Facilities and Operations**

As a result of the building owner's direction, Chatswood Public Uniform Shop vacated the location at 688 Pacific Highway at the start of 2020 after operating out of that location for almost 3 years. The Uniform Shop has since been relocated back to Main Campus of the school, at a room opposite the school canteen which also meant the opening times could remain unchanged. However, due to space constraints at both the campuses with plans for redevelopment of the school from 2021 – 2023 period, the Uniform Shop stock has had to be moved to an off-site storage location at Storage King, Chatswood East, to house all off-season uniforms and 2<sup>nd</sup> hand items.

And then, COVID-19 pandemic hit!

As the global Coronavirus outbreak continues to evolve, to further align with the proactive measures announced by the school to help reduce direct contact between children, parents and staff, the Uniform Shop had to cease all in-store purchases/transactions and uniform fittings effective Tuesday, 17 March until further notice. This pandemic had pushed the Uniform Shop to a fully online model to ensure safety of all staff and school community. In addition, we have also had to make some speedy amendments to our returns policy to adapt to these changes and also an upgrade to the new online payment gateway in Term 4 2019 sure served us well and was certainly timely, ensuring a smooth online purchasing experience. But of course, nothing was without its hiccups....with parents/carers having to familiarise themselves and be agile in keeping up with the changes meant that it took some diligent email triaging to attend to all email queries and concerns from the larger school community around the clock which the Uniform Shop Online Manager, Aileen did an outstanding job of keeping our parents/carers calm and satisfied.

With the sudden increase in online sales, even larger organisations like Myer have had their share of technical glitches. Whilst the online Uniform Shop did have some e-commerce platform crashes, the team worked quickly to turn things around and systems were back up quite quickly. Not to mention, the pandemic had also posed some supply chain challenges with border restrictions and timely clearance of shipment at the dock. Thankfully, the impact was only short term and this is truly evident of her swift action, drawing on her experience over the many years and ability to quickly plan ahead shown by our Uniform Shop Manager, Natasha in managing our suppliers and keeping a close eye on stock deliveries and thorough monitoring of the shop inventory.

To also help manage the increased workload with online orders and the option of having items delivered to classrooms, the Canteen Staff was seconded to assist with the Uniform Shop deliveries. This was extremely advantageous especially with parents, carers and

non-essential visitors still to remain off-site and the only way where we can get orders swiftly to parents is by dropping them off to the child's class. Feedback from parents were very positive at the speed that they were receiving their orders through their children after placing them online. In addition, sensible measures and changes to staff roster to protect our staff and communities while maintaining our essential services across the school were also put in place which aided overall in supplementing this new fully online model operations.

More recently, the Uniform Shop Catalogue has been updated to replace the previous "Look Book" and this Uniform Shop catalogue now serves as the reference document for the Uniform Shop. This catalogue provides details on the current operations of the Uniform Shop, different types of uniforms by season (showcased with relevant photos) and measurement/size guides to help with selecting and purchasing of correct uniforms and items via the online shop.

Kindergarten Orientation was also conducted slightly differently this year due to the pandemic and the Uniform Shop did again participate by having a table at the registration and sign-in area. The Uniform Shop introduced an online line item called Kindergarten and New Starter Kit which provides new students all the basic school necessities. The items in this Starter Kit were displayed at the table at Kindy Orientation sign-in and the 2 managers were present to provide information and assistance to parents/carers in their brief drop in on-site. As parents/carers are permitted to only be on site at the school for a very short time, the decision was made to not sell the Starter Kits and to online offer it via our Online Uniform Shop with plans in place to allow for in-person pick up. QR codes linking to information for this New Starter Kit and the Uniform Shop catalogue were accessible to parents/carers on Kindy Orientation. The correct summer uniforms were dressed up on 2 mannequins with support and help from the school executives so parents/carers could visually be guided to purchase appropriate uniforms for their children and to have a reference to compare and gauge their children's sizing and fit.

### **Uniform changes**

While the Uniform Shop Committee does not control the school's uniform, there had been discussions about reviewing and updating current school uniform and ensuring that the uniform is in alignment with Department Policy. The previous Principal, Tim Dodds and the P&C had begun to put a proposal together, which would not only address the policy requirement but also addresses the needs of our students and the community. This is now an ideal time to begin this process particularly before the new school build. When introducing a new school uniform, consultation must occur between students, parents and teachers. A New School Uniform Committee will be formed and will meet twice a term, discuss options and liaise with stakeholders. An expression of interest has been made to the school community and it is anticipated that this committee will start in 2021 to discuss options and liaise with relevant stakeholders.

### **Finances**

The Uniform Shop has traded well in the 2020 Financial Year especially given the impact of the lockdown due to COVID-19. During the course of the year, the Uniform Shop has transferred \$30,000 to the P&C main account and it is proposed to provide a further transfer of \$30,000 in 2021.

Net Profit was \$32,682 which includes \$53,000 of government assistance and Jobkeeper subsidies. Net profit amended for government assistance, Jobkeeper wages and the P&C contribution was \$32,505.

Key areas in 2020:

- Sales – income is lower than budgeted by \$18k
- Government cashflow boost of \$20k and Jobkeeper subsidies of \$33k were received
- Wages - were \$3,000 higher than budgeted after adjusting for Jobkeeper, due to increased hours of staff caused by the Uniform Shop moving to trading fully online.
- Storage costs – \$1,764 were incurred due to the need for offsite storage because of the physical shop being moved at the beginning of the year.

In 2021, the Uniform Shop is budgeting to transfer \$30k to the P&C. After the transfer, we will break even. This reflects the need to budget for relocation costs (\$10k), as well as an expected decrease in sales income due to the lower kindy enrolment numbers that have been forecast. We have budgeted a 30% decrease in sales from this year.

### **Committee members**

It is important to acknowledge the efforts of all members of the committee, Joanna for her support, guidance and help in pulling all our financials together especially around streamlining operations when moving fully to an online model and that they are in order and also the Uniform Shop staff, Natasha and Aileen for their tenacity and agility to keep up with all the changes and yet still strive to provide the best service possible to our school community.

Like many businesses, the Uniform Shop has had to adapt and evolve our business model to the ever-changing health, political and economic climate. We have introduced many new policies and procedures to keep the team, parents/carers, school staff and children safe. The current climate is both mentally and economically challenging, however this is also a testament to many good things to happen... we strongly believe in *"in the middle of difficulty lies opportunity"*.

We remain optimistic that 2020 will be a year to remember, but not all negative! Paul Battaglia's efforts in keeping us afloat, supporting one of 2020's most important tasks - our IT systems, is also greatly prized!

I'd also like to take this opportunity to also welcome Nicole Hare, our Secretary of the Uniform Shop Committee but to also thank her for "sticking around" in what had been a crazy, tumultuous year for everyone!

Last but not least, thank you to all our Chatswood Public School families for your understanding and continued support!

**Sue Low**

*2020 Uniform Shop Convenor*





# **Canteen Committee**

## **Annual General Meeting: Year End Report November 2020**

Canteen Committee Members: Tash Kay (Canteen Supervisor), Shing Ka (Treasurer), Jerome Roberts (Secretary), Phillip Neal, Aimee Ipson Pflederer (Convenor)

Canteen Staff: Tash Kay (Canteen Supervisor), Selina Hwee Peng Ong (Canteen Supervisor), Cecilia Ng, Ellen Li, Coco Liao, Vivian Lin

### **Canteen Year at a Glance**

The school community has weathered significant challenges over the past financial and calendar year, to say the least. The impact of Covid-19 has confronted our community and forced the Canteen team to modify services, temporarily suspend all operations, and face a reduction in hours. We have utmost appreciation for the dedication of the Canteen staff and committee in the face of these challenges, and unwavering support for Canteen operations through multiple phases of restrictions and modified services.

As a result of service modifications, the Canteen concludes the 2020 financial year with a deficit, and projects a loss in the upcoming fiscal year.

### **Canteen Operations & Staffing**

Critical to our mission of providing a range of morning tea and lunch options has been an ongoing review of our menu. Over the course of the past three years, the Supervisor and Assistants have introduced homemade “main” items to the lunch menu, with a different in-house option each day of the week. Some popular items are offered throughout the year, whilst some items alternate as seasonal menu options. The Canteen has similarly increased the range of options provided through local suppliers, primarily from our sushi supplier, as well as occasional items on Canteen Fun Days. This expanded range provides fresh options for the students and welcome changes in the routine for the staff and customers. Each updated item has been developed to align with NSW Healthy Canteens Strategy guidelines (please see following section for further information regarding Healthy Canteens).

At the onset of the 2020 financial year, the Canteen had implemented several significant initiatives. The Canteen staffing structure expanded to include six staff members, with one supervisor and two assistants on site each day of the week. As we move forward, the Committee will identify professional development opportunities to support continued depth and breadth of staff expertise, and document our recruitment and onboarding processes.

A correlated goal is to reinvigorate volunteer engagement in the Canteen, and this will carry over in this new financial year. Whilst the daily operations are made possible by a paid staff, the role of the volunteer remains critical in increasing the volume of orders and counter sales fulfilled as well as the range of menu items offered on a regular basis. Critical roles for volunteers include: morning labeling of orders, as this enables staff to get a quick start on daily food preparation; lunch order packaging and sorting; recess and lunch service and counter sales; and Canteen Fun Day cooking and service. Over the past

two years the Committee has dedicated a significant focus to building the staff structure and training our new Assistants and possible proxies. In the next year we will be able to re-focus toward strengthening the volunteer base across Canteen services.

### **Healthy Canteens Strategy – Certification**

The Canteen team garnered a NSW Healthy School Canteen Strategy certification, awarded in February 2020, recognising the nutritional merit of the Canteen menu. This certification remains valid for two years, and our menu will be submitted again in February 2022 for review. The Committee is excited to acknowledge the Canteen staff's adept and progressive shift to a menu range that champions healthy and diverse options to fuel our students.

In addition to oversight, the Healthy Canteens and Health Promotions team offer ongoing support for success as well as a network of school canteens on the same journey.

In essence, the Healthy Canteens Strategy specifies the following updates to Everyday and Occasional food and drinks:

- Everyday food and drinks constitute three-quarters of the menu, and Occasional food and drinks one-quarter
- Portion limits are maintained for all food and drinks
- All food and drinks meet 3.5 Health Star rating or above
- Canteen layout and promotional materials promote and display Everyday choices (and downplay Occasional choices, with no display at point of sale)

For further information on the NSW Healthy School Canteens Strategy and related resources, please go to:

<https://healthyschoolcanteens.nsw.gov.au/about-the-strategy/the-revised-strategy>

### **Canteen Assets**

Fixed assets and small appliances in the Canteen have been acquired over an extended period; the team continuously monitors the assets for maintenance or service needs. The Committee currently is preparing an update to the assets inventory for the Canteen.

Our initial plan for 2020 operations included a refurbishment to a commercial sink (industrial size), and a proposal for an under-bench dishwasher. These plans were suspended in Term 2 due to the initial lockdown and modified Canteen services, coupled with reduced trades services during Covid-19 restrictions. Subsequent to that, the updates to the school redevelopment plans now indicate an early demolition of the current Canteen facility. The Committee will reassess the asset needs once we have further information regarding the fit-out specifications for the Canteen demountable; we anticipate the possibility of refrigerator and chest freezer needs, dependent upon the provisions of the Department of Education's temporary facility. The Committee will continue to work toward sustainability goals, with a progressive plan for the temporary site and the future Canteen facilities.

### **Additional Project Areas**

The Canteen Committee will be working on several elements of Canteen strategy with an eye toward continuous improvement of processes, and expansion of the menu as is feasible with human resources and customer interest. Additional projects include:

Promoting Healthy Eating: The Committee and staff are developing promotional materials and information in a variety of channels, including on-site collateral, print media and electronic communications platforms.

- Healthy Eating Guidelines posters in the Canteen, Fun Food Facts in the school newsletter, student campaigns
- Fresh Fruit and Vegetables campaign with Sydney Markets collateral
- Interviews of staff and students on their healthy eating inspiration.

Split Campus Services: As part of the Canteen strategy to create equitable access, we have expanded services to include both recess and lunch orders for both campuses. As we embark on the school redevelopment, the team will establish a primary facility (one Canteen demountable on Main Campus) and a satellite to facilitate distribution of orders and, potentially, expanded volume if warranted by customer demand and volunteer support.

Professional Development: Covid restrictions and best practices in health protocols signified a tightened scope of work for the staff. We have deferred our plans for professional development and networking with our regional canteen network. Our hope is to arrange site visits to neighbouring sites in 2021 and thereby gain further insight into daily operations and sustainability practices.

### **Financials & Projected Budget**

As reported in the financial reports, the Canteen has incurred a significant loss in the 2020 fiscal year. Despite a surplus in 2019, the challenges faced in 2020 led directly to losses across our income areas.

- Canteen suspension in late Term 1 – early Term 2. Four+ weeks of suspended services incurred substantial losses.
- Canteen Fun Days were cancelled in Terms 1-3 due initially to lockdown and subsequent restrictions regarding volunteers on site. We made the difficult determination to cancel Term 3 Fun Day as well, in view of strained staffing coverage and deference to volunteer health; the Canteen will, however, resume Fun Day for Term 4. Canteen Fun Days net, on average, over \$1,000 per term.
- Staff hours reduced overall, but the ratio of staff hours to service hours increased due to modified operations related to the staggered recess and lunch times.

The Committee submits the 2021 projected budget for P&C executive approval, indicating a projected loss. This budget has been developed in view of this past year's actuals and the implications of staff costs across staggered food service timetables and split campuses. Despite the projected deficit, we submit with full confidence the 2021 plan as part of long-term progress toward the Canteen vision and strategy. The Committee will explore opportunities to reduce the cost of sales ratio and improve visibility into online ordering economies.

### **Committee Members**

We express our ongoing appreciation for the Canteen staff and the Canteen Committee for that same dedication and positive energy. Tash Kay bridges the role of the Canteen staff and daily operations with the Committee and our work on long-term goals. Selina has risen in her role of the Supervisor and helped to manifest our goal of building sustainable leadership for the operations. Cecilia, Coco, Vivian and Ellen demonstrated grace and good humour in adapting to multiple variations in the operations timetables

and workflow. Their teamwork has rendered our service as seamless as possible in the view of the student customers, and enabled us to reinstate much of the Canteen services with a strict adherence to Covid-19 and other health protocols.

Jerome Robert continues as our Canteen Secretary and more, bringing his own professional experience as well as insight into sustainability considerations and packaging options. Phillip Neal helps to consolidate the Canteen assets specifications and infrastructural considerations.

We would like to recognise Shing Ka, the Canteen Treasurer, for her steadfast commitment and attention to various aspects of our work this year that have proven challenging to say the least. Shing brings a valued combination of professional expertise in accounting and business, balanced with a civic mindedness that reflects and bolsters the P&C and Canteen Committee's vision. Shing will be stepping down from the Treasurer role, as she is taking on her next exciting venture and will dedicate time to studies along with her family commitments and other community roles. We thank Shing for her contributions and will hope to benefit from her ongoing advice on an ad hoc basis.

In 2021, we will focus on building the Committee further to engage additional P&C members as contributors to the Canteen's long-term goals.

### **Looking Ahead**

The Committee and staff are excited about the future of the Canteen. We continue to work on documenting protocols and processes in each facet of Canteen operations and infrastructure. The committee reiterates the critical components of the Canteen strategy: increased sales volume, augmented promotion of Canteen offerings, improved efficiencies in operations with the essential contributions of volunteers.

We thank the Chatswood Public School students, families, staff and the P&C for continued support of the Canteen services and operations.