

P&C GENERAL MEETING
 Tuesday 27th April, 2021 at 7.30 pm
 Online via Zoom
 MINUTES

Topic	Who
1 President's Welcome Acknowledgement of Country <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 Alex Montgomery 35 attendees, including <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Su Hill (Deputy Principal)</p> <p>Linda Ryan (Deputy Principal)</p> <p>Jess Robinson (Instruct. Lead)</p> <p>Grant Gailbraith (Instruct. Lead)</p> </div> <div style="width: 45%;"> <p>Kate Pereira (President)</p> <p>Joe Grundy (Secretary)</p> <p>Hindrik Buining (Vice President)</p> <p>Anson Mak (Vice President)</p> <p>Ronald Chow (Treasurer)</p> <p>Aimee Ipson Pflederer (Canteen Convenor)</p> <p>Phillip Neal (Canteen Treasurer)</p> <p>Sue Low (Uniform Convenor, and Events)</p> <p>Joanna Hurley (Uniform Treasurer)</p> <p>Yeddi Yip (Class Parent Coordinator)</p> <p>Paul Battaglia (Technology Coordinator)</p> <p>Greg Austin (Grounds)</p> </div> </div>	Secretary
3 President's Report – <i>See attached</i>	President
4 Guest Speaker - Jess Robinson - CPS Instructional leader, literacy and numeracy Jess presented on home reading / Home Readers for Stage 1. Encouraging reading at home, reinforcing skills. <ul style="list-style-type: none"> ● Asking P&C for \$20,000 to begin to purchase readers for the Stage 1 Home Reading Program... approximately 4000 new books, \$3.50 to \$10 each. ● We will use the ePM platform and our Home Reading Program together in 2021 ● Last year, CPS invested \$20,000 to purchase new Fountas and Pinnell guided reading books for Stage 2 and Stage 3. While e-platforms are a great resource, "nothing beats holding a book in your hand". Jess has contacted companies / consultants to come out and discuss our needs. Existing formal readers don't go quite far enough for all our readers. We have resources of chapter books for advanced readers and Year 3-to-6 readers. Approach to how we teach reading is changing. Professional learning is progressing. In K-2 we have a bigger focus on phonics than in previous years, and using "decodable texts". Motion to approve \$20,000 for the purchase of home readers to be tabled at the May P&C Meeting	
5 Principal's Report – Su Hill Lovely to see parents back on site, especially yesterday at the carnival. 48 students selected to represent school at zone cross country. Various demountable works completed over holidays. Eddy Rd entrance has a new gate / fence. Accessible ramp completed in north west corner of oval. Temporary fencing has been removed from around the oval.	Principal



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Students will be surveyed for potential lunch clubs that enhance student social emotional behavioural spiritual and cognitive wellbeing. Clubs help with student playground load.

Sports: Only stage 2 students are on Main Campus for Friday sport. Stage 3 students are spread out between O.H. Reid, Tennis, Ten pin bowling, Willoughby Leisure Centre for swimming and outdoor.

Recess and lunch times for stages 2 & 3 are staggered.

Talking to High School about additional access to oval for Friday sports to get more students on larger sports area, especially once school build closes off astro-turf and lowers. Other options are also under discussion.

Music Program: Clarinet and saxophone lessons have resumed on site. New tutor confirmed for violin and piano. New director in pipeline for jazz band. Eased restrictions allow returning to full programming and performance. Still a waitlist for recorder, flute, piano due to ongoing search for tutors and director. Also waitlist for violin or cello, who will be contacted for second choice options.

Creative Arts Program: In-class music lessons for majority of classes with music teachers from Sydney Conservatorium. In term 2, students will focus on performance-based lessons.

Visual arts from Lane Cove Gallery and dance program likely for Term 4.

Any questions, send email to the school music program email address.

Check-in Assessments: Can supplement existing school practices to identify how students are performing in reading and numeracy. Helps teachers tailor teaching and learning more specifically for student needs. These aren't part of student academic assessment process, they provide information / feedback for teachers to guide and monitor our teaching and learning programs.

Discussion of pickup arrangements from Bush Campus, including that kids waiting for slightly late pickup are to meet on the decking.

6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes – 23rd March 2021 Moved: Joe Grundy. Seconded: Hindrik Buining None opposed, motion carried.	President
8	Outstanding Items ● Updated homework policy – ongoing	Principal
9	Correspondence ● Letters re: bins in Freeman Rd Secretary wrote to three building managers on Freeman Rd regarding bin timing. Two managers wrote back that they had taken it through committee and asked their subcontractors. They can't rearrange timing but will try to position the bins better.	Secretary
10	New Build ● See <i>principal's report</i>	Kate Pereira / School



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11	Other Business	
	<ul style="list-style-type: none">Future P&C meeting format In the future, would we like to have face-to-face P&C meetings or Zoom or hybrid? Poll taken... 8 prefer at School 19 prefer via Zoom 4 eitherClass parties for kids, e.g. for birthdays, are “back on” i.e. cupcakes etc. allowed. Class parties on site will be allowed at end of year. Details will be in newsletterWorking bees could be scheduled again. The School will look into potential scope of works and available dates.	Kate Pereira
ADMINISTRATION		
A.	Treasurer's Update	Treasurer
1	Treasurer's Motion: <ul style="list-style-type: none">To approve the amount totaling \$1,937.35 (from the main account) for payment. Moved: Ronald Chow. Seconded: Pearl Chan None opposed. Motion carried.	
A.	Sub-Committee Updates	
2	<ul style="list-style-type: none">Canteen o Refer attached reportUniform Shop o Refer attached reportEvents o Now that restrictions have eased we are looking to finalise the social calendar for the year. If anyone has any suggestions they can email Sue at events@chatswoodpublicpandc.org.au o Due to Covid policies and the reduced playground space, there will be no moon festival this year. We are looking at a child centred event for later in the year and will come back with more details when finalised.Class Parents - nothing to reportTechnology - nothing to reportGrounds - refer working bees above	Aimee Sue Low Sue Low

There being no other matters, the meeting closed at 9:37pm

Next Meeting: Tuesday 25th May 2021 at 7.30pm



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Principal's Report - Su Hill

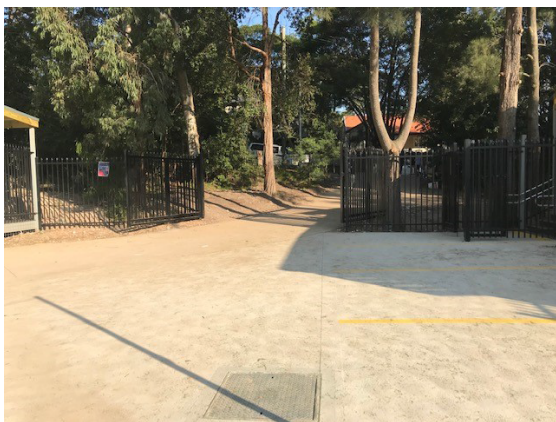
Building Update



Temporary demountable classrooms for Year 1 in BC



Demountable classrooms were removed during the school holidays



Eddy Road vehicle entrance over the break



Accessible ramp in the north-west corner of the oval. The temporary fencing has been removed from around the oval.



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Hoarding will soon be set up around these work zones in preparation for the main works construction starting.

The new substation being installed near the De Villiers Road entrance to upgrade the school's power supply is progressing well and we are expecting these works to be completed in early May.

A new palisade fence on the Chatswood High School Centennial Avenue boundary is scheduled to be installed in late May 2021.





CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Reviewing Playground Space and Implementing Clubs

- Student voice sought in the establishment of quality lunch clubs that enhance their social, emotional, physical, spiritual and cognitive wellbeing. Discuss in SRC meeting and gain student voice through class survey and then discussed further at next SRC meeting.
- Gain input on staff specialist areas and knowledge of potential clubs through survey-align with student survey
- Processes put in place about how students are accessing clubs to ensure social, emotional, behavioural needs are prioritised with students
- Survey staff to see what activities they are willing to offer

Sport on Main Campus

Current allocation

- Year 3: 188 PSSA students Main Campus
- Year 4: 180 PSSA students Main Campus
- Year 5: 199 PSSA students
- Year 6: 174 PSSA students

O.H. Reid Oval

Tennis 52a Fullers Rd

Ten-pin bowling

Willoughby Leisure Centre

Music Program reported by Aimee Pflederer

OVERVIEW: The Music Program has a few updates since our most recent P&C Meeting in late March, primarily as follows:

- Clarinet and saxophone lessons have resumed with tutor on site
- New tutor confirmed for piano, and another for violin
- New director in process of confirmation for Jazz Band
- Eased restrictions for instrument lessons and choirs, with return to full programming and related performance opportunities
- Ongoing waitlist for recorder and flute lessons and ensembles, due to ongoing search for tutors and director

We have on our waiting lists:

- 30 students on our piano waiting list. Several will be able to be offered lessons with a new tutor. Those not placed will be offered their second choice instrument.
- 20 students on our strings waiting list, for violin or cello. Again, we will allocate these students to tutors and then contact them regarding a second choice instrument if they are not able to be placed.
- 55+ students on the recorder and flute waiting lists.

Music Lesson in class... Teachers: Sara Ko (K4, 1C and Stage 2) and Alicia Lee (Stage 3)

In term 1, Stages 2&3 engaged in listening, notating and composing their own music through technology-based learning. Experimenting with various interactive modes of sounds, students were able to broaden and deepen their musical knowledge and experiences.

Building on the skills from Term 1, in term 2 will focus on performance based lessons.

Check-in Assessments

The Check-in assessment windows for 2021 are: 19 April to 7 May

- Assessment available to students in Years 4&6
- The Check-in assessment can supplement existing school practices to identify how students are performing in reading and numeracy and to help teachers tailor their teaching and learning practices more specifically to student needs.
- The assessments are mapped to the NSW Syllabuses and National Literacy and Numeracy Learning Progressions.
- As a school we use these Check-in assessments to guide and monitor our teaching and learning programs.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

President's Report - Kate Pereira

Thank you to everyone who has logged on tonight and taken the time to find out what is happening around the school and be involved. As this was a short month this month due to the school holidays I do not have a lot to report.

Thank you to the P&C who sponsored a wreath to be laid at the Anzac Dawn Service at the Chatswood Rose Garden and thank you to Greg Austin and Paul Battaglia who represented the P&C at the service and attended with school leaders and Su Hill.

Discussions and research is ongoing amongst the P&C executives on potential future spending for the build including retractable seating, sun shading and works to the amphitheatre which are out of the Department's scope and budget.

Now that restrictions have largely eased, over the next month we will be looking at the social events calendar for the year. If you have any suggestions - please send them through to Su at events@chatswoodpublicpandc.org.au

Thank you to everyone who paid the voluntary contribution at the end of last term with their school invoice. Just a reminder if you have not yet paid your term 1 invoice and you pay after the reminder is sent from the school - please ensure you tick the pay P&C contribution box if you are able to pay the contribution as the system automatically unticks the box. Your contribution assists the P&C in providing additional resources and learning support for Chatswood students over and above what is provided by the Department of Education and also covers Student Insurance which is available to every student 24 hours a day both on and off school grounds.

There are also a few late minute additions to the agenda tonight:

1. The guest speaker is Jess Robinson who is the school's instruction leader, literacy and numeracy and she will be discussing phonics and home readers
2. Also to be discussed is playground space at main campus during construction; and
3. An update on the Creative Arts Program

Just a reminder of a few housekeeping matters:

1. Please mute your microphone if you are not actively speaking
2. If you wish to ask a question on a topic, please raise your virtual hand or type the question into the chat function
3. We will open the floor to other business at the end of the meeting, however we do ask where possible that questions are asked in advance in writing so that they can be added to the agenda and the school has the opportunity to provide thorough and researched answers
4. Only paid members may vote on motions. Everyone in our community is welcomed and encouraged to become a member with a gold coin donation. Joe will put the details on how to become a member in the chat box. If you are unsure if you are a member please message Joe in the chat box also.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

CPS P&C Treasurer's Report

Consolidated Results – as of Feb 2021

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	52,068	-	-	52,068
Sales	-	107,158	116,999	224,158
Fundraising and interest income	23,381	-	-	23,381
Other Income		-	6,000	6,000
Total Income	75,449	107,158	122,999	305,607
Cost of Sales	-	62,293	74,297	136,590
Payroll	-	39,298	20,280	59,578
P&C Expenditure	900	-	-	900
Event expenses	8,222	-	-	8,222
Finance, Properties and Admin	17,063	195	5,186	22,444
Software and Depreciation	2,853	680	2,147	5,681
Total Expenses	29,039	102,466	101,911	233,416
Profit	46,410	4,692	21,089	72,191
Balance Sheet				
Cash at Bank	704,605	28,741	76,635	809,981
Inventory	-	1,633	123,617	125,250
Fixed assets	-	8,283	-	8,283
AR and Others assets	13,471	-	10,403	23,873
Total Assets	718,075	38,657	210,655	967,387
Total Liabilities	(521)	22,774	37,436	59,688
Net assets	718,596	15,883	173,219	907,699
Cash flow				
Opening cash as at 1 October 2020	755,262	22,005	137,409	914,676
Inflow	148,913	107,639	150,549	407,101
Outflow	(199,571)	(100,903)	(211,323)	(511,797)
Closing cash as at 31 March 2021	704,605	28,741	76,635	809,981

Payments

Date	Paid to	Purpose	Amount
26/03/2021	Joe Grundy	Reimbursement for BBQ purchase	325.35
9/04/2021	Numeric Eight	Accounting Services retainer April 2021, BAS & Xero subscription	1,612.00
	Total		1,937.35



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Canteen Committee Update – 2021 Term 2 – April

Canteen Operations

- Successful trial implementation of new staffing in Term 1
- New Bush Campus Canteen
- Welcome back, volunteers!

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1					
10:30am-12:00pm					
12:00pm-1:30pm					
Week 2	28/02	27/02	28/02	29/02	28/02
10:30am-12:00pm					
12:00pm-1:30pm					
Week 3	07/03	08/03	09/03	10/03	11/03
10:30am-12:00pm					
12:00pm-1:30pm					
Week 4	14/03	15/03	16/03	17/03	18/03
10:30am-12:00pm					
12:00pm-1:30pm					
Week 5	21/03	22/03	23/03	24/03	25/03
10:30am-12:00pm					
12:00pm-1:30pm					



Volunteer Shifts

- We welcome parents and carers to volunteer on site, with eased restrictions
- Seeking volunteers for three daily shift options:
- Main Campus 10:30am-12:00pm morning tea service and lunch prep
- Main Campus 12:00–1:30pm lunch service (2 sessions)
- Bush Campus 12:00–1:30pm lunch delivery and service
- Working With Children Check and sign-in required
- Encourage year-group volunteers to sign up together
- Book in for a session online:
<https://bit.ly/CPSCanteenVols2021>

Sales Analysis

- Periodic reviews of the sales and menu pricing
- Sales analysis based on School24 pre-orders
- Counter sales are not reflected, but sales totals are captured in daily reports
- Strong leading categories of products
- Incremental menu pricing increases to reach price parity

Long-term Arenas of Work

- Standard operating procedures
- Packaging options suitable for current operations scheme
- Increased visibility with student community regarding healthy eating and healthy life habits
- Volunteer recruitment and retention
- Committee sustainability and succession planning

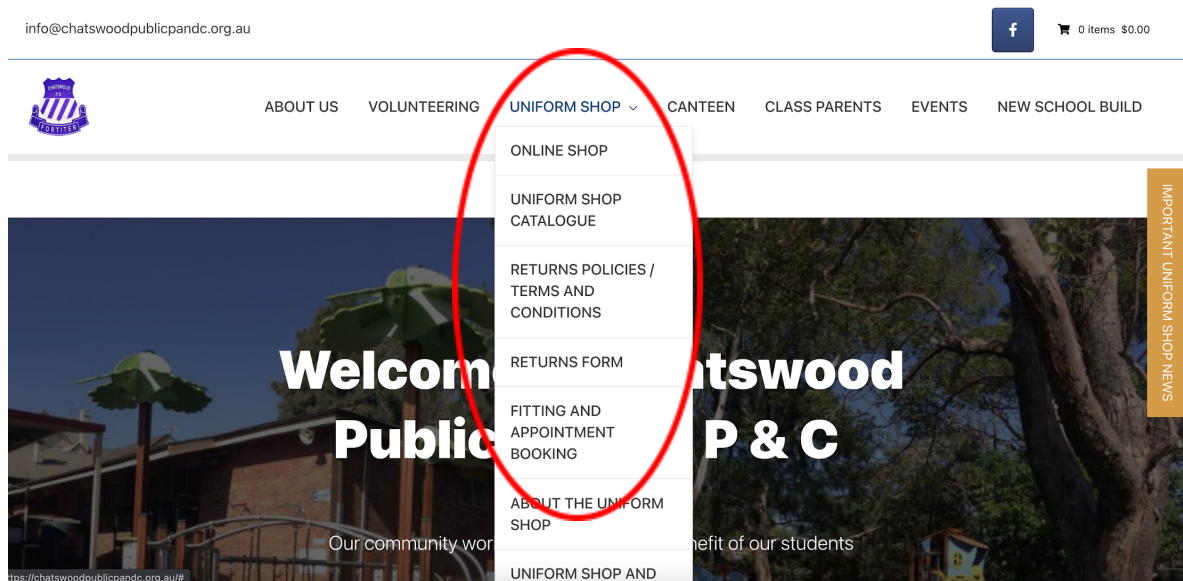


CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Uniform Shop Update – 2021 Term 2 – April

Welcome back to Term 2!

- **UNIFORM SHOP CATALOGUE**
<https://chatswoodpublicpandc.org.au/wp-content/uploads/2021/01/Uniform-Shop-Information-and-Product-Catalogue-T1Jan2021.pdf>
- To assist with purchasing the right uniforms and information regarding the uniform shop operations, please refer to our [Uniform Shop Catalogue](#).
- The Uniform Shop will be trading FULLY ONLINE indefinitely. NO over the counter sales.
- We are not offering any uniform fittings until further notice. (sizing and measurement charts on the Uniform Shop catalogue)
- **NEW** from this term!!
 - o **Exchanges in-store** - You are now welcome to exchange an item in-store on Tuesdays and Wednesdays between 9am-10am.
 - o **Please ensure you have proof of purchase (printed copy of your order receipt from your email) with you so our team can process your exchange quickly.**
 - o The process for **Refunds** remains unchanged (Return Form to be completed to process refunds through the same payment tender).



Safety at the Uniform Shop with order pick-ups

HOW TO STAY SAFE IN 2021, we need your help!

- **Help Stop the Spread**
 - o Cough into your elbow and wash your hands often and carry hand sanitiser with you. We also have hand sanitisers at the shop.
 - o Please stay home if you are feeling unwell or if you are displaying any of the COVID-19 symptoms as identified by the [Department of Health](#).
 - o **Strongly recommend to keep a distance of 1.5 metres while waiting. It is for your safety and others!**
 - o Please always complete the QR code when entering school.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Deliver to classroom orders

- Uniform Shop operating only from Monday to Thursday, break on Friday.
- Delivery to Bush Campus classes are happening only **twice** in the week, usually Tuesday and Thursday.
- Just as a reminder/tip...
 - Please be fair to your children and consider what their after school activities, their day is going to be and if the order can actually fit in their bag... we have had some orders that are for the little children in Kindy, Year 1 where so many items were ordered and the order was too large for the child to even carry, hold or be responsible for it!
 - Once we/teacher hands the order to the child, we cannot guarantee that the items will return home. If you are concerned that the order will be misplaced or go missing, we do strongly recommend for parents to choose to pick up at the Uniform Shop.
 - Please remember when entering Main Campus and coming to the Uniform Shop, sign in via the QR code at the entrance.

Pre-Loved Uniform Flash Sale

- **Week 5 –**
 - **Thursday, 20 May 2021**
 - **9am-10.30am @ Uniform Shop**
- Items sold on this day are considered to be final sale and are not eligible for a refund or exchange. The Uniform Shop Managers have gone through the donation pool to only offer relevant and very good condition clothing for this sale.
- The sizes available in pre-loved clothing are usually limited.
- First come, first serve basis!

Get involved!

- *The Uniform Shop is run by the P&C with paid staff and parent volunteers. All the profit from the Uniform Shop goes back into the school for the benefit of the school community to be able to provide the wonderful programs and facilities and to purchase resources for the school.*
- Uniform shop operates on Mondays to Thursdays and we are especially looking for helpers to deliver the orders and help with the general operations of the shop. If you can spare some time and would like to join us, we're a very chatty and friendly bunch and it's a great way to meet other parents, please email us!

How and where to find us?

email:
uniformshop@chatswoodpublicpandc.org.au

