

P&C GENERAL MEETING
 Tuesday 23rd March, 2021 at 7.30 pm
 Online via Zoom
 MINUTES

| | Topic | Who | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|---|-----------------------------|--------------------------|----------------------------|------------------------|-------------------------------|----------------------------------|-------------------------------|----------------------------|-----------------------------------|-------------------------|----------------------------|--|----------------------------|----------------------------------|--------------------------------|--|--|-----------------------------------|--|--------------------------------------|--|---|--|-----------------------|-----------|
| 1 | <p>President's Welcome</p> <p>Acknowledgement of Country</p> <p><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></p> | President | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | <p>Attendees & Apologies</p> <p>Apologies from Matt Wood</p> <p>72 attendees, including</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Alex Montgomery (Principal)</td> <td style="width: 50%;">Kate Pereira (President)</td> </tr> <tr> <td>Su Hill (Deputy Principal)</td> <td>Joe Grundy (Secretary)</td> </tr> <tr> <td>Linda Ryan (Deputy Principal)</td> <td>Hindrik Buining (Vice President)</td> </tr> <tr> <td>Sam Silipo (Deputy Principal)</td> <td>Anson Mak (Vice President)</td> </tr> <tr> <td>Grant Gailbraith (Instruct. Lead)</td> <td>Ronald Chow (Treasurer)</td> </tr> <tr> <td>Laura Hassall (AP, Year 1)</td> <td>Aimee Ipson Pflederer (Canteen Convenor)</td> </tr> <tr> <td>Fiona Johnson (AP, Year 1)</td> <td>Phillip Neal (Canteen Treasurer)</td> </tr> <tr> <td>Jess Robinson (Instruct. Lead)</td> <td>Sue Low (Uniform Convenor, and Events)</td> </tr> <tr> <td></td> <td>Joanna Hurley (Uniform Treasurer)</td> </tr> <tr> <td></td> <td>Yeddi Yip (Class Parent Coordinator)</td> </tr> <tr> <td></td> <td>Paul Battaglia (Technology Coordinator)</td> </tr> <tr> <td></td> <td>Greg Austin (Grounds)</td> </tr> </table> | Alex Montgomery (Principal) | Kate Pereira (President) | Su Hill (Deputy Principal) | Joe Grundy (Secretary) | Linda Ryan (Deputy Principal) | Hindrik Buining (Vice President) | Sam Silipo (Deputy Principal) | Anson Mak (Vice President) | Grant Gailbraith (Instruct. Lead) | Ronald Chow (Treasurer) | Laura Hassall (AP, Year 1) | Aimee Ipson Pflederer (Canteen Convenor) | Fiona Johnson (AP, Year 1) | Phillip Neal (Canteen Treasurer) | Jess Robinson (Instruct. Lead) | Sue Low (Uniform Convenor, and Events) | | Joanna Hurley (Uniform Treasurer) | | Yeddi Yip (Class Parent Coordinator) | | Paul Battaglia (Technology Coordinator) | | Greg Austin (Grounds) | Secretary |
| Alex Montgomery (Principal) | Kate Pereira (President) | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Greg Austin (Grounds) | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | President's Report - <i>See attached</i> | President | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Guest Speaker - none this month | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | <p>Principal's Report</p> <p>Thank you for joining us on this wet cold evening.</p> <p>Earlier this month you would have received notification of change in catchment areas. Communities are dynamic and constantly change and grow. DoE reviews intake areas to make sure they meet the needs of the community. With the recent determination of an intake area for Lindfield Learning Village there have been changes to nearby school intake areas. I personally visited Lindfield Learning Village along with DP Sam Silipo and we are very impressed with the quality of learning there. I have received a number of questions from parents. Note in particular kids can still enrol in whatever school they already have siblings, and kids won't be required to move from their current school.</p> <p>Due to the weather the move of Year 1 to Bush Campus is delayed but hopefully next week otherwise start of term 2.</p> <p>COVID intensive support – every school has received some funding, which in our case has enabled us to employ three teachers two days per week to offer intensive support for students whose learnings were impacted by the COVID learning-from-home period. If your child will be receiving this support you will get a note sent home. Sam Silipo will be coordinating this.</p> <p>Currently we do not meet the Department of Education school uniform policy, so a team of parents, teachers and students are looking at how to be more inclusive. We met two weeks ago to discuss options and impacts and this will be presented in due course.</p> <p>Very busy term 1. Combined Canteen Fun Day and Harmony Day worked well. I spoke to a parent who was saying how wonderful that we can volunteer and contribute and how can we do it more?</p> | Principal | | | | | | | | | | | | | | | | | | | | | | | | |



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

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| | <p>Thanks to Ms Moran and Ms Maginnis for coordinating Harmony Day and celebrating the diverse culture that makes up our school.</p> <p>The Music Program is a fundamental part of our school. It allows students to collaborate and learn. Changes had to occur as the school was not meeting Department of Education requirements for core classroom time. Thanks to Aimee and Bron for their tireless work to ensure these changes could happen for our students. Instrument lessons have recommenced in most instruments, with the last few instruments coming on board shortly / beginning of term 2. Tutors are finalizing their updated / required paperwork. Students are currently in conversations with tutors regarding timetables. Waiting lists, as always, exist for some instruments. Looking for additional tutors in a number of instruments to take up waitlists. More than 280 students new to the program this year have been placed so far, in addition to all the students who have been successfully rolled over from last year.</p> <p>SIP (Strategic Improvement Plan)</p> <p>We needed to draft and create a new school vision. Consultative process, collaborate collegiate discussions around new vision. Discussion opened regarding the shared draft new Vision, and the draft will be shared with all parents with an invitation for parent feedback.</p> <p>Brief discussion around the words “diversity” and “critical”.</p> <p>Question: How will we “acknowledge Indigenous perspectives of the past, present and future”.</p> <p>Answer: After NAIDOC week in term 3 there will be indigenous incursions, bush artefacts, bush tucker, dance. More information will be shared in term 2. Indigenous perspectives are embedded in classroom curriculum. Staff development is in progress. There will be visits to Mungo, plus Coonamble as usual.</p> <p>Alex presented a timeline and much detail of the S.I.P. and walked through some learnings from the Tell Them From Me surveys and academic bands.</p> <p>Strategic Direction 1 => We will be working on Reading and Numeracy as areas of focus in professional development.</p> <p>Strategic Direction 2 => “Engage.” Visible learning, better feedback to students, better assessment and reporting practices.</p> <p>Strategic Direction 3 => “Nurture.” Wellbeing whole-school approach, positive life choices, social skills. F.A.C.E. (Flexible, Adaptable, Collaborative Environment.)</p> <p>Information will be shared through newsletters and updates ongoing.</p> | |
| 6 | <p>Declarations of conflict of interest? None declared</p> | President |
| 7 | <p>Confirmation of Previous Minutes – 23rd February 2021 Moved: Joe Grundy. Seconded: Kate Pereira None opposed, motion carried.</p> | President |
| 8 | <p>Outstanding Items</p> <ul style="list-style-type: none"> ● P&C Welcome to CPS Community virtual project ● Parent workshops on resilience ● Uniform update (incl PSSA uniforms) - working group – next meeting early May ● BBQ refurbishment / replacement - one BBQ purchased. Available school storage will dictate timing of second BBQ purchase. | Aimee Aimee School Greg |
| 9 | Correspondence | Secretary |



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

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| | <ul style="list-style-type: none"> Letter from Council re: development proposal for Club Willoughby Noting the development (DA-2019/247) has been granted Deferred Commencement Consent subject to "a number of conditions". This means the land has not been considered / held for Dept of Education for a potential school site. | |
| 10 | <p>New Build</p> <ul style="list-style-type: none"> Contract not yet awarded. Weather has delayed preparations on Bush Campus for capacity for year 1, but hopefully year 1 can move next week otherwise start term 2. Community information session expected in early Term 2 | Kate Pereira / School |
| 11 | <p>Other Business</p> <ul style="list-style-type: none"> Prescribed Constitution The prescribed Constitution was, by legislation, automatically adopted when it was approved by the government last year. Ronald Chow (Treasurer) has lodged our updated Constitution with ACNC (Australian Charities and Not-for-profits Commission). The By-Laws will need updating to reflect the updated Constitution and any other changes required moving forward.. Student access to playground and library Stage 3 have access to the library once per fortnight for borrowing. "Star Room" (in the library) is open every day on Main Campus e.g. play chess, draw, "Arts Alive", coding play, extra activities etc. We are working on additional ideas and have had additional conversations about ideas for free time activities. Will consider using nearby parks but there are concerns around safety and cleanliness. Last year's arts program will be repeated. Playground equipment is open to year 1 until they move to Bush Campus then will be opened to use by other years on Main Campus. ANZAC Day wreath Motion: To approve an amount of \$175 to purchase a wreath for the Chatswood RSL Anzac Day Service on behalf of the P&C Moved: Kate Pereira. Seconded: Joe Grundy None opposed. Motion carried. Question: The school is closed on weekends now, due to COVID and building work. Will it open soon? Alex: Probably not, due to impending build. Question: "My year 1 child has clearer and more homework than my year 3 child. Why is that?" Alex: Still working on school-wide homework policy. Will get back to us. Question: On the term invoice, can the Voluntary Contribution amount be split so some amount goes direct to the school without having to pause for discussion / motions at the P&C? Answers: The P&C and school are separate legal entities. The school kindly process the contributions on behalf of the P&C but all P&C spending, according to prescribed Constitution, must be authorised by the P&C body. A large amount (~\$138k) is committed to the school annually and ongoing by the P&C. Any additional funds are discussed more specifically. | <p>Joe Grundy</p> <p>General discussion</p> <p>Kate Pereira</p> |
| ADMINISTRATION | | |
| A. 1 | <p>Treasurer's Update</p> <p>Treasurer's Motion:</p> <ul style="list-style-type: none"> To approve the amount totaling \$1,514.00 (from the main account) for payment. Moved: Ronald Chow. Seconded: Joe Grundy None opposed. Motion carried. | Treasurer |
| A. 2 | <p>Sub-Committee Updates</p> <ul style="list-style-type: none"> Canteen – see attached Uniform Shop – updates have been in newsletters | Aimee Sue Low |



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

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| <ul style="list-style-type: none">● Events Easter Hat parade... request P&C funding for chocolate mini eggs for K-6. Motion: To purchase easter eggs for K-6 for distribution by teachers on the last day of term as we are not accepting egg donations this year. Cost to be approximately \$700. Moved: Sue Low. Seconded: Kate Pereira None opposed. Motion carried.● Class Parents 950 parents have completed registration of contact details for P&C. Thanks to class teachers, APs and school exec for helping us get a good response. Class WhatsApp groups have been set up. We had a Q&A Zoom with new Class Parents.● Technology – no update● Grounds As discussed, new BBQ is working well. | <p>Sue Low</p> <p>Yeddi / Paul</p> <p>Paul Battaglia Greg Austin</p> |
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Next Meeting: Tuesday 27th April 2021 at 7.30pm



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. I am going to be brief tonight because I know the school has a lot to talk about their School Plan and initiatives.

This month, thanks to P&C funds we purchased a new flat bed BBQ for the canteen just in time for canteen fun day which I am sure Aimee will speak to later in the agenda. The intention is to purchase a second one once we have road tested this one.

This month there was a PRG meeting for the school build. For those who are new to the P&C, the PRG, Project Reference Group is made up of representatives from school infrastructure, their project managers, the department of education, the high school and primary school principals and the high school and primary school P&C. Meetings are held every 3 months. I can report that early next term infrastructure are looking to hold an information session on the next steps in the build and to answer any community questions around the build and staging. This will take place once the main works contract has been let which is anticipated next month.

Recently you would have received your term 1 invoice from the school. Included in this invoice was a P&C voluntary contribution of \$205 per student. For those who are new to the school, this contribution assists us in providing additional resources and learning support for Chatswood students over and over what is provided by the Department of Education. This contribution also covers Student Insurance which is available to every student 24 hours a day both on and off school grounds. In the past 2 years the P&C has given over \$425,000 towards the school for purchases and expenses that would otherwise have not been possible. This includes new smart boards, learning support teacher, computers and tech for Stages 1, 2 and 3. A full list of items is included in the information included with your invoice. By asking for this contribution, it also means we do not have to run a myriad of fundraising events throughout the year.

The P&C execs have started looking at potential spend opportunities both for the new build and existing buildings including retractable seating to the hall, upgrades to the amphitheatre areas and potential purchases for the new canteen. It is our intention to come back to the P&C meeting later in the year with detailed information and recommendations.

Following feedback from our community, we will open the floor to other business at the end of the meeting. We welcome questions and wish this to be an open forum where our community feels welcome and encouraged to take part. The school exec note it is easier to give the best and most thorough answers if questions are asked in advance, via an email to the P&C secretary, as not all information is immediately available. Asking in advance also allows us to put the issue on the agenda and notifies others in the community that it will be discussed. We will endeavour to answer all the questions that we can on the night however on some topics questions may need to be taken on notice in order to respond adequately. Should you have a question on a topic that a speaker is talking to, feel free to put the question in the chat section and it can be answered as we go. Also if you are not comfortable for any reason asking your question - you can privately message Joe or myself via the chat and we can raise it anonymously on your behalf.

Finally just a reminder if you wish to be a member with voting rights, you need to pay via a gold coin. This can be done via direct deposit or "old school" with a coin in an envelope with your name on it addressed to the P&C and handed in at the school office. For direct deposit options, please contact:
secretary@chatswoodpublicpandc.org.au



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 | - | 78,644 | 87,751 | 166,396 |
| Fundraising and interest income | 12,722 | - | - | 12,722 |
| Other Income | | - | 6,000 | 6,000 |
| Total Income | 64,789 | 78,644 | 93,751 | 237,185 |
| Cost of Sales | - | 44,358 | 55,548 | 99,906 |
| Payroll | - | 30,516 | 16,436 | 46,953 |
| P&C Expenditure | 900 | - | - | 900 |
| Event expenses | 6,424 | - | - | 6,424 |
| Finance, Properties and Admin | 15,414 | 195 | 4,414 | 20,023 |
| Software and Depreciation | 2,698 | 567 | 1,498 | 4,763 |
| Total Expenses | 25,436 | 75,637 | 77,896 | 178,969 |
| Profit | 39,353 | 3,007 | 15,856 | 58,216 |
| Balance Sheet | | | | |
| Cash at Bank | 706,234 | 22,870 | 95,697 | 824,801 |
| Inventory | - | 1,633 | 98,423 | 100,056 |
| Fixed assets | - | 8,397 | - | 8,397 |
| AR and Others assets | 5,404 | 267 | 3,730 | 9,402 |
| Total Assets | 711,638 | 33,167 | 197,850 | 942,655 |
| Total Liabilities | 99 | 18,904 | 29,929 | 48,931 |
| Net assets | 711,539 | 14,263 | 167,921 | 893,724 |
| Cash flow | | | | |
| Opening cash as at 1 October 2020 | 755,262 | 22,005 | 137,409 | 914,676 |
| Inflow | 148,793 | 77,905 | 124,764 | 351,461 |
| Outflow | (197,820) | (77,040) | (166,476) | (441,337) |
| Closing cash as at 28 February 2021 | 706,234 | 22,870 | 95,697 | 824,801 |

Payments

| Date | Paid to | Purpose | Amount |
|-------------|----------------|---|-----------------|
| 26/02/2021 | Kate Pereira | Farewell gift for CPS Business Manager | 56.00 |
| 26/02/2021 | Numeric Eight | Accounting Services – ad-hoc advice | 33.00 |
| 11/03/2021 | Numeric Eight | Accounting Services retainer March 2021 & Xero subscription | 1,425.00 |
| | Total | | 1,514.00 |
| | | | 0 |



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Canteen Committee Update – 2021 Term 1 – March

Canteen Operations

- Successful implementation of new staffing in Term 1 trial phase
- Ongoing review of facilities and assets in the context of the build
- New BBQ purchased with P&C funds
- Canteen Fun Day Term 1

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

Canteen Fun Day

