

P&C GENERAL MEETING  
Tuesday 28 June, 2022 at 7.30 pm  
Online via Zoom  
Minutes

Topic	Who
<p>1 President's Welcome President</p> <p><b>Acknowledgement of Country</b></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>	
<p>2 Attendees &amp; Apologies Secretary</p> <p>Apology - Yenny Ho</p> <p>Attendees</p> <ul style="list-style-type: none"> <li>● Alex Montgomery - Principal</li> <li>● Joe Grundy - President</li> <li>● James Wilcox - Secretary</li> <li>● Hindrik Buining - Vice President</li> <li>● Anson Mak - Vice President</li> <li>● Pearl Chan - Treasurer</li> <li>● Brian Chiu -Event Manager</li> <li>● Sue Low - Uniform shop manager</li> <li>● Gigi Par Adriano - Uniform shop treasurer</li> <li>● Yeddi Yip - Class Parent coordinator</li> <li>● Phil Neal - Canteen treasurer</li> <li>● Nokhez Akhtar</li> <li>● Kelly Ma</li> <li>● Paul Dempsey</li> <li>● Marina Gulline</li> <li>● Matthew Wood</li> <li>● Jess Robinson</li> <li>● Annie Hyun</li> <li>● Linda Ryan</li> <li>● Azmiri Hossain</li> <li>● Jingyi Wang</li> <li>● Jill Wong</li> <li>● Greg Austin</li> <li>● Vinay Mattamwar</li> <li>● Any Mak</li> <li>● Brigitte Martin</li> <li>● Marcelo Diaz Terreu</li> <li>● Melissa Wilcox</li> <li>● Samantha Silipo</li> <li>● Joanna Hurley</li> <li>● Grace Lee</li> <li>● Pip Margen</li> <li>● Kat Chin</li> <li>● Robyn Scott</li> <li>● Rejesh Kumar</li> <li>● May Tang</li> <li>● Toby Cowling</li> <li>● Nickelby Thane</li> </ul>	
<p>3 President's Report President</p> <p>President noted in particular the importance of "school community" and parent engagement, noted the Celebration of Learning event with the P&amp;C-hosted BBQ, and the</p>	



# CHATSWOOD PUBLIC SCHOOL

## PARENTS' AND CITIZENS' ASSOCIATION

value and joy in seeing our parent community re-entering the school after such a long (covid) absence.

4 Guest Speakers - *None this month*

5 Principal's Report

Principal

### New School Uniform

- Uniform task force has been appointed and they are diligently going through google docs queries to group into themes
- The question has been asked, why are the uniforms being updated?
  - Because it is providing students with an updated uniform to meet the requirements of the student
- Primary feedback/questions
  - Transition of one year too short - The transition has been extended to 3 year starting to 2023
  - Can the uniform be sports only - The uniform should consider the diverse needs of all students in the population. Some students, due to religious or cultural beliefs, can't wear sports uniforms. A sports uniform for five days a week would not support the needs of all students and would not make all students feel part of the school. Therefore, to have a policy that allowed sports uniforms to be worn five days a week would not properly support all our students.
  - Unisex option - There will be options for skorts for girls and long pants in summer also. The sports uniform will be unisex. Skorts were favoured in the survey for girls, so the school has decided to move to this.
  - Any gender identity conversations should be had directly with the Principal.
  - Fabric and stretch - Fabric choices are carefully considered. Mix of polyester and cotton - samples being dropped off tomorrow (29 June 2022). Samples will be in the front office
  - Sizing options - 4 to 22. For students outside this size range parents should contact the uniform shop direct to special order
  - Cost of uniforms - profit margin on new uniforms is to be reviewed by the President to assess if profit margins can be reduced. **ACTION - President to review.**
  - If parents need financial assistance then parents should contact the Principal direct to discuss options for financial assistance
  - Summer and Winter - Students will be provided more options to wear long sleeve or short sleeve shirts to suit the weather.
  - School crest - School crest is to be on the pocket on the front of the shirt both winter and summer for boys and girls. The crest will not be on the back.
  - Donation of old school uniforms - recycling options will be provided
  - Parents were in favour of the 1) sports uniform, 2) the girls tunic and 3) the skorts.

**ACTION - Principal to confirm timing of uniform rollout.**

### Feedback during meeting on New Uniform

- Brigitte Martin - Number of parents submitted questions re. alternative polo shirt for boys shirts.
- Bridette commented that increased comms would have been useful. She feels that parents had been brought in quite late and the issue should have been addressed outside of the P&C meetings.



# CHATSWOOD PUBLIC SCHOOL

## PARENTS' AND CITIZENS' ASSOCIATION

- Principal commented that it has been talked about in P&C meetings and raised in the newsletter.
- Pip Margen commented that consultation has happened but it's not always possible to take everyone's comments into account.

### **Celebration of learning**

Principal acknowledged Brian and Robyn Scott, plus every classroom teacher for their contribution to the Celebration of Learning.

Principal announced that the Celebration of learning will occur every semester at the end of term two and the end of term four.

The honour assembly will move to once a semester at the end of term one and end of term three.

Athletics carnival was a spectacular day - would not have happened without the teachers - particularly Ally Richards

**ACTION - 800m will be run at an alternative time - was not run during the athletics carnival. Principal to report back.**

School reports will be sent home tomorrow - 29th June 2022. Please approach school if there are any concerns with the child's progress.

Staffing changes - Mr Grant Galbriath will be retiring after 25 years of teaching. Thanks for his contributions.

### **New school build**

Still progressing well. Principal working on transition plan.

Build will continue into next year. P1 and P2 will be handed over at the end of the year.

Bush campus will remain available for CPS use but not be utilised. All students as of 2023 will be on the main campus.

### **Term three**

Evaluation of Korean bilingual program will be taking place in term three. This will shape how the bilingual program will move forward.

### **P&C investment**

Garden shed has just been purchased. Survey has been sent to students to suggest what furniture they would like to see.

Baffles to suppress noise have been purchased for block B and will be installed.

Chicken coop is being designed by year 6 students. This is being finalised.

### **Class parties**

Bush campus oval can be used, if not already booked by a third party.

No parties are to take place on the main campus or inside classrooms.



# CHATSWOOD PUBLIC SCHOOL

## PARENTS' AND CITIZENS' ASSOCIATION

	Local parks can also be used.	
6	Declarations of conflict of interest?  No conflict of interest raised	President
7	Confirmation of Previous Minutes - May  Anson moved to adopt the minutes - President seconded the minutes. None opposed. Motion passed.	Secretary
8	Outstanding Items - updates included.  <ul style="list-style-type: none"> <li>Principal's update on capital spending - As above</li> <li>Principal's update on new uniform - As above</li> <li>Canteen gluten-free menu options - under investigation, no update for June</li> </ul>	Alex  Alex
9	Correspondence	Secretary
10	New Build	Principal
11	Other Business  <ul style="list-style-type: none"> <li>Community engagement initiatives and school parent activities - call for ideas and initiatives to better engage the community to be sent to the P&amp;C for discussion in July P&amp;C meeting</li> <li>Events update <ul style="list-style-type: none"> <li>The Celebration of Learning event was a success. Good turnout by parents.</li> <li>Thanks to all of the parents and volunteers that helped with supporting the event.</li> <li>It was a challenge to enlist help - class reps and P&amp;C were used to reach out to parents, but it was a challenge to find people that were willing or available to help.</li> <li>Brain has asked for suggestions of how to better engage with parents in the community to encourage volunteers to help at events.</li> <li>Pip Margen - suggests that using two coffee machines at events going forward would be ideal given the large under of parents queuing for coffee</li> <li>Principal commented that parents are still reluctant to come on-site. Principal asked the question "What do parents want to see more of to encourage parents to come back on-site?" <ul style="list-style-type: none"> <li>Brigitte M suggested <ul style="list-style-type: none"> <li>school orchestra was great</li> <li>fashion show for the launch of new school uniforms would be a good idea</li> <li>providing parents with an opportunity to meet teachers earlier in the year</li> <li>A class function with teachers (tea party).</li> </ul> </li> </ul> </li> <li>Pip Margen suggested engaging with different cultural groups to see what they would like to see more of to better engage with the diverse school and community.</li> </ul> </li> </ul>	President  Brian



# CHATSWOOD PUBLIC SCHOOL

## PARENTS' AND CITIZENS' ASSOCIATION

- By-laws draft

President

President was hoping to issue a draft of the bylaws prior to this meeting, but this will be issued and ready for voting in the August P&C meeting.

- Year 6 leaving gift -

Suggestion raised that it would be a good idea for P&C to support a leaving gift for Year 6 students. Current idea is a hard copy of Chattieswood, which would be given to students during the year 6 dinner.

- Elaine Neal - suggested a pen
- Principal suggested that the year six students raise funds and donate back to the school and buy a gift for the school. There was general support for this suggestion but no final conclusions.

### ADMINISTRATION

#### A. Treasurer's Update

Treasurer

***Treasurer's Motion:***

***To approve amount totalling \$8,080.15 (from main account, as listed in this report) for payment.***

***Pearl motioned to approve payment - Henrick seconded - none opposed - motion carried.***

Treasurer's report attached to these minutes.

#### B Sub-Committee Updates

- Canteen general update

Phil

- Big thank you for everyone who volunteered for canteen fun day
- Bringing back sausages helped to get volunteers back on site
- Always looking for volunteers to help out with the canteen
- Canteen supervisor position - currently vacant - a few applications have been received. Call out for anyone that is interested. Very convenient for parents that have children, and it is also a paid role.
- Canteen fun days are a really important part of fund raising for the P&C. Canteen will hopefully contribute to the P&C funds again this year because of participation of canteen fun days.

**Next General Meeting is: Tuesday 26th July 2022 at 7:30pm**

# CPS P&C Treasurer's Report

## Consolidated Results – as of May 2022

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	13,848	-	-	13,848
Sales	-	137,600	156,700	294,300
Fundraising and interest income	1,896	-	-	1,896
Job Saver	-	5,250	5,250	10,500
<b>Total Income</b>	<b>15,744</b>	<b>142,850</b>	<b>161,950</b>	<b>320,544</b>
Cost of Sales	-	77,047	100,942	177,988
Payroll	-	53,798	18,601	72,399
P&C Expenditure	147,190	-	-	147,190
Event expenses	4,570	-	-	4,570
Finance, Properties and Admin	19,575	2,015	6,472	28,062
Software and Depreciation	3,807	907	3,485	8,199
<b>Total Expenses</b>	<b>175,143</b>	<b>133,767</b>	<b>129,499</b>	<b>438,409</b>
<b>Profit / (Loss)</b>	<b>(159,399)</b>	<b>9,083</b>	<b>32,451</b>	<b>(117,865)</b>
Balance Sheet				
Cash at Bank	549,232	43,771	132,790	725,793
Inventory	-	871	86,601	87,473
Fixed assets	-	6,696	-	6,696
AR and Others assets	8,978	149	3,351	12,477
<b>Total Assets</b>	<b>558,209</b>	<b>51,486</b>	<b>222,743</b>	<b>832,438</b>
<b>Total Liabilities</b>	<b>(113)</b>	<b>(26,032)</b>	<b>(9,018)</b>	<b>(35,163)</b>
<b>Net assets</b>	<b>558,096</b>	<b>25,454</b>	<b>213,725</b>	<b>797,276</b>
Cash flow				
Opening cash as at 1 Oct 2021	689,205	26,083	102,363	817,651
Inflow	60,990	137,928	194,896	393,813
Outflow	(200,963)	(120,240)	(164,469)	(485,672)
<b>Closing cash as at 31 May 2022</b>	<b>549,232</b>	<b>43,771</b>	<b>132,790</b>	<b>725,793</b>

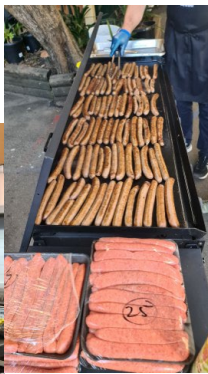
### P&C contribution to CPS

- \$6,190 Growing Strong Minds, Wellbeing Donation
- \$3,000 Executive Professional learning
- \$50,000 Flexible furniture
- \$35,000 Technologies
- \$53,000 Learning & Support Teacher

# Payments

Date	Paid to	Purpose	Amount
20/05/2022	Joe Grundy	Reimbursement for Zoom subscription	230.89
20/05/2022	Elite Sports	Year 6 Shirt for 2022 (Proceed received in Jun 2022)	5,840.00
03/06/2022	Incanto	Coffee for Mother's Day morning tea event	407.00
03/06/2022	Numeric Eight	Accounting Services retainer Jun 2022 & Xero subscription	1,389.76
06/06/2022	Alex Montgomery	Reimbursement for Year K-2 Easter Eggs	212.50
	<b>Total</b>		<b>8,080.15</b>

## CPS P&C Canteen Update – June 2022



**Canteen is run by P&C and all the profits goes back in form of initiatives to the school.**

**Canteen news will be updated weekly via school newsletter, it's the best place to get school general information as well as particular information in regard to music, library, canteen and uniform shop.**

**Canteen committee members:**

Convener: Yenny Ho

Treasury: Phil

Secretary: Jez Robert

Members: Aimee, Tash Kay and Pip Margan

We are the parents from school who volunteer our time for the benefit of students, school and community. The committee meet up (for now via zoom) once or twice a term to discuss issues from the canteen and also finding ways to make our canteen more sustainable in the long run. If you would like to join the committee or just chat about some concerns or suggestions, you could email [canteenconvenor@chatswoodpublicpandc.org.au](mailto:canteenconvenor@chatswoodpublicpandc.org.au) .

**Volunteering in Canteen**

If you are interested to volunteer to help in the canteen, you can fill it in the link below:

<https://bit.ly/CanteenVolunteers2022T1>

Shifts are very flexible, it could be one-off, once a week or as many as you feel comfortable. Our canteen team will be delighted to see volunteers come back on site!

**Supervisor Position Vacant**

Anyone who is interested at a job-shared supervisor role at our canteen, please email the resume to [canteenconvenor@chatswoodpublicpandc.org.au](mailto:canteenconvenor@chatswoodpublicpandc.org.au) . The job will be 2-3 days a week and the work time is from 8.30-14.30 . We thank you for your consideration.

**Canteen Fun Day Term 2**

This term we brought back the sizzles which is a come back fun day menu that was not been able to fulfill during the last few terms due to Covid. Thank you for the great turn out of the lovely volunteers that make it happened, it was very tiring but also special and memorable. For those who would like to participate on next fun day, keep an eye on the newsletter information in Term 3. There are some pictures on last canteen fun day in the next slide.

**Thank you for supporting our canteen!**