

P&C GENERAL MEETING
 Tuesday 22 March, 2022 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: James Wilcox, Matt Wood 40 attendees, including: Alex Montgomery (Principal) Joe Grundy (President) Linda Ryan (Deputy Principal) Anson Mak (Vice President/Acting Secretary) Robyn Scott (Deputy Principal) Hindrik Buining (Vice President) Su Hill (Deputy Principal) Pearl Chan (Treasurer) Sam Silipo (Instructional Leader) Sue Low (Uniform Convenor) Jess Robinson (Instructional Lead) Greg Austin (Grounds) Annie Hyun (Act. Asst. Principal) Yenny Ho (Canteen Convenor) Laura Hassall (Asst. Principal) Phillip Neal (Canteen Treasurer) Yeddi Yip (Class Parent Coordinator) Brian Chiu (Events Coordinator)	Vice President Acting Secretary
3 President's Report Joe discussed the role of the P&C in the accumulation of P&C contributions over the past years due to uncertainty around timing of the school development, years of planning expenditure on new facilities to benefit staff and students, and the joy in seeing it now come to "fruition" later this year/early next year. Joe noted that decisions to be made at this meeting were significant in terms of size of expenditure but were necessary to allow the school and P&C executive "upper limits" to forge forward with the school build without further delay. SRC representatives Natalie and Sophia presented student-discussed ideas for spending \$50k allocated by the P&C. These included (in no particular order): bubblers/water refilling station for the basketball court, additional basketball hoops, vertical games on hoarding, storage benches for sandpit toys, temporary cart(s) to store sporting equipment, chalkboards painted along vertical games on hoarding, and portable soccer nets. The SRC representatives thanked the P&C for their support. The potential significant expenditure of the bubblers was discussed and it was agreed that the school would look to contribute to this expenditure after further investigation of scope and cost.	President
4 Guest Speakers - <i>None this month</i>	
5 Principal's Report Harmony Week is being celebrated this week and the school celebrated Harmony Day today to acknowledge the multicultural aspects of our community. Children walked into the school with pride about their heritage. Ms Montgomery thanked the Harmony Day Team for their efforts in communication and organisation. There are many events leading into end of Term 1 such as: SRC Induction day (occurring yesterday), PSSA winter sport trials, NAPLAN Online Trial practice for Y3 and 5, Parent/Teacher Interview, Y4 overnight camp, Honour assembly, Check-in assessments for Y4 and 6 students, ANZAC Day Assembly and Easter Hat Parade.	Principal



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Ms Montgomery thanked the P&C for their contribution to purchase the Bush Campus PA system which is now functioning.

NAPLAN will be completed online for the first time this year. Ms Montgomery thanked the efforts of Ms Scott and Ms Hill. Y3 and 5 students will be completing a NAPLAN practice assessment this week to iron out any technical challenges. Students will also need headphones. Anyone with questions should first consult their class teacher. The school also achieved exceptional results in the NAPLAN last year.

SRC Induction Day and Y6 leaders gathered yesterday to discuss and reflect on leadership and student voice with great success. Troy Sachs (ex student) engaged and inspired students about his resilience and achievements. Students undertook team building activities. Ms Montgomery thanked Ms Silipo for her leadership as well as Ms Leong, Ms Moran and Mr McGuiness.

Refer Other Business for discussion on approval of \$50k to support students in 2022 during the new build.

6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes February meeting minutes deferred for approval in May as they were not circulated in time	Secretary
8	<p>Outstanding Items</p> <ul style="list-style-type: none"> ● [In progress] Food options in the canteen to suit dietary requirements. This is still under investigation and can be discussed at the May meeting. ● [closed] Contacting Transport for NSW re. road crossing attendant on Centennial Ave. Contact was pursued with unsatisfactory results. Noted that Transport for NSW has shortage of school crossing attendants across Sydney and suggest we try to promote / advertise on our own behalf. Only requirement is attendant be over 18yo, so could advertise to families for this paid part time job that may suit time sharing between eg uni students and/or older retired / semi-retired relatives. School to try to advertise in newsletter for interest and direct to application, ● [in progress] Overcrowding at home time at school exit - Joe to contact council Discussion was paused due to removal of DoE on-site parent restrictions. With the school deciding to continue entrance pickups, discussion resumed this week though impression so far is that Council may "advise" but can't do anything concrete. ● [in progress] High volumes of traffic on Eddy Road - Traffic assessment to be conducted. No word back yet. (This is not within our control.) ● [closed] Free Ice blocks for kids - logistics and distribution Ice blocks will be distributed to classrooms in tranches during the last week of term. ● [In progress] Establish events calendar that can be accessed by P&C members Brian noted that the Mother's Day store, coffee cart and tea towel activities will proceed. Further discussion is required for Inflatable Olympics to proceed in second term. <p>Other items are under discussion between Brian and the school.</p>	<p>Elaine N</p> <p>President</p> <p>Principal</p> <p>Principal</p> <p>Events co-ord</p>



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

9	Correspondence None this month	Vice President Acting Secretary
10	New Build	Principal
<p>Ms Montgomery continues to frequently meet with the builders. Unfortunately completion date has shifted out by a couple of weeks due to recent wet weather and a revised timeline is yet to be received.</p> <p>New landscaping will be available to students for use next term.</p>		
11	Other Business	
<ul style="list-style-type: none"> ● Voluntary contribution - potential to divert \$20 per contribution to Library Fund Contributions to the Library Fund would be eligible for tax deduction. <i>Motion: To split the 2022 P&C Voluntary Contribution into two itemised components on the parent invoice, being \$195 general contribution and \$20 for the Library Fund.</i> 		
<p>Moved by Anson, Seconded by Greg. Passed unanimously</p>		
<ul style="list-style-type: none"> ● Major capital spend to support new-build - proposed budget \$500,000 to approve allocations as follows for Executive to act within: <ul style="list-style-type: none"> ○ \$250k Flexible furniture throughout classrooms in blocks A and B ○ \$100k Amphitheatre landscaping / outdoor learning area ○ \$50k STEAM room technical equipment and furniture (after parent expressions of interest / task force consultation process) ○ \$10k STEAM room paint and refurbish ○ \$12k New canteen commercial dishwasher and holding cabinet ○ \$10k New canteen plan adjustments, custom fitout, moving ○ \$10k New uniform shop fitout ○ \$60k <i>to be determined at future P&C meetings... eg hall fitout potential upgrades pending further information.</i> 		
<p>The Capital Works Budget has been formulated with the mindset of “building for our future” in relation to costs not currently covered by the Department of Education in the new school build. <i>(See the appended Capital Works Budget presentation.)</i></p>		
<p>Flexible Learning Furniture:</p>		
<p>Last year, P&C donated \$20k to the school to trial flexible learning furniture in Stage 2 classrooms which was very successful and: allowed staff to participate in professional learning on how best to teach in flexible learning spaces, to visit other schools; and for the school, staff and students to learn about likes/dislikes of specific furniture to inform of how best to furnish Block A and B and other classrooms in the future.</p>		
<p>Some flexible furniture ideas discussed included: teacher’s station, plaza straight hub, jackpot seatpad/zen deskcart, happy stackers.</p>		
<p>Ms Montgomery spoke to 3 DoE approved furniture suppliers with quotes received at approximately \$13,500, \$10,377 and \$11,533 per classroom based on expected needs. Ms Montgomery noted the importance of considering equity in furnishing old and new classrooms, being guided by the need to be flexible and teaching our students to be adaptable and regulating ourselves on how to learn best.</p>		
<p>Furniture may not be purchased from one supplier solely and the school may select from different suppliers. The purchase will be an ongoing process with ongoing consultation.</p>		



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Motion: To approve a budget limit of \$250,000 for flexible furniture, actual costs to be invoiced by the school to the P&C in rolling tranches during 2022 and 2023.

Moved by Joe, seconded by Pip. Passed unanimously

Amphitheatre landscaping

The budget allows approximately 350sqm of space to be landscaped with a tiered stepped design and setback of 3m from the boundary. There is future scope to add lunch tables (with additional funds). Existing tiles with family names and years will be retained and relocated. When access is available, a more accurate quote can be derived.

Motion: To approve a budget limit of \$100,000 for landscaping the "amphitheatre" in tiered seating in keeping with the concept design presented, to be overseen by the P&C Executive.

Moved by Hindrik, seconded by Pip. Passed unanimously

STEAM Room Fitout:

After relocation of existing staffroom to P2, the space can be converted to a STEAM facility. Whilst Science & Technology is already a KLA, STEAM crosses all learning areas and contributes to developing creative and critical thinkers. An EOI process will allow parents to volunteer expertise to workshop and design the room, with ultimate ideas to be presented to the P&C and SRC. The current wet area in the staff room would reduce costs of the fitout. Whilst the school has existing STEAM equipment, some were out of date.

The plan will be to allow grades and stages to use the new STEAM room. An expert teacher will be employed to run lessons and upskill existing teachers.

Motion: To approve a budget limit of \$60,000 for refurbishment of the former staff room as a STEAM room / learning space, actual cost to be invoiced by the school to the P&C.

Moved by Pip, seconded by Hindrik. Passed unanimously

Canteen Fitout:

Budgeted expenditure of \$12k will contribute to purchase of a commercial dishwasher, heated holding cabinet, and commercial sink mixer.

One heated holding cabinet is expected to be sufficient. On Canteen Fun days which occur only 4 times a year, other smaller ovens can also be used.

Motion: To approve a budget limit of \$12,000 for purchase of a commercial dishwasher, storage cabinet, and commercial sink mixer, to be overseen by the P&C Executive and Canteen Committee.

Moved by Pip, seconded by Phil. Passed unanimously

Motion: To approve a budget limit of \$10,000 for consulting and adjustments to the new canteen fitout, to be overseen by the P&C Executive and Canteen Committee.

Moved by Joe, seconded by Anson. Passed unanimously



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Uniform shop fitout:

Budgeted expenditure of \$10k will assist with purchase of storage equipment and relocation costs.

Motion: To approve a budget limit of \$10,000 for uniform shop fitout, to be overseen by the P&C Executive and Uniform Shop Committee.

Moved by Joe, seconded by Pip. Passed unanimously

\$60k to be determined at future P&C meetings...

Action Item - Ms Montgomery will work on a prioritised list for actioning.

- Ideas for supporting our students in 2022 during building works, up to \$50k
Proposals include:
 - Student presentation of ideas, via Student Representative Council
 - Sandpit protective cover
 - Sandpit shade / shelter
 - Rooftop garden / landscaping
 - Clubs equipment

One sandpit shade quote for the existing play area was obtained by Ms Montgomery - \$25 - \$28k for one and \$35k - \$38k for 2, with a strong recommendation for 2 by the supplier. It was noted that any expenditure in excess of \$30k had to proceed through DoE tendering and could take in excess of 6 months and up to 2 years for formal approval. The P&C agreed that shading was a priority and Ms Montgomery undertook to obtain other quotations.

The shaded rooftop garden expenditure between \$15 - \$20k would be designed by the Yr 5 and 6 OC classes with a Project Based Learning approach.

\$5800 of budget would contribute to forming Student Interest Groups. Initial ideas include: STEAM; Art; Origami; and Board Games Interest Groups as suggested by last year's SRC. Ms Montgoery would like to see students enter Artxpress in future. Each interest group would be staff led and managed using a system to be decided based on handing out lanyards to a limited number of students.

\$4000 of budget would contribute to food from the canteen to "boost student morale". Pip explained that she had provided a list of potential foods including ZooperDoopers, chips, popcorn, fruit bar and giant freddo for consideration by the Principal and P&C President. There was some parent reservation in using food to "boost student morale". It was noted that the school uses a variety of strategies to "boost student morale" and one food option was approved at the last P&C meeting and is expected to be implemented at the end of this term. Ms Montgomery undertook to review the situation after the first food option was implemented and will continue to use a variety of strategies to monitor and boost student morale.

SRC presented ideas are approved with this motion.

Motion: To approve a budget limit of \$50,000 of spending on sandpit shades, playground shades equipment for clues, sandpit covers and other morale boosting activities (inc canteen food on occasion).



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Moved by Joe, seconded by Greg. Passed unanimously

Action Item - Ms Montgomery would work with the SRC with a prioritised list for actioning moving forward.

- (Without Notice) ANZAC Day wreaths for dawn service

Greg discussed ANZAC Day dawn service and the annual contribution of the P&C of a wreath. Ms Scott noted that she will attend this year's service together with the School Captains and Vice Captains of the school. She will also work with the P&C in relation to purchase of wreaths. Greg will attend on behalf of P&C, and others who wish to join may contact Greg.

ADMINISTRATION

A. Treasurer's Update

Treasurer

Pearl noted that P&C contributions were expected to flow into the accounts in Term 3 and expected a drop in inflows due to the proposal to allocate an existing proportion of P&C contributions to the School tax deductible Library Fund.

- **Treasurer's Motion:**
To approve expenditure of \$144,952.76 from the P&C main account, in accordance with the Treasurer's report, including annual \$85,000 school contribution and annual \$53,000 for Learning and Support teacher.

Moved by Pearl, seconded by Anson. Passed unanimously

B Sub-Committee Updates

- Updates by exception
None this month

P&C Officers

There being no other business, the meeting closed at 9:26pm

Next General Meeting is: Tuesday 24th May 2022 at 7:30pm

Capital Works Budget up to \$500,000

\$250,000	Flexible Furniture
\$100,000	Amphitheatre landscaping
\$10,000	STEAM room refurbishment
\$50,000	STEAM room equipment (later in 2022)
\$10,000	Canteen space design and fitout
\$12,000	Canteen commercial dishwasher and holding cabinet
\$10,000	Uniform shop fitout
\$442,000	TOTAL

1) Flexible Furniture, proposed \$250k budget

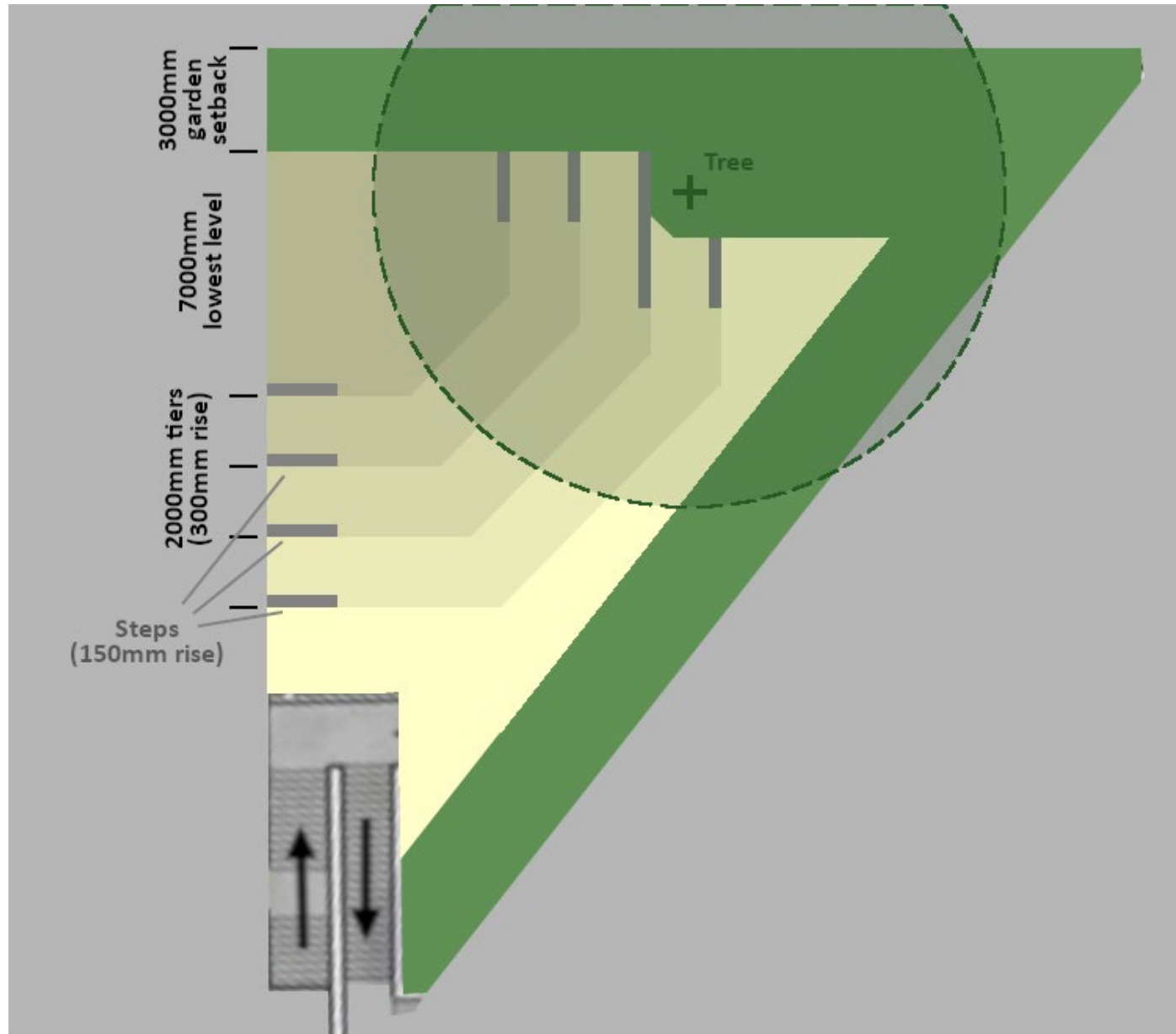
- Classrooms in block A and B that we supply with the new furniture benefit the current kids immediately, as well as the long term benefits.
- There is no set life cycle to the existing classroom furniture. The current rigid tables and standard chairs will stay in use until clearly broken, so we cannot rely on a planned maintenance cycle to rejuvenate the furniture.
- With P&C funding support the school has already conducted due diligence ... review of offerings, sampling and review of furniture options, review of costs. The school is already proceeding to acquire furniture for the OC spaces.
- Each classroom will benefit from expert consultation, individual optimal furniture selection, and teacher training. It can't be done in a single batch but will be rolled out through the school progressively.
- To be "ready" to align with P1 and P2 handover this furniture rollout process would start ASAP.

Motion: To approve a budget limit of \$250,000 for flexible furniture, actual costs to be invoiced by the school to the P&C in rolling tranches during 2022 and 2023.

2) "Amphitheatre" landscaping, proposed \$100k budget

- A setback of 3m from the north boundary is required.
- The tree is to be kept, and requires that landscaping allows water to permeate the area.
- Surfaces must be durable, and safe when wet, so will be "modboard" or similar.
- The tier structure also grants maintenance access and better utilisation of the mid-level garden bed between the amphitheatre and the main playground level.

Motion: To approve a budget limit of \$100,000 for landscaping the "amphitheatre" in tiered seating in keeping with the concept design presented, to be overseen by the P&C Executive.



3) STEAM room fitout, \$10k refurbishment, \$50k equipment

Motion: To approve a budget limit of \$10,000 for refurbishment of the former staff room as a STEAM room / learning space, actual cost to be invoiced by the school to the P&C.

(Up to \$50,000 future intention for equipment noted, but details brought to a future P&C meeting after community consultation / ideas process.)

4) New Canteen site \$12k equipment plus \$10k fitout

Many thanks to our canteen committee for responding at extremely short notice to the project offer to customise the new canteen layout.

Equipment: eg Commercial dishwasher \$5,800
eg Heated holding cabinet \$4,400
eg Commercial sink mixer \$400



Motion: To approve a budget limit of \$10,000 for consulting and adjustments to the new canteen fitout, to be overseen by the P&C Executive and Canteen Committee.

Motion: To approve a budget limit of \$12,000 for purchase of a commercial dishwasher, storage cabinet, and commercial sink mixer, to be overseen by the P&C Executive and Canteen Committee.

5) New uniform shop fitout \$10k for shelving / storage / change space

The uniform shop committee has already budgeted \$5k operationally in moving costs this year. A modest additional \$10k would enable purchase of shelving and storage to suit the new uniform shop location.

Motion: To approve a budget limit of \$10,000 for uniform shop fitout, to be overseen by the P&C Executive and Uniform Shop Committee.

\$50k budget for wellbeing spending proposals

- Students (SRC representatives) will present student-led ideas at the meeting.

Other Motions:

\$28,000 sandpit shade 6m x 6m

\$10,000 an additional 6m x 6m playground shade cloth

\$5,800 equipment and supplies for student clubs

\$1,400 sandpit cover

potential “Free Food Friday”

SRC proposal: Playground equipment

- Bubblers for basketball court - 6 or 7?
- Additional basketball hoops
- vertical games on hoarding
- storage benches for sandpit toys
- temporary cart for storage
- chalkboards painted alongside the vertical games
- portable soccer nets for courts

\$20,000 student-led rooftop garden (early 2023)

CPS P&C Treasurer's Report

- **Consolidated Results as of Feb 2022**
- **Payments**
- **Motions**

Consolidated Results – as of Feb 2022

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	13,848	-	-	13,848
Sales	-	72,511	86,114	158,625
Interest income	1,422	-	-	1,422
JobSaver		5,250	5,250	10,500
Total Income	15,270	77,761	91,364	184,395
Cost of Sales	-	40,228	54,896	95,124
Payroll	-	31,349	8,303	39,651
P&C Expenditure	6,190	-	-	6,190
Event expenses	3,853	-	-	3,853
Finance, Properties and Admin	14,776	746	2,724	18,247
Software and Depreciation	3,115	567	1,167	4,849
Total Expenses	27,934	72,889	67,091	167,914
Profit	(12,663)	4,871	24,274	16,481
Balance Sheet				
Cash at Bank	670,103	32,067	136,938	839,108
Inventory	-	871	101,572	102,443
Fixed assets	-	7,036	-	7,036
AR and Others assets	5,544	1,287	3,373	10,203
Total Assets	675,646	41,261	241,883	958,791
Total Liabilities	0	21,479	5,699	27,177
Net assets	675,646	19,783	236,185	931,614
Cash flow				
Opening cash as at 1 Oct 2021	689,205	26,083	102,363	817,651
Inflow	28,560	72,937	111,176	212,674
Outflow	(47,662)	(66,953)	(76,601)	(191,217)
Closing cash as at 28 February 2022	670,103	32,067	136,938	839,108

P&C contribution to CPS

- \$6,190 Growing Strong Minds, Wellbeing Donation

Payments

Date	Paid to	Purpose	Amount
25/02/2022	Chatswood Uniform Shop	Digital Junction fees Oct to Feb 2022	2,541.00
11/03/2022	Sue Low	Reimbursement: Postage for Chattieswood	22.00
11/03/2022	Chatswood Public School	Executive Professional Learning with Dr Ram	3,000.00
11/03/2022	Chatswood Public School	2022 P&C contribution (Technologies and Flexible Furnitures)	85,000.00
11/03/2022	Chatswood Public School	2022 Learning & Support Teacher	53,000.00
11/03/2022	Numeric Eight	Accounting Services retainer Mar 2022 & Xero subscription	1,389.76
	Total		144,952.76

Motions

- To approve amount totalling **\$144,952.76** (from main account, as listed in this report) for payment.