

P&C GENERAL MEETING
 Tuesday 24 May, 2022 at 7.30 pm
 Online via Zoom
 MINUTES

Topic	Who																		
<p>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></p>	President																		
<p>2 Attendees & Apologies Apologies: James Wilcox, Greg Austin</p> <p>49 attendees including:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Alex Montgomery (Principal)</td> <td>Joe Grundy (President)</td> </tr> <tr> <td>Linda Ryan (Deputy Principal)</td> <td>Anson Mak (Vice President/Acting Secretary)</td> </tr> <tr> <td>Robyn Scott (Deputy Principal)</td> <td>Hindrik Buining (Vice President)</td> </tr> <tr> <td>Su Hill (Deputy Principal)</td> <td>Pearl Chan (Treasurer)</td> </tr> <tr> <td>Sam Silipo (Instructional Leader)</td> <td>Sue Low (Uniform Convenor)</td> </tr> <tr> <td>Jess Robinson (Instructional Lead)</td> <td>Brian Chiu (Events Coordinator)</td> </tr> <tr> <td>Annie Hyun (Act. Asst. Principal)</td> <td>Yenny Ho (Canteen Convenor)</td> </tr> <tr> <td></td> <td>Gigi Par-Adriano (Canteen Asst. Treasurer)</td> </tr> <tr> <td></td> <td>Paul Bataglia (Technology)</td> </tr> </table>	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)	Brian Chiu (Events Coordinator)	Annie Hyun (Act. Asst. Principal)	Yenny Ho (Canteen Convenor)		Gigi Par-Adriano (Canteen Asst. Treasurer)		Paul Bataglia (Technology)	Vice President/ Acting Secretary
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<p>3 President's Report</p> <p>Joe acknowledged the contribution of the late Robert Meader as a teacher and school community. Anson and Brian were thanked for their efforts to submit a grant application to fund installation of a water bubbler station.</p> <p>Joe noted that the school is in the process of splitting out what was P&C voluntary contribution into P&C voluntary contribution and School Library Fund. Contribution to the School Library Fund should be available soon and has been delayed due to operational logistics.</p> <p>Joe met with Tim James MP on Friday (who has consulted with Sarah Mitchell) to expedite approval for access to facilitate landscape of the amphitheatre area.</p> <p>Joe stressed his eagerness to reinvigorate and bring together the community via a busy Event schedule due to years of lockdown and interruption.</p>	President																		
4 Guest Speakers - <i>None this month</i>																			
<p>5 Principal's Report</p> <p>Ms Montgomery acknowledged the late Robert Meader, loss to school and the CPS Music program and classroom and his impact on the lives of many students, teachers and parents. Those who attended the funeral were thanked. School is looking at a memorial to remember Robert and welcomed parents to email with any ideas.</p> <p>Building update:</p> <p>Courtyard on main campus was handed back to the school recently which has created more space. Parents were and are encouraged to come in to main campus to say hello.</p> <p>Top out of P1 and P2 building where the last slab was laid was recently celebrated with School Captains Aidan and Emily, school leaders and Tim James MP.</p>	Principal																		



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

It was noted that a change request has been submitted to the Department (AMU) enquiring the possibility of paying amphitheatre works. It was noted that all projects prior to 2017 were not consulted with the Aboriginal Education Consultative Group (AECG). CPS has not consulted with AECG to date and this would be a great opportunity to consult the AECG.

P&C Spending Update:

Furniture for 2 classrooms have been delivered (5T and 6M).

Sandpit cover has been delivered

Student-led rooftop design for the playground has been presented by 5T and 6M. Whilst a ninja warrior course is preferred, there are challenges around sourcing a local supplier. The alternative option is circular swings. It was noted that both ideas are likely to exceed the budget of \$20k previously supported by P&C and the SRC is likely to return to seek additional funding from P&C in support of this initiative.

Some recent staffing updates/changes include: Isabelle McLoughlin (maternity leave), Lara Bullen (maternity leave) and her Y2 students have merged with other classes, Laura Hassall (given birth to baby Archer), Annie Hyun (married over the weekend) and Rani Holstein (new AP).

Ms Montgomery updated the community on ongoing exciting classroom and school activities such as bushwalking, horse riding, multicultural public speaking competition, and cross country zone competition.

NAPLAN Online was completed by Y3 and Y5 students. Whilst there were some challenges being the first year NAPLAN has been completed online, Ms Montgomery thanked staff involved and noted it was a success and there will be opportunity for evaluation.

Upcoming events: Sorry day this Thursday followed by Reconciliation Week, Dragon Boat Festival, North Harbour Learning Community Student Leadership Camp, variety of grade camps and online parent session as part of the PDHPE syllabus for Stage 2 and 3. Reports will be distributed end of term.

Instructional Rounds undertaken recently focussing on English contextual concepts – opportunity for staff to reflect and celebrate existing practices in the school.

Keen for more community engagement. Last week of Term 27/6 (Monday) – Celebration of Learning - classrooms will be opened to parents to celebrate the progress of each child. Different onsite activities by teachers: 9:30am start for K – Y2 and 10:15 for Y3 – 6. P&C sponsored coffee cart and BBQ picnic lunch for parents and students will be held.

New uniform – acknowledged the contribution of the uniform taskforce to ensure new uniforms will comply with Department policy and thanked SRC feedback and contribution of consulted parties including student leaders, SRC, and parent feedback will be sought moving forward. Some features of the new uniform include: school crest on all shorts, sports socks to change to unisex white, unisex summer/winter sports uniforms, updated girl's summer and winter uniforms, introduction of skorts, and updated summer and winter uniforms. Rain fleece jacket was preferred over a fully fleece jacket. Jumpers, hats, bags, socks, raincoats will not be changing. New uniforms to be worn by all students by Term 1 2024 with a 1 year transition period starting from 2023. A fabric donation/clothing pool donation facility to recycle old uniforms to encourage sustainability.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

	Ms Montgomery stressed the importance that students wear their proper school uniform with pride and the school will support any families on a case by case basis. A preference for stretch fabric was noted and the importance of catering to less conventional body sizes. Availability of Saturday opening of Uniform shop to facilitate working parents was requested. Ms Montgomery thanked Sue Low.	
6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes - February and March Confirmation of February Minutes Moved by Paul, Seconded by Hindrik. Passed unanimously Confirmation of March Minutes Moved by Anson, Seconded by Hindrik. Passed unanimously	Vice President/ Acting Secretary
8	Outstanding Items - updates included. <ul style="list-style-type: none"> ● Principal's update on capital spending <i>Refer Principal's Report</i> ● Principal's update of \$50k wellbeing spend <i>Refer Principal's Report</i> 	Alex Alex
9	Correspondence None this month	Secretary
10	New Build <i>Refer Principal's Report</i>	Principal



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

11 Other Business

- Events update

Brian

Brian thanked Anson for his assistance with the grant application and parents for joining in the Mother's Day morning tea. He discussed the proposed events calendar with the community, which will be updated and circulated to the school community via as many channels as possible to ensure the community "saves the date" for events.

Some upcoming events/ideas include:

- End of T2 (27/6/22 – Mon) and T4 – P&C Coffee cart and BBQ on Celebration of Learning days
- T3 – P&C Coffee Cart, Inflatable Olympics – some challenges with securing the Chatswood High School oval or council facility. The school will need to undertake a risk assessment with P&C as a result of the recent Tasmanian tragedy. Father's Day breakfast. Parent Education Seminar and Brian welcomed parent ideas
- T4 – End of term disco in Chatswood High School hall. Tea towel fundraising. World Teachers Day lunch for CPS staff. It was noted that in addition to the end of year appreciation gift to be arranged by class parents and lunch to be arranged by P&C, Pip Margan volunteered to coordinate additional recognition for teachers in the form of messages/emails. Ms Montgomery also noted the importance of recognising the contribution of support staff and grounds staff in addition to teachers.
- Noted also upcoming Support and Admin Staff day
- New uniform update
Refer Principal's Report
- BBQ's to welcome parents back on-site
Refer Events update
- Robert Meader tribute (Naming of music room/commemorative plaque/names of scholarship/new music scholarship)
Refer Principal's Report

Principal

President

Paul B

ADMINISTRATION

A. Treasurer's Update

Treasurer

Current cash balance of around \$556k in the main account. It was noted that current committed P&C spend for this year is around \$516k.

Treasurer's Motion:

To approve expenditure of \$2,999.52 from the P&C main account, in accordance with the Treasurer's report

Moved by Pearl, seconded by Sue. Passed unanimously

B Sub-Committee Updates

- Uniform Shop Update

Sue

Sue discussed the important role of the uniform shop to contribute around \$30 - \$35k to the school annually and noted that the shop is run as a small business observing all applicable laws and regulations. She thanked all existing staff and volunteers, discussed uniform shop operations and called for interested parents to be involved to contact her.

- Canteen Update

Yenny

Yenny thanked the P&C for the approved \$12k to facilitate fitout of the new canteen. Floorplan is near finalised and canteen staff are excited for the new canteen to be fitted.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Canteen Fun day will proceed on Week 7 – 9 June and noted the sausage sizzle option will return. Supervisor Job vacancy (shared job role from 8:30am – 2:30pm for 6 hours available). Any interested parent should email Yenny.

C Other Business

Elaine Neal thanked librarian Angela Calliope for implementing the new email reservation system for students.

The Lane Cove Art program previously run in the school was discussed but it was noted that the school had some challenges to implement due to site logistics.

New play space recently opened on main campus currently includes grass and astroturf. Ms Montgomery noted that a change request has been submitted to request conversion of all grass to astroturf in December 2022/January 2023.

Next General Meeting is: Tuesday 28th June 2022 at 7:30pm

CPS P&C Treasurer's Report

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

Consolidated Results – as of Apr 2022

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	13,848	-	-	13,848
Sales	-	110,926	128,778	239,704
Interest income	1,737	-	-	1,737
Job Saver		5,250	5,250	10,500
Total Income	15,585	116,176	134,028	265,789
Cost of Sales	-	63,545	82,643	146,187
Payroll	-	47,986	15,312	63,298
P&C Expenditure	147,190	-	-	147,190
Event expenses	4,163	-	-	4,163
Finance, Properties and Admin	18,161	1,432	4,086	23,679
Software and Depreciation	3,436	794	2,686	6,916
Total Expenses	172,950	113,757	104,727	391,433
Profit / (Loss)	(157,365)	2,420	29,301	(125,644)
Balance Sheet				
Cash at Bank	556,436	29,643	99,727	685,806
Inventory	-	871	119,018	119,889
Fixed assets	-	6,809	-	6,809
AR and Others assets	4,818	698	2,948	8,465
Total Assets	561,254	38,022	221,693	820,969
Total Liabilities	(0)	21,325	10,149	31,473
Net assets	561,255	16,697	211,545	789,496
Cash flow				
Opening cash as at 01 Oct 2021	689,205	26,083	102,363	817,651
Inflow	58,915	108,339	138,741	305,995
Outflow	(191,684)	(104,779)	(141,377)	(437,840)
Closing cash as at 30 April 2022	556,436	29,643	99,727	685,806

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

Committed spend

A\$	Approved Month	Approved amount	Apr 22 spend	Remaining commitment	Comment
Flexible furniture 2022 & 2023	Mar-22	250,000		250,000	
Amphitheatre landscaping / outdoor learning area	Mar-22	100,000		100,000	
STEAM room paint and refurbish	Mar-22	60,000		60,000	
New canteen commercial dishwasher and holding cabinet	Mar-22	12,000		12,000	
New canteen plan adjustments, custom fitout, moving	Mar-22	10,000		10,000	
New uniform shop fitout	Mar-22	10,000		10,000	
Wellbeing funding - Sandpit shades, playground shades, sandpit covers, Student interest Groups and other morale boost activities (incl canteen food on occasion)	Mar-22	50,000	(310)	49,690	Ice blocks for students in Apr 22
New portable PA system	Feb-22	4,250		4,250	
2021 Club Grant utilisation (grant will be expired on 31 Aug 2022)		20,000		20,000	
Total		516,250	(310)	515,940	

Payments

Date	Paid to	Purpose	Amount
08/04/2022	Numeric Eight	Accounting Services retainer Apr 2022, BAS & Xero subscription	1,609.76
06/05/2022	Numeric Eight	Accounting Services retainer May 2022 & Xero subscription	1,389.76
	Total		2,999.52

Motions

- To approve amount totalling **\$2,999.52** (from main account, as listed in this report) for payment.

Canteen news and update

Term 2 May 2022

- Approved 12k motion for new canteen assets
- New canteen updates
- Canteen Fun Day on week 7, Thursday 9 Jun
- Supervisor Job Vacancy

CANTEEN FUN DAY



TERM 2 2022
THURSDAY 9 JUNE



Order online before midnight Sunday 5 June to secure
Fun Day meals for your child.

RECESS ORDERS

Homemade Muffin Package
Homemade Muffin + Plain Milk
+ Flavoured Sippah Straw
(select Blueberry or Chocolate Muffin)

\$ 4.80



LUNCH ORDERS



Beef or Chicken Sausage on Bun \$ 4.50

Beef or Chicken Sausage Package \$ 6.80
sausage + roll + frozen dessert cup

Pizza Slice \$ 4.50
ham and pineapple or margherita slice

Pizza Package \$ 6.80
pizza slice + frozen dessert cup

Sushi Package \$ 6.80
*tuna/avocado or cucumber roll +
frozen dessert cup*

ORDER A FUN DAY MEAL & SUPPORT YOUR SCHOOL

Place Your Order:

<https://www.school24.net.au/canteenorder/login>

Go to School24, select Order Event, and select 9 June 2022.

Then proceed with orders for Recess and/or Lunch.

To register for School24, go to the registration page and enter School ID 2527963

<https://www.school24.net.au/canteenorder/register>

HOW TO
ORDER

Net profits from Canteen Fun Day help to fund P&C initiatives across the school.
Queries? Contact canteen@chatswoodpublicpandc.org.au or 9419 6127

Chatswood Public School

Uniform Shop

P&C Meeting – 24 May 2022

Uniform Shop

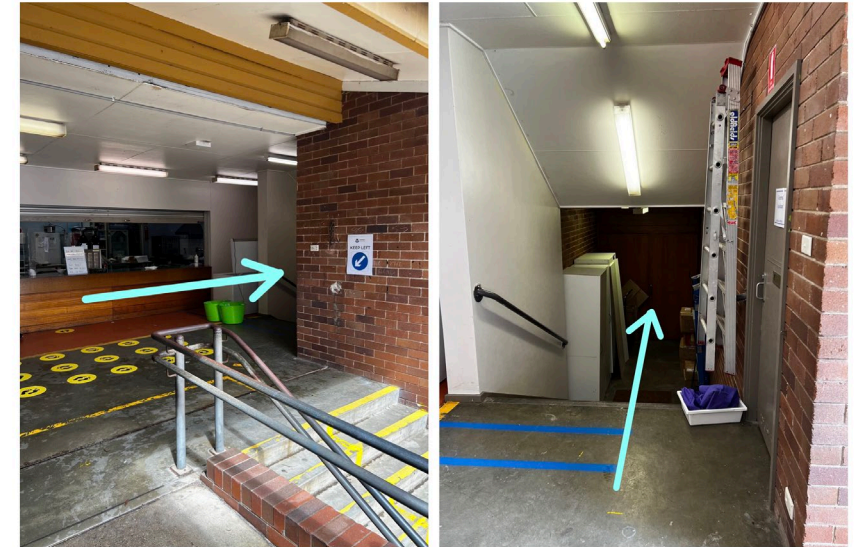
- The P&C Association manages the Uniform Shop as a small business unit led by the voted-in Uniform Shop Convenor and the committee (*all volunteers*)
- All profits from the P&C-run uniform shop provide much-needed funds to the school to provide services, facilities, digital and play equipment that the students would otherwise go without.
- The Uniform Shop committee consistently budgets for a transfer of **30-35K** (*net profit*) to the school annually.
- Total Income YTD is 34% up against budget. The increase is attributed to the Early payment discount, accessory and uniform sales.
- 2 paid uniform shop staff, all governed under the basic obligations of Small Business & The Fair Work Act.

Uniform Shop Operations 2022

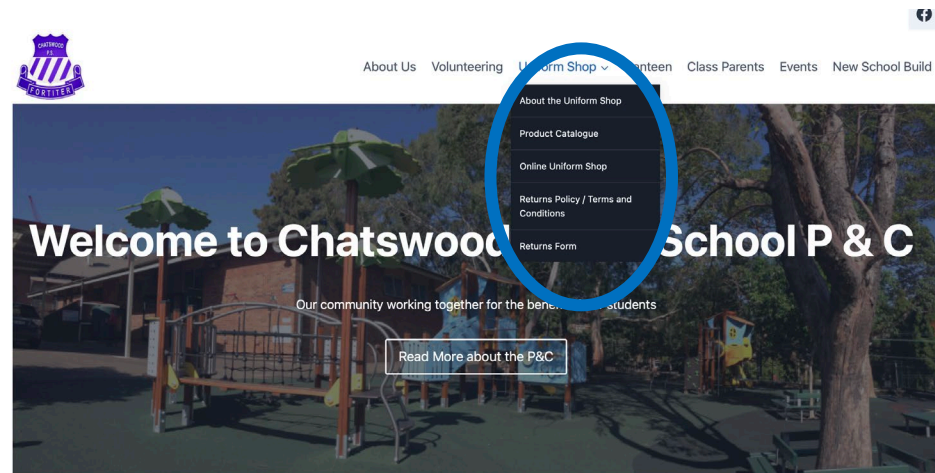
- Online is the only way to purchase uniform items and is available at: <https://www.chatswoodpublicpandc.org.au/shop-online>
- Orders will be delivered to classrooms Mondays to Thursdays.
- Preloved items are available (may be limited) so please email us with requests.
- The Uniform Shop is managed by **Natasha Chetner and Aileen Vizor**.
- The Uniform Shop will be operating only from Monday-Thursdays. Orders will not be processed on Fridays.
- **Please refer to the Uniform Shop Catalogue for all you need to know about Uniforms, How to Order, Terms and Conditions, Sizing/Measurements, please refer to the Uniform Shop Catalogue.**

Uniform Shop Operations 2022

- 3 options for how you can get your uniforms after placing an online order:
 1. Collection in-person
 2. Delivery to classroom teacher
 3. Australia Post (*charges apply*)
- Returns and exchanges – refer to our policies on Uniform Shop section of the P&C Website



You can also find everything else Uniform Shop here



Uniform Shop Committee

- The volunteer Uniform Shop committee is a sub-committee of the Chatswood Public School P&C. The subcommittee meets approximately 2-3 times a year (once per term 1-3).
- The current committee comprises:
- **Uniform Shop Convenor:** Sue Low
Uniform Shop Treasurer: Gigi Par-Adriano
Uniform Shop Secretary: Nicole Barber
- **Uniform Shop Committee Members:** Paul Battaglia, Matthew Wood
- Interested parents are invited to contact us if you wish to be involved in the uniform shop sub-committee at: uniformshop@chatswoodpublicpandc.org.au