

P&C GENERAL MEETING  
 Tuesday 22 February, 2022 at 7.30 pm  
 Online via Zoom  
 MINUTES

Topic	Who
1 President's Welcome <b>Acknowledgement of Country</b> <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  List of attendees appended to these minutes.  No apologies	Secretary
3 President's Report  Appended to these minutes.	President
4 Guest Speakers - <i>None this month</i>	
5 Principal's Report  Following the Principal's Report, Alex offered an opportunity for meeting attendees to ask questions. The following questions were raised.  <u>Composite Classes</u> <ul style="list-style-type: none"> <li>- what do they mean?</li> <li>- how are they selected?</li> <li>- Why do they exist?</li> </ul> Principal's response <ul style="list-style-type: none"> <li>- this is addressed in the Principal's Report</li> </ul> <u>Shading for basketball court</u> <ul style="list-style-type: none"> <li>- Elaine Neal raised a concern in relation to the amount of shaded playspace available for students since the new basketball court has no shading, and the lack of shading now that the COLA has been removed.</li> </ul> Principal's response <ul style="list-style-type: none"> <li>- this has been raised with the project team</li> <li>- currently awaiting on options from the project team</li> <li>- this issue was raised with the project team but was not addressed</li> <li>- shade has been provided on handball courts and large umbrellas have been provided. Will request more</li> <li>- P2 has a COLA attached, P1 has internal play space and Hall will be available</li> </ul> <u>Road crossing attendant</u> <ul style="list-style-type: none"> <li>- Elaine Neal raised that the road crossing attendant is not always present. Is there potential to get a replacement when the attendant is not present?</li> </ul> Principal's response <ul style="list-style-type: none"> <li>- this service is not managed by the school, but by RMS</li> <li>- the school receives little notice when an attendant is not available</li> <li>- teachers are not allowed to step-in due to non-coverage by insurance</li> </ul> <p><b><u>ACTION - Elaine offered to contact RMS to request options to remedy the issue.</u></b></p>	Principal



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

## Overcrowding at hometime

- Paul B raised the issue of parents crowding around Centennial Ave school entrance/exit at home time.

## Principal's/Ms Scott's response

- Parents have been told to stay back away from the school entrance to prevent overcrowding
- staggered leaving time has been tried but also does not eliminate the issue
- the school will continue to tell parents to stay back from the entrance

## **ACTION - Alex/Joe to raise with council to see what options there are to create more space for parents.**

## Class parent registration process

- Jessie Wang asked what the process is to register as a class parent

## Response provide by Yeddi

- Yeddi talked through the process and confirmed that a briefing night would be held soon to brief all parents on how to register and what the role involves. This would be communicated to parents via the newsletter.

## Bush Campus pick-up

- Yeddi raised the issue of overcrowding at the bush campus exits at pick-up time. Also, in light of the recent rain, flooding and water issues had been encountered at the bush campus

## Principal's response

- Parents are not following the rules about not coming on site so rules will remain in place

## Linda Ryan commented -

- Freeman Road was closed but gate and entrance was blocked by parents.
- Eddy Ave. provides good access and most parents use Eddy Ave.

## High volumes of traffic at Eddy Road pick-up

- Pippa Margen raised the issue of high traffic volumes on Eddy Road at Pick-up times due to parents stopping on the side of the road where there is no parking, to pick up children.

## Principal's response

- Rangers are called on a regular basis to identify cars that are stopped where they should not be.

## **ACTION - Alex confirmed that the assessment for a traffic control person is due so she will ask for this assessment to take place to see if a traffic control person is required.**

6	Declarations of conflict of interest?	President
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No declarations offered.

7	Confirmation of Previous Minutes	Secretary
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# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

	<p>Anson moved to adopt minutes</p> <p>Paul B seconded the motion to adopt</p> <p>The minutes were confirmed being adopted</p>	
8	<p><b>Outstanding Items</b></p> <ul style="list-style-type: none"> <li>● 2022 Events Coordinator - nominee Brian Chiu           <p style="text-align: right;">President</p> <p>Brian is elected to the position of Events Coordinator. Brian provided an introduction of himself.</p> </li> <li>● Update on P&amp;C funded initiatives           <p style="text-align: right;">Principal</p> <ul style="list-style-type: none"> <li>○ Growing Stronger minds               <ul style="list-style-type: none"> <li>▪ addressed in Principal's Report</li> </ul> </li> <li>○ CPS Exec training for stress management for students               <ul style="list-style-type: none"> <li>▪ addressed in Principal's Report</li> </ul> </li> <li>○ Readers               <ul style="list-style-type: none"> <li>▪ Jess Robinson confirmed that the home readers and the trolleys are being rolled out progressively.</li> <li>▪ Tolleys are full and looking great</li> <li>▪ Children are now getting into the habit of using them</li> </ul> </li> </ul> </li> </ul>	
9	<p><b>Correspondence</b></p> <p>President noted an email was received from Channel 9 requesting P&amp;C arrange an interview with a parent re. return to school under covid conditions. The P&amp;C Exec decided to decline involvement, noting that Channel 9 are free to approach parents by other means.</p>	Secretary
10	<p><b>New Build</b></p> <ul style="list-style-type: none"> <li>- Anticipated finish time is mid to late 2023</li> <li>- Further update will be provided at the end of next term</li> <li>- Pippa Margen asked if at the completion of the new build whether all the primary school students will be on a single site.</li> <li>- Alex responded by stating that it is the intent that all primary school students will be on a single site, but should enrolments exceed 1200, then Bush campus will continue to be utilised.</li> <li>- Alex also confirmed that the Sydney Metro tunnel dive site on the corner of Pac Highway &amp; Mowbray Road junction could be re-developed into a new public primary school.</li> </ul>	Principal
11	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>● Bylaws committee - volunteer request           <p style="text-align: right;">President</p> <ul style="list-style-type: none"> <li>○ Joe called for volunteers for the by-laws committee which would be shared by Anson and asked that if people want to volunteer then they should contact the P&amp;C</li> </ul> </li> <li>● P&amp;C member online membership platform           <p style="text-align: right;">President</p> <ul style="list-style-type: none"> <li>○ Joe confirmed that this platform is now operational and ready for use.</li> </ul> </li> <li>● P&amp;C Zoom account           <p style="text-align: right;">President</p> </li> </ul>	



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

<ul style="list-style-type: none"> <li>○ Joe and P&amp;C Treasurer confirmed that the P&amp;C would purchase a Zoom account on which future meetings would be held.</li> <li>○ <b><u>ACTION - Joe to purchase Zoom account for P&amp;C</u></b></li> <li>● Ideas for supporting our students in 2022 during building works, up to \$50k             <ul style="list-style-type: none"> <li>○ Alex suggested the following as possibilities:                 <ul style="list-style-type: none"> <li>▪ Interest groups e.g. lego, robotics</li> <li>▪ Cover for the sandpit area</li> <li>▪ Engage with SRC students for their ideas and the School Captains can then present their ideas to the P&amp;C.</li> </ul> </li> <li>○ Pippa Margen suggested Apple Cups on hot days to let the students know that we appreciate their patience during the disturbance of the new school build. This is something we could action in the short term that would have a big impact for the kids.</li> </ul> </li> <li>● <b><u>ACTION - Alex and Canteen to look at logistics of storage and distribution</u></b></li> <li>● Aimee confirmed that the Berri equivalent of Zooper Doopers are good for allergies.</li> <li>● Elaine Neal said she did not agree with spending P&amp;C funds on ice-blocks and that the P&amp;C has a responsibility to spend the P&amp;C funds responsibly on things that have a long-term benefit to the school and its students.</li> <li>● Joe moved that the P&amp;C approve the spend of up to \$1000 for one round of ice-blocks to be given to all students free of charge on hot days.</li> <li>● This spend limit was approved without objection from any member of the meeting.</li> </ul>	<p>President</p>
<b>ADMINISTRATION</b>	
<p>A. Treasurer's Update</p> <p>1 ● <b>Treasurer's Motion:</b> <i>To approve expenditure of \$34,097.44 from the P&amp;C main account, in accordance with the Treasurer's report. including previously-moved funding for a masterclass for CPS executives for the "stress management for students" wellbeing training and for printing of Chattieswood 2021.</i></p> <ul style="list-style-type: none"> <li>● Joe motioned to approve the expenditure of \$34,097.44</li> <li>● Hindrik seconded the motion.</li> </ul> <p>There being none opposed, the motion was carried.</p>	<p>Treasurer</p>
<p>A. Sub-Committee Updates</p> <p>2 ● Uniform Shop update</p> <ul style="list-style-type: none"> <li>○ Second-hand uniform donation is operational again.</li> <li>○ Parents looking to obtain clothes through the second-hand uniform shop should email the uniform shop first to see if the sizes they want are available.</li> </ul> <p>● Canteen update</p> <ul style="list-style-type: none"> <li>○ Yenni Ho provided a canteen update all of which will be included in the newsletter.</li> </ul>	<p>P&amp;C Officers</p>



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

- Other matters to be raised on a by-exception basis - events, class parents, technology, grounds

## New portable PA system

- Linda Ryan requested that the P&C provide the funds for a new portable PA system as foreshadowed in previous P&C meetings.
  - The cost of the preferred new system (wireless and 100m range of sound with flexible usage options) is \$4250 incl. delivery and set-up of the system
  - Joe requested a motion to spend \$4250 of P&C funds for the new portable PA system.
  - Pippa Margen supported the motion
  - Paul B seconded the motion
- There being none opposed, the motion was carried.

## Class Parent update

- Yeddi informed that 500 class parents have completed the online form to date
- Principal will encourage greater takeup
- An email to class parent reps will be sent to inform parents of the upcoming briefing

## Events and gestures for teachers and staff

- Pip Margen requested that there be transparency of event and gestures for teachers and staff so parents outside of the P&C can contribute and get involved.  
It was noted that in 2020 and 2021 with covid restrictions, events and gestures have been a moving target for logistics and some gestures have proceeded on behalf of the P&C at unusually short notice organised by only a handful of volunteers who already had onsite permission, which is not ideal for general community involvement. Hopefully in 2022 with parents allowed on site we can have more general direct involvement again.
- Brian noted the challenge of changing onsite rules to plan Events, and will work with Alex accordingly
- **ACTION - Brian to establish a calendar of events that can be accessed by P&C members.**

Meeting closed by Joe at 9:49pm

**Next General Meeting is: Tuesday 22nd March 2022 at 7:30pm**

- **Agenda items requested for next meeting**
  - **Bridgid Glanville - Food allergies and how the canteen can cater for this**



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

## President's Report - Joe Grundy February 2022 P&C Meeting

Welcome, everyone, to 2022.

For those who don't know me, my name is Joe Grundy and new for 2022 I'm president of the P&C.

What is a P&C? The P&C, ie the Parents and Citizens Association for the school, is a group of parents and carers and others who just want to be a little more involved in their kids' school. Maybe just to keep a little closer in touch, but also to share and discuss ideas to improve the environment of all the students' education... and that can mean social, community, equipment and tools, teacher learning and development... all kinds of things

NSW P&Cs share a state-government legally prescribed constitution which says: the first object of the P&C is to "promote the interests of the school by bringing parents, citizens, students and teaching staff into close co-operation." I'm always mindful of that first objective for a P&C ... to promote community, co-operation, and engagement.

There's plenty of evidence that when parents and carers take a direct interest in the school, their kids take more interest as well and everyone benefits.

There are two more objectives of a P&C

- "to assist in providing facilities and equipment for the school"
- "to assist in promoting the recreation and welfare of the students at the school."

P&C events and our class parent groups initiatives play a major role in helping our primary objective of bringing the community together, as well as some events help fund raising.

I'd like to introduce our executives and office bearers for 2022, who you should feel you can approach at any time. Bear in mind that our job is merely to execute the intentions and decisions of all of you.

My job, as President, is primarily to act as chairperson in meetings and to help out wherever I can. You can sometimes find me about the place with my hat and blue badge, or certainly you can email me at the President email address [president@chatswoodpublicpandc.org.au](mailto:president@chatswoodpublicpandc.org.au)

Anson and Hindrik are our Vice Presidents, also here to help out wherever they can. Pearl is Treasurer. James is our new Secretary, taking minutes and fielding emails and letters. You can email general P&C questions via James at [secretary@chatswoodpublicpandc.org.au](mailto:secretary@chatswoodpublicpandc.org.au)

Alex Montgomery is our very talented and dedicated school principal, and note she is also a member of the P&C executive.



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

The Executive meet routinely to keep open communication between the school and the P&C, to brainstorm ideas to bring to P&C meetings for discussion, and to consider how to best enact ideas that this P&C has voted on.

We have a really huge year ahead of us, financially and socially.

Financially... Your P&C contributes funds to the school through voluntary contributions, fund raising events, and running the uniform shop and canteen. Year after year the efforts of a few dedicated volunteers means we can contribute more funds than are raised by voluntary contributions... over \$1m in the last five years which has gone to technology in every classroom, learning programs, books, air conditioning, playground refurbishment, and more.

Our school, our kids, continue to reap the benefits and I'm incredibly grateful to the P&C volunteers each and every year.

This year we finally get a long-anticipated opportunity to ramp up the final facilities in the new school build project.

Socially... the last two years have been pretty devastating for school community events. As we settle into covid-normal for this year and almost certainly for the next couple of years, this year we can start rebuilding our social event base and rebuilding a sense of joint school community ... a very real and exciting challenge.

Finally, just some quick points on how a P&C meeting operates.

Firstly, anyone at all is welcome to propose ideas for consideration by the P&C. We've had ideas from members and non members, from staff, and even from the students. Obviously we can't do anything at the school that doesn't fit with the Principal's school plan, and Alex essentially has a final veto, but there's certainly much that a P&C can help with. You can raise an idea right here in one of these meetings, but where possible it's preferable to send an email through to the Secretary a few weeks ahead for it to be discussed at the following P&C meeting. With that forewarning, the executive have time to have a look at viability to inform the meeting.

Secondly, it's this P&C body that makes decisions on those ideas, by discussion and vote. To be eligible to vote you need to be a member. Membership can now be completed online and costs \$1.50

I encourage you to go to the online form <https://chatswoodpublicpandc.org.au/member-registration/> and fill in your membership. Note that if you paid membership in Term 4 last year you are already a member for the rest of this year too.



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Thirdly, from time to time a Motion will be raised, ie a matter for a vote. Any member (including the executives) can request that voting on any motion be postponed to the following meeting, and you don't have to give any reason.

Finally, while we're having Zoom meetings, if you have any questions or anything to say please use the "raise your hand" option, or else you can type into Chat. Beware, I'll call you by whatever you've got set up as your meeting name.

That's it from me.

Welcome all to 2022 at Chatswood Public School, and welcome to your P&C.

## USEFUL LINKS

### **P&C / class-groups contact signup for every parent:**

<https://chatswoodpublicpandc.org.au/class-parent/>

### **P&C member registration (\$1.50):**

<https://chatswoodpublicpandc.org.au/member-registration/>

### **Canteen Volunteer Signup:**

<https://docs.google.com/spreadsheets/d/1cpy4ndpbCneOLuRJyYYtfn3IAYMww3u3TWe4MXaliUs/edit?usp=sharing>

### **Canteen registration for orders:**

To start ordering online, you will need to register with School24

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

School ID: 2527963

### **Online uniform shop:**

<https://chatswoodpublicpandc.org.au/shop-online/>

### **emails:**

[president@chatswoodpublicpandc.org.au](mailto:president@chatswoodpublicpandc.org.au) (Joe)

[secretary@chatswoodpublicpandc.org.au](mailto:secretary@chatswoodpublicpandc.org.au) (James)

[uniformshop@chatswoodpublicpandc.org.au](mailto:uniformshop@chatswoodpublicpandc.org.au) (Sue)

[canteenconvenor@chatswoodpublicpandc.org.au](mailto:canteenconvenor@chatswoodpublicpandc.org.au) (Yenny)

[classparent@chatswoodpublicpandc.org.au](mailto:classparent@chatswoodpublicpandc.org.au) (Yeddi)

[grounds@chatswoodpublicpandc.org.au](mailto:grounds@chatswoodpublicpandc.org.au) (Greg)

(Canteen and uniform shop orders are online, not via email.)





# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

## Attendees

Alex Montgomery  
Fiona Johnson  
Jess Robinson  
Linda Ryan  
Robyn Scott  
Su Hill

Joe - President (Joe Grundy)  
Anson - Vice President (Anson Mak)  
Hindrik - Vice President (Hindrik Buining)  
James - Secretary (James Wilcox)  
Pearl - Treasurer (Pearl Chan)  
Yenny Ho - Canteen Convenor (Yenny Ho)  
Phil - Canteen Treasurer (Phillip Neal)  
Sue - Uniform Shop Convenor (Sue Low)  
Gigi - Treasurer Uniform Shop (G Par-Adriano)  
Brian - Events Coordinator (Brian Chiu)  
Paul - Class Parent Coordinator / Technology Officer (Paul Battaglia)  
Yeddi - Class parent coordinator (Yeddi Yip)

And 53 additional Members and non-Members

# P&C Meeting

## Principal's Update

### Current Enrolment

-1108 current enrolments – *Lindfield Learning Village, movement out of area and lack of overseas enrolments*

-119 Kindergarten

-30 OC students

-48 classes were formed

-Formation of composite class – Stage 2

### Bilingual

- Informed P&C on several occasions last year, regarding the changes & evaluation and that we needed to look at different models to ensure the longevity of the program.
- Evaluation began last year
- Looking at a constant approach
- 1 Bilingual teacher, 1 English speaking teacher
- Korean bilingual, composite. I apologise & I have spoken to the team regarding communication in the initial note that went home that could have given an overview & explanation of how classes are formed.

### Music Program

The music program has been preparing to begin the music ensembles starting at St Pauls church. This is under a school community user agreement which the Department of Education, School Infrastructure has paid for, due to the hall being demolished.

Students will be dropped off in the morning & after the ensemble of teacher and music walker will walk them back.

This will begin this coming Thursday.

### Thank You

I would like to thank the Chatswood community for an excellent start of 2022 despite the restrictions being in place with COVID restrictions & building works.

We have had a successful start to the school year, providing high quality education to all students.

Here are some highlights.

-Parents and carers have been respectful in completing RATS

### Student, staff & community achievements

-We were selected to be part of the Early Adapter School Program, for K-2 syllabus. This involves our Year 1 teachers working with the Department on newly formed program, implementing it in their classroom & providing feedback.

### What's on for students

- Swimming carnival
- Zone Swimming Carnival
- School photos coming up
- Canteen fun day

### Building Works

- Rooftop basketball court, nature play
- New office space
- Continued work in the main quad area in landscape due to be handover in April
- Works completed in Block A & Block B, creating flexible learning spaces.
- All staff have had professional learning co-teaching, & this will continue over the next 2 years.

### Staffing

- Assistant Principal position advertised, thank you Anson Mak & Phil Neal for being part of this panel.
- This year we have an Assistant Principal Learning & Support

### Upcoming

- A new uniform committee will be reformed
- Bilingual parent focus groups to evaluate the program over the last 5 years

### Finances

-Term 1 fees will be sent out in the coming weeks. I understand that some parents may be impacted by COVID on their employment. Please reach out to the school for financial assistance.

### Wellbeing

-Growing Strong Minds – Professional learning -based on character strengths is currently being lived by staff. We will be having a parent information session on it later this term. Students will begin next term. Thank you to the P&C for financing this program.

### Changes

We have experienced significant changes over the last 2 years, from bush fires, the pandemic and the new school build. It is my role as the principal to ensure our students, teachers and the community are ready for these new spaces. Thank you to the community for being part of this journey.

# **CPS P&C Treasurer's Report**

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

# Consolidated Results – as of Jan 2022

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	13,848	-	-	13,848
Sales	-	55,450	64,577	120,026
Interest income	1,230	-	-	1,230
JobSaver	-	5,250	5,250	10,500
<b>Total Income</b>	<b>15,078</b>	<b>60,700</b>	<b>69,827</b>	<b>145,604</b>
Cost of Sales	-	28,671	41,710	70,381
Payroll	-	25,134	4,790	29,924
P&C Expenditure	6,190	-	-	6,190
Event expenses	3,853	-	-	3,853
Finance, Properties and Admin	13,174	597	1,915	15,686
Software and Depreciation	2,492	454	773	3,718
<b>Total Expenses</b>	<b>25,708</b>	<b>54,856</b>	<b>49,187</b>	<b>129,752</b>
<b>Profit</b>	<b>(10,631)</b>	<b>5,844</b>	<b>20,639</b>	<b>15,853</b>
Balance Sheet				
Cash at Bank	666,216	27,465	112,641	806,322
Inventory	-	871	117,548	118,419
Fixed assets	-	7,149	-	7,149
AR and Others assets	16,962	1,390	3,133	21,486
<b>Total Assets</b>	<b>683,178</b>	<b>36,875</b>	<b>233,322</b>	<b>953,376</b>
<b>Total Liabilities</b>	<b>3,651</b>	<b>16,728</b>	<b>2,030</b>	<b>22,409</b>
<b>Net assets</b>	<b>679,527</b>	<b>20,148</b>	<b>231,293</b>	<b>930,967</b>
Cash flow				
Opening cash as at 1 Oct 2021	689,205	26,083	102,363	817,651
Inflow	16,535	51,460	74,072	142,068
Outflow	(39,524)	(50,079)	(63,794)	(153,396)
<b>Closing cash as at 31 January 2022</b>	<b>666,216</b>	<b>27,465</b>	<b>112,641</b>	<b>806,322</b>

## P&C contribution to CPS

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

# Payments

<b>Date</b>	<b>Paid to</b>	<b>Purpose</b>	<b>Amount</b>
19/11/2021	Numeric Eight	Accounting Services – Year end preparation	1,993.78
19/11/2021	Chatswood Public School	Growing Strong Minds, Wellbeing Donation	6,190.00
19/11/2021	Andrews Insurance	Property insurance premium	1,374.00
03/12/2021	Tinworth & Co	Audit fees	3,542.00
03/12/2021	Numeric Eight	Accounting Services retainer Dec 2021 & Xero subscription	1,389.76
03/12/2021	Anson Mak	Reimbursement: Farewell gifts for P&C officers	184.00
03/12/2021	Sue Low	Reimbursement: Refund of Silent Disco receipts	220.00
17/12/2021	Sue Low	Reimbursement: Staff Thank you lunch 2021	1,736.33
17/12/2021	Kate Pereira	Reimbursement: Class parent thank you gifts	30.00
17/12/2021	Numeric Eight	Accounting Services : JobSaver processing	68.76
14/01/2022	Sue Low	Reimbursement: Farewell gifts	108.99
14/01/2022	Snap Printing	Chattieswood printing costs (\$7,963.47 recovered from parents)	9,929.70
14/01/2022	Numeric Eight	Accounting Services retainer Jan 2022, BAS & Xero subscription	1,609.76
17/01/2022	Whole Trophies	Badges for P&C Officers	129.80
11/02/2022	Andrews Insurance	Student injury insurance premium	4,200.80
11/02/2022	Numeric Eight	Accounting Services retainer Feb 2022 & Xero subscription	1,389.76
	<b>Total</b>		<b>34,097.44</b>

# Motions

- To approve amount totalling **\$34,097.44** (from main account, as listed in this report) for payment.

# *Canteen news and update*

**Term 1 2022**

- Canteen run by P&C
- Volunteering on site
  - Canteen Fun Day!
- New canteen on proposal



# Canteen run by P&C

## Volunteering on site

- As you might already know, Canteen is run by P&C and the profit will go around the school initiatives.
- We now can have volunteer back on site which make Canteen so much more lively and fun! Volunteering is a very rewarding experience and even 30 minutes can make a difference to the school and community. You can find more on this on the weekly newsletter and here's the link if you like to sign-up:  
<https://docs.google.com/spreadsheets/d/1cpy4ndpbCneOLuRJyYYtfn3IAYMww3u3TWe4MXaliUs/edit?usp=sharing>

# Canteen fun day!

## New Canteen on proposal

- Every term there will be one significant event that the kids are looking forward to and that is the Canteen Fun Day (CFD)! CFD provides recesses and lunches that aren't usually available on weekly basis. Many who don't benefit from Canteen usual orders would occasionally purchase on CFD to make it meaningful for the kid/s.
- Separate CFD volunteer form will be posted on this week newsletter! Stay tuned!
- Another exciting news is we will have new Canteen in not so distant future! We now have the floorplans and drafting our requests to the school for approval.

Chatswood Public School

# Uniform Shop

P&C Meeting – 22 February 2022

# Uniform Shop Operations 2022

- The Uniform Shop will be operating only from Monday-Thursdays. Orders will not be processed on Fridays.
- All orders must be placed **ONLINE** via our online Uniform Shop on the **P&C Website**
- <https://www.chatswoodpublicpandc.org.au/shop-online>
- **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.
  - <https://chatswoodpublicpandc.org.au/wpcontent/uploads/2021/10/Uniform-Shop-Information-Product-Catalogue-T4Oct2021-min.pdf>

**Week 3 onwards**

**Collection in person** **Tuesday – Wednesday, from 9.15am-10am from the Uniform Shop**

**Collection point:** Demountable building off Pacific Highway, enter from the Pacific Highway pedestrian entrance. *This is at the Main Campus of the Public School, not the Bush Campus/High School.*



Please ensure and observe social distancing and it is a requirement that everyone present/enter the school to pick up uniforms must register via the COVID Safe Check-in tool or webform. Use of face masks are required when entering school grounds and please abide by all government health guidelines.

**It is also recommended that for large orders and if you are concerned that the order can be misplaced, we do strongly recommend for parents to choose to collect at the Uniform Shop. Please have your order number (usually a 5 digit number) handy when collecting.**

No booking is required but you can only collect when you have received the **COMPLETED ORDER** email advising your order is ready for collection.

We ask that you maintain COVID safe practices during your allocated collection time.

**Deliveries to classrooms**

**Main Campus – Monday - Thursday**

**Bush Campus – Twice a week, usually Tuesday, Wednesday if weather permitting**

*Please provide clearly your child's name and 2022 class on the order before completing your online orders. Just as a reminder when placing orders for delivery to child's classroom:*

- *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. Most recently, we have had some orders that are for the little children in Kindy, Year 1 where large number of items were ordered and when packed, 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 can be misplaced, we do strongly recommend for parents to choose to pick up at the Uniform Shop.*

**Exchanges**

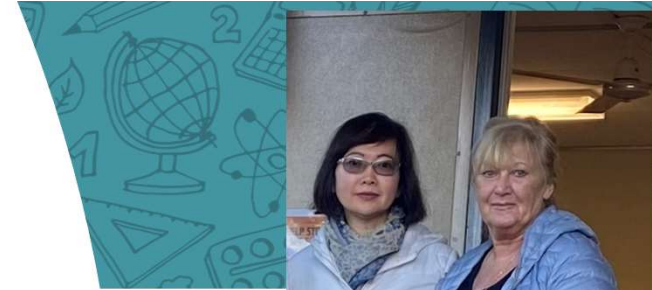
**Exchanges ONLY** can be made at the Uniform Shop in-person, Tuesday – Wednesday between 9.15am-10am. Please make sure you have your proof of purchase (receipt) at the time of exchange.

**Returns for Refund**

Refund request and respective items must be received at the Main Campus or Bush Campus Office **as per our Returns Policy with the respective Returns Form.**

Return and Exchange period is up to 30 days from order date for most items with some exceptions.

To find out more on our returns policy, please review the full copy of the policies located at <http://chatswoodpublicpandc.org.au/shop/policies>



# 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:** Matthew Wood, Paul Battaglia
- Interested parents are invited to contact us if you wish to be involved in the uniform shop sub-committee at: [uniformshop@chatswoodpublicpandc.org.au](mailto:uniformshop@chatswoodpublicpandc.org.au)
- 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.

# Raincoats - AVAILABLE



Children with umbrellas at school are a hazard, to each other and to adults.

**Please send raincoats with your children so they can use raincoats.**

