

P&C GENERAL MEETING
 Tuesday 28 February, 2023 at 7.30 pm
 In person at the Chatswood Public School library, 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 66 attendees Apologies - Sue Low	Secretary
3 President's Report Welcome to 2023, new parents and existing Outlined purpose of a P&C Congratulations to Class Parent coordinators - over 800 registered parents so far Note that the P&C is now operating on carrying forward \$0 balance from year to year. More than ever we are looking to fund raise to support initiatives around the school. In the upcoming year... <ul style="list-style-type: none"> ● Fit out a new Science Teach Engineering Arts Maths ("STEAM") room ● Playground shade ● Upgrade school hall facilities and equipment 	President
4 Guest Speakers - NSW Health - Got-It wellbeing program	
5 Principal's Report - also updated in the school newsletter Fri 3rd March <ul style="list-style-type: none"> ● 2023 School Operations ● Student wellbeing ● Student Reports ● School Tours ● Su Hill's farewell ● School Build Thanks for an interesting discussion on stage based learning and NSW curriculum.	Principal
6 Declarations of conflict of interest? None declared	President
7 Confirmation of Previous Minutes - October 2022 Moved Joe Grundy, Seconded Paul Battaglia None opposed, motion carried	Secretary
8 Outstanding Items - updates included. nil	
9 Correspondence Noted from Federation of P&C requesting contributions to their submission to the inquiry into classroom disruption. email president@chatswoodpublicpandc.org.au for additional details.	Secretary
10 Other Business <ul style="list-style-type: none"> ● Thank You gift for Su Hill Discussed options to set up online card and donation ● ANZAC Day dawn service wreath Motion: To approve \$250 for a P&C ANZAC Day dawn service wreath Moved by Greg Austin, seconded by Paul Battaglia None opposed. Motion carried. 	President Greg Austin



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

- Establish new Officer role of the P&C - Grants Manager President
Noted that grants are very valuable in the past years to P&C.
The recommendation is to have a P&C officer whose only duty is to find and apply for community grants. Nominations will take place in the next P&C meeting.

- Fundraising and Events President
 - Coffee chats (term, stage hosted) Events
 - Inflatable olympics
 - Mothers day, Fathers day
 - Election day (25th March)

- Election of P&C Officers for vacant positions... President
 - Secretary Principal
Nominations - Jessie Wang. Congratulations to our new Secretary.
 - Events Coordinator
No Nominations - Brian will continue as acting Events Coordinator.
 - Uniform Shop Treasurer
Nominations - Renee Wei. Congratulations to our new Uniform Shop Treasurer.
 - Canteen Treasurer
No Nominations - Phil will continue as acting Canteen Treasurer.

ADMINISTRATION

- A. Treasurer's Update Treasurer
Treasurer's Motion:
To approve amount totalling \$20,878.65 (from main account, as listed in this report) for payment.
 Moved by Pearl Chan, seconded by Elieen Neal
 None opposed, motion carried.

Date	Paid to	Purpose	Amount
02/12/2022	Numeric Eight	Accounting Services for Year-end audit preparation	1,787.50
02/12/2022	Joe Grundy	Reimbursement of End of Year gifts to P&C officers	228.60
05/12/2022	Racha's Kitchen	Staff Thank you lunch	3,281.18
16/12/2022	Numeric Eight	Accounting Services retainer Dec 2022 and Xero subscription	1,464.69
16/12/2022	Tinworth & Co	2022 Audit fees	4,680.50
13/01/2023	Numeric Eight	Accounting Services retainer Jan 2023, BAS and Xero subscription	1,684.69
27/01/2023	Andrews Insurance	2023 Student injury insurance premium	4,254.00
10/02/2023	Chatswood Uniform Shop	Digital Junction fees Oct 2022 to Jan 2023	2,032.80
10/02/2023	Numeric Eight	Accounting Services retainer Feb 2023 and Xero subscription	1,464.69
	Total		20,878.65

- B Sub-Committee Updates
- Canteen Update Canteen
Settled well in the new canteen and enjoyed the good space and new equipments. Convenor
Noted the upcoming canteen fun day.

 - Other updates by exception P&C Officers

Next General Meeting is: Tuesday 28th March 2023 at 7:30pm



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

CPS P&C Treasurer's Report

Consolidated Results – as of January 2023

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	21,472	-	-	21,472
Sales	-	74,326	71,656	145,982
Interest income	1,374	-	413	1,787
Total Income	22,846	74,326	72,069	169,242
Cost of Sales	-	43,828	48,994	92,822
Payroll	-	26,656	11,473	38,129
P&C Expenditure	388,470	-	-	388,470
Event expenses	4,046	-	-	4,046
Finance, Properties and Admin	13,081	1,047	1,228	15,357
Software and Depreciation	2,549	454	1,049	4,052
Total Expenses	408,147	71,985	62,745	542,877
Profit / (Loss)	(385,301)	2,341	9,325	(373,636)
Balance Sheet				
Cash at Bank	246,880	32,305	130,488	409,673
Inventory	-	496	138,161	138,657
Fixed assets	-	5,789	-	5,789
AR and Others assets	5,907	745	2,566	9,218
Total Assets	252,787	39,334	271,215	563,337
Total Liabilities	(0)	19,917	84,057	103,974
Net assets	252,787	19,417	187,158	459,363
Cash flow				
Opening cash as at 1 October 2022	586,612	51,265	115,547	753,425
Inflow	91,543	68,169	112,340	272,052
Outflow	(431,275)	(87,130)	(97,399)	(615,803)
Closing cash as at 31 January 2023	246,880	32,305	130,488	409,673

\$388,470 "P&C Expenditure" - contribution to CPS

- \$250,000 Flexible furniture
- \$100,000 Amphitheatre landscaping
- \$14,000 bubbler
- \$10,701 Canteen dishwasher
- \$13,769 Wellbeing program



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Committed spend

A\$	Approved Month	Approved amount	Feb22 to Sep22 spend	Oct22 to Jan23 spend	Unused	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		(10,701)	(1,299)	-	
New canteen plan adjustments, custom <u>fitout</u> , moving	Mar-22	11,911	(11,911)			-	
New uniform shop <u>fitout</u>	Mar-22	10,000				10,000	
Wellbeing funding – incl Rooftop play equipment, student interest Groups and other morale boost activities (incl canteen food on occasion)	Mar-22	50,000	(36,231)	(13,769)		-	Ice blocks for students & Rooftop equip
New portable PA system	Feb-22	4,250	(3,868)		(382)	-	
2021 Club Grant utilisation		20,000	(20,000)			-	
2022 Club Grant utilisation - bubbler		14,000		(14,000)		-	
Total		532,161	(72,010)	(388,470)	(1,681)	70,000	

Payments

Date	Paid to	Purpose	Amount
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