

P&C GENERAL MEETING
 Tuesday 25 May, 2023 at 7.30 pm
 In person at the Chatswood Public School library, Online via Zoom
 AGENDA

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 28 participants, including: Alex Montgomery (Principal) Sam Silipo (DP) Robyn Scott (DP) Joe Grundy (President) Phil Neal, Brian Chiu (Vice Presidents, Events) Jessie Wang (Secretary) Pearl Chan (Treasurer) Greg Austin (Grounds) Paul Battaglia (Technology, Grants Manager) Yeddi Yip (Class Parent) Pip Margan Apologies: Sue Low (Uniform Shop Convenor) Elaine Neal Yenny Ho	Secretary
3 President's Report Shade Landscaping for proposed trees are presented. Principal has put in requests to various departments for additional cloth shades. Costs will be funded by school or P&C. Pedestrian options crossing Pacific Hwy P&C president and VP (Phil) had a positive meeting with Willoughby Council Mayor. It's work in progress.	President
4 Guest Speakers <i>Jess Robinson</i> presented the initiative "Case Management" to support students' learning and teacher collaboration and sharing of experience and knowledge. It will be shared via the school newsletter.	
5 Principal's Report (see attached) <ul style="list-style-type: none"> ● rundown of a busy term of events so far ● upcoming events (e.g. National Reconciliation week) ● proposed play cubby houses in the K-2 undercover area (e.g. kids play kitchen) 	Principal
6 Declarations of conflict of interest? None declared	President
7 Confirmation of Previous Minutes - March 2023 Moved by Jessie, seconded Paul. None opposed, motion carried	Secretary
8 Outstanding Items - updates included. <ul style="list-style-type: none"> ● Water safety / CPR parent info nights 19th and 20th June are available for parents to register. Strictly on a register / offer basis. As this is for-parents and places are limited, children are discouraged from attending ● Canteen Treasurer - Congratulations to Yong Sim confirmed in the role. ● Also seeking volunteers / nominees for: <ul style="list-style-type: none"> ○ Events Coordinator ○ Uniform shop convenor 	



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

9 Correspondence		Secretary																												
10 Other Business																														
<ul style="list-style-type: none">• WWCC - Phil will be contacting those in need of an update• Events calendar for 2023 presented by Brian• Call for volunteers to organise an end-of-year disco• Uniform Shop - new space and fitout requirements <p>Noted that the initial estimate of \$5,000 for adding a window to the proposed uniform shop location in the new school hall building has been revised by the school build project to be more likely \$15,000 to \$20,000. School offer a co-funding to make the space fit for purpose.</p> <p>Motion: To approve an additional \$10,000 contingency for permanent Uniform Shop fitout to cover additional costs (such as creating a window, ventilation / aircon). This is in addition to the \$10,000 already approved for fixtures.</p> <p>Moved by Joe, seconded Paul. None opposed, motion carried</p> <ul style="list-style-type: none">• Noted that a new rangehood needs to be purchased and installed for the canteen. Will be detailed at the June P&C meeting.																														
ADMINISTRATION																														
A. Treasurer's Update	Treasurer																													
Treasurer's Motion: To approve amount totalling \$3,635.77 (from main account, as listed in this report) for payment.																														
<table border="1"><thead><tr><th>Date</th><th>Paid to</th><th>Purpose</th><th>Amount</th></tr></thead><tbody><tr><td>06/04/2023</td><td>Numeric Eight</td><td>Accounting Services retainer April 2023, BAS return and Xero subscription</td><td>1,684.69</td></tr><tr><td>21/04/2023</td><td>Joe Grundy</td><td>Reimbursement – gift bags for Easter eggs</td><td>37.50</td></tr><tr><td>05/05/2023</td><td>Greg Austin</td><td>Reimbursement – ANZAC day Dawn Service Wreath</td><td>218.00</td></tr><tr><td>05/05/2023</td><td>Numeric Eight</td><td>Accounting Services retainer May 2023 and Xero subscription</td><td>1,464.69</td></tr><tr><td>05/05/2023</td><td>Joe Grundy</td><td>Reimbursement – Zoom annual subscription</td><td>230.89</td></tr><tr><td colspan="3">Total</td><td>3,635.77</td></tr></tbody></table>	Date	Paid to	Purpose	Amount	06/04/2023	Numeric Eight	Accounting Services retainer April 2023, BAS return and Xero subscription	1,684.69	21/04/2023	Joe Grundy	Reimbursement – gift bags for Easter eggs	37.50	05/05/2023	Greg Austin	Reimbursement – ANZAC day Dawn Service Wreath	218.00	05/05/2023	Numeric Eight	Accounting Services retainer May 2023 and Xero subscription	1,464.69	05/05/2023	Joe Grundy	Reimbursement – Zoom annual subscription	230.89	Total			3,635.77		
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Moved by Pearl, seconded Brian. None opposed, motion carried																														
B Sub-Committee Updates	P&C Officers																													
<ul style="list-style-type: none">• Other updates by exception																														

Next General Meeting is: Tuesday 27th June 2023 at 7:30pm

Letter from Schools Infrastructure regarding Shade

Dear Joe,

Thank you for your email regarding the Chatswood Public School upgrade.




As far back as the business case phase of this project, a strong focus has been to provide the school with quality play space both covered and uncovered. The guidelines which inform the standards and delivery of public school facilities included covered and uncovered play space are the Educational Facilities and Standards Guidelines (EFSG).

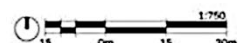
The upgrade of Chatswood Public School includes the delivery of 5 covered outdoor play spaces, totalling 330 m² of permanent shaded area. There are also areas which provide additional shade at certain times of day. As part of the delivery of buildings P1 and P2, we delivered 4 of 5 of these covered areas when the school occupied these facilities at the end of 2022/beginning of 2023. We will handover the final covered area around the hall (Building G) in mid-2023.

330m² of covered play space is the amount required by the EFSG. This is significantly more than the covered and shaded play space previously available at Chatswood Public School, where there were only 2 shaded areas.

As part of the Schematic Design development of the upgrade, the location of new buildings was adjusted to retain the maximum number of existing trees as possible, focusing on high and medium value trees. The approved landscape design included the removal of 39 trees, many of which were clustered together at the site now being occupied by Building G. 22 trees existing trees were retained and approximately 27 replacement trees will be planted as per the landscape design below

Tree Replacement Legend

-  Trees retained
-  Proposed large tree species (15m+)
-  Proposed small-medium tree species (8m+)



Regarding the uncovered play space areas including the basketball court, the EFSG does also require a combination of covered and uncovered play space. Having delivered new facilities at Chatswood Public School which include improved covered play space as mandated by the EFSG, the project team and Asset Management Unit are continuing to work with the school operations team regarding options for adding additional outdoor coverings. As this would be outside of the project scope and additional to EFSG requirements, any additional coverings would be at the cost of the school. As was discussed at the Project Reference Group meeting in February 2022, there are limitations for new shade coverings over the building V sports court given the EFSG requirements and the structural design not allowing for new shade covering.

The project team for the Chatswood Public School upgrade are very glad to hear you are enjoying the new facilities that have been delivered so far. We appreciate your support as we near the end of the project.

Kindly,

Kate Burgess

CPS P&C Treasurer's Report

- **Consolidated Results as of April 2023**
- **Payments**
- **Motions**

Consolidated Results – as of April 2023

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	109,833	-	-	109,833
Sales	-	143,397	182,283	325,680
Interest income	2,150	-	752	2,902
Total Income	111,983	143,397	183,035	438,415
Cost of Sales	-	87,399	123,395	210,794
Payroll	-	50,539	26,562	77,101
P&C Expenditure	448,470	-	-	448,470
Event expenses	4,084	-	-	4,084
Finance, Properties and Admin	18,457	1,699	3,591	23,747
Software and Depreciation	3,223	794	3,451	7,467
Total Expenses	474,234	140,431	156,998	771,663
Profit	(362,251)	2,966	26,037	(333,248)
Balance Sheet				
Cash at Bank	249,123	39,940	57,692	346,755
Inventory	-	496	170,271	170,767
Fixed assets	-	5,449	-	5,449
AR and Others assets	4,571	288	4,156	9,014
Total Assets	253,694	46,172	232,119	531,984
Total Liabilities	(0)	23,895	8,339	32,234
Net assets	253,694	22,277	223,780	499,750
Cash flow				
Opening cash as at 1 Oct 2022	586,612	51,265	115,547	753,425
Inflow	183,718	138,717	255,759	578,194
Outflow	(521,207)	(150,043)	(313,614)	(984,864)
Closing cash as at 30 April 2023	249,123	39,940	57,692	346,755

P&C contribution to CPS

- \$250,000 Flexible furniture
- \$100,000 Amphitheatre landscaping
- \$14,000 bubbler
- \$10,701 Canteen dishwasher
- \$13,769 Wellbeing program
- \$60,000 Multi-lit program

Committed spend

A\$	Approved Month	Approved amount	Feb22 to Sep22 spend	Oct22 to Apr23 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 fitout, moving	Mar-22	11,911	(11,911)			-	
New uniform shop fitout	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

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