

P&C GENERAL MEETING
 Tuesday 24th October, 2023 at 7.30 pm
 In person at Chatswood Public School, 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 18 participants, including: Alex Montgomery (Principal) Fiona Johnson Joe Grundy (President) Phil Neal, Brian Chiu (Vice Presidents, Events) Jessie Wang (Secretary) Pearl Chan (Treasurer) Greg Austin (Grounds) Yeddi Ho (Class Parent Coordinator) Pip Margan Apologies: Phil Neal (Vice Presidents) Paul Battaglia (Grants Manager) Sue Low (Uniform Shop Convenor) Elaine Neal | Secretary |
| 3 President's Report <ul style="list-style-type: none"> ● Democracy BBQ - Polling place was understaffed so only 1800 voters through on the day, nonetheless a successful event with particular thanks to volunteers including several students. ● Inflatable fun day - single largest fundraiser ever apart from Moon Festivals ● Next year P&C committee ● Year 6 farewell fundraising event - note the P&C do not organise this event ● Multicultural afternoon tea - last day of Term 3 went well | President |
| 4 Guest Speakers - none for this month | |
| 5 Principal's Report <ul style="list-style-type: none"> ● ChatsFest - student movies - 30 Oct'23 ● Leadership program for CPS students ● Kindergarten orientations - on 8th and 24th of Nov'23 ● School captain leadership camp ● Richard Crooks continues to rectify the defects ● Department of Ed Assets Management - replacing slats of building B (complete by week 8 in Term 4) ● Additional shade will be constructed in "the Park" (main playground) at CPS ● Presentation of the Department of Education assessment result - very positive external assessment on all measures ● New syllabus for 2024 ● End of year presentation day - 8th of Dec'23 | Principal |
| 6 Declarations of conflict of interest? - None | President |
| 7 Confirmation of Previous Minutes - August 2023 Moved by Joe Grundy. Seconded by Brian. None opposed. Motion carried. | Secretary |



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

| 8 | <p>Outstanding Items - updates included.</p> <ul style="list-style-type: none"> ● Community Grant - in progress ● Volunteers needed for Uniform Shop committee ● Multicultural afternoon tea - last day of Term 3 ● Form a music camp committee for 2024 term 1 | <p>Brian President President Elaine</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------|---|--|------------------|---------|---------|--------|------------|--------------------|---|----------|------------|-----------------|------------------------------|--------|------------|------------|-------------------------|--------|------------|----------------------------|---|----------|------------|------------------|--|----------|------------|----------------------------|--|----------|------------|------------------|-------------------------------------|--------|------------|-------------|--|--------|--------------|--|--|------------------|
| 9 | Correspondence - Rejection letter of development next to CPS | Secretary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | <p>Other Business</p> <ul style="list-style-type: none"> ● New marquee for P&C and school events Motion: To approve up to \$400 for purchase of a marquee Motion withdrawn. The school propose this would be a good idea for 2023's Year 6 "gift to school". ● Understanding of the sudden departure of Year 1 bilingual class - teacher resigned during holidays due to personal circumstances ● World Teacher's lunch - 27th of Oct'23 Motion: To approve \$3,300 budget Moved by Brian, seconded by Pip Marga. None opposed. Motion carried. ● Hall hiring from outside provider to raise fund for CPS - Due to new build warranty, not available for hire at this stage. ● End of year Disco - end of year fundraising (to discuss later) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADMINISTRATION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. | <p>Treasurer's Update</p> <p style="text-align: right;">Treasurer</p> <p>Treasurer's Motion: <i>To approve amount totalling \$11,973.94 (from main account, as listed in this report) for payment.</i></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Paid to</th> <th>Purpose</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>25/08/2023</td> <td>Springbok Delights</td> <td>Sausages for BBQ – School grand opening day</td> <td>3,000.00</td> </tr> <tr> <td>25/08/2023</td> <td>Aimee Pflederer</td> <td>Reimbursement - BBQ supplies</td> <td>194.20</td> </tr> <tr> <td>08/09/2023</td> <td>Joe Grundy</td> <td>Reimbursement - new BBQ</td> <td>380.50</td> </tr> <tr> <td>08/09/2023</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services retainer Sep 2023 and Xero subscription</td> <td>1,528.49</td> </tr> <tr> <td>08/09/2023</td> <td>CPS Uniform Shop</td> <td>Digital Junction fees Feb 23 to Sep 2023</td> <td>4,065.60</td> </tr> <tr> <td>06/10/2023</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services retainer Oct 2023, BAS and Xero subscription</td> <td>1,779.55</td> </tr> <tr> <td>20/10/2023</td> <td>Sweet-TP Pty Ltd</td> <td>Bread rolls for Democracy BBQ event</td> <td>600.00</td> </tr> <tr> <td>20/10/2023</td> <td>Greg Austin</td> <td>Reimbursement – Sausages for Democracy BBQ</td> <td>425.60</td> </tr> <tr> <td colspan="3">Total</td> <td>11,973.94</td> </tr> </tbody> </table> <p>Moved by Pearl, seconded by Greg Austin. None opposed. Motion carried.</p> | | Date | Paid to | Purpose | Amount | 25/08/2023 | Springbok Delights | Sausages for BBQ – School grand opening day | 3,000.00 | 25/08/2023 | Aimee Pflederer | Reimbursement - BBQ supplies | 194.20 | 08/09/2023 | Joe Grundy | Reimbursement - new BBQ | 380.50 | 08/09/2023 | Carbon NSW (Numeric Eight) | Accounting Services retainer Sep 2023 and Xero subscription | 1,528.49 | 08/09/2023 | CPS Uniform Shop | Digital Junction fees Feb 23 to Sep 2023 | 4,065.60 | 06/10/2023 | Carbon NSW (Numeric Eight) | Accounting Services retainer Oct 2023, BAS and Xero subscription | 1,779.55 | 20/10/2023 | Sweet-TP Pty Ltd | Bread rolls for Democracy BBQ event | 600.00 | 20/10/2023 | Greg Austin | Reimbursement – Sausages for Democracy BBQ | 425.60 | Total | | | 11,973.94 |
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| Total | | | 11,973.94 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | Sub-Committee Updates - Office bearers, as needed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Next meeting is the Annual General Meeting: Tuesday 28th November 2023 at 7:30pm
Next General Meeting is: Tuesday 27th February 2024 at 7:30pm

CPS P&C Treasurer's Report

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

Consolidated Results – as of September 2023

| Income Statement | | | | |
|---------------------------------------|------------------|-----------------|----------------|------------------|
| A\$ | Main A/c | Canteen | Uniform | Total |
| Voluntary Contributions | 129,734 | - | - | 129,734 |
| Sales | - | 296,929 | 286,191 | 583,120 |
| Interest income | 3,388 | - | 1,646 | 5,034 |
| Total Income | 133,122 | 296,929 | 287,837 | 717,888 |
| Cost of Sales | - | 166,255 | 192,358 | 358,613 |
| Payroll | - | 96,524 | 48,223 | 144,747 |
| P&C Expenditure | 523,470 | - | - | 523,470 |
| Event expenses | 7,278 | - | - | 7,278 |
| Finance, Properties and Admin | 27,953 | 3,145 | 5,952 | 37,050 |
| Software and Depreciation | 8,002 | 1,837 | 3,549 | 13,388 |
| Total Expenses | 566,703 | 267,762 | 250,082 | 1,084,546 |
| Profit / (Loss) | (433,582) | 29,167 | 37,756 | (366,659) |
| Balance Sheet | | | | |
| Cash at Bank | 233,749 | 31,664 | 63,949 | 329,361 |
| Inventory | - | 3,164 | 146,814 | 149,978 |
| Fixed assets | - | 8,695 | - | 8,695 |
| AR and Others assets | 3,170 | 1,497 | - | 4,667 |
| Total Assets | 236,919 | 45,020 | 210,763 | 492,702 |
| Total Liabilities | - | (21,317) | (5,044) | (26,362) |
| Net assets | 236,919 | 23,703 | 205,719 | 466,340 |
| Cash flow | | | | |
| Opening cash as at 1 Oct 2022 | 586,612 | 51,265 | 115,547 | 753,425 |
| Inflow | 266,296 | 288,306 | 395,504 | 950,106 |
| Outflow | (619,160) | (307,907) | (447,102) | (1,374,169) |
| Closing cash as at 30 Sep 2023 | 233,749 | 31,664 | 63,949 | 329,361 |

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
- \$75,000 Contribution to CPS

Committed spend

| A\$ | Approved Month | Approved amount | Feb22 to Sep22 spend | Oct22 to Sep23 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

| Date | Paid to | Purpose | Amount |
|-------------|----------------------------|--|------------------|
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