



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

P&C GENERAL MEETING
Tuesday 27th Feb, 2024 at 7.30 pm
Online via Zoom
MINUTES

Topic	Who
<p>1 President's 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 Minutes: no apologies Attendees: 42 Staff: Alex Montgomery, Sam Silipo, Matthew Bullen, Annie Hyun, Jessica Robinson. Joe, Phil, Parag Garud, Chengqing Zhuo, Carrie G, Brian, Yury Chen, Jilian Turner, Greg, Yeddi, Bo Peng, Sunil Sharma, Pearl, Zin Mei Yang, Kevin Zhou, Erica Lim, Yenny, Chelsy Xu, Jen Sin, Alison Golding, William Latham, Steph Su, Lily Zhou, Yijing Zhang, Marin Gulline, Mahesh K, Jake Klassen, Grace Chan, Dan C, Toby Cowling, Jimmy Moh, Esther Gomez, Sushma Maskey, Vrushali Shah, Ruby Chan, Jeremy Li</p>	Secretary
<p>3 President's Welcome and Report Minutes: Update on last events of 2023, P&C meetings will keep people's speaking shorter, welcome to new school year P&C Membership and Operation Minutes: record # paid P&C members this year, Yeddi updated on class parent groups (still 5 classes needing a rep, 860 sign ups) Joe introduced office bearers</p>	President
4 Guest Speakers - none for this month	
<p>5 Principal's Report As attached below.</p>	Principal
<p>6 Declarations of conflict of interest? Minutes: None</p>	President
<p>7 Confirmation of Previous Minutes - October 2023 General Meeting <i>Moved - Phil Seconded - Pearl Unopposed motion carried</i> Confirmation of AGM Minutes - November 2023 Minutes: ambiguous "effective parent feedback" note to be removed from Principal's report. No objections. <i>Motion to adopt AGM minutes with noted adjustment. Moved - Pearl Seconded - Yeddi Unopposed motion carried</i></p>	Secretary
<p>8 Outstanding Items - updates included.</p> <ul style="list-style-type: none"> ● Community Grant - in progress Minutes: Q4 \$38k community building fund received ● P&C Roles - vacancies Secretary Events Management 	<p>Brian</p> <p>President</p>



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	<p>Minutes: Joe's last year as president, Mahesh K volunteered for secretary, Greg Austin volunteered for events committee.</p> <ul style="list-style-type: none"> Morning / Afternoon Tea - once per term. Proposal: Term 1 "hosted" by Kindy parents, Term 2 by Stage 1 parents, Term 3 by Stage 2, Term 4 by Stage 3. Minutes: calendar being worked by President VP and Principal. No objections to morning tea proposal Survey of parent preferences for Events Minutes: Participate in the P&C survey please, 48 responses so far 	Events President																																																												
9	Correspondence Minutes:	Secretary																																																												
10	Other Business Minutes: Yuri Chen \$6k for the music day is this once off - Yes per Joe, to be approved each instance (annually) as deemed appropriate by P&C.																																																													
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A.	<p>Treasurer's Update</p> <p>Treasurer's Motion: To approve amount totalling \$18,922.18 (from main account, as listed in this report) for payment.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Paid to</th> <th>Purpose</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>01/12/2023</td> <td>Tinworth & Co</td> <td>2023 Audit fees</td> <td>4,680.50</td> </tr> <tr> <td>01/12/2023</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services for 2023 Year-end audit preparation</td> <td>1,787.50</td> </tr> <tr> <td>01/12/2023</td> <td>Joe Grundy</td> <td>Reimbursement of End of Year gifts to P&C officers</td> <td>136.88</td> </tr> <tr> <td>01/12/2023</td> <td>Yeddi Yip</td> <td>Reimbursement – Supplies for Democracy BBQ</td> <td>103.50</td> </tr> <tr> <td>01/12/2023</td> <td>Maggie Chiu</td> <td>Reimbursement – Year 6 farewell committee (From Bake sale)</td> <td>200.00</td> </tr> <tr> <td>15/12/2023</td> <td>Joe Grundy</td> <td>Reimbursement – Disco expenses</td> <td>65.38</td> </tr> <tr> <td>15/12/2023</td> <td>Funtime Kid Parties</td> <td>Disco entertainment expenses</td> <td>550.00</td> </tr> <tr> <td>15/12/2023</td> <td>Get First Aid Pty Ltd</td> <td>First Aid for Disco event</td> <td>234.12</td> </tr> <tr> <td>12/01/2024</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services retainer Jan 2024, BAS and Xero subscription</td> <td>1,772.50</td> </tr> <tr> <td>25/01/2024</td> <td>CPS Uniform Shop</td> <td>Digital Junction fees Oct 23 to Jan 2024</td> <td>2,032.80</td> </tr> <tr> <td>25/01/2024</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services retainer Dec 2023 and Xero subscription</td> <td>1,552.50</td> </tr> <tr> <td>25/01/2024</td> <td>Andrews Insurance</td> <td>2024 Student Injury insurance premium</td> <td>4,254.00</td> </tr> <tr> <td>09/02/2024</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services retainer Feb 2024 and Xero subscription</td> <td>1,552.50</td> </tr> <tr> <td colspan="3">Total</td> <td>18,922.18</td> </tr> </tbody> </table> <p>Minutes: formal vote, no questions Moved - Pearl Seconded - Yeddi Unopposed motion carried</p>	Date	Paid to	Purpose	Amount	01/12/2023	Tinworth & Co	2023 Audit fees	4,680.50	01/12/2023	Carbon NSW (Numeric Eight)	Accounting Services for 2023 Year-end audit preparation	1,787.50	01/12/2023	Joe Grundy	Reimbursement of End of Year gifts to P&C officers	136.88	01/12/2023	Yeddi Yip	Reimbursement – Supplies for Democracy BBQ	103.50	01/12/2023	Maggie Chiu	Reimbursement – Year 6 farewell committee (From Bake sale)	200.00	15/12/2023	Joe Grundy	Reimbursement – Disco expenses	65.38	15/12/2023	Funtime Kid Parties	Disco entertainment expenses	550.00	15/12/2023	Get First Aid Pty Ltd	First Aid for Disco event	234.12	12/01/2024	Carbon NSW (Numeric Eight)	Accounting Services retainer Jan 2024, BAS and Xero subscription	1,772.50	25/01/2024	CPS Uniform Shop	Digital Junction fees Oct 23 to Jan 2024	2,032.80	25/01/2024	Carbon NSW (Numeric Eight)	Accounting Services retainer Dec 2023 and Xero subscription	1,552.50	25/01/2024	Andrews Insurance	2024 Student Injury insurance premium	4,254.00	09/02/2024	Carbon NSW (Numeric Eight)	Accounting Services retainer Feb 2024 and Xero subscription	1,552.50	Total			18,922.18	Treasurer
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B	Sub-Committee Updates - Office bearers, as needed Minutes: None																																																													

MEETING CLOSE 8:25PM

Next Meeting is: Tuesday 26th March 2024 at 7:30pm



P&C Meeting Tuesday 27 February – Principal's Report

Welcome to the 2024 school year

This year we have 1091 students currently enrolled at Chatswood Public School. We have welcomed 111 Kindergarten students, the establishment of our second autism class Oak 3 with 9 students being welcomed to the Inclusive Hub. I would like also welcome the new families to Chatswood Public School community. It is so lovely to see so many families in our playground in the morning, chatting with each other and gathering in the afternoon socialising and some even spending hours talking whilst their children play with each other.

What's been happening?

- Chinese New Year, guzhengs playing, the teachers dragon dancing around the school and the dragon dancing workshop for all children.
- Annual swimming carnival, what a wonderful day despite the rain. Congratulations to all showcasing not only their swimming skills but also fostering teamwork, sportsmanship, and school spirit.
- Parent Information Evening, where all parents were able to meet their child's classroom teacher
- PSSA Summer sport started

What's coming up in the next month?

- Bilingual Parent Information session this Friday, 1 March
- Student Individual Education Plans (if your child receives government funding, your child's teacher will reach out to you regarding an individual education plan over the next couple of weeks.
- SRC Induction (invites will be sent to parents)
- Student Leadership Team visiting Gol Gol Public School and Mungo with Carlingford West student leaders for a week.
- NAPLAN for students in Years 3 & 5 from the 13 – 25 March
- Music Intensive day, parent led
- Coonamble Camp for Year 6 students
- Ku-ring-gai Zone Swimming Carnival

Around the Grounds

- Shade sails were installed in the park, thank you to our parents and student for fundraising and contributing where \$15,000 was raised. This money contributed to the school purchasing and installing the shade sails which cost approximately \$100,000.
- Defects are still being worked on as part of the major capital works.

General House Keeping

- School Bytes – 400 parents have already paid family statement of accounts without invoices going out/streamlining permission notes
- No longer using the School eNews app. All communication will come out via the School Bytes



- Please read the weekly newsletters and termly grade newsletter
- Invoices will be sent out at the end of this week (week 5).
- Parent Teacher Interviews will be held in the last week of Term 1, 8- 11 April 2024.

Respectful Communication

As partners in the education journey of your children, we want to take a moment to share the commitment of NSW Public Schools towards creating positive environments that enhance the learning experience for every student, support our dedicated staff, and strengthen the entire school community.

At the heart of our mission is the belief that every student should be known, valued, and cared for. We understand the pivotal role that a positive and supportive environment plays in nurturing the potential of each child.



We work in partnership to promote student learning.



We treat each other with respect and fairness.



We communicate in a positive and constructive manner.

In all workplaces, people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the safety and wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour

Addressing Matters

When addressing matters regarding your child the first point of contact should be your child's classroom teacher. If you are unsatisfied with the response please speak to the supervising Assistant Principal. If you feel it has still not been addressed, please speak to the supervising Deputy Principal and if you believe the has been addressed inadequately then please make an appointment with me the Principal.

Deputy Principal's also supervise whole school initiatives such as dance, music, SRE, PSSA, etc. Please always speak to the teacher who oversee these initiatives first and then to the Deputy Principal.



Chatswood
Public School
inspire | engage | nurture

Staffing Update

Ms Rani Holstein is the Relieving Deputy Principal, 3-6 for the remainder of the term. Ms Isobel Mcloughlin will be the Relieving Assistant Principal Stage 3 for the remainder of the term.

Bush Campus

I received advice from School Infrastructure NSW who manages all NSW public school infrastructure assets that the bush campus demountables located on the Chatswood High School oval will need to be removed. I know that this is a great resource for our school and has been very well utilised by our school, out-of-school hours care operators, uniform shop and the general community over the past years. I have and will continue to be working with the relevant parties to make sure that a suitable location is sourced as soon as possible.

I don't have a full schedule yet for when the removal of the demountables is scheduled to be removed but I am assured that these structures will be moved and reallocated to another school community that needs them.

Learning and Support

This team collects information and gives recommendations for the teachers of students who need adjustments to access the curriculum and meet their educational goals. They play a key role in meeting the specific needs of children with disability, High potential and gifted education and additional learning and support needs. The Learning and Support team is made up of the school Counsellor, the School Psychologist, Deputy Principals, L&S teacher, APC&I and the Principal. If your child's classroom teacher wishes to present your child to the Learning and Support team they will discuss it with you prior.

Development of a new School Strategic Plan

We are developing a new school Strategic Improvement Plan and we value parent feedback as part of this process. Information went out this afternoon to register your interest.

I know parents may have questions for me and wish to ask me at the P&C meeting. I kindly ask that all questions be submitted to the P&C President 3 days prior to the meeting, to ensure I am able to answer them correctly on the evening. If I haven't received the question prior, I will take it on notice and either contact you privately or answer the question at the next meeting. Thank you for your understanding.

I look forward to a very productive and positive year with you all. Thank you for your ongoing partnership.

Alex Montgomery
Principal



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Treasurer's Report

Consolidated Results – as of January 2024

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	17,837	-	-	17,837
Sales	-	95,840	68,621	164,461
Fundraising and interest income	53,232	-	598	53,830
Grant Income	38,838	-	-	38,838
Total Income	109,907	95,840	69,219	274,966
Cost of Sales	-	55,527	45,409	100,935
Payroll	-	29,390	14,359	43,749
Event expenses	34,644	-	-	34,644
Finance, Properties and Admin	13,316	1,072	1,718	16,107
Software and Depreciation	2,678	930	1,297	4,905
Total Expenses	50,638	86,919	62,783	200,340
Profit	59,268	8,921	6,436	74,625
Balance Sheet				
Cash at Bank	284,801	44,390	29,971	359,163
Inventory	-	3,350	194,728	198,078
Fixed assets	-	7,765	-	7,765
AR and Others assets	5,728	832	-	6,560
Total Assets	290,529	56,337	224,699	571,565
Total Liabilities	-	(19,901)	(10,700)	(30,601)
Net assets	290,529	36,436	214,000	540,964
Cash flow				
Opening cash as at 01 Oct 2023	233,749	31,664	63,949	329,361
Inflow	113,659	94,729	95,757	304,144
Outflow	(62,607)	(82,003)	(129,734)	(274,343)
Closing cash as at 31 January 2024	284,801	44,390	29,971	359,163

- 1** **\$19.1k Net fundraising income**
- \$15k Inflatable fun day
 - \$4.3k Disco event
 - \$1.5k Democracy BBQ
 - \$1.6k Interest income
 - (\$3.3k) Staff thank you lunch

(Expenses and Treasurer's Motion as in agenda and main minutes.)