

P&C GENERAL MEETING  
 Tuesday 28th May, 2024 at 7.30 pm  
 Online via Zoom  
 MINUTES

Topic	Who
1 President's <b><i>Acknowledgement of Country</i></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. 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  35 attendees: Staff: Alex Montgomery (Principal) Annie Hyun Rani Holstein Samantha Silipo Matthew Bullen Jess Robinson  Office bearers: Joe Grundy (President) Pearl Chan (Treasurer) Brian Chiu (VP, Events) Carrie Grundy (Uniform Shop Convenor) Renee Wei (Uniform Shop Treasurer) Yenny Ho (Canteen Convenor) Yeddi Yip (Class Parent Coordinator) Sunil Sharma (Grants) Greg Austin (Grounds)  Also: Pip Margan William Latham Alison Golding Andy Kam Ariunbileg Boitsonkhuu Erica Lim Jack Fang Jeffrey Zhang Jillian Turner Jimmy M Kelly Ma Liang Xu Marina Gulline Nana Abu Priyam Sarkar Rachel Lu Richard Whiteley Toby Cowling Xiao Cui Yury Chen	Secretary
3 President's Welcome and Report <ul style="list-style-type: none"> <li>● JG acknowledged national Reconciliation Week</li> <li>● JG was invited and attended a court reconciliation meeting regarding the development proposal of 688 Pacific Highway by a developer, rejected by Willoughby Council and under legal challenge by the developer. P&amp;C has raised and reiterated objection to this development proposal. No outcome on the day.</li> <li>● Uniform shop update and planning related to relocation out of Bush Campus</li> </ul>	President



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

	<ul style="list-style-type: none"> <li>o Physical shop at Bush Campus is planned to be closed by 30th June.</li> <li>o Ongoing discussion with DoE &amp; School Exec to finalising decision on shop operation change.</li> </ul>	
4	Guest Speakers - none for this month	
5	<p>Principal's Report</p> <ul style="list-style-type: none"> <li>● AM acknowledged the national Reconciliation Week and highlighted the importance of reconciliation in Australia.</li> <li>● Oak pod students participated in a friendly tournament for Special Needs education students.</li> <li>● Annual Cross Country Carnival hosted at Artarmon early May under great weather. AM congratulated the incredible efforts by CPS students. AM commended Ms. Katherine Little for organising the event successfully.</li> <li>● NRMA Road Safety incursion concluded.</li> <li>● PSSA Winter competition has started.</li> <li>● First twilight professional learning for CPS staff</li> <li>● KidsExpress parent information session on how to support children's emotional needs to be hosted 6th June. Over 30 parents/carers registered so far and counting.</li> <li>● There will be a range of upcoming events that CPS students will be participating in, including Athletics carnival, Sydney Eisteddfod</li> <li>● Total enrolled students – at 1100 out of capacity of 1200.</li> <li>● All NSW schools have had operational budgets reduced by DoE, hence CPS school execs are reviewing current initiatives, while quality of education provided to our students remains the main focus.</li> <li>● AM reiterated DoE communication protocol between parents/carers and school staff, especially classroom teachers: <ul style="list-style-type: none"> <li>o Teachers aim to respond to questions or queries within 2 days. For a more complex discussion parents/carers should contact teachers, e.g. via email to book an appointment in advance.</li> <li>o For any urgent matter or emergency, reach out to school office.</li> </ul> </li> <li>● Update on relocation out of Bush Campus: <ul style="list-style-type: none"> <li>o OOSH, music tutoring and community school to be relocated to Main Campus in June. School is working on finalising the logistics and dates.</li> </ul> </li> <li>● Uniform Shop <ul style="list-style-type: none"> <li>o Lowes is working with DoE directly for the contract negotiation and finalisation. At this stage it is out of the hands of CPS school execs and P&amp;C.</li> <li>o AM acknowledged the tremendous effort and help from Sue Low, Aileen and Natasha over the years and thank you for their service.</li> </ul> </li> <li>● Student semester report format changes will be applied to the upcoming Semester One report. The aim is to make the report easier to understand for all parents/carers.</li> </ul>	Principal
6	Declarations of conflict of interest? None declared	President
7	Confirmation of Previous Minutes - March 2024 General Meeting Moved: Brian C Seconded: William L None opposed, motion carried	Secretary
8	Outstanding Items - updates included. <ul style="list-style-type: none"> <li>● Review of by-laws, code of conduct  Discussed and adopted.  Moved: Sunil S  Seconded: William L</li> <li>● Uniform Shop future - location, business model, options  Over the counter service to cease from 30th June.</li> </ul>	President          Uniform Shop Convenor



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Online purchase available until 9th June  
AM advised Lowes will do stocktake and pack-up when contract is signed (which is currently managed between DoE/Lowes).

9 Correspondence  
nil Secretary

10 Other Business President

- 688 Pacific Hwy (next door to school) - Health concerns  
Not a general concern. JG will take this up individually with Council.
- JG highlighted upcoming P&C personnel changes:
  - Due to children graduating from CPS this or next year, Pearl, Joe and Phil are scheduled to depart from their posts in CPS P&C.
  - P&C is now especially in need to have additional parents/carers to join the committee to maintain a channel for community voice and organise events.
- Other business/general questions:
  - A community concern raised by Sunil S about school gates security and risks given crowding at Pacific Hwy. Suggestion to open the big gates in front of the school hall to make more room for pedestrian crowd. Heard and noted by school exec.
  - Question asked on EAL/D program for applicable students – school conducts assessment on students' language level and arrange them to be part of it when necessary.

## ADMINISTRATION

A. Treasurer's Update Treasurer

### Payments

Date	Paid to	Purpose	Amount
05/04/2024	Carbon NSW (Numeric Eight)	Accounting Services retainer Apr 2024, BAS and Xero subscription	1,772.50
19/04/2024	Springbok Delights	Sausages supply for Father's Day and Democracy BBQ events	1,878.00
03/05/2024	Carbon NSW (Numeric Eight)	Accounting Services retainer May 2024, BAS and Xero subscription	1,657.01
17/05/2024	Chatswood Uniform Shop	Digital Junction fees	165.00
	<b>Total</b>		<b>5,472.51</b>

#### ***Treasurer's Motion:***

*To approve an amount totalling \$5,472.51 (from the main account, as listed in this report) for payment.*

Moved: Pearl C

Seconded: Brian C

None opposed, motion carried.

B Sub-Committee Updates - Office bearers, as needed

- Events update by Brian C:
  - Term2 - community morning tea hosted by Stage 1 parents/carers at 9am on 3rd June at school hall. P&C sponsoring coffee cart, similar to Term1 community morning tea.
  - Date for disco deferred due to an issue with vendor. New dates not finalised yet.

**Meeting closed: 8:32pm**

**Next Meeting is: Tuesday 25th June 2024 at 7:30pm**

# Consolidated Results – as of April 2024

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	87,411	-	-	87,411
Sales	-	169,057	148,903	317,959
Fundraising and interest income	53,791	-	813	54,604
Grant income	38,838	-	-	38,838
<b>Total Income</b>	<b>180,040</b>	<b>169,057</b>	<b>149,716</b>	<b>498,812</b>
Cost of Sales	-	106,054	98,098	204,152
Payroll	-	56,537	28,017	84,554
P&C Expenditure	113,838	-	-	113,838
Event expenses	38,702	-	-	38,702
Finance, Properties and Admin	18,695	1,643	2,910	23,248
Software and Depreciation	3,267	1,628	4,740	9,634
<b>Total Expenses</b>	<b>174,502</b>	<b>165,861</b>	<b>133,765</b>	<b>474,129</b>
<b>Profit</b>	<b>5,537</b>	<b>3,195</b>	<b>15,951</b>	<b>24,683</b>
Balance Sheet				
Cash at Bank	222,634	27,990	37,357	287,981
Inventory	-	4,375	246,308	250,682
Fixed assets	-	7,067	-	7,067
AR and Others assets	73,039	333	138	73,509
<b>Total Assets</b>	<b>295,673</b>	<b>39,764</b>	<b>283,803</b>	<b>619,240</b>
<b>Total Liabilities</b>	<b>(59,372)</b>	<b>(28,336)</b>	<b>(40,508)</b>	<b>(128,217)</b>
<b>Net assets</b>	<b>236,301</b>	<b>11,428</b>	<b>243,294</b>	<b>491,023</b>
Cash flow				
Opening cash as at 1 Oct 2023	233,749	31,664	63,949	329,361
Inflow	161,837	168,604	216,435	546,876
Outflow	(172,951)	(172,279)	(243,026)	(588,256)
<b>Closing cash as at 30 April 2024</b>	<b>222,634</b>	<b>27,990</b>	<b>37,357</b>	<b>287,981</b>

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## \$15.9k Net fundraising income

- \$15k Inflatable fun day
- \$4.3k Disco event
- \$1.8k Interest income
- (\$3.3k) Staff thank you lunch
- (\$1.8k) Music Intensive
- (\$0.4k) P&C Morning tea

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## \$113.8k P&C contribution to CPS

- \$60,000 Multi-lit program
- \$15k Inflatable fun day
- \$38.8k Grant Income