

P&C GENERAL MEETING
 Tuesday 25th February, 2025 at 7.30 pm
 Online via Zoom
 MINUTES

Topic	Who
1 President's Acknowledgement of Country <i>We acknowledge that we are hosting this meeting from the lands of the Cammeraygal People.</i> <i>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 Apologies: Annie Luu (Events Coordinator) <hr/> ATTENDEES Staff: Cameron Jones (Principal) Samantha Silipo (DP) Rani Holstein (Acting DP) Jess Robinson P&C Committee Members: Brian Chiu (President) Pip Margan (VP) Sunil Sharma (VP) Joe Grundy (Secretary) Lucie Vasakova (Treasurer) Paul Battaglia (Technology) Yeddi Yip (Class Parents) Carrie Grundy (Canteen) Guests: 32	Secretary
3 President's Welcome and Report <ul style="list-style-type: none"> ● Noted and agreed by attendees to record meetings for purposes of confirming minutes or review by absent P&C committee members. (Recording not to be published.) ● Introduced new P&C Office Bearers for 2025 ● Reminder to all to join class parent contact lists promptly: https://chatswoodpublicpandc.org.au/class-parent/ Secretary ran through meeting etiquette: <ul style="list-style-type: none"> ● Please keep mic off unless actually speaking ● Please use "raise hand" and President / chair will give you turn to speak ● The P&C rules include a Code of Conduct: <p style="text-align: center;"><i>Any P&C operates to enhance the school and community environment. As such, Members will at all times remain respectful of everyone, including other Members, school staff, and all parents and students within the school community, whether present at a Meeting or not.</i></p> <p style="text-align: center;"><i>Members will maintain a courteous demeanour, avoiding personal attack (explicit or implied) and any disruptive behaviour. Members will respect each</i></p>	President



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other's time during meetings by being concise and bearing in mind that differences of opinion are expected and tolerated without criticism.

Secretary ran through Membership and right and invited guests to joins:

- Become a member (\$1.50) via:
<https://chatswoodpublicpandc.org.au/member-registration/>
- Members can move motions (encouraged to submit in advance to secretary@chatswoodpublicpandc.org.au)
- Members can ask, without contest, to postpone a motion to the following meeting
- Members can vote

4	Guest Speakers - nil	
5	Principal's Report - Cameron Jones - <i>Report attached</i>	Principal
6	Declarations of conflict of interest? - None declared	President
7	Confirmation of Previous Minutes <ul style="list-style-type: none"> ● October 2024 General Meeting ● November 2024 Annual General Meeting <p>Motion: To adopt the minutes from Oct general meeting and Nov AGM Moved: Joe Grundy. Seconded: Sunil. None opposed, motion carried.</p>	Secretary
8	Outstanding Items - updates included. nil	
9	Correspondence nil	Secretary
1	Other Business	
0	<ul style="list-style-type: none"> ● Uniform Shop - handover to LOWES update Noted has gone smoothly, stock is well organised and presented in LOWES (Chatswood Westfield) ● Uniform Shop - disposition of residual stock on hand (Report attached.) <ul style="list-style-type: none"> ○ \$4.6k of Socks (450 packs of two pairs) ○ \$3.2k Smocks (200 smocks) ○ \$1.3k Raincoats (65 raincoats) ○ \$10k Girls Pants (315 pairs) <p>Proposed and agreed to accept the \$3000 supplier buyback offer on socks Proposed and agreed to use "pop up shops" at school gates to sell raincoats and smocks. Volunteers needed.</p> ● Budget impact from successful LOWES handover Noted budget impact is positive, with ~\$94k paid by LOWES to P&C with two further payments of ~\$47k expected in August and in Feb 2026. ● Term 1 morning tea, Major fundraiser event Tentative timetable of P&C events tabled. (Attached.) Secretary to circulate and prompt parents / members to pick at least one event to help out and put it in their calendar early. 	



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ADMINISTRATION

A. Treasurer's Update - *report attached*

Treasurer

Date	Paid to	Purpose	Am
29/11/2024	Man Chi Pearl Chan	Farewell gifts	30
29/11/2024	GRADE-A Services	Term 4 Community afternoon tea	36
29/11/2024	Racha Syrian Kitchen	Term 4 Teachers' Day lunch	3,28
10/01/2025	Carbon NSW	Accounting Services retainer ATO BAS and Xero subscription	1,70
10/01/2025	Carbon NSW	Accounting Services retainer Dec 2024 and Xero subscription	1,57
1/02/2025	Carbon NSW	Accounting Services retainer ATO BAS and Xero subscription	1,70
18/02/2025	Deborah Robert	Reimbursement gifts	3
		TOTAL	8,96

Treasurer's Motion:

To approve an amount totalling \$8,966.92 (from the main account, as listed in this report) for payment.

Moved: Lucie Vasakova, Seconded: Carrie Grundy
None opposed, motion carried.

B Sub-Committee Updates - Office bearers, as needed

None this month. Proposed canteen update next meeting.

Meeting closed 8:34pm.

Next General Meeting: Tuesday 25th March at 7:30pm.



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Uniform Shop - Residual Stock

Remaining Stock	Variety	\$	Supplier Buyback \$
Socks (Spartan)	Total: 453 packs of two pairs Grey ankle (boys) – 116 – RRP\$13.00 Navy Knee High (girls) – 221 – RRP\$15.00 Navy ankle (girls) – 116 – RRP\$13.00	Total CoG: \$3,904 Total RRP: \$6,331	\$3,000
Smocks (Harlequin)	Total 202 quantity M Navy/Orange – 71 – RRP\$24.00 S Navy/Green – 131 – RRP \$24.00	Total CoG: \$3,216 Total RRP: \$4,848	n/a
Raincoats (Harlequin)	Small – 65 – RRP\$30.00	Total CoG: \$1,292 Total RRP: \$1950	n/a



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Treasurer's Report Consolidated Results – as of January 2025

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	7,314	-	-	7,314
Sales	-	89,846	226,769	316,615
Fundraising and interest income	8	-	543	551
Grant income	-	-	-	-
Total Income	7,321	89,846	227,313	324,479
Cost of Sales	-	55,153	228,193	283,346
Payroll	-	33,115	16,757	49,872
P&C Expenditure	43,355	-	-	43,355
Event expenses	3,640	480	-	4,120
Finance, Properties and Admin	13,187	2,331	1,544	17,062
Software and Depreciation	873	930	2,732	4,535
Total Expenses	61,054	92,009	249,227	402,290
Profit / (loss)	(53,733)	(2,613)	(21,914)	(77,811)
Balance Sheet				
Cash at Bank	106,245	53,969	73,747	233,961
Inventory	-	1,384	-	1,384
Fixed assets	-	4,975	-	4,975
AR and Others assets	616	934	190,197	192,468
Total Assets	106,862	61,261	264,664	432,787
Total Liabilities	7,562	29,933	25,634	48,005
Net assets	114,424	31,328	239,030	384,782
Cash flow				
Opening cash as at 30 Sep 2024	173,558	58,201	50,676	282,435
Inflow	118,326	85,904	68,586	272,817
Outflow	(185,639)	(90,137)	(45,515)	(321,291)
Closing cash as at 31 January 2025	106,245	53,969	73,747	233,961

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\$4,671 Net fundraising income

- \$551 Fundraising and interest income
- \$4,120 Event expenses

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\$43k P&C contribution to CPS

- \$43k General contribution

2

Payments

Date	Paid to	Purpose	Amount
29/11/2024	Man Chi Pearl Chan	Farewell gifts	300.00
29/11/2024	GRADE-A Services	Term 4 Community afternoon tea	360.00
29/11/2024	Racha Syrian Kitchen	Term 4 Teachers' Day lunch	3,280.00
	Nov Total		3,940.00
10/01/2025	Carbon NSW	Accounting Services retainer ATO BAS and Xero subscription	1,706.23
10/01/2025	Carbon NSW	Accounting Services retainer Dec 2024 and Xero subscription	1,576.51
	Jan Total		3,282.74
01/02/2025	Carbon NSW	Accounting Services retainer ATO BAS and Xero subscription	1,706.23
18/02/2025	Deborah Robert	Reimbursement gifts	37.95
	Feb Total		1,744.18
	Grand Total		8,966.92



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Principal's Report – 25 February 2025

Key Dates:

- 5 March – Swimming carnival (competitors only)
- 12 – 24 March – NAPLAN
- 21 March – Harmony Day

School update:

- 1061 students to start the term
- 45 classes
- Minimal staff turnover

Assets:

- Speakers for whole school events
- Classroom furniture
- Widening of pathway under cola
- Utilising whole site

Goal for the year:

- Develop a deep understanding of assessment to effectively analyse and interpret data, using it to inform next steps of the teaching and learning cycle.

Why is this a focus now?

- Next step of visible learning journey
- Ensure challenge for students
- Consistency of high standards across classrooms

Operational Changes

You or your child may have noticed some operational changes since the start of the school year, such as no talking in stairwells, new line-up locations, and different play spaces opening at different times. CPS teachers have noted how settled students are when entering the classroom, which has been fantastic to see. Now, we need your help with the next improvement:

K-2 Drop-Off Changes – Saying Farewell at the Gate

To support our K-2 students in having a smooth transition into their classrooms each morning, we ask that from Week 6 (Monday, 3 March), parents and carers say farewell at the gate.

By Week 6, our students are familiar with their routines and ready to develop independence and practise their social skills naturally in the playground.



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Families are warmly welcomed to be onsite in the afternoons, providing an opportunity to connect with other families.

Thank You for Attending Meet the Teacher

A big thank you to all the parents and carers who attended our Meet the Teacher evening this week. It was wonderful to see so many families engaging with their child's learning and building connections with our staff. Strong partnerships between home and school make a significant difference in student success, and we appreciate your time and involvement.

Welcoming Parents and carers to Assemblies in 2025

We are excited to welcome parents and carers to our assemblies this

term: Week 6 (7 March) – Year 3 and Year 4 assembly

Week 7 (14 March) – Kindergarten, Year 1, and Year 2 assembly

Week 8 (21 March) – Year 5 and Year 6 assembly

Week 9 (28 March) – Kindergarten, Year 1, and Year 2 assembly

Week 10 (4 April) – Year 3 and Year 4 assembly

Week 11 – No assembly

Early Student Pick-Up – Important Information

We understand that there may be times when your child needs to leave early for an appointment. Wherever possible, we encourage families to schedule these outside of school hours to minimise disruptions to learning.

If an appointment during school hours is unavoidable, we kindly ask that early pick-ups be arranged outside of break times and movement periods, as it can be difficult to locate students during these times, even with an announcement.

To assist with a smooth and timely pick-up, please avoid collecting your child between:
10:50 – 11:30 am (Recess)

1:00 – 2:00 pm (Lunch)

Well Done, Stage 3!

Our Stage 3 students have been leading the school exceptionally well, making great choices and ensuring the footbridge remains clear for our younger and older community members. Keep up the fantastic work!



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CPS P&C Events Calendar 2025 proposed timetable

Date	Event	Where
TERM 1 (6/1 - 11/4)		
W11 9/4 (Wed) 8:15am – 9:30am	End of term Morning tea [same week as Easter Parade] (Early Stage 1 coordinated)	Hall
TBC	Democracy sizzle (BBQ sizzle sale on election day)	Outside hall
TERM 2 (30/4 - 4/7)		
W2 8/5 (Fri) During W2	Mother's Day morning tea Mother's Day stall (TBC)	Hall
W7 13/6 (Fri)	Fun Run Day (<u>Fundraising</u>)	Main Campus
W9 26/6 (Thu) 2:15 pm – 3:30 pm	End of term Afternoon tea (Stage 1 coordinated)	Hall
TERM 3 (22/7 - 26/9)		
W1/W2?	Tea towel sale (<u>Fundraising</u>)	Classrooms
W7 5/9 (Fri) 7:30am – 9am	Father's Day bacon & egg breakfast (<u>Fundraising</u>)/ Free for parents?	tbc
W8 12/9 (Fri)	P&C disco (<u>Fundraising</u>)	[Require hall]
W10 23/9 (Tue) 8:15am – 9:30am	End of term Morning tea (Stage 2 coordinated)	tbc
TERM 4 (14/10 - 19/12)		
W3 31/10 (Fri) 12:30pm-1:15pm	World Teachers Day - Thank You Lunch for Staff. (Thank you messages from students)	Staff room
W6 21/11 (Fri) 2:15pm – 3:30pm	Afternoon tea (Stage 3 coordinated)	tbc
W9 12/12 (Fri) (TBC) 5pm-6pm	Celebration of Carols [BBQ]	The Park @CPS

TBD:

- Stewart House Fete (School run event, with P&C support)
- Parent education session. Date: TBC
 - o Online guidance? (a repeat?)
- Ethnic festivals, for reference and considerations
 - o Dragon boat festival: ?/6/2025 (Thu) T2W
 - o Moon festival: ?/9/2025 (Fri) T3W
 - o Diwali: 20/10/2025 (Mon) T4W

Other community/ outside of school social events

- Parents picnic in Park day on a weekend - Term 2 school holidays
- Outdoor pub/lawn bowling (North Sydney)
- Google form polling parents on what types of events they would like to see: ie parenting workshops? How to help your child build emotional resilience etc