

P&C GENERAL MEETING
 Tuesday 23rd June, 2020 at 7.30 pm
 via Zoom video conference
 MINUTES

Topic	Who
1 President's Welcome <i>Acknowledgement of Country</i> <i>We acknowledge the traditional custodians of this land, the Cammeraygal People. We pay our respects to the Elders, both past and present and to those of the future, for they hold the memories, the traditions, the cultures and the hopes of Aboriginal Australia.</i>	President
2 Attendees & Apologies Apologies Sheryn Ho, Vicky Zhang, Sarah Pang, Su Hill Approximately 24 Attendees, including: Alex Montgomery (Principal) Kate Pereira (President) Linda Ryan (Deputy Principal) Irene Chan (Vice President) Robyn Scott (Deputy Principal) Hindrik Buining (Vice President) Pearl Chan (Treasurer) Joe Grundy (Secretary) Aimee Ipson Pfleederer (Canteen Convenor) Sue Low (Uniform Convenor, and Events) Paul Battaglia (Technology Coordinator) Greg Austin (Grounds)	Secretary
3 President's Report (see attached)	President
4 Guest Speaker - None this month	
5 Principal's Report Updated return to face to face guidelines were in the newsletter this week. Still no non-essential adults on school grounds, including parents and carers. Most changes will be enacted first week term 3. Face to face music tutoring will return in Term 3. Thanks for donation from P&C for tech devices. Audit of existing devices and teacher surveys have been completed. Also wanted to gauge year 3 to 6 student comments. Conclude that iPads would be suited to K-2 and laptops for years 3 to 6. Existing devices will be distributed more equitably. The Bush Campus has two "cows" (mobile multi-device charge stations) with 30 laptops each but they are not equitably available, so those will be redistributed. Every class will have 15 devices so can "buddy" with the class next door to schedule to make a full class worth of devices as needed. Dept of Ed have given every school in the state school targets, regardless of current results. Mindset is every school has room to improve and grow. Targets around well-being, attendance, reading and numeracy from NAPLAN. (Assume NAPLAN will resume next year.) New school plans will be released. Plan will bear in mind the Targets and consider how to grow and develop. Maybe tightening procedures, professional learning, intervention and support. All stakeholders, including parents, will be involved in this process.	Principal
6 Declarations of conflict of interest? nil	President
7 Confirmation of Previous Minutes – Tue 25th May Moved: Joe Grundy Seconded: Kate Pereira None opposed. Noted that only P&C volunteers on site require WWCC, class parent volunteers who are coordinated by the school do not.	President
8 Outstanding Items ● (Deferred) PSSA uniforms	



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

	<ul style="list-style-type: none"> BBQ refurbishment / replacement – will recheck Bunnings prices (will ask if they do school discounts) and bring a proposal to the next meeting. 	
9	<p>Correspondence</p> <p>From Northern Sydney District Council of P&Cs ... noting that comments are open regarding the Prescribed Constitution for P&Cs, and that the P&C Federation will be contributing to the discussion regarding the broad sweeping government curriculum review. Anyone interested please contact CPS P&C Secretary.</p>	Secretary
10	<p>New Build</p> <ul style="list-style-type: none"> Refer presidents report 	Joe
11	<p>Other Business</p> <ul style="list-style-type: none"> Suggestion discussed of fundraising including a community event via an online trivia event Bush Campus lost property – is there an arrangement for Bush Cadets to assist with lost property? (Discussion of difficulty for some kids to search lost property adequately, when parents can't enter the site.) Linda Ryan to look at Bush campus assistance. End of every week, year 6 leaders distribute lost property in class tote trays and distribute. School reminds that parents should be reminding kids to take responsibility. If an item doesn't have the child's name on it, it is impossible to return the item. There is no RagTag station / sensor at Bush Campus. Main Campus was free as we were a pilot but haven't explored the cost for an installation at Bush Campus. Can P&C raise funds via offering corporate sponsorship packages? Alex will check with legal and Kate will discuss with P&C president of another P&C and with exec. Currently items advertising at the tail of the weekly newsletter are vetted by school exec as being educationally relevant. Request if someone has detailed understanding of Building Funds and could volunteer brief time and expertise to P&C Exec please contact CPS P&C Secretary... the P&C has previously established a building fund and are considering best use. 	
ADMINISTRATION		
A. 1	<p>Treasurer's Update (see attached)</p> <p>Treasurer's Motion:</p> <ul style="list-style-type: none"> To approve an amount totaling \$5,286.07 (from the main account) for payment. Moved: Pearl Chan, Seconded: Joe Grundy None opposed. Motion carried. 	Treasurer
A. 2	<p>Sub-Committee Updates</p> <ul style="list-style-type: none"> Canteen – see attached Suggestion that canteen could stock ice blocks for class birthdays Uniform Shop Going really well, revenue is actually higher than at the same time last year. Orders are very consistent. Secondment of canteen staff to the uniform shop has greatly helped. Today we received all delayed girls' uniforms that were "stuck at sea". Lost property has seen some poor-quality "counterfeit" jackets, very thin and unsuitable to the cold weather. Events – alternatives for online social events and fundraisers are being contemplated. Any suggestions can be forwarded to events@chatswoodpublicpandc.org.au Class Parents Technology Grounds 	<p>Aimee</p> <p>Sue Low</p> <p>Sue Low</p> <p>Sheryn Ho Paul Battaglia Greg Austin</p>
Meeting closed at 8:42pm		

Next Meeting: Tuesday 28th July 2020 at 7.30pm - Venue to be confirmed

President's Report - Kate Pereira

June 2020 P&C Meeting

Welcome everyone to our third remote P&C Meeting. I appreciate that you all have busy lives but you are taking the time to be actively involved and engaged in our school community

Just a few housekeeping points for those who are new to the remote P&C Meeting:

- If you are logged in from your own computer - please mute your audio unless you are actively speaking - this is to minimise acoustic feedback and background noise
- If you wish to ask a question or raise a point - please either speak up when appropriate, or type a question into the chat section. Please keep "chat" to questions only so that we don't miss any questions
- Motions will be voted on using the poll feature in zoom.

The P&C have been continuing to organise parent volunteers to assist with kindy pick ups over the past few weeks. This will continue in to term 3 however we will be specifically asking kindy parents who are already there for pick up to take on this volunteering. This is currently being coordinated by the class parent coordinators and will hopefully be communicated down to the kindy class parents and kindy parents by the end of term to ensure we are up and running for the start of term 3. We are however still looking for volunteers from the entire school community for the last week and a half of term.

Joe and I attended the June building PRG meeting at the beginning of this month. Hopefully most of you have had a chance to look at the fly through that the Schools Infrastructure released this month: <https://www.youtube.com/watch?v=pCy1tvMXCE0>

This is a depiction of the current phase of the design, being early schematic design, and represents the design that is submitted for the SSDA.

There is no PRG meeting in July because of the school holidays.

Over the coming month we will be starting to look at fundraising opportunities in light of the fact that the moon festival will likely not take place due to restrictions on site. If you have any suggestions please feel free to send them through to Sue Low who is in charge of events at the school. Her email address is: events@chatswoodpublicpandc.org.au

CPS P&C Treasurer's Report

- **Consolidated Results as of May 2020**
- **Payments**
- **Motions**

Consolidated Results – as of May 2020

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	113,536	-	-	113,536
Sales	-	98,559	173,848	272,407
Fundraising and other income	9,710	-	16,000	25,710
Total Income	123,245	98,559	189,848	411,652
Cost of Sales	-	62,456	97,973	160,429
Payroll	-	48,342	29,043	77,385
Event expenses	5,955	-	-	5,955
Finance, Properties and Admin	19,497	1,377	6,383	27,257
Software and Depreciation	4,845	907	3,186	8,939
Total Expenses	30,298	113,082	136,584	279,965
Profit / (Loss)	92,947	(14,523)	53,263	131,687
Balance Sheet				
Cash at Bank	805,683	10,483	107,706	923,872
Inventory	-	1,577	80,163	81,740
Fixed assets	-	9,417	332	9,749
AR and Others assets	6,245	340	17,940	24,525
Total Assets	811,928	21,818	206,141	1,039,887
Total Liabilities	119	1,481	13,021	14,621
Net assets	811,809	20,337	193,120	1,025,266
Cash flow				
Opening cash as at 1 Oct 2019	689,012	27,784	113,805	830,602
Inflow	160,226	104,172	202,068	466,467
Outflow	(43,555)	(121,473)	(208,168)	(373,196)
Closing cash as at 31 May 2020	805,683	10,483	107,706	923,872

Payments

Date	Paid to	Purpose	Amount
05/06/2020	Kate Pereira	Ms Gladden farewell presents	118.97
05/06/2020	Numeric Eight	Accounting Services retainer June 2020 & Xero subscription	1,279.70
22/05/2020	Uniform Shop	Digital Junction service fees Oct 19 to Apr 20 paid by Uniform Credit Card	3,887.40
			5,286.07

Canteen Committee Update

2020 Term 2

Canteen Services Modified

Temporary Operations

- ▶ Recap Term 1: Per directive from the Department of Education, all school canteen services suspended toward end of Term 1, until students' return to campus in Term 2. Regular orders and Canteen Fun Day orders cancelled and refunded. Stock wound down.
- ▶ Recap Term 2: Canteen staff continue backend work to prepare for return to operations. Service resumed Term 2 Week 3 with students' return to school, with modified menu and staggered meal service schedule.

P&C Support

- May 2020 Motion: P&C business units to continue to pay salary and super for Canteen and Uniform Shop staff through end of Term 1, with modified job responsibilities and immediate tasks.
- May 2020 Motion: Further support to Canteen and Uniform Shop staff extended following re-assessment of operational context at commencement of Term 2. Canteen Staff supported at 75% wages if rostered hours constituted less than 75% typical shifts. This support enacted for one pay period.
- Canteen Assistants deployed to support Uniform Shop operations, with assistance in delivering online orders to students and parent collections, under supervision of Uniform Shop staff.
- Canteen Committee and P&C Executive continue to work on Canteen business registration and possible eligibility for Cash Flow Stimulus and JobKeeper payment scheme.

Current Canteen Operations

- ▶ Canteen menu modified with reduced range but increased volume across items, and all items offered 5 days per week.
- ▶ Pre-orders only, with cashless transactions on School24. Counter sales suspended.
- ▶ Increased advance preparation of homemade menu items to facilitate workflow.
- ▶ Staggered recess and lunch service, in accordance with school's staggered schedule. Implications for Canteen staff workflow.
- ▶ Sales value increasing gradually, with slow start progressing to a promising return to 60-75% sales in 2019.

Canteen Operations in Term 3

- ▶ Pre-orders continue per usual, and return of counter sales
- ▶ Revise menu items on offer any given day, with continue advance preparation along with one featured freshly prepared item each day
- ▶ Staff roster under continuous review based on workflow needs and school staggered scheduling
- ▶ Continue to monitor sales volume and increase staff shifts progressively

Long-term Arenas of Work

- ▶ Fixed Assets Inventory
- ▶ General Canteen facilities organisation, layout, maintenance
- ▶ Standard Operating Procedures documentation
- ▶ Menu handbooks
- ▶ Sustainability practices: Environmental footprint, packaging options, waste reduction
- ▶ Review sales platform and re-assess cashless transaction options