





# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

The drop off and pickup are getting smoother and smoother. Year 1 today went just perfectly. Thanks to parent volunteers helping with the Kindy pickup. More fine tuning will come with experience. Thank you everyone for your patience while we refine this.

Throughout covid-19 the executive team have been diligent and working hard. Robyn and Linda and Su have been amazing with logistics and timetabling.

Due to covid-19 the Dept of Ed has issued instructions for modified reports this semester. Reports will be sent on the last day of this term. Students will receive a grade for English... "working toward", "working at", or "working beyond", with a comment as to what the student can do and possible "where to next". Similar for Mathematics- algebra, and measurement. There will be just a comment for LotE (eg Mandarin). Students this term will also receive a general comment regarding their engagement, their integration online unit, and observations from class. Older grades will complete a "reflection on learning" and this will be included. Attendance will not be recorded on the report this term. There will not be any grades or marks for other learning areas (history, geography, science).

Due to covid-19 parent/teacher interviews will be delayed to term 3 week 2.

There will be no homework for the remainder of this term, and we'll be looking at how to creatively utilize the online platforms for homework.

Thanks to Mr Grant Galbraith and his amazing talent with digital and technology in learning.

I reiterate the staff changes with congratulations as outlined in the newsletter:  
Mr Grant Galbraith is appointed as an Instructional Leader Digital Learning for our school.  
Ms Alicia Lee has been appointed to teach 4C for the remainder of the year.  
Welcome Ms Jess Robinson to Chatswood Public School, appointed as an Instructional Leader in Literacy and Numeracy.  
Ms Lydia Kwak appointed Relieving Assistant Principal, Year 4.  
Ms Cecilia Gan appointed Relieving Assistant principal, Year 3.

Ms Michelle Gladden is retiring after the coming Friday. She has been a teacher for 29 years and has been at CPS since 2011. Her experience and expertise will be greatly missed.

8 smart panels have been installed in classrooms thanks to the funding by the P&C

If there is a confirmed case of covid-19 there is an experienced and practiced process from the Dept of Education and NSW Health. Parents will be promptly notified by email and the school app, and parents who don't respond will get an email.

Attendance yesterday we had less than 10% of students away, around 120, and today we had close to 100 kids away. There is a required process when kids are away, so absent children will be followed up.

Some teachers who are in a covid-19 vulnerable category will be away from school as under advice from Dept of Education.

6	Declarations of conflict of interest? nil	President
7	Confirmation of Previous Minutes – Tuesday 24 <sup>th</sup> March Moved: Joe Grundy Seconded: Kate Pereira None opposed.	President



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8	<p><b>Outstanding Items</b></p> <ul style="list-style-type: none"> <li>● PSSA Uniforms - deferred</li> <li>● Council regarding local traffic safety</li> </ul> <p>Still working to be added to the notification list for local roadworks. Noted that both the school project SSDA and Council's submission with respect to the SSDA flag a roundabout at Jenkins / Centennial as a means to improve unsafe traffic behavior on Centennial Ave.</p> <ul style="list-style-type: none"> <li>● Costs / proposals for BBQs - deferred</li> <li>● Possible "ride-share" / "walk-share" options the P&amp;C could promote</li> </ul> <p>Paul has investigated more online offerings but they are expensive. Still a "thought bubble" but considering offering an online form to get contact details for parents to share between families in the same building / block of a street, so that parents can come to their own arrangements for shared drop off and pick up.</p>	<p>Kate Joe</p> <p>Greg Austin Joe/Paul</p>
9	<p><b>Correspondence</b> nil</p>	<p>Secretary</p>
10	<p><b>New Build</b></p> <p>With the SSDA in submission there is no new public progress at this time, pending detailed discussion of various staging strategies for construction.</p>	<p>Joe</p>
11	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>● WWCC changes – Anne Palmer (school admin) shared detailed requirements for WWCC. All volunteers on site within school hours will need a WWCC. Does not apply to out-of-hours functions. The P&amp;C will keep a register and attest/share with the school.</li> <li>● Children riding bikes to school and storage</li> <li>● Robyn Scott notes there are two automatic defibrillators in sick bays.</li> <li>● Alex notes additional cleaning with on site cleaners all day wiping touch points and teachers wiping tables and surfaces between lessons. Soap supplies in toilets are being monitored constantly.</li> <li>● Alex notes staggered recess and lunch times as noted in newsletter.</li> <li>● Alex notes we won't (at the moment) be able to utilize CHS oval more, eg for recess, lunch, PDHPE. Students will do sports with their teacher plus one hour per week with a specialist sports teacher.</li> <li>● Alex notes the Dept of Education mandates that teachers are <u>not allowed</u> to do temperature checks on classroom entry. "Teachers are not doctors." Parents must monitor their own children for any signs of illness and keep at home even with minor symptoms.</li> </ul>	<p>Hindrik</p> <p>Kate</p> <p>Robyn Alex</p>
<p><b>ADMINISTRATION</b></p>		
A.	<p><b>Treasurer's Update</b></p>	<p>Pearl</p>
1	<ul style="list-style-type: none"> <li>● (See attached report)</li> <li>● Estimated budget adjustments.</li> </ul> <p>There has been a negative impact to both business incomes and to voluntary contributions from covid-19 economic consequences and from school closure, and expect negative impact from loss of fund-raising events. Executive will keep an eye on progress but expect a negative impact on ability to fund initiatives this year.</p> <p><b>Treasurer's Motion:</b></p> <ul style="list-style-type: none"> <li>● <b>To approve amount totaling \$3,395.70 (from the main account) for payment.</b></li> </ul> <p>Moved: Pearl Chan, Seconded: Joe Grundy None opposed. Motion carried.</p>	
A.	<p><b>Sub-Committee Updates</b></p>	
2	<ul style="list-style-type: none"> <li>● Canteen</li> </ul> <p>(See attached report.)</p>	<p>Aimee / Kate</p>



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Orders are slowly upticking.

We have limited the menu to the more popular lunch items (that meet healthy canteen guidelines.)

- Canteen / Uniform shop staff wages  
=> Intent to maintain at least 75% of regularly rostered wages (up to \$15k) while seeking redeployment of staff where possible  
=> Intent to raise this to 100% if finances are able.
- **Motion: For those staff who have reduced shifts below 75% of regularly rostered work, we approve payment of 75% of regularly rostered work through to the first P&C meeting in Term 3, whilst continuing to seek additional staff redeployment options.**  
Moved: Kate Pereira, Seconded: Joe Grundy  
None opposed, motion carried.
- **Motion: The P&C Executive in conjunction with Conveners are empowered to increase payment up to 100% of regularly rostered work (up to \$15k) through to the first P&C meeting in Term 3 at their discretion, as further financial information comes to light.**  
Moved: Kate Pereira, Seconded: Paul Battaglia  
None opposed, motion carried.

- Uniform Shop Sue Low  
300+ orders so far, about \$25k revenue in the last week.  
Working through logistical challenges of deliveries, fully online model etc.  
Some supplies stuck on ships not allowed to dock etc, looking into alternative lines of supplies to tie over.
- Events – no update Sue Low
- Class Parents – no update Sheryn
- Technology – no update Paul
- Grounds – no update Greg Austin

Meeting closed 8:57pm.

**Next Meeting: Tuesday 23rd June 2020 at 7.30pm**

# **CPS P&C Treasurer's Report**

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

# Consolidated Results – as of Apr 2020

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	17,424	-	-	17,424
Sales	-	94,936	124,251	219,187
Fundraising and other income	8,870	-	10,000	18,870
<b>Total Income</b>	<b>26,294</b>	<b>94,936</b>	<b>134,251</b>	<b>255,481</b>
Cost of Sales	-	61,455	66,443	127,898
Payroll	-	43,002	22,824	65,826
Event expenses	5,779	-	-	5,779
Finance, Properties and Admin	17,900	1,377	5,079	24,355
Software and Depreciation	4,682	794	2,434	7,909
<b>Total Expenses</b>	<b>28,361</b>	<b>106,628</b>	<b>96,779</b>	<b>231,768</b>
<b>Profit</b>	<b>(2,067)</b>	<b>(11,692)</b>	<b>37,471</b>	<b>23,713</b>
Balance Sheet				
Cash at Bank	716,734	16,724	80,193	813,651
Inventory	-	1,577	96,408	97,985
Fixed assets	-	9,530	416	9,946
AR and Others assets	5,428	340	5,024	10,792
<b>Total Assets</b>	<b>722,162</b>	<b>28,172</b>	<b>182,040</b>	<b>932,374</b>
<b>Total Liabilities</b>	<b>5,367</b>	<b>5,003</b>	<b>4,712</b>	<b>15,082</b>
<b>Net assets</b>	<b>716,795</b>	<b>23,168</b>	<b>177,328</b>	<b>917,291</b>
Cash flow				
Opening cash as at 1 Oct 2019	689,012	27,784	113,805	830,602
Inflow	63,994	103,423	150,402	317,819
Outflow	(36,272)	(114,483)	(184,014)	(334,770)
<b>Closing cash as at 30 April 2020</b>	<b>716,734</b>	<b>16,724</b>	<b>80,193</b>	<b>813,651</b>

# Payments

<b>Date</b>	<b>Paid to</b>	<b>Purpose</b>	<b>Amount</b>
08/05/2020	Numeric Eight	Accounting Services retainer April 2020 & Xero subscription	1,279.70
08/05/2020	Numeric Eight	Accounting Services retainer May 2020 & Xero subscription	1,279.70
08/05/2020	Numeric Eight	BAS return submission	330.00
08/05/2020	Sue Low	Face masks and gloves for P&C	406.30
08/05/2020	Kate Pereira	Easter eggs for teachers (Term 1) and cleaning supplies	100.00
			<b>3,395.70</b>

## Canteen Committee Report May 2020

The Canteen Staff and Committee currently are operating the Canteen on modified protocols, in accordance with NSW Health and NSW Department of Education guidelines for a phased return to school. The interim operations plan includes modifications to order volume and correlated stock, temporary menu revisions, modified service protocols, and corresponding amendments to staff shifts. The Canteen Treasurer is working closely with the P&C bookkeeper, Numeric8, to determine if the Canteen may enrol in the Cash Stimulus Package and the JobKeeper Payment Scheme.

The Canteen will:

- open 5 days per week;
- process Online Orders only, for Recess and Lunch.
- offer a limited menu, as unfortunately volunteers are unable to assist on site until Phase 4 of school return.
- use appropriate hygiene and food safety measures and practice physical distancing wherever possible.

At this time, Canteen unfortunately is:

- not able to serve ice blocks, slushies, or other frozen over-counter-items typically available at lunchtime;
- not handling any cash, only pre-orders online;
- not open for Counter Service (no over-the-counter purchases).

In the interim, the Canteen Staff and Committee have developed three channels for expanded services and support to the CPS community:

- Bush Campus morning tea (recess) trial: gauge the demand for morning tea among Bush Campus customers, opportunity to test systems and protocols that will enable expanded service and still meet service needs across both campuses.
- Special stock: Pre-packaged items available for purchase by pre-order, with collection by customers at school gates.
- Deployment of Canteen Assistants to the Uniform Shop: Assistants are engaged on a temporary basis during peak sales, to assist with uniform order collection and delivery.

The Canteen Committee share their appreciation and gratitude for the support of the P&C and the community in providing salary support in late Term 1 and early Term 2. The Committee and Staff will continue to assess demand, operational needs, and appropriate staffing as we move through the phased return to school.