

P&C GENERAL MEETING  
 Tuesday 26th Mar, 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 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>	President
2 Attendees & Apologies Apologies: Phil, Mahesh, Yeddi, Yenny, Esther, Alex Montgomery  27 Attendees, including: Samantha Silipo (principal's nominee) Annie Hyun Jess Robinson Matthew Bullen  Joe Grundy (President) Brian Chiu (VP) Pearl Chan (Treasurer) Carrie Grundy (Uniform convenor) Renee Wei (Uniform treasurer) Sunil Sharma (Grants) Greg Austin (Grounds) Elaine Neal (Music Intensive committee) Alison Golding Erica Lim Esther Gomez Jimmy Moh May Tang Pip Margan Ronald Chow Toby Cowling	Secretary
3 President's Welcome and Report <ul style="list-style-type: none"> <li>● Music Intensive organised by P&amp;C volunteers successfully ran on Sat 23 March with support from school, music program staff and P&amp;C. Joe shared the recorded finale with meeting participants.</li> <li>● The North Sydney District Council of P&amp;C Associations meeting was hosted at CPS Hall on Monday 25 March. With reports, guest speaker and open discussions, the meeting finished after the scheduled time. The Council called for new volunteers. Alex M represented CPS and Joe G, Brian C and Sunil S represented P&amp;C.</li> </ul>	President
4 Guest Speakers - none for this month	
5 Principal's Report (by Sam S) <ul style="list-style-type: none"> <li>● PSSA Zone Swimming Carnival was hosted at Lane Cove Aquatic Centre today with CPS students who qualified for the day tried their best in the competition.</li> <li>● Semester 1 Parent Teacher Interview scheduled for last week/week 11 of Term 1. Invites sent to parents/carers to book a time online.</li> <li>● Sam gave a preview of the upcoming incursions &amp; excursions school events.</li> <li>● 2 table tennis tables are being added to sky garden thanks to P&amp;C annual funding.</li> <li>● Sam congratulated the successful completion of Music Intensive and the performance of CPS students who participated.</li> <li>● Sam highlighted the Term 1 morning tea's great community participation that was organised by P&amp;C and hosted by kindergarten parents &amp; carers.</li> <li>● The Bush Campus move planning is ongoing. School will provide more info and updates as they become available.</li> </ul>	Principal
6 Declarations of conflict of interest? <ul style="list-style-type: none"> <li>● None declared</li> </ul>	President



# CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

7	Confirmation of Previous Minutes - February 2024 General Meeting <ul style="list-style-type: none"> <li>• Brian Chiu moved. Michelle Chuang seconded. No objection.</li> </ul>	Secretary																
8	Outstanding Items - updates included. <ul style="list-style-type: none"> <li>• P&amp;C Roles - vacancies: Election of Secretary - Mahesh nominated by Joe G. Sunil S seconded. Review of by-laws, code of conduct <ul style="list-style-type: none"> <li>○ By-laws and Constitution included in agenda for community to review</li> <li>○ Subcommittee formed with Joe G, Mahesh, Esther G and Sunil S.</li> </ul> </li> </ul>	President  President																
9	Correspondence <ul style="list-style-type: none"> <li>• Music Intensive - Elaine N briefed the forum on behalf of the organising committee the run down and achievements of the day by the participating students, and expressed her gratitude to all the teachers, tutors and volunteers involved. In addition, with healthy number of participants and the participation fees received, the organising committee expected to use less than the event funding approved at the 2023 AGM (from \$6000 to under \$2000 instead).</li> </ul>	Secretary																
10	Other Business <ul style="list-style-type: none"> <li>• ANZAC wreath and dawn service <b>Motion: To approve an amount of \$250 to purchase a wreath for the Chatswood RSL Anzac Day Service on behalf of the P&amp;C</b> Greg A moved. Pearl C seconded. None opposed, motion carried..</li> <li>• Uniform Shop future - location, business model, options <ul style="list-style-type: none"> <li>○ P&amp;C were reviewing long term plan and started assessing in 2023 for operational options.</li> <li>○ Carrie G briefed the forum with the uniform shop change proposal (proposal slide deck included in meeting agenda).</li> <li>○ Based on review plus parents survey result, the proposal is to move the operation to an outsourced model, at Lowes. Proposed timeline provided</li> <li>○ Pros and Cons were discussed as supporting evidence of the proposal.</li> <li>○ Carrie G believes this change will meet the latest goals of P&amp;C and the Uniform Shop Sub-committee.</li> <li>○ Questions and concerns from the community were discussed.</li> <li>○ Options are limited due to the imminent removal of CPS access to the Bush Campus. Joe G advised the proposed option is the only viable option at this point of time.</li> <li>○ The forum agreed for the Uniform Shop Sub-committee to further investigate the Lowes options by commencing a commercial discussion, in particular getting Lowes to provide samples of the CPS uniform based on our latest designs.</li> </ul> </li> </ul>	Greg Austin  Uniform Shop Convenor																
<b>ADMINISTRATION</b>																		
A.	Treasurer's Update  <i>Treasurer's Motion:</i> <i>To approve amount totalling \$1952.50 (from main account, as listed in this report) for payment.</i>	Treasurer																
<table border="1"> <thead> <tr> <th>Date</th> <th>Paid to</th> <th>Purpose</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08/03/2024</td> <td>Carbon NSW (Numeric Eight)</td> <td>Accounting Services retainer Mar 2024 and Xero subscription</td> <td>1,552.50</td> </tr> <tr> <td>22/03/2024</td> <td>Grade-A Services Pty Ltd</td> <td>Coffee for P&amp;C morning tea</td> <td>400.00</td> </tr> <tr> <td colspan="3"><b>Total</b></td> <td><b>1,952.50</b></td> </tr> </tbody> </table>			Date	Paid to	Purpose	Amount	08/03/2024	Carbon NSW (Numeric Eight)	Accounting Services retainer Mar 2024 and Xero subscription	1,552.50	22/03/2024	Grade-A Services Pty Ltd	Coffee for P&C morning tea	400.00	<b>Total</b>			<b>1,952.50</b>
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<b>Total</b>			<b>1,952.50</b>															
Pearl C moved. Esther G seconded. Motion carried with no objection.																		
B	Sub-Committee Updates - Office bearers, as needed																	

Meeting closed 8:28pm

**Next Meeting is: Tuesday 28th May 2024 at 7:30pm**

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

- **Consolidated Results as of February 2024**
- **Payments**
- **Motions**

# Consolidated Results – as of February 2024

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	17,837	-	-	17,837
Sales	-	123,682	102,759	226,441
Fundraising and interest income	53,351	-	617	53,968
Grant Income	38,838	-	-	38,838
<b>Total Income</b>	<b>110,026</b>	<b>123,682</b>	<b>103,376</b>	<b>337,083</b>
Cost of Sales	-	70,436	67,668	138,105
Payroll	-	35,874	18,760	54,634
Event expenses	34,644	-	-	34,644
Finance, Properties and Admin	15,042	1,238	1,874	18,154
Software and Depreciation	2,874	1,163	2,072	6,109
<b>Total Expenses</b>	<b>52,560</b>	<b>108,711</b>	<b>90,374</b>	<b>251,645</b>
<b>Profit</b>	<b>57,466</b>	<b>14,971</b>	<b>13,002</b>	<b>85,439</b>
Balance Sheet				
Cash at Bank	283,300	55,985	55,472	394,758
Inventory	-	3,350	184,122	187,472
Fixed assets	-	7,532	-	7,532
AR and Others assets	5,359	665	(0)	6,024
<b>Total Assets</b>	<b>288,659</b>	<b>67,533</b>	<b>239,594</b>	<b>595,785</b>
<b>Total Liabilities</b>	-	<b>(24,858)</b>	<b>(19,149)</b>	<b>(44,007)</b>
<b>Net assets</b>	<b>288,659</b>	<b>42,675</b>	<b>220,444</b>	<b>551,778</b>
Cash flow				
Opening cash as at 01 Oct 2023	233,749	31,664	63,949	329,361
Inflow	115,287	124,847	139,354	379,488
Outflow	(65,735)	(100,527)	(147,830)	(314,092)
<b>Closing cash as at 29 February 2024</b>	<b>283,300</b>	<b>55,985</b>	<b>55,472</b>	<b>394,758</b>

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## **\$19.3k Net fundraising income**

- \$15k Inflatable fun day
- \$4.3k Disco event
- \$1.5k Democracy BBQ
- \$1.8k Interest income
- (\$3.3k) Staff thank you lunch

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# Payments

<b>Date</b>	<b>Paid to</b>	<b>Purpose</b>	<b>Amount</b>
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	<b>Total</b>		<b>1,952.50</b>

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# Future Operating model Proposal

Chatswood Public School Uniform Shop

24<sup>th</sup>, Mar, 2024 (vi)



# Objectives



## Our aim

- To Continue provide source of income for the CPS P&C organisation.
- To Simplify uniform shop operating process.
- To provide better uniform service to our school parents.



## The goal

- Maintain net returns to P&C
- Integrated supplier engagement, better stock forecast.
- Reduce inventory cost (P&C capital cost)
- Provide better availability on uniform shop opening hours, fitting appointment time.
- Provide flexible online purchase and return.

# Current : In-house operating model

## SUPPLIERS



Orders placed with various suppliers



Orders get delivered at different lead time

## Uniform shop staff



Stock maintenance  
Customer sales  
fitting service  
Customer enquiries



## Volunteers



Payment review,  
Payroll process,  
Liaising uniform matters  
Finance and budget reports

## Bookkeepers



Bookkeeping,  
payments

## School parents



# Proposed : Outsourcing model

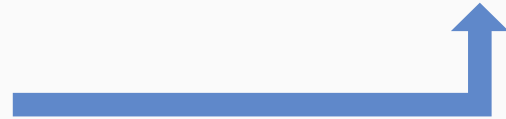
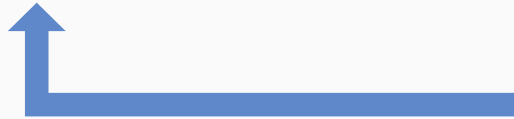


School parents

Book keepings,  
payments



Payment review,  
Payroll process,  
Liaising uniform matters  
Finance and budget reports





# Headline summary



## Customer Experience

- Lowes offer retail hours and services, located in Westfield.
- Lowes offer similar pricing (slightly cheaper)
- Mixed feedback on Lowes uniform quality. Mixed feedback on our own uniform quality.

## Profit

- Lowes: **\$25K** estimated back to P&C annually
- Current Uniform Shop located in school campus: **\$30K** (based on year 2023 annual report)
- Current Uniform Shop if located in commercial location: **\$(negative)**

## Community Engagement

- Current Uniform Shop strives to bring sense of pride and school community culture
  - Lowes uniform service focus on providing a quality commercial service to our parents
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# Pros and Cons - *Operations*

Perspectives	Current model	Outsourcing model
Running Costs	\$65,900.94 (based on 2023 report) Plus estimated shop rental cost (\$40K) = \$105K	Estimated under \$500.00
Stock Loss	\$20,838 (old stock writeoff, based on soh as at Feb,2024)	Nil
Supplier engagement	Closely engaged with Suppliers for PO and delivery issues.	Not required. LOWES to handle.
Stock Delivery issues	<ul style="list-style-type: none"> <li>• Stock delivered to the wrong address.</li> <li>• Stock partial delivered with/without the correct tax invoice.</li> <li>• Stock missing.</li> <li>• Stock orders lead time considerations.</li> <li>• Different supplier have different payment terms and process. (as per commercial environment)</li> </ul>	No longer exists. LOWES to manage the logistics of the uniform stocks.

# Pros and Cons – cont...

Perspectives	Current model	Outsourcing model
<b>Daily operations</b>	<p>Uniform Staff: to maintain accurate register closure balance and Vend records, as well as stock movement records for bill payments.</p> <p>Uniform Treasurer: to oversee the finance status of the business, provide high level budget and expenses reports as well as guiding pricing strategy.</p> <p>Uniform Convenor: to oversee the daily operations of the business, approve payment, payroll, HR, and other major service improvement.</p> <p>Bookkeepers: maintain account balance and clean and accurate accounting records.</p>	<p>Uniform Staff: (no longer required.)</p> <p>Uniform Treasurer: to oversee the finance status of the sales commission income, provide annual budget report.</p> <p>Uniform Convenor: to liaise with LOWES with school uniform matters.</p> <p>Bookkeepers: maintain account balance with a simplified sales records.</p>
<b>HR related matters</b>	<p>Convenor to understand and manage HR requirements</p>	<p>All for LOWES to manage.</p>
<b>Stock on hand</b>	<p>The uniform shop maintains the stock balance, stock adjustment and annual stock take for audit purpose.</p>	<p>Nil. LOWES will manage the uniform stock.</p>

## Pros and Cons – *Customer Experience*

Perspectives	Current model	Outsourcing model
<b>Stock Availability</b>	<p>Uniform staff manage stock levels. Winter jackets not on sale during summer terms, vice versa</p> <p>Staff ensures the uniform items are available as much as possible (some orders need to be placed order 7 months in advance for the following year's school term.)</p>	<p>Availability of items is not under the P&amp;C's control. In general, where the stock is available, it is ranged for sale.</p> <p>LOWES to manage the ordering lead time and volume estimate. Convenor to help provide the relevant stats. There's still possibility of out of stock, like most retail clothing business.</p>
<b>Quality</b>	<p>Mixed feedback from parents. Direct negotiation with suppliers over any quality issues</p>	<p>Mixed feedback from other schools. Up to LOWES to action any quality issues</p>

## Pros and Cons – *Customer Experience*

Perspectives	Current model	Outsourcing model
<b>Hours</b>	<p>The CPS Uniform shop opens Mondays to Thursday 8am to 10:30am, during school term only</p> <p>Uniform shop does fitting service by appointment, payment is credit card/EFPOS only.</p>	<p>LOWES shop hours 7 days between 8:30am to 7:30pm (high level availability)</p> <p>Customers can walk into LOWES for fittings any time, like any other clothing shop. LOWES website provides 6-page extensive Schoolwear size chart.</p>
<b>Online</b>	<p>Uniform shop currently only do brick and mortar business. Delivery not available.</p> <p>Catalogue online (requires maintenance)</p> <p>Staff reply to parents' enquiry only during school term shop hours, via email.</p>	<p>Online orders and delivery is available with LOWES</p> <p>LOWES website provides FAQ, Shipping and Returns policies as well as schoolwear hotline and "Contact Us" form.</p>
<b>Location</b>	<p>Parents expressed difficulty finding the school uniform shop in the past.</p>	<p>LOWES Chatswood store is located at level 2, Westfield shopping centre, near Target.</p>

# Pros and Cons – Pricing

Perspectives	Current model	Outsourcing model Sample of other schools	
Pricing	Girls-summer-tunic-new \$60.00	Maroon/White Summer Dress \$64.95 (\$51.96)	Blue Check with White Trim \$60.95 (\$48.76)
	Hat-Microfibre \$29.00	Navy Bucket Hat \$24.95 (\$19.96)	Navy Bucket Hat with Emb \$25.95 (\$20.76)
	Jacket Polar Fleece \$58.00	Navy Microfibre Jacket with Emb \$66.95 (\$53.56)	Navy Fleece Zip Jacket \$51.95 (\$41.56)
	Boys Pants Grey (NEW) \$50.00	Navy Blocker Trousers \$35.95 (\$28.76)	Girls Navy Tailored Pants \$42.95 (\$34.36)
	Girls Pants Navy (NEW) \$50.00		

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**\$315K**

Uniform Shop total Sales 2023

**\$65.9K**

Total Operating costs

**\$212.6K**

COGS

**\$36.5K**

Net Profit

**\$30K**

P&C contribution 2023

**\$6.5k**

Uniform Shop operating budget 2024

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# Compare Net return to the P&C

P&C Uniform Shop onsite (Current state)	P&C Uniform Shop (With off site retail rental)	Outsourcing model (LOWES)
\$30k	\$(-)	\$25K



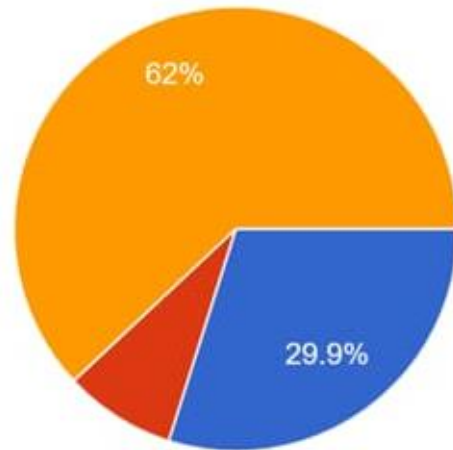
# Appendix - A

Public schools nearby	Uniform shop operating models
Artarmon Public School	<ul style="list-style-type: none"><li>• Run by a company, have an onsite location,</li><li>• Opens 2 hours on Wed am, 2 hours on Friday pm.</li><li>• Deliver to classroom</li></ul>
Mowbray Public School	<ul style="list-style-type: none"><li>• Outsourced to Pickles schoolwear, have an onsite location, online.</li><li>• Opens on Friday for 1.5 hour.</li></ul>
Willoughby Public School	<ul style="list-style-type: none"><li>• Run directly by the P&amp;C, have an onsite location, online</li><li>• Opens 1 hour Wed am, 1 hour on Friday am</li><li>• Deliver to classroom (on Wed, Fri)</li></ul>
Putney Public school	<ul style="list-style-type: none"><li>• Outsourced to Lowes, no quality or service issues, occasionally Lowes out of stock</li></ul>
Homebush Public school	<ul style="list-style-type: none"><li>• Outsourced to Lowes (started mid term1, 2024), no reported issues</li></ul>
Fort street public school (Observatory Hill, Sydney)	<ul style="list-style-type: none"><li>• Outsourced to Lowes, P&amp;C president expressed they're happy with Lowes service.</li></ul>

# Appendix - B

We'd love to hear your preference:

184 responses



- Keep the community-run uniform shop at school
- No preference
- Use LOWES retail, at Westfield