

P&C GENERAL MEETING
 Tuesday 22nd October, 2024 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: Phil Neal, and late arrival Brian Chiu Attendees: 32, including: Staff: Cameron Jones (Principal) Samantha Silipo Rani Holstein Jess Robinson Annie Hyun P&C Officers: Joe Grundy (President) Brian Chiu (VP) Pearl Chan (Treasurer) Carrie Grundy (Uniform shop convenor) Greg Austin (Grounds) Sunil Sharma (Grants) Yeddi Yip (Class Parent Coordinator) Yenny Ho (Canteen convenor) Other Members: Aimee Pflederer Alison Golding Grace Chan Esther Gomez Jimmy M Jillian Turner Lucie Vasakova Pip Margan Rina Zhang Sue Low William Latham	Secretary
3 President's Welcome and Report Noting only two weeks of term since previous meeting. Uniform shop location negotiations re-opened with DoE. Warm welcome to our new principal Mr Cameron Jones.	President
4 Guest Speakers - nil	
5 Principal's Report (new principal Cameron Jones) - See attached.	Principal
6 Declarations of conflict of interest? - None declared	President
7 Confirmation of Previous Minutes - September 2024 General Meeting Moved: Sunil, Seconded: Pip. None opposed, motion carried	Secretary
8 Outstanding Items - updates included. <ul style="list-style-type: none"> ● Major fundraiser event Date to be moved to 18th or 25th November Office bearers - urgent needs for next year: <ul style="list-style-type: none"> ● Events coordinator ● Canteen Convenor 	
9 Correspondence <ul style="list-style-type: none"> ● Approval of DA, 688 Pacific Hwy, from Council and Land & Environment Court Noted developer and Council came to an agreement with conditions. 6 storeys, with upper (residential) floors to be set back further from school boundary. 	Secretary



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

10 Other Business

ADMINISTRATION

A. Treasurer's Update

Treasurer

Date	Paid to	Purpose	Amount
20/09/2024	Joe Grundy	Expense reimbursement – Disco event	1,579.4
20/09/2024	Rockshow Entertainment	Disco event expense	440.0
20/09/2024	Springbok Delights	BBQ event expense	1,100.0
04/10/2024	Carbon NSW	Accounting Services retainer Oct 2024, BAS and Xero subscription	1,796.5
	Total		4,915.9

Treasurer's Motion:

To approve an amount totalling \$4,915.94 (from the main account, as listed in this report) for payment.

Moved: Pearl Chan, Seconded: Carrie

None opposed, motion carried.

B Sub-Committee Updates - Office bearers, as needed

Events (Brian):

- Teachers Thank You lunch - discussion of logistics
- Term 4 afternoon tea pushed back one week

Canteen (Yenny):

- 3rd year as canteen convenor, stepping down from next year
- Key updates:
 - Staffing is appropriate now
 - Old and new canteen have been merged successfully
 - Sustaining packaging and cutlery adoption
 - Survey and feedback from school community to improve in the Canteen fun day
 - Homemade items in the menu - working well with students
 - Promoting in-school goodie bags - will be included in newsletter. To be available to the birthday class lunch time.
- Budgeting:
 - no major changes, but there will be price increases from the supplier end
 - \$25 k profit
- Thank you note for current and former canteen committee members (Amy, Pip, Phil, Yong, Jez, Tash.)
- Thank you tea party for canteen volunteers 24-Oct (Thu)

Uniform shop (Carrie): See attached report.

Net very positive operating return, value added in increased stock on hand.
No contribution returned to P&C for the year.

Meeting closed 8:19pm

Next Meeting is Annual General Meeting: Tuesday 26th November 2024 at 7:30pm



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Next General Meeting is next year: Tuesday 25th February 2025 at 7:30pm.



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Principal's Report – 22 October 2024

Key Dates:

- Friday 25th October – World Teacher's Day
- Wednesday 6th November – Kindy Orientation session 1
- Monday 11th November – Remembrance Day
- Wednesday 13th November – Kindy Orientation session 2

School update:

- 1131 students to start the term
- Uniform shop – I am working closely with P&C exec to find a resolution to this. I hope to be able to give a more in-depth path forward at our next meeting or if prior to that in the newsletter.

Personal Introduction:

Values:

- Open, clear, honest communication. If something is going to be changed it must be about improvement
- Collaboration. As a staff, with our students and with our community.
- Professionalism. The way school and classrooms are presented
- Community. As a school I want the community to feel welcome within the school gates. Expect a greeting and a welcome when walking through the school.
- A focus on student growth and challenge.

What you can expect from me:

- Reflecting values in actions
- No big changes in the short term
- Considered reactions and questions
- Active presence in different areas of the school
- Collaboration and participation
- Explanation of reasons behind changes

How I like to work with the community:

- Please engage with the school. If you have a question, please don't wait to P&C to ask that question.
- Please engage with feedback mechanisms. All schools have areas of strength and areas that can be improved. Current Tell Them From Me survey is open. Last year, we had 10 respondents. As I understand some more areas of CPS, I will also be releasing a brief form in the newsletter. Please complete.
- In preparation for this I encourage you to consider what are some things that make Chatswood PS great and what are some areas that you think we could improve.
- We only get the best outcomes for our students when we work with our community.
- I am happy to take questions at the end of my Principal section during P&C meetings but if they are more individual questions please come and ask them at other times.
- Thank you again. I look forward to working very closely with the P&C and parent community. I feel very privileged to be here.

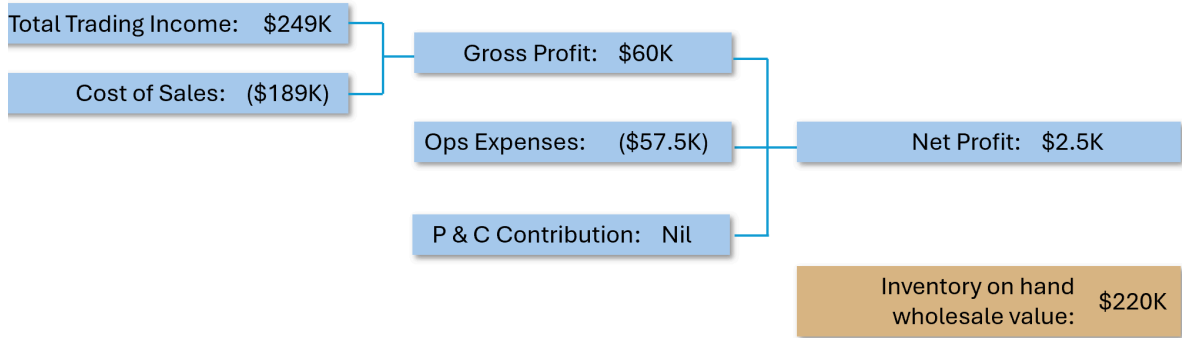


CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Uniform Shop Update

Profit and Loss

Chatswood Public School Uniform Shop (1st, Oct 2023 ~ 30th, Sep 2024)



Profit and Lost – YoY comparison

	2024	2023	2022
Total Trading Income	\$249K	\$288K	\$184K
		<i>2024 vs 2023 down 16%</i>	<i>2024 vs 2022 up 26%</i>
COGS	(\$164K)	(\$192K)	
Stock written off	(\$24K)	\$0	
Total Cost of Sales	(\$189K)	(\$192K)	
Gross Profit	\$60K	\$95K	
Operating Expenses	(\$57.5K)	\$87.7K	
P&C Contribution	\$0	(\$30K)	
Net Profit	\$2.5K	\$7.8K	
Inventory on hand – wholesale value	\$220K	\$147K	
		<i>2024 vs 2023 \$73K more</i>	
Inventory on hand – Retail value	\$300K	\$198K	

- 2024 has been a complex and challenging year for the uniform shop.

- \$73K more stock as per end of contract agreement.

- 2023: high sales year.

2024 vs. 2023: 16% lower in sales; 2024 vs 2022: 26% higher than 2022.

- wrote off \$24K old uniform stock.

- Reduced operating cost for Term3, 2024.

July ~ Sep 2024: \$6.3K; July ~ Sep 2023: \$12.0K

Inflation has pushed up merchant fees and other subscription



CHATSWOOD PUBLIC SCHOOL PARENTS' AND CITIZENS' ASSOCIATION

Treasurer's Report

Consolidated Results – as of September 2024

Income Statement				
A\$	Main A/c	Canteen	Uniform	Total
Voluntary Contributions	114,253	-	-	114,253
Sales	-	339,196	247,552	586,749
Fundraising and interest income	62,749	-	1,147	63,897
Grant income	38,838	-	-	38,838
Total Income	215,841	339,196	248,699	803,737
Cost of Sales	-	197,895	188,618	386,513
Payroll	-	110,027	46,821	156,848
P&C Expenditure	166,980	-	-	166,980
Event expenses	42,826	-	-	42,826
Finance, Properties and Admin	29,001	3,269	5,775	38,046
Software and Depreciation	8,105	2,790	4,913	15,809
Total Expenses	246,912	313,982	246,128	807,021
Profit / (loss)	(31,071)	25,215	2,572	(3,285)
Balance Sheet				
Cash at Bank	173,558	58,201	50,676	282,435
Inventory	-	3,010	214,780	217,790
Fixed assets	-	5,905	-	5,905
AR and Others assets	2,398	1,682	-	4,080
Total Assets	175,957	68,798	265,455	510,209
Total Liabilities	(12,058)	(30,985)	(4,111)	(47,154)
Net assets	163,898	37,813	261,344	463,055
Cash flow				
Opening cash as at 1 Oct 2023	233,749	31,664	63,949	329,361
Inflow	266,509	333,643	378,055	978,207
Outflow	(326,700)	(307,106)	(391,328)	(1,025,134)
Closing cash as at 30 Sep 2024	173,558	58,201	50,676	282,435

1

1 **\$21.1k Net fundraising income**

- \$15k Inflatable fun day
- \$9.6k Disco events x 2
- \$2.2k Interest income
- \$0.3k Election day BBQ
- (\$3.3k) Staff thank you lunch
- (\$1.8k) Music Intensive
- (\$0.9k) P&C Morning tea

2

1

2 **\$167.0k P&C contribution to CPS**

- \$60k Multi-lit program
- \$40k General contribution
- \$15k Inflatable fun day
- \$38.8k Grant Income
- \$13.1k Recycling project