



Carlingford Public School Parents & Citizens Association

2022 Annual General Meeting

Meeting Date	21 st March 2022	Constitution	By-Laws
Meeting Time:	7:00pm	Code of Conduct	Virtual Meeting Rules
Meeting called by:	Rob Kerle (President)	Grievances	Website
Facilitator:	Rob Kerle (President)	Registration Link:	
Minutes Taker:	Muzna Zohaib (Secretary)	https://us02web.zoom.us/meeting/register/tZUfm-pqz4qHdTysKjrC7O0clGjKQLbpAw	
Location:	Zoom (online only)		

Attendees:

Rob Kerle, Todd Dewey, Belinda Sultana, Emily Wong, Joycelyn Lim, Neil Hinton, Linda Xu, Emilia Djonov, Afshan Khan, Trudy MENDIS, Svantje van Hummel, Balaji Thimma Jothiram, Muzna Zohaib, Kylie Woolf, Mukund Krishnamoorthi, Lisa To, Fiona Tramonte, Belinda Harrison, Adam Boyd, Lynley Saunders, Thresye Suyono

Apologies:

Agenda

Items <i>(CTRL + Click to visit a section)</i>	Presenter	Time
Meeting Open	Rob Kerle	[Time]
Previous Minutes	Rob Kerle	[Time]
Reports		
President's Report	Rob Kerle	[Time]
Treasury Report	Todd Dewey	[Time]
Canteen Report	Belinda Sultana	[Time]
Uniform Shop	Linda Xu	[Time]
Band Report	Ruchi Shrivastava	[Time]
Fundraising Report	Emily Wong	[Time]
Building Fund Report	Trudy Mendis	[Time]
Class Parent	Svantje Duller	[Time]
2022 Election	Neil Hinton	[Time]
Close	Rob Kerle	[Time]

Preamble

Virtual Meeting Rules

This meeting will not be recorded as stipulated by the P&C Federation rules governing a virtual meeting.

1. Equity - there is a requirement to ensure that all people wishing to participate are able to do so in an equitable manner, this includes internet connections and ability to be active in the meeting:
2. If someone has a technical issue with their sound and cannot be heard we will enable chat capability;
 - a. If there is a drop out of a number of participants, we may have to defer the rest of the meeting until a time all can participate;
 - b. Host reserves the right to mute all participants if necessary, to gain control of the meeting back.
 - c. Voting – will be done using the Zoom meeting Poll function. Only current 2021 financial members can vote in this meeting, a report can be extracted after the close of the meeting to check that the vote was carried out only by existing financial members.
3. Membership – any membership fees submitted through Qkr! for the 2021 member register by the close of this meeting, will have voting rights at future meetings held up until the AGM is held in March.
4. Quorum – we must maintain a minimum of 5 members in this meeting for the quorum to be valid.
5. No proxy voting allowed – you cannot place a vote on behalf of another member if they are not in attendance.

Code of Conduct

The Code of Conduct and all governance and policy documents are available via the links at the top of this document. If you have not seen or received a copy, please speak up and we will email it to you. If you have questions or access issues regarding any of these documents please contact the Secretary via email.

Meeting Items

Opening

Welcome to New Members & Visitors

President thanked all new and returning members, and thanks outgoing members and in particular executive members Todd (resigning Treasurer) and Muzna (resigning Secretary) for their efforts over the last year

Conflict of Interest Declaration

P&C Association members must declare interests which a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association.

Please take this moment to review this obligation with the agenda and topics to be discussed at this meeting, and make any concerns known at any time before, throughout or after the meeting.

Previous Minutes

The minutes of the previous AGM held Monday 15th March 2021 Were adopted April 26, 2021

Motion: Emily Wong	Seconded: Claudia Susanto
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Reports

President's Report

2021 was another challenging year for the School Community. There were again challenges in how the P&C could function and work to grow the School community together, due to extended lockdown and remote learning.

Nevertheless we grow closer to "normal", with some events happening back on site. I know that this sets us on the right track for this year.

Because the restrictions of 2020 carried into the 2021 Term 1, we had to welcome our new families to Carlingford Public School in a slightly different way. Our Kindergarten Tea and Tissues Morning Tea, had to be a "take away" affair, but we were still happy to see some groups forming and interested members of the new parent groups reaching out to the P&C. I am especially proud that our membership grew to 57 in 2021, despite how little time we had together on site. I hope we can continue this trend in 2022.

In 2021 we were again lucky to have the support of Belinda Sultana and Linda Xu, our 2 employees who were responsible for maintaining continuity of service throughout the year. Thank you both for your efforts, this won't be forgotten.

For canteen operations, 2021 was our first year of 5 Day per week service, again coping with cohort requirements and other restrictions on how lunches were picked up and handled. Despite these challenges Belinda's flexibility and work ethic ensured that we provided a safe, nutritious and friendly service to our school. Belinda is absolutely key to our success and we can't thank her enough.

To Linda, thank you for your management of our Uniform Shop. This was our second year of our online approach to the very busy Kindergarten orientation, which applied learnings from 2020 to make things even smoother. Thank you also for supporting our extended Canteen schedule!

Ruchi, thank you for also being a part of the Band Committee this year. Last year was an incredibly challenging one for those passionate about music as their restrictions on practicing and performing were the most restrictive. Ruchi took on the role of Band Coordinator for 2021 and was able to navigate yet another challenging year where Students missed much valuable face to face music (and playing together with their bandmates) due to the lockdowns.

Her efforts have supported a positive start to 2022, now with 3 bands being put in place. With additional purchases of band equipment for hire in 2021, our students have plenty of opportunity to learn and grow. Ruchi has done a great job but does need support from our parents to handle the workload – I urge parents of Band children to reach out to cpspcbandcoordinator@gmail.com and ask how you can help out.

Fundraising made a comeback despite restrictions at both the beginning and end of the year. Emily helped bring a wonderful Disco and, Mothers' Day Stall to the School, and we thank the parents and teachers who also made those events possible and special for our kids. I know that we can build on this success in 2022 to both raise funds for important projects and bring our Parents, Teachers and Children together for some great social events. Thank you Emily!

Thank you also to Svantje for her efforts in capitalizing on some promising signs in our Class Parent program in 2021. She has gained momentum in building the Class Parent groups which are already active and growing well. Another role with a lot to do, any parents who would like to support this program by being a committee member or Class Parent for their child's class would be greatly valued.

Trudy took on the role of our first Building Fund Coordinator in 2021, and immediately was successful in gaining much needed upgrades to our canteen. I know that as we continue to work with the school on key projects, her ability to impact even more significant projects will also grow – thank you for taking this on Trudy; our Building Fund is a big part of our future.

In addition, we have continued to focus on issues and opportunities, that our members believe are key to the education, safety and community of our children. With successful planning sessions in both 2019 and 2020 we ensure alignment and transparency. The P&C made investments in Road Safety; Student reward, recognition & celebration and other projects to thank our administrative, teaching and executive groups.

This included the landmark \$100,000 donation in February 2021 to support major infrastructure upgrades at CPS. We were also glad to provide replacements to the Table Tennis club which was one of the few consistent activities which could be enjoyed by our students with COVID restrictions in place – thank you to Linda Grimmond for giving us that opportunity.

I said in my last annual report that 2021 should be the year where we can make a real difference to the School environment at CPS. Unfortunately, with the loss of so much time with the second lockdown, this has not yet come to fruition. With continued focus on mutually valuable projects between the School and our P&C Community, we can make up for lost time. For anyone interested in helping this become reality, please reach out to us, and ask how to get involved.

A Parents & Citizens Association cannot succeed without support from, and communication with the School Executive, Teaching and Support Staff. This is especially important when a relatively new group of office bearers starts at the P&C Committee. Thank you to Neil Hinton, his executive team, the CPS Office and support staff as well as our teachers for their assistance and support throughout the year. Great communication will set the scene for a successful year.

It is impossible to name every single volunteer parent and teacher who has helped us across the year at so many events, initiatives, or programs so we thank all of you as a group. In times like 2021 when people are experiencing further personal challenges and hardships, to have them give discretionary time and effort to supporting their school community cannot be recognized enough. A heartfelt thank you to everyone who assisted our school community in 2021, and we look forward to building this community further in 2022.

Rob Kerle

President

Profit and Loss

Carlingford Public School P & C
Association

For the year ended 31 December
2021

Account	2021	2020
Trading Income		
Canteen		
Canteen Sales	112,379	94,255
Cost of Goods Sold - Canteen	(68,474)	(56,771)
Total Canteen	43,904	37,483
Uniform Shop		
Uniform Shop Sales	97,541	96,728
Cost of Goods Sold - Uniform Shop	(74,677)	(70,792)
Merchant Fees	(561)	(452)
Office Supplies - Uniform Shop	0	(57)
Total Uniform Shop	22,303	25,427
Total Trading Income	66,207	62,911
Gross Profit	66,207	62,911

Other Income

Fundraising		
Mothers Day Stall		
Mothers Day Stall Income	6,537	0
Mothers Day Stall Expenses	(1,246)	(1,696)
Total Mothers Day Stall	5,290	(1,696)
P&C Disco		
P&C Disco Income	4,300	0
P&C Disco Expenses	(1,223)	0
Total P&C Disco	3,077	0
Fathers Day Stall		
Fathers Day Stall Expenses	(727)	(40)
Total Fathers Day Stall	(727)	(40)
Total Fundraising	7,641	(1,736)

Band		
Band Income shirts	134	342
Band Fees	0	120
Instrument Hire	4,280	3,820
Band Expenses	(3,499)	(4,252)
Total Band	915	30
General Contributions	37,076	44,020
Interest Income	34	336
Other Revenue	702	94
Govt Subsidy/Cash Boost	35,250	20,000
Total Other Income	81,617	62,745

Operating Expenses

Bank Fees	3,797	2,727
Consulting, Bookkeeping & Accounting	9,438	4,873
Depreciation	14,569	6,082
Donations	111,757	20,825
General Expenses	3,265	3,603
Insurance	1,643	1,640
Subscriptions	1,304	1,288
Employee Expenses		
Wages and Salaries	36,057	61,766
Superannuation	3,477	2,993
Jobkeeper Reimbursement	0	(39,000)
Total Employee Expenses	39,535	25,759
Charopy Expenses	0	2,037
Workers Compensation	1,104	0
Total Operating Expenses	186,412	68,834
Net Profit	(38,588)	56,821

Balance Sheet

Carlingford Public School P & C Association As at 31 December 2021

	31 DEC 2021	31 DEC 2020
Assets		
Bank		
Community Solutions Cash Res	126,848.76	171,815.17
Community Solutions Cheque Ac	108,634.36	93,270.14
Westpac Community Debit Card	454.19	25.85
Total Bank	235,937.31	265,111.16
Current Assets		
Accounts Receivable	-	420.00
Cash Float - Canteen	100.00	100.00
Cash Float - Uniform Shop	200.00	200.00
Cash Float- Mothers day stall	310.00	-
Inventory	28,576.52	29,092.23
Total Current Assets	29,186.52	29,812.23
Fixed Assets		
Band Equipment	14,136.87	7,872.87
Canteen Equipment	11,314.45	3,009.00
Less Accumulated Depreciation on Band Equipment	(14,136.87)	(7,872.87)
Less Accumulated Depreciation on Canteen Equipment	(11,314.45)	(3,009.00)
Less Accumulated Depreciation on Office Equipment	(1,682.99)	(1,682.99)
Office Equipment	1,682.99	1,682.99
Total Fixed Assets	-	-
Total Assets	265,123.83	294,923.39
Liabilities		
Current Liabilities		
Accounts Payable	16,198.03	4,226.33
Band Bond	740.00	2,200.00
PAYG Withholdings Payable	692.00	984.00
Superannuation Payable	929.32	1,060.15
Wages Payable - Payroll	-	1,300.60
Total Current Liabilities	18,559.35	9,771.08
Total Liabilities	18,559.35	9,771.08
Net Assets	246,564.48	285,152.31
Equity		
Current Year Earnings	(38,587.83)	56,821.47
Historical Balancing	(18,985.66)	(18,985.66)
Retained Earnings	304,137.97	247,316.50
Total Equity	246,564.48	285,152.31

Level 3, 1 James Place
North Sydney NSW 2060

75 Lyons Road
Drummoyne NSW 2047

K.S. Black & Co.

Chartered Accountants

ABN 57 446 398 808

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CARLINGFORD PUBLIC SCHOOL P & C ASSOCIATION

20 Gross Street
North Parramatta NSW 2151

PO Box 2210
North Parramatta NSW 1750

We have audited the financial report being a special purpose financial report of the Carlingford Public School P & C Association which comprises the Balance Sheet as at 31 December 2021 and the Profit and Loss Statement for the year then ended for the uniform shop, canteen and general operations.

Officers' Responsibility for the Financial Report

The officers of the Carlingford Public School P & C Association are responsible for the preparation and fair presentation of the financial report and for such internal controls as they determine are necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Accounting Professional and Ethical Standards Board.

Basis for Qualified Opinion

Fundraising and general income are significant revenue sources for the Association. The Association has determined that it is impractical to establish controls over collection of fundraising income prior to its entry into the financial records. Accordingly, as the evidence available to me regarding the completeness of income was limited, our audit procedures with respect to fundraising, was restricted to the amounts recorded in the financial records. We are therefore unable to express an opinion whether the fundraising and general income recorded is complete.

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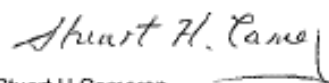
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Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial report of the Carlingford Public School P & C Association as at 31 December 2021 gives a true and fair view of the Association's financial position and its financial performance for the year then ended.

KS Black & Co
Chartered Accountants



Stuart H Cameron
Partner

Dated 4/3/2022

Canteen Report

Firstly, a big thank you for all the support we received from the P&C Committee, in particular the Executive team, the staff and the volunteers during another eventful year. Our new Canteen Monitors started keenly in 2021, providing support to myself and Linda, and our parent volunteers before school and during lunch and afternoon tea time. The canteen held a Pancake Day in February of 2021 and it was our most successful one yet. We had over 200 online orders with more ordered over the counter on the day. A big thank you to Emily Wong for her help in cooking on that day and the wonderful monitors and parent volunteers who helped get the pancake orders out in a timely manner. In February 2021, our menu was due for its Healthy Canteen Assessment. We passed the assessment with 85% every day food and 15% occasional foods resulting in our canteen being approved as a Healthy Choice Canteen. This result was an improvement on our 2019 assessment. Parramatta Council conducted their yearly Food Inspection of the canteen in April 2021. We passed in all aspects. During the inspection, it was found that the refrigerator was not running at a consistent temperature. After an urgent vote, we had a new refrigerator delivered within a few days. The new fridge has continued to serve us well. During 2021, the canteen started to use an online volunteer sign up. We were able to reach more families than usual. The online signup allows volunteers to book spots months in advance and to make any necessary changes. The 2021 lockdown occurred as Term 2 holidays started. The canteen closed at this time. It remained closed for 17 weeks and reopened on 25 October to online sales only. Sales at this time, despite the uncertainty, remained steady. During October, we also received our new under bench freezer space and work benches. They have been an invaluable addition to the canteen. They have allowed extra working spaces for volunteers and have created a more cohesive work flow within the canteen. Thank you once again to the P&C for making this happen. Lastly, due to the pandemic, the canteen operated mostly with a handful of steady volunteers week after week. A big thank you to Linda for all her dedication last year. I would also like to take this opportunity to thank those volunteers who continued to give of their time during 2021 to help in the canteen. I look forward to a successful 2022 with hopefully no interruptions.

Belinda Sultana
Canteen Manager

Uniform Shop Report

First of all, thank you to Tania, Suzanne, Anna and Jacqueline our office staff who have been and still are helping with uniform exchanges and deliveries due to health and safety restrictions. Also to 2021 prefects and house captains that helped with our uniform order deliveries to students in their classrooms.

Uniform shop online was continued through 2021, exchanges and refund items were to be left at the office for my collection and then processed and handed back to students. The system may not have allowed parents to exchanged items on the spot, but it mean that parents did not need to come in on a day and particular time.

During the year our suppliers had increased their prices due to an increase in shipping prices for the second half of the year. Consequently, we have had to raise our uniform retail prices to keep a healthy profit margin for the P&C at the beginning of the school year.

There were slight changes to some of our uniforms:

- our Girls Skort now have our school logo at the front left hand corner.
- discontinuing our Long Sleeves Shirts (Brushed), due to discontinued sourced fabric. They were custom made, poor quality and slow in sales.

Kindy orientation went smoothly with help from Rob, Joyce Lim and assistance from our transition teachers who helped with handing out all our orders on the first day of transition. Thanks to Margot Tillett and all the office ladies as well for constantly providing us information we needed to support our new parents.

Lastly thank you to our school community for their uniform donations towards our pre-loved uniform section. And to Trudy and Joyce thank you for coming to help with stock-takes.

Linda Xu
Uniform Shop Manager

Band Report

Fundraising Report

I am very grateful to the volunteers who assisted to run the fundraisers in 2021. 2021 was not an easy year for many aspects, we had to cancel a few planned fundraising events. I'm glad that we had our very successful annual Mother's Day Stall in May and Disco toward the end of Term 2 before all covid restrictions and lockdowns hit us.

At this stage the plan for 2022, we have a few more scheduled fundraising activities (tabled in November 2021 meeting).

Date	Event	Funds Raised (Net Profit)	Comments
7 May	Mother's Day Stall	\$2809.54	A successful event with only under 20 items left. We have over 20 parent helpers for the event.
18 June	Disco & Social Afternoon Tea	\$3,728.40	Very good numbers of students attended the disco. (K-2: 232 & 3-6: 213) The Social Afternoon Tea had great turn out, it was great opportunity to build the connection within our school community.
Sep	Father's Stall & Breakfast	Cancelled	Cancelled due to Covid Lockdown
	Total raised:	\$6537.94	

Building Fund Report

Summary:

- We have been successful in obtaining Community Building Partnership 2021 – pending final submission of documentation by 31/3/22 to obtain the funds - \$5212, project cost was \$5709, shortfall funded by the P&C.
- We have been invited to apply for, and have submitted an application on 18/1/22 for Stronger Communities Round 7 for \$5400 for new Oven for canteen. Pending final approval of funding, expect to hear by Mid-March 2022.
- Building Fund and DGR Status were both approved and finalised during the year, only item left is Bank account for Building Fund yet to be opened.

Organisation	Grant	Min Value	Max Value	Opening Date	Closing Date	Comments
NSW Government	Community Building	\$ 5,000	\$ 150,000	19/04/2021	14/05/2021	Successful for Grant, need to

	Partnership 2021					submit grant documents by 31/3/22
	Stronger Communities Programme - Round 7					Invited by MP to apply, accepted, pending final approval of grant funds, to be used for New Oven for canteen
NSW Government		\$	2,500	\$	20,000	19/01/2022

Class Parent Report

The 2022 school year has started of very successfully and even though we are still "learning along the way" we have been able to:

- guide our community of parents and/or carers from Kindy into Year 1 and
- build up a community for our new Kindergarten parents and/or carers

We currently have very active WhatsApp groups for all Kindergarten and Year 1 classes as well as one large group for each year.

Our Kindergarten group had well over 100 members before the start of the school year and once again, having these WhatsApp groups has proven to be great way of communication for new and old parents, from getting to know each other (some classes have had little playground meet-ups), to trying to locate lost uniform items, to looking for clarification on all sorts of questions regarding the school.

Due to the situation surrounding Covid we were unfortunately not able to organize a social get together in 2021 but are pleased to advise that both Kindergarten and Year 1 have Easter themed social events coming up in early April. These events are organized by members from our community.

Moving forward and further into 2022 I am still planning to post Expression of Interests for the roles of Class Parent and Language Representatives.

I am hoping to have these roles filled by the end of Term 1.

I want to take the opportunity to say a special THANK YOU to Rob for his endless help!!!

If you are able to help me occasionally communicating with parents via WhatsApp please let me know. I would be grateful for a helping hand. Or two.

Svantje

Class Parent Coordinator

2022 Election

Election of Office Bearers and Committee Coordinators

2022 P&C Executive

Voting will be conducted to fill the following P&C positions for 2021:

- President: Rob Kerle re-elected
- Vice President x 2 Afshan Ali Khan elected into Vice President Role
- Treasurer: Todd Dewey Resigned, Ella Xu (new 2022 member) nominated to take role in March GM)
- Secretary: Muzna Zohaib Resigned, Kylie Woolf (new 2022 member) nominated to take role in March GM)

2022 P&C Sub-Committee Co-ordinators

Voting will be conducted to fill the following P&C positions for 2021:

- Fundraising Co-Ordinator: Emily Wong Re-elected
- Band Committee Co-Ordinator: Ruchi Shrivastava Re-elected
- Band Instrument Hire Co-Ordinator: Vacant
- Class Parent Co-Ordinator: Svantje Duller Re-elected
- Building Fund Co-Ordinator: Trudy Mendis Re-elected

2022 Committees

Members are invited to join the following committees:

- Fundraising Committee
- Band Committee
- Building Fund Committee

Election of Auditor

Motion to re-appoint our current auditor KS Black & Co for 2022. PASSED

Annual Membership Fee

Motion to set the annual membership fee to \$1 for 2022. PASSED

Meeting Schedules

Motion to vote on 2021 General Meeting dates :3rd Monday of the Month at 7:30pm PASSED

Close

The next meeting will take place on: Monday March 20, 2023 at 7pm
Meeting Closed at: Monday March 21 2022, 7:29pm