



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

Meeting Date	21 st March 2022	Constitution	By-Laws
Meeting Time:	7:30pm	Code of Conduct	Virtual Meeting Rules
Meeting called by:	Rob Kerle (President)	Grievances	Website
Facilitator:	Rob Kerle (President)	Registration Link:	
Minutes Taker:	Kylie Woolf (Secretary)		
Location:	Zoom (online only)		

Attendees: Rob Kerle, Belinda Sultana, Emily Wong, Kylie Woolf, Muzna Zohaib, Neil Hilton, Nargess Saqeb-Akram, Trudy Mendis, Afshan Khan, Linda Xu, Lusinda Sitingco, Lynley, Emilia Djonov, Lisa To, Joycelyn Lim, Thresye Suyono, Ella (Min XU), Balaji Thimma Jothiram, Adam Boyd, Neridah Parker, Ruchi Shrivastava, Fiona Tramonte,

Apologies: Stephanie Lam

Agenda

Items (CTRL + Click to visit a section)	Presenter	Time
Meeting Open	Rob Kerle	[Time]
Previous Minutes	Rob Kerle	[Time]
Business Carried Forward	Rob Kerle	[Time]
Correspondence	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]
Principal's Report	Neil Hinton	[Time]
General Business	Rob Kerle	[Time]
Matters Arising		
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

Welcome to all New members, returning role holders and new elected members of the Exec and Sub Committees.

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.

Casual Vacancies

2021 P&C Executive

Members are invited to nominate for the following Executive Roles

- Vice President x 1
- Treasurer: Ella Xu Elected, welcome and thank you to the 2022 Treasurer
- Secretary: Kylie Woolf Elected, welcome and thank you to the 2022 Treasurer

2021 Committees

Members are invited to join the following committees:

- Fundraising Committee
- Band Committee
- Building Fund Committee
- Class Parent Committee

Previous Minutes

The minutes of the previous meeting held Monday 21st February 2022 are to be adopted

Motion: Trudy Mendis	Seconded: Linda Xu
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Business carried forward from previous meeting

Reports

President's Report

AGM Thank you and Welcome

Firstly, I'd like to thank both returning and new office bearers, committee coordinators and all other volunteers for their nominations into the 2022. Committee. We can't achieve anything without our parent volunteers, so thank you so much again, and we look forward to working together with the school and the broader parent and teaching community to achieve some great outcomes in 2022.

P&C Federation Celebrates 100 years

The Federation of Parents and Citizens Associations of NSW (P&C Federation) celebrates its centenary in 2022 – and 100 years of volunteering to support NSW public schools, students, teachers and families

P&C Federation is the peak body for P&C Associations in NSW, with more than 1800 members and 8000 Office Bearers throughout metropolitan, regional and remote NSW.

As part of the celebrations for this milestone, an online event, hosted by Julie McCrossin was held on **P&C Day, 2 March 2022, 7:00-8:00 pm**. It was a great celebration of what P&Cs can achieve in partnership with their schools and communities. Check out a recording of the [centenary event here](#).

P&C Audit

One of the key governance mechanisms of the P&C Association is the annual external audit. It is also critical to the registration of our P&C Association with the ACNC as a not-for-profit, and demonstrates financial and operational integrity to justify the trust our members, our community and the School place in us.

I'm glad to report that our audit was successfully completed again this year.

Priority Projects for 2022

Following a constructive meeting with the school, a review of projects under discussion between P&C and the School was completed with the following updates. This will allow discussion and funds planning with the committing and all members.

This list is open to commentary and new suggestions from both the School and our members, and all items still require votes for allocation of funds. The purpose of this list is to share current

opportunities of interest and invite feedback while pricing and other projects are better understood.

- Playground Upgrade

- Main priority as we have already provided funding.
- There is expected to be additional funding required, but on the upside the School confirms that top up funding can be matched by Government (i.e. we get double what we put into the project ourselves (school and P&C)
- Awaiting confirmed additional costs and post-Tender pricing to identify details.
- Next steps: Pending Architect and Assets feedback for pricing and equipment scope adjustment

- Sports Courts Shade and Lighting

- \$500K+ cost expected, but no full design received yet
- CPS to request design and quote incorporating Shade and lighting
- Building fund has a grant opportunity for this in July, more to come. External funding will be needed in order to make this project happen due to it's high cost.

- Sports Oval Upgrades : A number of opportunities – new project

- Centre pitch upgrade
- Cricket nets and long jump
- General upgrades/ changes to other spaces - posts, markings, water bottle filling stations
- P&C Open to next steps from school

- Covered Walkways from old to new buildings.

- Mentioned by school, but is based on feedback from Parents and School since building launch.
- CPS to request quote in time

Other Projects

- Covered seating (Previous Buddy Land Project)

- Quotes already received for 80-110pp
- Scope/ available space changed due to install of sandstone landscaping
- If the project goes ahead, it will be subject to space/ flow impacts based on the new Playground, how kids use the space, and new opportunities to use as Outdoor learning spaces as well.
- Next Steps: P&C to advise supplier of change, accept alternative proposal and place on hold

- Learning Resources (Reading, technology and other)

- P&C has requested School to provide scope of requirements.

Grants Available

- Queens Jubilee Planting:

2023 Projects

- Canteen - To be managed by DET Assets, follow up in 2023
- Toilet Block - initial repairs made, Larger upgrade pending other projects.

Other projects pending bandwidth support from our members if any time is available.

- Facebook: Draft scope and design.
- Microsoft 365: I've approached another vendor for a proposal as other suppliers became difficult to approach.
- Support to Students: Wellbeing and connectivity/ communications
- Support to Parents: – social, wellbeing and learning information
- Support to Families: – emergency funds made available in case of hardship

Treasurer's Report

Profit and Loss

Carlingford Public School P & C Association For the 2 months ended 28 February 2022

JAN-FEB 2022

Trading Income

Canteen Sales	13,657.79
Instrument Hire	3,081.00
Interest Income	4.09
Other Revenue	29.00
Uniform Shop Sales	20,266.01
Total Trading Income	37,037.89

Cost of Sales

Band Expenses	299.04
Cost of Goods Sold - Canteen	10,293.47
Cost of Goods Sold - Uniform Shop	10,414.65
Merchant Fees	93.50
Mothers Day Stall Expenses	(1.00)
Superannuation	568.04
Wages and Salaries	5,680.59
Total Cost of Sales	27,348.29

Gross Profit

9,689.60

Operating Expenses

2022 Kindy library bag-Uniform Shop Expenses	1,331.00
Bank Fees	277.47
Consulting, Bookkeeping & Accounting	550.00
Kindy 2022 Tea & Tissues Expenses	134.25
Subscriptions	127.18
Total Operating Expenses	2,419.90

Net Profit

7,269.70

Balance Sheet

Carlingford Public School P & C Association

As at 28 February 2022

28 FEB 2022

Assets

Bank

Community Solutions Cash Res	126,852.85
Community Solutions Cheque Ac	111,391.58
Westpac Community Debit Card	421.17
Total Bank	238,665.60

Current Assets

Cash Float - Canteen	100.00
Cash Float - Uniform Shop	200.00
Cash Float- Mothers day stall	310.00
Inventory	28,576.52
Total Current Assets	29,186.52

Fixed Assets

Band Equipment	14,136.87
Canteen Equipment	11,314.45
Less Accumulated Depreciation on Band Equipment	(14,136.87)
Less Accumulated Depreciation on Canteen Equipment	(11,314.45)
Less Accumulated Depreciation on Office Equipment	(1,682.99)
Office Equipment	1,682.99
Total Fixed Assets	-

Total Assets 267,852.12

Liabilities

Current Liabilities

Accounts Payable	12,259.90
Band Bond	740.00
PAYG Withholdings Payable	450.00
Superannuation Payable	568.04
Total Current Liabilities	14,017.94

Total Liabilities 14,017.94

Net Assets 253,834.18

Equity

Current Year Earnings	7,269.70
Historical Balancing	(18,985.66)
Retained Earnings	265,550.14
Total Equity	253,834.18

Canteen Report

With the change in Covid rules surrounding cohorting, we were able to recommence counter sales at lunch time, the week commencing 7 March.

We have had some of our new canteen monitors in before school, at lunch time and afternoon tea to help serve. At present, all is working well. The monitors are very capable and keen leaders.

Our online volunteer set up continues to work well. It has given volunteers the flexibility to make changes to their rostered shift when needed. Thank you to all those volunteers who have signed up, in particular, new volunteers.

With the new under bench freezers in full operation we were able to find a new home for the chest freezer. The new space at the back of the canteen is much appreciated.

Thank you to the P&C for passing last month's vote on the SIM/mobile number for canteen. Rob has now ordered this and we hope to have it up and running in the coming weeks.

Belinda Sultana

Canteen Manager

Uniform Shop Report

Uniform shop is starting to get busy with winter uniform orders.

2 weeks ago we experienced minor flood issues in the shop as there was so much rain. Water from the rain did not drain fast enough causing water to go in from underneath the shop, fortunately none of the stock was damaged.

Rob and I have been looking into new tablecloths for the P&C and school to use during events such as Presentation Day and Kindy tea and tissues. We also looked into aprons for our volunteers. So far we have obtained two quotes from suppliers, and we are waiting to hear from more to give us a better comparison.

Linda Xu

Uniform Shop Manager

Band Report

The Concert band and Performance band rehearsals are going on smoothly. Training band rehearsals will start in Term 2.

There was a damaged flute reported this year. As per the report and the cost of repair is approximately \$250.

All other instruments are in good condition and bond refunds are issued last week.

Instrument hire coordinator position vacant. If anyone is interested to take up this role, please feel free to contact me. If you are unsure and would like to discuss about the roles and responsibilities, please feel free to reach out to me.

Fundraising Report

Fundraising Report - March 2022

Donuts/Doughnut Drive

Donuts/doughnuts drive was a last-minute event we pulled together to celebrate a successful term 1 and relaxing of the Covid guideline in our school setting.

All doughnuts/donuts will be available for pick up on 5 April from 2:30pm on allocated pick up area of each grade. Orders will be delivered to Camp Australia if your child/ren will be going to After School Care on your day. (Please tick the box when you place your order on Qkr! All kindy orders will be delivered to their classrooms. More doughnuts pick up information will be available closer to the pick-up date via ClassDojo. (Allergy friendly option available from OMG! Donuts)

Emily updated that we have 200 orders so far.

Welcome Disco

Looking at dates for Disco in Term 2, will communicate with school exec. to work out the best date for the event. A hot food station similar to last year may be considered depending on the Covid status and parent helpers' number.

Mother's Day Stall

Mother's Day Stall will be on Tuesday 3 May. Thanks for approval of the fund of \$3500 for the purchase of the items to be sold at the stall. Please let me know if you can help on the day or set up on the day before.

Emily requests help for the Mother's Day Stall.

Move Night 2023

At this stage, we are looking at having the Movie night toward the end of Term 1. With the difficult covid situation in the last 2 years, a few companies that provided the service had been closed. We will try to lock in with a company soon after we received all the final quotes from them. If you know anyone or company would like to be sponsorship for the events, please email me on cpspcfundraising@gmail.com

Thank you

Building Fund Report

Building Fund / Grants report – March General Meeting 2022

Summary:

- We have been successful in obtaining funding from Community Building Partnership 2021 – documents submitted 18/3/22 - \$5212.

- We have been successful in obtaining funding from Stronger Communities Round 7 for \$5400 for new Oven for canteen. Pending receipt of documents needing to be completed to receive the funds.
- Bank account for Building Fund yet to be opened.

Organisation	Grant	Min Value	Max Value	Closing Date	Comments
Grant Funding Approved					
NSW Government	Community Building Partnership 2021	\$5,000	\$150,000	14/05/2021	Successful for Grant, need to submit grant documents by 31/3/22
NSW Government	Stronger Communities Programme - Round 7	\$2,500	\$20,000	19/01/2022	Invited by MP to apply, accepted, pending final approval of grant funds, to be used for New Oven for canteen
Grants available					
Business.gov.au	Small Business Rebate NSW - Safety Equipment	\$0	\$1,000	n/a	Need to do an eligible event with Safe Work to be able to apply.
Business.gov.au	Planting Trees for The Queen's Jubilee	\$2,500	\$20,000	EOI 22/3/22 Application 2/5/22	Need to be invited to apply by John Alexander, EOI due 22/3/22. Need to hold commemorative ceremony
Aboriginal Affairs NSW	2022 NAIDOC Grants Program	\$500	\$3,000	14/04/2022	<ul style="list-style-type: none"> • community festivals and fun days • community gatherings • cultural workshops • NAIDOC-themed sporting activities or competitions • school community-based activities
NSW Government	Clubgrants Cat 3 Infrastructure Grants: Sports and Recreation	\$50,000	\$300,000	15/04/2022	Projects approved before, floodlighting, Shade Structures
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Community Infrastructure	\$10,000	\$200,000	15/04/2022	One School awarded in last round for shade covers
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Arts and Culture	\$50,000	\$200,000	15/04/2022	Infrastructure for arts and culture, eg Libraries, multipurpose halls etc
Australian Department of Veterans' Affairs	Saluting Their Service - Major Commemorative Grants	\$0	\$10,000	9/06/2022	Can be included: <ul style="list-style-type: none"> - public awareness and/or cultural activities - school initiatives and/or educational activities – including memorial gardens (which must

include a memorial item, such as a commemorative plaque or plinth).

Business.gov .au	Community and Small Business Fund CCTV Fund NSW	\$5,00 \$0	30/06/20 22	LGA applicable - Parramatta included
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Funding Request:

The Grants Hub membership – this membership will provide better access to information about grants that are available across NSW and Australia, this will reduce the time needed to spend looking for grants, as the details are found in the one location. Cost I suggest is the Essential Package, \$29 per month or if paying for full year we would get 10% off - \$313.20.

The screenshot displays three membership tiers for Grants Hub:

- Essential:** \$29/month, No lock in contract. Features include Full Grant Access, Save Search, Tailored Grant Alerts, Member Support, Favourite Grants, PDF Downloads, 2 User Accounts, Grants Calendar (with sub-features: Closing Date Reminder, Calendar Notes, Add Own Grants), and Compare Grants.
- Premium:** \$45/month, No lock in contract. Features include Full Grant Access, Save Search, Tailored Grant Alerts, Member Support, Favourite Grants, PDF Downloads, 2 User Accounts, Grants Calendar (with sub-features: Closing Date Reminder, Calendar Notes, Add Own Grants), and Compare Grants. A red 'NEW' banner is positioned at the top right of this package.
- Team:** \$89/month, No lock in contract. Features include Full Grant Access, Save Search, Tailored Grant Alerts, Priority Member Support, Favourite Grants, PDF Downloads, 10 User Accounts, Grants Calendar (with sub-features: Closing Date Reminder, Calendar Notes, Add Own Grants), and Compare Grants.

The Purchase of a Grants Hub membership was put to a poll and it was agreed that the committee would purchase 1 year membership and review then its effectiveness after 12months. – Vote PASSED

Class Parent Report

Principal's Report

SCHOOL OPERATIONS

A huge thank you to our community for your efforts in supporting our school and students during the pandemic – especially prioritising safety and learning.

Over recent weeks we have had an increase in COVID-19 cases within the school, in both students and staff.

Although wearing masks indoors is not mandatory, we encourage it as it provides an added layer of protection.

Our school will continue to ensure our layered COVID-smart measures are in place, including vaccinations, maximising natural ventilation in learning spaces, continued good hand hygiene practices and enhanced cleaning.

If a student or staff member receives a positive RAT result, they need to:

- record the positive RAT result through the Service NSW website [External link](#) or Service NSW app [External link](#)
- notify the school of the positive RAT or PCR test result as soon as possible.
- follow NSW Health advice [External link](#) to isolate for 7 days.

If someone in a student's household tests positive, the student will be required to self-isolate for 7 days.

Any student or staff member who is unwell and/or displays symptoms of COVID-19 will be asked to go home and stay there until they can complete a RAT or PCR test if symptoms continue, they should stay at home and take another RAT in 24 hours or have a PCR test. If the second RAT or initial PCR test result is negative, and they are well, the student or staff member can return to school.

We strongly encourage our students and their families to consider vaccination including boosters when eligible. Find a vaccination clinic [External link](#) to book an appointment near you.

Neil updated that there has been an increase in covid cases and the school is relying on the availability of casual teachers in order to operate in-person learning.

CHANGES TO CPS ENROLMENT BOUNDARIES

With the continued and sustained growth in new apartments and population in the local area, construction has commenced on a new primary school in Epping South.

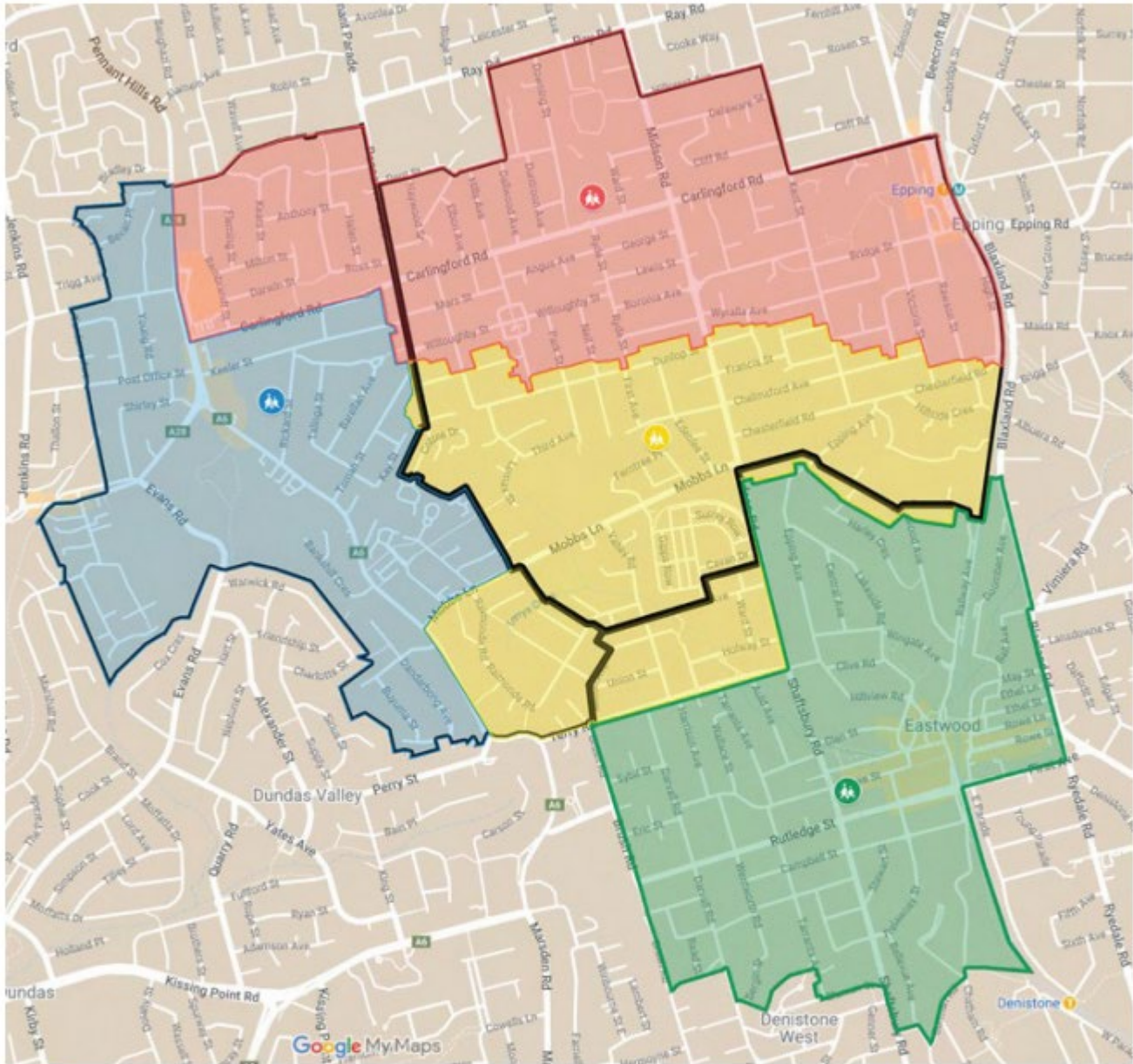
With the new school opening in 2023, the Department of Education have made adjustments to the intake area of our school, along with Epping West and Eastwood Primary School.






This means that for enrolments commencing at the start of the 2023 school year:

- The new intake areas will apply for all new enrolments in the identified primary schools from Kindergarten to Year 6.

- Parents living in an area where an adjustment has occurred, but who want to enrol their child at CPS, can still apply as a non-local enrolment via the standard process for non-local enrolments. The application will be considered on a case-by-case basis in line with the department's enrolment policy.
- From 2023, families living in an area affected by the changes who currently have a child / children enrolled at CPS and live in the former in-area school catchment, can stay at that school. They are also able to enrol other siblings at that school.

Map of the new local intake areas



-  Carlingford Public School
-  Eastwood Public School
-  New primary school in Epping
-  Epping West Public School
-  Previous intake area

School Finder

The new school intake areas can be viewed using the NSW Public School Finder at schoolfinder.education.nsw.gov.au. You can also access School Finder via the enrolment section of each school's website.



PARENT / TEACHER INTERVIEWS

Parent / Teacher Interviews will run from Wednesday 30 March – Thursday 7 April. The school has brought interviews forward so a grade is scheduled each day. This is to accommodate staffing of your child's class and to run interviews in a Covid safe manner.

A booking link will be emailed to you soon.

Date	Grade	Time
Wednesday 30/3/22	Year 3	11am - 6pm
Thursday 31/3/22	Year 1	1 pm - 6pm
Friday 1/4/22	Kindergarten	1pm - 6pm
Monday 4/4/22	Stage 3 (5F, 5N, 5O, 5/6P)	11am - 6pm
Tuesday 5/4/22	Year 2 (incl 1/2L)	1 pm - 6pm
Wednesday 6/4/22	Stage 3 (5R, 6B, 6C, 6Y)	11am - 6pm
Thursday 7/4/22	Year 4	11am - 6pm

Parents can choose the following options:

- In person interview
- Phone interview
- Phone interview with phone interpreter
- In person interview with phone interpreter

MOSQUITOES

There have been a number of concerns raised by concerned parents regarding the recent Japanese encephalitis cases in Australia.

We are currently looking at a number of options for our Kindergarten and Year 1 rooms such as installing flyscreens, mozzie zappers and other electronic insect deterrents.

Areas within the school possible

PLAY EQUIPMENT PROJECT

We were hoping to present plans and final costings for our playground upgrade tonight, however they are still being finalised.

Thank you to the P& C who have also contributed \$100,000 towards our new play equipment.

A shade structure for the equipment, depending on design, would range from \$60,000 to \$100,000.

PRE SCHOOL / SCHOOL CARPARK SAFETY UPGRADE

Due to the expense and complexity, DoE will be managing the project. A new entrance will be installed into the pre - school, along the Rickard St boundary fence that borders Macquarie Community College. The existing retaining wall needs to be cut and a wheelchair compliant ramp installed to the pre – school with a fence and bollards running the length of

the path. An automated gate will be installed for vehicles to access car park. The school has already allocated \$130,000 for the project, however quotes have come in for \$280,000.

Although expensive, we feel that the project will make accessing the pre school / car park much safer for our community. Currently, pre – school families have to walk through the teachers' car park to enter the pre – school.

SHADE SAILS FOR SPORT COURTS

We are still waiting on designs and pricing for this.

The school continues to explore covered walkways.

We now have a permanent crossing person.

General Business

In response to a question from the Zoom chat, Year 5s will be able to purchase the senior caps again this year.- Some children have not received that message. Adam Boyd mentioned that this is likely an admin error and he will look into it.

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on: Monday, May 16, 2022 7:30pm
Meeting Closed at: 8.28pm