



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

Meeting Date	15 August 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:	Rob Kerle (President)	https://us02web.zoom.us/join/ztZUvdOiorjsqG9btD3z_dBgGF22BG9fUHNiw	
Location:	Zoom (online only)		

Attendees: Rob Kerle, Belle Sitingco (Lucinda Stephanie Lam, Sitingco), Fiona Tramonte, Adam Boyd, Joycelyn Lim, Emily Wong, Linda Xu, Stephanie Lam, Bhuvana (Bhuvaneswari Chandrasekaran), Thresye Suyono, Belinda Sultana, Lynley, Afshan Khan, Neridah Parker, Trudy Mendis, Emilia Djonov, Ruchi Shrivastava

Apologies: Svantje Duller, Beth Edgley, Kylie Woolf

Agenda

Items (CTRL + Click to visit a section)

Items	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		

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 Yingying Song!

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

2022 P&C Executive

Members are invited to nominate for the following committees:

- Vice President x 1

2022 Committees

Members are invited to join the following committees:

- Fundraising Committee
- Band Committee
- Building Fund Committee

Previous Minutes

The minutes of the previous meeting held Monday, July 25, 2022 are to be adopted

Motion: Emily Wong	Seconded: Stephanie Lam
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Business carried forward from previous meeting

Correspondence

No Correspondence.

Reports

President's Report

Education week School Open Day – August 3 2022

Thank for the help of Emily and all our wonderful volunteers to make the Open Day Sausage Sizzle a success!

Walkathon

We have had early discussions on how the P&C could assist with a charity Walkathon for the school, more updates to come.

Paul Oram likely to be replaced by Eunice Chung, TBC by School

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
 - Awaiting confirmed additional costs and post-Tender pricing to identify details.
 - **Vote on additional \$150,000 funding to project, subject to final Pricing and funding requirements being received from School/DET**

Discussion on stability of financials for P&C – Currently ~245k cash with liabilities \$10K, expecting 30-40K in Parent voluntary contributions in next week – 2 weeks – Would retain \$110K to \$120K in cash reserves post parent contributions, ~85-95 prior.

Briefed that Metro renewal project has run out of funds so that there would be no further matching of contributions

Questions on whether the project could be staged, school responded that this would delay release of the space back to the children as construction would be kept open in parts

◦ **VOTE PASSED**

The P&C Exec and others will meet to discuss the current financial position given this vote and ensure that future donations can be made with confidence of ongoing stability for P&C finances

- 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 its 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
- Next steps: **School to provide time to meet to discuss requirements**
- Covered Walkways from old to new buildings.
 - Mentioned by school, but is based on feedback from Parents and School since building launch.
 - **School to arrange design and quote**

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.
 - **On hold**
- Microsoft 365: Implementation beginning late August

President noted that major projects may require external grant support depending on total cost, therefore will require additional efforts from Building Fund and Grants Committee

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

- Facebook: Draft scope and design.
- Marketing collaterals
 - We seek anyone with an interest and basic skills in design/ desktop publishing to help build some basic branded materials.
 - We have a Canva Account but are happy to volunteers to use their own platform as long as it is easily modified in the future – P&C can provide logos and photographic assets.

No Volunteers came forward

Treasurer's Report

There is a total loss of \$2600 for the month for the below reasons:

1. Half profit for Canteen and Uniform shop due to 2 weeks' school holiday.
2. Renew of insurance total of \$1700
3. Father's Day cost \$900 (invoice paid in July)
4. Extra accountant expense \$700 due to late payment for Rati's invoice. (2 months invoices recorded in July)

Balance Sheet

Carlingford Public School P & C Association As at 31 July 2022

31 JUL 2022

Assets

Bank

Community Solutions Cash Res	126,891.99
Community Solutions Cheque Ac	119,772.28
Westpac Community Debit Card	52.82
Total Bank	246,717.09

Current Assets

Accounts Receivable	642.10
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	29,828.62

Fixed Assets

Band Equipment	14,136.87
Canteen Equipment	16,681.35
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	5,366.90

Total Assets **281,912.61**

Liabilities

Current Liabilities

Accounts Payable	9,660.77
Band Bond	(1,560.00)
PAYG Withholdings Payable	1,742.00
Superannuation Payable	350.86
Total Current Liabilities	10,193.63

Total Liabilities **10,193.63**

Net Assets **271,718.98**

Equity

Current Year Earnings	25,154.50
Historical Balancing	(18,985.66)
Retained Earnings	265,550.14
Total Equity	271,718.98

Profit and Loss

Carlingford Public School P & C Association For the month ended 31 July 2022

JUL 2022

Trading Income

Band Revenue- Workshop	280.00
Canteen Sales	11,519.90
Education Week Open day-Sausage sizzle	150.80
Interest Income	16.92
Other Fundraising Income	4.00
Uniform Shop Sales	4,879.00
Total Trading Income	16,850.62

Cost of Sales

Band Expenses	550.00
Cost of Goods Sold - Canteen	7,953.56
Cost of Goods Sold - Uniform Shop	2,319.75
Merchant Fees	46.75
Superannuation	350.86
Wages and Salaries	3,341.57
Total Cost of Sales	14,562.49

Gross Profit	2,288.13
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Operating Expenses

Bank Fees	592.80
Consulting, Bookkeeping & Accounting	1,430.00
Donations	220.00
Fathers Day Stall Expenses	929.05
Insurance	1,067.87
Kindy 2022 Transition Morning Tea Expenses	100.10
Subscriptions	63.59
Workers Compensation	553.47
Total Operating Expenses	4,956.88

Net Profit	(2,668.75)
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Canteen Report

Our suppliers are still having some issues with stock which impacts us. However, we are managing with alternate options.

Our order numbers are slowly increasing which is great to see. However, we have seen a decrease in volunteers. I strongly encourage anyone who would like to volunteer to do so. Please speak to Linda or myself or email cpspccanteen@gmail.com if you or anyone you know is interested in volunteering.

Belinda Sultana
Canteen Manager

Uniform Shop Report

Business has been slightly down for the past few weeks comparing to the first two terms, but we were busy with new students joining our school.

Aprons for our Volunteers arrived last week, in time for the Father's Day stall.



Linda Xu
Uniform Shop Manager

Band Report

Band Workshop will be held on Sunday, 28 th Aug at school hall from 9am – 3pm. The students and music conductors are looking forward to it.

Parents would like to know whether refund will be issued if the child is unable to attend the workshop due to health condition. The bookings are coming through. However, some parents are waiting to get an answer on refund policy.

The KMA fee towards the workshop was divided among 60 students There was no extra fee collected to cover the last-minute dropouts. May I know if P&C can support to cover the gap if there are any last-minute dropouts due to health condition.

Thank You Belinda for your support in organising the morning tea.

Regards

Ruchi

Discussion followed that it was likely that as the P&C cannot recoup any costs from the providers, and that children could fall sick from other reasons in addition to the Camp beyond anyone's control (Camp was discussed verbally as a source of concern from parents), it would be difficult to refund parents. Parents in hardship were encouraged to contact the School (noted by Adam B)

Fundraising Report

Education Week Open Day BBQ

We had over \$2200 of sales of sausages and drinks for the day, over 450 orders of sausages. We made over \$1000 of profit for the event.

Thank you for Trudy M, Thresye S, Sara G, Ice, Stephanie L, Lynley S, Belle S, Emma, Linda and Belinda's helps for the day.

Father's Day Stall – 30 Aug

Father's Day Stall will be on Tuesday 30 Aug.

A great range of gifts for Fathers, Grandfathers and/or carers will be available for purchase ranging in price from \$1 to \$20 and Gift Packs will be available on Qkr!

We will accept cash or cash vouchers. Cash vouchers are available to purchase through Qkr! for your children to spend at the stall.

The children will be escorted to the stall by their teacher. Classes will attend the stall with their buddy class. Please send a carry bag with your child (limited amount of gift bags will be available for purchase).

If you can help out with the Father's Day Stall, please contact, Emily Wong at cpspcfundraising@gmail.com or sign up through the SignUp link below:
<https://signup.com/go/sctYJmU>

Disco in Term 4

Could we schedule a disco in Term 4?

Building Fund Report

Building Fund / Grants report – August 2022 - General Meeting

Organisation	Grant	Min Val	Max Val	Opening Date	Closing Date	Comments
Grants available						
NSW Government	Clubgrants Cat 3 Infrastructure Grants: Sports and Recreation	\$50,000	\$300,000	27/06/2022	18/07/2022	Projects approved before,
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Community Infrastructure	\$10,000	\$200,000	27/06/2022	18/07/2022	One School awarded in las
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Arts and Culture	\$50,000	\$200,000	27/06/2022	18/07/2022	Infrastructure for arts and
The Epping Club	ClubGrants Cat 2	Not listed, depends on funds available		All year		No details, have to contact out more information. Ea fund
Parramatta Leagues Club	ClubGrants Cat 2			All year		
						Write a long form descript would do with the allocate and/or community. Each of the Real Insurance com
						Health - clearly provide int promote the health of the
						Learning & Development - outcome that would lead
						Information & Technology access to information and tools) that would prove hi
						Community & Infrastructure work(s) that would promo
Real Insurance	Real School Grants Program 2022	\$0	\$5,000	Now	30/09/2022	intended beneficiaries.
Australian Department of Veterans' Affairs	Saluting Their Service - Major Commemorative Grants	\$0	\$10,000	Now	11/10/2022	Can be included: - public awareness and/or - school initiatives and/or gardens (which must include plaque or plinth).
Business.gov.au	Community and Small Business Fund CCTV Fund NSW	\$0	\$5,000	1/07/2019	30/06/2023	LGA applicable - Parramat

Discussion reiterated that Club Grants of High value were opening in October and that the P&C and School should meet very soon to discuss priorities. This was agreed by the School to happen in the coming week or two

Class Parent Report

Class Parent Report – August 2022

As advertised on Class Dojo last week, on Thursday, 25th August the school is holding two workshops for parents with a morning tea between these two events.

The school has reached out to the Class Parent Program offering the P&C presence at the morning tea as opportunity for community building.

The first workshop is for families that have recently arrived to Australia and that are new to our school, whereas the second workshop will be on "building resilience in children".

Parents from both workshops are invited to the morning tea, which will run from 10:30 – 11:30.

I am reaching out to the P&C today to see if there are any members that would like to join Rob and myself at the morning tea to meet parents, talk about our school, our community, and the P&C?

As the school receives RSVPs from parents, they will forward me information on culture/language background, esp. regarding the "New Arrivals" workshop. I was hoping that, once I can pass on this specific information, there might be a few volunteers from the P&C with a similar cultural/language background.

Questions on whether the resilience workshop will be recorded – School clarified it will not be. The President requested any P&C members to come along to represent at the new parents section and the morning tea to promote the P&C.

We now also have a new WhatsApp group running for Kindergarten 2023, which will allow us to start preparing for Kindergarten Orientation this year. Like last year, we want to be able to reach as many parents as possible prior to commencement of Kindy.

Parents from our current Kindergarten community also organized a "Christmas in July" event which was held, with great success, at the end of Term 2.

I am hoping to organize at least one more social get together for Kindergarten and Year 1 prior to the end of the school year.

I am excited about the community of parents we have already been able to build and look forward to expanding the class parent program in 2023.

Svantje

Class Parent Coordinator

Principal's Report

OPEN DAY

Thank you to all our P&C for their assistance with Open Day 2022.

It was a great to see so many families join us for a picnic lunch and then attend the school concert. Next year we hope to be able to re- introduce our traditional 'open classroom' sessions.

A huge thank you to Emily, Rob and Belinda for their organisation and delivery of our Sausage Sizzle. Thank you to our countless volunteers (Stephanie, Lynley, Belle, Linda, Sara, Trudy, Ice, Thresye and Trudy) for their assistance with feeding over 500 people.

NEW ASSISTANT PRINCIPAL ROLE IN ALL SCHOOLS

Literacy and numeracy skills are the key to success across all curriculum in our schools. To ensure all children have a strong foundation in literacy and numeracy, deep content knowledge and confidence in their ability to learn, adapt and be responsible citizens, the DoE is introducing over 1,300 Assistant Principal, Curriculum and Instruction roles over the next three years.

The Assistant Principal, Curriculum and Instruction (AP, C&I) position is a leadership role dedicated to ensuring literacy and numeracy knowledge and skills are embedded in curriculum and assessment; high quality teaching practices are enhanced; and the capabilities of middle leaders are strengthened in literacy and numeracy instruction.

The AP, C&I provides guidance and high impact professional learning to enhance teacher growth and development in literacy and numeracy. They do not have a teaching load but work alongside teachers, co-planning and co-teaching in a continuous improvement process that seeks to uplift teaching skills and improve student outcomes.

Our school has an allocation of 1.2 for this new role, with the positions commencing in 2023. One position will be 5 days / week and the other position one day / week.

These positions are currently advertised, with applications closing last week. Interviews will take place in week 6 / 7 of this term. Thank you to Emily and Trudy for being apart of this panel and for your time today.

RAPID ANTIGEN TESTS TO BE SENT HOME

The Department of Education has delivered additional Rapid Antigen Test Kits to our school for optional at home screening of students where COVID – 19 symptoms exist. These kits were sent home last week.

Just a reminder, please do not send your children to school if they are unwell. Thank you for your support in keeping our community safe.

PRE - SCHOOL LIGHTING

Camp Australia have received a quote to install lighting to enable safe access to and from their facility. This involves the installation of a three - metre pole in the middle of the path with four powerful floodlights illuminating approaches to the building, the sports courts and the asphalt. Camp Australia are obliged to seek a second quote before they can proceed with the project. We are hopeful the project will be completed this term. Camp Australia will fund the project.

FREE PARENT WORKSHOPS

On Thursday 25th August (Week 6) our school is running two parent / carers workshops. The first workshop is for parents who are new arrivals to Australia. This workshop will run from 9:30 – 10:30am. Our new arrival families will receive personal invites to this session. Morning Tea will follow this session from 10:30 – 11:15am.

A Resilience workshop will run from 11:30 – 12:30pm which is open to all parents. Resilience is the ability to manage adversity and bounce back from difficult life events and is thought by many to be the answer to the significant mental health challenges that children and adolescents face.

The workshop will teach you how to promote your child's resilience and provide a range of resources that are available to parents and carers.

The session covers topics such as:

- What is resilience?
- Why is it important?
- What are the factors associated with it?
- Seven learnable skills of resilience
- The overall model of resilience
- The protective factors associated with resilience

PLAY EQUIPMENT PROJECT

We are \$198,508 short for our playground project. Unfortunately, DoE have exhausted all their Metro Renewal Funds and are unable to contribute any more money to the project.

The final quote for our play equipment project has come in from Monument Pty Ltd (the company who delivered our sports courts) at \$598,508.

This is \$198,508 in excess of the \$400,000 we have already paid for the project. (CPS - \$100,00, CPS P&C - \$100,000 and DoE \$200,000). Unfortunately, the DoE have exhausted all Metro Renewal funding and are unable to contribute any additional funds. The school is financially not in a position to fund the additional funds required, without postponing additional projects of automated gates to the carpark to ensure student safety and a covered walk way to the new build, to protect students and staff from the elements when moving around the school. We are hopeful that tonight, the P&C will approve a further \$150,000 to enable work on the project of the new playground to commence.

These are the pieces of equipment that will be installed.

'Giant Treehouse 1', 'Geoclimber', 'Geoswell' and 'Lamington'.

Giant Treehouse

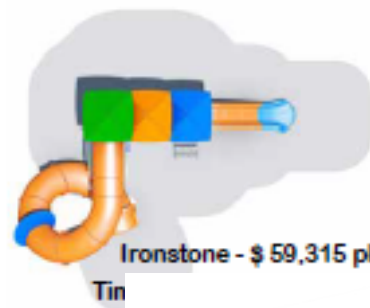
1

\$79,000 installed

Spizvac Marketing Pty Ltd. 50 Gungah Bay Road, Oatley, NSW. 2223. Tel: 0425 837 800. Email: sales@superplaygrounds.com.au

Giant Treehouse System GTH-013

Fall Space - L8.81m x W7.7m
Equipment - L7.2m x W4.41m x H5.2m
Softfall Area - 40.4 sqm
Age Group - 5-13 years
Fall Height - 2.4m



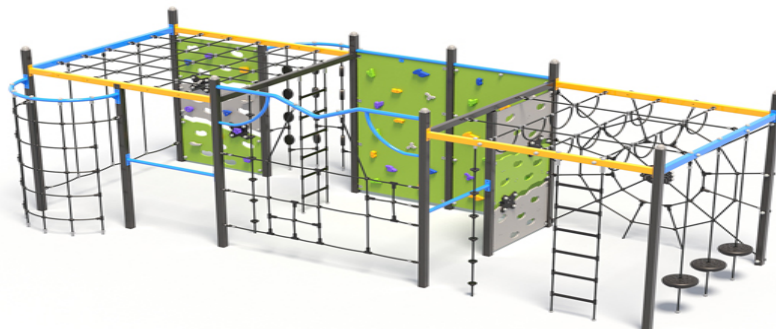
Ironstone - \$ 59,315 plus gst

Tin



'Geoclimber'

\$39,000 installed



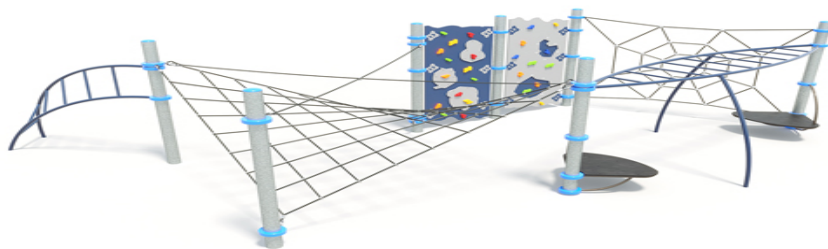
Geoswell'

\$40,000 - installed



'Lamington'

\$55,000 installed



PRE SCHOOL / SCHOOL CARPARK SAFETY UPGRADE

Work has commenced on our pre - school entrance safety upgrade. This project involves the creation of a new entrance to the pre - school, relocating it to the school's boundary which borders the Macquarie Business College. This new entrance will allow safe pre – school access for families, no longer having to travel through the staff car park.

The vehicular entrance to the CPS carpark will also be automated, preventing non authorised vehicles and pedestrians from entering the car park.

General Business

- The Great Felton Giveaway Competition - Win up to \$10,000 worth of Felton outdoor furniture. Taking part is easy. Simply upload a photo of an empty outdoor space that you would like to be filled

with Felton outdoor furniture, select the outdoor furniture you would like in that space and tell us why Felton should choose your organisation as the winner. Entries close September 30, 2022.
<https://felton.net.au/competition-2022/>

Agreed that the School and P&C could discuss this opportunity when discussing all other funding requirements in the previously mentioned meeting

- VOTE: Request for \$10,000 funding of School Presentation end of year ceremony

Discussion where President outlined why more than single year commitments were not proposed so that new committees were not beholden to past decisions. Noted that the P&C currently funds \$400 for 4 peak awards in past years.

Upon clarification, Fiona clarified that donations which could be committed below the maximum \$10K) amount were welcome. Vote to be held off until next meeting to present available fund remaining for this year.

Further discussion that the Schools next year financial planning occurs in Term 4 for the following year, whereas the P&C follows the AGM in March. Unsure of how to align this but discussions may take place.

Matters arising and business to be carried forward

Item	Meeting to respond
School & P&C to meet and discuss funding requirements and grant opportunities for next priority projects	September
P&C- President, Treasurer and others as needed to assess current financial position and outstanding spending for 2023	September

Close

The next meeting will take place on: **Monday, September 19, 2022 7:30pm**

Meeting Closed at: **8:37pm**