



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

Meeting Date:	17 October 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)	https://us02web.zoom.us/meeting/register/tZMrf-6pqTsqGN1FU_grX7vrqcaplcZgHbA	
Location:	Zoom (online only)		

Attendees: **Rob Kerle, Adam Boyd, Neil Hinton, Afshan Khan, Belinda Harrison, Belinda Sultana, Belle Sitingco, Beth Edgley, Claudia Susanto, Emily Wong, Fiona Tramonte, Joycelyn Lim, Linda Xu, Neridah Parker, Ruchi Shrivastava, Stephanie Lam, Lynley, Kylie Woolf, Aniya Chen, Ashima Sakkarwal, Karen Cowling, Afshan Khan, Lusy Tjin**

Apologies: **Svantje van Hummel**

Agenda

Items <i>(CTRL+ Click to visit a section)</i>	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]

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!

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, September 19, 2022 are to be adopted

Motion: **Belinda Sultana**

Seconded: **Emily Wong**

Business carried forward from previous meeting

Correspondence

No Correspondence.

President's Report

Kindy 2023 Orientation

Linda, Svantje, Belinda and I are working to get preparations underway for the Orientation programs and Uniforms sales which will take up several weeks in late October and November. We will run welcome morning teas, uniform displays, sales and other introductory efforts to make them feel welcome and equipped for 2023. We can't do this without volunteers so we will reach out in the coming days to ask for your help.

Finance Review

Thank you to Ella for spending a huge amount of her time recently to get a deeper understanding of current and future financial positions, with opportunity for improved reports and better Thank you also to Trudy for her time spent covering the background and detail of our previous operations.

Walkathon

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

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 next steps on project from contractors/ DOE Assets – final donation of \$150,000 has been made to the school.
-
- **Sports Oval Upgrades**
 - Centre pitch upgrade
 - Cricket nets and long jump
 - General upgrades: water bottle filling stations near BA building, behind sandstone barrier
 - Next steps: *School to arrange contractor for initial scoping*
- **Covered Walkways from old to new buildings.**
 - Mentioned by school, but is based on feedback from Parents and School since building launch.
 - *DOE Assets to restart quoting in early 2023*

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 until space review after completion of Playground upgrade**
 - **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.
 - **On hold**
 - Microsoft 365:
 - Implementation beginning currently – Thanks to Afshan for her efforts here!
- 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 for volunteers to use their own platform as long as it is easily modified in the future – P&C can provide logos and photographic assets.

Treasurer's Report

September made a pretty good result of \$10K profit and YTD \$78K profit.

Our bank balance is \$300K as at September 30th. And \$150K transferred to CPS will be reflected on next month's report.

Please note: The numbers shown at Band section is not accurate so far, I will amend those incorrect transactions in the following months.

Balance Sheet

Carlingford Public School P & C Association As at 30 September 2022

30 SEP 2022

Assets

Bank	
Community Solutions Cash Res	127,014.73
Community Solutions Cheque Ac	170,274.93
Westpac Community Debit Card	19.61
Total Bank	297,309.27
Current Assets	
Accounts Receivable	548.40
Cash Float - Canteen	100.00
Cash Float - Uniform Shop	200.00
Cash Float- Mothers day stall	310.00
Inventory	28,334.92
Total Current Assets	29,493.32
Fixed Assets	
Band Equipment	14,626.87
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	5,856.90
Non-current Assets	
Prepayment -Band Camp	1,500.00
Total Non-current Assets	1,500.00
Total Assets	334,159.49

Liabilities

Current Liabilities	
Accounts Payable	8,289.64
Band Bond	(1,760.00)
PAYG Withholdings Payable	1,334.00
Rounding	0.12
Superannuation Payable	1,454.95
Total Current Liabilities	9,318.71
Total Liabilities	9,318.71

Net Assets 324,840.78

Equity

Current Year Earnings	78,276.30
Historical Balancing	(18,985.66)

Profit and Loss

Carlingford Public School P & C Association For the month ended 30 September 2022

	SEP 2022	JAN-SEP 2022
Trading Income		
Canteen		
Canteen Sales	22,794	159,269
Cost of Goods Sold - Canteen	(12,408)	(93,759)
Total Canteen	10,387	65,510
Uniform Shop		
Uniform Shop Sales	3,690	81,554
Cost of Goods Sold - Uniform Shop	(1,832)	(53,912)
Merchant Fees	(47)	(421)
Total Uniform Shop	1,810	27,221
Dept of Industry- Grant	-	5,400
Total Trading Income	12,197	98,131
Gross Profit	12,197	98,131
Other Income		
Fundraising		
Open Day BBQ and Cake Stall		
Open Day Stall Expenses	-	(250)
Total Open Day BBQ and Cake Stall	-	(250)
Mothers Day Stall		
Mothers Day Stall Income	-	6,226
Mothers Day Stall Expenses	(867)	(4,137)
Total Mothers Day Stall	(867)	2,090
P&C Disco		
P&C Disco Expenses	-	(24)
Total P&C Disco	-	(24)
Election Day 2022		
Election Day Income	-	8,521
Election Day Expenses	-	(1,470)
Total Election Day 2022	-	7,051
Fathers Day Stall		
Fathers Day Stall Income	4,568	7,548
Fathers Day Stall Expenses	(55)	(3,394)
Total Fathers Day Stall	4,513	4,153
Donut Day		
Donut Day sales	-	4,161
Donut Day- Expenses	-	(3,208)
Total Donut Day	-	953

Canteen Report

No report.

Uniform Shop Report

Preparing for Kindy orientation. Our uniform will be displayed on the first day of transition for parents to look at. Parents get to order from the 27th October to the 3rd November on QKR like the past years with choices of different bundles for parents to select with a discount. Ordering information had been sent out to those who will attend the transition.

Linda will be needing volunteers to pack uniforms prior to the Kindy orientation. Please be on the lookout for that request.

Linda Xu
Uniform Shop Manager

Band Report

The booking for the 2023 weekend band camp at Galston Gorge Camp from 28-Jul-2023 to 30-Jul-2023 and 2024 is done. After the last month's P&C meeting, upon request Matt negotiated for us with CRU group and got us a deal to book for 60 people with a minimum financial commitment of 45 people that includes 10 parent volunteers for 2023 camp. We are now at a less risk as it is more likely to get 35 students to book for the camp.

The band camp can continue to be an annual activity for the band students for the progress in their learning in the coming years hence the booking is done for 2024 as well but there is no minimum financial commitment for 2024 until we run our first camp.

As discussed in the previous meeting Key Music Australia is organising Band-O-Mania on Sunday, 6 Nov at West Pymble Public School oval to celebrate the music education. There is an opportunity for the band and P&C committee to get involved, some suggestions are to sell cakes, food, drinks ice blocks etc. The funds raised through this stall can be used for our school. We got 6 parent volunteers willing to help on the day at the stall. Is P&C able to help with procuring the items to run the stall?

I would like to thank P & C members, Mr. Hilton, and Mr. Boyd for their continued support towards the band this year.

Band organizers have renegotiated the minimum attendance to the band camp from 60 to 45 attendees.

Ruchi will work with school to make the band payment.

Ruchi will work with Emily to get donuts for band stall.

Kind Regards
Ruchi Shrivastava

Fundraising Report

No report.

Adam requested \$1000 in funds for food at the teacher-facilitated end of year 6 fun day?

This vote passed.

School disco proposed to be indoors during school hours. Students will be able to wear their dress clothes to school. This event is for the kids to have fun, over it being a fundraiser.

The P&C voted to spend \$900 for the disco for term 4.

This vote passed.

Building Fund Report

Building Fund / Grants report – October 2022 - General Meeting

Summary:

There is an environmental grant added to the list below, whether there is a project in this space that the school is considering, that could be applicable to the grant, perhaps to do with the garden club.

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	10/10/2022	31/10/2022	Projects approved before, floodlighting, Shade Structures
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Community Infrastructure	\$10,000	\$200,000	10/10/2022	31/10/2022	One School awarded in last round for shade covers
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Arts and Culture	\$50,000	\$200,000	10/10/2022	31/10/2022	Infrastructure for arts and culture, eg Libraries, multipurpose halls etc
The Epping Club	ClubGrants Cat 2	Not listed, depends on funds available		All year		No details, have to contact the separate committees for each club to find out more information. Each club has to put 0.4% of their earnings into fund
Parramatta Leagues Club	ClubGrants Cat 2			All year		
Business.gov.au	Community and Small Business Fund CCTV Fund NSW	\$0	\$5,000	1/07/2019	30/06/2023	LGA applicable - Parramatta included
NSW Dept Planning and Environment	Environmental Education - Tier 1	\$0	\$60,000	Now	7/11/2022	Theme 1 - Addressing climate change impacts on the natural environment both mitigation and adaptation; or
NSW Dept Planning and Environment	Environmental Education - Tier 2	\$60,000	\$250,000	Now	7/11/2022	Theme 2 - Supporting threatened species recovery.

Class Parent Report

No report.

REMOVAL OF MANDATORY COVID ISOLATION PERIODS

You may have heard that National Cabinet announced their decision to remove the isolation requirements for COVID-19 positive cases. The NSW Department of Education is working on this to make sure our COVID-smart settings are aligned when the change to isolation comes into effect on Friday 14 October. In the meantime, **we will continue to follow the same measures we had in place for Term 3**. I will provide an update once we have confirmation from the department.

ADDITIONAL SCHOOL DEVELOPMENT DAYS

The department is providing 2 additional school development days – one in 2022 and one in 2023 – to support teachers' professional learning and development which may have been impacted by COVID-19 over the last 2 years.

This increases the annual school development days for teachers to 6 per year. The additional days will be held on:

Monday 19 December 2022 (Tuesday 20 December 2022 is also a school development day)

Monday 18 December 2023 (Tuesday 19 December 2023 is also a school development day)

This means that the final day that students will attend school this year will be, Friday 16 December.

2023 PLANNING

We are starting to plan class structures for 2023. At this stage we have about 80 Kindergarten students enrolled for next year. At the end of the year, we lose 110 Yr 6 students, so we could drop a class in 2023, operating with 30 classes. This week we will send a survey out to our community, seeking confirmation from families that they will be returning to CPS in 2023.

KINDERGARTEN TRANSITION

Kindergarten transition for 2023 students will take place over three Thursdays, 27 October, 3 and 10 November.

There will be a morning (9:45am) and afternoon (3:00pm) session with the students split into groups of 15.

Parents information sessions will be held concurrently over the three sessions in the old hall.

2023 STAFFING

There will be some staff movement in 2023 that will create three permanent teacher vacancies for 2023.

1. Classroom teacher vacancy, created by Mrs Elliott's appointment as our AP,C&I
2. Classroom teacher vacancy, created by the retirement of Mrs Woodbury.
3. EAL/D teacher vacancy, created by Mrs Calf retiring

As part of the merit selection process, we will be holding interviews in coming weeks to fill the two vacant classroom teacher positions. Mrs Elliott will convene the panel. Two parent representatives are needed for the panel (one parent rep and another parent rep with an EAL/D background). If you are interested in joining the panel please approach Rob Kerle.

The vacant EAL/D teacher position will be filled by the DoE through teacher transfer.

ADDITIONAL AP,C&I POSITION

Carlingford PS received an AP,C&I allocation of 1.2 (6 days). Mrs Elliott was successful through the merit selection process and has been appointed to the role 5 days / week from 2023.

The remaining 0.2 position (one day) is yet to be filled and will be advertised in coming weeks and filled through merit selection (interview). CPS will allocate additional funds to make the position a five day / week role for the next three years.

CHECK IN ASSESSMENT

Check-in assessments are online assessment for students in Years 3 to 9. They are mapped to the NSW Syllabuses and National Literacy and Numeracy Learning Progressions. Students are assessed in reading and numeracy.

Each assessment is designed to be quick and easy to administer, consisting of between 40 to 50 multiple choice questions. Schools can access feedback soon after the completion of the assessment.

Students in Year 3, 4 and 5 will complete their check in assessment from 10 October - 4 November. (Year 6 completed theirs, including writing late last term)

PLAY EQUIPMENT PROJECT

A huge thank you to our P&C for contributing \$250,000 for our new play equipment / playground.

We have allocated the funds for the project and DoE are in the process of finalising the contract. A pre - construction meeting will take place in a few weeks with construction

commencing this term. We are hopeful the playground will be operational by the end of Term 1, 2023.

PRE SCHOOL / SCHOOL CARPARK SAFETY UPGRADE

Work on our pre - school entrance safety upgrade is progressing well and should be complete within the next few weeks.

The vehicular entrance to the CPS carpark will also be automated, preventing non authorised vehicles and pedestrians from entering the car park. We are hopeful this will be completed this term.

CONGRATULATIONS RAYYAN – NSW PSSA CRICKET TEAM

Last week Rayyan from Year 6 represented Sydney West at the NSW State Championships in Dubbo.

At the tournament, he took 8 wickets from three games and was selected in the NSW PSSA Boys cricket team. Rayyan is a leg spin bowler who will perhaps be the next Shane Warne. Rayyan will now play in the PSSA National Cricket Championships in Shepparton, Victoria in November.

TELL THEM FROM ME – PARENT SURVEY

This Term, our school will be participating in the Partners in Learning parent survey, another part of the Tell Them From Me suite of surveys (student, teacher and parent surveys) on student engagement. The survey asks parents and carers questions about different factors that are known to impact on student wellbeing and engagement.

Running this survey will help our school understand parents' and carers' perspectives on their child's experience at school. These include: communication between parents/carers and staff, activities and practices at home and parent/carer views on the school's support of learning and behaviour. This valuable feedback will help our school make practical improvements.

The survey is conducted entirely online on smartphones, ipads, tablets, laptops or computers. The survey will typically take 15 minutes or less to complete and is completely confidential. **The parent survey will be conducted between 5 September and 4 November.** Though participating in the survey is entirely voluntary, your responses are very much appreciated.

Information about the survey is available at the TTFM [website](#).

To access the survey, click on the following link <http://nsw.tellthemfromme.com/987ck>

General Business

Ruchi raised a question regarding having an all-girls cricket team.

Currently, the girls have an opportunity to join the boy's cricket team but there is no girls-only cricket team or competition.

Beth Edgley will pass her contact at Cricket NSW on to Rob should anyone in the P&C want to explore organizing an all-girls cricket team and competition.

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on: **Monday, November 21, 2022 7:30pm**

Meeting Closed at: **8:30pm**