



## Carlingford Public School Parents & Citizens Association

### Monthly General Meeting

Meeting Date	25 July 2022	<a href="#">Constitution</a>	<a href="#">By-Laws</a>
Meeting Time:	7:30pm	<a href="#">Code of Conduct</a>	<a href="#">Virtual Meeting Rules</a>
Meeting called by:	Rob Kerle (President)	<a href="#">Grievances</a>	<a href="#">Website</a>
Facilitator:	Rob Kerle (President)	Registration Link:	
Minutes Taker:	Rob Kerle (President)		
Location:	Zoom (online only)		

#### Attendees:

Rob Kerle, Neridah Parker, Lynley Saunders, Emily Tong, Fiona Tramonte, Sara Ghorbani, Adam Boyd, Joycelyn Lim, Stephanie Lam, Belinda Sultana, Ruchi Shrivastava, Belle Sitingco (Lucinda Sitingco), Afshan Khan, Emily Wong, Nan Zou, Linda Xu, Ella Xu, Emilia Djonov, Copernicus Wong, Neil Hinton

Apologies: Trudy Mendis, Svantje Duller, Kylie Woolf

## Agenda

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

# Preamble

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## *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

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## Opening

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### *Welcome to New Members & Visitors*

### *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

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The minutes of the previous meeting held Monday 27<sup>th</sup> June 2022 are to be adopted

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

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## Correspondence

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## Reports

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### President's Report

#### Education week School Open Day – August 3 2022

Emily is now working with the school on plans for this important event.

#### 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.
  - Next steps: **School to provide update**
- 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
  - 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: Project beginning in August

**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.

## Balance Sheet

### Carlingford Public School P & C Association As at 30 June 2022

30 JUN 2022

#### Assets

<b>Bank</b>	
Community Solutions Cash Res	126,875.07
Community Solutions Cheque Ac	129,679.21
Westpac Community Debit Card	361.41
<b>Total Bank</b>	<b>256,915.69</b>
<b>Current Assets</b>	
Accounts Receivable	488.80
Cash Float - Canteen	100.00
Cash Float - Uniform Shop	200.00
Cash Float- Mothers day stall	310.00
Inventory	28,576.52
<b>Total Current Assets</b>	<b>29,675.32</b>
<b>Fixed Assets</b>	
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
<b>Total Fixed Assets</b>	<b>5,366.90</b>
<b>Total Assets</b>	<b>291,957.91</b>

#### Liabilities

<b>Current Liabilities</b>	
Accounts Payable	15,832.21
Band Bond	(1,560.00)
PAYG Withholdings Payable	1,534.00
Superannuation Payable	1,571.88
<b>Total Current Liabilities</b>	<b>17,378.09</b>
<b>Total Liabilities</b>	<b>17,378.09</b>

<b>Net Assets</b>	<b>274,579.82</b>
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#### Equity

Current Year Earnings	28,015.34
Historical Balancing	(18,985.66)
Retained Earnings	265,550.14
<b>Total Equity</b>	<b>274,579.82</b>

# Profit and Loss

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

JUN 2022

### Trading Income

Canteen Sales	24,594.65
Interest Income	11.46
Other Fundraising Income	12.00
Uniform Shop Sales	9,771.30
<b>Total Trading Income</b>	<b>34,389.41</b>

### Cost of Sales

Cost of Goods Sold - Canteen	12,748.93
Cost of Goods Sold - Uniform Shop	6,793.80
Merchant Fees	47.20
Overtime	631.48
P&C Disco Expenses	23.60
Superannuation	720.39
Wages and Salaries	7,203.96
<b>Total Cost of Sales</b>	<b>28,169.36</b>

### Gross Profit

6,220.05

### Operating Expenses

Bank Fees	664.67
Donations	10,437.00
Election Day Expenses	620.15
General Expenses	33.00
Subscriptions	63.59
<b>Total Operating Expenses</b>	<b>11,818.41</b>

### Net Profit

(5,598.36)

## *Canteen Report*

No Report

## *Uniform Shop Report*

No Report

## *Band Report*

Band Workshop will be held on Sunday, 28th Aug at school hall from 9am – 3pm. The students and music conductors are looking forward to it. Total 60 students will be participating in the workshop, the fee per student is \$70. Parents shall pay for the workshop using qkr app.

It is decided that the students will bring their own morning tea and lunch.

Is P&C band committee able to cater lunch and morning tea, tea & coffee for 6 music staff members and 10 parent helpers on the day. The approximate cost will be \$150.

**VOTE PASSED**

Regards

Ruchi

## *Fundraising Report*

No Report

## *Building Fund Report*

No Report - Overseas

## *Class Parent Report*

No Report - Overseas





### NEW COVID GUIDELINES

COVID-smart settings in Term 3

Many of our existing COVID-smart measures continue into Term 3, including:

- staying home if unwell, even if you have a negative RAT, until you are free of symptoms
- rapid antigen testing for symptomatic students and close contacts able to return to school
- the department will send another round of RATs to our school early this term, which we will provide to you in the form of 1 multipack of 5 RAT kits per student)
- strongly encouraging mask wearing, particularly for the first 4 weeks of term
- The latest NSW Health advice also recommends wearing a mask for people who have recovered from COVID-19 and recently completed their 7-day isolation period for an additional 3 days (from days 8 to 10 after receiving a positive COVID-19 result). Additionally, regarding close contacts, mask wearing is strongly recommended for staff and primary school students returning to school as close contacts for 5 school days.
- strongly encouraging all eligible students and their families to get vaccinated for COVID-19 and the flu
- maximising natural ventilation
- good hygiene practices
- strict requirements for close contacts attending school
- responding to local COVID-19 conditions

Some things are changing this term,

COVID-19 vaccination policy has been updated

- the mandate requiring COVID-19 vaccination will be lifted for staff in most school settings from 1 August 2022. We will continue to encourage all staff, students and our school community to keep up to date with their vaccinations, including getting a booster shot when eligible.

NSW Government Term 3 COVID-smart settings fact sheet for parents and carers - mainstream settings (PDF 135KB)

## **STAFF UPDATE**

Mrs Foo is now on maternity leave. Miss Wright (returning to CPS) is now teaching 5F. Mr Norman has taken over Mrs Foo's relieving Assistant Principal role and will lead Stage 3 throughout semester 2.

Miss Skibola, who was successful at interview late last term, has commenced as a permanent teacher at Epping Public School.

KL will now be taken by Mrs Jones (Mon and Tues), and Mrs Skocic (Wed - Fri). Welcome back to Mrs Morabi who has returned to CPS on Mondays and Tuesdays to teach Kindergarten technology (Mrs Jones former role).

## **KINDERGARTEN 2023 - OPEN MORNING**

Last Thursday, we held an Open Day for 2023 Kindergarten families. We had about 60 families in attendance. Thank you to Ms. Tillett for her organisation and the P&C for providing morning tea. Special thanks to Belinda Sultana, our canteen manager who set up and served the morning tea.

## **OPEN DAY - AUGUST 3, 2022**

We're looking at a slightly different format for Open Day this year due to the current COVID situation.

Parents will be required to wear masks on site

## **OPEN DAY 2022 DRAFT**

**9:25 - 11:00am** - normal morning session

**11:00 - 11:25am** - Grades 4 - 6 open classrooms

**11:25 - 12:10pm** - Picnic / Sausage sizzle (student orders delivered to classes) / Parents to purchase from BBQ's

**12:10 - 1:30pm** - Whole School concert (new hall) - 4 Dance groups / 3 bands

**1:30 - 2:00pm** - K -3 open classrooms

**2:10 - 2:30pm** - Afternoon Tea

**2:30 - 3:15pm** - Normal afternoon session

'Open classrooms' are now split into two sessions (to minimise the number of parents in the new building).

The concert will be for parents and performing students only. All students K - 6 will see a dress rehearsal prior to Open Day.

We have lunch down from 11:25 - 12:10 (as normal) - hoping this is enough time to provide lunch. Is the plan to deliver student orders to classrooms & parents collecting their orders from the BBQ's (undercroft area)?

Coffee Van, cold drinks and homemade slices/cakes/biscuits could operate between 11:00 and 2:30pm.

Open Day will be discussed at stage staff meetings tomorrow morning, with details confirmed to our community tomorrow / Wednesday.

### **PLAY EQUIPMENT PROJECT**

Tenders have now been submitted for our playground upgrade.

Most likely, Monument Pty Ltd will be awarded the contract (this company delivered our sports courts). The playground quotes have come in at approximately \$370,000. On top of this figure, the play equipment needs to be supplied and installed. We are allowing a budget of approximately \$200,000 for this. We are hopeful that DoE will contribute 50% of any extra funds we spend in excess of \$400,000.

In an ideal scenario, our project would come in at \$600,000 with DoE and our P&C contributing an additional \$100,000 each.

P&C will require final price confirmation and confirmation that the DOE will match the increase in funding contribution from the P&C, so we know the final required amount and that our funds will be adequate to drive the project forward.

NH mentioned this should come in the next few days, RK noted that an urgent vote or extraordinary meeting can be called once this information is available.

Our equipment, depending on site suitability, would be 'Treehouse 1' or 'Treehouse 2' and the 'Geoclimber', 'Geoswell' and 'Lamington'.

These combinations would see our total project costs come in at pretty close to \$600,000.

## Giant Treehouse

1

\$79,000 installed

Spizvec Marketing Pty Ltd, 50 Gungah Bay Road, Oatley, NSW, 2223. Tel: 0425 837 800. Email: [sales@superplaygrounds.com.au](mailto: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  
Timber Look - \$ 61,255 plus gst



## 'Geoclimber'

\$39,000 installed



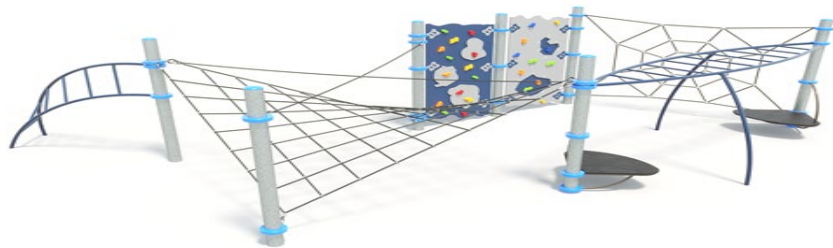
'Geoswell'

\$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*

Query on lighting between Rickard St gate and BA location – in winter this is a dangerous walk made more so by the ground layout – is there a way to look at where the final pathway would be in the future scenario of the playground being installed, and to plan for lighting provisions as part of this or a different scope?

School mentioned that they have requested Camp Australia to proposal lighting along part of the way. P&C requested to continue to look at the remainder of the way (school clarified the main walking path will likely be along the high side of the toilet block after the playground construction).

## *Matters arising and business to be carried forward*

Item	Meeting to respond

## *Close*

The next meeting will take place on: Monday August 15, 2022 at 7:30pm  
Meeting Closed at: 8:22pm