

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

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 16th May 2022 are to be adopted

Motion: Linda Xu

Seconded: Belinda Sultana

Business carried forward from previous meeting

Correspondence

President's Report

Education week School Open Day – August 3 2022

I hope to hear more from the school on their plans so that the P&C can partner with them, \$750 spend to be put to a vote

92% voted in favour of spending \$750 to run a BBQ or other food support to the Open Day August 3

Kindy 2023 Open Day (Moved from this week to next)

Thank you to those who voted to support this event which is now in Term 3.

Branding and collateral

With more access to events such as open days, fundraisers upcoming and other highly visible opportunities with the exist from lockdown, we wish to purchase some pull up banners to help promote the communities involvement and investment support in the school. Based on feedback from parents that they saw "people" at events and promotions but had no idea who they were (despite best efforts), we need to do more as awareness of who we are as well as what we do is need to address falling volunteer numbers.

Proposing a vote to spend up to \$750 on printed labels and 2 pull up banners.

82% Voted in favour of spending \$750 on P&C Collateral – Banners and Stickers

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: Please see update
92% voted in favour of updating Microsoft 365 and laptops

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.

Treasurer's Report

Profit and Loss

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

MAY 2022

Trading Income

Canteen Sales	24,223.79
Election Day Income	8,521.05
Interest Income	6.60
Mothers Day Stall Income	5,681.25
Other Fundraising Income	25.00
Uniform Shop Sales	16,532.42
Total Trading Income	54,990.11

Cost of Sales

Cost of Goods Sold - Canteen	15,427.18
Cost of Goods Sold - Uniform Shop	10,164.75
Merchant Fees	46.75
Mothers Day Stall Expenses	1,380.40
Superannuation	453.94
Wages and Salaries	4,539.48
Total Cost of Sales	32,012.50

Gross Profit

22,977.61

Operating Expenses

Bank Fees	362.62
Consulting, Bookkeeping & Accounting	660.00
Donations	735.00
Election Day Expenses	850.00
Fundraising Expenses	10.50
Repairs and Maintenance	577.50
Subscriptions	63.59
Total Operating Expenses	3,259.21

Net Profit

19,718.40

Balance Sheet

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

31 MAY 2022

Assets

Bank

Community Solutions Cash Res	126,863.61
Community Solutions Cheque Ac	129,668.83
Westpac Community Debit Card	50.00
Total Bank	256,582.44

Current Assets

Accounts Receivable	896.50
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	30,083.02

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 292,032.36

Liabilities

Current Liabilities

Accounts Payable	7,698.34
Band Bond	(1,460.00)
PAYG Withholdings Payable	706.00
Superannuation Payable	851.49
Total Current Liabilities	7,795.83

Total Liabilities 7,795.83

Net Assets 284,236.53

Equity

Current Year Earnings	37,672.05
Historical Balancing	(18,985.66)
Retained Earnings	265,550.14
Total Equity	284,236.53

Canteen Report

Canteen Report June 2022

We received our new commercial oven in late May. It has made such a difference to the management of our cooking and improved the overall running of things in canteen, particularly on our busier days. Thank you to the P&C, and Trudy for applying for the grant for making this happen for us. We are also awaiting the arrival of some new trays.

I am having to closely monitor (more than usual) the stock level of our items. Our suppliers are finding stock shortages with many manufacturers, which in turn means we don't always have our usual items. This is easily managed through Qkr!.

The colder weather has brought an increase in sales of our hot food items and hot chocolates. We are looking forward to a busy end of term 2 and term 3.

I encourage any new volunteers who would like to sign up, to do so. A big thank you to Linda and those volunteers who stepped in while I was away at the beginning of June.

Belinda reiterated that the canteen is constantly dealing with supply issues

Belinda Sultana
Canteen Manager

Uniform Shop Report

Uniform Shop Report

Uniform top up for kindergarten orientation and our summer uniforms for term 4 and term 1 2023 has been sent.

Volunteer aprons

Following the recent fundraiser at the Election day and in response to other inquiries, we found a need to help our volunteers stand out from the crowd and be more identifiable as a group, both for H&S and community awareness.

We propose the purchase of 20 P&C Branded Aprons from our existing uniform supplier, for use as needed by our volunteers at events.

Total cost to vote: \$500.00

100% voted in favour of spending \$500 on P&C branded aprons

School Tablecloths

Rob and I have been specing plans for formal presentation tablecloths to replace the current mismatched and aged items currently used for presentation days and other school/ P&C events. We are putting forward a vote for 10 such items to allow us to fully equipment presentation day and on the events for the P&C, with some to spare in case of damage/ spillage.

Total spend to vote on: \$700.00

92% voted in favour of spending \$700 on new school presentation tablecloths

Uniform Shop Manager

Linda Xu

Band Report

The percussion order has arrived and was delivered to school. It is all set up to use, the students loved using it. I would like to thank the P&C for their generous support.

The Performance Band will be playing at Ryde Eisteddfod on 2nd August at 12noon. This will be executed as part of school excursion. Students will commute by bus, school to send permission note and book a bus. Is P&C able to cover the bus hire expense for this event. It costs \$500 to and from Ryde Eastwood Leagues Club

It was agreed that parents would be invoiced (and have already been invoiced) the cost of the bus. If there are any parents that require assistance with with payment the P&C can discuss establishing a Hardship Fund.

The Concert and Performance Bands will be participating in NSSWE Spring Music Festival in September. There is a cost of \$275 (incl GST) per band for this event, I would like to know if P&C is able to approve \$550 towards this event.

100% voted in favour of covering the \$550 cost for the band to attend the Spring Festival.

All three bands will be performing on Thursday 3rd August at the school open day. I would like to thank school for giving our band students another opportunity to perform at the school.

Band would like to organise a one-day band workshop at school. The workshop will be held by KMA on Sunday, 28th Aug from 8am to 3pm for all the band students. This workshop is a wonderful learning event for the students, it is a great opportunity to learn and get extra practice before the NSSWE Spring Concert. The rehearsals and tutorials will go on till 2pm. The concert will be for the families from 2pm to 3pm in the new hall. All three bands will be performing for approx. 15mins per band.

Key Music Australia will provide 6 tutors for 6 hours and the cost is \$4,154 (incl GST) for the workshop. There are 65 students currently enrolled in all three bands. The tutoring cost will be invoiced to the parents.

The other expense towards the workshop is providing morning tea, lunch, and afternoon tea for the students, KMA staff, and volunteering parents the cost would be \$800 approximately. Is there a budget to share the cost of workshop?

We will move forward with an expression of interest to find out how many children want to attend the workshop. We will pause on the food portion of costs for now.

Regards
Ruchi,
CPS Band Coordinator

Fundraising Report

Election Day BBQ – 21 May (Sat)

We have raised over \$1900 profit at Election Day BBQ.

Thanks for all the donations from the school community and all the helpers volunteered on the day.

Thank you for the following parents/carers for helping on the day - Rob Kerle, Belinda Sultana, Gordon Tsang, Stephanie Tsang, Alina Li, Angela Wong, Fianna Palmer, Xiaoya Mao, Peipei Zhang, Lynley Saunders, Svantje Duller, Sara Ghorbani, Eryani Tjondrowalujo, Matthew Downs, Michelle Downs, Linda Xu, Thresye Suyono, Vicky Chi, Joycelyn Lim, Aditi Ganguly, Sharon Bibiero, Vanusha Darkshon, Sreevijay Chakravarthy, Moochi Wong, Bharati, Prachi Paranjape, Lusy Wirianta and Jo-Ann Hammett.

Education Week Open Day – 9 Aug (Tue)

Picnic Lunch - Sausage Sizzle/ Cake Stall?

P&C voted yes to this last meeting.

Father's Day Stall

Father's Day will be on Sunday, 4 September, proposed father's Day Stall on 30/8(Tue), 31/8(Wed) or 1/9(Thurs). It will be similar to Mother's Day Stall this year.

Request on increase on the budget for Father's Day Stall stock purchases.

100% voted in favour of spending \$500 to cover cost increases of materials as noted in the Mother's Day Stall

End of Year/ Christmas Disco in Term 4

Proposed a Disco toward the end of the year in warmer weather. I will discuss with the School Exec. for a date as Term 4 is usually a busy term. Will send out communication to the school community as soon as the date confirmed.

Beth Edgely volunteered herself to help with communications and scheduling for all fundraising events on the day of.

Building Fund Report

Summary:

- We have finalised the Community Building Partnership 2021 grant, funding was received 25/5/22.
- Bank account for Building Fund yet to be opened.

Organisation	Grant	Min Val	Max Val	Opening Date	Closing Date	Comments
Grants available						
Business.gov.au	Small Business Rebate NSW - Safety Equipment	\$0	\$1,000		n/a	Need to do an apply.
NSW Government	Clubgrants Cat 3 Infrastructure Grants: Sports and Recreation	\$50,000	\$300,000	27/06/2022	18/07/2022	Projects approv
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Community Infrastructure	\$10,000	\$200,000	27/06/2022	18/07/2022	One School aw
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Arts and Culture	\$50,000	\$200,000	27/06/2022	18/07/2022	Infrastructure f halls etc
The Epping Club	ClubGrants Cat 2	Not listed, depends on funds available		All year		No details, have each club to fin 0.4% of their ea
Parramatta Leagues Club	ClubGrants Cat 2			All year		
NSW Government	Sport Infrastructure Recovery Fund					Unknown - on r
Create NSW	Creative Capital Fund - Minor Works and Equipment Projects	\$5,000	\$250,000	11/07/2022	8/08/2022	Creative Capita - Increasing acc for local comm facilities - Touring progr - Strategic inve that can then se local area - Digital enable recording, broa - Aboriginal Cul centres and oth

Class Parent Report

No Report.

We are continuing the outreach for class parent volunteers. Please ask the community if they are interested in becoming a class parent.

Principal's Report

STAFF UPDATE

Mrs Calf will be officially retiring at the end of this term. Mrs Calf joined our school from Epping West in 2018.

Mrs Calf has had a long and distinguished career with the Department of Education, commencing in 1979, teaching in eight schools and also serving as an EAL/D consultant for a number of years.

Mrs Calf has been a wonderful asset to our school, not just for the impact she has had on the students she has taught, but also as her role as a mentor to our EAL/D staff, and the classroom teachers she has worked with. Mrs Calf has had a huge impact on the way our school caters for the diverse learning needs of our EAL/D students.

On behalf of the Carlingford Public School community, I would like to thank Mrs Calf for her contribution to our school over the last four years and wish her well in her retirement.

We will be holding an official farewell assembly for Mrs Calf next Tuesday, 28 June, commencing at 12:15pm. Parents are most welcome to attend.

Mrs Foo will be taking maternity leave from the end of this term. We wish her (& Mr Foo) all the best with the birth of their baby. Miss Wright will be returning to CPS to take over from Mrs Foo on class 5F. Mr Norman will take over Mrs Foo's relieving Assistant Principal role and lead Stage 3.

Congratulations to **Miss Skibola** who was successful at interview last week in acquiring a permanent classroom teacher position at Epping Public School. We are still negotiating a start date for Miss Skibola in her new role. She will most likely commence at the start of Term 4.

2021 ANNUAL SCHOOL REPORT & SCHOOL IMPROVEMENT PLAN UPDATE

Our 2021 Annual School Report is now complete and our 2021 - 2024 School Improvement Plan has now been updated, with annual reflections for 2021 now finalised. Once endorsed by my Director of Educational Leadership, both documents will be available for viewing on our school website this week.

SEMESTER 1 REPORTS

I have been busy reading Semester 1 reports over the last few weeks. Congratulations and thank our hardworking students and staff for their efforts throughout the semester. Reports are now available for viewing on the CPS Parent Portal.

PRE SCHOOL / SCHOOL CARPARK SAFETY UPGRADE

Work will commence next weekend on our pre - school entrance safety upgrade. This project involves the creation of a new entrance to the pre - school, relocating it to the schools 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.

PLAY EQUIPMENT PROJECT

Tenders have now been submitted for our playground upgrade. Our \$400,000 budget (estimated by DoE), has come up a 'bit' short, with tender submissions ranging from \$770,000 - \$1.1million. We are now working with 'Monument' (Sport Courts company) to modify the project to get closer to our budget. One piece of play equipment came in over \$200,000 so we are looking at alternate fixtures for our playground.

Realistically, I am hoping the revised project will come in at approximately \$600,000. My understanding is that DoE will pay 50% of anything above \$400,000, but are hopeful that the P&C can contribute an additional \$100,000 in order to complete the project. Unfortunately, the school is not in a position to contribute additional funding towards the project.

The school are waiting for more information from the DoE. We have asked that the DoE confirm that they will commit to paying 50% above any future contributions.

The P&C want to support the project but are aware that it is difficult to rapidly replenish funds. Therefore, we asked the school to provide as much detail and notice of projects, priorities, scopes, and costs, so that we can utilize grants and other avenues to support funding.

TEACHERS' STRIKE / KINDERGARTEN 2023 - OPEN MORNING

The NSW Teachers' Federation has called for industrial action to be taken this Thursday, 30 June in the form of a 24 hour teachers' strike. Our school will remain open, but unfortunately only with minimal supervision.

Our planned Open Day for 2023 Kindergarten families on Thursday, June 30 has now been re-scheduled to Thursday, 21 July.

Neil Hinton

Principal

General Business

Can we have a monthly all school assembly, or even once per term? As many kids are rewarded for representing their entire schools and also inspire others, it would be good for both achievers and the student body to see each other as a group.

Request from school for \$220 contribution to Zone Bus Hire

Missed during meeting, will be put to vote via email to members.

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on:

Monday, July 25, 2022 7:30pm

Meeting Closed at: 9:10pm.