



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

Meeting Date	16 May 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/tZloduigpigiEtK5CkhEgVGngtIN5hOckqnu	
Location:	Zoom and on-site School Library		

Attendees: Afshan Khan, Asha Pullabhatla, Belinda Sultana, Belle Sitingco, Emily Wong, Fiona Tramonte, Karen Cowling, Linda Xu, Lisa To, Lynley Saunders, Neil Cantrill, Ruchi Shrivastava, Rob Kerle, Kylie Woolf

Apologies: Ella Xu, Beth Edgely

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

Mohammed Owais Qureshi

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:

- Building Fund Committee
- Fundraising Committee
- Class Parent committee

Previous Minutes

The minutes of the previous meeting held March 21 2022 are to be adopted

Motion: Emily Wong	Seconded: Kylie Woolf
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Business carried forward from previous meeting

Correspondence



CPS P&C President <cpspcpresident@gmail.com>

FW: Decodable Readers Kindergarten

3 messages

Fiona Tramonte <Fiona.Tramonte@det.nsw.edu.au>

29 April 2022 at 11:50

To: "Rob Kerle (CPS P&C President)" <cpspcpresident@gmail.com>

Cc: Neil Hinton <Neil.R.Hinton@det.nsw.edu.au>, Adam Boyd <ADAM.BOYD@det.nsw.edu.au>, Beth Edgley <Beth.Edgley@det.nsw.edu.au>

Hi Rob,

Hope this e-mail finds you well and you had a nice break with the kids.

We discussed before the holidays how the P&C could support with school resources. The DoE is releasing a new K-2 English & Mathematics syllabus in 2022 and as part of that they have introduced the use of Decodable readers. We currently only have a small collection of decodable readers that were provided by the DoE. We kindly request the support of the P&C to help us establish a collection of decodable readers beginning with our kindergarten classes. **The total cost would be \$11,480.** We request that P&C fund this entire purchase, and we will then use school funds to begin to purchase texts for other grades.

See details below:

Company	Books/Resources	Website	Pricing	Comments
Little Learners Love Literacy (LLLL) (Decodable)	Fiction: "Pip and Tim" Decodable Stages 1-6 (Kindy/Early Year 1)	https://www.littlelearnersloveliteracy.com.au/collections/by-stage/products/pip-and-tim-class-book-pack-stages-1-6	This discounted class book pack includes 20 copies of each title/decodable book from the Pip and Tim series Stages 1-6 – enough for small group reading. \$4,470.00 Total Pricing: \$5,740.00 (5 of same title, 5 sets in each level for each kindy class).	5 books per class set would give us 4 class sets. If we want 5 class sets, we can also purchase another set of 5 books per individual titles for an additional \$1,270.00 Total Pricing: \$5,740.00 (5 of same title, 5 sets in each level for each kindy class). Scope and Sequence: https://cdn.shopify.com/s/files/1/0482/2030/7613/files/Teaching_sequence_2020.pdf?v=1617138892

Little Learners Love Literacy (LLLL) (Decodable)	Non-Fiction: “Big World” Non-Fiction Books, Decodable Stages 1-6 (Kindy/Early Year 1)	https://www.littlelearnersloveliteracy.com.au/collections/foundation/products/little-learners-big-world-nonfiction-class-book-pack-stages-1-6	This pack contains 20 copies of each Little Learners BIG WORLD nonfiction Stages 1-6 (700 books in total). It also includes small group reading notes for each book - print and digital. \$4,470.00 Total Pricing: \$5,740.00 <i>(5 of same title, 5 sets in each level for each kindy class).</i>	Great for vocab and more exposure to same sounds as fiction series- includes QR code scan at back of text for further info/ activities etc. If we want 5 class sets, we can also purchase another set of 5 books per individual titles for an additional \$1,270.00 Total Pricing: \$5,740.00 <i>(5 of same title, 5 sets in each level for each kindy class).</i>
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Each year we hold our annual Presentation Day and this costs the school on average \$10,000. As a school we were wondering if the P&C would like to commit a standard amount to this event, potentially \$5000 (or a smaller amount). I know the P&C each year supports the P&C awards and further contributions over the past 2 years from P&C have supported Year 6 awards with other organisations not continue with the same level of support that we have had previously.

If these two items could be put forward for a vote at our next P&C meeting on the 16th of May that would be greatly appreciated. I am on long service leave from Thursday 5 May to Friday 13 May so please flick me any questions before then.

Thank you,

Fiona Tramonte

Deputy Principal | Carlingford Public School

02 9871 6983 | fiona.tramonte@det.nsw.edu.au | education.nsw.gov.au

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Purchasing readers was put to a poll. Vote Passed – for a value of \$11,480

President's Report

New Office Bearers and Volunteers

We have completed all transfer of bank account signatories, so all financial obligations are proceeding as usual.

ACNC Annual Information Statement & Annual School Report

We have updated the responsible person details as well as uploaded our 2021 audited Financial Information to the Australian Charities and Not-for-profits Commission. Our information is publicly available via the website <https://www.acnc.gov.au>
Our 2021 Annual School Report (ASR) contribution has been completed and provided to the School

Volunteer and Fundraising activity

May is a busy and exciting month for our Fundraising group – thank you to Emily and all our volunteers for their support for Mother's Day and the upcoming Election Day Stalls! Special thanks to our GA and school parent John Clowes who propagated and donated a huge number of beautiful plants for sale. These are also available all parents to purchase via QKR under Fundraising.

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: 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

Rob to speak offline about persuing sports oval upgrades with Adam and Neil

- 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.

Neil to expect quotes back for covered walkway in the next few weeks.

- 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)
 - See Correspondence and Votes proposed

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

- Facebook: Draft scope and design.

Microsoft 365: I'm glad to say that Afshan Khan has volunteered to drive the Microsoft 365 project forward – thank you for your efforts Afshan!

Afshan presented her slides on streamlining/ updating the tech system. This was not put to a vote, there will be further updates.

Treasurer's Report

We can see from the Profit and Loss report, \$9000 profit was made in April even though we had school holiday during the month.

This high profit is mainly due to the building fund grant of \$5400 and low purchase orders were made from uniform shop.

Please note the revenue from the recent two fundraising events are not booked in April's financial reports:

- Donut Day vouchers are paid in advance in March.
- Mother's Day cash and vouchers are mostly paid in May.

We did not have big changes in Balance sheet. The cash flow is quite healthy at the moment.

Profit and Loss

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

	APR 2022
Trading Income	
Canteen Sales	11,539.70
Dept of Industry- Grant	5,400.00
Interest Income	2.01
Mothers Day Stall Income	510.00
Other Revenue	1.00
Uniform Shop Sales	9,741.00
Total Trading Income	27,193.71
Cost of Sales	
Band Expenses	3,454.00
Cost of Goods Sold - Canteen	5,543.87
Cost of Goods Sold - Uniform Shop	1,305.25
Merchant Fees	46.75
Mothers Day Stall Expenses	1,035.00
Superannuation	397.55
Wages and Salaries	3,975.56
Total Cost of Sales	15,757.98
Gross Profit	11,435.73
Operating Expenses	
Bank Fees	668.40
Consulting, Bookkeeping & Accounting	660.00
Donut Day- Expenses	945.00
Subscriptions	63.59
Total Operating Expenses	2,336.99
Net Profit	9,098.74

Balance Sheet

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

30 APR 2022

Assets

Bank

Community Solutions Cash Res	126,857.01
Community Solutions Cheque Ac	118,565.33
Westpac Community Debit Card	273.99
Total Bank	245,696.33

Current Assets

Accounts Receivable	433.10
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	29,619.62

Fixed Assets

Band Equipment	14,136.87
Canteen Equipment	13,937.95
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	2,623.50

Total Assets **277,939.45**

Liabilities

Current Liabilities

Accounts Payable	11,420.37
Band Bond	(1,460.00)
PAYG Withholdings Payable	300.00
Superannuation Payable	397.55
Total Current Liabilities	10,657.92

Total Liabilities **10,657.92**

Net Assets **267,281.53**

Equity

Current Year Earnings	20,717.05
Historical Balancing	(18,985.66)
Retained Earnings	265,550.14
Total Equity	267,281.53

Canteen Report

Stock at the end of Term 1 was run down and cleaning of equipment was undertaken.

The canteen reopened for Term 2 trading on Wednesday 27 April.

The SignUp system is up and running again this term. Thank you to those volunteers who have already signed up. There are still slots available for anyone who would like to volunteer.

We are awaiting confirmation from the electricians as to when they will be in to complete the electrical work so we can then take ownership of the new second oven.

Belinda Sultana
Canteen Manager

Uniform Shop Report

As to this term all orders is still online. New families can make appointments to come in onsite for purchase through the office.

Uniform shop has been busy since the beginning of the year, especially the last couple of weeks as we are transitioning to our winter uniform.

Uniform Shop Manager
Linda Xu

Band Report

All the three band rehearsals are running smoothly.

I would like to welcome Lynley to the band committee as instrument hire coordinator. Thank you, Lynley, for joining the band committee and helping the school band. Looking forward to working with you.

I am excited to announce that this year CPS band is going to perform in Ryde Eisteddfod in Term3.

Band Committee would like to request to add few percussion instruments to make the band sound better.

Matt got us a competitive quote from Turramurra Music Centre for the following instruments:

Primero-Bongos - \$149
Bongo Stand - \$55

Percussion Shake it \$34.99
Stagg Cutaway Tambourine with 16 jingles \$18.95
Stagg Cabasa Medium - \$32.95
Maracas Pair - \$10.95
Mano Percussion large Wooden Guiro \$15.95
Powerbeat Agogo bells - \$19.95
Vibra Slap - \$29.95
Grenadilla wood clave - \$55
Blackbeauty Cowbell - \$69.95
Tambourine with head – \$34.95
Jingle bell stick - \$6

One Large box to store the instruments

Total Approx cost: \$550

Regards
Ruchi Shrivastava
CPS Band Coordinator
0405007365

Lynley Saunders joins the Band Committee. Thank you Lynley!

Committee members voted on funding for percussion instruments. Vote was Passed for a value of \$600.

Fundraising Report

Donuts/Doughnuts Drive

Over 150 dozens of donuts/doughnuts ordered with a profit of around \$900, it was a good kick start for the fundraising for 2022.

Mother's Day Stall

It was a successful event and we made around \$2000 profit with 380 items left carryover to next year.

Thank you for the following parent for helping on the day - Irene C, Linda X, Vanusha D, Jiyoung P, Lynley S, Lucinda S, Aileen H, Jayme, Cordelia L, Ping, Bona B, Afshan K, Ruchi S, Peipei Z, Anita C, Samyuktha A, Aditi G, Ella X, Neridah P, Stephanie L, Belinda S, Rob K.

Special mention to John Clowes and his mum's donation of over 200 pot plants for the Mother's Day Stall. All the leftover Pot Plants will be sold at Election Day.

Election Day BBQ

Election Day BBQ – 21 May (Sat)

Our school is a polling venue for the Federal Election to be held on this Saturday 21 May. This is a great opportunity for our school to show the Carlingford Public School spirit and raise funds for classroom

resources. The P&C will be hosting a BBQ, Cake Stall and Plants Stall for the day, and we need the help of families to make it a success

It will help greatly with planning if you could donate goods from the list below:

Drinks – Cans of soft drink, juice popper, bottle of water

Coffee & Tea – Instant coffee, Tea Bags, Disposable Coffee Cups with Lids, Sugar Sachets

Sauce – Tomato Sauce, BBQ Sauce, Mustard, Chili Sauce, Oil

Disposable Cutleries – Knife, Spoons, Forks

Paper Towels, Cling Wrap, Aluminum Foil, Brown Paper Bags,

Baked Goods – Collection will be on Friday 20 May.

Rob to put out a post on Dojo for support and contributions.

All donations can be dropped into the Office/ Canteen to enable us to prepare. If you are unable to pop by the office/canteen, please contact me to arrange an alternative collection

If you can help on the day between 7am-3pm, please email Emily on cpspcfundraising@gmail.com or sign up for your availability via <https://signup.com/go/cKhkfHR>

Building Fund Report

Building Fund / Grants report – May General Meeting 2022

Summary:

- We have been successful in obtaining funding from Community Building Partnership 2021 – requested details of Public Liability insurance, which has been submitted. Still pending receipt of the funds - \$5212
- We have been successful in obtaining funding from Stronger Communities Round 7 for \$5400 for new Oven for canteen. Funding has already been received. Need to submit final documentation regarding project by 31/5/22.
- Bank account for Building Fund yet to be opened.

Organisation	Grant	Min Val	Max Val	Opening Date	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 Safework to be able to apply.
Australian Department of Veterans' Affairs	Saluting Their Service - Major Commemorative Grants	\$0	\$10,000		9/06/2022	Can be included: - 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	\$0	\$5,000		30/06/2022	LGA applicable - Parramatta included
Tradies	iPromise Grants - Preserving the Environment for the Future	\$0	\$26,500		31/05/2022	Specifically focused on Energy Efficiency for 2022, previous recipients did the following: - replace freezers that were more efficient - decommissioning old fluorescent tube lights and replacing with LED - installing solar film on windows to reduce heat from sun
NSW Government	Clubgrants Cat 3 Infrastructure Grants: Sports and Recreation	\$50,000	\$300,000	27/06/2022	18/07/2022	Projects approved before, floodlighting, Shade Structures
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Community Infrastructure	\$10,000	\$200,000	27/06/2022	18/07/2022	One School awarded in last round for shade covers
NSW Government	Clubgrants Cat 3: Infrastructure Grants: Arts and Culture	\$50,000	\$200,000	27/06/2022	18/07/2022	Infrastructure for arts and culture, eg Libraries, multipurpose halls etc

It's suggested that we focus on grant applications for the shade structure and/or lighting for sport courts.

Neil requests us Trudy to look out for funding for cricket pitch nets.

Class Parent Report

No Report.

Principal's Report

SCHOOL OPERATIONS

Changes to Close Contact rules have enabled students and teachers to continue to attend school. We have not had huge numbers of students / staff absent with COVID this term, with 16 students and 6 teachers testing positive.

School activities are slowly returning, with PSSA commencing this week. Band, Dance, Debating, student interest clubs and K - 2 and 3 - 6 assemblies are now all operating.

All PSSA is potentially being closed until June until Parramatta Council advised that it can resume, current reason given is due to ground conditions.

STAFF UPDATE

Congratulations to Miss Pires who recently was appointed through merit selection as Assistant Principal at Galungara Public School at Schofields. She started at her new school at the commencement of Term 2. Mr Nick Watts has taken over from Miss Pires as teacher of class 5/6P.

Mrs Lewis has been appointed on a three year contract as a Curriculum Development Officer with the Department of Education. Her last day at Carlingford Public School was Friday 6 May. Congratulations to Miss Seetha Pitchumani who has been permanently appointed to our school as a classroom teacher through the Department of Education's targeted graduate program. Miss Pitchumani has taken over from Mrs Lewis as 1/2L's class teacher.

Congratulations to Mr Vitnell who was the successful in obtaining the part time Relieving Yr 2 Assistant Principal role for the remainder of 2022 (replacing Mrs Lewis). Mr Vitnell, (Wed, Fri) will share the role with Mrs Kristensen (Mon, Tues, Thurs).

NAPLAN ONLINE

Year 3 and 5 students participated in 'NAPLAN Online' this week. (National Assessment Program - Literacy and Numeracy). Well done to Year 3 & 5 students and staff. Thanks to Mrs Elliott for her organisation.

PARENT / TEACHER INTERVIEWS

Our Parent / Teacher interviews were completed last week. A number of classes needed to postpone due to COVID. Thank you to our parents who were able to attend. Our teachers really enjoyed the opportunity to catch up with their students' families.

MOTHER'S DAY STALL

A huge thank you to our P&C for organising our Mother's Day stall yesterday. Special mention to Emily Wong and Rob Kerle for their efforts over recent weeks.

Thank you to the following parents for helping out on the stall - Irene Chau, Linda Xu, Vanusha Drakshon, Jiyoung Park, Lynley Saunders, Lucinda Sitingco, Aileen Hu, Jayme, Cordelia Liu, Ping, Bona Blue, Afshan Khan, Ruchi Shrivastava, Peipei Zhang, Anita Chinwah, Samyuktha Anand, Aditi G, Ella Xu, Neridah Parker, Stephanie Lam, and Belinda Sultana.

A huge thank you to Mr Clowes (our General Assistant) and his Mum who donated over 200 plants to the Mother's Day stall.

KINDERGARTEN 2023 - OPEN MORNING

We will be holding an Open Day for 2023 Kindergarten families on Thursday, June 30 commencing at 9:45am. The morning will consist of a 'Welcome to Carlingford Public School' address in the hall, a tour of the school, a visit to the Kindergarten rooms and conclude with morning tea.

We look forward to meeting our new students and their families.

ELECTION DAY BBQ - SATURDAY, 21 MAY

Thank you to Emily and Rob who are co-ordinating our election day BBQ for Saturday 21 May. This is a great opportunity for our school to show the Carlingford Public School spirit and raise funds for classroom resources. The P&C will be hosting a BBQ, Cake Stall and Plant Stall for the day.

PLAY EQUIPMENT PROJECT

We are still waiting on final plans and costings for our new play equipment. We are hopeful construction will commence this term.

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

PRE SCHOOL / SCHOOL CARPARK SAFETY UPGRADE

The pre school entrance safety upgrade has gone to tender and been awarded. We would expect the project to be completed this term.

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

Neil Hinton

Principal

Grace Foo provided a rundown of the updated reward system.

General Business

Is it possible that school send out the school calendar at the beginning of each term – tell us parents about what things will be on during that term? It's always so last minute like 2 weeks prior to the event and it makes it so hard for working parents to come as some need at least a few weeks' notice to apply for leave etc.

All events are being updated on the website (we are moving away from the central calendar). These events should all be listed by the first day of term. On the site you need to scroll to the bottom and select "more events"

It is requested that events are put in chronological order and updated to include carnivals

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on:
June 20, 2022, 7:30pm

Meeting Closed at:
8:41pm