

MEETING MINUTES

This meeting was held online through Zoom
on **Monday 21st September**
from **7:47pm** to **9:02pm**

Attendees (21)

Claudia Susanto
Rob Kerle
Neil Hinton
Anital Chinwah
Belinda Harrison
Belinda Sultana
Emily Wong
Evangeline Ting
Fiona Tramonte

Joycelyn Lim
Judith Gee
Karen Kirton
[Lynley](#)
Natalie Kristensen
Penny Perry
Priyanka Malhotra
Stephanie Lam
[Tao \(David\) Sun](#)
Todd Dewey

Trudy Mendis
Wendy Gunawan

Apologies (1)

Linda Xu

New Members

[Lynley](#)
[Tao \(David\) Sun](#)

Virtual Meeting Rules

- 1) This meeting will not be recorded as stipulated by the P&C Federation rules governing a virtual meeting.
- 2) 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:
 - a) If someone has a technical issue with their sound and cannot be heard we
 - b) will enable chat capability;
 - c) If there is a drop out of a number of participants, we may have to defer the
 - d) rest of the meeting until a time all can participate;
 - e) Host reserves the right to mute all participants if necessary, to gain control of
 - f) the meeting back.
- 3) Voting – will be done using the Zoom meeting Poll function. Only current 2019 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.
- 4) Membership – any membership fees submitted through Qkr! for the 2019 member register by the close of this meeting, will have voting rights at future meetings held up until the AGM is held in August.
- 5) Quorum – we must maintain a minimum of 5 members in this meeting for the quorum to be valid.
- 6) 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 is available to all members, if you have not seen or received a copy please speak up and we will email it to you.

Previous Minutes

The minutes of the previous meeting held [Monday 17th August 2020](#) adopted: [Priyanka Malhotra](#),
[Seconded by Belinda Sultana](#)

Correspondence

NIL

Reports

- President
- Principal
- Treasury
- Canteen
- Uniform Shop
- Fundraising
- Band
- Class Parent – no report

Correspondence

Nil

Membership

Welcome to Lynley & David, our 2 new members for September 2020!

Any new members wishing to join, can join at any time using the QKR! App. If the QKR! transaction is completed before the end of this meeting, then those new members will be eligible to vote in the October Meeting.

Casual Vacancies

Secretary (Executive Role and Account Signatory)

Taken by [Claudia Susanto](#)

Fundraising (Sub-Committee)

[Vacant](#)

Class Parent (Sub-Committee)

[Vacant](#)

Reports

- President
- Principal
- Treasury
- Band
- Canteen
- Class Parent
- Fundraising
- Uniform Shop
- General Business

President's Report

Firstly, a brief note to thank everyone who has assisted in this first month of transitioning into this role. For someone completely new (apart from attending meetings), everyone's time and consideration has been really valuable and is greatly appreciated.

Road Safety Focus

Road Safety has been a source of comment and concern from among parent and school communities for some time. I have spent considerable time collating communications materials from the RMS and DEC, as well as researching school zone safety data sources. We are looking to launch

a campaign across several channels with the objective of improving family and child safety in our school zones by improving driver awareness, and behaviour.

In part some actions will be informed by the outcome of the Parking Zone Survey. Thank you to all those who took part, and also to those who approved the upgrade of our Survey monkey license. This platform can be used for a wide range of initiatives in the future.

Parking Survey Results & Insights:

Next Steps:

- Discuss options & implications with Neil, prior to engaging Council

[Result of the survey from 152 responses](#)

[Parkingsurveyresult.pdf link \(click here\)](#)

[Futher discussion with Neil offline.](#)

[Trudy: there will be not much different considering parents of younger children vs older children will have different preference on parking zone at pick up time.](#)

Kindergarten Orientation

The P&C Met with Grace Foo (responsible for the Kindy Transition for this year), to understand current plans and also how the P&C can assist. We have been requested to:

1. Have a bundle offering available for uniform ordering, as well as sizing guides and order forms which can be taken home to minimize parent time on-site and supporting the COVID requirements.
2. Provide a multimedia/ video presentation to highlight the P&C. We are looking for volunteers to assist in and contribute to this project. Deadline is week 2-3, Term 4.

[Emily Wong volunteer to organise the video presentation.](#)

In addition, we'll be developing calls to action to increase awareness of the P&C throughout the school community, with both electronic and hardcopy resources for any events or opportunity to engage with parents for the remainder of the year.

By Laws

By-Laws are recommended by the P&C Federation to improve how meetings and general business is conducted; from informal to consistent and accountable. They also guide us on how to manage issues raised under the Code of Conduct, for example conflicts of interest, with integrity and clarity.

Next Steps:

1. Delivery of the draft By-Laws to our financial members 1 month prior (complete)
2. [A Vote to adopt the By-Laws at a General Meeting.](#) Once the By-Laws are adopted in a vote, all members of the CPS P&C Association are bound by these.

[Voting to take place in October 2020 General Meeting \(next meeting\)](#)

Not For Profit Discounts

We've had the CPS P&C confirmed as a certified Not For Profit by ConnectUp Australia (allied with Techsoup). This allows us to obtain free or heavily discounted technology and communications solutions and services such as Laptops, communications equipment, software, cloud storage and training. As a result, we are looking to upgrade some of the P&Cs platforms in the next months. Specifically, from Dropbox to Office 365 or Google G-Suite which allows for much better control and integrity of P&C records assets.

Membership & Awareness

During COVID-19 it has been extremely difficult for the P&C to engage with the student and parent community through traditional means, either to grow membership or raise funds. Due to this and other challenges with school grounds strategies it has also been challenging to identify the right projects to invest in.

For the rest of this year, the feedback from our members and the broader community indicates a number of priorities for the P&C (in addition to our student advocacy, school services and other initiatives):

- Identify and confirm projects the P&C can invest in, over the next 12 months
- Grow awareness and membership of the P&C.
- Ensure the P&C can contribute meaningfully to the outgoing Year 6 and their celebration of their time at Carlingford Public School.
- Have a list of opportunities to be present in and around the school over Term 4 and at the beginning of 2021, while complying with all COVID restrictions.

Rob Kerle
President

Principal's Report

SCHOOL EXCELLENCE IN ACTION

2020 sees the end of our 2018 – 2020 school plan. Our strategic directions over this three year period have been,

1. **ENGAGING, PERSONALISED LEARNING** where teachers will effectively implement quality teaching practices to deliver a challenging, differentiated and engaging curriculum for all students.
2. **FUTURE FOCUSED LEARNERS** where students engage in purposeful, real-world projects that foster critical and creative inquiry capabilities within flexible learning spaces.
3. **WHOLE SCHOOL WELLBEING** where all stakeholders will uphold consistent expectations that develop students' resilience self- esteem and aspirational growth.

Over coming months, our school will undertake a situational analysis where we will reflect on our school's current state and will be used to inform our school's improvement journey in learning, teaching and leading.

The situational analysis is a key component of the School Excellence Cycle and is an essential step in the development of a Strategic Improvement Plan that will effectively prioritise our school's identified areas for growth. The new Strategic Improvement Plan will see the school develop three new strategic directions to be achieved within a four year timeframe (2021 – 2024).

Our situational analysis will involve feedback from our students, staff and community which will provide insights into 'where are we now & how do we know?', "where do we want to be?" and "How do we get there?"

STAFFING UPDATE

During the school holidays we will be advertising for our unfilled classroom teacher position, vacated by Mr McBain. The position will be filled through merit selection, with applicants having to submit a CV, before being selected to proceed to interview.

The panel will be run by Mrs Kristensen, our relieving Deputy Principal. Panel members will consist of Mrs Pogainis (teacher rep), Emily Wong (community rep) and Priyanka Malhotra (EAL/D community rep). The successful applicant will commence duty in 2021.

UPDATED ENROLMENT POLICY

Last year the Department of Education updated its enrolment policy. Under the guidelines, it is much more difficult for families to enrol their children in a non - local school.

Currently, we are still able to enrol non-local Kindergarten students with siblings at our school, however this situation may change. At present, my Director is still approving out of area sibling enrolments at our school, however he cannot guarantee that this will always be the case, depending on total school numbers.

Q (Rob): How many of the applicants that has been escalated?

A (Neil) : Enrolment were processed by the enrolment committee (by Fiona) where Neil were not allowed to be involved at. So far there were 10 kindy enrolments that had siblings at school. By

law, they should have been rejected (out of zone), but it has all been successfully enrolled with the approval of higher management.

For those that had been rejected on the first round, they can appeal.

KINDERGARTEN TRANSITION FOR 2021 STUDENTS

Under current Department of Education and NSW Health guidelines, all Kindergarten transition programs have been placed 'on hold' until further notice.

In coming weeks, you'll see a new tab on our school's website under Kindergarten 2021. New families will be able to access information about:

- How to enrol
- Getting Ready for Primary School
- What will I need to pack in their school bag?
- Where do I buy the school uniform?

Next term, we will be releasing videos for families to get a taste of what it's like to be a part of our school:

These videos will include,

- A day in the life of a Kindergarten student at CPS
- What do the school grounds look like?
- What does a Kindergarten classroom look like?
- Who will I meet?

If the decision to cancel all Kindergarten transition program is made, we will hold our Kindergarten Transition Program in the first few weeks of 2021. More information regarding Kindergarten Transition will be communicated as soon as we receive advice from DoE.

Hopefully we can do something by early next year (2021)

Grace Fo have prepared the online version of it.

RICKARD ST CROSSING SUPERVISOR

Our new crossing supervisor, Mrs Nirmala Liyanage, commenced last Thursday and will be on duty every day from 8:30 - 9:30am and then again from 2:40 – 3:40pm. It's great news for our community that we now have crossing supervisors on both Keeler and Rickard Streets.

WHS & FINANCIAL AUDIT

Last week Carlingford Public School underwent a Department of Education audit for finance and Work, Health and Safety. This is a cyclic process where schools are audited approximately every three years. Thanks to Jill Belme, Tania Cochrane, Suzanne Williams, Anna Michales, Jackie Gordon, Fiona Tramonte and our WHS committee for their efforts in preparing for the audit. We will receive feedback this Wednesday.

B/A SCHOOL CARE AND PRE SCHOOL LEASES

The before / after school care lease expires at the end of this year.

Last Friday, the Department of Education put out an invitation to tender, where a new 7 year lease will be awarded to the successful organisation. We are looking for vacation care and staff

development days to be part of the service. The 'tender evaluation panel' will consist of myself, Fiona Tramonte, Ian Ferguson (DoE Assets), Shawn Couzins (DoE assets) and Todd Dewey (community rep).

The pre - school lease also expires at the end of this year however due to COVID – 19, the Department of Education have places all pre – school leases on hold. We have been told that the situation will be re-evaluated on a monthly basis.

The tender is schedule to happen on 5th of October 2020

YEAR 6 – END OF YEAR ACTIVITIES

At this stage we are optimistic about being able to go ahead with the **Year 6 Farewell**. If we are not permitted to hold this event off site, we would hope to be able to provide some form of farewell onsite.

We have booked the '**Big Day In**' for late Term 4. This should be able to go ahead. Broken Bay Camp is still booked – but currently placed 'on hold' by DoE.

P&C help – possibly subsidise Yr 6 farewell (as per 2019) & / or subsidies 'Big Day In'. If camp does go ahead, \$350 may be costly for some families.

Big Day In: Variety of games (e.g: water ball)

Adam Boyd suggesting for PnC to subsidise to cover the cost.

Emily is happy to organise Y6 farewell on site. Emily had experience with the previous similar event..

(Rob): Camp update on policy.

- Dormitory style, number of kids in confined space in bunk beds. Subject to DoE decision.
- Disadvantage: late decision means we will have small number joining given the preparation for funds and all.

Q (Anita): When will the camp be ?

A: 23rd Nov – 27 Nov (week 8 in Term 4)

CELEBRATING STUDENT BIRTHDAYS AT CPS – CHANGED GUIDELINES

A decision has been made to no longer allow birthday cakes and lolly bags to be brought to school for sharing among students.

This decision was based on the current COVID 19 outbreak and the risk associated with sharing food. There is also a growing number of students who attend the school with allergies, some ranging from high risk to moderate.

With cakes and lolly bags no longer permitted, we have come up with an alternative for parents who would still like their child to celebrate their birthday with their peers.

The school canteen will be selling a birthday buckets containing enough frozen Quelch juice ice blocks for every student in the class. Parents will be required to order and pay for the birthday bucket through the QKR app by 8.00am the day before the bucket is to be delivered to the classroom.

It's been going well and popular.

SCHOOL UPGRADES

Multi Purpose Sport Courts

We are currently planning, with the Department of Education, to have two multi - purpose sports courts constructed during Term 3. They will be located on the grass area bordered by the asphalt, Keeler St path, Keeler St boundary and the oval hill. The all - weather courts will have line markings for various activities, enabling a multitude of sports to be played including basketball, netball and soccer.

<https://www.dropbox.com/sh/do8789ctr2gvc3/AAAnVn9h-WI3puD-WINKdLmfa?dl=0>

We are currently exploring surface options for the courts that would best suit CPS needs. The project will go to tender in coming weeks.

The community had the opportunity to provide feedback on the project via a link to the plans in the school newsletter. Rob asked me to address the following concerns;

1. Encroachment of CPS remaining green space.

With the sports courts, CPS will still have the same amount of green space as it did in 2019. Seven demountable took up the majority of the grass area where the courts will be sited. With the construction of the new building, a new grassed area has been created for our students.

2. Future demountable situation.

School growth has slowed over recent years with CPS sitting on 31 classes since 2019. The new enrolment policy & the opening of Epping Sth PS in 2023 should keep our numbers pretty stable. We currently have 3 excess classrooms onsite (demountable in carpark area) that will be used for future growth. If additional demountable are required they would be located next to existing three. NO DEMOUNTABLES WILL BE INSTALLED ON OUR REMAINING GREEN SPACES.

3. How will facilities be made available to various stages.

The sport courts would be available for all grades (Kindy ?) on a rotational basis. They'd also be used for PSSA training, home sport and class sport. New grass area will be used for K – 2. Asphalt K – 6 and oval 3 – 6 (& possibly Yr 2). Removal of B/A building at the end of the year will allow us to install new play equipment – potentially separate K – 2 & 3 – 6 sections with grades being allocated days.

[New equipment is coming next year and there are plenty of room for the children to experience different activity](#)

4. Can the School provide a brief summary on where the project is at with regard to surfaces and scope of sports able to be played, as well as future proofing for items such as lighting?

DoE currently investigating most appropriate surface for our courts. We will have the opportunity to inspect the surface before a decision is made. Possible sports could include **tennis (x2)**, **basketball (x2)**, **netball (x2)**, **soccer**, volleyball / newcombe ball and lawn bowls (**combined**). Provision for lighting and some form of shade structure will be included

[Q \(Anita\): any possibility for the court to be opened during holiday for the community](#)

[A \(Neil\): Yes, it's a community facility.](#)

Neil Hinton
Principal

Neil Hinton - Principal

Treasury Report

Balance Sheet

Carlingford Public School P & C Association As at 30 September 2020

	30 Sep 2020	30 Sep 2019
Assets		
Bank		
Community Solutions Cash Res	171,758	151,332
Community Solutions Cheque Ac	44,047	30,700
Westpac Community Debit Card	164	311
Total Bank	215,969	182,342
Current Assets		
Accounts Receivable	29	49,941
Cash Float - Canteen	100	100
Cash Float - Uniform Shop	200	200
Inventory	29,412	38,934
Total Current Assets	29,741	89,175
Fixed Assets		
Band Equipment	5,831	1,608
Less Accumulated Depreciation on Band Equipment	(1,608)	(1,499)
Canteen Equipment	3,009	1,155
Less Accumulated Depreciation on Canteen Equipment	(1,155)	(886)
Office Equipment	1,683	1,078
Less Accumulated Depreciation on Office Equipment	(1,683)	(1,078)
Total Fixed Assets	6,077	378
Total Assets	251,787	271,895
Liabilities		
Current Liabilities		
Accounts Payable	5,562	6,000
Band Bond	2,400	2,200
PAYG Withholdings Payable	1,920	604
Rounding	-	37
Superannuation Payable	408	2,001
Total Current Liabilities	10,290	10,842
Total Liabilities	10,290	10,842
Net Assets	241,498	261,054
Equity		
Current Year Earnings	13,167	65,432
Historical Balancing	(18,986)	(18,986)
Retained Earnings	247,317	214,607
Total Equity	241,498	261,054

Todd Dewey
Treasurer

Profit and Loss

Carlingford Public School P & C Association
For the period 1 January 2020 to 15 September 2020

Account	1 Jan-15 Sep 2020	1 Jan - 15 Sep 2019
Trading Income		
Canteen	16,832	36,264
Uniform Shop	18,099	23,034
Band Income-Shirts	323	0
Total Trading Income	35,254	59,298
Gross Profit	35,254	59,298
Other Income		
Fundraising		
Open Day BBQ and Cake Stall	0	1,968
Mothers Day Stall	(1,696)	1,750
P&C Disco	0	3,715
Election Day 2016	0	1,556
Trivia Night	0	180
Fathers Day Stall	(40)	988
Total Fundraising	(1,736)	10,157
Band	(2,336)	(75)
Interest Income	266	929
Other Revenue	91	210
Non Taxable Cash Flow Boost	15,000	0
Total Other Income	11,285	11,221
Operating Expenses		
Bank Fees	1,557	1,458
Consulting, Bookkeeping & Accounting	2,343	1,194
Donations	12,971	22,227
General Expenses	176	949
Insurance	1,640	2,140
Office Expenses	0	71
Subscriptions	455	535
Employee Expenses		
Employee Expenses	47,229	27,473
Jobkeeper Reimbursement	(33,000)	0
Total Operating Expenses	33,372	56,047
Net Profit	13,168	14,472

Band Report

Under the Department of Education Updated Guidelines directive, all training and performance band rehearsal activities have been suspended as of Monday 17th August until further notice. All face to face music lessons with Key Music are still running, however with an altered social distancing arrangement of a maximum of 1 student at a time with the tutor per lesson.

During the last P&C Meeting the committee approved the acquisition of 13 additional music stands and music cart to be used for future band rehearsals. As these band equipment are made overseas, it was decided prudent to purchase them now whilst they are in stock (future stock may be affected by the pandemic). The stands and cart have been delivered and are now stored in the old hall. I would like to thank the P&C Committee for approving the purchase, and to Matt Dalziel for his time and effort in assembling the equipment.

The Band Committee and I will meet early in term 4 to discuss the many uncertainties in the Band program, such as whether to proceed with the usual audition for current year 2 students for next year's band, and how to proceed with the instrument hire program. I have created an online music instrument hire process using the QKR! app, however it is currently in draft form and not "live".

We eagerly await the resumption of all Band rehearsal activities hopefully in Term 4.

Anita Chinwah
Band Coordinator

[Possibility to put up recording of the performance online.](#)

[Unfortunately KeyMusic didn't record any video. We have to wait until band rehearsal starts again before we can put up any images.](#)

Canteen Report

The canteen has continued to run well this past month. The warmer days are seeing a little increase in sales online of frozen treats, in particular on a Friday.

Following the last P&C meeting, and further discussions with the school, the school has decided to not allow parents to send in birthday cakes/lolly bags etc to celebrate birthdays. To provide a solution, the canteen will start to take orders for "Birthday Buckets." Many schools are now doing this. I have created the online menu and it is now live. Parents will be able to order class ice blocks for their child's class. These will be sent to the classroom to be enjoyed by the class. We have set the price at \$15 for a bucket. I have purchased the buckets and some decorations. I feel that this is great solution.

The canteen is still running with no volunteers. While it is manageable with just myself on a Monday and Tuesday, Thursdays and Fridays are becoming increasingly busier and I think with the warmer weather it is just going to get busier. I would like to see some volunteers returning to the canteen next term. Even if it is just one person to work with Linda on a Thursday and one with me on a Friday. A big help would be just for an hour to help pack lunches. I would also like to see a

return to over the counter sales for frozen treats and other snacks next term. I would like to see lunch orders remain online only but I feel we need to start counter sales for cold items particularly with the warmer weather approaching.

Volunteer: we can start with one or two volunteer (Neil).

Next term: frozen treats and food over the counter



Belinda Sultana
Canteen Manager

Uniform Shop Report

We have decided to offer Summer uniform bundles on QKR for Kindy Transition 2020 (Kindy 20 21). This will enable minimum to contactless trading as advised by COVID Safe NSW and at the same time to apply a one-time off discount during the kindy transition period in term 4. The bundle consists of Girls and Boys packs. Prices are at 15% off discount as we usually have done in previous years.

Information of what is on offer and how to order will be included in the school information kit for new kindy students.

Linda Xu
Uniform Shop Manager

Linda might need volunteer to pack the uniforms.

Class Parent Report

No Report

Fundraising Report

No Report

General Business

Carried Forward from August Meeting:

- 1) What can be achieved regarding Literacy Week/ Book Week? 17th-23rd October was proposed for Book Week this year. Conversations were to be held by Neil with Helena Castelleti but it is understood that there is a new staff appointment in the Library?
 - Week two: parents will not be able to attend. Short 15-20' to parade within their stage group.
 - Purchase library book via QKR! as part of donation: tbd with Library staffs.

- 2) Are there any further updates with regard to online concerts – discussions were ongoing between the School and Key Music around Privacy.
 - Adam Boyd have footage of rehearsal, privacy issue to be checked with Adam Boyd.
 - Concert will need a longer preparation, internal meeting in early term 4 will include this.

- 3) Year 6 activity/ thank you/ something memorable – do we have confirmation?

New Business:

4) Upgrades to the cloud file storage used by the P&C. Currently using Yahoo Dropbox, which has a 2gig free download limit. Propose to move to a free NFP version of Microsoft OneDrive/ Office 365 with 1TB storage, improved administration and other advantages (Vote)

5) Can we register our Canteen and Uniform Shop as a COVID-Safe business? I think this will help put a safe practice in place. This would give assurance to parents and the community that we are complying to WHS. This will also be a good image start for new kindy parents that are coming soon to join us next year.

<https://www.nsw.gov.au/register-your-business-as-covid-safe>

Belinda had registered and have got the sticker ready to be displayed.

6) Are students in the 3-6 stage still required to bring fruit for the crunch and sip program?

Yes, it's still happening.

Y3-6 will not be enforced to have it at particular time, more of when they need it.

K-Y2 will have it in the morning.

7) How we can support Kindy parents and Kids if we don't get an opportunity to hold orientation sessions this year. Apart from the videos online the school is preparing, perhaps P&C can come up with a little something that could be sent out to parents

8) Is there a plan to officially name the new building? It's getting confusing when communicating with other parents and having to describe locations like "new building", "old building" and "old hall" etc – having this building clear may assist new parents coming in in 2021.

Good to come up clarify the name of the building, Neil will look into this matter.

9) It seemed like the general school community do not know what is happening in the SRC program, unless your child happens to be one of the SRC reps. Can we have more communications on what's happening in the SRC

SRC have changed during COVID, now we are having separate meeting in their own stage.

- Mainly to have the students' voice heard.
- Taking about space : area between canteen and new playground, currently surveying the
- Decorating the street library at the park that's being refurbished.

10) Sports Courts Questions (To be Answered via the Principals Report)

- a. There is reasonable and justified concern about the ongoing encroachment on the remaining green space (natural grass sports and general purpose fields) at Carlingford Public School. Epping West can be seen as the cautionary tale for when this is ignored. Can the School please outline its strategy for protecting remaining green spaces, and how they are made available to the various student stages?
- b. Further to question 1; the single largest risk to the remaining green space is increased student cap growth, and the additional use of demountables. Can the School please advise what the demountable situation looks like in terms of utilisation, what it will look like for 2021 and what the 2021+ plan is for ensuring

demountables are not installed on existing/ recovered green space, allowing for growth in student numbers?

- c. Can the School provide a brief summary on where the project is at with regard to surfaces and scope of sports able to be played, as well as future proofing for items such as lighting?

11.) Class photo in term 4: is it happening ?

Booked in already, allowed. Week 3.

All other but sports (SRC, prefects).

Unless the restriction

Staff photo is not allowed

12. Presentation day : why there are lots more sport trophy than academic ones ?

Debating (last year) – new

Arts awards -new

New awards -new

13. Teachers day

Anything that teachers wanted ?

Coffee or gelato truck, teacher can take turn

14. Absences news posted in Classdojo

We are being told we need to keep children at home when they are sick.

What prompt the post ?

School is concerned about children who has been absences for several days that are not COVID-related.

If children are absence with COVID like symptoms , they need to have COVID test result negative before returning back to school. Or else doctor's certificate.

Action List Summary

- Vacancy to fill up: Class Parent & Fundraising sub committee
- Further discussion on Road Safety by Rob & Neil
- Voting to adopt By-Law (October 2020 meeting) by Rob
- Kindy Orientation video presentation by Emily Wong
- Year 6 Big day by Emily Wong
- Volunteer to start helping Canteen and Uniform shop (kindy orientation) – Linda & Belinda to submit number of people required.
- Band Rehearsal video – Anita to contact Adam Boyd
- Naming the new buildings – Neil
- Literacy day book sale – tbd with library staff.
- COVID safe business sticker to be displayed – Belinda
- Coffee or gelato truck from teachers' day in October 2020 - PnC

Next meeting

will be held online through Zoom
on **Monday 19th October at 7.30 pm**

This meeting minutes is finalised on Monday, 28/9/2020.

by Claudia Susanto –
CPS PnC Secretary 2020
cpspcsecretary@gmail.com