



CARLINGFORD PUBLIC SCHOOL

Parents & Citizens Association

Meeting Minutes

Date | time 10/19/2020 7:30 PM | Location ZOOM-Online

Meeting called by	Rob Kerle (President)	Attendees P&C members, CPS parents & community
Type of meeting	October 2020 General Meeting	Please read Virtual Meeting rule , Code of conduct
Facilitator	Rob Kerle (President)	Registration Link
Note taker	Claudia Susanto (Secretary)	https://us02web.zoom.us/meeting/register/tZUkcO6rpzsuE9LpdY24av87X8eNjezckHCE
Timekeeper	Claudia Susanto (Secretary)	

Schedule & Location

This meeting was held online through Zoom on **Monday 19th of October at 7.36pm.**

Attendees

Attendees (22)	Linda Xu	Belinda Harrison
Rob Kerle	Belinda Sultana	Nargess Saqeb-Akram
Svantje Van Hummel	Anita Chinwah	Karen Kirton
Emily Wong	Joycelyn Lim	Lucinda Sitinco
Priyanka Malhotra	Stephanie Lam	Apologies (3)
Todd Dewey	Emilia Djonov	Lisa Xu
Claudia Susanto	Muzna Zohaib	Penny Perry
Neil Hinton	Trudy Mendis	Kate Makin
Natalie Kristensen	Tao (David) Sun	
Fiona Tramonte		

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 will enable chat capability;
 - b. 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;
 - c. Host reserves the right to mute all participants if necessary, to gain control of 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.

Business carried forward from previous meeting

Vote – P&C By-Law

Vote – Subsidy amount for Stage 3 camp and year end celebration

Previous Minutes

The minutes of the previous meeting held Monday 21st September 2020 are adopted by Priyanka and seconded by Emily.

Correspondence

Incoming/Outgoing

-None-

Reports

Topic	Presenter	End time
<input type="checkbox"/> President Report	Rob Kerle	8.13pm
<input type="checkbox"/> Treasury Report	Todd Dewey	8.20pm
<input type="checkbox"/> Canteen Report	Belinda Sultana	8.22
<input type="checkbox"/> Uniform Shop report	Linda Xu	8.23
<input type="checkbox"/> Band Report	Anita Chinwah	8.24
<input type="checkbox"/> Fundraising Report	n/a	n/a
<input type="checkbox"/> Class Parent Report	n/a	n/a
<input type="checkbox"/> Principal Report	Neil Hinton	9.05pm

Presidents Report

Road Safety Focus

Road Safety has been a source of comment and concern from among parent and school communities for some time. We will be launching a campaign across several channels with the objective of improving family and child safety in our school zones by improving driver awareness, and behaviour.

This will occur in the coming month. In the meantime, however, I have coordinated with Parramatta Council to increase visitation by both Rangers and Police to provide visible enforcement.

Any changes we agree to make to parking zones would take place over the Christmas 2020 break, to be hopefully ready for 2021 Term 1.

Kindergarten Orientation

The P&C continues to work closely with the school on the Kindy Transition.

1. The P&C video is nearly complete and will be used to help educate new CPS parents about the P&C, what it does & how to get involved.
2. In addition, we are working on a draft website to help host additional content for the future, thank you to Anita Chinwah for driving this forward!
3. Whatsapp groups are already forming among new CPS parents, we are engaging them to provide additional information about the school and P&C and hopefully to get some Class Parent opportunities for 2021.

Some parents already forming WhatsApp group and planning to meet up next week

Anita on Square space:

- Drag & drop feature, modern look.
 - Costing will be discussed later. Monthly subscription is \$25, cancel anytime
 - Canteen and uniform shop can be included
 - Draft definition of what P&C does
 - Navigation panel on left hand side.
 - Square space looks much more modern than school website
 - What's happening page
 - Features to collect survey, contacts (participants), appointment, volunteer roster.
-
- Lots of other P&C made similar move either through Facebook or website. Both will need careful handling in terms of privacy. Hopefully people will find information can be conveniently accessed through this platform.
 - Ecommerce platform to replace eftpos for canteen and uniform shop

Q: How this is going to work with other communication channel. Right now, the amount of information is already overwhelming.

A: Will reach out to P&C to see if this option is actually complicating or simplifying our communication.

Q:

Who will maintain the website, is it the secretary?

A: no.

A: Usually there will be subcommittee to maintain this.

Request for assistance - Office 365 platforms and email migration

The P&C would greatly appreciate anyone with skills in Google/Microsoft email and cloud storage platforms to run a quick evaluation of the 2 competing not-for-profit offerings, and give a brief conclusion to the P&C Exec on how best to proceed.

Estimated effort would be 1-2 hours, required over the next month. The only pre-requisite is to have sufficient technical understanding to review the offerings and provide an opinion. Any assistance is greatly appreciated!

Pls approach Rob if you're interested and have this skill set. Time commitment is about a few hours in the next 2-3 weeks to set it up.

Overall Objective Update

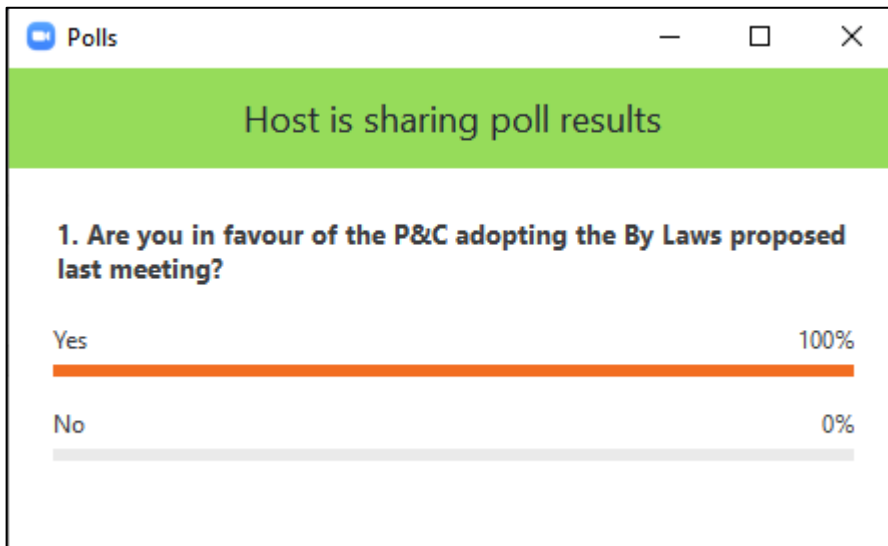
For the rest of this year, the feedback from our members and the broader community indicates a number of priorities for the P&C (in addition to our student advocacy, school services and other initiatives):

- Identify and confirm projects the P&C can invest in, over the next 12 months - in progress
 - Grow awareness and membership of the P&C. In progress pending website and Kindy transition. All content regarding P&C Services on the CPS website is being updated.
 - Ensure the P&C can contribute meaningfully to the outgoing Year 6 and their celebration of their time at Carlingford Public School. - complete pending the vote in general business.
 - 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. - Some to be presented in late October.
-
- \$4000 is better be used to subsidised 2 out of 3 events (big day and farewell and not camp) so it will not spread out too thinly. Camp is so far the most expensive event.
 - If we subsidised the camp this year, this might set an expectation that P&C will subsidise the camp every year.
 - We have never subsidised any camp in the past. But it's technically possible.
 - Amount will be rediscussed later after more input from Adam Boyd
 - Having a 2-and-a-half-day camp is cheaper than 5 days
 - We will subside the children that ticked financial difficulties in the form
 - Vote is pending until further information on camp

Vote 1: 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.

- Meeting minutes need to adapt to the rule.
- Re-Conflict of interest? Declare the matter prior to a meeting.
- How does this impact the employee? Employees are not allowed to take any executive position.



Vote 2: Biteable Video production software

As we shift more and more content online, our P&C needs a platform to easily build and deploy messages, learning, promotions and other initiatives. Biteable is one of the world's easiest to use production platforms and incorporates a huge library of animated and still image content, drastically reducing the cost of making impactful communications content as well as mitigating risk around school photography. Rob Kerle proposes the Purchase of a single year license at the cost of USD\$228 (~AUS\$310) to develop content for the next 12 months, then to review the benefit of a re-subscription at that point.

Demonstration of the platform using example P&C video

Q: Who can use the access: extended to school teachers?

A: No, but the P&C is open if somebody needs to reach out for help.

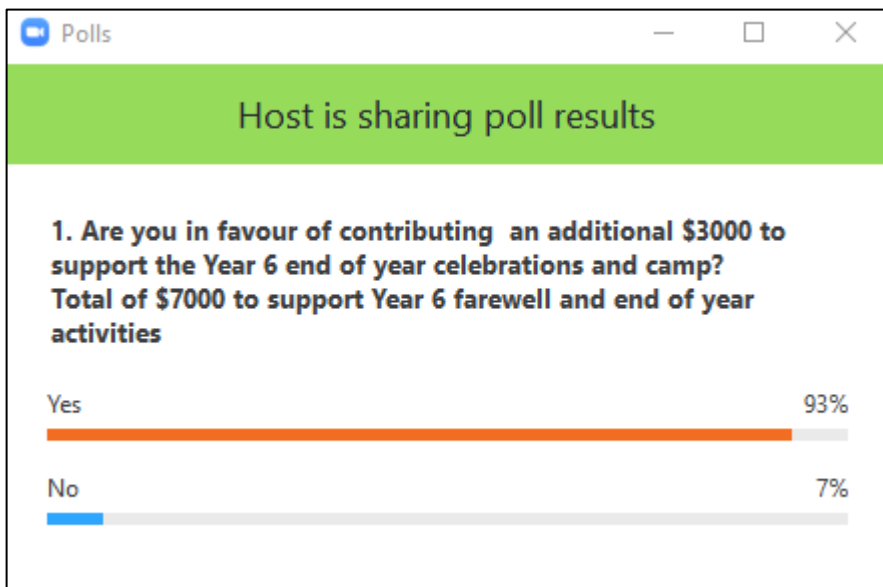
Vote 3: \$1000 additional funding for Year 6 farewell events – on hold

Earlier this year we pre-approved \$4000 for the funding of the year 6 farewell and camp events. Consistently this year we have discussed the importance of "doing more" for this year's departing students, due to COVID and reduced school investment opportunities due to the new building, demountable, and BA projects.

In consultation with Mr Boyd he has proposed the subsidy of the Camp as well as the Big Day in and Farewell events, at the cost of an additional \$1,000 to be voted upon tonight.

Q: By-Laws: if we have children in particular year, is it a conflict of interest?

A: Only when we are voting about a business tender that directly involves close friend/relatives. Otherwise it's a personal choice.

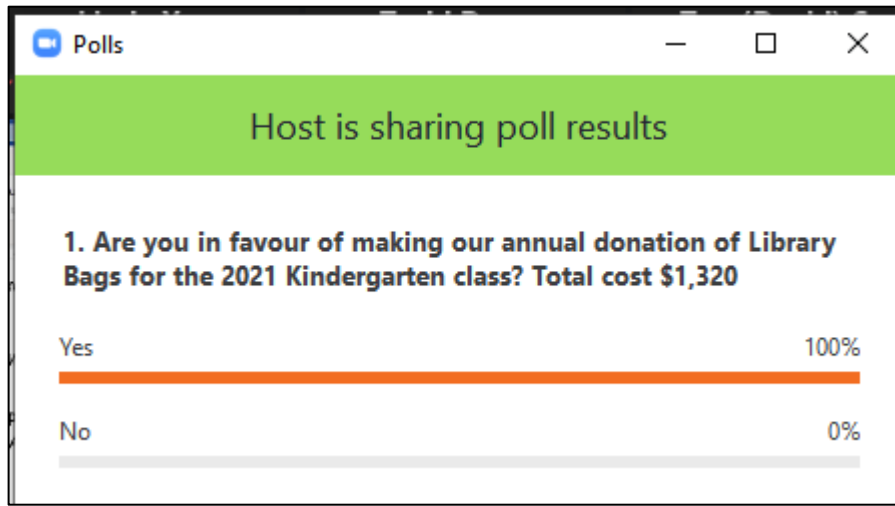


Vote 4: \$XXX additional funding for Year 6 farewell events

In the past the P&C has kindly donated Library Bags from the Uniform Shop for the incoming Kindergarten Students and include a flyer advising the bags have been donated by the P&C.

This is a valuable tradition in both assisting reading efforts and the opportunity to inform parents about the various contributions of the P&C

The proposal is to continue this for the 2021 Kindergarten class; orders need to be placed this year for next year. Total Cost:



Complete result of the poll is attached separately.

Balance Sheet

Carlingford Public School P & C Association As at 31 October 2020

	31 Oct 2020	31 Oct 2019
Assets		
Bank		
Community Solutions Cash Res	171,772	151,405
Community Solutions Cheque Ac	47,005	49,048
Westpac Community Debit Card	142	273
Total Bank	218,919	200,726
Current Assets		
Accounts Receivable	44,020	52,068
Cash Float - Canteen	100	100
Cash Float - Uniform Shop	200	200
Inventory	29,412	38,934
Total Current Assets	73,732	91,302
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	1,683
Less Accumulated Depreciation on Office Equipment	(1,683)	(1,078)
Total Fixed Assets	6,077	983
Total Assets	298,728	293,011
Liabilities		
Current Liabilities		
Accounts Payable	3,984	26,419
Band Bond	2,400	2,200
GST	(85)	-
PAYG Withholdings Payable	(8)	780
Rounding	-	37
Superannuation Payable	-	1,355
Total Current Liabilities	6,291	30,791
Total Liabilities	6,291	30,791
Net Assets	292,437	262,219
Equity		
Current Year Earnings	64,106	66,598
Historical Balancing	(18,986)	(18,986)
Retained Earnings	247,317	214,607
Total Equity	292,437	262,219

Profit and Loss

Carlingford Public School P & C Association

For the period 1 January 2020 to 13 October 2020

<u>Account</u>	<u>1 Jan-13 Oct 2020</u>	<u>1 Jan - 13th oct 2019</u>
Trading Income		
Canteen	20,088	40,591
Uniform Shop	18,525	22,188
Band Income-Shirts	323	0
Total Trading Income	38,936	62,779
Gross Profit	38,936	62,779
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	0	1,556
Trivia Night	0	725
Fathers Day Stall	(40)	988
Total Fundraising	(1,736)	10,702
Band	(2,336)	(104)
General Contributions	44,020	49,131
Interest Income	284	1,009
Other Revenue	91	210
Non Taxable Cash Flow Boost	20,000	0
Total Other Income	60,323	60,948
Operating Expenses		
Bank Fees	1,899	1,697
Consulting, Bookkeeping & Accounting	3,193	1,194
Donations	12,971	22,727
General Expenses	176	949
Insurance	1,640	2,140
Office Expenses	0	181
Charopy Expenses	0	880
Subscriptions	778	572
Employee Expenses		
Wages and Salaries	53,356	30,817
Jobkeeper Reimbursement	(39,000)	0
Total Employee Expenses	14,356	30,817
Total Operating Expenses	35,013	61,158
Net Profit	64,246	62,569

Q: How does the P&C manage the value that is sitting in P&L

A: P&C doesn't keep inventory. What was purchased will reflect in the profit for that corresponding year. Last year's fundraising coordinator will have the spreadsheet that explain further details of fundraising.

Canteen Report

The last weeks of term 3 were busy with lunch orders.

The birthday buckets launched and we had requests for around 20 birthday buckets in the last week of term. I expect this initiative to continue to be popular during term 4, especially with the warmer weather.

As per the last meeting, the canteen will start to provide counter service at lunch time for the sale of frozen goods and other treats. A decision to return to counter sales at afternoon tea time will be made in the near future.

Belinda Sultana

Canteen Manager

*** First volunteer come last week**

Q: Social distancing sign at Uniform shop and canteen, is it worth placing social distancing sign in front of canteen, and uniform shop (parents)

A: Not for canteen but Yes for uniform shop as practical as a sign.

Uniform Shop Report

Uniform shop is prepared for the summer.

We had put our Summer clearance items on QKR and summer second hand uniforms, all stock are limited.

Linda Xu

Uniform Shop Manager

Parents are waiting for information pack; office has advised that this has been prepared.

Band Report

I am pleased to announce that Band rehearsals are now allowed to commence again in our school, as per the latest Department of Education guidelines.

The onsite Band rehearsals will start from week 2 Term 4, and will proceed as per Key Music Australia's COVID Safe Plan following the recommended protocols for social distancing, parent drop-off procedures and hygiene/cleaning procedures. Music lessons have also started in week 1 Term 4, following the same timetables as per Term 3.

I look forward to the continuation of our wonderful Band, and will keep the P&C updated on future Band activities.

Anita Chinwah

Band Coordinator

Fundraising Report

None

Class Parent Report

None

Principals Report

P&C MEETING - OCTOBER, 2020

The Department of Education in line with Department of Health guidelines, have relaxed a number of restrictions in regard to Term 4 school operations.

Stage 3 Camp - We are now able to proceed with the planned Stage 3 camp at the end of the year.

Due to revised capacity of student numbers at Broken Bay Sport and Recreation Centre, we are unable to take all Stage 3 students at the same time. In order to allow both Year 5 and Year 6 to experience camp we are planning for them to attend in separate groups.

Year 5 will be at camp from Monday 23 to Wednesday 25 November.

Year 6 will be at camp from Wednesday 25 to Friday 27 November.

135 in total is too much for them to go together.

Q: Will the kids be mixed between Y5 and Y6.

A: Sending kids across grade, yes.

Q: Can parent use active kids/creative kids voucher?

A: School will look into this matter.

Year 6 Farewell - Our Year 6 Farewell at Oatlands Golf Club on 16 December, can now go ahead. We are still hoping to have a graduation ceremony before the meal, but need to assess the space available. There will be a meal served and hopefully an opportunity for the students to do some dancing. More details will be provided as they are made available.

Graduation assembly is happening

Q: If golf club is not happening?

A: Celebration at school just for the kids without parents but definitely will send off the children appropriately.

Q: Presentation day: will it be the same way as before (letting parents know by email).

A: Not yet discussed.

Q: If parents can't attend, can we hire a venue and only invite parents whose children getting the award. Other school is having presentation day offsite (before COVID-19).

A: we're trying to put parents away from students in same premises.

Q: can we see the presentation day virtually.

A: any event that's physically involving parents and student are not yet allowed.

Kindergarten Transition - Late last term, schools were advised that Kindergarten Transition to School Programs can resume for students with strict guidelines. We are currently organising a three week Kindergarten Transition Program. The dates have been set for Tuesday November 3rd, 10th and 17th. We are looking at having a morning and afternoon session which will reduce the number of students within the room.

Our usual orientation for parents and carers will not be running as it has been advised that all external adult visitors are only allowed to be on site for a maximum of 10 minutes. To support our families, we have created a new tab on our school's website titled 'Starting Kindergarten'.

Following the new health advice from the Department only those with completed enrolments will be able to attend. Any parents who would like their Kinder 2021 child involved in transition, will need to finalise paperwork as a matter of urgency.

Presentation Day - We are still waiting for further advice from the DoE re presentation day. Unfortunately, it's highly likely that parents will not be able to attend. Presentations may need to be staged based. There will be no PSSA awards for 2020. We are still hoping to be able to present swimming, cross country and athletics awards including perpetual trophies.

School Bands - This week training and performance will recommence rehearsals. Band families have been sent information regarding this.

Still in place - Unfortunately parents are still not permitted on site (apart from school pick up and essential meetings). Assemblies are still limited to grade / stage groups and can only last for 15 minutes.

TEACHER RECRUITEMENT

Our unfilled classroom teacher position, vacated by Mr McBain has been advertised and closes this Wednesday.

Thanks to Mrs Kristensen, who will convene the panel and Mrs Pogainis (teacher rep), Emily Wong (community rep) and Priyanka Malhotra (EAL/D community rep) for their involvement. The successful applicant will commence duty in 2021.

Due to various reasons (maternity leave, long service leave, job shared classes etc) we have a number temporary teaching positions available for 2021. An advertisement was placed inviting teachers (CPS and external) to apply for these positions. These positions will be reviewed and allocated in coming weeks.

To be finalized next Wednesday prior to inviting the candidates.

TERM 4 STAFFING UPDATE

Mrs Castelletti and Mrs Seaegg will be on leave for the remainder of 2020.

Mr Chris Foo will take Mrs Seaegg's technology role, teaching technology to the students three days a week.

Mrs Castelletti's Teacher Librarian role will be filled by Mrs Jenkins on Monday, Miss Hannah Monck on Tuesday and Wednesday, with Chris Foo doing Thursday and Fridays. These teachers will deliver Term 4 programs planned by Mrs Castelletti and Mrs Seaegg.

B/A SCHOOL CARE AND PRE SCHOOL LEASES

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

The tender process has now closed and the applications will be reviewed this Thursday when the panel meets. The 'tender evaluation panel' will consist of myself, Fiona Tramonte, Ian Ferguson (DoE Assets), Shawn Couzins (DoE assets) and a Todd Dewey (community rep).

We are looking for vacation care and staff development days to be part of the service.

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.

GARDEN UPGRADE

Thank you to the P&C for their \$7,000 contribution to our garden upgrades. Our GA, John Clowes, has purchased and planted new shrubs in the gardens surrounding our Administration building. So far, we have spent about \$3,000. We plan to spend the remainder of the money this year.

LITERACY DAY CELEBRATIONS

Literacy Day is tomorrow. Students and teachers are asked to come to school dressed up as their favourite book character. Unfortunately due to COVID 19 restrictions this year, parents and guests are unable to attend. Each stage will hold a short parade to display their amazing costumes.

SCHOOL PHOTOS

School photos will take place on Monday 26 & 27 October. Payments are to be made online. Envelopes are to come back to school by Monday 26 October. There will be no PSSA photos taken this year.

TELL THEM FROM ME - PARENT SURVEY

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

The survey is conducted entirely online on smartphones, iPads, tablets, laptops or computers. The survey will typically take 15 minutes or less to complete and is completely confidential. **The survey has been extended and will now close on Friday 23 October.** Although participating in the survey is entirely voluntary, your responses are very much appreciated. As an incentive to participate, one lucky family will receive a \$50 gift voucher to spend at the canteen.

The link for the survey is <http://nsw.tellthemfromme.com/carlo>

MULTI PURPOSE SPORT COURTS

Plans for our sport courts have been finalised in consultation with the Department of Education. The project has gone to tender this week. We hope that construction will commence mid-term 4 and be completed day 1, 2021.

<https://www.dropbox.com/sh/do8789crt2gvc3/AAAnVn9h-WI3puD-WINKdLmfa?dl=0>

- * the variable that has been locked down with the tender:
 - Getting the tender ready to be published.
 - Marking is not part of it, this will be discussed with school and P&C
- * Surfaces that might come up under the hit, asphalt might go up to 60c in hot day. Suggestion to include this with the tender.
- * Some fixed covering in existing COLA. If P&C can help with that, suggestion of type of covering, preferably solid structure, dark.
- * Hoping to cover with dark shade without reducing the light with priority on putting up the shade.

School safety:

The gate at Rickard street is opened way before and after school hour is because it's open for Before and After School Care parents.

Neil Hinton

Principal

General Business

1. Memorial for Justin

What could be done for Justin, as he went to our school (KT Ms Tran) There is a nice spot outside the classroom (Justins' place)?

While it is hard to repeat efforts re: Aakshaye's playground, there is a feeling among several who would like to see something done to remember him and his time at our school.

Neil: The family have been contacted. School is planning to name the upcoming playground: **Justin's playground.**

Trudy: Part of the suggestion was to involve Car Theme because Justin was known to be knowledgeable about cars.

Matters arising and business carried forward

Next Meeting

Meeting ends at 9.32pm.

The next P&C zoom general meeting will be hold on **23 November 2020 at 7.30pm**