



CARLINGFORD PUBLIC SCHOOL

Parents & Citizens Association

Meeting Minutes

Date | time 11/22/2020 7:42 PM | Location ZOOM-Online

Meeting called by	Rob Kerle (President)	Attendees P&C members, CPS parents & community
Type of meeting	November 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/tZwkcO-vpjsqHdUDotH4jIMGmE8X3Ezhh2PQ

Schedule & Location

This meeting was held online through Zoom on **Monday 16th of November at 7.42pm.**

Attendees

Attendees (17)		Apologies (2)
Rob Kerle	Linda Xu	Neil Hinton
Svantje Van Hummel	Belinda Sultana	Trudy Mendis
Emily Wong	Anita Chinwah	
Priyanka Malhotra	Belinda Harrison	
Todd Dewey	Joycelyn Lim	
Claudia Susanto	Stephanie Lam	
Natalie Kristensen	Tao (David) Sun	
Fiona Tramonte	Lynley Saunders	
	Susan	

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

Board & Members

- Claudia will not be continuing her role as secretary in 2021. Anyone who is interested in taking this role can email cpspcsecretary@gmail.com or cpspcpresident@gmail.com for an early pre-training. This will enable a smooth hand over straight after the AGM in 2021.

Previous Minutes

The minutes of the previous meeting held Monday 19th October 2020 were **adopted by Todd D. and seconded by Priyanka M.**

Correspondence

None

Reports

Topic	Presenter	End time
<input type="checkbox"/> President Report	Rob Kerle	[Time]
<input type="checkbox"/> Treasury Report	Todd Dewey	[Time]
<input type="checkbox"/> Canteen Report	Belinda Sultana	[Time]
<input type="checkbox"/> Uniform Shop report	Linda Xu	[Time]
<input type="checkbox"/> Band Report	Anita Chinwah	[Time]
<input type="checkbox"/> Fundraising Report	n/a	n/a
<input type="checkbox"/> Class Parent Report	n/a	n/a
<input type="checkbox"/> Principal Report	Natalie/Fiona	[Time]

Presidents Report

Kindergarten Orientation

The P&C Transition program continues on and has gone well - Thanks to Grace for her collaboration with the P&C and to the Office team for their help on a number of projects. Thank you to Linda for her willingness to engage with

new parent groups at all hours, answering questions on uniform and school. There are a number of new parent groups already informally forming, which is good news for the school community next year.

Road Safety Focus

A source of focus this month as per previous. Many of you will have seen my message to the community following ongoing incidents. A number of actions have been taken.

1. New signage in multiple languages outside the school. Council restricts how many we can acquire but I'll continue to push for more.
2. Request to extend the AM parking zone and the double unbroken lines in the street has been lodged with Parramatta Council. Hopefully to be in place for start of Term 1 2021.
 - Looking into a possibility to request for a limited (2 hours) parking on the School side of the road on Rickard st. The purpose of this request is to create more parking for parents.
 - Casual staff park on the road, this could be a contributing factor.
 - Macquarie College Starting to offer high school program starting next year for 30 students. This might cause decrease number of parking spot available for parents.
3. Parramatta Council has ensured regular visitation of council rangers to enforce parking and traffic regulations.
4. Eastwood police have committed to adding visible police presence when possible and have requested highway patrol support as well (will be easier post-November 25. NOTES ON taking images).
 - Taking picture/video of offender is technically possible. This comes with legal obligation; reporter have to present the evidence at police station. Should there be any appeal in the future, the reporter must be willing to attend a court session.
5. Continued work to build collateral and web presence for road safety and behaviour with council and School

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!

Overall Objective Update - NOVEMBER

- Identify and confirm projects the P&C can invest in, over the next 12 months current requests to be discussed and defined further:
 - Shade or lighting for sports courts (or completion support)
 - New playground after B/A building/ Justin memorial area (or both if separate)
 - Sports oval upgrades
 - Others?
- Grow awareness and membership of the P&C. In progress pending website and Kindy transition. Anyone participating in new parent groups via Whatsapp, Fbook or others please let us know so we can try to

build awareness. Plenty of resources are available. I request that all members help to bring new people on - the more members we have, the better we represent the school community!

- All P&C Content on the CPS website has been updated and a new video to promote the P&C and hopefully grow interest in membership is has been uploaded
- <https://biteable.com/watch/carlingford-pc-take-4-2723959/7b8f2b157b112506f8a07d66bf2750d5>
- Ensure the P&C can contribute meaningfully to the outgoing Year 6 and their celebration of their time at Carlingford Public School. Complete

Date for P&C Planning Meeting

- Given how disrupted this year has been, it would be really valuable to have a final session for this year to make up for the lost months, and ensure that the P&C hits the ground running in 2021. We propose a few opportunities for a session outside of school hours, for School staff, P&C members and even potential members to meet and discuss what the priorities for the next year should be. this would allow fewer agenda items and deeper discussion that time allows for at a general meeting of the P&C. Proposed Dates are: Nov. 29, Dec 6, Dec 12, Dec 13, 2 hour session on site at school if possible or another venue. Feedback is very welcome.
 - Feedback1: Nov29, Dec 6 after lunch time because some parents still have Saturday morning sports.
 - Feedback2: The earlier the better.
 - PnC are now allowed to have meeting on site with max.20 people. (ref: PnC newsletter)

Rob Kerle

President

Carlingford Public School P & C Association

Treasury Report

Profit and Loss

Carliford Public School P & C Association
For the period 1 January 2020 to 10 November
2020

Account	1 Jan-10 Nov 2020	1 Jan - 10 Nov 19
Trading Income		
Canteen	26,434	45,141
Total Uniform Shop	28,511	28,661
Band Income-Shirts	342	0
Total Trading Income	55,287	73,802
Gross Profit	55,287	73,802
Other Income		
Fundraising		
Entertainment Book Commission	0	336
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)	11,038
Band	(2,336)	2,416
General Contributions	44,021	49,131
Interest Income	303	1,085
Other Revenue	91	210
Non Taxable Cash Flow Boost	20,000	0
Total Other Income	60,343	63,880
Operating Expenses		
Bank Fees	2,199	1,862
Consulting, Bookkeeping & Accounting	4,073	1,194
Donations	13,625	25,833
General Expenses	3,603	949
Insurance	1,640	2,140
Office Expenses	0	181
Charopy Expenses	0	880
Subscriptions	1,166	610
Employee Expenses		
Wages and Salaries	56,901	34,981
Jobkeeper Reimbursement	(39,000)	0
Total Employee Expenses	17,901	34,981
Total Operating Expenses	44,207	68,630
Net Profit	71,423	69,052

Balance Sheet

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

	30 Nov 2020	30 Nov 2019
Assets		
Bank		
Community Solutions Cash Res	171,786	151,459
Community Solutions Cheque Ac	100,126	54,828
Westpac Community Debit Card	370	140
Total Bank	272,283	206,427
Current Assets		
Accounts Receivable	910	51,615
Cash Float - Canteen	100	100
Cash Float - Uniform Shop	200	200
Inventory	29,412	38,762
Total Current Assets	30,622	90,678
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	308,981	298,088
Liabilities		
Current Liabilities		
Accounts Payable	6,178	54,334
Band Bond	2,200	2,200
GST	(85)	-
PAYG Withholdings Payable	556	456
Rounding	-	43
Superannuation Payable	378	644
Total Current Liabilities	9,228	57,676
Total Liabilities	9,228	57,676
Net Assets	299,754	240,412
Equity		
Current Year Earnings	71,423	44,790
Historical Balancing	(18,986)	(18,986)
Retained Earnings	247,317	214,607
Total Equity	299,754	240,412

Canteen Report

The start to term 4 has been strong. While lunch orders remain online only, we are now serving over the counter at lunch time for ice creams, ice blocks and other snack items. This past week I have also served frozen treats at afternoon tea. While lunch time can be busy, afternoon tea is still quiet over the counter. I am sure as the weather continues to warm up, we will find more students wanting to buy over the counter.

This term we have also welcomed back much needed volunteers. The help of these volunteers, particularly on a Thursday and Friday is welcomed and much appreciated.

I look forward to a busy term 4.

Possibility to start Wednesday trading again next year.

In the past, the feasibility of not opening on Wednesday was because canteen didn't have enough volunteer.

Belinda Sultana

Canteen Manager

Uniform Shop Report

The uniform shop is busy with kindy transition. Ordering on QKR has been closed and the orders have been packed and is ready to be handed out to parents on the last day of transition.

- Request to install new conditioner at uniform shop. Will look into insulation prior to installing new Air Conditioning system.
- Request for PnC to sponsor or uniform shop to sell Orientation T-shirt with catchy wordings printed. E.g: "I'm going to Carlingford Public School".

Linda Xu

Uniform Shop Manager

Band Report

What a joy it is to hear the sounds of Band rehearsals once again in our school hall!

All Band rehearsals have commenced smoothly and students are used to the routine once again.

Matt Dalziel and Chris Upton, our two band conductors from Key Music Australia (KMA), have made audio recordings of the rehearsals, which parents can access from:

<https://www.myschoolband.com.au/myband/cps/>

I urge everyone to click on the link and hear the admirable progress our Band students have made, despite the chaotic year we've had due to the pandemic.

With the tight restrictions around the school Presentation Day, there is no live Band performances planned for this term. KMA have indicated that they will make visual recordings of the Band rehearsals, which they will then hand over to the school. Due to privacy issues, KMA will not publish these visual recordings on the KMA website. It is now up to the school to decide if any visual recordings will be published.

In week 6 KMA will begin the process to gather new students for Training Band 2021. Due to hygiene issues, KMA will not get students to try music instruments (as was done previously last year). Instead, Matt will attend an assembly with the Year 2's, where he will show videos of what a Band is, and the various instruments students can play. KMA will also send information home to parents. Please note any interested students in years 3 to 6 in 2021 is welcome to join the Band. The opportunity to join as a new student is not limited to just Year 3's. I urge all non-Band families to encourage their children to join our school Band.

Request to put early notice next week in class dojo that Mat will be introducing the Key Music Australia's services and programs.

All Band rehearsals and music lessons will end in week 8 (Tuesday 1 St December for Training Band, and Wednesday 2 nd December for Performance Band). There is an informal Band presentation planned for these two days, where students will receive Certificates and Awards. Unfortunately due to school regulations, parents are not allowed to attend this presentation. I will endeavor to take photos of the presentation and will send these to Band families.

Judith and myself will begin the music instrument hire collection process in week 9. We will be getting these serviced and analysed by KMA to see on whether they will need to be upgraded for next year's hiring.

I would like to thank all KMA staff, Matt and Chris for the tremendous effort they have put in an especially tough year. I look forward to working with them next year and the continuation of our wonderful Band program.

Motion to approve \$500 budget was passed.

Host is sharing poll results

1. Are you in favour of utilising \$380 in funds to provide recognition of Band children in their end of year program as well at \$120 in reed supply for a total of \$500



Anita Chinwah
Band Coordinator

Fundraising Report

None

Class Parent Report

None

Principals Report

- Permanent teacher interview panel: Priyanka, Emily, Natalie, Michele. Congratulation to Jessica Stark who will start next year as a permanent staff.
- BA tender:
 - Camp Australia will commence work soon. School staff will meet on Thursday to discuss and get more information on their services.
 - Fiona to address the transfer of existing waiting list and 2021 enrolments from the incumbent to Camp Australia in her meeting Thursday.
- Onsite presentation day will be in different format. Tuesday 8 December assembly in different stages. Strict guidelines apply.

General Business

1. Does our school have Student Injury Insurance?
Fiona will check with the school for this matter.
2. Year 6 Farewell bell
Our school endeavors to make this happen. Will look into the details in relation to COVID-safe guidelines.

Matters arising and business carried forward

Next Meeting

Meeting ends at 8.54pm

The next PnC zoom general meeting will be on Monday February 15, 2021 at 7:30pm.