



# CARLINGFORD PUBLIC SCHOOL

## Parents & Citizens Association

### Meeting Minutes

*Date | time* 15/Feb/2021 7:35 PM | *Location* ZOOM-Online

Meeting called by	Rob Kerle (President)	Attendees PnC members, CPS parents & community
Type of meeting	February 2021 General Meeting	Please read <a href="#">Virtual Meeting rule</a> , <a href="#">Code of conduct</a>
Facilitator	Rob Kerle (President)	Registration link <a href="https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZUrceuoqD0vHdZNs2UFneOfld2SYsUubV3x">https://us02web.zoom.us/meeting/register/tZUrceuoqD0vHdZNs2UFneOfld2SYsUubV3x</a>
Note taker	Claudia Susanto (Secretary)	

### Schedule & Location

This meeting was held online through Zoom on **Monday 15<sup>th</sup> of February 2021 at 7.35pm**

### Attendees

<b>Attendees (47)</b>	Fiona Tramonte	Tracy
Rob Kerle	Galaxy S8+	Travis Williams
Claudia Susanto	Grace San Juan	Trudy Mendis
Neil Hinton	Juanne Chua	Wenwen Du
+61450261017	Joycelyn Lim	Ling Yu
Ali Khan	Kate Makin	
Anita Chinwah	Kerica Drummond	
Ashima Sakkarwal	Leon Kim	<b>Apologies (3)</b>
Aziz Palijo	Lisa To	Linda Xu
Babar Khan	Lucinda Sitingco	
Belinda Harrison	Lynley	
Belinda Sultana	Muzna Zohaib	
Bonnie Wah	Nargess Saqeb-Akram	
Belinda Sultana	Neridah Parker	

Chitra Shende	Penny Perry	
Claudia Santilan	Sally Bennett	
Debojyoti Sarker	Sana Gul	
Deepti Chopra	Smita Pandey	
Elise Xin Yang	Stephanie Lam	
Elizabeth Rose	Svantje Van Hummel	
Emilia Djonov	Thresye Suyono	
Emily Wong	Todd Dewey	

## 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 2020 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 2020 member register by the close of this meeting, will have voting rights at future meetings held up until the AGM is held in March.
- 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 email [cpspcsecretary@gmail.com](mailto:cpspcsecretary@gmail.com).

## Approval of minutes

The minutes of the previous meeting held Monday 16<sup>th</sup> November 2020 were adopted by **Todd Dewey and Belinda Sultana**.

## Casual Vacancy

### 1. Class Parent Coordinator

Thanks to **Svantje Duller** who has taken on the role of Class Parent Coordinator. While there is not long left in this year, this month is a critical one in terms of building networks early in the school year and capitalizing on the good work of many other individual parents in the school community.

### 2. Secretary

Due to personal commitment, Claudia Susanto will not continue her role as a secretary after the 2021 AGM. If anyone interested to take this role, please email [cpspcsecretary@gmail.com](mailto:cpspcsecretary@gmail.com) or [cpspcpresident@gmail.com](mailto:cpspcpresident@gmail.com)

## Apologies

Linda Xu

## Business carried forward from previous meeting

1. Does the school have Injury insurance for all students? (from 16/nov/2020 General meeting).

School response: The department of education have standard policy that cover general safety of the student at school, this includes ambulance. The policy and procedure for this matter is available at school.

2. **Office 365 platforms and email migration.**

After previously requesting assistance, with no luck we moved our cloud storage to OneDrive (free version), to resolve immediate storage limitations. This has been completed but there is more work yet to do to improve email and data governance.

I've requested proposals from a number of Microsoft partners, some who are themselves not-for-profit organisations to assist in transitioning us to the NFP platforms which Microsoft provides for free.

This will provide a point of administration for emails and data storage which is separate to individual role bearers within the P&C, reducing risk of loss during transition. I expect to have several proposals to discuss in the March General Meeting.

[PnC invites anyone with this skill set and keen to assist further to please email cpspcpresident@gmail.com](mailto:cpspcpresident@gmail.com)

### **3. Road Safety Focus - 2021**

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.

Parramatta Council has ensured regular visitation of council rangers to enforce parking and traffic regulations.

Eastwood police have committed to adding visible police presence when possible and have requested highway patrol support as well.

[Parent: Requested the double unbroken line to be extended beyond the main new building driveway - RK to request the change to Parra City Council.](#)

### **4. Project & Investment Focus**

Items carried forward as a priority from 2020 included:

1. New playground to take advantage of the space created by the removal of the old BA building.
2. Seating for students during lunch breaks
3. Improvements to Toilet blocks (Dept. Building)
4. Improvements to Canteen (Dept. Building)

## **Correspondence**

Incoming

### **1. Tracey Holman, City of Parramatta**

Request for parking restriction and line marking around CPS



Parent concern about drivers doing illegal U-turn and possibility to make lethal mistake (accelerating instead of stopping).

Mr.Hinton reminded everyone about the exact accident that happened few years back that took the life of a boy. He will remind parents of this unacceptable and dangerous act via newsletters.

PnC will continue to push the council to approve extension of the broken lines along Rickard Street.

Outgoing

-nil-

## Reports

<input type="checkbox"/>	<a href="#">President Report</a>	Rob Kerle	[Time]
<input type="checkbox"/>	<a href="#">Treasury Report</a>	Todd Dewey	[Time]
<input type="checkbox"/>	<a href="#">Canteen Report</a>	Belinda Sultana	[Time]
<input type="checkbox"/>	<a href="#">Uniform Shop report</a>	Linda Xu	[Time]
<input type="checkbox"/>	<a href="#">Band Report</a>	Anita Chinwah	[Time]
<input type="checkbox"/>	<a href="#">Fundraising Report</a>	n/a	[Time]
<input type="checkbox"/>	<a href="#">Class Parent Report</a>	n/a	[Time]
<input type="checkbox"/>	<a href="#">Principal Report</a>	Neil Hinton	[Time]

## President Report

### Welcome to New Members

Dipti Singh Verma	Aditya Shende
Liny Angie	Deepti Chopra
Meenu Dabas	Lucinda Sitingco
Yin-Ting Chang	Muzna Zohaib
Neil Cantrill	Yanyi Wei
Tony Pang	

## **Kindergarten Orientation**

Kindergarten has completed their first full week at Carlingford Public School, and so have the parents!

Thanks to the teachers, office staff and Exec member who worked both last year and this year to make things as normal as possible allowing for the restrictions of COVID. Ensuring best start could happen in person is a great example of this. Thanks also to the School Prefects, who took our Kindy kids to their class this week – their kindness and helpfulness has been remarked upon by parent after parent this week!

P&C Members and other experienced parents have been taking lead roles in the informal groups which have been building in social media last year, over the Christmas break and up to the first weeks of class. This is helping put parents in touch with the right information and also creating some comfort that everyone is going through the same thing.

Parents mentioned their great appreciation for the prefects who had done wonderful job in ushering the kindergarten students from the gate to their respective classes.

## **P&C Audit**

One of the key governance mechanisms of the P&C Association is the annual external audit. It is also critical to the registration of our P&C Association with the ACNC as a not-for-profit, and demonstrates financial and operational integrity to justify the trust our members, our community and the School place in us.

We are currently undergoing this process with the final meeting with the Auditor being on Wed Feb 17. The results of this Audit in report form will be made available publicly, 14 days prior to the Annual General Meeting

## **Planning Meeting 2020**

Thank you to all who joined our Planning Session back on December 5, 2020.

A range of key themes were discussed for additional focus in 2021. While some were existing items and will continue to be driven forward, others were new and will be addressed in future meetings for prioritisation.

- Construction and rejuvenation projects for school play spaces, facilities, seating and shade.
- Road Safety – CCTV and more enforcement
- Parent Involvement at School – this has been missed by parents over the last 2+ years. Parents being able to be a part of Classroom support for reading and other on-site support initiatives would be a welcome change from the (otherwise) focus on fundraising and project funding which is becoming a source of concern.
- P&C Events – Allowing for COVID – what events can we put on to enrich the school experience: Movie nights, obstacle courses, outsourced managed events etc.
- Class Parents – how to revitalise this program this year, and how to gain traction with more of the communities within the school – looking at language groups and ways to engage/ communicate as effectively and inclusively as possible.

## **Annual General Meeting**

All positions for the Carlingford Public School P&C Association will be declared vacant at our Annual General Meeting on Monday March 15.

Nominations are sought for Office Bearer positions of President, Vice Presidents (two), Treasurer and Secretary. Nominations are sought for all Sub-Committee and assistant roles.

We ask that you consider how you can be a part of the Committee. The commitment required for each role varies. Where possible the time it takes to complete each duty for each role is listed, where it is not listed, the duty is ad hoc and time will vary. You must be available to attend the majority of P&C meetings throughout the year and be able to commit time to assist in P&C activities during school hours and out of school hours (on occasion).

If you are interested in taking up a position, **and you are an existing financial member of the 2020 P&C Committee**, please complete the nomination form below and place it in the P&C Nominations Folder at the school office *before 3.00 pm, Friday 12 March 2021.* Please note that to nominate you must be a financial member in 2020, and must also attend the AGM meeting on Monday 15 March 2020 at 7:00pm, via Zoom.

Additionally, in order to be able to vote in the March 2021 meeting (immediately following the AGM at 7:30), you must have renewed your financial membership **before the end of the AGM**. Membership for 2021 will open Tuesday February 16, so we recommend you purchase your membership before the AGM to avoid confusion. All purchases of membership must be via the QKR! App, and should be under your parent profile, not your child's profile. For any questions, please ask or email the P&C.

Parent: Why parents involvement has been dwindling for 2 plus years?

School respond: Department of Education is just not letting parents into the school ground since the lockdown.

Parent: Do membership needs to be renewed again for 2021?

PnC respond: Yes

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## Treasury Report

# Balance Sheet

## Carlingford Public School P & C Association As at 31 January 2021

31 Jan 2021      31 Jan 2020

### Assets

	31 Jan 2021	31 Jan 2020
<b>Bank</b>		
Community Solutions Cash Res	171,826	151,577
Community Solutions Cheque Ac	88,718	55,563
Westpac Community Debit Card	265	140
<b>Total Bank</b>	<b>260,809</b>	<b>207,280</b>
<b>Current Assets</b>		
Accounts Receivable	420	1,074
Cash Float - Canteen	100	100
Cash Float - Uniform Shop	200	200
Inventory	29,092	29,484
<b>Total Current Assets</b>	<b>29,812</b>	<b>30,859</b>
<b>Fixed Assets</b>		
Band Equipment	5,831	1,608
Less Accumulated Depreciation on Band Equipment	(1,608)	(1,608)
Canteen Equipment	3,009	1,155
Less Accumulated Depreciation on Canteen Equipment	(1,155)	(1,155)
Office Equipment	1,683	1,683
Less Accumulated Depreciation on Office Equipment	(1,683)	(1,683)
<b>Total Fixed Assets</b>	<b>6,077</b>	<b>-</b>
<b>Total Assets</b>	<b>296,698</b>	<b>238,139</b>

### Liabilities

<b>Current Liabilities</b>		
Accounts Payable	2,057	7,194
Band Bond	2,200	2,200
PAYG Withholdings Payable	1,152	926
Superannuation Payable	202	303
Wages Payable - Payroll	-	976
<b>Total Current Liabilities</b>	<b>5,611</b>	<b>11,599</b>
<b>Total Liabilities</b>	<b>5,611</b>	<b>11,599</b>
<b>Net Assets</b>	<b>291,088</b>	<b>226,539</b>

### Equity

Current Year Earnings	(142)	(1,791)
Historical Balancing	(18,986)	(18,986)
Retained Earnings	310,215	247,317
<b>Total Equity</b>	<b>291,088</b>	<b>226,539</b>

# Profit and Loss

Carlingford Public School P & C  
Association

For the month ended 31 January 2021

Account	Jan 2021	1 Jan - 31st Jan 20
<b>Trading Income</b>		
<b>Canteen</b>		
Cost of Goods Sold - Canteen	(1,526)	(1,182)
<b>Total Canteen</b>	<b>(1,526)</b>	<b>(1,182)</b>
<b>Uniform Shop</b>		
Uniform Shop Sales	4,568	9,214
Cost of Goods Sold - Uniform Shop	0	(6,005)
Merchant Fees	(47)	(47)
<b>Total Uniform Shop</b>	<b>4,521</b>	<b>3,162</b>
<b>Total Trading Income</b>	<b>2,995</b>	<b>1,980</b>
<b>Gross Profit</b>		
	<b>2,995</b>	<b>1,980</b>
<b>Other Income</b>		
<b>Band</b>		
Band Expenses	0	(225)
<b>Total Band</b>	<b>0</b>	<b>(225)</b>
Interest Income	11	62
<b>Total Other Income</b>	<b>11</b>	<b>(163)</b>
<b>Operating Expenses</b>		
Bank Fees	207	77
Consulting, Bookkeeping & Accounting	550	0
Subscriptions	61	38
<b>Employee Expenses</b>		
Wages and Salaries	2,128	3,192
Superannuation	202	303
<b>Total Employee Expenses</b>	<b>2,330</b>	<b>3,495</b>
<b>Total Operating Expenses</b>	<b>3,148</b>	<b>3,609</b>
<b>Net Profit</b>		
	<b>(142)</b>	<b>(1,791)</b>

The canteen opened for 2021 operation on Friday 5 February 2021 and is now operating 5 days a week. I will continue to work Monday, Tuesday and Friday and Linda Xu will work Wednesday and Thursday. The start to the year has been quiet which is expected.

The canteen remained in good condition through the holiday break and all appliances are in working order.

The canteen menu for this year has remained relatively the same as last year with no increase in prices. I am intending to once again offer lunch specials throughout the year.

At the end of last year, the year 5 teachers undertook the job of finding our 2021 canteen monitors. Six students were successful with others interested to be trialled through the coming weeks. So far, the monitors are keen and are doing a great job.

In terms of parent volunteers, I have already been approached by some new parents to volunteer and will have them in over the next few weeks. A big thank you to our regular volunteers.

At the end of January, I renewed my Working with Children Check and have provided the P&C and the school office with a copy of my approved check.

I also received an email last week that our menu is now due for reassessment through the Healthy Menu Check. I will work through the application form with Beth Edgley and send it off once complete. I don't anticipate any issues as our menu has remained relatively the same since the last assessment in 2019.

Belinda Sultana – Canteen Manager

[Special mentioning of Canteen monitors for helping over 300 orders during the busy period.](#)

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## Uniform Shop Report

Uniform shop is still not opened for face-to-face sales, all orders are online. First couple weeks of trading was busy as expected, with large amounts of online orders. Many of these were Kindergartens and new families.

We will be introducing our new winter jacket on QKR within the term as it came too late for last winter's due to manufacturing errors and delay of shipments, stocks are limited.

Kindergarten Library bags have been received and are in the library and will be given out to kindergarten students next week.

**Linda Xu**

**Uniform Shop Manager**

[Parent: Can parent still donate second hand uniform at the office?](#)

[PnC respond: At the office or directly to uniform shop. All donated items need to be washed and in clean condition. Please respect the volunteers who need to handle them personally.](#)

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## Band Report

The 2020 Performance and Training Band Presentation Days were last in early December 2020, straight after the last rehearsal for the year. Well done to our lovely band students who each received a Certificate of Appreciation and a \$2 canteen voucher. Congratulations goes to Amia Tan from Performance Band, and William Zhao from Training Band, both the recipients of our Excellence in Band Trophies.



The Training Band 2020 with their Certificates of Appreciation



William Zhao our Excellence in Training Band 2020 trophy recipient with conductor Chris Upton



Amia Tan our Excellence in Performance Band 2020 trophy recipient with conductor Matt Dalziel



The Performance Band 2020 with their Certificates of Appreciation

The conductors Matt Dalziel and Chris Upton were presented with gifts of chocolate to thank them for their hard work teaching our band students. I would like to thank the P&C Committee for generously approving these awards and gifts for our Band.

I am pleased to report that a large number of students have enrolled in the Band Program 2021. There are a total of **94** students enrolled in the band this year, an increase from 64 students at the end of 2020. This is composed of 49 new students enrolled in the Training Band, and 46 current students in the Performance Band.

Performance Band rehearsals will commence on Wednesday in week 2, the music lessons for students are scheduled for week 4. Currently Matt and I are working hard to finalise our list of students, the instruments they will be playing, as well as arranging the music instrument hire allocation.

I am looking forward to a wonderful year of musical talents from our fantastic students.

Anita Chinwah

Band Coordinator

**Post script - Additional equipment purchase funding discussion and Vote**

Q: Can kindy kids be part of the band?

A: No, they have small hand and generally haven't fully develop their hand-eye coordination to play real size instrument, so it's currently only open for Y3-6.

**A motion was passed to fund The Band committee with \$5,567 to purchase three new saxophones from Yamaha brand.**

The image shows a digital poll interface. At the top left, there is a 'Skip Poll' link. The poll title is 'Band instruments'. The question is 'Do you agree to spend \$5,567 on replacement and additional instruments?'. Below the question are two radio button options: 'Yes' and 'No'. At the bottom center is a 'Submit' button.

Q: With the motion approved, will the rental cost between newly-purchased instrument the same with the old one.

A: Yes. It is only for maximum of one-year rental period to see if the child is interested in that particular instrument. After the period has ended, they are required to purchase their own.

## Fundraising Report

None

## Class Parent Report

None

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### **COVID UPDATE**

The Term 1, 2021 guidelines have been updated in line with the advice from NSW Health obtained in January 2021. Many of the restrictions that were in place in November 2020 have been maintained due to the current COVID19 situation affecting NSW.

#### ***QR Codes for schools***

All visitors to school will now be required to sign in using a QR code (Service NSW) along with existing sign in procedures operating in 2020.

#### ***Face Masks***

Students and staff are not required to wear a face mask while at school. Masks are not mandatory for parents and carers visiting schools, provided they maintain physical distancing and hygiene practices while on site.

#### ***Attending school***

Students are expected to attend school. If kids show any flu like symptoms, they will be sent to the office and then sent home. They cannot return to school until a negative COVID test result is supplied.

#### ***Visitors to School Sites***

'Non-essential' adults are not permitted on school grounds or at school events.

Parents and carers are not allowed on school sites or at an offsite school event held during school hours except for essential matters or pre - arranged meetings.

Parents are to drop their children at either the Rickard or Keeler St. gates from 9:00 - 9:25am. A member of the executive staff will be at the gates to welcome your children (as per last year's procedure).

All parents will be allowed to enter school grounds for school pick up as we feel that this is a safer option than parents congregating at the Keeler and Rickard St gates. Parents collecting their children are asked to arrive as close to 3:15pm as possible, practise social distancing and leave the school grounds straight after the bell.

#### ***School operations***

Ongoing safety measures remain in place to minimise the risk of COVID-19 transmission in schools during Term 1 2021:

- Whole school assemblies cannot take place as students are encouraged to remain within their relevant cohort (grade / stage) where possible.

- Field trips, excursions and overnight camps can take place
- Swimming and other sporting carnivals can proceed with a COVID-19 Safety Plan in place. All interschool sport and physical activities, zone carnivals and gala days can continue. This means that schools and students can travel outside of their local community.
- School bubblers can now be turned on. However, students are strongly encouraged to bring water bottles that they can refill throughout the day.

## **CARLINGFORD PUBLIC SCHOOL - STRATEGIC IMPROVEMENT PLAN**

Our 2018 - 2020 school plan has now concluded and our 2021 - 2024 Strategic Improvement Plan planning is well under way (due for completion at the end of Term 1).

Planning commenced last year with school exec & staff carrying out a Situational Analysis of our school, focussing on the following areas - student performance, wellbeing, human resources, finance and enrolment trends.

The school's annual self - assessment against the School Excellence Framework, our 2018 External Validation data and internal school data were all taken into consideration.

From our completed Situational Analysis, we will now focus on determining the school's vision, context and strategic directions. We would like to involve the community in this process.

## **2021 CLASSES**

We commenced 2021 with 808 students distributed across 32 classes. Our 2021 staff members are listed below.

Mr Neil Hinton - Principal

Mrs Fiona Tramonte - Deputy Principal

Mrs Beth Edgley - Deputy Principal (Mon, Tues, Wed)

Mr Adam Boyd - Deputy Principal (Thursday, Friday)

## **KINDERGARTEN**

**Supervisor:** Ms Margot Tillet (Assistant Principal)

Miss Eunice Cheung - **KC**

Miss Fiona Gathercole (Wed - Fri) / Mrs Abbey Meguid (Mon, Tues) - **KGM**

Miss Jessica Goldstein - **KG**

Miss Lauren Kelly - **KL**

Miss Jessica Stark - **KS**

Ms Margot Tillet - **KT**

### **YEAR 1**

**Supervisor:** Mrs Michelle Pogainis (Relieving AP)

Miss Elysse Johnston - **1J**

Miss Annie Mackenzie - **1M**

Mrs Pogainis - **1P**

Mrs Di Rayner (Wed, Thurs, Fri) / Miss Seaegg (Mon, Tues) - **1SR**

Miss Hayley Wright - **1W**

### **YEAR 2**

**Supervisor:** Mrs Laura Elliott (Relieving AP)

Mrs Kerri Cooley - **2C**

Mrs Laura Elliott - **2E**

Mrs Michelle Brown (Mon, Tues) / Mrs Mirsini Spiropoulos (Wed, Thurs, Fri) - **2M**

Miss Lisa Pires - **2P**

Miss Kate Smellie - **2S**

**STAGE 2:** Supervisor: Miss Amanda Assad (Assistant Principal)

### **YEAR 3**

Mr Ben Lam - **3B**

Mrs Christina Fruci - **3F**

Miss Jessica Lewis (formerly Hall)- **3L**

Mrs Susan Pi - **3P**

**3 / 4 composite** - Miss Lauren Skibola - **3/ 4S**

### **YEAR 4**

Miss Amanda Assad - **4A**

Mr Clive Bhandarkar - **4B**

Ms Megan McPherson - **4M**

Mr Paul Oram - **4O**

**STAGE 3 - Supervisor:** Mr Adam Boyd (Assistant Principal) and Mrs Grace Foo (Rel.Assistant Principal)

**YEAR 5**

Mrs Belinda Muir - **5M**

Mr Anthony Norman - **5N**

Mrs Kathy Rowilson (Mon - Thurs) / Mrs Morabi (Fri) - **5R**

**5 / 6 composite** - Mrs Neilson - Borg - **5 / 6NB**

**YEAR 6**

Mrs Robyn Bickham - **6B**

Mrs Grace Foo - **6F**

Mrs Elizabeth Murray (Mon, Tues) / Mrs Pam Yee (Wed, Thurs, Fri) - **6YM**

**Support Staff**

Mr Adam Boyd - Technology Facilitator

Teacher Librarian - to be announced

Mr Chris Foo - Technology RFF

Mrs Neilofar Morabi - Kindy & Yr 1 Technology RFF

Mrs Fiona Gathercole - Kindy RFF

Mrs Judith Woodbury - RFF

Mrs Haris Kim - Learning and Support Teacher

Miss Hannah Monk - Learning and Support Teacher

Mr Dennis Govender - School Counsellor - Tuesdays and Wednesdays

**EAL/D**

Mrs Liz Calf

Mrs Linda Grimmond

Miss Sapna Singh-Ram

Mrs Mila Cucilovic

Miss Jessica Liang

## **SASS Staff**

Ms Jill Belme - Business Manager

Mrs Tania Cochrane - School Administration Manager

Mrs Suzanne Williams - School Administration Officer

Mrs Jacqueline Gordon - School Administration Officer

Mrs Anna Michales - School Administration Officer

Mr John Clowes - General Assistant (5 days)

Ms Kim Catt - School Learning Support Officer

Mrs Ratika Rana - School Learning Support Officer

Mrs Jenny Liles - School Learning Support Officer

Mrs Pavitra Aravamudhan - School Learning Support Officer

Congratulations to Mrs Kristensen and Mrs Bowey who have become new Mums over the holidays. Both will be taking leave in 2021.

Welcome back to our Deputy Principal, Mrs Edgley who returns to CPS after a year's maternity leave with her daughter. Mrs Edgley will work three days / week in 2021. Mr Boyd will relieve as Deputy Principal for two days / week.

We also welcome back Ms Tillett, who has returned to CPS after two years as a regional literacy and numeracy consultant.

Ms Belme and Miss Sung have picked up new positions with the Department of Education for 2021. Miss Sung has commenced as a permanent EAL/D teacher at Wentworth Point Public School, while Miss Belme has been appointed as an EAL/D Education Leader in the Hills Principal Network. This role is not permanent, so we are hopeful Miss Belme will return to CPS in the near future.

Mrs Castelletti has extended her leave and will not return to CPS in 2021. Samantha Jubb will fill our teacher librarian role in her absence.

Miss Tran has commenced at Roselea Public School and Miss Powe has started at Rainbow Street Public School on one year contracts.

A warm welcome to Miss Mackenzie (1M) and Mrs Cooley (2C) as classroom teachers to CPS. Both have signed one year temporary contracts. Also, welcome to Mrs Cucilovic to our EAL/D team who will be with us for Term 1.

## **MEET THE TEACHER**

Every year, our school holds a 'meet the teacher' session early in Term 1. However under the current COVID guidelines it is difficult to come up with a format that allows parents to congregate in large numbers within the school.

Parent / teacher interviews scheduled to take place at the end of Term 1. Once again, the format of these interviews will be governed by COVID guidelines. We are hoping to be able to invite parents on site for these interviews, although other options could be implemented such as 'telephone interviews.

Meet the teacher via zoom

Presentation that been sent out is as valuable.

W5: Meet the teacher

End of term: PTI

### **BEFORE / AFTER SCHOOL CARE**

Camp Australia, our new Before / After School Care provider, commenced operation at CPS last week. They are operating out of our new hall, undercroft and downstairs learning space.

As with any new venture, there have been a few teething problems that we are working hard with Camp Australia to iron out.

Review and concerns on Camp Australia needs to be clarified.

### **REMOVAL OF OUR OLD BEFORE / AFTER SCHOOL BUILDING**

The old Before / After School Care building was removed this week. The piers will be removed in coming weeks, the area made safe and the fence removed. The site will be then redeveloped for new play equipment for our students.

### **METRO RENEWAL PROJECT APPLICATION SUCCESS**

Last year our school applied for funding under the NSW Department of Education's Metro Renewal Project. Under this initiative, the department covers 50% of the cost of the project.

Our application to install new play equipment for our students was successful with the department committing \$200,000 towards the project. The new play equipment will be sited where the current play equipment is along with the area vacated by the removal of the Before / After school care building.

The Department of Education will manage the project, with work scheduled to commence this year.

The Metro Renewal Program requires CPS to transfer \$200,000 from our 6300 funds (school & community) to the DoE for the project to commence. Currently we don't have \$200,000 in our school & community funds.

Tonight, I would like to put a proposal forward that the P&C transfer \$200,000 into CPS's 6300 school and community funds. The P&C may wish to split the contribution across a variety of projects (eg \$100,000 for the sports courts / \$100,000 for the play equipment), it doesn't really matter. I suppose the crux of the matter is if the P&C transfer \$200,000 into our bank account it enables the school to reduce the total cost of our play equipment upgrade by \$200,000.

We are hoping to involve the students and P&C in designing our new play equipment.

#### **Further clarifications on the above, Monday Feb15:**

- Some money does exist in 6300 - A minimum of \$100,000 would be enough for us to qualify for the project.
- We would need the money transferred this week to be sure of qualifying.
- Happy for 2 P&C members to be included in all meeting re play equipment project.
- The DoE policy is that any project in excess of \$30,000 must be managed by the DoE (assets division). The money is then transferred to the DoE account and they then manage the project.
- The DoE will then put the job out to tender, seeking a quality job at an affordable price. Our sport courts went to tender, with submissions ranging from low \$700,000 to well over a million dollars.

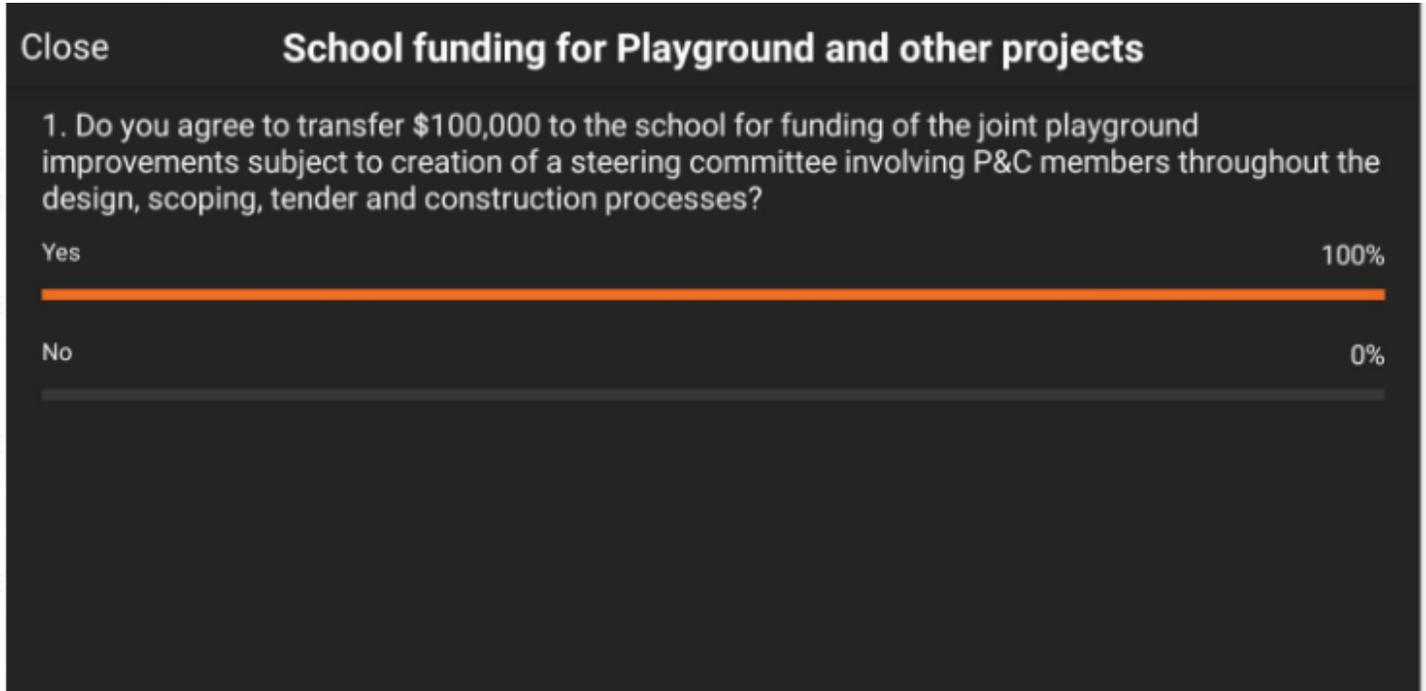
Q: How long does this project going to take:

A: Latest completion - end of next financial year.

Q: How much detail was put into the \$400k figure? Is there a chance that the figure might blow up because it wasn't fully scoped?

A: School is confident with the detailed plan that had been discussed by a professional in its field. If it does blow up, dept will not change the amount of agreed fund.

A motion was passed for PnC to fund the remaining 50% of The Metro project. The amount of \$100,000 is available this financial year and PnC treasurer was supportive of this decision. The school and the PnC will create a governing panel to monitor this project together and keep the community updated.



### SPORT COURTS

Approval has been granted for our multi - purpose sport court project to commence. Construction will commence in coming weeks

Neil Hinton

Principal

## General Business

- Can PnC create a business directory/listing in their website to help parents and local community promote their business? This will help boost our local economy. We can apply small fee like \$5/month or \$50 per year listing. Printed business directory like entertainment book is also an option as part of fundraising and promotion for local businesses.

Discussion to be continued offline.

- What is the schedule of review of Camp Australia as oosh provider? - CA has some processes of in-house review, customer service, but is there a plan for school/P&C surveys?
- ISA –the use of SISA seems to be increasing in terms of days per week. How does CPS see the use of this and what are the benefits compared to other sports programs?

PnC to clarify with SISA in terms of what has changed in their program.

- Homework seems to be inconsistent between classes, and at the discretion of the teacher. Can information regarding homework quantity, strategy, methodology be provided by stage or year to improve clarity?

School response:

Homework is to be consistent across all stages.

Homework has changed in the past 5y, online platform has increased significantly.

A lot of wellbeing issue is included. It's about getting the balance right.

- Stage Owners: What is the purpose of stage owners and what are their roles- when should they be engaged by parents?

Steps for formal escalation of issue:

Start → Class Teacher → Stage Supervisor → Deputy Principal → Principal

All staff are approachable at any level.

## Matters arising and business carried forward

## Others

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## Next Meeting

Today's meeting ends at 9.57pm

The next PnC meeting will be the Zoom-Online **Annual General Meeting** on **Monday March 15, 2021 at 7pm**

The AGM is immediately followed by the Zoom-Online **March General Meeting** on **Monday March 15, 2021 at 7:30pm**



**Carlingford Public School  
P&C Association**

Rickard Street Carlingford NSW 2118  
Ph: (02) 9871 6983  
ABN: 568 4030 4628

**Notice of Annual General Meeting**

All positions for the Carlingford Public School P&C Association will be declared vacant at our

**Annual General Meeting on Monday March 15**

Nominations are sought for Office Bearer positions of President, Vice Presidents (two), Treasurer and Secretary. Nominations are sought for Sub-Committee and assistant roles as outlined below.

All 2020 P&C Committee members will be required to renew their membership before the close of the AGM to continue voting on Committee decisions in 2021, and new members are welcome to join. To Register your membership for 2020 please purchase the \$1 membership via Qkr! under the P&C Membership menu. If your membership is paid before the close of the AGM you will have voting rights at the next meeting.

<p><b>PRESIDENT</b></p> <ul style="list-style-type: none"> <li>• Oversee running of the P&amp;C, including all sub-committees, Canteen and Uniform Shop and employees (<i>Approx 1 hour per week</i>).</li> <li>• Chair P&amp;C meetings (<i>held once per month during school terms – 1.5 to 2 hours per meeting</i>).</li> <li>• Liaise with the school executive.</li> <li>• Monitor and respond to emails (<i>Approx 2 hours per week</i>)</li> <li>• Attend school and external functions as required.</li> <li>• Communicate effectively with the school community and the general public.</li> <li>• Works with the Executive to manage P&amp;C activities as required.</li> <li>• Bank Account Signatory.</li> </ul>	<p><b>VICE PRESIDENTS 1 &amp; 2</b></p> <ul style="list-style-type: none"> <li>• Support President, Treasurer and Secretary as needed.</li> <li>• Chair P&amp;C meetings if President is not available.</li> <li>• Attends school and external functions as required.</li> <li>• Works with the Executive to manage P&amp;C activities as required.</li> </ul>
<p><b>TREASURER</b></p> <ul style="list-style-type: none"> <li>• Oversee transactional work completed by Bookkeeper</li> <li>• Draw cheques and manage electronic payments in Westpac (<i>approx. 1/2 hour per week</i>).</li> <li>• Monitor and respond to emails (<i>Approx 1 hour per week</i>)</li> <li>• Manage renewal of insurances, and memberships in July/August each year</li> <li>• Manage and present accounts to P&amp;C meetings which are held once per month during school terms.</li> <li>• Present records for annual financial audit in</li> </ul>	<p><b>SECRETARY</b></p> <ul style="list-style-type: none"> <li>• Prepares agenda and minutes for all meetings (<i>1-2 hours per month during school terms</i>).</li> <li>• Attends P&amp;C meetings (<i>held once per month during school term – 1.5 to 2 hours per meeting</i>).</li> <li>• Monitor and respond to emails (<i>Approx 1/2 hour per week</i>)</li> <li>• Maintains storage of P&amp;C records.</li> <li>• Maintains P&amp;C Membership records.</li> <li>• Updates P&amp;C documentation as required.</li> <li>• Manages mail in &amp; out.</li> </ul>

<p>February (as per audit checklist) for presentation at AGM in March.</p> <ul style="list-style-type: none"> <li>• Work with the Executive to manage P&amp;C activities as required.</li> <li>• Accountancy or bookkeeping background is essential. Knowledge of Xero is advantageous.</li> <li>• Bank Account Signatory.</li> </ul>	<ul style="list-style-type: none"> <li>• Works with the Executive to manage P&amp;C activities as required.</li> <li>• Strong word-processing and computer skills are desirable. Access to a computer and the internet is essential.</li> <li>• Bank Account Signatory.</li> </ul>
<p><b>ASSISTANT TREASURER</b></p> <ul style="list-style-type: none"> <li>• Support Treasurer as needed.</li> <li>• Attends P&amp;C meetings (<i>held once per month during school term – 1.5 to 2 hours per meeting</i>) if Treasurer cannot attend.</li> <li>• Attends school and external functions as required.</li> <li>• Works with the Executive to manage P&amp;C activities as required.</li> </ul>	<p><b>ASSISTANT SECRETARY</b></p> <ul style="list-style-type: none"> <li>• Support Secretary as needed.</li> <li>• Attends P&amp;C meetings (<i>held once per month during school term – 1.5 to 2 hours per meeting</i>) if Secretary cannot attend.</li> <li>• Attends school and external functions as required.</li> <li>• Works with the Executive to manage P&amp;C activities as required.</li> </ul>
<p><b>FUNDRAISING COMMITTEE MEMBER/S</b></p> <ul style="list-style-type: none"> <li>• Implement fundraising activities as agreed by the Committee.</li> <li>• Co-ordinate parent volunteers to conduct fundraising activities for the school.</li> <li>• Liaise with P&amp;C Executive and school Executive to effectively run fundraising activities.</li> <li>• Monitor and respond to emails (<i>Approx 1 hour per week, more closer to events</i>)</li> <li>• Submit Fundraising report to Secretary for each P&amp;C meeting (<i>1 hour per month</i>)</li> <li>• Attends P&amp;C meetings (<i>held once per month during school term – 1.5 to 2 hours per meeting</i>) when required</li> </ul>	<p><b>BAND COMMITTEE CO-ORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Oversee band activities and committee.</li> <li>• Monitor and respond to emails (<i>Approx 1 hour per week</i>)</li> <li>• Liaise with school teachers to optimise band success (<i>1/2 hour per week</i>).</li> <li>• Manage relationship with 3<sup>rd</sup> Party Music Contractor (<i>1/2 hour per week</i>).</li> <li>• Liaise with the Instrument Hire Co-Ordinator, Treasurer and Bookkeeper to manage instrument hire and asset tracking. (<i>Most of the work is done in February and December</i>).</li> <li>• Coordinate transport &amp; external concerts calendar.</li> <li>• Submit Band report to Secretary for each P&amp;C meeting (<i>1 hour per month</i>)</li> <li>• Attends P&amp;C meetings (<i>held once per month during school term – 1.5 to 2 hours per meeting</i>) when required</li> </ul>
<p><b>BAND INSTRUMENT HIRE CO-ORDINATOR</b></p> <ul style="list-style-type: none"> <li>• Maintains a record of each instrument and who they have been hired to.</li> <li>• Keeps the Band Asset Register up to date</li> <li>• Arranges for instruments to be picked up at the end of the lease and sent for servicing.</li> <li>• Provide billing details for the Treasurer</li> </ul>	<p><b>BAND COMMITTEE MEMBER/S</b></p> <ul style="list-style-type: none"> <li>• Assist with photocopying and distributing music scores for the performance band.</li> <li>• Assist with organising logistics for end of year performances at retirement villages.</li> <li>• Assist with organising Eisteddfod entry and logistics on the day</li> <li>• Assist with answering questions from Band Parents.</li> <li>• Works with the Band Coordinator to manage Band activities as required.</li> </ul>

CLASS PARENT CO-ORDINATOR	BUILDING FUND COMMITTEE MEMBER/S
<ul style="list-style-type: none"> <li>• Co-ordinate and organise Class Parents</li> <li>• Monitor and respond to emails (<i>Approx 1/2 hour per week</i>)</li> <li>• Liaise with the school and the P&amp;C for events or initiatives.</li> <li>• Submit a Class Parent Report to Secretary for each P&amp;C meeting (<i>1 hour per month</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• This Committee will be tasked with investigating the establishment of a building fund. If the building fund proceeds then this sub-committee will be tasked with developing the necessary structure to appropriately run the fund. The P&amp;C President and Treasurer will be a member of this Committee.</li> </ul>

We ask that you consider how you can be a part of the Committee. The commitment required for each role varies. Where possible the time it takes to complete each duty for each role is listed, where it is not listed, the duty is adhoc and time will vary. You must be available to attend the majority of P&C meetings throughout the year and be able to commit time to assist in P&C activities during school hours and out of school hours (on occasion).

If you are interested in taking up a position, **and you are an existing member of the 2020 P&C Committee**, please complete the nomination form below and place it in the P&C Nominations folder at the school office **before 3.00 pm, Friday 12 March 2021.**

Please note that to nominate you will need to attend the AGM meeting on Monday 15 March 2020 at 7:00pm via Zoom. *If you would like to discuss your interest in any of the P&C positions before nominating, please contact the current President, Rob Kerle on 0429831502 or email [cpspcpresident@gmail.com](mailto:cpspcpresident@gmail.com). All questions are welcomed.*

Rob Kerle  
 President  
 Carlingford Public School P&C Association

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## NOMINATION FORM

Carlingford Public School P&C Association

2021

Nominee name and child's class: \_\_\_\_\_

Contact phone & email: \_\_\_\_\_

I am nominating for the following Office Bearer position. (Please tick one):

- President
- Vice President (two Vice Presidents are required)
- Treasurer
- Secretary

I am nominating for the following Sub-Committee position. (Please tick one or more):

- Assistant Treasurer
- Assistant Secretary
- Fundraising Committee Member (Co-Ordinator to be elected by sub-committee)
- Band Co-Ordinator
- Band Instrument Hire Co-Ordinator
- Band Committee Member
- Class Parent Co-Ordinator
- Building Fund Committee Member

I am a financial member of the 2020 P&C Committee. I have read and understand the role I am nominating for and I accept this nomination:

Signed (nominee): \_\_\_\_\_ Date: \_\_\_\_\_

Nomination supported by (name): \_\_\_\_\_

*Note that the Office Bearers - President, Treasurer and Secretary are account signatories and must not hold Sub-Committee Co-Ordinator roles where cash management is required. They are permitted to be a member of a Sub-Committee. Office Bearers must avoid a conflict of interest when nominating.*

