

Principal's Report	Neil Hinton	[Time]
General Business	Rob Kerle	[Time]
Matters Arising		
Close	Rob Kerle	[Time]

Preamble

Virtual Meeting Rules

This meeting will not be recorded as stipulated by the P&C Federation rules governing a virtual meeting.

1. Equity - there is a requirement to ensure that all people wishing to participate are able to do so in an equitable manner, this includes internet connections and ability to be active in the meeting;
2. If someone has a technical issue with their sound and cannot be heard we will enable chat capability;
 - a. If there is a drop out of a number of participants, we may have to defer the rest of the meeting until a time all can participate;
 - b. Host reserves the right to mute all participants if necessary, to gain control of the meeting back.
 - c. Voting – will be done using the Zoom meeting Poll function. Only current 2021 financial members can vote in this meeting, a report can be extracted after the close of the meeting to check that the vote was carried out only by existing financial members.
3. Membership – any membership fees submitted through Qkr! for the 2021 member register by the close of this meeting, will have voting rights at future meetings held up until the AGM is held in March.
4. Quorum – we must maintain a minimum of 5 members in this meeting for the quorum to be valid.
5. No proxy voting allowed – you cannot place a vote on behalf of another member if they are not in attendance.

Code of Conduct

The Code of Conduct and all governance and policy documents are available via the links at the top of this document. If you have not seen or received a copy, please speak up and we will email it to you. If you have questions or access issues regarding any of these documents please contact the Secretary via email.

Meeting Items

Opening

Welcome to New Members & Visitors

Conflict of Interest Declaration

P&C Association members must declare interests which a conflict, either perceived or actual, with your P&C Association duties and activities that might benefit the private interest of a member/s of the P&C Association. Please take this moment to review this obligation with the agenda and topics to be discussed at this meeting, and make any concerns known at any time before, throughout or after the meeting.

Casual Vacancies

2021 P&C Executive

Members are invited to nominate for the following committees:

- Vice President x 2

2021 Committees

Members are invited to join the following committees:

- Fundraising Committee
- Band Committee
- Building Fund Committee

Previous Minutes

The minutes of the previous meeting held Monday 17th May 2021 are to be adopted

Motion: Todd Dewey

Seconded: Emily Wong

Business carried forward from previous meeting

- Hybrid meeting

Rob and Adam Boyd to test technology week one Term 3

- Uniform shop return policy

Graphics to be created and updated on the school website.

- Junior Cricket team uniform

There should be a cricket team uniform, so not understanding of why there wasn't one this year can be gained. However, there will be one this summer.

- Mrs Bowey's farewell @ Education Week

Neil reach out to Mrs Bowey to invite her and see whether her commitments will allow her to attend at all. With her role she is likely to be committed at her new school during education week.

- NAPLAN requirement in high school applications

No clear explanation on why the high schools is requesting it as it is not allowed to be used for selection criteria.

- Scripture Classes Presentation at the end of term

Due to general response from other scripture groups and COVID – cohorty group concerns there is little chance for all groups to come together. However all groups will have access to Hall or performance spaces should they wish to use them for a performance.

President's Report

Road Safety Focus - 2021

I'm glad to confirm that all updated road markings have been completed by Parramatta City Council after some chasing on a contractor.

In the meantime, we continue to see dangerous behavior around the Rickard St at both pickup and drop off times, most commonly illegal U-turns and 3-point turns across the road not just across double unbroken lines, but in the close vicinity of the pedestrian crossing.

I encourage any who wish to see this change to contact Eastwood Police to request further enforcement of safe driving in this area, as well as personally driving safely and considerately, at all times.

Office 365 platforms and email migration service partner update.

I've received 3 proposals from Microsoft NFP partners, and I'm currently reviewing them before I make a proposal to vote for a solution. Due to delays in follow up responses I do not yet have a proposal for the P&C membership to review. Once all questions are answered and we have a full view it will be put to a vote. As a reminder, the objectives of this project are below:

- Take advantage of low cost or free platforms made available for NFPs to minimise cost of service for the P&C (Value for money).
- Ensure our P&C has the correct systems in place to ensure good governance, access to technology, value or money and ease of transition between office bearers and other volunteers over time (Reduce Risk)
- Ensure our employees and subcommittees have access to the right systems and technology to be most effective in their roles (Support our Volunteers)
- Centralise administration for emails and data storage outside of individual office bearer and skill sets within the P&C and minimise reliance on volunteer and employee's personal equipment and subscriptions (Good Governance)

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.

Steering Committee has been formed, to meet in the coming weeks.

2. Seating for students during lunch breaks

To be informed by planning around the playground, and feedback is encouraged from all members on this issue.

3. Improvements to Toilet blocks (Dept. Building)

4. Improvements to Canteen (Dept. Building)

Positive news on this front - The Department of Education has determined after a number of requests for clarification by P&C and CPS, that we are indeed eligible for an upgrade. However this will not be happening in the short term and will require tree removal and planning approvals. Therefore I'll be looking at ways of accelerating inside upgrades and improvements which will make things easier, more efficient and more safe for our Canteen team, while being easy to transfer to the new building when it happens - ensuring we don't waste valuable funds and resources. This will also include Grants to subsidise these works. Thanks to Trudy Mendis for her hard work in applying for grants.

Other opportunities for change and improvement

A range of key themes were discussed during our Planning Meeting in 2020, for additional focus in 2021. Projects that are on our "list" but don't have anyone to drive them at this point include:

- Road Safety – CCTV and more enforcement - Neil is requesting clarity on CCTV policy from the Department, as potential funding grants are available for support this if it is allowed.
- Parent Involvement at School – Parents being able to be a part of Classroom support for reading and other on-site support initiatives is a key theme of interest from CPS parents and we are awaiting clarification of policy from School Exec, as it is understood that some teachers are keen to move forward with some of these engagements.

In-School Activities:

The P&C was glad to have hosted the morning tea for prospective 2022 Kindergarten Families at our Kindergarten Open Day on Thursday June 17. Thank you to Emily and Belinda in particular for their support in making this happen.

The 2021 Disco, our first on-site entertainment event since 2019 was held on Friday June 18. Thank you to Emily for her efforts in organising this, and thank you to our long list of Teachers, Staff and Parents who helped make this event such a success.

VOTE Request: Funding request for BBQ for P&C events. We previously used a school BBQ which could be used by the P&C and moved to wherever needed for the event in question, typically near the canteen for Elections for example. The new School BBQ is a hardwired natural gas unit which while available for use, is located near the School loading dock in the new building and requires volunteers to work some distance away from multiple activity locations. While we would utilise that device and location when appropriate and possible, it would support volunteer safety, event location logic and flexibility to acquire a good-sized, portable LPG BBQ for the P&Cs use wherever it is required. Vote Value: Max \$1,000

Logistic and Gas bottle storage will be problem. VOTE CANCELLED – Rob Kerle to look at alternatives such as electric BBQs for a safer long term option.

Treasurer's Report

Profit and Loss

Carlingford Public School P & C Association
For the 5 months ended 31 May 2021

JAN-MAY 2021

Trading Income

Band Income-Shirts	95.00
Canteen Sales	67,205.45
Instrument Hire	4,280.00
Interest Income	18.75
Mothers Day Stall Income	6,536.60
Other Revenue	(5.00)
Uniform Shop Sales	57,206.20
Total Trading Income	135,337.00

Cost of Sales

Band Expenses	3,432.00
Cost of Goods Sold - Canteen	42,355.50
Cost of Goods Sold - Uniform Shop	39,505.47
Merchant Fees	233.75
Mothers Day Stall Expenses	1,162.25
Superannuation	1,773.88
Wages and Salaries	18,672.51
Total Cost of Sales	107,135.36

Gross Profit

28,201.64

Operating Expenses

Bank Fees	1,800.46
Consulting, Bookkeeping & Accounting	5,175.50
Depreciation	8,046.00
Donations	103,858.19
Fathers Day Stall Expenses	727.10
General Expenses	64.55
Insurance	204.72
Kindy 2022 Transition Morning Tea Expenses	(6.00)
Subscriptions	603.73
Total Operating Expenses	120,474.25

Net Profit

(92,272.61)

Balance Sheet

Carlingford Public School P & C Association

As at 31 May 2021

31 MAY 2021

Assets

Bank

Community Solutions Cash Res	126,833.92
Community Solutions Cheque Ac	55,677.73
Westpac Community Debit Card	472.10
Total Bank	182,983.75

Current Assets

Accounts Receivable	270.20
Cash Float - Canteen	100.00
Cash Float - Uniform Shop	200.00
Cash Float- Mothers day stall	310.00
Inventory	28,982.73
Total Current Assets	29,862.93

Fixed Assets

Band Equipment	13,989.87
Canteen Equipment	5,276.45
Less Accumulated Depreciation on Band Equipment	(14,136.87)
Less Accumulated Depreciation on Canteen Equipment	(4,791.00)
Less Accumulated Depreciation on Office Equipment	(1,682.99)
Office Equipment	1,682.99
Total Fixed Assets	338.45

Total Assets **213,185.13**

Liabilities

Current Liabilities

Accounts Payable	18,112.19
Band Bond	740.00
PAYG Withholdings Payable	700.00
Superannuation Payable	753.24
Total Current Liabilities	20,305.43

Total Liabilities **20,305.43**

Net Assets **192,879.70**

Equity

Current Year Earnings	(92,272.61)
Historical Balancing	(18,985.66)
Retained Earnings	304,137.97
Total Equity	192,879.70

Canteen Report

The canteen has continued to run smoothly this term. We have seen strong sales with lunch orders and over the counter buying over the five days.

I have introduced some specials to the menu on a limited basis. They have been well received.

We have received confirmation from the Department of Education that the canteen is eligible for an upgrade in the future. In saying that, there is no timeline for when this upgrade will occur. In the meantime, our Building Fund Co-Ordinator has applied for some grants on behalf of the canteen which will hopefully result in some new equipment. To help us improve our workflow in the canteen and make better use of the existing space we have been moving things around and trying new things. This seems to be working well. In terms of new equipment, we are looking at more freezer/refrigeration space, work bench space and a second oven. If required, the P&C can hopefully purchase this equipment and the grant will pay us back.

Is the P&C happy to allocate some funds if required for some extra equipment?

Vote on custom fitted Freezer Cabinet (550L+ capacity) and additional work bench to provide additional Prep space for total length of 2.8m. Total vote value cost including Delivery and GST ~\$6,000. This equipment will improve Health & Safety in the Canteen by delivering considerable additional work/ prep space separate to cooking and cleaning zones. Final scope and supplier to be determined in final measure and workflow assessment with Canteen Staff. And P&C Exec.

Wishing everyone a safe holiday break and looking forward to a busy Term 3.

Belinda Sultana

Canteen Manager

Neil: As any canteen extension is unlikely to occur any time soon, he supports any works which can assist in the short term.

Rob: \$6k cost for bench tops to increase space.

Vote: Passed

Uniform Shop Report

Business is steady.

I discussed with our band co-ordinator Ruchi and we came to an agreement for the uniform shop to take responsibility of the band shirts. Since the uniform shop has been already doing this role for the past 3 years, it makes sense to make this arrangement formal.

Our supplier Golden Leaf had informed us they had made a mistake with our girls sport skort top up, they had sewn our school logo on bottom of the skirt. The factory had realised the mistake been made after our stocks were already on the way to Australia. Our supplier had asked if we could accept the stocks with the logo and from now on all the skorts will come with a logo with no extra cost.

We have considered this is not just an issue of cost but also is a uniform update/change. So we have communicated the issue with the school and they have accepted the change considering the colour of the skort is the same.

Golden Leaf have advised a price increase on all items excluding hair accessories, of \$1 per item throughout the range. This seems to be the first price range from this supplier is at least 4 years, and comes into effect on orders which arrive in Australia after October 1 2021. However, we have ordered stock already for Kindy Orientation and Summer 2022, so we are at the mercy of the freight/ shipping situation in China as to when these rates impact. We are also investigating increase delivery costs which will impact us ongoing. Once we start ordering at the new rates all our pricing will be adjusted accordingly.

We are considering a supplier review on all items.

Update as of June 24: The shipping charge does not apply for CPS so the only price change is the \$1 per item increase.

Band Report

Carlingford Public School Band Report

Monthly Report

For P&C Meeting on Monday, 21 Jun 2021

The band conductor and the students are working hard learning the music pieces as they are preparing for their first upcoming performance this year. The performance will be held in the school assembly on Wednesday and Thursday in week10 followed by the open day performance at school in Term3. More details will be shared closer to the date.

It will be helpful if we can get a parent volunteer for the music librarian role in Band, if anyone can help, please contact me.

Ruchi Shrivastava

Band Coordinator

Uniform: What to wear when performing (upcoming performance in Chatswood)?

Adam: We had a meeting; kids can wear sports bottom with band shirts and school shoes.

In coming years, since band is growing, can we participate more performances?

Adam: logistics can be problem to participate, if they can come to our all then it is fine.

Something to eat/refreshment after workshop (Friday afternoon)

Fundraising Report

June Fundraising Report

Olympic Disco

We sold over 160 tickets for K-2 disco and over 180 tickets for Year 3-6 disco. More detail will be available after the discos.

Social Gathering Afternoon Tea

We have over 100 orders for BBQ sets and sweet treats with over 60 families will be attended the event.

Education Week Open Day

Are we allow to do anything? We usually do a BBQ sausage sizzle lunch after the open classroom and concert.

Neil: be optimistic but considering covid, we can decide in next term.

Fathers' Day Breakfast and Stall

We are looking at organise a Father's Day Breakfast on either Thursday 2 Sep or Friday 3 Sep. I will be a ticketed event; ticket will be on sale via QKR!

Proposed Father's Day Breakfast Detail:

Date: 2 Sep (Thurs) or 3 Sep (Friday)

Time: 7:30am-9:00am (30 mins timeslot per session)

Menu:

1. Bacon & Egg Rolls
2. Sausage & Egg Rolls
3. Egg rolls (Fried Eggs on Brea roll)
4. the Lot (Bacon, Sausage & Egg Rolls)
5. Pancake with Selection of fruit / Maple Syrup

Price included Coffee/Tea/ Juice

***** Will need approval from P&C to go ahead with the event.**

We need a rough budget for Father's Day breakfast to workout. We can review closer, as considering covid, we have no guarantee.

Fathers' Day Stall

Fathers' Day Stall will be held on Friday, 3 September. We will introduce pre-packed gift packs on QKR! for parent to order online. Items will also be available for children to pick at the stall.

Funding for stall was pre-approved, with \$2800 fund.

Emily to provide a cost estimate of the Fathers Day breakfast at the July meeting

Discussion was has regarding whether we should hold a BBQ or similar event for the Local Government Election in September. Question regarding the value of the exercise and strain on volunteer resources. Will be discussed further closer to the date and once volunteer requirements are clearer for the Fathers Day event.

Building Fund Report

Following the adoption of the SubCommittee rules, I'm pleased to update you that our Building Fund has been awarded DGP status, allowing us to fundraise in new ways for key projects across the school. Next steps involve setting up a bank account specific to the building fund.

In the first week of Term 3, Rob and Todd will arrange the setup of the new banking account with Westpac. Other next step is to add separate accounting in Xero for the Building Fund.

Grants Update

Grants

Note in yellow a grant that we need to prepare for that aligns with the schools desire to update the car park gate and fencing around the Day Care.

Organisation	Grant	Min Value	Max Value	Opening Date	Closing Date	Comments
Business.gov.au	Small Business Rebate NSW - Safety Equipment	\$ -	\$ 500		n/a	Need to do an eligible event with Safework to be able to apply
Business.gov.au	Community and Small Business Fund CCTV Fund NSW	\$ -	\$ 500		30/06/2022	LGA applicable - Parramatta included
Transport for NSW	Community Road Safety Grants	\$ -	\$ 300,000	\$5000 Comm. Engage - \$30000 larger projects	Not open yet	Last round closed 31/8/20, emailed 24/3 asking if there will be a 2021 round Applied for Purchase of new Under Bench Canteen Freezer, pending
NSW Government	Community Building Partnership 2021	\$ 5,000	\$ 150,000	19/04/2021	14/05/2021	result of application
NSW Government	Clubgrants Infrastructure Grants	\$ 10,000	\$ 300,000	5/07/2021	26/07/2021	Only one school awarded in last 2 rounds
NSW Government	Clubgrants Infrastructure Grants	\$ 10,000	\$ 300,000	1/11/2021	22/11/2021	Only one school awarded in last 2 rounds
NSW Government	Clubgrants Infrastructure Grants	\$ 10,000	\$ 300,000	1/03/2022	21/03/2022	Only one school awarded in last 2 rounds
Australian Department of Veterans' Affairs	Saluting Their Service - Major Commemorative Grants	\$ 10,001	\$ 150,000		10/06/2021	Landscaping – including school memorial gardens (e.g. trees, shrubs, paving, fencing, and concrete slabs) - maximum of \$5,000 Flagpole supply and/or installation - maximum of \$2,000 per project
Department of Home Affairs	Safer Communities Fund – Round 6 – Infrastructure Grants	\$ 10,000	\$ 250,000	Now	5/08/2021	Up to 100% of eligible project cpsts. Projects must be completed by 31 March 2024. Can be used for Security gates etc

For anyone interested in being a part of the Building Fund to attract investors, donations or to contribute ideas and strategies please contact Trudy Mendis on cpspcbuildingfund@gmail.com

Kind Regards,

Trudy Mendis

Building Fund Coordinator

Neil is happy to have a chat with Trudy, related to government grants.

Class Parent Report

Principal's Report

STAFF UPDATE

Mrs Edgley has informed me last week that she will be extending her leave for the remainder of the school year.

In Mrs Edgley's absence, Mr Boyd will continue in his role as relieving Deputy Principal. Mrs Foo will continue as relieving Assistant Principal, supervising Stage 3, while Mrs Grimmond will remain as relieving Assistant Principal, supervising Year 1.

NEW INTERVENTIONIST TEACHER

A warm welcome to Mrs Suzi Johnson who joined Carlingford Public School this week as our new Interventionist Teacher. Mrs Johnson is replacing Mrs Kim who left at the end of Term 1. She will be working with our Learning and Success Team, assisting students with Literacy and Numeracy across the school.

KINDERGARTEN 2020 - OPEN MORNING

Last Thursday, we held our Open Day for 2022 Kindergarten families. The morning consisted of a 'Welcome to Carlingford Public School' address in the hall, a tour of the school, a visit to the Kindergarten rooms and concluded with morning tea.

We had 50 families attend. Well done to Mrs Tillett and her Kindy team for their organisation.

Thank you to our P&C for providing morning tea. Special mention to Emily, Belinda & Rob for their efforts.

DISCO

Thank you to our P&C, for last Friday's Olympic themed disco.

230 K - 2 and 225 3 – 6 students attended disco.

The earlier afternoon disco seemed to be well received by both students and parents. The opportunity for parents to get together over a bite to eat in the afternoon was also appreciated.

Special mention to Emily and Rob for their organisation. A massive thanks to the countless parents who helped out on Friday.

SEMESTER 1 REPORTS

Semester One reports will be available on the Parent Portal from Monday, 21 June.

COSFEST FILM FESTIVAL

The community of schools' Short Film Festival, traditionally held at Cumberland High School, will be held at CPS this year. Our 'red carpet event' will be held Tuesday evening, 23 November.

SPORTS COURTS

Work on our sports courts has now commenced. We are hoping that they will be completed and operational by the middle of next term.

PLAYGROUND UPGRADE

The DoE have engaged TGS landscapes to start preparing options for our play equipment upgrade.

A meeting will be held early next term, with myself, Rob, Emily and Trudy in attendance. Once a number of options are proposed, the students will then be able to vote on their favorite designs.

General Business

1. Education week and open day – what are the schools plans and what are the opportunities for the P&C to support and get involved?

As discussed, be optimistic but considering covid, we can decide in next term.

2. Any bright chance that musical production can happen next year 2022?

Couple of teachers joined last time. If teachers can do that would be good. Term 3 and midterm 4. Musical used to happen in August.

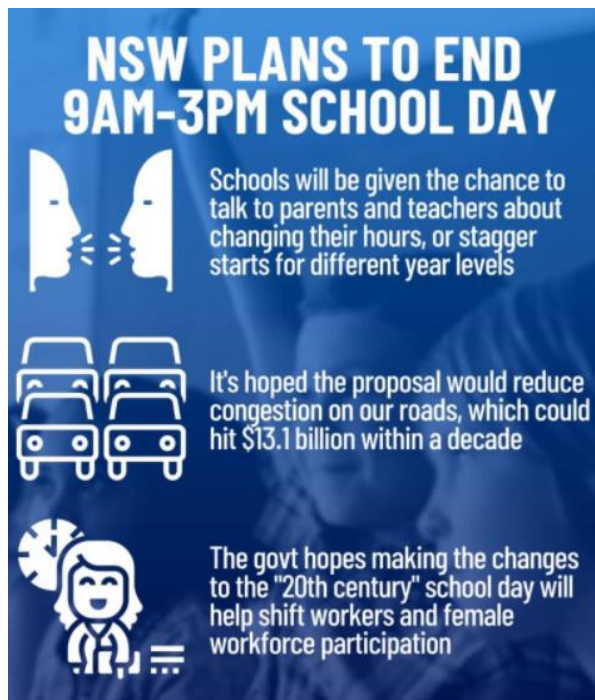
Some high school has musical but not primary. Carlingford high school did last weekend.

Neil: we can have chat with staff. Rob and Claudia can talk offline about the value and solutions.

3. [Primary Ethics](#) information being part of education week at school.

Shortage of teachers in ethics. So this will help to spread the news of shortage of teachers. Neil is happy to consider. Few extra teaches would be fantastic.

4. NSW plans to end 9am – 3pm school day.



Neil: More applicable to high schools. Plenty of questions so let's wait.

Matters arising and business to be carried forward

Item	Meeting to respond
Mental health course for parents. Can we equip parents?	

Close

The next meeting will take place on: **July 19th 2021 7:30pm**

Meeting Closed at: 9:28pm