



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

Meeting Date	23 August 2021	Constitution	By-Laws
Meeting Time:	7:30pm	Code of Conduct	Virtual Meeting Rules
Meeting called by:	Rob Kerle (President)	Grievances	Website
Facilitator:	Rob Kerle (President)	Registration Link:	
Minutes Taker:	Muzna Zohaib (Secretary)	https://us02web.zoom.us/meeting/register/tZlvd-ihTgpHtXU_jYVZm019ihtjJ2e51G9	
Location:	Zoom (online only)		

Attendees:

Rob Kerle	Neil Hinton	Belinda Harrison
Adam Boyd	Muzna Zohaib	Chathu Abeywardana
Emilia Djonov	Fiona Tramonte	Joycelyn Lim
Judith Gee	Linda Xu	Lucinda Sitingco
Nargess Saqeb-Akram	Penny Perry	Prachi Paranjape
Ruchi Shrivastava	Stephanie Lam	Ewan Huang
Thresye Suyono	Todd Dewey	Trudy Mendis
Lynley		

Apologies: Svantje Van Hummel

Agenda

Items (CTRL+ Click to visit a section)

Items	Presenter	Time
Meeting Open	Rob Kerle	[Time]
Previous Minutes	Rob Kerle	[Time]
Business Carried Forward	Rob Kerle	[Time]
Correspondence	Rob Kerle	[Time]
Reports		
President's Report	Rob Kerle	[Time]
Treasury Report	Todd Dewey	[Time]
Canteen Report	Belinda Sultana	[Time]
Uniform Shop	Linda Xu	[Time]
Band Report	Ruchi Shrivastava	[Time]
Fundraising Report	Emily Wong	[Time]
Building Fund Report	Trudy Mendis	[Time]
Class Parent	Svantje Duller	[Time]
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 21st June 2021 are to be adopted

Motion: Emily Wong	Seconded: Trudy Mendis
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Business carried forward from previous meeting

Correspondence

President's Report

I hope you are all coping as well as possible during this challenging time. Although many of us experienced home learning in 2020, there are a considerable number of new parents dealing with it in for the first time, in our Kindergarten cohort in particular

I've seen many Parents chat groups very active with mutual support and good practice being shared, to help lighten the collective burden which is excellent to see and a great representation of the community we have here.

A brief update on the activities we are trying to drive forward during this lockdown period:

- We have applied for financial support from NSW Government. This will allow us to maintain payroll and keep up other ongoing costs such as perishables, insurances, memberships and other required items. This ensures that we keep as much of our funding as possible for investment back into our school community and students which is of course our key focus.
- All key memberships and insurances have been successfully renewed between July and August.

We are driving for progress on key projects:

- Playground upgrade: The first meeting for the attended by P&C reps occurred on Friday August 13. We have clarity around the scope of the space available for use and the Department has appointed the same architect who worked on the sports courts. The next step is in around 2 weeks where we will receive a draft design with a range of design and equipment options we can then consult with the students on. Our online learning and survey platforms also ensure that we can gather design suggestions and feedback from students and the school community as originally intended.
- Canteen upgrade – I'm working with Belinda to confirm final layout details/ preferences to ensure we have the right solution before placing any orders. There is a construction and order lead time which will be factored into any on-site restrictions due to the lockdown.
- Microsoft 365 – I've approached another vendor for a proposal as other suppliers became difficult to approach.

Thanks to the majority of our members who took their time to complete the survey we sent out a week or 2 ago. We created the survey to investigate how we can best recognise, support and engage our family and teaching communities, and stay visible to the school community during this time. Based on the feedback core themes of focus emerged which we will discuss at tonight's meeting and hopefully agree on some paths of action.

Areas of focus from the survey:

- A thank you gift/ care package to CPS staff
- Support to Students – wellbeing and connectivity/ communications
- Support to Parents – social, wellbeing and learning information
- Support to families – emergency funds made available in case of hardship

- Networking and Communication from the P&C – Facebook?
- Use of the P&Cs zoom license to assist in class group get togethers

Anyone with any time to spare to assist in any initiative would be gratefully welcomed so we can drive as many initiatives as we can. There were other visible areas of interest, but we everyone is busy balancing work and home schooling so we will only drive projects we have the human resources to assist with. Please contact me at cpspcpresident@gmail.com.

Thank you,

Rob Kerle

President

Treasurer's Report

Profit and Loss

Carlingford Public School P & C Association For the 7 months ended 31 July 2021

JAN-JUL 2021

Trading Income

Band Income-Shirts	134.00
Canteen Sales	87,244.65
Instrument Hire	4,280.00
Interest Income	22.91
Mothers Day Stall Income	6,536.60
Other Revenue	551.00
P&C Disco Income	4,300.00
Uniform Shop Sales	61,098.74
Total Trading Income	164,167.90

Cost of Sales

Band Expenses	3,498.97
Cost of Goods Sold - Canteen	52,588.88
Cost of Goods Sold - Uniform Shop	44,249.22
Merchant Fees	327.25
Mothers Day Stall Expenses	1,246.23
Office Supplies - Uniform Shop	(2,524.10)
P&C Disco Expenses	1,222.75
Superannuation	2,547.98
Wages and Salaries	26,763.98
Total Cost of Sales	129,921.16

Gross Profit 34,246.74

Operating Expenses

Bank Fees	2,914.84
Consulting, Bookkeeping & Accounting	6,495.50
Depreciation	8,375.00
Donations	103,858.19
Fathers Day Stall Expenses	727.10
General Expenses	64.55
Insurance	1,067.86
Kindy 2022 Transition Morning Tea Expenses	(6.00)
Subscriptions	727.91
Workers Compensation	772.86
Total Operating Expenses	124,997.81

Net Profit (90,751.07)

Balance Sheet

Carlingford Public School P & C Association As at 31 July 2021

31 JUL 2021

Assets

Bank

Community Solutions Cash Res	126,838.08
Community Solutions Cheque Ac	40,341.60
Westpac Community Debit Card	701.92
Total Bank	167,881.60

Current Assets

Accounts Receivable	285.80
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	29,878.53

Fixed Assets

Band Equipment	13,989.87
Canteen Equipment	5,605.45
Less Accumulated Depreciation on Band Equipment	(14,136.87)
Less Accumulated Depreciation on Canteen Equipment	(5,120.00)
Less Accumulated Depreciation on Office Equipment	(1,682.99)
Office Equipment	1,682.99
Total Fixed Assets	338.45

Total Assets 198,098.58

Liabilities

Current Liabilities

Band Bond	740.00
PAYG Withholdings Payable	1,430.00
Superannuation Payable	1,527.34
Total Current Liabilities	3,697.34

Total Liabilities 3,697.34

Net Assets 194,401.24

Equity

Current Year Earnings	(90,751.07)
Historical Balancing	(18,985.66)
Retained Earnings	304,137.97
Total Equity	194,401.24

Canteen Report

No Report

Uniform Shop Report

No Report

Band Report

Band rehearsals are on hold until further notice. P&C committee, School and Band committee decided to put the instrument hire fee on hold for the students who hired the instruments from the school. KMA is running online private lessons for the CPS students and short course for the beginners to reinforce the learning, KMA is conducting online catchup for the students and keeping them engaged through the games and performances by the KMA staff. At this point it is uncertain when the band rehearsals will resume.

Ruchi Shrivastava

Band Coordinator

Fundraising Report

No Report

Building Fund Report

No Report

Class Parent Report

In late June I met with Annie McKenzie.

Annie shared with me some feedback from the teachers in regard to the role of a "Class Parent". She explained that some teachers might not fully understand this role and that there might be a fear a class

parent could get too involved or interfere. We also agreed that many parents might not fully understand this role and what a class parent is or can be.

Resulting in this we agreed on the need to officially "define" the role of a "Class Parent".

1. so this can then be presented to the teachers for greater understanding on how this role can assist communication channels and
2. so that we can "advertise" this role to interested parents

In addition, it could be helpful for the teacher to know if there is a parent in each class that can translate (speaking/writing) if there should be a language barrier and the teacher has trouble communicating to certain parents/carers.

We also talked about the importance of different language groups and how the role of a "Language Representative" could assist communication in the school community and what this role might look like. Again, for this, we identified the need to "define" this role so that we can put out an official "Expression of Interest". We agreed that, for now, we will focus on the main language groups and seek on or more representatives across K - 2.

I am currently working on defining both these roles. As soon as this is done, I am planning to:

- put out an official EOI for Language Representatives (either through Kindy groups WhatsApp groups but considering that we want to set this up for K - 2 I think it might make sense to open this up to Year 1 parents (hoping that these will be around for at least one more year!))
- share the definition of "class parent" with teachers for greater understanding
- contact admins/class parents of the current Kindergarten classes and determine if these parents are interested in taking up this role "officially"

Prior to the new lockdown Annie and I were very excited about the possibility of getting K - 2 parents to school for a general "coffee and chat" social meeting. We might re-visit this idea once we know where we are headed with the overall situation.

Moving forward I would like to have a Kindergarten 2022 WhatsApp group ready to go in time for Kindergarten orientation in October. When parents drop-off / pick up they can scan and join this group by scanning a QR code. This would work too for different language groups.

If you have any ideas or things to add please let me know!

Svantje

Class Parent Coordinator

Principal's Report

ONLINE LEARNING – THANK YOU TEACHERS, PARENTS & STUDENTS

As we enter week seven of online learning, I would like to thank our teachers and parents for enabling continuity of learning for our students.

Well-done to our students for their efforts at online learning. They have displayed great perseverance and persistence in these challenging times.

I want to thank all the families who have continued to support our community by keeping their children at home to minimise movement in the community.

With an increasing number of COVID – 19 infections now occurring in primary school aged children across Sydney, keeping children at home is now even more critical.

WHAT CPS LOOKS LIKE

We commenced the term with about 35 students attending each day. Those numbers have declined over the term and in recent weeks, we have averaged 15 students attending school each day.

The Department of Education has enforced reducing staff numbers onsite. We currently have 5 staff onsite each day – 1 executive, 1 admin member, 2 teachers and 1 School Learning Support Officer. Following Department of Education guidelines, all our onsite teaching staff live within the Parramatta LGA.

Despite not having students at school, we have tried to celebrate school events – Education Week, Science Week, Spooky Disco and Book Week.

Class video connection for the kids to catch up with their classmates is proving a popular way to keep kids connected.

RETURN TO SCHOOL

At this stage there has been no formal announcement about students returning to school. I believe that the Premier could make an announcement this week.

If and when students return to school, it could follow last year's model, where there was a gradual return to school over time, with students gradually building up to five days / week attendance.

The dilemma for the Department of Education is being able to guarantee that it is safe for students to return to school. With increasing infection rates among primary school aged children, this may be a difficult thing to do. At present, there is no approved COVID vaccine for children under the age of 12.

ONLINE LEARNING SURVEYS

Thank you to Mr Boyd for compiling online learning surveys for our school community. The survey results were published in last week's newsletter.

PARENT SURVEY

Current online system working	80% yes
Online learning communication	93% - Clear or reasonable
Communication updates	97% - Clear or reasonable
Communication used	62% - Dojo - 29% email - 9% newsletter
Access to resources	92% happy
Tech Support access	64% happy 36% - need more help Miss Pires has created a Showbie tutorial.

	Mr Boyd has created a Showbie classroom to log ongoing issues. The class teacher should be the first port of call.
Connected to video chat	81% of students joining video chat 19% not joining
Want video catch up	88% liked the video catch up for students

STUDENT SURVEY

Looking at teacher feedback	97% of students looking at teacher feedback
Getting help when needed	60% - Easy to get help 24% - Most of the time 16% Difficult
Able to connect to video	82% yes 18% no
Thinks that video is a good idea	86% yes 14% no

NAPLAN

2021 NAPLAN results are now available for schools to view. Student reports will be sent home this term. I will give a report on school data at next month's meeting.

SELECTIVE HIGH SCHOOL RESULTS

Congratulations to our Year 6 students who sat the selective high school test earlier this year.

Of the 44 students who sat the exam, 21 students were offered a placement (or are on the reserve list) for 2022. Well-done to those students who were successful in gaining placement.

SPORTS COURTS

Work has re commenced on our sport courts. We are hoping they will be operational early next term.

METRO RENEWAL PROJECT – PLAY EQUIPMENT UPGRADE

Our playground upgrade committee met with a designer last week. Thanks to Adam, Rob, Trudy and Emily for their involvement.

Neil Hinton

Principal

General Business

- Band activities and learning schedule – discussion

20-30mins discussion:

No group rehearsals or training are currently going on. KMA has recently launched a short course for beginners to help bridge the gap in learning. They only give private lessons. Request from group for creation of a 3rd band group to align with other schools. NH Noted that demand would need to be understood for this, despite current high membership this would need to be maintained for a 3rd view. AB

noted that having 3 groups may not be financially suitable. P&C undertook to look at modelling after feedback from parents.

Fun and competition was noted to be a motivating factor in the children's learning and retention in band. Example schools given were Epping West and Wahroonga Public

Mixed feedback regarding online band lessons – although done by some schools (KMA not a fan), there was mixed feedback on whether they gave any benefit or just frustrated students.

An opportunity for a model which works in remote learning is for the conductor to play a piece, and the music to be provided to the child as well as the demonstration video for them to practice offline. This is being utilised in other schools.

Requests for increased performances and opportunities to compete came from the group. In response to feedback from KMA that the bands are not ready (hence more private opportunities to perform such as Alan Walker Village and at school events), parents asked for clarity on what the standards are, and that children will not learn the standards without being exposed to other performances.

AB and NH comfortable for P&C can run a survey to understand band parents' feedback and needs.

- With the addition of the Sports Courts and Playground Upgrade – where is the emergency access for the ambulance for the oval once all construction is finished?

NH: It will be hard for ambulance to onto the sports courts themselves but they can get close enough to meet requirements. Access by ambulance to the oval will not be impeded by the scope of the playground and sports courts project, and will not rely on any emergency access from the Carlingford Village access point.

- P&C Facebook page to give parents easy notifications, rapid search/ easy access of useful and important links in the short term COVID scenario and other long-term benefits: Visibility of the school's profile is valuable regardless of whether they are struggling for numbers or not. It attracts community interest in events, activities, sponsorship potential funding for projects, the opportunities are broad. Will the School be comfortable for the P&C to get this started?

CPS: concerns that people's opinion might not be factual when posting or commenting on posts. RK noted that any public P&C groups generally have all comments locked completely, and private groups are required if there is more commentary or interactions, and membership is more tightly controlled in this case.

Any involvement from the school or DOE staff would be subject to the DOE social medial Policy (FT has emailed this to the P&C 23/8/2021. Trudy has done great research previously on FB policy and a social medial policy was presented to the P&C and School previously. Will confirm in next meeting. Teachers' privacy needs to be protected.

Many schools run Facebook pages that is run separately of P&C and vice versa. Key to success will be clear alignment and support of the school by the P&C, criticism is not the objective of Facebook pages. Clear partnership is the key.

Dojo is restricted to parents and school community, whereas the local community and public interest and fundraising can be accessed via a platform not restricted to school and parents. NH is happy to receive a sample scope and draft design.

- Year 6 End of year: what is the contingency plan for Year 6 – camp farewell and how can the P&C support

Still have bookings but will depend upon situation and lockdown. We have to decide soon so we can do refunds. In terms of contingency plan, if year 6 camp will not go then Mr Adam is open for suggestions. Total cost of the school camp is \$300-\$400 per child so a major expense to substitute compared to fun day and other evens which P&C funded to the tune of \$7,000 in 2020.

- Has the school had in the past a Community Liaison Officer?

We never have Liaison officer. FT said mostly these officers are paid by school funds. And quite hard to get.

- Mental health course for parents. Can we equip parents?

Penny continues to work with instructor to provide quotes and will provide this to the P&C as soon as it is received. She is on contact with her frequently but is under pressure due to Lockdown situation and high demand. Free parent webinars are available on covid and government websites. Belinda said her girls high school has some training can we do for our kids too?

P&C requested CPS to look into a Mental Health-themed day for the school, similar to Science week and Book week. This is something delivered by several other schools to good effect. NH will check with school counselor to look into it.

- When will teachers use Zoom to start teaching lessons explicitly? Showbie has many drawbacks that can be addressed by the use of Zoom

Discussion ~30mins

NH/AB: CPS recently undertook a review of technology and are comfortable with Showbie's capability. Showbie as learning space is good, in Zoom sessions, there are issues with class/ individual discipline. Time spent on devices and the accessibility of devices is a concern for CPS. Families who cannot access sufficient devices have been loaned them by the school. NH noted that Survey feedback didn't indicate dissatisfaction with platforms or teaching.

Several Parents noted that multiple other schools are delivering online lessons with good learning outcomes and extremely high attendance. Carlingford West given as one example of explicit learning being effectively delivered here, explicit learning noted as needing to be interactive and live. Concerns for children with learning difficulties falling further behind.

Parent/s noted that the survey didn't give opportunity to provide feedback on video learning, but noted the number of other schools in the area who are delivering online learning in interactive fashion.

FT noted that ~10% of school children are currently receiving extra support of learning by the school outside of classes, utilising EALD and other support resources.

Request for all recorded lessons to include the face of the teachers so that lips and facial expressions could be read by children – critical for anyone with learning/ hearing/ english needs.

CPS undertook to review current strategy and investigate options for increased online/ interactive lesson delivery.

- Proposal by Rob Kerle to give a gift such as a Menulog voucher to all CPS active staff (estimated and confirmed by NH at ~75, for a total spend to not exceed \$3,000 in recognition of their exceptional efforts during the lockdown.

Vote put to attendees, Result: PASSED

- Proposal by Rob Kerle to increase the value donated to pay for the SASS recognition gift from \$200 to \$250.

Vote put to attendees, Result: PASSED

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on: Monday, October 18 at 7:30pm
Meeting Closed at: Monday August 23, 9:52pm