



Carlingford Public School Parents & Citizens Association

Monthly General Meeting

Meeting Date	18 October 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:	Trudy Mendis (Building Fund Coordinator)	https://us02web.zoom.us/meeting/register/tZludemozkrHtAlcL6nO8-wU1E061dbnrKA	
Location:	Zoom (online only)		

Attendees:

Rob Kerle	Trudy Mendis	Neil Hinton	Linda Xu
Lucinda Sitingco	Penny Perry	Emily Wong	Steven Mah
Joycelyn Lim	Nargess Saqueeb-Akram	Adam Boyd	Ruchi Shrivastava
Fiona Tramonte	Stephanie Lam	Belinda Harrison	Emilia Djonov
Lynley Saunders	Todd Dewey	Lisa To	Thresye Suyono
Judith Gee			

Apologies:

Belinda Sultana	Muzna Zohaib	Kate Makin
-----------------	--------------	------------

Agenda

Items <i>(CTRL + Click to visit a section)</i>	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](#)
[Principal's Report](#)
[General Business](#)
[Matters Arising](#)
[Close](#)

Svantje Duller	[Time]
Neil Hinton	[Time]
Rob Kerle	[Time]
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 23rd August 2021 are to be adopted

Motion: Emily Wong	Seconded: Linda Xu
--------------------	--------------------

Business carried forward from previous meeting

Correspondence

President's Report

It's exciting to see us returning to school this week, after a long period of lockdown.

Although there are number of restrictions in place to ensure compliance with Department of Education & Health requirements, they are a small price to pay and I know that our children will benefit hugely from seeing each other again at school, as well as face to face learning with their teachers.

A key focus for us in the last few weeks has been the Kindergarten 2022 Transition Program. Uniform collateral is ready, and Margot Tillet has kindly offered to allow me to provide a brief introduction to the P&C at their online information evening.

We are also ensuring all website and other content is up to date and relevant for this time. Svantje from Class Parent is working to provide more information on the School's website as well and is working with Annie MacKenzie from CPS on a combined approach to driving this important program forward.

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

- **Financial support:** Was successfully applied for and has been provided over the last several months. This will offset stock and other losses, although these schemes will reduce in time and of course be cancelled when we begin trading in the next week.
- **Thank You gifts:** Were sent out to all CPS staff and were well received. A large number of messages came back to the P&C showing their appreciation.
- **Playground Upgrade:** Second stage of this project was delayed, but the architect has provided draft designs for the space mid last week. We will look to meet as a group on this when the School has time.
- **Seating Areas for students:** Following conversation last meeting and given the parents have been driving for improved seating since the launch of the new building project, we have obtained financial proposals for shaded, communal seating in buddy lane. We will align with the School's plans when time is available, as they have also put some thoughts together around this.
- **Canteen Upgrade:** Equipment upgrades should be installed this week, giving the Canteen staff improved food prep space, more accessible freezer storage and an overall safer and easier to clean work environment.
- **Facebook:** working on a draft scope and design in the coming weeks.

Other projects pending bandwidth support support from our members if any time is available.

- **Microsoft 365:** I've approached another vendor for a proposal as other suppliers became difficult to approach.
- **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

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. 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 9 months ended 30 September 2021

JAN-SEP 2021

Trading Income

Band Income-Shirts	134.00
Canteen Sales	87,244.65
Covid Grant Subsidy	15,000.00
General Contributions	37,076.00
Instrument Hire	4,280.00
Interest Income	27.22
Job Saver Payment	15,000.00
Mothers Day Stall Income	6,536.60
Other Revenue	698.00
P&C Disco Income	4,300.00
Uniform Shop Sales	61,367.74
Total Trading Income	231,664.21

Cost of Sales

Band Expenses	3,498.97
Cost of Goods Sold - Canteen	52,738.88
Cost of Goods Sold - Uniform Shop	44,249.22
Merchant Fees	420.75
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	130,164.66

Gross Profit

101,499.55

Operating Expenses

Bank Fees	2,976.14
Consulting, Bookkeeping & Accounting	7,650.50
Depreciation	8,860.45
Donations	104,757.28
Fathers Day Stall Expenses	727.10
General Expenses	2,864.55
Insurance	1,642.86
Kindy 2022 Transition Morning Tea Expenses	(6.00)
Subscriptions	1,113.91
Workers Compensation	772.86
Total Operating Expenses	131,359.65

Net Profit

(29,860.10)

Balance Sheet

Carlingford Public School P & C Association

As at 30 September 2021

30 SEP 2021

Assets

Bank

Community Solutions Cash Res	126,842.39
Community Solutions Cheque Ac	97,908.21
Westpac Community Debit Card	165.92
Total Bank	224,916.52

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	14,136.87
Canteen Equipment	8,459.95
Less Accumulated Depreciation on Band Equipment	(14,136.87)
Less Accumulated Depreciation on Canteen Equipment	(5,605.45)
Less Accumulated Depreciation on Office Equipment	(1,682.99)
Office Equipment	1,682.99
Total Fixed Assets	2,854.50

Total Assets 257,649.55

Liabilities

Current Liabilities

Band Bond	740.00
PAYG Withholdings Payable	90.00
Superannuation Payable	1,527.34
Total Current Liabilities	2,357.34

Total Liabilities 2,357.34

Net Assets 255,292.21

Equity

Current Year Earnings	(29,860.10)
Historical Balancing	(18,985.66)
Retained Earnings	304,137.97
Total Equity	255,292.21

Canteen Report

No Report

Uniform Shop Report

Uniform orders are on QKR app only for the rest of the term.

Kindy Transition

- Uniform stock is ready in our supplier's warehouse.
- No onsite, order on QKR only.
- Uniform bundles with 15% discount will be available for kindergarten parents to order on QKR from 25 Oct to 21Nov.

Linda Xu

Uniform Shop Manager

Band Report

The music lessons are running online in Term 4, it started in week 1, Tuesday, 5 Oct. Online weekly Kahoot and concert zoom calls are going as usual on Friday afternoons at 1pm. The online lessons finish at the week 9 Friday, 3 Dec.

Band will not get back for the band rehearsals in Term 4.

Band committee will start collecting the instruments in week 10.

Band committee would like to present the certificates to the band students this year.

All the band students are encouraged to engage in learning the new songs through flexible band music where the pre-recorded music and notes from level 0 to level 3+ are shared on the website. KMA will be releasing more music through flexible band music.

The link and the information are shared with the CPS band families.

<https://www.myschoolband.com.au/music/flex-band-music>

This year students will not be able to perform on the presentation day or end of year concert due to lack of rehearsals.

KMA is holding band instrument demonstration live shows for Year 2 students to join the training band next year. This is conducted online on Monday, 18 Oct 11:30am, Tuesday, 19 Oct 1:30pm and Wednesday, 20 Oct 4:30pm followed by Band information sessions for the parents on Wednesday, 20 Oct 8pm. The information is sent to the year 2 parents through the class teachers on class dojo.

Next year in Term 1 all the 2021 band students will be assessed and then grouped, the students might not be with the same year peers. KMA prefers to have 3 band groups next year depending on the enrolments.

Ruchi Shrivastava
Band Coordinator

Discussion:

- There is some arts funding that we may be able to access for the bands next year, to be reviewed by Rob and Ruchi.
- Need to confirm number of students requiring to hire next year to check instrument asset levels.
- Also look to sending out a note of thanks to students – Rob to track down what Anita did last year for students.

Fundraising Report

No Report

Building Fund Report

No Report

Class Parent Report

With continuous communication with Annie McKenzie the definitions of “Class Parent” and “Language Representative” have now been finalised.

We were planning to have this completed for Kindergarten Orientation to give us an opportunity to share these roles with potential new parents. At the same time, I will be sending out Expressions of Interests for both these roles to existing parents. This will allow us to access a pool of volunteers as we move into the new school year.

I am also currently working on an overview of these roles for the school’s website.

Unfortunately, due to the extended lockdown and current restrictions we were not able to get K - 2 parents to school for a general “coffee and chat” social meeting and we look forward to re-visiting this idea next year.

Lastly, I am setting up a Kindergarten 2022 WhatsApp group in time for Kindergarten Orientation.

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

Svantje

Class Parent Coordinator

ONLINE LEARNING – THANK YOU TEACHERS, PARENTS & STUDENTS

As we approach the end of our online learning journey, I would like to thank our teachers and parents for enabling continuity of learning for our students.

Well done to our students for their online learning efforts. 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 and risk in the community. I'm sure we will never forget 2021.

THANK YOU P&C

On behalf of the staff I wanted to thank the P&C for the gift sent to all staff during lockdown.

STAGGERED RETURN TO SCHOOL PLAN

Today, Kindergarten & Yr 1 returned to school.

We had 117 / 123 Kindergarten & 93 / 107 Year 1 students in attendance today.

Years 2 – 6 will return 25 October.

RETURN TO SCHOOL – CESSATION OF ONLINE LEARNING

All of our students are expected to be back at school for their staggered return dates. From these dates, students are expected to attend school every day, unless they are unwell.

After return to school dates, **teachers will not be supplying work to students who do not return to school.** (Except students with a medical condition who can't return to school). If your child is unable to return to school due to underlying health conditions, please provide a medical certificate to their class teacher so that arrangements can be made to support them as required.

CPS COVID SAFE PLAN

The CPS COVID-safe return to school plan is NSW Health approved and includes numerous effective practices to support the health and wellbeing of our students and staff.

These practices include vaccinations, mask wearing, reduced mingling of student groups and staff, ventilation in classrooms and continued good hygiene and cleaning.

SCHOOL OPERATIONS

As we return to school, students will be kept in their cohorts to minimise opportunities for transmission of COVID-19 and to enable effective contact tracing and containment.

This means minimising interaction between students on school grounds and keeping different cohorts separated where possible.

- **Arrival at school** – Students will be dropped off to school at the Rickard St gate between 9:00 – 9:25am. Parents are not permitted on school grounds.
- **On arrival** – Each stage will meet in a designated area.
- **Teaching & Learning** - All teaching and learning will only take place on a grade / stage basis.
- **Lunch & Afternoon Tea breaks** - Each Stage will have designated play areas at during lunch and afternoon tea.
- **Canteen** – The canteen will be closed in Week 3. It will re-open in Week 4 for online lunch orders only.
- **Departure** - At this stage, the DoE will not permit parents on school grounds.
 - K – 2 students will depart school at 3:00pm
 - 3 – 6 students leaving at 3:15pm

- Each grade will depart from a designated gate. Details have been / will be emailed to all parents for Wk 3 & 4 return to school.
- Older siblings are to meet their younger sibling at the younger sibling's departure gate.
- Teachers will escort their class to the designated departure gate ensuring they are collected by their parent/s.

MASK WEARING

Masks are required to be worn on school site by staff indoors. Masks are strongly recommended for students. Students are encouraged to bring their own mask from home. The school has a supply of masks for students if they require one.

VACCINATIONS

All staff required on site supporting the return to school will need to be fully vaccinated from 18 October. Then from 8 November all staff, contractors, volunteers and students on student placement on a school site will need to be fully vaccinated, including Outside of School Hours Care staff.

Our canteen and uniform shop volunteers are fully vaccinated as are Camp Australia employees.

VENTILATION

Having open or well-ventilated spaces reduces the risk of transmission of COVID-19 because infectious particles are more quickly diffused in the open air. The department will continue to work with NSW Health to provide us with advice and guidance on maintaining good ventilation in our school and we will make use of our outdoor spaces wherever practical. The DoE recently carried out a ventilation audit on all learning spaces within the school.

Where possible, windows will be open to allow fresh air to circulate within the room. If air conditioners need to be used, they will be used in conjunction with the windows being open.

SCHOOL ACTIVITIES

During Term 4 many school-based activities will remain on hold until NSW Health advise otherwise.

This includes large celebrations like assemblies, presentation days and graduations, arts and sports events. If NSW Health advice changes, then we will let you know about changes as soon as possible.

KINDERGARTEN & HIGH SCHOOL ORIENTATIONS

Onsite orientations and transition programs are not currently allowed in person on school sites until we are advised differently by NSW Health. We'll share more information in the coming weeks about our school's virtual orientation and transition program.

PRE - SCHOOL & CAMP AUSTRALIA

The Carlingford Multipurpose Learning Centre and Camp Australia follow the same COVID-safe guidelines as public schools including the requirement to be fully vaccinated from 8 November.

OPPORTUNITY CLASS TEST – 2022 INTAKE

Due to the ongoing COVID restrictions this year's **Opportunity Class** Placement Test has been rescheduled to **Wednesday, 17 November 2021**. It has been agreed by the Minister that the test will be administered as a computer-based test in a process similar to the Check In assessments.

The change of date will require students attending NSW public schools to be tested at their own schools with teaching staff administering the test. This approach will ensure placement of students in opportunity classes on Day 1, Term 1, 2022.

SELECTIVE HIGH SCHOOL TEST – 2023 INTAKE

Applications for placement in Year 7 in selective high schools in 2023 open on **19 October 2021 and close on 17 November 2021**. Principals are requested to advise parents of Year 5 primary school students about the opportunity to apply online. Parents must apply by the due date.

SPORTS COURTS

Our sports courts should be complete within two weeks.

METRO RENEWAL PROJECT – PLAY EQUIPMENT UPGRADE

Our play equipment upgrade is progressing well. Draft plans have been drawn up for further discussion. Hoping to present these at next month's meeting.

AUTOMATED GATES / PRE – SCHOOL ENTRY PROJECT

A DOE representative will be onsite on Monday to discuss logistics of automating car park gates and relocating the pre-school entry.

Neil Hinton

Principal.

Discussion:

- Teachers have until 8th November to be vaccinated, after that they will have two weeks leave, discuss with Department and then may lose their job.
- Neil does not see any easing of allowing parents onsite even after the unvaccinated have restrictions ease in December.

General Business

- Is CPS getting air purifier from NSW Dept for all classrooms? If yes, are they going to be installed by Mon 25 Oct when all students return onsite? If not, can P&C contribute?

Discussion: Neil advised that the Department has actioned an audit of our school and deemed majority of the school safe for children to return. Purchasing air purifiers in the timeframe given to re-open schools has not happened, and the Department is not going down that path at this stage.

- I would like to know the possibility of starting the Hindi language classes in Term 1 2022 at CPS.

Discussion: Neil is happy to have a conversation about it and see where it takes us.

- Children who have to stay home due to symptoms, such as symptoms from hay fever, is it possible for teachers to give the students something to do while at home.

Discussion: teachers won't be providing work for students that stay home with no medical exemption. Adam: Showbie work where it is used in class, will still be available for those that have to be at home, but this may not cover all, as not all classes use showbie.

- Just wanted to know if there have been any thoughts on year 6 formal this year?

Discussion: We still have our booking with the club, and they are quietly optimistic that it may be able to go ahead depending on the levels of COVID etc. Something about P&C fund approval??

- Can we look at the P&C updating bathrooms to allow kids to use hot water when washing hands

Discussion: Neil would have to look at department policy around using hot water in bathrooms. Neil mentioned that the toilet upgrade is on the list with DoE for upgrade, along with Canteen extension, but will depend on state funding etc.

- When are we getting Naplan results?

Discussion: When the kids return to school they will get the envelope, the department did not provide the digital copy for the school to send out.

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on

Monday 15th November at 7.30pm

Meeting Closed at:

8.29pm