

Agenda Items

Other Information

- 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 would like to receive a copy, please email the secretary at cpsscsecretary@gmail.com.

Schedule & Location

This meeting is to be held online through Zoom on **Monday 15th of March 2021 at 7.00pm.**

Approval of minutes

The minutes of the previous Annual General Meeting held **Monday 17th August 2020** are to be adopted

Motion: T. Dewey, Seconded: K Makin

Apologies

Correspondence

Auditors report (See Treasurers Report)

2020 Annual Reports

President Report

The year of 2020 must go down as a year unlike any other in the memory of our current community at Carlingford Public School. While our reporting period is the same 12 months, this was a shorter year for the P&C Committee due to the extraordinary impacts of COVID-19 upon how the School functioned, how our community interacted, and how our children experienced education.

With our new building complete and demountables and other distractions gone, 2020 was going to be an exciting year where we could really begin investing in the multiple projects our members believed key to improving our school. Sadly, this did not happen but as I will mention later, this is why 2021 is a wonderful year to be a part of the P&C Community.

While the year started relatively normally as we welcomed our new families to Carlingford Public School through our Kindergarten Tea and Tissues Morning Tea, normal educational and community activities were disrupted shortly after as restrictions escalated rapidly to total lockdown and a transition to online learning. I'd like to personally thank the efforts of the school as they worked to deliver education in a new format for our families.

Our Annual General Meeting was delayed due to both COVID-19 lockdown and challenges in obtaining sufficient volunteers to continue as an incorporated P&C Association, and for several months we faced dissolution which would have been disastrous for our community. Fortunately, we were able to form a Committee in August 2020, thanks mainly to the tireless efforts of Trudy Mendis who obtained nominations from a sufficient number of individuals to allow us to continue. Trudy's initiatives as President in contracting a bookkeeper for finance admin tasks also ensured that we could continue operating with compliance throughout times like these.

I'd like to express our gratitude to Todd Dewey, Anita Chinwah, Judith Gee and Claudia Susanto for their commitments to help save the P&C at that challenging time.

In 2020 we were lucky to have the support of Belinda Sultana and Linda Xu, our 2 employees who were responsible for maintaining continuity of service throughout the year. They constantly adapted to rapidly changing health restrictions and requirements to ensure safe and compliant operations. When permitted they coordinated the efforts of our wonderful group of volunteers to support them, and when it was not they supported each other by giving more of their time, often in a volunteer capacity. Thank you both for your efforts, this won't be forgotten.

For canteen operations, 2020 continued changes made in 2019 of 4 full days per week as well as the new schedule for lunch and other break times. Belinda's initiatives for continuous improvement include the new allergy friendly "Birthday Buckets" as well as a recommendation to trial a full 5 day per week canteen services: now in operation. Due to lockdown, sales figures were always going to be poor in 2020 but thanks to Belinda's hard work we look to be on a positive trajectory for 2021.

To Linda, thank you for your management of our Uniform Shop. Despite the disruption of the year, we had considerable student growth in 2020 and this resulted in year-on-year sales growth. Linda is to be commended for her flexibility in handling the on-site restrictions and other challenges throughout the

year, ensuring delivery of uniforms to our students. A major achievement for Linda was her adaptability at short notice, to ensure that we were able to support the Uniform Shops traditional involvement in Kindergarten orientation which proceeded at short notice thanks to last minute Department policy changes. Thanks also to Grace Foo who worked constantly with us to give us the information we needed to support our new parents.

Anita and Judith, thank you for also being a part of the Band Committee this year. Last year was an incredibly challenging one for those passionate about music as their restrictions on practicing and performing were the most restrictive. Anita's passion in ensuring all stakeholders were aware of the current state, as well as celebrating the small victories with our parent groups was invaluable.

Additionally, she used "downtime" to the full to update our documentation and marketing materials. I believe Anita's efforts have been rewarded with recent increases in interest in the band, and we have invested again in new instruments to ensure this interest is supported. The Band would not continue without the support of volunteers like these. With Anita and Judith stepping down in 2021 we thank them for their hard work, and hope that we can attract some new volunteers to take their place – the platform is set for a successful year.

Fundraising was essentially impossible last year, and I hope that we can kickstart some great events in 2021. Svantje Duller helped us prepare for this with a stock take of our existing assets to ensure we can invest carefully for the right impact as we move forward – thank you for your work.

Thank you also to Svantje for her efforts in capitalizing on some promising signs in our Class Parent program in 2021. While no formal program has been active other the last 2 years, Svantje has put her hand up over the last 6 weeks to build upon the new groups forming in our 2021 Kindergarten class groups and with her youngest son in Kindergarten she blends great experience and history at CPS with being a member of that newest group of parents.

As a committee we used our downtime last year to overhaul our presence on the CPS Website and ensure that we had our "best foot forward" with the information the P&C makes available about what we do and how we do it. This will be expanded upon in 2021.

In addition, we have continued to focus on issues and opportunities, that our members believe are key to the education, safety and community of our children. With successful planning sessions in both 2019 and 2020 we ensure alignment and transparency. The P&C made investments in Road Safety; Student reward, recognition & celebration and other projects. This included a landmark \$100,000 donation in February 2021 to support major infrastructure upgrades at CPS. 2021 should be the year where we can make a real difference to the School environment at CPS.

A Parents & Citizens Association cannot succeed without support from, and communication with the School Executive, Teaching and Support Staff. This is especially important when a relatively new group of office bearers starts at the P&C Committee. Thank you to Neil Hinton, his executive team, the CPS Office and support staff as well as our teachers for their assistance and support throughout the year. Great communication will set the scene for a successful year.

It is impossible to name every single volunteer parent who has helped us across the year at so many events, initiatives, or programs so we thank all of you as a group. In times like 2020 when people are experiencing new personal challenges and hardships, to have them give their discretionary time and effort to supporting their school community cannot be recognized enough. A heartfelt thank you to everyone who assisted our school community in 2020, and we look forward to building this community further in 2021.

Rob Kerle

President

Level 1, 251 Elizabeth Street
Sydney NSW 2000

75 Lyons Road
Drummoyne NSW 2047

K.S. Black & Co.

Chartered Accountants

ABN 57 446 398 808

20 Grose Street
North Parramatta NSW 2151

PO Box 2210
North Parramatta NSW 1750

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE CARLINGFORD PUBLIC SCHOOL P & C ASSOCIATION

We have audited the financial report being a special purpose financial report of the Carlingford Public School P & C Association which comprises the Balance Sheet as at 31 December 2020 and the Profit and Loss Statement for the year then ended for the uniform shop, canteen and general operations.

Officers' Responsibility for the Financial Report

The officers of the Carlingford Public School P & C Association are responsible for the preparation and fair presentation of the financial report and for such internal controls as they determine are necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purposes of expressing an opinion on the effectiveness of the Association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Independence

In conducting our audit, we have complied with the independence requirements of the Accounting Professional and Ethical Standards Board.

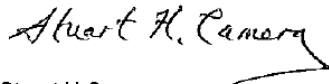
Basis for Qualified Opinion

Fundraising and general income are significant revenue sources for the Association. The Association has determined that it is impractical to establish controls over collection of fundraising income prior to its entry into the financial records. Accordingly, as the evidence available to me regarding the completeness of income was limited, our audit procedures with respect to fundraising, was restricted to the amounts recorded in the financial records. We are therefore unable to express an opinion whether the fundraising and general income recorded is complete.

Qualified Opinion

In my opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial report of the Carlingford Public School P & C Association as at 31 December 2020 gives a true and fair view of the Association's financial position and its financial performance for the year then ended.

KS Black & Co
Chartered Accountants



Stuart H Cameron
Partner

Dated 26/2/2021

Balance Sheet

Carlingford Public School P & C Association As at 31 December 2020

31 Dec 2020 31 Dec 2019

Assets

Bank		
Community Solutions Cash Res	171,815	151,519
Community Solutions Cheque Ac	93,270	50,396
Westpac Community Debit Card	26	103
Total Bank	265,111	202,018
Current Assets		
Accounts Receivable	420	1,074
Cash Float - Canteen	100	100
Cash Float - Uniform Shop	200	200
Inventory	29,092	29,484
Total Current Assets	29,812	30,859
Fixed Assets		
Band Equipment	7,873	1,608
Less Accumulated Depreciation on Band Equipment	(7,873)	(1,608)
Canteen Equipment	3,009	1,155
Less Accumulated Depreciation on Canteen Equipment	(3,009)	(1,155)
Office Equipment	1,683	1,683
Less Accumulated Depreciation on Office Equipment	(1,683)	(1,683)
Total Fixed Assets	-	-
Total Assets	294,923	232,877

Liabilities

Current Liabilities		
Accounts Payable	4,226	715
Band Bond	2,200	2,200
PAYG Withholdings Payable	984	662
Superannuation Payable	1,060	969
Wages Payable - Payroll	1,301	-
Total Current Liabilities	9,771	4,546
Total Liabilities	9,771	4,546
Net Assets	285,152	228,331

Equity

Current Year Earnings	56,821	32,709
Historical Balancing	(18,986)	(18,986)
Retained Earnings	247,317	214,607
Total Equity	285,152	228,331

Profit and Loss

Carlingford Public School P & C Association
For the year ended 31 December 2020

Account	2020	2019
Trading Income		
Canteen		
Canteen Sales	94,255	140,579
Cost of Goods Sold - Canteen	(56,771)	(85,842)
Total Canteen	37,483	54,737
Uniform Shop		
Uniform Shop Sales	96,728	89,284
Cost of Goods Sold - Uniform Shop	(70,792)	(56,246)
Merchant Fees	(452)	(703)
Office Supplies - Uniform Shop	(57)	0
Inventory (Increase) Decrease	0	(9,278)
Total Uniform Shop	25,427	23,058
Total Trading Income	62,911	77,795
Gross Profit	62,911	77,795
Other Income		
Fundraising		
Entertainment Book Commission	0	336
Open Day BBQ and Cake Stall		
Open Day Stall Sales	0	2,466
Open Day Stall Expenses	0	(498)
Total Open Day BBQ and Cake Stall	0	1,968
Mothers Day Stall		
Mothers Day Stall Income	0	4,188
Mothers Day Stall Expenses	(1,696)	(2,438)
Total Mothers Day Stall	(1,696)	1,750
P&C Disco		
P&C Disco Income	0	5,003
P&C Disco Expenses	0	(1,288)
Total P&C Disco	0	3,715
Election Day 2016		
Election Day Income	0	2,157
Election Day Expenses	0	(601)
Total Election Day 2016	0	1,556
Trivia Night		
Trivia Night	0	877
Trivia Night Expenses	0	(152)
Total Trivia Night	0	725
Fathers Day Stall		
Fathers Day Stall Income	0	3,876
Fathers Day Stall Expenses	(40)	(2,887)
Total Fathers Day Stall	(40)	988
Total Fundraising	(1,736)	11,038
Band		
Band Income- Shirts	342	
Band Fees	120	0
Instrument Hire	3,820	2,600
Band Expenses	(4,252)	(3,195)
Total Band	30	(595)
General Contributions	44,021	49,131
Interest Income	336	1,209
Other Revenue	93	266
Non Taxable Cash Flow Boost	20,000	0
Total Other Income	62,745	61,048
Operating Expenses		
Bank Fees	2,727	2,127
Consulting, Bookkeeping & Accounting	4,873	1,194
Depreciation	6,082	983
Donations	20,825	56,041

General Expenses	3,603	1,045
Insurance	1,640	2,325
Office Expenses	0	181
Subscriptions	1,288	685
Employee Expenses		
Wages and Salaries	61,766	39,098
Superannuation	2,993	3,714
Overtime	0	763
Total Employee Expenses	64,759	43,575
Jobkeeper Reimbursement	(39,000)	0
Charopy Expenses	2,037	880
Total Operating Expenses	68,834	109,035
Net Profit	56,822	29,808

Canteen Report

Firstly, a big thank you for all the support we received from the P&C Committee, in particular the Executive team, the staff and the volunteers during a unique 2020. 2020, as like for many, started off well and was proving to be one of our busiest where we traded 4 days per week.

When the school closed and we moved to home schooling in March last year, the canteen also closed. When we reopened, it was very different to how we operated previously. The canteen continues to be registered as a covid safe venue. Myself and Linda undertook some further food safety training. The canteen moved to online orders only and we didn't operate over the counter until Term 4 last year. This year, we continue to operate as online only for lunch orders, with counter sales at lunch and afternoon tea for snack items and frozen treats. Also due to the pandemic last year, the canteen operated mostly without any volunteers. Linda and I managed to run the canteen by ourselves on our scheduled days. A big thank you to Linda for all her dedication last year.

During Term 4 we were able to welcome back some volunteers, which were very few. With some of our longstanding volunteers having children who finished primary school last year, we have also lost some of our most dedicated volunteers. I would like to thank those volunteers for their dedication and hard work and in particular their support.

We have started to use an online sign up system for volunteers with a very positive response so far.

All equipment is cleaned daily after use.

I continue to undertake banking once a week.

One of our biggest achievements was we achieved again Healthy Canteen status as per the Healthy Canteen Strategy in March 2021.

It was agreed that Canteen Monitors would be introduced to year 6 students in 2020 to help during lunch times. Unfortunately, our 2020 monitors were only able to work for a short time because of covid. The 2021 monitors started in early February and are very keen.

I look forward to a successful 2021.

Belinda Sultana
Canteen Manager

Uniform Shop Report

During 2020 Uniform shop was opened online only except to new families with appointments made through the school office. Our clearance stocks and second-hand items were also made available.

We have introduced our new winter jacket, now selling on Qkr.

Kindergarten Transition:

Our pick and pack went online this year as parents could not come on school ground, we had bundles made up with 15% discount. We had a successful transition with minor issues.

Thank you, Rob Kerle, Joycelyn Lim and Belinda Sultana, helping with packing orders, stocktake and with Kindy Transition.

And thank you to our school office ladies, taking care of our uniform deliveries, helping with returns and exchanges. Last year's prefects who helped with getting the uniform orders to all the classrooms, thank you for all your hard work.

Linda Xu

Uniform Shop Manager

Band Report

The year 2020 was a challenging year for all schools in NSW, and it was definitely a challenging year for the Carlingford PS Band Program. Due to the COVID-19 regulations, the Department of Education have had to cancel band rehearsals and part of music lessons for most of 2020. Looking back on my records, I estimated that out of the scheduled 40 weeks of schooling, band rehearsals were on for 17 weeks only (or 43% rehearsal capability). In other words, instead of having a full band year, in 2020 the band program rehearsals were only running for half of the planned school year, which is very significant indeed.

The restrictions have also changed the way band rehearsals occurs. Students are required to sanitise, be socially distanced and sit one chair apart during rehearsals. The P&C have had to purchase additional music stands to enable students to have one each and not share for hygiene reasons.

Despite the restrictions, music lessons for our students still continued for most of 2020. During the lockdown, students were given the option of having online lessons. When band rehearsals were cancelled, music lessons were still allowed to continue, albeit under stricter conditions (such as individual one on one 15 minute lesson instead of 30 minutes normal group lesson, etc.).

Key Music Australia (KMA) is the music company who is managing the Band Program for our school. I would like to praise all the staff at KMA, and especially their two conductors Matt Dalziel and Chris Upton, who have worked under a very challenging and difficult year in 2020. Their perseverance in teaching our children music under constantly changing situations is to be commended.

As we all have learnt during the pandemic, it is good to appreciate what we do have, and to not focus on what we have lost. I am thankful that despite the challenging year we experienced last year, the benefits of the band program to our school are continuing on. In Term 4 2020, the Band program schedule was normal once again, and our Performance Band played at the Years 5/6 Presentation Day. Both Training and Performance bands held Presentation Days, with all students receiving a Certificate of Appreciation and a \$2 canteen voucher. Two of our students, Amia Tan and William Zhao each received our Excellence in Band trophies. To make up for the lack of live performance, KMA have created a wonderful online recording of our bands, which parents can access.

I am also pleased that we have had a significant increase in band enrolment for 2021. There was also a massive increase in demand for hire instruments, and the P&C purchased 6 new instruments to cover this demand. I am hopeful that all rehearsals and music lessons will continue as normal in 2021, and Performance Band will get more chances to perform both internally and externally. I am very proud of our band program and am looking forward to a wonderful year of musical talents from our fantastic students.

Anita Chinwah

Band Coordinator

Fundraising Report

No report

Class Parent Report

With the beginning of 2021 I concentrated on communication with and between our new Kindergarten families.

We have very active WhatsApp groups for: KGM, KL, KS, KG and KC. There are one or more “class leaders” in each class that have helped to set up these groups, have contacted and invited parents from their respective classes.

There is also a general “Kindergarten” WhatsApp group.

Unfortunately, I have been unable to find any parents from KM to help set up this form of communication and/or find out if there possibly already is a group (WhatsApp or other).

The WhatsApp groups have been a great way of communication for new parents, from getting to know each other (some classes have had little playground meet-ups), to trying to locate lost uniform items, to looking for clarification on all sorts of questions regarding the school.

Questions new parents have in particular can be separated into questions about the school in general and questions that are in relations to their classes:

School in general:

- Pick up/drop off (times/rules etc.)
- QKR (how to set it up, how to use it, what to use it for etc.)
- Canteen (how to order, how to get food i.e. Delivery/pickup)
- Class Dojo (how to set up, what for)
- Sign Me (what for, how to use for the first time, where to get link)

- BA (where, who, what is offered during holidays)
- Uniforms (how to order, what to wear when)
- Food sharing rules (do Kindergarten children know this)?
- Sports houses (what is it? How are houses picked, house patches etc.)?
- Newsletter (where to find)

Class:

- Weekly Schedule (what class does what on which day)
- Class Dojo (messages from teacher, what are Dojo points etc.)
- Forgotten lunch (what happens, can parents give money to teachers etc.)
- Green cards (how does it work etc.)
- Sight words (when to learn? Give them back?)
- Reading log/home reader (how much reading, physical books? Online?)
- Homework in general (how much)?

The school already provides plenty of information for new parents but from observing and being part of conversations these first weeks I would like to go ahead and start working on some sort of “flyer/brochure” and/or presentation that could incorporate all (or most) of the points above. A sort of “Welcome to CPS” for new Kindergarten parents. This could be in the form of a presentation for new parents. Potentially we could hold an “Information Evening” starting next year.

A flyer/brochure could have simple points of information on all of the above with links to “where to find” etc.

If elected as Class Parent Coordinator for 2021 I would like to go ahead and create something like this to be implemented in the future.

Moving forward I would set up a network of communication for Year 1 and Year 2.

Svantje Duller

Class Parent Coordinator

Election of Office Bearers and Committee Coordinators

2021 P&C Executive

Voting will be conducted to fill the following P&C positions for 2021:

- President – [Nominated and confirmed: Rob Kerle](#)
- Vice President x 2 - [Vacant](#)
- Treasurer – [Nominated and confirmed: Todd Dewey](#)
- Secretary – [Nominated and confirmed: Muzna Zohaib](#)

2021 P&C Sub-Committee Co-Ordinators

Voting will be conducted to fill the following P&C positions for 2021:

- Fundraising Co-Ordinator – [Nominated & confirmed: Emily Wong](#)
- Band Committee Co-Ordinator- [Vacant](#)
- Band Instrument Hire Co-Ordinator - [Vacant](#)
- Class Parent Co-Ordinator (for 2021 program) – [Nominated & confirmed: Svantje Duller](#)

2021 Committees

Members are invited to join the following committees:

- Fundraising Committee – [Nominated & confirmed: Svantje Duller](#)
- Band Committee – [Nominated & confirmed: Todd Dewey, Anita Chinwah](#)
- Building Fund Committee – [Nominated & confirmed: Trudy Mendis](#)

Election of Auditor

Motion to re-appoint our current auditor KS Black & Co for 2021. - **PASSED**

Annual Membership Fee

Motion to set the annual membership fee to \$1 for 2021. - **PASSED**

Meeting Schedules

Motion to vote on 2021 General Meeting dates :3rd Monday of the Month at 7:30pm - **PASSED**

Next Meeting

The next Annual General Meeting
will be on
Monday 21st of March, 2022
at 7.00pm

Meeting Close

Meeting Closed at 7:31pm



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

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

CLASS PARENT CO-ORDINATOR <ul style="list-style-type: none"> • Co-ordinate and organise Class Parents • Monitor and respond to emails (<i>Approx 1/2 hour per week</i>) • Liaise with the school and the P&C for events or initiatives. • Submit a Class Parent Report to Secretary for each P&C meeting (<i>1 hour per month</i>) 	BUILDING FUND COMMITTEE MEMBER/S <ul style="list-style-type: none"> • 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&C President and Treasurer will be a member of this Committee.
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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. All questions are welcomed.*

Rob Kerle
President
Carlingford Public School P&C Association

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.

