

# MINUTES

## CARLINGFORD PUBLIC SCHOOL P&C ASSOCIATION

This meeting was held online through Zoom on Monday 17<sup>th</sup> August from 7:47pm to 9:09pm.

### **Attendees**

Nargess Saqeb-Akram, Elizabeth Rose, Trudy Mendis, Anita Chinwah, Kate Makin, Rob Kerle, Todd Dewey, Claudia Susanto, Joycelyn Lim, Natalie Kristensen, Priyanka Malhotra, Belinda Sultana, Emilia Djonov, Judith Gee, Emily Wong, Svantje Duller, Stephen Sultana, Wendy Gunawan, Penny Perry, Belinda Harrison, Linda Xu, Fiona Tramonte, Neil Hinton.

### **New Members**

Wendy Gunawan

### **Apologies**

Nil

### **Virtual Meeting Rules**

- 1) This meeting will not be recorded as stipulated by the P&C Federation rules governing a virtual meeting.
- 2) **Equity** - there is a requirement to ensure that all people wishing to participate are able to do so in an equitable manner, this includes internet connections and ability to be active in the meeting:
  - a. If someone has a technical issue with their sound and cannot be heard we will enable chat capability;
  - b. If there is a drop out of a number of participants we may have to defer the rest of the meeting until a time all can participate;
  - c. Host reserves the right to mute all participants if necessary to gain control of the meeting back.
- 3) **Voting** – will be done using the Zoom meeting Poll function. Only current 2019 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 2019 member register by the close of this meeting, will have voting rights at future meetings held up until the AGM is held in August.
- 5) **Quorum** – we must maintain a minimum of 5 members in this meeting for the quorum to be valid.
- 6) **No proxy voting allowed** – you cannot place a vote on behalf of another member if they are not in attendance.

## **Code of Conduct**

The code of conduct is available to all members, if you have not seen or received a copy please speak up and we will email it to you.

## **Previous Minutes**

The minutes of the previous meeting held Monday 20<sup>th</sup> July 2020 are to be adopted.

Adopted: Priyanka Malhotra    Seconded: Kate Makin

## **Correspondence**

## **Reports**

- President
- Principal
- Treasury
- Canteen
- Uniform Shop
- Fundraising
- Band
- Class Parent – no report

## **President's Report**

### **Bookkeeper Update**

A lady by the name of Rati Khanna from Bookkeeping at its Best has been retained as our bookkeeper and is already functioning in that role. Training has gone well, and will continue to as needed. A Treasurer/Bookkeeper Responsibilities document has been created and is being finalised to provide procedures on the split between the functional work between the Bookkeeper and our Treasurer. This document should be updated as the relationship progresses.

### **COVID-19 update**

Linda and Belinda were requested to complete the NSW Food Authority COVID-19 awareness food service free training, as well as look into developing a full COVID-19 safety plan for the Canteen and Uniform Shop. We have in part already implemented signage and other requirements, but need to put a full plan into place. I just wanted to thank Belinda and Linda for continuing to operate our Canteen and Uniform Shop under these circumstances, it is greatly appreciated by our community. We have also received the July payment of Jobkeeper reimbursement.

Trudy Mendis  
President (2019)

## **Principal's Report**

### **UPDATED GUIDELINES FOR SCHOOLS – 17/8/20**

- *“Where possible, students should stay within their relevant cohort group (i.e. class, year group, or stage) for all learning activities within their school”.*  
This will impact activities such as Peer Support, Art Club, Kindness Club etc
- *“Choirs and performing arts – For the remainder of Term 3, all group singing (choirs) and/or other chanting activities, as well as the use of wind instruments in group settings, are not permitted”.*
- *“If a student develops flu-like symptoms while at schools they should be sent home and not return to school until they have received a negative COVID-19 test result which is received and sighted by the school. Students should be marked as ‘Sick’ during this period”.*
- Sport in Schools Australia (SISA) may continue. Similarly, after school activities (Art classes, Chinese languages, Chess & Coding) may continue, although providers need to provide a ‘COVID safety plan’.

**It was confirmed that the cancellation of Band is effective immediately. There is a meeting on Tuesday 18<sup>th</sup> August where Neil expects to get more information and clarification. The School will provide the school community with more information on Wednesday 19<sup>th</sup> August.**

### **HYGIENE PRACTICES**

Our school has an adequate supply of hand wash and hand sanitiser, which will be available to students and staff throughout every day. Staff and students will engage in hand washing at regular intervals during the day, including upon entry to the classroom in the morning, after toileting, prior to eating and upon returning from breaks.

The Department has employed extra staff under the ‘enhanced cleaning program’. In addition to daily general cleaning, this will include a thorough wipe down of targeted areas including hard surfaces, door handles, lockers, light switches and handrails in stairways and movement areas.

### **2019 ANNUAL SCHOOL REPORT**

Carlingford Public School’s 2019 Annual School Report is now complete and available for viewing on the school website. The report includes sections on progress on our 2018 - 2020 strategic directions and an evaluation in terms of the ‘School Excellence Framework’. Of course the main focus of the report is the outstanding achievements of our students, staff and community.

## **STAFFING**

Congratulations to John Clowes who was successful through the merit selection process at picking up the vacant General Assistant position. Thank you to Emily Wong for filling the role of community representative for the selection panel. There were 21 applicants.

Late term 3 / early term 4, we will advertise to fill the unfilled teaching position vacated by Mr McBain who left CPS to take up an Assistant Principal position at Orange Grove PS. Mrs Kristensen will convene this panel. We will be seeking two community representatives (one of these an EAL/D rep) to sit on the panel. The successful applicant will commence at CPS at the beginning of 2021.

**Priyanka Malhotra and Emily Wong volunteered to be the community representatives.**

## **B/A SCHOOL CARE AND PRE SCHOOL LEASES**

The before / after school care lease expires at the end of this year. At the end of this term the Department of Education will put out an invitation to tender, where a new 7 year lease will be awarded to the successful organisation. We are looking for vacation care and staff development days to be part of the service. The 'tender evaluation panel' will consist of myself, Fiona Tramonte, Ian Ferguson (DoE Assets), Shawn Couzins (DoE assets) and a community representative. We are looking for P&C to nominate someone to be part of this panel.

The pre - school lease also expires at the end of this year however due to COVID – 19, the Department of Education have places all pre – school leases on hold. We have been told that the situation will be re-evaluated on a monthly basis.

**Todd Dewey volunteered to be the community representative.**

## **SCHOOL UPGRADES**

### **Multi Purpose Sport Courts**

We are currently planning, with the Department of Education, to have two multi - purpose sports courts constructed during Term 3. They will be located on the grass area bordered by the asphalt, Keeler St path, Keeler St boundary and the oval hill. The all - weather courts will have line markings for various activities, enabling a multitude of sports to be played including basketball, netball and soccer. The community had the opportunity to provide feedback on the project via a link to the plans in the school newsletter.

### **3- 6 Playground Equipment upgrade**

We have placed a submission with DoE to upgrade our 3 – 6 play equipment. The project will involve demolition of the existing equipment and softfall. New artificial grass and softfall will be laid with a new equipment set up being installed. We hope to seek input from our students as to what play equipment will be installed. This project cannot commence until the current B/A school care building is removed (January 2021)

### **Automated Gates / Safer Pre – School access**

We are currently obtaining quotes to have a gate and ramp installed on the Macquarie Community College boundary of our Rickard St fence. This would enable our families to access pre – school safely (currently the pedestrian gate is in the middle of the car park). We are also planning to have the vehicular gate for the car park automated – preventing unauthorised vehicles entry to our car park. We feel strongly that these upgrades will make CPS a safer place for our community.

Neil Hinton  
School Principal

## **Treasury Report**

<b>Account</b>	<b>Balance @ 13/08/2020</b>	
Community Solutions Chq Ac - Westpac	\$ 37,428.58	
Community Solutions Sav Ac - Westpac	\$ 171,743.20	
Community Solutions Debit Card Ac - Westpac	\$ 574.61	\$ 209,746.39
Add: Outstanding Deposits		
Debtors	\$ -	
Voluntary Contributions (Approximate - pending confirmatio	\$ 23,000.00	\$ 23,000.00
Less: Outstanding Payments (including Accruals and Holding Funds)		
Invoices in Xero	\$ 6,418.86	
Band Bond	\$ 2,600.00	
Payroll Accruals (Leave, PAYG and Super)	\$ 3,651.58	\$ 12,670.44
		\$ 220,075.95
Less: Agreed Allocations to CPS not spent yet:		
Bookkeeper Costs (approx \$55 per hour)	\$ 1,000.00	
P&C Wifi Dongle	\$ 200.00	
Band Instrument Purchase (Balance left)	\$ 976.90	
SAS Staff Morning Tea	\$ 200.00	
World Teacher's Day	\$ 400.00	
Disco in 2020	\$ 1,000.00	
Year 6 Farewell	\$ 4,000.00	
Kindy 2021 Transition Morning Tea	\$ 800.00	
Kindy 2021 Tea & Tissues	\$ 200.00	
Disco (Meet the teacher 2021)	\$ 1,000.00	
		\$ 9,776.90
Balance Available		<b>\$ 210,299.05</b>
Removed Agreed Allocations not being used:		
Fathers Day Stall Purchases	\$ 2,800.00	
Grandparents Day Morning Tea	\$ 200.00	
Open Day support	\$ 500.00	
	\$ 3,500.00	

# Profit and Loss

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

	1 JAN-14 AUG 2020	1 JAN-14 AUG 2019
<b>Trading Income</b>		
Canteen	12,974	31,781
Uniform Shop	15,285	23,094
<b>Total Trading Income</b>	<b>28,259</b>	<b>54,874</b>
<b>Gross Profit</b>	<b>28,259</b>	<b>54,874</b>
<b>Other Income</b>		
<b>Fundraising</b>		
Open Day BBQ and Cake Stall	-	1,006
Mothers Day Stall	(1,696)	1,750
P&C Disco	-	3,715
Election Day 2016	-	1,556
Fathers Day Stall	(40)	(2,887)
<b>Total Fundraising</b>	<b>(1,736)</b>	<b>5,139</b>
Band	(894)	(155)
Interest Income	249	852
Other Revenue	75	210
Non Taxable Cash Flow Boost	15,000	-
<b>Total Other Income</b>	<b>12,693</b>	<b>6,046</b>
<b>Operating Expenses</b>		
Bank Fees	1,246	1,201
Consulting & Accounting	1,243	1,194
Donations	12,771	20,140
General Expenses	26	949
Insurance	1,640	2,140
Office Expenses	-	71
Subscriptions	395	497
Employee Expenses	40,954	23,604
Jobkeeper Reimbursement	(24,000)	-
<b>Total Operating Expenses</b>	<b>34,275</b>	<b>49,796</b>
<b>Net Profit</b>	<b>6,677</b>	<b>11,124</b>

# Balance Sheet

## Carlingford Public School P & C Association As at 31 August 2020

	31 Aug 2020	31 Aug 2019
<b>Assets</b>		
<b>Bank</b>		
Community Solutions Cash Res	171,743	151,255
Community Solutions Cheque Ac	40,020	26,918
Westpac Community Debit Card	375	48
<b>Total Bank</b>	<b>212,138</b>	<b>178,221</b>
<b>Current Assets</b>		
Accounts Receivable	-	872
Cash Float - Canteen	100	100
Cash Float - Uniform Shop	200	200
Inventory	29,412	38,934
<b>Total Current Assets</b>	<b>29,712</b>	<b>40,105</b>
<b>Fixed Assets</b>		
Band Equipment	5,831	1,499
Less Accumulated Depreciation on Band Equipment	(1,608)	(1,499)
Canteen Equipment	3,009	1,155
Less Accumulated Depreciation on Canteen Equipment	(1,155)	(886)
Office Equipment	1,683	1,078
Less Accumulated Depreciation on Office Equipment	(1,683)	(1,078)
<b>Total Fixed Assets</b>	<b>6,077</b>	<b>269</b>
<b>Total Assets</b>	<b>247,927</b>	<b>218,596</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable	6,419	7,822
Band Bond	2,600	2,250
PAYG Withholdings Payable	1,152	1,420
Rounding	-	46
Superannuation Payable	132	2,417
Suspense	-	145
Wages Payable - Payroll	2,616	-
<b>Total Current Liabilities</b>	<b>12,919</b>	<b>14,100</b>
<b>Total Liabilities</b>	<b>12,919</b>	<b>14,100</b>
<b>Net Assets</b>	<b>235,008</b>	<b>204,496</b>
<b>Equity</b>		
Current Year Earnings	6,677	8,874
Historical Balancing	(18,986)	(18,986)
Retained Earnings	247,317	214,607
<b>Total Equity</b>	<b>235,008</b>	<b>204,496</b>

Penny Perry  
Treasurer (2019)



### **Canteen Report**

The canteen reopened for Term 3 on July 21, 2020. The directive from the Department is that volunteers are now allowed to help in the canteen as long as the rules of social distancing are adhered to. So far, we have not had any volunteers. We will monitor the situation on a weekly basis and if the canteen becomes unmanageable with just one person, we will ask for some volunteers.

Lunch sales on a Monday and Tuesday have slowly increased. At a glance, Thursday and Friday lunch sales are almost at “normal” levels. Afternoon tea is also being ordered online and is going well.

This past week we have taken counter sales for snack items on a trial basis. The money is placed in a container with disinfectant and then if change is needed it is taken from the cleaned money tray.

The canteen has always and continues to practice proper hand hygiene, safe food preparation and cleaning procedures.

Belinda Sultana  
Canteen Manager

**The question of opening up for counter sales was raised, but in light of the new restrictions being introduced the School does not think this is the right time.**

### **Uniform Shop Report**

Due to unforeseen circumstances, our launch of our new winter jacket was delayed. Unfortunately, the product we have received was not the one we expected. Therefore, this problem lies within the manufacturer and we request our order to be re-made.

We are still only trading online, with around 10-20 orders each week. Thank you to the school office ladies and the prefects helping with the online order deliveries, and to the parents that picked them up from the office.

Linda Xu  
Uniform Shop Manager

### **Fundraising Report**

No report for August

Svantje Duller  
Fundraising Coordinator

## **Band**

The Band Committee comprising of Matt from Key Music, Trudy Mendis, Judith Gee and myself met via Zoom on Friday 7<sup>th</sup> August 2020 to discuss what the Band program will be for the rest of this year. The outcome of that meeting are as follows:

- The main focus of the Band program at this stage is to get back into a normal routine of rehearsals. At this stage there is no live performance planned, due to the pandemic, however this situation may change in Term 4.
- The band storage room will be managed solely by Key Music and they are to maintain hygiene inside that room. It will be off limits to parents (including to Judith and myself). At this stage only Matt, Key Music staff and students are able to handle music instruments and items in the storage room.
- Key Music will strive keep band students focused on the positives of the Band program. There were a number of options discussed to achieve this end, including end of year trophy and certificates. There are also various options being discussed of sharing the band performance via electronic media, however privacy issues will still need to be resolved.

Key Music will liaise directly with the school on all Band matters, and will continue to follow the Department of Education directives on all health guidelines. Band shirts have now been offered for sale to parents via the QKR app.

Anita Chinwah (Acting)  
Band Coordinator

## **General Business**

- Request for Band to purchase 11 music stands and music stand trolley total costs at \$1,864. This will assist band students to observe social distancing measures during rehearsals, as currently they are sharing 1 stand between 2 students.

**The P&C approved an expenditure of up to \$2,000 via a Zoom poll – 16 out of 18 votes.**

- Seeking new volunteers for the Enrolment Panel (Out of Area placements).

**For 2020 the community representatives / volunteers will be:**

- 1. Trudy Mendis**
- 2. Priyanka Malhotra**
- 3. Rob Kerle**

- Coding and STEM: how are we meeting the curriculum?

**Neil provided a summary of activity:**

- Kindergarten are using B-blocks (sp?) plus other STEM activities
- Stage 1 are doing coding classes with Mrs Seaegg as well as Robotics.
- Stage 2 receive technology and robotic instruction from Adam Boyd
- Stage 3 also have STEM activities, but Neil didn't have the details

**The School is looking at getting an extra Technology Teacher from Term 4 which will increase the focus on coding, STEM and robotics.**

- Is there scope for a Drama group at all? Many primary schools now have drama groups - helping kids with additional needs/ creative kids to express themselves and reduce anxiety. Would love for this to be an option. Even if it had an external provider similar to dance group (with a fee for the year) come in twice weekly for drama groups at before or after school or lunch to facilitate?

**Additional drama activities will be looked at once the COVID situation is resolved.**

**The school has previously had a drama group for Kindergarten and drama is incorporated into English classes. Last year there was a drama group run by teachers, but this year there have not been teachers to continue this.**

- School Musical- is this going to be looked at for next year at all?

**Funding a company to assist with staging a School Musical was an idea raised at the P&C 2019 Planning Day. Neil will talk with the teachers who might like to be involved in this to see if there is any interest in working with an external organisation to get up a musical in 2021. This can be discussed later in the year in a future P&C meeting.**

- Literacy Week- usually on Open Day we can purchase a book to donate to the library. Now that Open Day is cancelled, could there be an option to do this during Book Week? E.g. let us know the book \$ categories. Child is sent to school with a pre- approved amount to spend (via signme?). Child chooses a book in the library during one lunch in Literacy Week. Parents are sent the invoice to make payment for the book on the school's online payment system? Or can send in cash or credit slip with child the following day? They really love donating and would hate for the library to miss out on refreshing their book stock this year.

**At this stage there is nothing planned. Neil is going to talk to Helena Castalletti about what is possible and practical. The idea of dressing up could still work and would be very nice for the children given so many things are being cancelled. The 17<sup>th</sup>-23<sup>rd</sup> October are being proposed for Book Week this year by the Children's Book Council.**

- Would love for the band and the choir to be able to work towards some online concerts for the school. Because our music night will not be possible this year, and neither will participating in the NSSWE Spring Series - having the bands each work towards performing 1-2 pieces, the Choirs, the individual musicians all be recorded playing their pieces in the hall and perhaps Yr 6 can also record some farewell pieces together and use their tech skills to stage an online music concert for the whole school community to enjoy? This would also help us with recruitment to the bands for 2021.

There was a meeting held last week between the Band Committee, the School and Key Music to discuss these types of options, but there are privacy issues relating to the filming of children. An audio recording is possible as there is no visual, so this is an option. Further discussions will be held between the School and Key Music.

- Follow up from July meeting: School parking request to change to pick up zone. A survey has been drafted and sent to School Executive for review.

There were some technical challenges and the School would also like to tighten up the questions a bit. Rob to follow up with Neil.

- Follow up from July meeting: The Year 6 Farewell may not be able to go ahead due to COVID-19, so it would be good to plan for potential alternatives. Neil will provide feedback from Adam Boyd / the Year 6 students on what they might like to do if a normal Farewell event is not possible.

Adam Boyd has spoken with the Year 6 kids, but Neil does not have the outcome of this yet. The Activate outdoor end of year activity that was held last year could be an option for this year as well.

The School is looking at options for an on-site event and will be talking to the DoE about what is possible.

The end of year camp was also raised. Currently this is looking unlikely, but it is officially postponed, not cancelled.

- Follow up from July meeting: The lack of Canteen counter sales has reduced profit by around 50%. How does the P&C want to manage this moving forward?

There was some discussion about potential additional revenue streams for the Canteen including offering Birthday Packs for classes. To be considered in future meetings.

***Our next general meeting will be held on  
Monday 21<sup>st</sup> September at 7:30pm.***