



Carlingford Public School Parents & Citizens Association Monthly General Meeting

Meeting Date	15 November 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/tZUkcu-qrj0vHNckKpe9evHli0M8z4UqmfhUZ	
Location:	Zoom (online only)		

Attendees:
Apologies:

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	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 18th October 2021 are to be adopted

Motion:	Seconded:
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Business carried forward from previous meeting

Correspondence

President's Report

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

All school website content has been updated and we have a new Class Parent program page which is being constructed at the moment.

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

- **Financial support:** Has closed out now that we are back in operation with all functions.
- **Playground Upgrade:** The architect has provided draft designs for the space several weeks. We are looking to meet with the architect this week to look at play equipment options which the children can have input on.
- **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 have looked at how a number of options can work together and will continue to drive this forward
- **Canteen Upgrade:** Equipment upgrades are installed! This is giving the Canteen staff improved food prep space, more accessible freezer storage and an overall safer and easier to clean work environment. We will look for further opportunities to improve this space for our staff and volunteers in the future.
- **Facebook:** working on a draft scope and design in the coming weeks.
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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

2022 Planning Day

Our annual planning day discusses what we learned from the year past, celebrate what we achieved and setup priorities for 2022.

We have potential dates I'd like feedback on for this meeting. For those interested/ able to attend I'd like to determine which option would be preferred, timing wise: **Monday December 6 (evening) , or Sunday December 5, 2pm**

Given this is our last formal meeting of the year, I'd like to thank all our volunteers, office bearers and role holders who have contributed in what has been yet another difficult year for our school community. Despite the loss of Term 3 we were able to accomplish some great events earlier in the year, raise much needed funds as well as having some fun and building that sense of togetherness here at CPS. We have also invested in a number of worthwhile projects this year.

It is also a timely reminder that all roles within the P&C are made vacant every year in the March Annual General meeting, so if you have any interest in contributing in a specific area please don't hesitate to reach out for more information. We will attach the details of all roles with the minutes of this meeting.

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 cspcpresident@gmail.com.

Kind Regards,
Rob Kerle

Treasurer's Report

Profit and Loss

Carlingford Public School P & C Association For the month ended 30 November 2021

	NOV 2021	YEAR TO DATE
Trading Income		
Band Income-Shirts	-	134.00
Canteen Sales	6,665.40	96,381.85
Covid Grant Subsidy	-	15,000.00
General Contributions	-	37,076.00
Instrument Hire	-	4,280.00
Interest Income	-	29.22
Job Saver Payment	-	20,250.00
Mothers Day Stall Income	-	6,536.60
Other Revenue	-	698.00
P&C Disco Income	-	4,300.00
Uniform Shop Sales	6,833.50	79,926.18
Total Trading Income	13,498.90	264,611.85
Cost of Sales		
Band Expenses	-	3,498.97
Cost of Goods Sold - Canteen	4,320.49	59,615.39
Cost of Goods Sold - Uniform Shop	2,045.75	56,817.67
Merchant Fees	46.75	514.25
Mothers Day Stall Expenses	-	1,246.23
Office Supplies - Uniform Shop	-	(2,524.10)
P&C Disco Expenses	-	1,222.75
Superannuation	182.45	2,730.43
Wages and Salaries	1,824.54	28,588.52
Total Cost of Sales	8,419.98	151,710.11
Gross Profit	5,078.92	112,901.74
Operating Expenses		
Bank Fees	242.30	3,219.20
Consulting, Bookkeeping & Accounting	440.00	8,310.50
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	-	1,177.15
Workers Compensation	-	1,103.77
Total Operating Expenses	682.30	132,656.86
Net Profit	4,396.62	(19,755.12)

Balance Sheet

Carlingford Public School P & C Association

As at 31 October 2021

31 OCT 2021

Assets

Bank

Community Solutions Cash Res	126,844.39
Community Solutions Cheque Ac	115,424.99
Westpac Community Debit Card	3.02
Total Bank	242,272.40

Current Assets

Cash Float - Canteen	100.00
Cash Float - Uniform Shop	200.00
Cash Float- Mothers day stall	310.00
Inventory	28,596.32
Total Current Assets	29,206.32

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 274,333.22

Liabilities

Current Liabilities

Accounts Payable	12,592.65
Band Bond	740.00
Total Current Liabilities	13,332.65

Total Liabilities 13,332.65

Net Assets 261,000.57

Equity

Current Year Earnings	(24,151.74)
Historical Balancing	(18,985.66)
Retained Earnings	304,137.97
Total Equity	261,000.57

Canteen Report

The canteen reopened for Term 4 trade on Monday 25 October 2021 after a closure of 17 weeks. At this stage, the canteen is only open for online sales; this includes all our drinks and frozen items. Despite no counter sales, our online orders remain steady and numbers are similar to earlier this year which is pleasing to see.

As we closed at the end of Term 2, we did have some stock left in anticipation of Term 3 trading. I'm pleased to see that we only lost a minimum amount of stock due to use by dates being reached. In total we lost approximately \$150 worth of stock.

I would like to thank the P&C for our new work benches and under bench freezer space. It has given us the added work space and allowed a better workflow. There are still some organisational things to work through but I look forward to making the canteen a really great work space.

Lastly, a big thank you to all our volunteers this year. It has been an unusual time, often resulting in less people being allowed on site which in turn makes it busier in canteen. I look forward to seeing you all next year.

Uniform Shop Report

We have around 30% of Kindy 2022 that have ordered their uniform bundle so far, we will ask the office to send parents reminders as they have until the 21st of Nov to make their purchase. This will give us two weeks to process all the orders before pick up on the 7th of Dec when the children come in for their transition.

Uniform orders have been busy for the past couple of weeks. Thanks to the office ladies for delivering the orders.

Linda Xu

Uniform Shop Manager

Band Report

Band committee is planning on giving certificates to each band student who participated in the school band in 2021. Matt has given the names of two students one from each band who deserves an award. Request for two trophies to be arranged by the P&C band committee, the quotes received from couple of online stores the approximate cost of two trophies is \$50. Band committee would also like to arrange for a certificate to be presented to each student for participating in the band this year, along with the certificate committee

is also working on giving a voucher for each student from the local music store.

Matt confirmed that from next year there will be three band groups, training band, concert band and the performance band.

For all the hard work that KMA did this year, band committee would like to appreciate their efforts by giving them a gift one for each band conductors Chris of \$50 each.

Thank you

Ruchi

\$300 to be spent on gifts, voted

Fundraising Report

Proposed Fundraising Calendar for 2022

<u>Fundraising Calendar 2022</u>		
Term 1 - 28 Jan - 8 April (1st day back - 1 Feb)		
Proposed Date	Proposed Event	Comment
25/2 (Friday)	Welcome Disco	
	Disco and Food Stall	
Term 2 - 26 April - 1 July (1st Day back- 27 Apr)		
6 May (Friday)	Mother's Day event	Mother's Day on 8 May (Sun)
	Stall and afternoon tea	
Term 3 - 18 July - 23 Sep (1st day back - 19 July)		
2 Sep (Friday)	Father's Day Event	Father's Day on 4 Sep (Sun)
	Stall and breakfast	
Term 4 - 10 Oct - 20 Dec (1st day back 10 Oct)		
Beginning Term 4	Movie Night	Fri or Sat preferred?

Possibly Ongoing Fundraising Activities:

Krispy Kreme Doughnut Fundraiser

Entertainment Book (Digital Version only)

Survey

A survey to get more ideas to see if the school community would prefer Movie Night on a Friday or Saturday night. (Rob Kerle)

Feedback from wider school parents. Ample time as it is for Term 4 2022

Suggestion:

Walkathon (towards end of Term 2 or 3) – Coordinate with SRC to get the children involved in planning the event.

Please free feel to email cspcfundraising@gmail.com for any suggestion of fundraising events.

Building Fund Report

No Report

\$5212

Couple of things for grant approval

Calendar for next year for grants and donations

We can look for oven upgrade in canteen

There is grant upto \$20k for equipment upgrade.

She will list all grants.

Class Parent Report

No report

QR code for 2022 kindergarten whatsapp group to invite parents

Principal's Report

P&C MEETING - PRINCIPAL'S REPORT – NOVEMBER, 2021

2022 PLANNING

Planning has commenced for our 2022 classes and class structure. We are expecting to start the year with approximately 785 students spread across 31 classes. This is one less than our 32 classes of 2021.

At this stage it looks like we will have only 5 Kindergarten classes, compared to the 6 we have had for the last few years.

Thank you to our families who have replied to our Google form sent out in Week 5, seeking clarification on student returning in 2022. Responses indicate that we have about 25 students not returning next year. The border closures have also had an impact on the number of new students enrolling at CPS.

STAFFING UPDATE

Mrs Castelletti, our Teacher Librarian who has been on leave for most of 2021, has decided to separate from the Department of Education and as a result, will not be returning to Carlingford Public School.

Mrs Castelletti has been the Teacher – Librarian at CPS for 19 years, commencing here in 2002. She has been a wonderful Librarian at our school, developing a love of literature in thousands of Carlingford students. On behalf of the students, staff and community, I would like to thank Mrs Castelletti for her contribution to Carlingford Public School. We wish her well in her 'life after teaching'.

This term we will be interviewing for a new Teacher – Librarian. Thank you to our panel members – Mrs Tramonte (Convenor), Mr Norman (teacher rep), Emily Wong (parent rep) and Ashima Sakkarwal (EAL/D parent rep). The job advertisement will be published this week, with applications closing in two weeks. Interviews will take place in Week 9 of term.

A number of current staff will be on leave next year.

- Mrs Neilson Borg – maternity leave all year
- Mrs Eltakchi – maternity leave commencing T2
- Mrs Hall (Support teacher) – maternity leave all year
- Mrs Muir will commence her new permanent role at Carlingford West PS
- Miss Wright – has accepted a temporary position at Cambridge Park PS
- Miss Monck (Support teacher) has accepted a permanent pre – school role

Miss Grieve, who was on leave in 2021, teaching overseas, will return to CPS next year.

SCHOOL OPERATIONS – 8 NOVEMBER ONWARDS

Our school will operate on updated Level 3 settings for the rest of Term 4 2021, with a number of activities now being allowed. The main changes that will impact on our Term 4 operations are:

- Assemblies and presentations are allowed outdoors, with cohorts separated and physical distancing in place. Fully vaccinated visitors (including parents and carers) are only allowed to attend if completing a specific role (such as presenting) and at the invitation of the school. This means that our end of year presentation assemblies will go ahead, but unfortunately parents will not be permitted to attend. Our Presentation Day assembly will be held on Thursday, 9 December. One assembly will be held for each Stage.
- Graduations and formals are allowed within cohorts, either on school sites or at external venues – with COVID-safe plans in place and physical distancing adhered to. This is great news as Year 6 will be able to have a formal farewell at Oatlands Golf Club on 14 December.

Vaccinated parent with unvaccinated kid required. We have applied for exception. If not granted then centre will give a room for parents.

- Transitions and orientations are allowed in a COVID-safe way that minimizes mingling between students. Our Kindergarten 2022 transition program can now be held onsite on 7 December & 14 December.

CHECK IN ASSESSMENT

Last week all students in Years 3 – 6 completed the Reading and Numeracy 'Check-in Assessments.' Each test consisted of 40 – 50 multiple choice questions.

Results of the test are generally made available within a few days and are a valuable tool in identifying how students are performing in literacy and numeracy and to help teachers tailor teaching to meet student needs. The assessments will be very important in evaluating the impact of learning from home during 2021.

OPPORTUNITY CLASS TEST – 2022 INTAKE

Due to the ongoing COVID restrictions this year's Opportunity Class Placement Test has been rescheduled to this Wednesday, 17 November 2021.

The test will be administered at Carlingford Public School, run by CPS staff. 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 close this Wednesday 17 November 2021. All applications must be submitted online by the due date.

TELL THEM FROM ME SURVEYS

The COVID-19 crisis has presented unique challenges for students, teachers and parents across NSW. As schools transition back to face-to-face learning, there is an opportunity to check-in on the engagement and wellbeing of your school community during this extraordinary time.

Our school (students, staff and community) have the opportunity to participate in the Department of Education's Tell Them From Me (TTFM) surveys. The surveys present an opportunity to capture the voices of our students, parents and teachers, providing reliable data to guide school improvement as students return to face-to-face learning.

The surveys do include questions on learning from home and this data will enable our school to assess the impact that periods of learning from home have had on student engagement and wellbeing. The survey is now open and will run till Friday, 26 November.

The parent survey is conducted entirely online on smartphones, iPads, tablets, laptops or computers.

The surveys will typically take 15 minutes or less to complete and is completely confidential. Although participating in the surveys is entirely voluntary, your responses are very much appreciated. The survey is available in 23 languages.

SPORTS COURTS

Our sports courts should be completed this week. They look amazing! P&C may wish to consider shade shelter / shade sail options.

METRO RENEWAL PROJECT – PLAY EQUIPMENT UPGRADE

Our play equipment upgrade is progressing well. Draft plans have been drawn up for further discussion. Rob, Trudy, Emily, Mr Boyd and myself will meet the project manager tomorrow.

Plans will then be presented to students, staff and community for feedback.

AUTOMATED GATES / PRE – SCHOOL ENTRY PROJECT

A DOE representative is currently organising plans and quotes for automating our car park gates and relocating the pre-school entry.

Neil Hinton

Principal.

General Business

Increase in original funding for Year 6 farewell and other activities - an additional \$3,500 above \$4000 pre-approved.

Vote for extra 3500

\$1000 extra for **Year 6 Farewell**

\$2,500 funding of **Year 6 Big Day in**

Funding for Presentation Day Prizes - \$400

4 x Coles/Myer gift vouchers \$100 each – Dux, Citizenship, Academic Excellence, Leadership Award.

400 for gifts :Vote pass

We are seeking some volunteer teachers from our parents and community members who might be interested in supporting and helping our school's Ethics Program for 2022. Also like this information to be put in the class dojo as part of the P & C story post.

2 hours weekly for ethic teachers. Need atleast 5 members/teachers.

Will the school make the presentation day available for view via Livestream / Zoom?

Regarding this year's Presentation Day, because the parents can't attend, the school will provide photos of the students who will get an award.

My query is, since this is a very special occasion, and is extremely memorable, can the school hire a professional photographer for the task?

Carlingford West will have the ceremony professionally videoed, so I think having a Pro photographer isn't too much to ask...

Adam: We can look into this. Can't comment now

Website, band handbook was updated on 2013, what is the process to get it updated.

Adam: we can update, if some content is gathered. Rob will check what is drafted.

Matters arising and business to be carried forward

Item	Meeting to respond

Close

The next meeting will take place on: 7:30pm 21 Feb 2022

Meeting Closed at: 8:48 pm