



Castle Hill Public School P&C Association Minutes

Meeting Date: 10 February 2021 **Meeting Commenced:** 7:04pm
Chairperson: Katherine Kirk **Minutes:** Erica Miller

Attendance this meeting	Katherine Kirk (P)	Mamoud Payam (VP)	Liga Hegner (VP)	Conrad van Dort (T)	Erica Miller (S)
	Craig Oliver (Principal)	Danielle Machuca (Deputy Principal)	Alex Kohary (Deputy Principal)	Sonya P	Mandy LaFaber
	Mel T	Andrew Olennick	Kylee Meyer	Sharyn Haggard	Marta Mesa
	Nasreen Moonim	Alison Smith	Craig Henderson	Adil A	Lorraine P
	Cloris B	Lydia X	Nasim	Chulhwan C	Mehala B
	Neeraj S	Kylie D	Naina K	Narendra M	Susan M
	Vaishali G	Sara C	Catherine J	Debbie O	Coline P
	Umesh C	Aisha I	Reema M	Sheela K	Isabel S

1. Apologies	
2. President's welcome	Welcome to everyone attending tonight, it is good to see returning faces and new ones Having AGM next month - we hope to see everyone there
<i>2.1 Previous Minutes</i>	MOTION: Approval of December 2020 minutes Moved: Katherine Kirk, Seconded: Mamoud Payam Accepted by meeting majority
3. Business Arising from Previous Meeting	<ul style="list-style-type: none">LED Sign Project Update Craig doesn't have much to add haven't done anything; happy to have a face to a face with Signpac which was the preferred vendor from the quotes received and will coordinate that with them to raise questions Andrew posed, will report back next meeting; Andrew happy to help if neededPicture Plates for K-2 – Erica is having a project meeting with Danielle tomorrow on how to execute doing K-3 this year; last time plates were done was 2017 so we are considering K-3 to capture all the kids that didn't do one; suggestion was made by the previous parent coordinator to throw this open to year 6 as well as



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	<p>those kids would have had the opportunity to do a plate in kindy and potentially would want to bookend primary school</p> <p>Letter about the project with order form will go home 17th Feb</p> <ul style="list-style-type: none"> P&C Honour Board Update – presented final quote received and board mock up; Mel has submitted logo and is happy with proposed font in quote; Craig suggested confirming the font with Joan or Rosemary in office- Mel will email them <p>General meeting agreement not critical for an exact match in font, font in quote is acceptable to majority</p> <p>General meeting agreement to move forward with quote as is</p> <p>Question: Why are there three columns per category on the board? This board meant to last for 60 years which is why there is so much space</p> <ul style="list-style-type: none"> Kindy Pack Update- thank you to the volunteers who handed out the packs to kindy parents on the first day of school – parents were generally appreciative of the packs and it is a nice personal touch in welcoming people to the school; packs were put together again by Yolanda C one of our school mums who has done it for 6 years now with her children, it is a big effort as there are 130 packs- P&C has gifted her a certificate and flowers of which she was really appreciative.
4. Correspondence	<p>Email from Bunnings re: Resumption of Sausage Sizzles</p> <p>Cadbury Fundraising material</p> <p>CBA School Banking Statement</p> <p>Reminder Notice from Dept of Ed for overdue invoices</p>
5. P&C Reports	
<i>5.1 Treasurer (CVD)</i>	<ul style="list-style-type: none"> YTD January Review - <p>P&C is an incorporated entity with our financial year from Jan -Dec. Summary shown of two years; big difference was Covid closures</p>



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2019- \$444,000 yearly revenue

2020- \$372,000 yearly revenue

Received cash boost from govt in 2020 as well as Jobkeeper payment for various full time and parttime casual staff in the Canteen and uniform shop

Overall profit of approx. \$53,000 across business units; without covid cash boost and Jobkeeper payments (approx. \$64,000) we would have lost \$9000 overall; lots of other P&Cs shut down during covid so us coming through with a profit is good;

Uniform shop revenue for year was \$154,000, purchases were \$130,000, working on small margin, doesn't include Jobkeeper received as that is listed in bottom revenue line for P&C business unit on report

Canteen made about \$145,000 for year \$73,000 in purchased goods; wages of \$69,000 without subsidy; with Jobkeeper put back in profit is about \$15,000

P&C CHPS revenue of \$76,000- we had a great uptake on voluntary contribution this year

- P&C Financial commitments for 2020 are:
\$45,000 to school for IT budget- for devices and accompanying equipment;
works with one of the P&C goals to ensure the school is well-resourced with IT infrastructure
\$5,000 for STEM maker space in Library
\$30,000 for contribution to LED signage
\$80, 000 in total commitments
- Bank balances
Uniform Shop \$18,000
Canteen \$23,000
P&C main account \$136,000 but \$80,000 of this allocated for 2020 financial commitments as listed above



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\$148,000 in savings
Approx. 247,000 net cash

- Speaking to federation about capital works fund- would be tax deductible for families- would involve setting up another charity and registering it with a P&L- there would be costs involved for administering (another Xero acct, audit, etc.); money would be exclusively for capital works- tax deduction might be an incentive

Question how is this different to a regular building fund? It is a regular building fund; Liga not aware of any P&C that has had to set up a separate body to do this; high school has a building fund with a separate bank acct but it is registered under the same ABN and ACNC status - Conrad will check with the ATO- it could just have to be a separate bank account

There would need to be a line item specifically for the tax-deductible donations in the fees issued by the school; money for building fund cannot be included with voluntary contributions

Conrad will give us an update about the process next month

Question: is it worth coordinating with high school since they have done this before? Liga can advise High school runs its own website which is linked from the school's- and the independent website has the capability for donating to the building fund

Question: what could we spend capital funds on? Do technology items count? Or does it have to be fixed assets? Conrad will find out what items we can spend on, the worst case would be to do the building fund and then not be able to spend it on anything

We would be bound by whatever rules cover building funds – depreciating items might not count- some unexpected major change (like a school relocation while a new building may be built) would also make it all not worth it- reason why most P&Cs don't run building funds



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	<p>Need to have all of the information on this ready for AGM in March because that is the time that we make decisions on any changes to voluntary contributions- this needs to be put forward then and needs to be in place in 2021 for 2022</p> <p>Question: does high school have DGR status? Yes, they do and there is a DGR line item for library on high school fees as well</p>
5.2 Canteen (KM)	<ul style="list-style-type: none">• Really exciting start to the year- new kindys are coming with teachers to learn how to purchase – lots of excited little faces• New Shelving, Racks and Table – Kylee wants to maximise space in the canteen; Looking at new shelves and bench space- a stainless steel table for slushies and hot chocolate machine- this table would be easy to clean Kylee would dispose of awful wooden shelf for packaged things and replace with wire basket rack- more efficient use of space- Easy to clean and move <p>Shelving would be more space for class baskets as there is no more room currently</p> <p>Wire baskets will be much easier to clean and help kids see the food better as well</p> <p>Estimate of \$940 for all -shelving, rack and table</p> <p>Question: Where will they go? Table will go where slushie machine is now in its new position and wire basket shelf will fit next to it when old wooden shelf is removed</p> <p>Canteen has 20k operating budget from 2020 that hasn't been used yet, we were lucky to get grant for fridge and oven so funds are there and can be used</p> <p>MOTION: Purchase shelving, rack and table for the canteen as proposed Moved: Mel T Seconded: Erica Miller, Andrew Olennick</p>



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	<p>Accepted by meeting majority</p> <p>Question: How is new oven and fridge? New fridge is great- haven't been able to see an oven in person yet but Kylee will get to one- went to Nesbitts commercial supply and they don't display ovens anymore – existing oven is quite large so Kylee needs to compare new one</p> <p>Does grant cover installation? No, grant is for equipment only. Oven will need to be hardwired by an electrician- installation like this is considered part of normal operating expenses so no need to get approval for cost</p> <ul style="list-style-type: none">• Looking to do canteen info sessions where Kylee will give a tour and walk through a day in the canteen -look out for info in the newsletter• IOUs around \$270, next month reminders will go out after all are settled in school• Vouchers for 100% voluntary contributions are ready to go again for this year
<i>5.3 Uniform Shop (SH)</i>	<ul style="list-style-type: none">• Bank balance is better than Dec – approx. 42.5k currently - lots of orders and appts mean we are getting through stock• Visits are still by appt only as it stops the long queues and people gathering <p>Question: Is there online booking? Not yet. Sharyn likes email as it allows her start a relationship with the families and they can ask questions</p> <p>Covid tracing involves all families filling out a form and they scan the school QR code for check in</p>
6. Principals Report	<ul style="list-style-type: none">• New classes formed last Friday close to 80 new students enrolled; half of which the school knew about in Dec and half were new the first week; Acknowledgment to school admin team for an incredible job done in processing enrolments



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1087 enrolled as of Monday; numbers are submitted to the dept and determine our staffing

We were entitled to 42 classes but have formed 43 classes this year – concerned about new enrolments through the year from high rise buildings and school wanted to alleviate some of the disruption those cause mid-year; Sticking with 42 classes meant having some composite classes as well which was not ideal

- New teachers joined the staff and several returned from leave
Ms Gleeson back as AP
We are allowed 6 APs- under entitlement from dept - Miss Howard, Miss Mckey and Mrs Tulloch were hired as substantive APs
- Meet the teacher looking different this year- teachers are recording their videos for parents- will be uploaded on Monday to Seesaw; want to give parents 48 hours to view before Q&A; Strongly encourage parents to view the presentation before the Q&A
- Kiss and drop- number of students continues to rise particularly in the afternoon; mornings less of an issue but have noticed less cars from 8:30-8:40 which puts lots of pressure on the later time

Had to make changes to timing as they don't have the space for all the kids- can't physically get the kids from where they are to their cars safely

Requested to have 2020 kindy early pick up arrangements extended but because Covid guidelines easing, request was denied by the dept

New timing - K-2 come at 3:05, 3-6 wait with supervision until 3:15

Have some teething problems as always with Kiss and Drop - kids need to be prepared to get out of the car and able to undo their own seatbelt, school bags need to be organized so drink bottle, bag and hat are all together- time blows out exponentially if they aren't



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some parents got out of their cars and ran their kids in across the parking lot- this behaviour is not acceptable and they will be called out

Question: is there anything P&C can do to help to reconfigure the waiting area at all? It is the narrow ramp that is a problem- not sure we can do anything physical – it would be very expensive

Question: can parking at towers be promoted a bit? It is mentioned at orientation; kiss and drop option was taken up more in covid and people just stayed with it; walking the long loop is the preferred way to enter the school but most people don't take it

Lots of parents use the path behind the preschool; QIC have allowed us to use the path for now but they could take that away at any time

Back gate is a good option- traffic situation has eased considerably - Mel still in talks with council about the potential for a bus bay utilizing more of the space in the reserve out the back gate

Highway patrol was at the school yesterday and they had a look at back gate traffic situation

Question: Thinking strategically- can we think about talking to Ray Williams and council about what can be done- perhaps a waiting bay in the QIC car park by year? Traffic is more fluid out of kiss and drop because there aren't cars coming the other way at the roundabout which is something to consider; Craig happy to have the conversation but QIC is very concerned about their WHS liability with having families in that carpark

Conversations would be good as we can show historically how the car park is way under utilized

QIC went to council for a DA seeing what could be done with that space so their application would have reasons why; Liga will investigate more



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QIC have also descope on their billion-dollar reno and aren't extending and pulled a DA at the end of 2020

Warning about unmarked speed cameras- one was outside the school recently

- Covid guideline have relaxed a bit – kindy, year 1 and year 2 can come onsite to pick up and drop off each day- dept said this allowed for the first few days, school has taken that to mean 1st week so it will end this Friday; note will go out on Skoolbag advising change

Any other parent visits to the school (canteen volunteering, meeting with a teacher, etc.) need to be scheduled with appointments; exception is if your child is unwell and school calls you; still need to fill out a form and scan the QR code upon arrival

Advice is to restrict grouping kids outside of their own class as much as possible and that is why extracurricular activities didn't get going in term 4 of 2020. School staying with that guidance and trying to keep kids in stage groups;

- allowed to have assemblies; stage 3 next Monday; not allowed to have kids singing or chanting in closed space like the hall; will hold assemblies for next two weeks to hand out silver and gold awards as well as swimming ribbons- after that silver and gold awards will be given in class by principal and a deputy
- extracurricular activities- school will run as many as possible; Can't do choir- not allowed to have more than five students indoors singing which makes 30-40 student choir difficult; recorder also an issue but both teachers who run recorder think they can do it within the guidelines; Teachers have volunteered to the extracurricular activities and hope to have those running half way through the term and continuing to the end of the year



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	<ul style="list-style-type: none">• School requests that students DO NOT share food with one another- have to say no to lolly bags and cakes and things- please stick with ice blocks from the canteen for birthdays
7. Deputy Principal's Report	<p>From Miss Machuca</p> <ul style="list-style-type: none">• Thank you to Katherine and the incredible volunteers for welcoming kindy families last week - 124 students who started, 2 more starting this week- very settled group• Antibullying policy – written with teacher and parent reps several years ago- needs to be updated looking for a volunteer to join the panel to review the policy; Erica volunteered to join panel• Class parents – EOI letters went home today- works to build a bridge between school and home – with new guidelines we can do reading and maths groups again- need expressions of interest by Monday of next week; hoping to communicate who class parent is at meet the teacher night next week <p>The letter for contact permission will be sent home for parents to share their email addresses with the class parent next week</p> <p>From Mrs Kohary</p> <ul style="list-style-type: none">• Due to popular demand, Chess classes on Friday have 70 children attending and have split into three groups; all rooms used are convenient to the front gate for easy student collection• EALD team is planning Harmony Week; theme is Share a story- hoping for more parent involvement – look out for more information in next week's newsletter• Student use of personal digital devices procedure document



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Document outlines student responsibilities and parents' responsibilities re: phones, smart watches, etc.

Smart watches are defined as those that can make and receive calls
This policy is in addition to the existing agreements-
Phones should be off at school is the expectation

Question: has this been circulated to funhouse? No, it deals with school only- really focusing on inappropriate content that is shared/accessed on phones while at school; worthwhile making them aware of policy so there is consistency in the expectation - funhouse will store devices Alex thinks – potentially need high level summary for the permission note- don't want this policy to be too long

If asking parents to sign onus is on them to read it

To clarify, this is a new policy? This one deals more with student owned personal devices

Does school have problem with kids having them in bags? Parents use these as safety devices for communication about transport, lateness, etc– school policy is that phones can be off and away in the bag during school hours

If parents are going to allow their children to bring devices to school, the dept is does not accept any liability for loss or damage; if parents need to urgently contact their child during school hours the best (and cheapest) way is to contact the school office.

Need to teach kids about the responsibility of phones- right time and right place for use which this procedure covers

From school's perspective, this policy is very thorough- increasingly more students bringing devices to school and they are concerned about the disruption to learning time and potential inappropriate use; school doesn't want to take



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	<p>away the safety aspect – a quick message as you enter the gate is fine but needs to be off during school hours and securely tucked away</p>
8. General Business	<ul style="list-style-type: none">• By-Law Review - needs to fall to the office bearers and executives, no special committee needed; bylaws support the constitution, they are the specifics about how we want to operate- when updating, track changes - Need to add bits about online meeting/hybrid – opening wording around the start time Present at next meeting (March 2021) and then it is voted on at the meeting after that (May 2021)• Future P&C Meeting format – want to do AGM onsite in-person because of voting; perhaps we can setup a hybrid option; Craig says face to face is limited to 30 and covid safety plans that have to be written- do we need to be in the hall? Could do, 1-4sqm rule could apply we could ask for RSVPs for meeting and if it goes over we can go online Liga has covid plan that she's done – standard DET template that can be customised; can use school QR code; sign in list can serve as evacuation list if needed Meeting format could influence who can become part of the executive at the AGM- online seems to attract more participation• AGM 10 March 2021- followed by general meeting online seems to get more people there; we don't need to force people back into face to face; federation wants to see a blended option going forward but if online only works for our parents then do that POLL run on Zoom for online versus in-person – 90% vote for online format for general meetings Consult with federation- if holding AGM online, potentially all nominations will need to be put forward in advance for voting to happen Biggest hurdle is how to vote at an AGM- Andrew has done meetings where you put your vote in the chat if it doesn't have to be anonymous



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Need to look at a different platform for online potentially to support voting as zoom is not adequate

We can't have proxy voting per constitution

MOTION: if face to face less than 30 we do face to face for AGM; then move back to online for general meetings in 2021

Moved: Katherine Kirk Seconded: Liga Hegner

Accepted by meeting majority

- P&C Membership – annual fee is \$1- must be financial to vote; financial membership affects our quorum at each general meeting; all are welcome to come anytime and not be financial; to stand for an executive position, you must become a financial member prior to midnight the day before the AGM; office bearers are asked to commit to attending all meetings if possible- those people have a legal obligation to our employees – we are volunteers but important to know we are running a small business
Non office bearing executive roles support the office bearers but don't draw the legal liability- more information on the office bearer positions can be found on the federation website or in the P&C section of the school's website
Membership form has been distributed to all existing members and all new people who have requested meeting details in 2021.

Meeting Closed: 9:05 pm

Next Meeting: Wednesday, 10th March 2021 in-person; AGM directly followed by general meeting for March

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Signed and Dated:

Katherine Kirk (President):



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Signed and Dated:

Conrad van Dort (Treasurer):

Signed and Dated:

Executive (Optional):