



Castle Hill Public School P&C Association Minutes

Meeting Date: 9 December 2020 **Meeting commenced:** 7:05pm

Chairperson: Katherine Kirk **Minutes:** Erica Miller

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| 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 | Etienne Munnich | Craig Henderson | |

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| 1. Apologies | Oxana Brizhineva |
| 2. President's welcome | Welcome all to the meeting |
| <i>2.1 Previous Minutes</i> | MOTION: Approval of November minutes Moved: Katherine Kirk, Seconded: Mandy LaFaber |
| 3. Business Arising from Previous Meeting | <ul style="list-style-type: none">Potential 2021 projects: LED Sign Project Update Andrew reviewed tech specs: with resolution (lights per sq m) - Danthonia was lower; Signpac sign is physically larger and brighter; there are other differences that we could consider if needed; security questions were asked – potential for hacking school info etc., Andrew wasn't pleased with the responses back- does dept have standards about cyber security? Basic thing is - have they done penetration testing and fixed any issues that arose How important is cyber security for the signs? How much should we care - can defer to dept What happens when 4g goes as signs run on 4G? with outages, would sign stop running? User interface- how easy to use, what are the capabilities? Need to get school admin staff to test out interfaces <p>All these questions are relevant- companies testing themselves is very important and we can ask the questions of the dept</p> |



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| | <p>Change from 4g to 5g is important- 3g shutting down in 3years, 4g in 7years- longevity of sign relies on company existing</p> <p>Access to interfaces is not limited to dept computers- can be accessed from outside – pranks would be possible from year 12 etc.</p> <p>Need to set an upper limit to our commitment- like 50% of existing quotes - Future P&C execs will be committed to this if it doesn't happen before the AGM in March</p> <p>NSW Dept of education are engaged in creating a hardware panel to deliver this kind of service so some of these questions may be addressed in that</p> <p>Craig is not sure value for money was there with danthonia, others were better; He can make enquiries to AMU and dept legal to find out answers to questions</p> <p>MOTION: To commit 50% of amount for supply and installation of LED signs at the front and back gates, up to the value of \$30,000 Moved: Katherine Kirk, Seconded: Andrew Olennick Accepted by meeting majority</p> |
| 4. Correspondence | <p>Email from a kindy parent regarding Picture Plates</p> <ul style="list-style-type: none">• Last time parent came in and did drawings in wet area; Erica will head up the project in 2021, Julia HC was in charge previously and can be consulted, Mel T will assist; discuss with Danielle how we can add to schedule. <p>Thank you note from librarians for STEM Maker Space monetary commitment from P&C</p> <p>NSW Community Building Partnership Grant Award letter from Ray Williams office</p> <p>Christmas giving catalogues</p> |
| 5. P&C Reports | |



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5.1 Treasurer (CVD)

- YTD November Review

Uniforms have been quiet but hopefully will increase with kindys; overall mgmt. profit of approx \$5k, good considering no govt incentives accounted for in that number; \$12k with the govt grant of \$9364; will be closing books soon for end of year audit and adding write offs from canteen

\$321k of revenue for 2020 vs \$443k for 2019; good considering impact of COVID; YTD we have received \$73k worth of government incentives helping us to get to overall net profit of \$47k; numbers should only increase marginally until the end of the year now

Uniform shop YTD gross profit of \$21k - no salary and wages accounted for- we are breaking even or possibly a slight loss

Canteen YTD gross profit of \$57k – close to break even but if we add back the Jobkeeper that we received we’ve profited

Bank balance is healthy - \$25k canteen, \$121K in main, \$12K uniform shop
Uniform shop has paid for all stock so no big purchases coming there
Still need to look at alternatives for the \$121K – move to savings acct or other

Conrad will chase up Federation regarding details about banking strategies and a setting up a building fund

Can we talk to high school uniform shop and perhaps join forces to get better prices from suppliers - Primary school operating very efficiently compared to the high school with stock levels- high school is employing a business manager - looking to onboard for week 1-term 1 so conversation can happen from that point

Could look at partnership with Funhouse for purchasing food? Certainly worth a conversation- Erica will arrange for Isabelle and Conrad to speak.



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| | <p>When do we need to have things ready for the audit? Will do over school holidays- Need to confirm whether auditors are coming onsite and when- no we opted not to have them audit the cash handling- just need access to books- canteen and uniform will do stocktake</p> |
| 5.2 Canteen (KM) | <ul style="list-style-type: none">• IOUs 248.60; one family is on stop supply because of outstanding monies from July 2019; school has been advised of this as family keeps ordering; family received monthly statements up to the time Kylee stopped supply IOU amount carries over to next year - How much will we write off? Very small percentage maybe 10% <p>Question- is there an option for paying it forward if other parents were to contribute? Not really, each account is a private agreement for families-; perhaps could set up an item in Flexischools that is a donation amount? Flexischools may not have the capability but good idea but how to administer</p> <p>We have to be careful with a donation system- these are a welfare issues that needs to be raised with the school- how would we choose who gets the money marked against their IOU- families may take advantage; Kylee consults with Craig about each family with IOUs and none legitimately need a break.</p> <p>Question: Do we need an IOUs system? Yes, definitely – accidents happen, kids forget lunches, crows eat sandwiches etc. but some parents do take advantage of our generosity; process is for school to confirm with parent what happened with lunch and seeks approval to give the child lunch Could we set a threshold for parents that are taking more than three lunches a week perhaps? Perhaps but families will continue to take advantage</p> <p>At what point could we add it to the school fees? School wasn't happy with that because we are a separate business- on school invoice it doesn't roll over and gets written off and there is no guarantee that families will pay anyway</p> <p>Also, it is not worth Kylee's time in hours get the IOU money back</p> |



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| | <ul style="list-style-type: none">Voluntary contribution vouchers- total \$890 in vouchers went out, 36 families took it up, should we do again? Have redeemed \$684 so far this year Is this on contributions from the beginning of the year? No everyone who wanted it got it- Kylee thinks it may have spurred people on to pay; If we promote early next year, we could build more brand loyalty Need to highlight to parents that they have to contact the canteen to get vouchers School didn't feel comfortable giving us a list of who has paid and that information can't be pulled out anyway because of the payment system so parents have to be proactive <p>ACTION: Erica to draft communication for parents- add info to website, Skoolbag notices</p> <ul style="list-style-type: none">Refrigerator update- new fridge came today after the old display fridge died in the heat; lots of stock wastage unfortunately but new one is in nowCheers and tears packs- Yolanda will keep doing with her kids during school holidays- Kylee will arrange with her; 140 packs confirmed with DanielleCanteen Lines- thank you to Danielle and Alex for the help- significant improvement with duty teachers involved- can we continue into next year please |
| <i>5.3 Uniform Shop (SH)</i> | <ul style="list-style-type: none">Stocktake happening on Monday as it's the last day of trading for the year- Sharyn will send figures to Conrad when completeKindergarten update - Things have picked up with kindys- displaying samples at front gate during orientations has helped and parents made appts- have been busier the last two weeksSchool begins on 29 Jan; uniform shop will open 28 Jan by appt onlyHolding all stock at the moment- not ordering anymore even for winter |



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| | <ul style="list-style-type: none"> • Craig wants to maintain appts for the foreseeable future as it is working well- Sharyn agrees - at high school they used square to book appts- put in 15 min slots and sent out to year 7 only- doing it manually allows Sharyn to control timing for everyone - Square can text parents and send reminders which may be useful- worth looking at because it is free |
| 6. Principals Report | <ul style="list-style-type: none"> • Term 4 guidelines will be relaxing a little- - one person to 4sqm relaxed to 1 person to 2sqm but with our size not much will change • Assemblies being held this week - Next big one is graduation assembly for year 6 no parents allowed- school will video it and send via seesaw Thank you to Alex and Danielle for their efforts with assemblies- 7 in total • School will do Year 6 clap out- with other students but still no parents – school will video it - from up top and ground level • Year 6 Farewell will go ahead next week- no parents, please take photos at home or outside school gates • Swim carnival- have changed format – there are too many students now that do not compete and school does not have enough staff to supervise them - Pool booked at Riverstone swimming centre • School reports went home on Friday • Thank you to P&C for involvement this year- there have been advantages to Zoom- maybe offering a way for people to attend who may not have otherwise; in-person meetings are restricted to 30 people • Friday 29 Jan 2021 is the first day of school and first day of best start assessments for kindys |
| 7. Deputy Principal's Report | From Danielle Machuca |



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| | <ul style="list-style-type: none">Kindergarten 2021 update- next Monday, new kindy families will get best start letter about classroom teacher and scheduling best start interview; will put uniform shop opening on 28 Jan in letter, also mention cheers and tears pack <p>From Alex Kohary</p> <ul style="list-style-type: none">Thanks for canteen feedback on lines- just seemed to be kids forgetting the school's expectations of themPresentation day- unlisted secure link has been sent out- it is not searchableTeaching services Australia- made three recordings of the bands and those should be available next weekNext year likely that chess provider is extending grade groupings to include year 1 and 2; this will depend on restrictions and interest from families |
| 8. General Business | <ul style="list-style-type: none">AGM 10 March 2021<ul style="list-style-type: none">P&C executives that are elected need to be aware of their legal obligations with regard to staff- we are volunteers that manage paid people and there are laws around thatGeneral agreement that AGM will be onsite at schoolMemberships need to be paid at the general meeting before the AGM in order for people to be able to vote at the AGMSecret ballot needs to happen if there are lots of nominations and accepting of those nominations becomes a problem; Less confrontational if you ask nominees to leave the room and then you vote- hard to do that onlineMembers have all the power in the P&C- execs are bound to carry out the business as decided by members in general meetingsConstitution dictates and Bylaws govern how we operate- perhaps need to add a bylaw about Zoom meetings- Bylaws need a review anyway |



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Meeting Closed: 9:00 pm

Next Meeting: Wednesday, 10th February 2021 via Zoom

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Signed and Dated:

Katherine Kirk (President):

Signed and Dated:

Conrad van Dort (Treasurer):

Signed and Dated:

Executive (Optional):