



Castle Hill Public School P&C Association

Date: 12 February 2020

Meeting Commenced: 7:03pm

Chairperson: Katherine Mullen

Minutes: Erica Miller

Attendance this meeting	Craig Oliver (Principal)	Danielle Machuca (Deputy Principal)	Katherine Mullen (P)	Liga Hegner (VP)	Conrad van Dort (T)
	Erica Miller (S)	Andrew Olennick	Oxana Brizhiveva	Murray Bray	Kylee Meyer
	Isabelle Zastavnikovic	Cathy Wu	Alison Smith	Melinda Ta	Joe McAleer
	Mandy LaFaber	Mamoud Payam	Kanishka Hewamadduma	Etienne Munich	Cherise Munnich

1. Apologies	David Bloem, Steve Crawhall, Sharyn Haggart
2. President's welcome	Welcome all to the meeting
<i>2.1 Previous Minutes</i>	MOTION: Approval of Minutes from 2019 End of Year Meeting Moved: Katherine Mullen, Seconded: Conrad van Dort
3. Business Arising from Previous Meeting	<ul style="list-style-type: none"> MOTION: To accept All accounts Sorted (AAS) Bookkeeper tender – \$660 per term for reconciling bank accts, processing payments and payroll is a great deal according to Conrad – normally these services would run 20% more; Liga added this is an essential service and needs to be performed by someone qualified, compliance requirements are much more stringent now; retaining an auditor is still an additional cost -Conrad to email full tender to financial members for review Moved: Katherine Mullen, Seconded: Mamoud Payam, Conrad van Dort and Erica Miller Uploading and Distribution of Meeting minutes from 2019 - Erica will upload all 2019 with Jenny, once confirmed then we can announce where they are with the distribution of 2020 minutes Criteria for representative sport contributions – Finalized <ul style="list-style-type: none"> Student must be representing the school for consideration of PSSA funding; P & C will provide up to 50% funding providing there are funds available for any sporting or artistic endeavour endorsed by the school or Dept of Ed. Request must come through the school

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	<ul style="list-style-type: none"> ○ There are also sports small grants available to individual students through Hills Shire Council- info on grant and donation website- https://www.thehills.nsw.gov.au/Council/Grants-Donations ○ Mr Oliver recommends P & C do not support events beyond the Dept of Ed PSSA system to maintain consistency i.e. State or national competitions ○ All support would be on a case by case basis at P&C discretion ○ We don't get many requests- has been five years since last one ● Document scanning project <ul style="list-style-type: none"> ○ Erica to continue sorting documents. ○ Liga mentioned looking for paperwork on OOSH sale - documentation was lost and might be in the boxes somewhere. Liga also indicated that a price under 5K is good for this type of service. ○ Andrew suggested having a working bee to get the document prep done if necessary.
4. Correspondence	
5. P&C Reports	
<i>5.1 Treasurer (CVD)</i>	<ul style="list-style-type: none"> ● Square – we are in an 8-week process to be approved as a not for profit org whereby we will then be allowed to process card reader payments ● \$68,953.43 this year from voluntary contribution 43% of student body; should be 100,000; need to market so people are aware of what voluntary contribution pays for ● A minimum of 20% of 2020 contributions will be added to \$13,000 from 2019 for IT project ● 444,238,.74 revenue across the business units, \$56,000 net profit ● MOTION: Change of tax accountants- existing accounts have missed doing returns for Canteen and Uniforms since FY16 While FY18 P&C covers the wrong period . We only have this month to get accounts audited for AGM, that includes accounts from 2016. New accountant quote received for approx. \$7,000 which is 30% less than existing accountant expense. Selection of accountant was based on previous professional working relationship as well as price. P&C executive has made the decision in the past to be totally transparent with parent contributions which is why we retain an auditor. P&C

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	<p>Federation and Australian Charities and Not for Profit Commission (ACNC) requires our current financials to be up to date and audited as well. Moved by Conrad van Dort, Seconded by Katherine Mullen</p> <ul style="list-style-type: none"> • Confirmation that all ABNS be consolidated into 1 annual report for year-end 31st of December. – old auditor did 1st Jan to 28th Feb for FY18. • AGM month was moved because it conflicted with year 6 formal, also the auditors were never ready; having it in March means P&C didn't have to close the books in November which never happened on time – change of date was recorded in the meeting minutes at the time decision was made; Bylaws up for review soon, change of AGM month should be formally written in then • This will be first year we are audited on all three business units together- Each unit will have a separate bank account but one ABN
5.2 Canteen (KM)	<ul style="list-style-type: none"> • See attached report • Canteen tracking well, all under control • Kylee has hit \$178 with IOUs, her goal was to get beneath \$200 – lots in the 420 range for year 6 students from last year, Kylee looking for siblings otherwise will have to write off • Supplier payments – all being made on time through xero, no complaints • New canteen assistant has started – Joanna – working out great. She is in Wed Thurs Fri. Question about insurance coverage - She should be covered under federation insurance policy according to Liga, Conrad will confirm. • Maintenance work – The air conditioner died. Mr Oliver has agreed to pay for new unit and install was completed on Monday. The new unit is not as effective. It wasn't the largest one available but installer said having the big one wouldn't have made much of a difference. It was 32 degrees this morning at 8am in the canteen already. P&C perhaps should look again at Murray's idea of an exhaust fan to remove the hot air from the ceiling. Mr Oliver will have a look at temperature in the morning and Kylee will look at other options. • Induction book update (Erica) - Initial draft is with Kylee for review. Draft will be distributed to the P&C and school executive after she has reviewed/edited. • Kylee spoke with Sharyn about putting canteen payments through the Square device in the Uniform shop and Sharyn was fine with that.

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<p>5.3 Uniform Shop (SH)</p>	<ul style="list-style-type: none"> • First week busy but settling down now, Sharyn had three volunteers on the Tuesday prior to school starting • Need to consider opening on the first day of school or extra days prior to school starting
<p>6. Principals Report</p>	<ul style="list-style-type: none"> • Hectic start to the year, crazy for the admin team and they did great • Definite plans going into Christmas that things would change • 1009 students exploded to 1054 students in a couple of weeks, classes needed to change • 42 classes now up from 39 last year; school was entitled to 41 based on early numbers but that extended to 42 with the high demand • A new demountable classroom will be coming in the school holidays and Mr Oliver is expecting to expand more through the year • Class sizes: Kindy are 20-22, Years 1-2 are 22-24, Years 3-4 are 25-26, Year 5 are 26-27 and Year 6 are 27-28 • Formed two composite classes 3/4 and 5/6 • Selected academically gifted students have been given an extension class • Enrolments calming down now, back end of the year they will rise again • Assemblies have increased - getting kids in and out was a problem with such large student numbers especially years 3-6, school will have individual stage 1, stage 2 and stage 3 assemblies instead. Kindy will have their own assembly on Friday afternoons in week 6 and 9 for term 1 • Meet the teacher Tues Feb 18 for K, 1-2, Thurs Feb 20 for 3-4, 5-6 • PSSA trials – comp starts next Fri, trails will be this Friday weather permitting • Many new parents not familiar with how kids get in and out of the school, kiss and drop still a problem, pedestrian behaviour quite concerning
<p>7. Deputy Principal's Report</p>	<ul style="list-style-type: none"> • Kindy – just over 150 students, they seem really settled this year, a big thank you to parents who helped with morning tea and packs • Class parent – introduced last year, EOI forms went out Monday • Teachers want to introduce class parent at meet the teacher night • Email form went out today so class parents can do mailing lists • Technology Update <ul style="list-style-type: none"> ○ Proposal at end of 2019 for TLC upgrade, looking to transform it into flexible learning environment as it is not currently meeting the needs of teachers and students with what is

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	<p>being taught. There will be lots of coding and programming with 3-6 and new STEM curriculum happening with K-2. Proposal includes a range of devices and new flexible furniture. Miss Machuca has received several quotes - \$55,000 approx. not including painting, carpet and electrical work. She is looking at having power grids installed under the carpet to be able to be truly flexible with furniture placement. Miss Machuca will present quotes to the P&C for a vote and that will be the main P&C capital project for 2020.</p> <ul style="list-style-type: none"> ○ Currently replacing existing interactive whiteboards- four new boards coming and will be installed during 3-6 swimming carnival to minimise disruption <p>From Mrs Kohary</p> <ul style="list-style-type: none"> • CHPS sent 4 students to the student leadership conference where there were 145 student leaders and an outstanding array of speakers • Harmony day will be evolved in to a week coming up mid-march - EALD team will trial a food festival instead of a parade; responsibility would be given to years 3-6 to prepare a dish from each continent; It will be promoted in newsletter. <ul style="list-style-type: none"> ○ Question as to whether there will there be an orange stall for Harmony week- If so P&C needs to be advised- anti bullying is in the same week and have the same items ○ Andrew brought up the fact that food safety is paramount; Providing morning tea for 1000 kids we have to be careful. School assures that all necessary food handling procedures and regulations will be adhered to.
<p>8. General Business</p>	<ul style="list-style-type: none"> • Upcoming Events <ul style="list-style-type: none"> ○ MOTION: Book Fair - Teacher Wish lists for 2020 – Erica proposed up to \$500 to be budgeted for fulfilling teacher wish list requests for their classrooms at the close of the book fair this year providing P&C has the funds available Moved: Erica Miller, Seconded: Katherine Mullen • Entertainment Books <ul style="list-style-type: none"> ○ Erica will forward 2019 invoice to Conrad with total books sold for 2019 ○ Erica will distribute new membership descriptions through Skool Bag and post at school

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Meeting Closed: 8: 40pm

Next Meeting: AGM, Wednesday, 11th March 2020

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Signed and Dated :

Katherine Mullen (President):

Signed and Dated:

Conrad van Dort (Treasurer):

Signed and Dated:

Executive (Optional):

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