Castle Hill Public School P&C Association General Meeting Minutes

Meeting Date: 11 December 2024 **Meeting Commenced: 7:05pm**
Chairperson: Erica Miller
Minutes: Nas Moradi

Attendance this meeting **Denotes financial member*	Erica Miller (P)*	Conrad van Dort (VP)*	Rajesh Valuri (VP)*	Kimberley Kiaei (T)*	Nas Moradi (S)*
	Craig Oliver (Principal)	Danielle Machuca (Deputy Principal)	Alex Kohary (Deputy Principal)	Melissa Denham*	Mel T*
	Sara Yusuf *	Nicole Corben *	Claire Hookham*	Angela J	Rucha D

1. Apologies	Craig Henderson
2. President's welcome and Acknowledgement of Country	CHPS P&C Association would like to acknowledge and pay our respects to the Darug people who are the Traditional Custodians of the land on which our school is located. We acknowledge and respect their continuing culture and pay our respects to Elders past, present and emerging.
2.1 Previous Minutes	**MOTION:** Minutes from previous meeting to be approved in the new year at the first meeting
3. Correspondence	Refund from MYOB x2. Revieing one for $1100 and refunding one for $2700. Drafted a letter to Mayor at the Hills council discussing what is happening outside the back gate and that is in progress. Works are scheduled to happen in April with the latest update.

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4. Principals Report	• Big thank you to P&C team and parent community. • Assemblies will be back to normal and held in our school as of start of next year. • Presentation assemblies – Thank you to Miss Machuca and Mrs Kohary for the organisation. • Gala day is tomorrow – Miss Brown has done a tremendous job in getting everything organised. All money raised is for Stewart House. • Year 6 farewell – next Tuesday evening at the RSL club. Graduation assembly following day Wednesday last day for the students. Presentation assembly will be held at the high school at 9:30. • Year 6 clap out is being held that afternoon. Inviting parents to come into the school and enjoy the clap out and be a part of it. Roughly about 2:30. • Build update – coming towards the finishing touches. The hall and classroom building is complete. Our Occupancy certificate on is 20th December. • Teachers return Friday 31st of January with 4 days of staff development. • Students return on Thursday 6th February. • Years 1-6 will return on their normal 9am start. Kindergarten students will have a staggered start from 9:45am. • There will be some updates on school bytes closers to days leading to school start regarding the proceeding of the First day of school and class lineups. • Students will be in their new classrooms from first day. Hall will be available to us from the first day.

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5. Deputy Principals Report	Miss Machuca – • Regards to presentation assembly – we announced our incoming student leaders. • We are very excited to have assemblies back in our brand-new school hall. • All 3 gates of the school will be open tomorrow for Gala Day. We will have someone manning at all the gates through out the day. Mrs Kohary – • A big Thank you to Tanya for her support and the canteen crew. We were able to host 2 small thank you morning tea's over the last few weeks. The 1st one we held was at the conclusion of our last week for Scripture and ethics, thanking the community volunteers who run that program for us. The following week we had a than you morning tea with our parents and other community members who support us. • Last week we had our platinum lunches. We had little over 40 children receiving platinum awards hence why we had to run 2 sessions. • We also ran some band performances being held this afternoon to wrap up this years program. • Roughly 2 weeks ago we also had TSA conduct instrument testing for those interested in joining the band for next year. They are looking forward to rehearing and performing in a much larger space next year.
6. Business Arising from Previous Meeting	• Canteen artwork contest – we had 112 entries, and we are still in the process of going through them. There have been some amazing entries. • Gala Day – we will be set up for BBQ for parents to buy anything outside of the Funhouse. We will be having sausages and drinks for parent sot purchase. • Volunteers for the first day of school – we would like to have volunteers to help with Cheers and tears pack for kindy families as well as volunteers to help in the uniform shop. • We have submitted the vote for P&C federation for Bi-election.

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7. P&C Reports	
7.1 Treasurer	• A low year in terms of parent voluntary contribution this year. We are getting an additional $10000 sent to us today or yesterday, however, this year we have spent more than what we have generated back in voluntary parent contributions which almost we lead into a financial loss this year. • Month of November was a good month for the Canteen. • Uniform shop – solid November but still YTD is sitting under. Profit sitting in the unform shop has probably been transferred to inventory which means additional products have been purchased beyond what they were at that time last year. • At this meeting we do need to approve 2025 budget, which will enable expenditure to occur from early 2025. Year work plan will be presented at the AGM March 2025
7.2 Canteen (TS)	• Canteen report – bank account $60358.49 • Transaction account - $1911.12 • Total flexischools order for the month of November 465 • For Gala Day flexischools sausage order were $601 • Canteen catered for 2 platinum lunches • We would like to expand our POS system with options. Square or flexischools has its own system which is slightly limited. Is there appetite for the children to be able to purchase electronically amongst parent group, amongst executives? Flexischools has this option tokening system that allows parent to set spend limit per day on this token that the kid can spend however it has to be tied to the kids record or similar to an ID card to identify kids and their money limit. • A survey to be put out for families early next year to gage the options. To be discussed further at the next meeting.
7.3 Uniform Shop (AT)	• Current bank account - $20040.71 • Sales for November were 16570 with 16% coming from Flexischools. • Main sales were from the kindy parents. • Stock update – size 4 sports shorts are out of stock but will be arriving at the beginning of term 1 next year. Stocktake will be finalised by next Thursday. So far stock count has been great with no discrepancies.

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	• Proposal price update for 2025. Girls long sleeve embroidered blouse which currently retails for $30 increase to $32 Girls short sleeve embroidered blouse retails for $28 increase to $29 Microfiber track pants retails for $35 increase to $38 Consideration to increase sale price of the boys long and short and long sleeve shirts to bring into line with girls shirt prices. Boys long sleeve now $30 increase to $32, boys short sleeve are $28 increase to $29. • Uniform shop will be open Monday February 3rd.
8. General Business	As we are finishing up the school year this year, P&C membership goes until AGM in March. Anyone who has paid their membership for 2024, that's when it will expire and can be renewed at the AGM. The last item on our agenda as it always has been Funhouse and not much has been done on it. More information will be sent out later. Funhouse has just completed their assessment and rating which is a big deal in the childcare space. They had the government assessor come through and go through all of the areas that have been set by the government and regulations and funhouse has now been rated an exceeding centre in 5 out of 7 areas. • First meeting for 2025 will be 12th February

Minutes closed at 8:23

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