



General Meeting
Concord High School P & C association
 ABN: 43 317 153 298
 6.30pm, Tuesday, 18 February 2020, Library, CHS

	Item	Lead
1.	Welcome	President
2.	Apologies	President
3.	Guest Speakers Fiona Milligan, Head Teacher Welfare and Judy Joy, School Counselor – <i>How parents and carers can support their year 7 student.</i>	
4.	Acceptance of Minutes <ul style="list-style-type: none"> • 3 December 2019 	President
5.	Correspondence <ul style="list-style-type: none"> i. icare letter regarding cancellation of insurance, 31 December 2019 ii. P&C Federation email updating certificate of insurance iii. Optus Bill and payment reminders iv. Email from Drummoyne Electorate Office regarding Cooler Classrooms v. P&C Federation email regarding Student Insurance vi. icare email regarding adjustment to insurance and invoice vii. Tax Invoice CHS to P&C Profan, \$11,750, 9 Dec 2019 viii. Tax Invoice CHS to P&C Clickview \$7599.92, 9 Dec 2019 ix. Tax Invoice CHS to P&C Ezy Shades, \$9,800, 9 Dec 2019. x. Account Statement CHS to P&C, 7 Jan 2020 xi. Project Completion request for CBP18 - 2347 - New Concrete Pathway and All Weather Awning Cover due by 31 March 2020. xii. P&C Fed Community News Edn 1 Jan 2020 xiii. NSW Ed Statement of Account 7 Jan 2020 xiv. NSW Ed Statement of Account 4 Feb 2020 	Secretary

6.	Business arising from previous meeting: a) Follow up with P&C Federation to get replacement insurance certificate of currency b) Request from Alison Armitage re using P&C ABN for fundraising – Victor to discuss with Alison c) Optus Account – Uniform Shop mobile phone status d) School tie – progress report e) Request for funding – Timpani Drums f) Westpac Account – update authorised signatories and close P&C Uniform Shop account g) P&C Funding Request Process – revised document to be considered at February meeting h) P&C Building Fund – draft document and resolution to establish to be discussed by Principal, President and Treasurer i) P&C information on CHS website – to be updated	President Completed
7.	Principal's Report	Principal
8.	Treasurer's Report	Treasurer
9.	Grants Update	Donna Hogan
10.	President's Update	President
11.	Comedy Night	Linda Dunkin
12.	Future Guest Speakers – Volunteer Coordinator sought	President
13.	AOB	
	Meeting closed	

Next Meeting: 6.00pm, 17 March 2020



Concord High School P & C association

ABN: 43 317 153 298

General Meeting

6.10pm, Tuesday, 3 December 2019, Concord High School Library

	Item	Lead
1.	Welcome	President
2.	Apologies Adrienne Keane, Suzanne Ellis	President
3.	Acceptance of Minutes Motion: That the minutes of the meeting 22 October 2019 be accepted: Moved: Angela Smith Seconded: Lea Wilson	President
4.	Correspondence <ul style="list-style-type: none"> • P&C Federation Community News Term 4, edn 1, 2019 • P&C Federation Community News Term 4, edn 2, 2019 • P&C Federation Community News Term 4, edn 3, 2019 • Canada Bay Council Public Safety Plan poster • icare reminder to pay 26 October 2019 • icare overdue notice 17 November 2019 • icare final demand 25 November 2019 <p>Glen advised that the icare insurance for the Uniform Shop has been cancelled.</p> <ul style="list-style-type: none"> • ACNC Advice – Re-registration of Concord P&C as a Charity • P&C Federation Email re Liability Insurance Schedules Misprint <p>Action: Follow up with P&C Federation to get replacement schedule</p> <ul style="list-style-type: none"> • Request from Alison Armitage, GATS Coordinator/SRSC Fundraising Coordinator 	Secretary

	<p>The P&C supports the Concord High School Uniform Policy being altered so the wearing of a tie is optional for all students with the exception of those representing the school off campus at special events.</p> <p>The motion was put to the membership at the meeting, achieving the following result:</p> <p>12 votes in support of the motion</p> <p>2 votes opposed to the motion</p> <p>The motion was carried.</p> <p>Action: Victor will consult with students and staff in relation to the P&C motion and report back to the P&C early in 2020.</p>	
6	<p>Principal's Report</p> <p><i>Presentation night - Wednesday 11 December, 6.00pm</i></p> <p><i>Wellbeing Program and changes from 2020</i> - Victor encouraged parents and carers to read the article in the recent KIT in relation to changes to the school's wellbeing program which will take effect from 2020.</p> <p><i>Survey in relation to transport</i> - the most recent KIT includes a Transport Survey and link. Victor asked families/carers complete the survey as the data gathered will highlight the transport issues the school community is experienced. Students should also be reminded to tap on using their Opal card to ensure their travel is recorded and and patronage statistics analysed by Transport NSW are accurate.</p> <p><i>Requests for funding – Timpani Drums</i></p> <p>Ms Ceste & Mr Jobson addressed the meeting in relation to a request for the P&C to provide funding for Timpani Drums. Cost estimates, ranging from \$7,638 to \$9,046, were provided.</p> <p>The meeting agreed that request would be added to the agenda for the P&C February 2020 meeting to allow full consideration by P&C members.</p> <p>Action: Donna to include request for funding on the agenda for February 2020 meeting</p> <p>Victor was congratulated on both the wellbeing program and the success of the day's orientation for the 2020 year 7 intake.</p>	Principal
7.	Treasurer's Report	Treasurer

	<p>Report attached</p> <p><i>Changes to Westpac accounts</i></p> <p>It was noted that the Executive would need to update the authorised signatures for the Westpac accounts to remove Cathly Scanlon and Emma Wakefield and add Donna Hogan and Kathryn Zerk. At the same time, the separate account established for the Uniform Shop will be closed and remaining funds transferred to the P&C general account.</p> <p>Action: Executive to determine a date for Westpac visit to update authorised signatories and close P&C Uniform Shop account.</p> <p>As noted in the Treasurer’s Report, the P&C has not been invoiced for Mae’s wages for the three month period prior to the uniform shop handover. It was agreed that CHS would not invoice the P&C as the P&C would likely transfer the equivalent amount to the school in due course anyway.</p> <p><i>Voluntary contribution</i></p> <p>Parents and carers have contributed \$21,000 in voluntary contributions since the school fees invoice was amended to include the option for a \$50 P&C donation. After some discussion, it was agreed to maintain the current donation amount at \$50.</p>	
8.	<p>Grants Update</p> <p>Nothing to report</p>	Donna Hogan
9.	<p>President’s Update</p> <p>Key points</p> <ul style="list-style-type: none"> ○ The fan, funded by the P&C, has been installed in the school hall and is working effectively to cool the space. ○ Uniform shop – new premises will be operational by mid term 1 2020 ○ Comedy night 2020 has been scheduled for 7 March 2020. A room has been booked at Canada Bay Club and the fundraising committee is attempting to have the hire fee waived. ○ Airconditioning – 2-3 airconditioners will be installed by the end of the year with funds raised by the P&C contributing to the total cost. It is planned to install high powered air conditioners in the English and Maths common areas. The high horsepower airconditioners will be powerful enough to 	President

	<p>cool the adjoining classrooms. Vanessa noted the P&C may need to pass a subsequent motion to fund the additional electricity costs associated with the airconditioners.</p> <p>Victor advised approximately 70% of the school is without airconditioning. The school is still waiting on the outcome from its 2019 application for funding for airconditioning through the NSW Government’s Cooler Classrooms program</p> <ul style="list-style-type: none"> ○ Canada Bay Council is offering grants to schools for the purpose of installing solar panels. Victor noted that the school does have solar panels but will contact Council to obtain more information. ○ Volunteer’s Grant - \$3,766 Angela proposed that the Grant be used to purchase two laptops for use by the P&C Executive. The laptops will remain the property of the P&C and used for P&C purposes. Bob Allison moved the motion. Vanessa Harris seconded the motion. ○ Insurance refund – Angela has been in contact with the P&C insurer in relation to obtaining a refund on our policy which currently includes cover for Uniform Shop stock. The insurer will refund the P&C \$900 once they receive the paperwork confirming the transfer of the shop to the school. 	
10.	<p>AOB</p> <ul style="list-style-type: none"> ● 2020 year 7 parents & carers morning tea 29 January 2019 – Volunteers are sought to attend the morning tea in the school hall which will take place after the students have left. The event will be catered so the role of P&C volunteers is to talk to the new parents and carers about the role of the P&C and some of our funding initiatives. Kathryn Zerk and Vanessa Harris volunteered Any other members interested in attending should email pandcassociationconcordhigh@gmail.com ● P&C Funding Requests process – Draft document and form was discussed. It was agreed that the P&C should promote and open the funding request process on an annual basis with a closing date for applications. It was also agreed that the Principal should be an integral part of the process. The role of the Principal would be to brief the executive at the commencement of the process and discuss parameters for suitable projects/initiatives. All applications for funding will need to be vetted and supported by the Principal. It was also agreed that the funding request for the purchase of Timpani drums (see under Principal’s Report above) be considered through this new process. 	Various

	<p>Action: The process will be amended to include dates and reinforce the role of the Principal. The amended document and application form will be considered again at the February 2020 P&C meeting.</p> <ul style="list-style-type: none"> • P&C Building Fund – Action: Draft document and resolution will be discussed in further detail by Glenn, Angela and Victor. • P&C information on school website Action: Angela will contact Alice Leung, Head Teacher CHS in relation to updating the P&C information on the school website • Uniform Shop Outstanding Actions <ul style="list-style-type: none"> ○ Optus account – resolved ○ icare – resolved ○ ATO – Final BAS will be completed shortly and sent to the ATO ○ Close bank account – discussed under Treasurer’s report ○ Filing cupboard in storage shed – will be investigated. ○ Volunteers sought to assist Mae in the Uniform Shop during December/January – members please email Donna if interested in volunteering. 	
	<p>Meeting closed – 8.05 pm</p>	

Next Meeting: 6.00pm, 11 February 2020 following year 7 parent/carers welcome BBQ

icare™

workers insurance

PO Box 6766,
Silverwater, NSW 1811

T 13 44 22

Customer Support Centre:
13 44 22
icare.nsw.gov.au

31 December 2019

Emma Wakefield
CONCORD HIGH SCHOOL P&C ASSOCIATION
3 Stanley Street
CONCORD NSW 2137

Dear Emma

Confirming the cancellation of your icare workers compensation insurance policy

Employer Name CONCORD HIGH SCHOOL P&C ASSOCIATION
Policy Number 121763501

Thank you for contacting us regarding your icare workers compensation insurance policy, we can now confirm we have cancelled your policy effective from 30/09/2019.

To finalise your cancellation, we ask that you complete and return the Actual Wages Declaration Form/s for the following policy periods:

From	To
30/09/2018	31/03/2019
30/09/2016	30/09/2017

icare workers insurance offers a number of ways for you to submit this information, this includes:

- Downloading the form from icare.nsw.gov.au, complete the form and return to icare by email to underwriting.operations@icare.nsw.gov.au or post to PO Box 6766, Silverwater, NSW 1811
- Contacting us on underwriting.operations@icare.nsw.gov.au or 13 44 22 and we can send the forms out to you

If you require any further assistance or information, please contact us on 13 44 22.

Yours sincerely

Jason McLaughlin
General Manager, Workers Compensation – Underwriting
icare workers insurance

Policy number

121763501

Period of insurance

From: 30/09/2018

To: 31/03/2019

Due: 30/01/2020

This form is to be used by employers to declare the actual wages paid during the period of insurance stated above. Please complete this form in BLOCK letters and use a black pen. If further space is required, attach a separate page.

1. Employer's details

Legal name of employer

(Your legal name may be different from your trading name. Give Company name, Sole Trader or Partners' full names. If a trust give the name of the trustee)

CONCORD HIGH SCHOOL P&C ASSOCIATION

Trading name

ABN of employer or trustee (as applicable)

43 317 153 298

ACN/ARBN

Name of trust (if applicable)

Trust ABN (as applicable)

If any of your contact information has changed please contact **icare**.



2. Actual wages for the period of insurance

If you are engaged in separate and distinct businesses, provide separate details of wages for each business activity in the section below. If no wages have been paid for the period, please indicate this by inserting the words "Nil Wages".

A. Direct workers

Description of work performed	Total number of workers (incl. apprentices)	Total gross wages (incl. superannuation) (\$ (incl. apprentices)	WIC, Apprentice code or NQC
Asbestos workers (if applicable)			

(see note under asbestos in definitions)

how to connect with us

Phone: 13 44 22 (7am to 7pm, Monday to Friday)
Email: underwriting.operations@icare.nsw.gov.au
Post: PO Box 6766, Silverwater NSW 1811

2. Actual wages for the period of insurance (cont.)

B. Details of apprentices – included above (see note under apprentice incentive scheme in definitions)

Description of work performed	Total no. of apprentices	Total gross apprentice wages (incl. superannuation) (\$)	Office use WIC code

C. Contract workers who are deemed to be your employee

(see note under **Contractor** in **Definitions**) – record the full contract value in column (3) – an amount must be entered in this column. Do not include any GST payable in this figure. For the purposes of calculating contractor remuneration, enter further details re the breakdown of the full contract value into the \$ value of labour and other components (if known) into the applicable column (4), (5), (6) or (7).

If these amounts are not known, place an 'X' in the column that predominantly reflects the components included in the contract without providing \$ figures.

(1) Description of work performed	(2) Total no. of contract workers	(3) Full contract value (\$)	(4) Labour only (\$)	(5) Labour and tools (\$)	(6) Labour and plant (\$)	(7) Labour, tools, plant and materials (\$)	(8) Office use WIC code

D. Non-wage based business activities

If you are a taxi operator, you will need to provide the following additional information: a list of plate/s held at the beginning of the period of insurance (including plate number/s), purchase/sale dates of any plate/s that have changed hands in both the previous and current 12 months, indicate if plate/s are metropolitan or country, and the average number of bailee shifts/week per plate.

Please provide this information on the supplementary form available from the NSW Taxi Council or on a separate sheet and then attach to this form.

No. of per capita units	Description – eg. taxi plates, rides, bouts, games, etc.

3. Business activity

Please provide a clear description of your business activity and the goods/services you produce/handle/supply

4. Grouping of related employers

A. Grouping details

Are you a member of a Group that pays combined wages in excess of \$750,000 in New South Wales? (see note under **Grouping of related employers** in **Definitions**)

Yes No

If No, complete the declaration (section 5).

If Yes, have you registered with **icare** as a member of a Group?

Yes No

If Yes, what is your Group Number?

If you are a member of a Group and have not registered, go to www.icare.nsw.gov.au to download a grouping registration form.

If you have any questions about grouping, contact **icare** on 13 44 22.

B. Group changes including business acquisitions

Have any related employers left or joined the Group during the relevant period of insurance?

Yes No

Have you purchased or taken over another company or part thereof within the last period of insurance?

Yes No

If Yes to either of the above, provide details below. If insufficient space please attach a separate sheet.

5. Declaration by employer or their authorised representative

I, PRINT NAME

- declare that the wages declaration which states the total wages paid to workers, details of apprentice wages, a description of the business activities and the number of workers employed for the period of insurance outlined above is made in accordance with the records required to be kept under the *Workers Compensation Act 1987*
- acknowledge that the Premium Forms Definitions supplement has been provided to me
- consent to the information provided in this form, and any further information provided, be used for the purpose of evaluating and administering the employer's workers compensation policy, and any related purpose
- am authorised by the employer to complete this form and sign this declaration on behalf of the employer.

Penalties may apply for providing false, misleading or incomplete information.

Signature of person authorised to act on behalf of employer

Date

Position

Definitions

To assist employers to complete this form a **Premium Forms Definitions** supplement is available separately. The **Definitions** supplement is common to the Insurance Proposal, Declaration of Estimated Wages, Declaration of Actual Wages and Request for Certificate of Currency and Statement of Wages forms.

Please contact **icare** for the **Definitions** supplement if it has not been provided with this form. Employers are required to acknowledge that they have obtained the **Definitions** supplement when completing this form.

Disclaimer

This form provides information and may refer to some of your obligations under the various workers compensation and occupational health and safety legislation that **icare** administers. To ensure you comply with your legal obligations you must refer to the appropriate Acts and regulations at www.icare.nsw.gov.au

From: Concord High School P&C
Sent: Wednesday, 4 December 2019 4:00 PM
To: Ela Comertpay
Cc: Glenn Harris; Angela Smith; Kathryn Zerk; Linda Dunkin
Subject: RE: Notice: Liability Insurance Schedules

Thank you Ela

Sent from [Mail](#) for Windows 10

From: [Ela Comertpay](#)
Sent: Wednesday, 4 December 2019 2:31 PM
To: [Concord High School](#)
Subject: RE: Notice: Liability Insurance Schedules

Good Afternoon Donna,

Thank you for your email, please find attached amended certificate of currency.

Thank you & Kind Regards,

Ela Comertpay



Ela Comertpay Dip Fin Serv (Brok Tier 1)
Suite 401, 12 Century Circuit Baulkham Hills NSW 2153
PO Box 6923 Baulkham Hills NSW DC 2153
T: 1300 885 982 option 1 F: 02 9680 1699 M: 0403 083 090
Email: ela@andrewsinsurance.com.au Website: www.andrewsinsurance.com.au

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From: Concord High School <concordhighschool@pandcaffiliate.org.au>
Sent: Wednesday, 4 December 2019 12:37 PM
To: Ela Comertpay <insurance@pandc.org.au>
Subject: FW: Notice: Liability Insurance Schedules

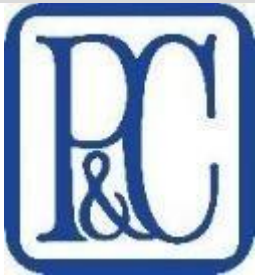
Good afternoon

Please update the Insurance Schedule for Concord High School P&C (attached)

Regards
Donna Hogan

Sent from [Mail](#) for Windows 10

From: mail@pandc.org.au
Sent: Wednesday, 13 November 2019 1:50 PM
To: ConcordHighSchool@pandcaffiliate.org.au
Cc: concordhighschool@pandcaffiliate.org.au
Subject: Notice: Liability Insurance Schedules



Hello Concord High School P&C Association,

We have been advised of a possible misprint on Liabilities Insurance Schedules issued to P&C Associations in the below documents:

- OOSH Operations Members
- Stall Holders
- Tutors
- Vacation Care
- Before & After School Care Members
- Members, general

If your P&C Association has any of the insurances listed above where the Property in physical or Legal Control is listed, the amount should read \$500,000.

If you require an updated copy, please contact Andrews Insurance by emailing insurance@pandc.org.au.

Certificate of Currency

BROADFORM LIABILITY INSURANCE

Policy Number: 10M 9907324

Insured: The Federation of Parents & Citizens Associations of New South Wales and all affiliated Parents & Citizens Associations and kindred bodies including voluntary sub-committees as designated by the Federation of Parents & Citizen Associations of New South Wales including any member of the Named Insured whilst acting on behalf of the Named Insured.

Nominated P&C Business Description: *Concord High School P&C Association
Principally raising funds for educational purposes, promotion of the interests of the schools to the public and the Department of Education and Communities, property owners

Policy Period: (From) 01 August 2019 at 4:00pm local time at the place of issue
(To) 01 August 2020 at 4:00pm local time at the place of issue

Limit of Liability:

Public Liability	\$50,000,000	any one Occurrence
Advertising Liability	\$50,000,000	any one Occurrence
Products Liability	\$50,000,000	any one Occurrence and in the aggregate for any one Policy Period
Property in physical or Legal Control	\$500,000	any one Occurrence

Wording: CGU Broadform CID0332 REV3 09/18

Signed on behalf of CGU

Laura Lawrence
Senior Liability Underwriter




Insurance Australia Ltd Trading as CGU Insurance ABN 11 000 016 722 AFSL 227 681

From: noreply@optus.com.au
Sent: Friday, 20 December 2019 2:57 AM
To: CONCORDHIGHSCHOOL@PANDCAFFILIATE.ORG.AU
Subject: Friendly Payment Reminder

[View Online](#)

OPTUS

Friendly payment reminder

Hi MAY,

Your bill payment on account 62194008363 is a little late, so we're getting in touch to get things back on track. Please pay \$60.00 online [here](#), in the [My Optus app](#), or via your preferred payment option.



 [SMS me a direct download link >](#)

If you've recently made payment, or arranged a payment extension, please disregard.

Need extra time or some support?

If you require an extension, head to the [My Optus app](#)

If you're experiencing financial difficulties or need help with a payment plan we might be able to help. Find out more at optus.com.au/financialhardship.

Thanks,

Your Optus Team

Ready and waiting

Contact Us

Yes Crowd

Privacy

This email was sent by: Optus 1 Lyonpark Road Macquarie Park, NSW, 2113, Australia. If you are not the intended recipient and we've sent this email to you in error, please let us know [here](#).

THIS IS A SYSTEM GENERATED EMAIL. PLEASE DO NOT REPLY TO THIS MESSAGE

Tax Invoice

Invoice No: 000094126727
Issue Date: 18 Dec 19
Invoice Period: 17 Nov 19 to 16 Dec 19

Mrs MAY CZERNKOWSKI
CONCORD HIGH SCHOOL
3 STANLEY Street
CONCORD NSW 2137

ACCOUNT NUMBER 6219 4008 363

TOTAL AMOUNT DUE \$90.00

THIS BILL DUE DATE 06 Jan 2020

ABN: 43317153298

Your Recent Charges

18 Dec		\$30.00
18 Nov		\$30.00
18 Oct		\$30.00

Your Last Bill Summary

Overdue - Please pay now

Last Bill	\$60.00
Payments and Adjustments	\$0.00
Balance of last bill	\$60.00

Get answers fast.
Chat with us 24/7.
optus.com.au/LiveChat-Support



This Bill

Service Charges	
0434169203 on \$40 My Plan Plus 12M SIM	\$30.00
Total for this bill (which includes GST of \$2.73)	\$30.00

Total Amount Due \$90.00

Your account is OVERDUE

A late payment fee has been applied if your account is owing more than \$50. Please pay the account now to avoid service restrictions or suspension. If you are having problems paying this account please call **1509** (free call) from your mobile.

If your account is now paid please disregard this notice.

@ optusbusiness.com.au/help

Call 133 343 for help
Mon - Fri 8.30am to 7pm (AEST)

Call 1509 free from your Optus
Mobile 24x7

How to Pay

Please pay by the due date to avoid late payments fees. For details, visit www.optus.com.au/latefees.

* Pay with Direct Debit - the fee free way to go. From 01 Jan 2018, for all other payments made via credit, debit or charge cards, the payment processing fee will increase to 0.427% (incl. GST).

BPAY®



Pay from your savings account via internet or phone banking. More info: www.bpay.com.au

Billers Code: 959197
Cust Ref: 62194008363

Direct Debit



Set-up Direct Debit to have the total amount due deducted from your nominated savings, or credit/debit card on the due date. To apply or for more details go to www.optus.com.au/directdebit

Credit Card*

Pay using **My Optus App** or the options below.
Online: www.optus.com.au/paymybill
Phone: **1300 309 309**
Please note transaction limits apply.

POST billpay®



Pay in-store at Australia Post. A transaction fee of \$1.75 will apply for these payments.



*2289 62194008363

23

From: noreply@optus.com.au
Sent: Saturday, 1 February 2020 11:40 AM
To: CONCORDHIGHSCHOOL@PANDCAFFILIATE.ORG.AU
Subject: Final reminder before restriction

OPTUS

Final reminder before restriction

Hi MAY,

Your Optus account 62194008363 is overdue.

Pay \$90.00 now to avoid service restriction on 01/02/2020 online [here](#), in the [My Optus app](#), or via your preferred payment option.



 SMS me a direct download link >

If you've recently made payment, or arranged a payment extension, please disregard.

What happens if I don't pay?

It's likely you'll see late fees applied and we may also restrict service(s) on other Optus accounts listed in your name if the amount owing remains unpaid. Contract payments including device repayments also continue to be charged while your services remain restricted.

Need extra time or some support?

If you require an extension, head to the [My Optus app](#)

If you're experiencing financial difficulties or need help with a payment plan we might be able to help. Find out more at optus.com.au/financialhardship.

From: ElectorateOffice Drummoyne
Sent: Thursday, 19 December 2019 3:37 PM
To: 'concordhighschool@pandcaffiliate.org.au'
Subject: RE: Is this ok to send? RE: Automatic reply: Cooler classrooms

Dear Ms Hogan

Thank you for your email.

Our office has contacted the office of the NSW Minister for Education, the Hon Sarah Mitchell MLC in relation to finding out some more information about this grant. The advice our office has received was that the grant applications are still currently being assessed. If you do not hear of an outcome by the first quarter of next year, please contact our office again and we will contact the Minister's office once more for an update.

Hope this information is of assistance.

Kind Regards

Stephanie Di Pasqua JP

Electorate Officer

Office of The Hon John Sidoti MP
Member for Drummoyne
Minister for Sport, Multiculturalism, Seniors and Veterans

128 Great North Road, Five Dock NSW 2046
Phone: 9713 2999
Fax: 9713 2911
Email: drummoyne@parliament.nsw.gov.au

Please note: I work Monday, Tuesday, Wednesday and Thursday only

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From: Concord High School <concordhighschool@pandcaffiliate.org.au>
Sent: Monday, 9 December 2019 1:56 PM
To: ElectorateOffice Drummoyne <ElectorateOffice.Drummoyne@parliament.nsw.gov.au>
Subject: FW: Automatic reply: Cooler classrooms

Good afternoon

I recently contacted School Infrastructure at Dept of Education in relation to the Cooler Classrooms program. Concord High School applied under Round 2 of this initiative early in 2019 and hasn't heard of any outcome to date. My inquiry to the Department about this initiative and when the school might be advised if its application has been successful has not been responded to yet. I was wondering if your office could assist us to find out further information?

Kind regards
Donna Hogan
Secretary – CHS P&C

Sent from [Mail](#) for Windows 10

From: [SchoolInfrastructure](#)
Sent: Wednesday, 4 December 2019 2:05 PM
To: [Concord High School](#)
Subject: Automatic reply: Cooler classrooms

Thank you for taking the time to send us an email. We are looking into your enquiry and we will get back to you soon.

Your feedback is important to us.

Kind regards

Community Engagement Team
School Infrastructure NSW
Community Hotline 1300 482 651

[Please note: SINSW's community phone and email lines are staffed only during Monday – Friday, 9am - 5pm]

This message is intended for the addressee named and may contain
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From: mail@pandc.org.au
Sent: Wednesday, 11 December 2019 11:37 AM
To: ConcordHighSchool@pandcaffiliate.org.au
Cc: concordhighschool@pandcaffiliate.org.au
Subject: Have you considered Student Injury Insurance



P&C Federation's Insurance Brokers



ANDREWS

INSURANCE
SERVICES
TO BUSINESS

Hello Concord High School P&C Association,

What happens if a student gets injured at school?

Did you know The NSW Department of Education does not provide accident or medical insurance for students enrolled in government schools?

Rather, the department is insured so that it can meet the financial impact of any legal liabilities arising from its activities.

The NSW Treasury Managed Fund provides cover for the department's day-to-day activities. The public liability component covers breaches by the department in its duty of care to students that result in claims for compensation.

The good news is your school can purchase an Insurance Policy covering every student enrolled in the school, in the event of an accident.

It's called **Student Injury Insurance**, and is available to Government schools if you have membership with Federation of P&C Association of NSW.

To purchase a policy all you have to do is complete the 2020 Student Injury application form: [Click here](#)

As the appointed broker to the Federation of P&C Association, **Andrews Insurance Services Pty Ltd** would be happy to issue this cover for you upon request.

The cover is issued by a specialised Underwriting Agency Accident and Health International Underwriting Pty Ltd.

Certain cover is extended to 24 hours a day, 7 days a week and all cover is Australia Wide. Benefits cover all students of the Nominated School of the Insured including authorised parents, carers and teachers.

The period of Insurance is 1st February 2020 – 1st February 2021 and cover will start effective from the date your application is submitted/received on formstack.

The policy can be purchased by the **Principal or by the Schools P&C Association** on a whole school basis which the cost calculated on a set fee per student enrolled at the school.

The policy applies to all students enrolled at your school. The premium is calculated on a per student basis. This policy is not currently available on an individual student basis.

\$4.37 per student for schools with 1-499 Students(includes GST)

\$3.96 per student for schools with 500-999 Students(includes GST)

\$3.56 per student for schools with 1000-1499 Students(includes GST)

\$3.15 per student for schools with 1500 or more Students(includes GST)

Improvements in the Student Injury Policy this Year – with premiums remaining the same! The changes are below;

- Death and Capital Benefits, increased in cover for ‘school activities’ and ‘outside of school activities’
- Dental Benefit now extends to ‘outside of school activities’ with a \$2,500 limit
- Broken Bone Benefit Cover sum insured amount increased and all Broken Bone Benefit cover now extends to ‘outside of school activities’
- Out of Pocket Expenses Benefit extends to ‘outside of school activities’
- Student Tutorial Benefit – Students extends to ‘outside school activities’

For a full list of benefits please see the table of cover and PDS Wording.

This policy is a sure way of supporting the duty of the care is provided to the student in the school community.

For more information or to speak to one of our representatives about **Student Injury Insurance** call **1300 885 982 option 1**

Andrews Insurance Services Pty Ltd

email : ais@andrewsinsurance.com.au or Phone [02.9680.1700](tel:02.9680.1700)

Website: www.andrewsinsurance.com.au

Ela Comertpay ela@andrewsinsurance.com.au

Angela Reid angela@andrewsinsurance.com.au

Thank you & Kind Regards,

Ela Comertpay

Ela Comertpay Dip Fin Serv (Brok Tier 1)

Suite 401, 12 Century Circuit Baulkham Hills NSW 2153

PO Box 6923 Baulkham Hills NSW DC 2153

T: 1300 885 982 option 1 F: 02 9680 1699 M: 0403 083 090

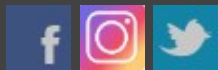
Email: ela@andrewsinsurance.com.au Website: www.andrewsinsurance.com.au

Federation of Parents and Citizens Associations of New South Wales

55 Phillip St (Locked Bag 5114) Parramatta NSW 2124

1300 885 982 | mail@pandc.org.au | www.pandc.org.au

Connect with us:



This email was sent to ConcordHighSchool@pandcaffiliate.org.au.

If you have received this email & have supplied a private email address this email has been sent via BCC to this address. [If you would like to be removed for our information please email your school name and your position with your email address to \[mail@pandc.org.au\]\(mailto:mail@pandc.org.au\).](#)

From: noreply@icare.nsw.gov.au
Sent: Tuesday, 7 January 2020 12:50 PM
To: concordhighschool@pandcaffiliate.org.au
Subject: Your final premium adjustment



Dear Emma

Thank you for submitting your actual wage declaration for CONCORD HIGH SCHOOL P&C ASSOCIATION. We've now adjusted your premium based on this information.

Policy number	121763501
Policy period	30/09/2018 to 30/09/2019
Premium due	07/02/2020
Amount	-\$85.02

Please find attached your policy information pack and payment information.

If you have any questions about your policy we're happy to help. Please contact us on 13 44 22.

Emma Wakefield
CONCORD HIGH SCHOOL P&C ASSOCIATION
3 Stanley Street
CONCORD NSW 2137

employer name

CONCORD HIGH SCHOOL P&C ASSOCIATION

policy number

121763501

policy period

30/09/2018 - 30/09/2019

Dear Emma

Adjustment to your icare workers compensation insurance policy

Thank you for providing your Declaration of Actual Wages to icare workers insurance.

Based on the information you provided, your actual premium for the 30/09/2018 to 30/09/2019 period of insurance has been calculated and has resulted in an adjustment to your previously calculated premium.

Further information about this adjustment can be found in your premium information pack and tax invoice enclosed with this letter.

If you require any further assistance or information, or have difficulties with making a payment, please contact us on 13 44 22.

Yours sincerely

Ian David
Manager, Underwriting Operations
icare workers insurance

icare Workers Insurance is committed to a better system with less red tape so employers can get on with running their businesses, making workplaces and the NSW economy more productive.

how to connect with us



P: 13 44 22

E: underwriting.operations@icare.nsw.gov.au

1

Your Average Performance Premium (APP) *previously Basic Tariff Premium (BTP)

Your insurance should be easy to manage and provide certainty. For transparency, your APP is calculated by multiplying your industry classification rate by your total annual wages.

Your WIC No	Your Rate	Your Wages	Your APP
522100	1.440%	\$14,606.00	\$210.33

\$210.33

2

Your Employer Safety Incentive (ESI)

icare is making NSW workplaces safer through providing an ESI. You have received an ESI which will help to contribute towards your investment in a safer workplace and support your work safety program. This is how your ESI was calculated:

Your ESI rate	Your Average Performance Premium(APP)	Your ESI
10%	\$210.33	\$21.03

-\$21.03

3

Return To Work Incentive (RTWI)

A new incentive rewards employers who proactively help injured workers return to suitable work safely. The table below shows how it is applied to reduce your claim costs.

Your RTWI rate	Your Average Performance Premium(APP)	Your RTWI
0%	\$210.33	\$0.00

\$0.00

Plus levies	Rate %	Wages \$	Levy
Dust Disease Contribution (D)			\$1.61

your premium

\$190.91

Including levies

34

we care for the people of nsw



The NSW Government recently made some changes to the NSW Workers Compensation Scheme to make it fairer, sustainable and focused on the customer. These changes included establishing Insurance and Care NSW (icare), a new organisation created to deliver the State's insurance and care schemes.

icare Workers Insurance protects and cares for the community of NSW by offering simple and affordable insurance, injury protection and return-to-work solutions.

icare is committed to delivering a consistent, high-quality customer experience. We do this by actively engaging with our customers and the NSW community to build a NSW Workers Insurance Scheme that rewards employers who focus on the safety and return-to-work of their employees. We are also developing a simpler, fairer and more transparent claims process that empowers injured workers and employers.

Our workers insurance scheme protects over 290,000 businesses, 3.3 million workers and our broader NSW community. We expect these numbers will continue steadily increasing as we receive more new business and customer enquiries.



Emma Wakefield
CONCORD HIGH SCHOOL P&C ASSOCIATION
3 Stanley Street
CONCORD NSW 2137

date issued	07/01/2020
invoice number	1007745815
total payable	-\$85.02 incl. GST
due date	07/02/2020

employer name
CONCORD HIGH SCHOOL P&C ASSOCIATION

policy number
121763501

policy period
30/09/2018 - 30/09/2019

payment schedule

PAYMENT DESCRIPTION	PREMIUM	GST	AMOUNT
Premium Payable	-\$77.29	-\$7.73	-\$85.02

Please note:

- Payments received after the due date may incur a late payment fee of 0.808% per month, compounding monthly.
- Any payments made within the last 24 hours will not be reflected on this invoice.

Remittance

Tear here

icare™
workers insurance

policy number

121763501

amount paid

\$

_____ . _____

PREFERRED METHODS OF PAYMENT

DIRECT DEBIT

Direct Debit is available by visiting icare.nsw.gov.au
Or please send your completed authority form to paymentservices@icare.nsw.gov.au
Or Post: PO Box 6766, Silverwater NSW 1811

ONLINE OR PHONE

Visit icare.nsw.gov.au or call 13 44 22 to pay by credit card. A payment processing fee is applied to credit card payments of 0.30% plus applicable GST (VISA & MasterCard).

CHEQUE

Please fill in the amount paid and return this remittance slip with your cheque.
Please send cheques to:
GPO Box 1603,
Sydney NSW 2001

BPAY - TELEPHONE AND INTERNET BANKING

Contact your bank, credit union or building society to make this payment from your bank account.
More info: www.bpay.com.au



Bill Code: 258251
Ref: 121763501669

icare™ is the brand of Insurance & Care NSW and acts for the Workers Compensation Nominal Insurer ABN 83 564 379 108

+00000121763501>

+009119+

<0000966637>

<0000(8502)> +44+

Emma Wakefield
CONCORD HIGH SCHOOL P&C ASSOCIATION
3 Stanley Street
CONCORD NSW 2137

date issued	07/01/2020
invoice number	1007745815
total payable	-\$85.02 incl. GST
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CONCORD HIGH SCHOOL P&C ASSOCIATION

policy number
121763501

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30/09/2018 - 30/09/2019

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Tear here

icare™
workers insurance

policy number

121763501

amount paid

\$

PREFERRED METHODS OF PAYMENT

DIRECT DEBIT

Direct Debit is available by visiting icare.nsw.gov.au
Or please send your completed authority form to paymentservices@icare.nsw.gov.au
Or Post: PO Box 6766, Silverwater NSW 1811

ONLINE OR PHONE

Visit icare.nsw.gov.au or call 13 44 22 to pay by credit card. A payment processing fee is applied to credit card payments of 0.30% plus applicable GST (VISA & MasterCard).

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Sydney NSW 2001

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Bill Code: 258251
Ref: 121763501669

icare™ is the brand of Insurance & Care NSW and acts for the Workers Compensation Nominal Insurer ABN 83 564 379 108

+00000121763501>

+009119+

<0000966637>

<0000(8502)> +444+ **38**

Company Information

ABN: 18 246 198 266
 NSW Government Schools
 105 Phillip Street
 PARRAMATTA NSW 2150



Education
Public Schools

Bill To

Concord High School P&C Association
 C/- Concord High School
 3 Stanley Street
 CONCORD NSW 2137

Tax Invoice**Sales Office**

Concord High School
 Stanley St
 CONCORD NSW 2137

Customer Number	8031060
Invoice Number	9000180125
Invoice Date	09/12/2019
Payment Due Date	08/01/2020
Reference Document	10091566
Order Date	05/12/2019
PO Number	Concord HS
Contact Name	Phillis Munoz
For assistance	1300 32 32 32
Email	EDConnect.accountsreceivable@det.nsw.edu.au

Payment Terms: Full payment due in 30 days from invoice date

Item	Description	Quantity	Unit Price	GST	GST Inclusive Amount
1	ProFan for School Hall	1.000 EA	11,750.00	0.00	11,750.00

AUD Total Including GST

\$11,750.00

Payment Options: Remittance advices should be emailed to: EDConnect.accountsreceivable@det.nsw.edu.au

Electronic Funds Transfer:

Ref: 9000180125
 BSB: 032-807
 Acct #: 8031060
 Contact your participating Financial Institution to make payment from your savings or credit card account

Phone Payment:

Phone: 1300 939 754 (automated service)
 Options: Visa (Credit or Debit Card)
 Mastercard (Credit or Debit Card)
 Select Option 1: NSW Public Schools

Cheque or Money Order:

Please detach the Remittance Slip and return with cheque payments.
 Please make cheques payable to "NSW Government Schools".

BPAY:

Billers Code: 225078
 Ref: 000803106085359
 Contact your participating Financial Institution to make payment from your savings or credit card account

Post BILLPAY:

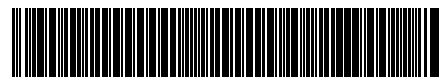
Pay at any Post Office by cash, cheque or from your cheque or savings account.

Payment Advice

Customer No: 8031060
Invoice: 9000180125
Total excl. GST: 11,750.00
Total GST: 0.00
Total Incl. GST: 11,750.00

Send Payment To-

NSW Department of Education
 EDConnect - Accounts Receivable
 Locked Bag 7013
 Bathurst NSW 2795



*455 1623 0000080310608535 51

Company Information

ABN: 18 246 198 266
 NSW Government Schools
 105 Phillip Street
 PARRAMATTA NSW 2150



Education
 Public Schools

Bill To

Concord High School P&C Association
 C/- Concord High School
 3 Stanley Street
 CONCORD NSW 2137

Tax Invoice**Sales Office**

Concord High School
 Stanley St
 CONCORD NSW 2137

Customer Number	8031060
Invoice Number	9000180127
Invoice Date	09/12/2019
Payment Due Date	08/01/2020
Reference Document	10091570
Order Date	05/12/2019
PO Number	Concord HS
Contact Name	Phillis Munoz
For assistance	1300 32 32 32
Email	EDConnect.accountsreceivable@det.nsw.edu.au

Payment Terms: Full payment due in 30 days from invoice date

Item	Description	Quantity	Unit Price	GST	GST Inclusive Amount
1	ClickView	1.000 EA	7,594.92	0.00	7,594.92

AUD Total Including GST

\$7,594.92

Payment Options: Remittance advices should be emailed to: EDConnect.accountsreceivable@det.nsw.edu.au

Electronic Funds Transfer:**EFT**

Ref: 9000180127
 BSB: 032-807
 Acct #: 8031060
 Contact your participating Financial Institution to make payment from your savings or credit card account

Phone Payment:

Phone: 1300 939 754 (automated service)
 Options: Visa (Credit or Debit Card)
 Mastercard (Credit or Debit Card)
 Select Option 1: NSW Public Schools

Cheque or Money Order:

Please detach the Remittance Slip and return with cheque payments. Please make cheques payable to "NSW Government Schools".

BPAY:

Billers Code: 225078
 Ref: 000803106085359
 Contact your participating Financial Institution to make payment from your savings or credit card account

Post BILLPAY:

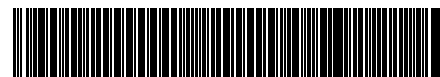
Pay at any Post Office by cash, cheque or from your cheque or savings account.

Payment Advice

Customer No: 8031060
Invoice: 9000180127
Total excl. GST: 7,594.92
Total GST: 0.00
Total Incl. GST: 7,594.92

Send Payment To-

NSW Department of Education
 EDConnect - Accounts Receivable
 Locked Bag 7013
 Bathurst NSW 2795



*455 1623 0000080310608535 51

Company Information

ABN: 18 246 198 266
 NSW Government Schools
 105 Phillip Street
 PARRAMATTA NSW 2150



Education
Public Schools

Bill To

Concord High School P&C Association
 C/- Concord High School
 3 Stanley Street
 CONCORD NSW 2137

Tax Invoice**Sales Office**

Concord High School
 Stanley St
 CONCORD NSW 2137

Customer Number	8031060
Invoice Number	9000180126
Invoice Date	09/12/2019
Payment Due Date	08/01/2020
Reference Document	10091567
Order Date	05/12/2019
PO Number	Concord HS
Contact Name	Phillis Munoz
For assistance	1300 32 32 32
Email	EDConnect.accountsreceivable@det.nsw.edu.au

Payment Terms: Full payment due in 30 days from invoice date

Item	Description	Quantity	Unit Price	GST	GST Inclusive Amount
1	EzyShades for Students cover	1.000 EA	9,800.00	0.00	9,800.00

AUD Total Including GST

\$9,800.00

Payment Options: Remittance advices should be emailed to: EDConnect.accountsreceivable@det.nsw.edu.au

Electronic Funds Transfer:

Ref: 9000180126
 BSB: 032-807
 Acct #: 8031060
 Contact your participating Financial Institution to make payment from your savings or credit card account

Phone Payment:

Phone: 1300 939 754 (automated service)
 Options: Visa (Credit or Debit Card)
 Mastercard (Credit or Debit Card)
 Select Option 1: NSW Public Schools

Cheque or Money Order:

Please detach the Remittance Slip and return with cheque payments.
 Please make cheques payable to "NSW Government Schools".

BPAY:

Billers Code: 225078
 Ref: 000803106085359
 Contact your participating Financial Institution to make payment from your savings or credit card account

Post BILLPAY:

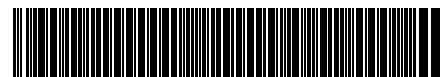
Pay at any Post Office by cash, cheque or from your cheque or savings account.

Payment Advice

Customer No: 8031060
Invoice: 9000180126
Total excl. GST: 9,800.00
Total GST: 0.00
Total Incl. GST: 9,800.00

Send Payment To-

NSW Department of Education
 EDConnect - Accounts Receivable
 Locked Bag 7013
 Bathurst NSW 2795



*455 1623 0000080310608535 51

Company Information
 NSW Government Schools
 ABN: 18 246 198 266
 105 Phillip Street
 Parramatta NSW 2150



Education
 Public Schools

Account Statement

Date: 07/01/2020

Customer No: 8031060

Statement as on: 07/01/2020

CONCORD HIGH SCHOOL P&C ASSOCIATION
 3 STANLEY STREET
 CONCORD NSW 2137

Send Payment To:

NSW Department of Education
 EDConnect - Accounts Receivable
 Locked Bag 7013
 Bathurst NSW 2795

For assistance, contact EDConnect on 1300 32 32 32
or email EDConnect.accountsreceivable@det.nsw.edu.au

* indicates invoice is currently under dispute by customer

Document Number	Transaction Date	Details	Dispute ID	Amount	Payments Received	Adjustments	Outstanding Balance Due
9000180125	09/12/2019	Concord HS		11,750.00	0.00	0.00	11,750.00
9000180126	09/12/2019	Concord HS		9,800.00	0.00	0.00	9,800.00
9000180127	09/12/2019	Concord HS		7,594.92	0.00	0.00	7,594.92
Amount Outstanding						\$	29,144.92

Company Information
NSW Government Schools
ABN: 18 246 198 266
105 Phillip Street
Parramatta NSW 2150



Education
Public Schools

Account Statement

Date: 07/01/2020

Customer No: 8031060

Statement as on: 07/01/2020

Payment Options: Remittance advices should be emailed to: EDConnect.accountsreceivable@det.nsw.edu.au

Electronic Funds Transfer

EFT

Ref: Invoice Number/s
BSB: 032-807
Acct #: 8031060

Contact your participating Financial Institution to make payment from your savings or credit card account

Phone Payment:



Phone: 1300 939 754 (automated service)
Options: Visa (Credit or Debit Card)
Mastercard (Credit or Debit Card)
Select Option 1: NSW Public Schools

Cheque or Money Order



Please detach the Remittance Slip and return with cheque payments.
Please make cheques payable to "NSW Government Schools".

BPAY:



Billers Code: 225078
Ref: 000803106010605
Contact your participating Financial Institution to make payment from your savings or credit card account

Post BILLPAY:



Pay at any Post Office by cash, cheque or from your cheque or savings account.

Please return this section with your payment

Statement Date - 07/01/2020

Payment Advice

Customer No: 8031060
Amount Outstanding: \$ 29,144.92

Send Payment To -

NSW Department of Education
EDConnect - Accounts Receivable
Locked Bag 7013
Bathurst NSW 2795



*455 1623 0000080310601060 90

From: Community Building Partnership Account
Sent: Friday, 24 January 2020 5:30 PM
To: Donna Hogan
Subject: CBP 2018 - Project Completion by 31 March 2020

Dear Concord High School P&C Association

CBP2018 – Project Completion for CBP18 - 2347 - New Concrete Pathway and All Weather Awning Cover due by 31 March 2020.

With the holiday season coming to an end, CBP would like to remind organisations of the timelines for project completion. When your Organisation signed the 2018 Funding Deed, a commitment was made to the following dates:

- Project completion - **31 March 2020** and
- Submission of completion report - **30 April 2020.**

At this stage, projects should be nearing completion and looking to complete one of the following options:

OPTION 1 - If your project is complete:

1. Read the *2018 Completion Report - Help Guide* (attached) which will help you access, complete and submit the online completion report.
2. Log onto your Smartygrants portal at <https://communitybuildingpartnership.smartygrants.com.au/applicant/login> to access your completion report under **My Submissions**.
3. Attach evidence of project completion - refer to the *CBP Evidence Required for Completion* in the attachment.
4. Submit the online completion report no later than **30 April 2020.**

OPTION 2 - If your project will not meet the 31 March 2020 completion date, please contact the CBP team as soon as possible at CBP2018@facns.nsw.gov.au or 8753 8144 to allow time to discuss a possible "Project Variation Request".

In the meantime, we wish you the best for the completion of your project.

Kind regards
CBP Team

Community Building Partnership Program
Department of Communities and Justice
P: 02 8753 8144
E: CBP2018@facns.nsw.gov.au
W: www.nsw.gov.au/cbp



COMMUNITY

News



Term 1, 2020, Special Edition

January 2020

INFORMATION & HELP AVAILABLE TO BUSHFIRE AFFECTED COMMUNITIES

We have all, in one way or another, been affected by the recent bushfires. Our communities are facing devastating conditions and while many, many people will be impacted differently, everyone at some point has felt a range of emotions.

As a community, we need to connect with people and seek help and support from one another. This is what we are good at, this is how we can start to recover and rebuild our communities.

Below are some of the services and support available to those affected as well as some ways you can help if you can.

P&C Federation Team

We would also like to acknowledge and thank the hard working volunteers and the RFS for their outstanding, remarkable and tireless efforts and dedication in protecting our homes, communities and wildlife.

<p>Disaster Recovery Grants Apply for up to \$15,000</p> <p>CLICK HERE</p>	<p>School Safety Updates Information on non-operational schools</p> <p>CLICK HERE</p>	<p>Free Legal Service Disaster Response Legal Service NSW</p> <p>CLICK HERE</p>	<p>Phone + internet relief Stay connected and informed</p> <p>CLICK HERE</p>
<p>Carer's Leave information Has your child's school been affected?</p> <p>CLICK HERE</p>	<p>Health Advice & Support Health & Mental Health information and support</p> <p>CLICK HERE</p>	<p>Volunteering or Donating If you would like to help</p> <p>CLICK HERE</p>	<p>Other Information For other support and services</p> <p>CLICK HERE</p>

www.pandc.org.au

1300 885 982

mail@pandc.org.au

Click [here](#) to unsubscribe or [here](#) to edit your subscription

Company Information

NSW Government Schools
 ABN: 18 246 198 266
 105 Phillip Street
 Parramatta NSW 2150



Education
 Public Schools

Account Statement

Date: 07/01/2020

Customer No: 8031060

Statement as on: 07/01/2020

CONCORD HIGH SCHOOL P&C ASSOCIATION
 3 STANLEY STREET
 CONCORD NSW 2137

Send Payment To:

NSW Department of Education
 EDConnect - Accounts Receivable
 Locked Bag 7013
 Bathurst NSW 2795

For assistance, contact EDConnect on 1300 32 32 32
or email EDConnect.accountsreceivable@det.nsw.edu.au

* indicates invoice is currently under dispute by customer

Document Number	Transaction Date	Details	Dispute ID	Amount	Payments Received	Adjustments	Outstanding Balance Due
9000180125	09/12/2019	Concord HS		11,750.00	0.00	0.00	11,750.00
9000180126	09/12/2019	Concord HS		9,800.00	0.00	0.00	9,800.00
9000180127	09/12/2019	Concord HS		7,594.92	0.00	0.00	7,594.92
Amount Outstanding						\$	29,144.92

Company Information
NSW Government Schools
ABN: 18 246 198 266
105 Phillip Street
Parramatta NSW 2150



Education
Public Schools

Account Statement

Date: 07/01/2020

Customer No: 8031060

Statement as on: 07/01/2020

Payment Options: Remittance advices should be emailed to: EDConnect.accountsreceivable@det.nsw.edu.au

Electronic Funds Transfer

EFT

Ref: Invoice Number/s
BSB: 032-807
Acct #: 8031060

Contact your participating Financial Institution to make payment from your savings or credit card account

Phone Payment:



Phone: 1300 939 754 (automated service)
Options: Visa (Credit or Debit Card)
Mastercard (Credit or Debit Card)
Select Option 1: NSW Public Schools

Cheque or Money Order



Please detach the Remittance Slip and return with cheque payments. Please make cheques payable to "NSW Government Schools".

BPAY:



Billers Code: 225078
Ref: 000803106010605
Contact your participating Financial Institution to make payment from your savings or credit card account

Post BILLPAY:



Pay at any Post Office by cash, cheque or from your cheque or savings account.

Please return this section with your payment

Statement Date - 07/01/2020

Payment Advice

Customer No: 8031060
Amount Outstanding: \$ 29,144.92

Send Payment To -

NSW Department of Education
EDConnect - Accounts Receivable
Locked Bag 7013
Bathurst NSW 2795



*455 1623 0000080310601060 90

Company Information
 NSW Government Schools
 ABN: 18 246 198 266
 105 Phillip Street
 Parramatta NSW 2150



Education
 Public Schools

Account Statement

Date: 04/02/2020

Customer No: 8031060

Statement as on: 04/02/2020

CONCORD HIGH SCHOOL P&C ASSOCIATION
 3 STANLEY STREET
 CONCORD NSW 2137

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* indicates invoice is currently under dispute by customer

Document Number	Transaction Date	Details	Dispute ID	Amount	Payments Received	Adjustments	Outstanding Balance Due
9000180125	09/12/2019	Concord HS		11,750.00	0.00	0.00	11,750.00
9000180126	09/12/2019	Concord HS		9,800.00	0.00	0.00	9,800.00
9000180127	09/12/2019	Concord HS		7,594.92	0.00	0.00	7,594.92
Amount Outstanding						\$	29,144.92

Company Information
NSW Government Schools
ABN: 18 246 198 266
105 Phillip Street
Parramatta NSW 2150



Education
Public Schools

Account Statement

Date: 04/02/2020

Customer No: 8031060

Statement as on: 04/02/2020

Payment Options: Remittance advices should be emailed to: EDConnect.accountsreceivable@det.nsw.edu.au

Electronic Funds Transfer

EFT

Ref: Invoice Number/s
BSB: 032-807
Acct #: 8031060

Contact your participating Financial Institution to make payment from your savings or credit card account

Phone Payment:



Phone: 1300 939 754 (automated service)
Options: Visa (Credit or Debit Card)
Mastercard (Credit or Debit Card)
Select Option 1: NSW Public Schools

Cheque or Money Order



Please detach the Remittance Slip and return with cheque payments.
Please make cheques payable to "NSW Government Schools".

BPAY:



Billers Code: 225078
Ref: 000803106010605
Contact your participating Financial Institution to make payment from your savings or credit card account

Post BILLPAY:



Pay at any Post Office by cash, cheque or from your cheque or savings account.

Please return this section with your payment

Statement Date - 04/02/2020

Payment Advice

Customer No: 8031060
Amount Outstanding: \$ 29,144.92

Send Payment To -

NSW Department of Education
EDConnect - Accounts Receivable
Locked Bag 7013
Bathurst NSW 2795



*455 1623 0000080310601060 90



CONCORD HIGH SCHOOL P & C ASSOCIATION REQUEST FOR FUNDING POLICY AND PROCEDURE

Purpose

This policy is for Concord High School staff, students, parents and carers from Concord High School (CHS) who would like to request funding for projects and events that will benefit the students of CHS.

Overview

An important role of the Concord High School P&C is to assist in providing facilities and equipment for the school and in promoting the recreation and welfare of the students at the school.

Further to this, Concord High School P&C Association will consider requests for funding that have a demonstrable benefit for the students of Concord High School, including:

- Initiatives that improve the school's facilities and grounds
- Equipment and resources that will enhance teaching and learning activities
- Programs and services that promote the wellbeing and development of students

The P&C will consider the following factors in determining requests for funding:

1. Does the request fall within the role of the P&C?
2. How many students will benefit if this initiative is approved?
3. How will this initiative enhance or improve the school in any way?

Procedure

i) Annual application process

Each year during Term 1 the P&C will invite members of the school community to submit requests for funding using the attached template.

Requests will be assessed on the basis of the information submitted. The P&C may request further information or invite the applicant to address a P&C meeting.

The P&C President and the School Principal will conduct an initial assessment of the applications received before they are considered at the first meeting of the P&C in term 2.

ii) Ad-hoc applications for funds

Applications that emerge outside of the annual process can be submitted using the same form. These applications will similarly be considered by the P&C President and the Principal before being determined at a P&C meeting.

Please note that all requests must be signed by the Principal, Concord High School before they are forwarded to the P&C President.

Please email the completed form to presidentchspc@gmail.com. Alternatively, hard copies can be addressed to the President, Concord High School P&C and handed to the School Office.

In accordance with the P&C By-Laws (no. 15), notice must be given to the P&C membership for any motion to approve expenditure of \$10,000 or more.

Any funds provided by the P&C are to be used for the purposes outlined in the application. CHS must invoice the P&C for the approved amount and provide proof of payment.

The P&C executive will provide a report to the AGM each year on the funding provided during that year and the projects delivered.

Please email the completed form to presidentchspc@gmail.com. Alternatively, hard copies can be addressed to the President, Concord High School P&C and handed to the School Office.



CONCORD HIGH SCHOOL P & C ASSOCIATION REQUEST FOR FUNDING

Date	
Name & Position/role of Applicant	
Contact information (phone/email address)	
Please detail the initiative you would like funded (supporting information can be attached)	
If your funding application is approved, what are the expected benefit/outcomes to the school and students?	

Please email the completed form to presidentchspc@gmail.com. Alternatively, hard copies can be addressed to the President, Concord High School P&C and handed to the School Office.

What students will benefit if this initiative is approved? Please provide numbers, year group, and any other information to support your request

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Amount requested	\$
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If applicable, please provide a breakdown of costs

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Please attach the documentation required to substantiate the amount requested:
 Funding requests under \$2,000: A minimum of one quote by phone, in-store, catalogue or online
 Funding requests between \$2,000 - \$20,000: A minimum of two written quotes
 Funding requests above \$20,000: A minimum of three written quotes

Principal Support:
 All applications must be signed by the Principal before submitting to the President, P&C Association

Name	Signature	Date
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Applicant Signature:	Date
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Please email the completed form to presidentchspc@gmail.com. Alternatively, hard copies can be addressed to the President, Concord High School P&C and handed to the School Office.



CONCORD HIGH SCHOOL P&C ASSOCIATION CALL FOR 2020 FUNDING APPLICATIONS

Concord High School P&C invites teachers, students, parent and carers from the school community to apply for funding for initiatives that will benefit the students of CHS. Initiatives can include facilities, equipment, learning resources, programs, services and experiences. Funds are drawn from P&C monies accumulated from fundraising initiatives and parent/carer voluntary contributions.

Applications must be made using the P&C Request for Funding Application Form. Applicants should read the P&C Request for Funding Policy and Process prior to completing an application.

Key dates

Date	
24 February 2020 -	2020 Funding Application Process opens <ul style="list-style-type: none">• Notice will be provided in KIT• Principal will brief CHS Executive
20 March 2020	2020 Funding Applications close <ul style="list-style-type: none">• Applications must be signed by CHS Principal and emailed to the P&C President at presidentchspc@gmail.com
By 10 April 2020	Applications reviewed by Principal and P&C President by the end of Term 1
12 May 2020	Applications considered at May P&C Meeting
16 June 2020	Funding applications voted on and determined at P&C Meeting

Please email the completed form to presidentchspc@gmail.com. Alternatively, hard copies can be addressed to the President, Concord High School P&C and handed to the School Office.



CONCORD HIGH SCHOOL P&C ASSOCIATION BUILDING FUND

ESTABLISHMENT AND RULES

DRAFT

1. Purpose

The Concord High School P&C Association Building Fund (the Fund) was established by resolution of the P&C on XXXXXX. The object of the Fund is to receive gifts or donations from the public for the acquisition, construction or maintenance of buildings used, or to be used, by Concord High School.

The Fund will operate in accordance with the following requirements:

- it is a public fund
- it is established and operating for the sole purpose of providing money for acquiring, constructing and maintaining buildings within the grounds of Concord High School for the use of the School
- the P&C is meeting the reporting and compliance obligations of the Australian Charities and Not-for-Profit Commission to maintain its charity status
- the Fund, as an endorsed deductible gift recipient under Subdivision 30-BA of the Income Tax Assessment Act 1997 (Cth) (or as amended from time to time or under any legislative provision enacted in substitution for those provisions) is compliant with the requirements of the Australian Taxation Office (ATO) for the operation of a School building fund.

Gifts or donations made to the Building Fund of \$2 or more are tax deductible

2. Rules

- 2.1 A separate bank account will be established for contributions to the Fund. All other moneys received by the Association e.g. government grants, other donations, other general fund raising will be kept separate from the school building fund.
- 2.2 The public will be regularly invited to contribute to the Fund. The Fund may receive specific gifts or donations of money of \$2 or more. The Fund may accept gifts other than money such as property (provided it was purchased during the 12 months before the gift was made) and trading stock (disposed of outside the ordinary course of business).

2.3 The P&C will use the monies in the Fund for the acquisition, construction or maintenance of a building used, or to be used by Concord High School. In addition, the money in the Fund may be used to pay the reasonable costs of managing the Fund, including bank fees and charges, stationery costs and accounting/audit fees directly relating to the Fund. The Fund cannot be used for any other purpose.

2.4 Receipts issued to for contributions to the Fund will include:

- a) the name of the Fund
- b) the Australian Business Number of the P&C
- c) the fact that the receipt is for a gift
- d) the dollar amount of the gift/donation
- e) the date of the gift.

2.5 The ATO will be notified of any changes made to the fund's rules or and at the first occurrence of:

- a) the winding up of the fund
- b) the dissolution of the Association
- c) dissolution of the gift fund.

3. Use of the Funds

The Fund can be used for capital improvements and maintenance, as well as installing and maintaining fixtures.

Acceptable costs payable from the Fund include:

- purchase of land to the extent that it reasonably relates to the area of land occupied by the building to be used as a school
- building purchase and construction expenses
- incidental costs relating to planning, negotiating, financing and obtaining approvals for acquisition or construction
- fixtures including security related features such as security alarms and lighting and window and door security such as grilles
- initial repairs
- additions or extensions to existing buildings such as additional floor, room or permanent structure as well as replacement, addition of walls, doors or windows
- lease payments that relate to the building or land occupied by the building
- conditions of construction imposed by a local governing body or public authority
- repairs, painting, plumbing and general maintenance of school buildings, including costs of purchasing associated equipment
- cleaning expenses including cleaning the building floor coverings, fixtures and windows.
- building insurance
- security monitoring costs that directly relate to the preservation or protection of a school building and

- administration costs of establishing or promoting the fund, including bank fees, accounting and audit costs, fundraising expenses and reasonable remuneration for the fund's administrator and staff.

The Fund cannot provide funding for:

- a non-school building
- the non-school use of a school building
- other facilities that are not buildings.

Costs that cannot be paid include:

- maintenance costs that relate to the non-school use of a building, like the costs of hiring a cleaner to clean school buildings following a function the purpose of which is not related to the school unless the fund is fully and promptly reimbursed
- running expenses of the school that don't relate to buildings such as water, gas, electricity, sewerage, contents insurance, teaching staff salaries or the general upkeep of furnishings
- costs of maintaining facilities which are not buildings including sports fields, sports equipment, playgrounds, landscaping and open-air carparks.

4. Executive Committee

An Executive Committee will be in operation at all times during the life of the Fund. Membership of the Executive Committee shall at least comprise the P&C President and the Principal of Concord High School. The P&C may nominate others to join the Executive Committee.

The Executive Committee shall govern the Fund and act as the trustee of the Fund ensuring it is administered in accordance with its Rules. The Executive Committee shall meet at least once per school term. It shall conduct an annual self-review of the Fund's deductible gift recipient (DGR) status and inform the Australian Tax Office if the Fund ceases to be entitled to DGR endorsement.

The Fund's financial accounts shall be audited annually along with those of the Association.

5. Liability

A member of the Executive Committee or the P&C is not, by reason of being such a member, liable to contribute towards the payment of debts and liabilities of the Fund or the costs, charges and expenses of the winding up of the Fund.

6. Approval for expending monies in the Fund

Approval for payments made from the Fund for specific building projects shall be given by resolution passed at a P&C meeting. A notice of meeting, stating that such requests for payment by the Fund will be discussed and approval sought, will be advertised to the members of the P&C at least 14 days prior to such

meeting.

7. Dissolution

In the event of the Fund being wound up or dissolved, or the revocation of its deductible gift status (whichever occurs earlier), all surplus assets remaining in the Fund after the payment of just debts and liabilities shall be transferred to another fund, authority or institution which has similar objects and to which income tax deductible gifts can be made. The Association is not permitted to transfer any surplus assets or property upon winding-up of the Fund, which has tax deductible gift status, to another part of the Association which does not have that status.



CONCORD HIGH SCHOOL P&C ASSOCIATION

Motion to establish a School Building Fund that is a Deductible Gift Recipient Draft

The motion is as follows:

1. That the Concord High School Parents and Citizens Association establish and operate a School Building Fund
2. That the Concord High School P&C Association Building Fund Establishment and Rules be adopted
3. That the Concord High School P&C Association be authorised to open a new bank account in the name of 'Concord High School Parents and Citizens Association School Building Fund'