



# ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

*Benefiting our children and their school*

## Annandale Public School Parents & Citizens Association Minutes of General Meeting

**Chair:** Rachael Beckett

**Date:** 30th April 2013

**Time:** 7:45pm

**Venue:** Annandale Public School Staff Room

**Minutes:** 2013 04 30 GM

**Re:** General Meeting Minutes (Motions, Actions and Outcomes)

### **Meeting declared open by Rachael Beckett – President**

#### **Attendance – 11**

Rachael Beckett, Ellie Moore, Peter Bestel, Ann Morey, Deanna Rhule, Helen Williams, Matt Jackman, Leanne Eastway, Sara Howard, Kate Feeney, Susie Choi

#### **Apologies**

Brendan Jones, Kate Hutchens, Katherine Delaney, Samantha Morley, Leticia Tarabay

### **Agenda**

1. President's welcome – Rachael Beckett
2. Secretary's Report – Peter Bestel
  - 2.1 Apologies
  - 2.2 Table minutes from last meeting
  - 2.3 Correspondence
  - 2.4 Financial Report update for 2012
3. Principal's Report – Ellie Moore
4. Treasurer's Report – Ann Morey
5. General Business
  - 5.1 Membership administration (Peter Bestel)
  - 5.2 Additional school notice board (Katherine Delaney)
  - 5.3 Funding Request for teacher resource kits for Friendly Families (Katherine Delaney)
  - 5.4 Trivia Night update and actions (Rachael Beckett / Deanna Rhule)
  - 5.5 Trivia Night funds allocation discussion (Rachael Beckett)
  - 5.6 School Social web site review (Susie Choi)
  - 5.7 School grounds - mural painting and toilet area lighting (Susie Choi)
  - 5.8 Sports Uniforms (Susie Choi)
6. Sub-Committee Reports – as available
  - 6.1 Education - Samantha Morley
  - 6.2 Fundraising – Rachael Beckett on grants for 2013
  - 6.3 Kitchen

- 6.4 Friendly Schools
- 6.5 Traffic Safety
- 6.6 C.H.A.T.
- 6.7 Learning Garden
- 6.8 Communications
- 6.9 Uniform Shop

## 7. Next Meeting – GM - **Tuesday 28th May 2013**

### Minutes

#### Item 1 Welcome – Rachael Beckett - President and Chairperson

- Welcome to members
- Matthew Jackman displayed the new home readers to the meeting and gave thanks for the P&C funding.

#### Item 2 Secretary's Report – Peter Bestel

**2.1 Apologies** – given as communicated to the Secretary (as listed above)

**2.2 Table minutes from last meeting**

<b>MOTION:</b> That the minutes from the previous general meeting, 2013-03-26, be accepted as a true record.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Ann Morey / Helen Williams	<b>AGREED</b>

#### 2.3 Correspondence

- Item 1 – School Global Funding letter. The P&C has received a letter from the department of education detailing funding to the school for the first semester of this year. No action required – see attached.
- Item 2 – Australian Charities and Not-for-Profits Commission letter regarding their taking over the register of non-profits from the ATO
- **Action Item for P&C Secretary** – Fill out confirmation form for ACNC and review whether there are any implications to being on this register.
- **Action Item for P&C Secretary** – Supply details of school web site changes required for P&C section of the site.

#### 2.4 Financial Report update for 2012

Informed the meeting of the pending financial report audit results and the discussion with the Federation of Parents and Citizens Associations of NSW regarding the delay on this audit. No issues raised by the meeting. ETA for the audit result is second week of May.

#### Item 3 Principal's Report – Ellie Moore

- Ellie tabled her Principal's Report and expanded on various sections.
- Unavailable at time of emailing out.

#### Item 4 Treasurer's Report – Ann Morey

- See attached financials.
- \$4800 spend on uniforms.
- \$1200 grant has come through from Telstra (thanks Graham!)
- \$800 has been spent on primary resources.
- Looking to close out aged funds commitments, where we now have updated requirements

prior to spend. This is in order to free up money in the bank account for current commitments.

- **Action Item for P&C Secretary** – send Ann Morey a copy of the APS P&C motions from 2011, for review against aged funds commitments.

<b>MOTION:</b> That funds already allocated to the school kitchen project be moved to the school trust fund for this project.		
<b>MOVER:</b> Rachael Beckett	<b>SECONDER:</b> Ann Morey	<b>AGREED</b>

## Item 5 New Business

### 5.0 Reviewing previous meeting action items

- Discussed how we handle action items from previous meetings. The meeting agreed that these would in future come in the Secretary's report portion of the meeting.
- Action item from 2013-04 – approval from teachers for new clothing items (fleece vest and all-cotton polo shirt) – has been approved and confirmation passed on to uniform shop.
- Action item from 2013-04 – approval from teachers for use of 125<sup>th</sup> Anniversary T-shirts (due to potential sun-safe issues) – has been approved.
- Action item from 2013-04 – collate each school focus group top 5 funding items, with estimated budget – in progress within school focus teams.
- Action item from 2013-04 – review of where funding will be prioritised – in progress with P&C exec and various members.

### 5.1 Membership administration

- Reviewed some email distribution problems and sought assistance from the community.
- **Action Item for P&C Secretary** – Send email out to community asking for assistance on identifying some of our previous members with email changes.

### 5.2 Additional school notice board

- Unsure exactly on the requirements here, as Katherine could not attend. However, we apparently have under-utilised noticeboard space within the school and are happy to make use of this for any required items. Can discuss further at the next general meeting if this does not meet requirements.

### 5.3 Funding request for teacher resource kits for friendly families

- There has been a request for funding at around \$90 each to fund these resource kits.
- Ellie indicated that the kits must be reviewed and approved before any further action should be taken.
- **Action item for Ellie Moore** - discuss with Kathryn and Katie, then bring a recommendation to the next meeting.

### 5.4 Trivia Night update and actions

- The trivia night needs to be moved to July, due to issues with the venue, as well as some resourcing and health issues for key people.
- New expected dates are 27-July or 03-August.
- Some of the sponsorship and advertising options are currently being reviewed.

### 5.5 Trivia Night funds allocation discussion

- Due to early indications from school focus group review of classroom resources, some of the trivia night funding needs to be targeted at expanding and updating these resources.
- There is some concern that the children need more in this area and therefore having this funding requirement identified via the staff focus groups is a priority.

### 5.6 School Social web site review

- Still some confusion around how this facility works.
- **Action Item for P&C Secretary** – contact Amy from Social Schools and request a short presentation and Q&A for the next general meeting.

### 5.7 School grounds – mural painting and toilet area lighting

- Reviewed briefly the previous plans around these areas and the projected expenses.
- Some extensive preparation is going to be required if the proposed mural wall is to be painted upon.
- Ellie indicated that preparation and approval would need to occur through the DET facilities organisation.
- Ellie indicated that she has requested a “Round 3” grant from the DET to perform additional maintenance, which may assist with progressing this item.
- **Action item for Susie Choi and Matthew Jackman** - discuss the mural painting options for the school grounds and the financial implications.
- **Action item with Matthew Jackman** - look at the Woolworths stickers rewards program and determine whether it would be worthwhile for the school to participate.

### 5.8 Sports Uniforms

- Discussed whether the P&C has previously funded year 6 jerseys.
- Apparently the answer is no and that this is fully parent funded.
- Discussed whether additional uniforms are required for school competitive sports (cross country / PSSA).
- Require some feedback from the school around any requirements here and a funding request if necessary.

## Item 6 Sub-Committee Reports

### 6.1 Education

- No update

### 6.2 Fundraising

- Some discussion with local business is in progress around funding partnerships.
- Grant around food gardens has been completed.
- Grant around Landcare is in progress.
- Various other grant possibilities are being assessed.

### 6.3 Kitchen

- Approval is progressing through the DET.
- Some preliminary assessment of electrics has been completed, but requires further investigation.
- Some information has come back around electrical and data cabling for the project – all of this type of work is excluded from local schools / local decisions and must be carried out by DET approved contractors. We may therefore opt for a single wireless access point to cover the room to reduce costs here, but need to assess impact to a camera type device / video streaming.
- Similarly to the above, no computer hardware can be donated to the school and connected to the network – all equipment must be received from the DET.

## 7. Next P & C Meeting – General Meeting – 28th May 2013

*Meeting closed at 9.40pm*

Regards

**Peter Bestel**

**Secretary, on behalf of the Annandale Public School Parents & Citizens Association**

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