



# 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:** 28th May 2013

**Time:** 7:30pm

**Venue:** Annandale Public School Staff Room

**Minutes:** 2013 05 28 GM

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

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

#### **Attendance – 20**

Rachael Beckett, Andrew Kay, Kate Feeney, Lucia Cavadini-Bell, Maria Nikolakopoulos, Christine Hammond, Ellie Moore, Matt Jackman, Katy Kirk, Susie Choi, Andrea Firth, Sara Howard, Helen Williams, Ann Morey, Peter Bestel, Stuart Ridley, Amy Miller, Brendan Jones (missing 2 who were not on the sign-in sheet)

#### **Apologies**

Leanne Eastway, Kate Hutchens, Samantha Morley

### **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 Action Item Updates from last meeting
  - 2.5 Membership Administration
3. Principal's Report – Ellie Moore
4. Treasurer's Report – Ann Morey
5. General Business
  - 5.1 Social Schools fundraising – Amy Miller
  - 5.2 NSW Local Member visit – Jamie Parker
  - 5.3 Funding request (Maths resources) – Matt Jackman
  - 5.4 Funding request (Friendly Schools kits) – Katy Kirk
  - 5.5 Thinking tools NFP – Karin Waldmann
6. Sub-Committee Reports – as available
  - 6.1 Education
  - 6.2 Fundraising – Bunting, Art show, Language classes, Business opportunities
  - 6.3 Kitchen – Approval and next steps
  - 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 25th June 2013

### Minutes

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

- Welcome to members
- Apologies from Jamie Parker, who was unable to attend.

#### 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, 2013-04-30, be accepted as a true record.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Ann Morey	<b>AGREED</b>

#### 2.3 Correspondence

- Item 1 - Leichhardt Council OSSH (Out of School Hours Care) forum invitation letter – routed to Aftercare via Susie.
- Item 2 – Need to update the sponsors page on the school web-site P&C section.
- Item 3 – Vote of thanks to Keith Guy for quickly updating P&C information on the school web site.
- Item 4 – Letter has been received approving the kitchen building, with certain conditions, from the DEC.
- Item 5 – Rachael and the SRC are meeting with the Leichhardt Mayor on June 6.
- Item 6 – possibility of some fundraising via the Italian language classes (Nadia Colussi).
- Item 7 – to our great loss, Samantha Morley has had to resign her position as vice president of the P&C. **So, we’re on the lookout for a new vice president.** Samantha shall continue to chair the education sub-committee and we're thankful for that and the time she's been able to spend so far in assisting. If you're interested, please talk to Rachael Beckett or Susie Choi.

#### 2.4 Action Item Updates from last meeting

- (2013/04) action item with Peter Bestel to fill out confirmation form for ACNC and review whether there are any implications to being on this register - done
- (2013/04) action item with Peter Bestel to ensure that Keith Guy at APS gets a regular email requesting the P&C section of the APS web site be updated - done
- (2013/04) action item with Peter Bestel to send Ann Morey a copy of the APS P&C motions from 2011, for review against commitment of funds - done
- (2013/04) action item with Ann Morey to close out aged financial commitments from the P&C, as funds allocation is being reviewed by current school focus groups - done
- (2013/04) action item for Ellie Moore to review the Friendly Families kits and bring a recommendation to the next meeting - done

- (2013/04) action item with Peter Bestel to send an email to [amy@socialschool.com.au](mailto:amy@socialschool.com.au) inviting her to come to a P&C meeting to outline how the Social Schools service works - done
- (2013/04) action item with Susie Choi and Matt Jackman to discuss the mural painting options for the school grounds - in progress and still depending on DEC repair of wall
- (2013/04) action item with Matt Jackman to look at the Woolworths stickers rewards program and determine whether it would be worthwhile - done and we shall look to participate next year
- (2013/04) action item with Peter Bestel to check with Keith Guy on the minimum specifications for any PCs to be donated to the school - done (it's no longer possible for the school to receive donations of hardware to be plugged into the computer network)
- (2013/03) action item with Ellie Moore to collate each school focus group top 5 funding items, with estimated budget, and bring to the next P&C meeting for review - still in progress with focus groups

New action items allocated during this discussion:

- **Action Item for P&C Secretary** – Find start date of Woolworths sticker program for next year.
- **Action Item for P&C Secretary** – Find start date of Coles Sports in School program for this year.
- **Action Item for P&C President** – Talk to Leichhardt council around pricing for proposed trivia night venue.

## 2.5 Membership Administration

No issues at this meeting.

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

- Ellie tabled her Principal's Report and expanded on various sections.
- (See attached)
- **Action Item for Ellie Moore** – Arrange kitchen committee meeting with all stakeholders, with assistance from P&C exec to get a time.

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

- See attached financials.
- See attached audit report for 2012.

<b>MOTION:</b>		
To accept the auditors accounts for 2012 and to forward the auditors accounts and certificate to the Federation of P&C Associations of NSW.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Rachael Beckett	<b>AGREED</b>

<b>MOTION:</b>		
To remove an unused financial commitment from 2011 for \$4421.62 allocated to miscellaneous learning purchases.		
<b>MOVER:</b> Sara Howard	<b>SECONDER:</b> Ann Morey / Brendan Jones	<b>AGREED</b>

## Item 5 New Business

### 5.1 Social Schools Fundraising – Amy Miller

- Received a presentation from Amy on how the Social Schools service works.
- The web site is to enable and encourage networking between local community members.
- There is also a section around calendar items for grants submission, documenting available grants.
- A local business register shows the various businesses who will provide a cash refund back to any local area residents who indicate that they are part of the Social Schools program when they book. This refund can be supplied to the school P&C for fundraising.
- Amy was asked a number of questions around the site and the purpose, including any obligations when using the site. There were no concerns or objections from the assembled P&C members and it was agreed that the service would be very helpful and members should be encouraged to make use of it.
- Socialschool.com.au for more information.
- **Action Item for P&C Secretary** – Arrange for a money box to collect any donations that come in via this program (to be located in school office).
- **Action Item for Christine Hammond** – Draft a communication piece about Social Schools to be sent out via class reps.

### 5.2 NSW Local Member visit – Jamie Parker

- No action, as Jamie was unable to attend. To be rescheduled.

### 5.5 Thinking Tools Not For Profit – Andrew Kay

- Received a presentation from Andrew on the use of Theory of Constraints for Education.
- The program he works with provides assistance in ensuring conflict resolution, ensuring that consequences of potential actions are clear and that goals can be identified and clarified.
- In order to understand the program, a series of workshops and seminars on a set of logic-based, practical and generic thinking tools that accelerate learning and encourage positive behaviour in children are available.
- Andrew is a local community member and looking to give back into the community.
- Andrew gave examples of some international and Australian organisations who are engaging with the training and offered to arrange for some reasonably priced training for local community members.
- The full training takes a number of days, however an information night was offered, to provide a preview of the course and the benefits of using this constructive approach.
- Note that the APS P&C does not endorse the TOCFE course, however we are providing this information out to the community as there may be benefits to be had for some of our members.
- **Action item for P&C Secretary** – contact TOCFE to arrange informational session.

### 5.3 Funding request (Maths Resources) – Matt Jackman

- Matt presented a school wish list for updating maths resources, covering all stages and classes.
- See the attached document for the presentation on items identified via the Maths Focus Group audit. These items are required in order to bring all stages up to a satisfactory level with in-class learning tools.
- The school does have budget to begin making these purchases, and they are not all required immediately, however there are some key items which need to be obtained immediately.

**MOTION:**

To allocate the \$4421.62 reclaimed in the Treasurers report section and immediately allocate to improving classroom maths resources.

**MOVER:** Peter Bestel**SECONDER:** Susie Choi**AGREED**

- **Action item for P&C Secretary** – Obtain and distribute electronically Matt Jackman's Maths resource shopping list, in case any of the community are able to donate required items.
- **NOTE** that if anyone is in a position to donate any of the required resources, please contact Matt Jackman or the P&C.

**5.4 Funding request (Friendly Schools kits) – Katy Kirk**

- Funding kit prototype has been produced by Katherine Delaney based on specifications from Katy Kirk.
- Kit has now been reviewed by the school and approved.

**MOTION:**

To allocate the \$400.0 to produce the Friendly Schools teacher kits for each stage, based on the existing prototype.

**MOVER:** Peter Bestel**SECONDER:** Susie Choi / Brendan Jones**AGREED**

- **Action item for P&C Secretary** – Contact Katy Kirk for Friendly Family web page links for distribution.

**Item 6 Sub-Committee Reports****6.1 Education**

- No update

**6.2 Fundraising**

- Bunting fundraiser is going out via the class teachers. Looking for a gold coin donation in week 8.
- Art show discussion to be moved to next general meeting.
- Language classes – rates are already agreed with school on room hire.
- An arrangement with local business McGrath Real Estate is having the art-work arranged for publication. McGrath has agreed, with certain conditions, to provide funding donations to the P&C based on business from P&C members.

**6.3 Kitchen**

- Approval has been received and next steps are urgently required.

**7. Next P & C Meeting – General Meeting – 25th June 2013**

*Meeting closed at 9.32pm*

Regards

**Peter Bestel**

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

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