



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: 25th June 2013

Time: 7:40pm

Venue: Annandale Public School Staff Room

Minutes: 2013 06 25 GM

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

Meeting declared open by Peter Bestel – Secretary

Attendance – 10

Andrew Kay, Kate Feeney, Lucia Cavadini-Bell, Ellie Moore, Matt Jackman, Susie Choi, Ann Morey, Kate Hutchens, Peter Bestel, Leticia Tarabay

Apologies

Rachael Beckett, Helen Williams, Deanna Rhule, Samantha Morley, Louise Massie, Brendan Jones, Sara Howard

Agenda

1. President's welcome – Peter Bestel (for 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 Funding request (learning garden) – Lucia Cavadini-Bell
 - 5.2 Review P&C framework for business partnership document
 - 5.3 Review trivia night status
 - 5.4 Review possible new event for 2014 (Art Show) - Kate Hutchins
 - 5.5 APS Grandparents Day discussion
 - 5.6 Leichhardt tram sheds update - Louise Massie
6. Sub-Committee Reports – as available
 - 6.1 Education
 - 6.2 Fundraising
 - 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 – winter vests

7. Next Meeting – GM - Tuesday 30th July 2013

Minutes

Item 1 Welcome – Peter Bestel, on behalf of Rachael Beckett

- Welcome to members

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

MOTION: That the minutes from the previous general meeting, 2013-05-28, be accepted as a true record.		
MOVER: Peter Bestel	SECONDER: Ann Morey	AGREED

2.3 Correspondence

- Item 1 - Leichhardt Council OSSH (Out of School Hours Care) forum reminder letter – routed to Aftercare via Susie.

2.4 Action Item Updates from last meeting

- (2013/05) action item for Peter Bestel to find start date of Woolworths sticker program for next year - done - register Feb/Mar for April
- (2013/05) action item for Peter Bestel to find start date of Coles Sports in School program for this year - done – cancelled for 2013, postponed to 2014 and no date as yet
- (2013/05) action item for Rachael Beckett to talk to Leichhardt council around pricing for proposed trivia night venue – in progress
- (2013/05) action item for Ellie Moore to arrange kitchen committee meeting with all stakeholders, with assistance from P&C exec to get a time – done, see below
- (2013/05) action item for Peter Bestel to arrange for money box for collecting donations based on Social Schools - done
- (2013/05) Action Item for Christine Hammond – Draft a communication piece about Social Schools to be sent out via class reps. – in progress
- (2013/05) action item for Peter Bestel to contact TOCFE (Theory of Constraints for Education) to arrange informational session – in progress
- (2013/05) action item for Peter Bestel to obtain and distribute electronically Matt Jackman's Maths resource shopping list, in case any of the community are able to donate required items - done
- (2013/05) action item for Peter Bestel to contact Katy Kirk for Friendly Family web page links for distribution - email sent, but not followed-up
- (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
- (2013/03) 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** – Email Imogen Kershaw about obtaining meeting minutes for kitchen committee recent meeting, for distribution.

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.
- Unavailable at time of emailing out.
- **Action Item for Ellie Moore** – Send Susie Choi NAIDOC day calendar, for sending out to class representatives.
- **Action Item for Susie Choi** – Send Christine Hammond NAIDOC day calendar for distribution.
- **Action Item for Kate Hutchens** – Put NAIDOC day calendar onto APS P&C Facebook site.
- **Action Item for P&C Secretary** – check with Rachael Beckett about arrangements for gyprocking and painting of the uniform shop over the school holidays.
- **Action Item for P&C Secretary** – check with Rachael Beckett on school hall curtains.
- **Action Item for P&C Treasurer** – supply Helen in the office a list of all current financial commitments, to ensure that items not approved via motion with the P&C do not come to the P&C for payment.

Item 4 Treasurer's Report – Ann Morey

- See attached financials.
- **Action Item for P&C Secretary** – Check on the Not For Profit status of the P&C and whether we qualify to claim tax deductions for any donations to a school building fund.
- **Action Item for Kitchen Committee** – Provide a wish list of items to implement the kitchen, for distribution and further budget analysis.

Item 5 New Business

5.1 Funding request (learning garden) – Lucia Cavadini-Bell

- No assistance required from P&C at this time.
- Lots of interest in how we constructively deal with the large tree branches when they are removed.
- **Action Item for Ellie Moore** – Discuss the tree audit and removal process with Leanne and Lucia to get the effort underway.

5.2 Review P&C framework for business partnership document

- This document, as sent out in the meeting agenda, was tabled for review with a plan to agree and approve a template document by the next general meeting.
- The point of the document is to allow a consistent framework for fundraising with local business groups.
- We are looking for any feedback from the school and community, to be submitted over the next 3 weeks. Specifically, anything lacking, items considered good and items considered inappropriate.
- Please send any feedback via email to apspandc@gmail.com

5.3 Review trivia night status

- Just waiting on artwork to be finished and a letter from Sara Howard for donations.
- First week of Term 3 people will be given letters and sent emails through class representatives in regards to all Trivia Night details : date, location, ticket sales, class hampers, the raffle, donations from local business, friends and family.
- The host and surprise entertainment are confirmed.
- Fantastic news given the challenges the team have faced organizing the event this year – thanks Deanna.
- **Action item for Ellie Moore** – Get the school concert committee in contact with the P&C to arrange for any movement of concert props associated with the trivia night.

5.4 Review possible new event for 2014 (Art Show) – Kate Hutchins

- Kate gave a great update on the concept, which was very exciting for everyone attending.
- Lots of positive feedback and a committee to be put together to assist.
- Kate to continue developing the program. We believe that the scheduling would be to put the art show in term 4 of 2014 and move the trivia night to term 2.
- **Action Item for P&C Secretary** – Organise a template web site for P&C events which we can easily advertise from.

5.5 APS Grandparents Day discussion

- Outlined concept presented to the P&C from Ellie Luff, who recently attended a similar event elsewhere.
- A celebration of family and education, to specifically include a grandparent, god parent or older family member.
- Half an hour to an hour one morning to attend a special assembly, run by the SRC.
- Include the choir and/or band plus a speech from the SRC.
- Morning tea and open class rooms where the students can share their work with their family.
- Plenty of interest and a desire to work this in with the curriculum around families.
- **Action Item for Ellie Moore** – Take the concept to the staff, with any further details required from the P&C, and see if there is support to have the school participate in this proposed event.

5.6 Leichhardt tam sheds update – Louise Massie

- The school is aware of this local issue.
- **Action Item for Ellie Moore** – Continue to work with Leichhardt school principal to determine best course of action and provide an update when possible.

Item 6 Sub-Committee Reports

6.1 Education

- Kate Feeney kindly brought along a donation of some new home readers for the school.
- No other updates.

6.2 Fundraising

- Trivia night is now happening 31-August at the school.
- See other discussion above about Art Show concept.
- An issue was raised to the P&C around some fundraising which occurred in 2011 and appeared to have been lost from the records. This was around some wonderful work by the

KG class to raise money to assist the school with the Jae's garden bench and plaque project.

MOTION: To recover \$268, raised by KG in 2011 and lost from accounts, to be used for Jae's garden plaque and bench.		
MOVER: Kate Hutchens	SECONDER: Susie Choi / Ann Morey / Lucia C.Bell	AGREED

- **Action Item for P&C Secretary** – Check with Helen in the office around the status of the hall 24/07 for possible information night for the TOCFE event.

6.3 Kitchen

- Approval has been received and next steps are being planned.
- A meeting was had this week with the committee.
- A risk assessment of the work and the impact to the existing space is being planned.
- The plans are being modified for display to the community.
- A meeting with the pre-school is being organised to review and identify any equipment which can be reused.
- Next meeting is planned for July.
- Full meeting minutes are currently being written up and shall be made available as soon as possible.

6.4 Friendly Schools

- No update

6.5 Traffic Safety

- No update

6.6 CHAT

- No update

6.7 Learning Garden

- The learning garden team are attending the Sustainable Food Forum at Balmain Town hall this week.

6.8 Communications

- No update

6.9 Uniform Shop

- Winter vests have been received by the uniform shop

7. Next P & C Meeting – General Meeting – 30th July 2013

Meeting closed at 9.35pm

Regards

Peter Bestel

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

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