



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: 27th August 2013

Time: 7:45pm

Venue: Annandale Public School Library

Minutes: 2013 08 27 GM

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

Meeting declared open by Rachael Beckett – President

Attendance – 12

Sara Howard, Emma Groube, Stuart Ridley, Deanna Rhule, Ellie Moore, Rachael Beckett, Susie Choi, Ann Morey, Maria Nikolakopoulos, Leticia Tarabay, Matthew Jackman, Peter Bestel

Apologies

Brendan Jones, Lucia Cavadini-Bell, Leanne Eastway, Helen Williams

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 Trivia Night Update – Deanna Rhule
 - 5.2 Election Day Stall Update – Maria Nikolakopoulos
 - 5.3 Review funds allocation – Rachael Beckett
 - 5.4 Term Four Working Bee – Rachael Beckett
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

7. Next Meeting – GM - Tuesday 29th October 2013

Minutes

Item 1 Welcome – 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, 2013-07-30, be accepted as a true record.		
MOVER: Peter Bestel	SECONDER: Stuart Ridley	AGREED

2.3 Correspondence

- Lots of email and donations around the trivia night and election day mini fete – which we are extremely grateful for.
- Letter from the Athlete’s Foot around a donation and program they are running for kids school shoes and fitting in 2014.
- **Action Item for P&C Treasurer** – contact Daniel Hammond from the Athlete’s foot to receive donation.
- **Action Item for P&C Secretary** – put the Athlete’s foot onto our sponsors page.
- Letter from Leichhardt Council regarding the OOSH program and further meetings. Passed on to Susie Choi to action with the aftercare team.
- Website changes around having photos available discussed.
- **Action Item for P&C Secretary** – email the community to identify any concerns on P&C events photos.

2.4 Action Item Updates from last meeting

- (2013/07) action item for P&C Secretary – determine whether the P&C is DGR1 or DGR2 with regard to charity status (<http://philanthropywiki.org.au/index.php/DGR>) and whether we need a building fund to qualify for DGR2 – done.
- (2013/07) action item for Leanne, Lucia and Ann – organise plan for fundraising sale (baked goods / drinks) at the Footprint Eco stall at White’s Creek, 25/08 – done – and a huge thanks to Leanne, Lucia and Ann, who managed to raise a significant amount of money for the learning garden.
- (2013/07) action item for P&C President – allocate classes to assist with baking for the Footprint Eco stall at White’s Creek, 25/08 – done.
- (2013/07) action item for Ellie Moore – review the communications which are pending for the new pre-school year 2014 – done.
- (2013/07) action item for Ellie Moore – review the school insurance policy with regards the P&C uniform store stock – done – Uniform shop stock is not covered.

- (2013/07) action item for P&C President – assist with creating survey around Federal Government changes to the law around pre-school days for 2014 – followed up but not yet required.
- (2013/07) action item for everyone – assist with ideas and labour around supporting Deanna to finalise auction items for trivia night – done.
- (2013/06) action item for P&C Secretary – Email Imogen Kershaw about obtaining meeting minutes for kitchen committee recent meeting, for distribution – done - latest kitchen meeting minutes now on record.
- (2013/06) 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 – done – see above.
- (2013/06) action item for Kitchen Committee – Provide a wish list of items to implement the kitchen, for distribution and further budget analysis - pending.
- (2013/06) action item for Ellie Moore – Take the concept for the grandparents day 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 - pending.

New action items allocated during this discussion:

- **Action Item for P&C Secretary** – price setting up appropriate articles of incorporation for a DGR2 entity.

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).

Item 4 Treasurer's Report – Ann Morey

- See attached financials.

MOTION:		
Allocate the \$1000 raised at the White's Creek stall to Learning Garden projects.		
MOVER: Ann Morey	SECONDER: Peter Bestel	AGREED

Item 5 New Business

5.1 Trivia Night Update – Deanna Rhule

- Trivia night is in full swing and Deanna has everything under control, with plenty of help.
- Deanne presented the new auction site for the Trivia night, which was extremely well received and encourages some fun competition between bidders.
- There is a link to the Trivia night auction site at <http://www.apspandc.com.au/>

MOTION:		
Require a float of \$500 to fund trivia night live activities.		
MOVER: Deanne Rhule	SECONDER: Ann Morey	AGREED

- **Action Item for Stuart Ridley / Peter Bestel** – Check on school laptops to see if they can be connected to the TV for the Trivia night. If not, assist with alternatives around laptop and internet connectivity
- **Action item for P&C Secretary** – Send Deanna a list of all Maths Focus Group items.
- **Action item for P&C Secretary** – Send Deanna the sign-in sheet for all volunteers.

5.2 Election Day Stall Update – Maria Nikolakopoulos

- Still require some assistance from the 12pm to 2pm times for the mini fete.
- Require the money handling and first aid arrangements finalised.

MOTION: Require a float of \$2500 for trading at the BBQ and stalls.		
MOVER: Maria Nikolakopoulos	SECONDER: Ann Morey	AGREED

MOTION: Require \$400 to be allocated to table hire to cover both the election day and trivia night events.		
MOVER: Maria Nikolakopoulos	SECONDER: Ann Morey	AGREED

- **Action item for P&C Treasurer** – Contact Aussie Farmers Direct to see if they want to put up a stall at the mini fete.
- **Action item for P&C Secretary** – Contact Kate Hutchens to see if there are more volunteers for the stalls, otherwise email the community.
- **Action item for P&C Secretary** – Send Ann and Maria the sign-in sheet for all volunteers.

5.3 Review funds allocation – Rachael Beckett

- Funds allocation to be reviewed again post trivia night and election day mini fete.
- Part of allocation depends on outcome of grants requests.
- Continuing to focus on classroom items for the children as the highest priority.

5.4 Term Four Working Bee – Rachael Beckett

- Set date for this working bee to be Sunday the 20th of October.

- **Action Item for Ellie Moore** – come back with a list of any non-gardening jobs required around the school, so that proper people/tools preparations can be made.

5.5 Additional – Friday Cake Stall – Rachael Beckett

- Some examples of successful Friday afternoon snack stalls have been brought to the P&C.
- Looking at a treat for kids and parents with a small fundraising element.
- Some of the logistics need to be finalised, but we shall try this during term 4.

Item 6 Sub-Committee Reports

6.1 Education

- No update.

6.2 Fundraising

- Trivia night and Election day updates as above.

6.4 Friendly Schools

- No update.

6.5 Traffic Safety

- No update.

6.6 CHAT

- No update.

6.7 Learning Garden

- As above – Footprints Ecofestival outcomes.

6.8 Communications

- Trivia night link is currently at <http://www.apspandc.com.au/>
- Event photos link is also at <http://www.apspandc.com.au/>

6.9 Uniform Shop

- Now in the new space and just reviewing issues with space for the people and queuing.
- **Action Item for P&C Exec** – review insurance around the uniform shop stock.

7. Next P & C Meeting – General Meeting – 29th October 2013

Meeting closed at 9.30pm

Regards

Peter Bestel

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

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