



# 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:** 29th July 2014

**Time:** 7:30pm

**Venue:** Annandale Public School Library

**Minutes:** 2014 07 29 GM

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

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

#### **Attendance – 12**

Adele Roach, Kate Feeney, Susie Choi, Jim Dwyer, Sara Howard, Covadonga Rodges, Rachael Beckett, Ellie Moore, Sylvia Corish, Leah Thurecht, Melanie Heyworth, Peter Bestel

#### **Apologies**

Jo Dwyer, Deanna Rhule, Ann Morey, Stuart Ridley

### **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 Presentation of School Communication Review and Recommendations Report
  - 5.2 Review funding requests from school (Home Readers, Maintenance Projects, Management Software)
  - 5.3 Review term 3 and 4 activities (Father's Day, Bingo Night, Christmas cake afternoon)
  - 5.4 Discuss Annabel's kitchen status
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
- 6.10 Pre-School

## 7. Next Meeting – GM – Friday 29th August 2014

Please feel free to email [apspandc@gmail.com](mailto:apspandc@gmail.com) with anything you would like to raise at this meeting.

### Minutes

#### Item 1 Welcome – Rachael Beckett

- Welcome to members
- Some messages of thanks to some of our members who have been assisting lately : Cath Stevens for all the class representative administration. Leah Thurecht for the sports carnival BBQ arrangements.

#### 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, 2014-06-27, be accepted as a true record		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Susie Choi / Melanie Heyworth	<b>AGREED</b>

**2.3 Correspondence**

- Further correspondence around traffic and crossings in the area. The meeting discussed the current police presence in the area, the announcements on the school newsletter and various other potential actions which could be taken to improve safety for the community.
- Various offers from potential volunteers to assist with school maintenance projects.

**2.4 Action Item Updates from last meeting**

- No new actions at this time.

**2.5 Membership Administration**

- None.

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

- Dr Sylvia Corish presented the executive summary to the school program review report. This is the result of the interviews and online questionnaires which the school community participated in during the month of May. Review of this report was extremely detailed and took up most of the meeting. For a copy of the executive summary from the report, please ask at the school office. Ellie has indicated that copies will be available on request.
- The recommendations in the report are binding and there is an expectation that they shall be implemented over the course of the next 2 to 3 years. Some actions shall be able to be completed swiftly, whereas others shall take significantly more effort.
- We thank Sylvia for her attendance to discuss this very important report.
- Ellie then tabled her Principal's Report and expanded on various sections (see attached).

### Item 4 Treasurer's Report – Peter Bestel for Ann Morey

- See attached financials.

### Item 5 New Business

#### 5.1 Presentation of School Communication Review and Recommendations Report

- As per above in the principal's report.

#### 5.2 Review funding requests from school

- There were three requests for funding discussed at the meeting.
- The first was for a software licence, implementation and training of the Momentum ESR (<http://www.esr.com.au/>) package to assist in managing a large amount of the school data, and therefore save a lot of staff time. There is an expectation that this package will require approximately \$3500 per annum in renewal fees, on top of the current request for \$6000.

**MOTION:**

That the P&C fund \$6000 for the Momentum ESR software, implementation and training.

**MOVER:** Rachael Beckett**SECONDER:** Susie Choi**AGREED**

- The second was to fund \$3000 in maintenance to cover work on the infants sand pit, maths room painting preparation and wall mural.

**MOTION:**

That the P&C fund \$3000 for maintenance of the infants sand pit, maths room painting preparation and wall mural.

**MOVER:** Rachael Beckett**SECONDER:** Susie Choi / Melanie Heyworth**AGREED**

- The third was to replenish the home readers, at a cost of \$5000.

**MOTION:**

That the P&C fund \$5000 for new home readers.

**MOVER:** Rachael Beckett**SECONDER:** Kate Feeney / Melanie Heyworth**AGREED**

### 5.3 Review term 3 and 4 activities

- Planning for the various fund-raising activities was discussed. This covered father's day, the bingo night and cake stalls. Requests for volunteers and dates shall be sent to the community as soon as possible.

<b>MOTION:</b>		
That the P&C fund \$1700 as pre-purchase budget for the father's day fundraising event, to purchase presents and wrapping.		
<b>MOVER:</b> Rachael Beckett	<b>SECONDER:</b> Sara Howard	<b>AGREED</b>

### Item 6 Sub-Committee Reports

- Traffic was discussed above as part of the Secretary's report.
- The status of various pre-school activities and events was discussed (see attached).

### 7. Next P & C Meeting – General Meeting – 29th July 2014

*Meeting closed at 9:42pm*

Regards

**Peter Bestel**

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

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