



# 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 October 2014

**Time:** 7:30pm

**Venue:** Annandale Public School Library

**Minutes:** 2014 10 28 GM

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

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

#### **Attendance – 10**

Rachael Beckett, Ann Morey, Melanie Heyworth, Ellie Moore, Leah Thurecht, Jenny Rumpff-Richardson, Kate Feeney, Stuart Ridley, Peter Bestel, Susie Choi

#### **Apologies**

Sara Howard, Lucia Cavadini-Bell

### **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 School Ethics Coordinator looking for replacement – Peter Bestel
  - 5.2 Review funding request for learning garden / kitchen – Peter Bestel
  - 5.3 Review funding request for playground changes – Rachael Beckett
  - 5.4 Review funding request for pre school – Kate Feeney
  - 5.5 Review voting for regional P&C representative – Rachael Beckett
  - 5.6 Review P&C meeting times – Rachael Beckett
  - 5.7 Review P&C positions for 2015 – Rachael Beckett
  - 5.8 Update on school Finance Committee – Susie Choi
  - 5.9 School disco requires coordinator and volunteers to proceed – Rachael Beckett
  - 5.10 Review procedure for sharing information on personal emergency – Rachael Beckett
  - 5.11 Update on classrooms and resources for 2015 – Ellie Moore
  - 5.12 Update on the school three year plan – Ellie Moore
  - 5.13 Update on the Learning Garden – Ellie Moore

- 5.14 Update on the ESR software – Ellie Moore
- 5.15 Plaque for Jae’s garden – Melanie Heyworth

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 - Tuesday 25th November 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

**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, 2014-08-29, be accepted as a true record.		
<b>MOVER:</b> Rachael Beckett	<b>SECONDER:</b> Ann Morey / Melanie Heyworth	<b>AGREED</b>

**2.3 Correspondence**

- Further correspondence from Leichhardt Police and Leichhardt Highway Patrol around traffic at 3 locations (Reserve St One-Way, Bridge St Crossing, Johnstone St). Highway Patrol shall be monitoring all three locations over the next few weeks.

**2.4 Action Item Updates from last meeting**

- Ellie Moore – arrange meeting with the Momentum ESR team around the features of their software package – Aaron from ESR deferred to next meeting.

**2.5 Membership Administration**

- Welcome Leah Thurecht..

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

- Ellie tabled the Principal's Report and expanded on various sections (see attached).
- Three positions currently open at the school for next year.
- 73 kindergarten enrolments – which is 8 short of an extra teacher / classroom.
- Only one additional classroom will be required next year, but all classes shall be very full.
- Next finance committee is 01/12/2014.

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

- See attached financials.
- Separate report available for September and October.

### Item 5 New Business

#### 5.1 School Ethics Coordinator looking for replacement – Peter Bestel

- The P&C has received a request from the current school Ethics Coordinator, Shasha Radzi, around a community message to find a replacement.
- The Ethics Coordinator is responsible for liaison between the parents, ethics teachers, principal and Primary Ethics (the organisation running ethics classes).
- The Ethics Coordinator also ensures the correct recruitment process is followed for new ethics teachers and verifies proper training.
- **Action item for Peter Bestel** – get some more information from Shasha and then arrange communications.
- Anyone interested in more information, please contact Peter Bestel.

#### 5.2 Review funding requests for learning garden / kitchen – Peter Bestel

- Lucia has outlined a number of items which would greatly benefit the smooth running of the kitchen.
- List reviewed by meeting. Ellie indicated that the washing machine and dryer in the Early Intervention area are available to the kitchen at any time. Money saved on not purchasing an additional washing machine to be put to the planning of further water-proofing the outside veranda.
- This leaves approximately \$3000 in the reserved fund for the kitchen.

<b>MOTION:</b>		
That the P&C release \$1000 to the learning kitchen to purchase additional items.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Rachael Beckett / all	<b>AGREED</b>

#### 5.3 Review funding request for playground changes – Rachael Beckett

- Margaret Goss has outlined a requirement for an imaginative play area in the playground, where children who desire some quiet time can get some relief from the active nature of most of the playground.
- Some of this work is related to building benches within the playground area – a separate school project.
- Margaret has requested consideration of two items. Firstly, that the P&C provide a parent member to join a playground committee. Secondly that an allocation of \$1000 be provided to begin purchasing equipment.

- The current teacher committee comprises Margaret Goss, Jill Mitchell, Lauren Cross, Linda Leong and Rebecca Glynn.

**MOTION:**

That the P&C allocate \$1000 to playground committee to begin purchasing equipment for an imaginative play area in the playground.

**MOVER:** Peter Bestel

**SECONDER:** Stuart Ridley / Ann Morey

**AGREED**

**MOTION:**

That Melanie Heyworth and Kate Feeney be appointed to assist the playground committee.

**MOVER:** Rachael Beckett

**SECONDER:** Peter Bestel / Ann Morey

**AGREED**

**5.4 Review funding request for pre school – Kate Feeney**

- Kate presented a proposal from the pre-school to make use of previously collected grant money for the Koomurri art incursion plus a new allocation to improve the pre-school garden environment.

**MOTION:**

That the P&C release \$1013 from the Eco-Fest saved fund for the pre-school Koomurri art incursion.

**MOVER:** Rachael Beckett

**SECONDER:** Melanie Heyworth

**AGREED**

**MOTION:**

That the P&C allocate \$650 to the pre-school garden care project.

**MOVER:** Rachael Beckett

**SECONDER:** Ann Morey

**AGREED**

**5.5 Review voting for regional P&C representative – Rachael Beckett**

- The P&C president is required to vote in the current regional elections.
- Rachael presented the material and indicated the candidate that she was intending on voting for.
- There were some questions and no objection.
- This item did not require a vote, as the material clearly indicated that the vote was at the P&C presidents discretion.

**5.6 Review P&C meeting times – Rachael Beckett**

- The P&C has attempted to gain a wider audience via alternating Tuesday evening with Friday morning for meetings.
- Unfortunately, at this time, the Friday morning meeting is becoming very difficult for the exec and teachers to attend.
- We thank all of the community who have made time to attend, however at this time we need to cease the Friday morning meetings.
- If there is still interest in having a question and answer session with the P&C, then we shall look to have an informal meeting for members at another time

### 5.7 Review P&C positions for 2015 – Rachael Beckett

- Rachael and Susie have indicated that they are looking to step down from their P&C positions next year, as they will both have first children at high school.
- This is early notice to the community that the P&C will be looking for a new president and additional vice president.

### 5.8 Update on school Finance Committee – Susie Choi

- The school finance committee met on the 9<sup>th</sup> of October to review the school financial position.
- Susie Choi was the representative and Susie presented an overview of the meeting and some of the procedures reviewed.
- Next meeting is scheduled for 1<sup>st</sup> December 2014.

### 5.9 School disco requires coordinator and volunteers to proceed – Rachael Beckett

- At this time, the school disco will not be going ahead unless a coordinator and volunteers can be found.
- The school disco is scheduled for the 21<sup>st</sup> of November in the school hall, and is generally for the K to year 4 kids to attend, though all years are welcome.
- Rachael is drawing up a list of tasks to make the disco happen, which shall be sent out to the community.
- If you can assist in organising the event, please get in contact with the P&C.

### 5.10 Review procedure for sharing information on personal emergency – Rachael Beckett

- The procedures for releasing information from out in the community for various appeals were reviewed and discussed.
- The existing procedures around this were confirmed, that appeals that do not have a specific tie to a school request should not be publicised via P&C or school correspondence.

### 5.11 Update on classrooms and resources for 2015 – Ellie Moore

- DET assets management have identified a classroom to be refurbished for the additional student intake in 2015
- This will be the current computer room.
- The department will paint and furnish the room, however they do not provide any classroom resources (books, maths equipment, white board, etc.). This is to be funded by the school.
- **Action Item for Ellie Moore** – come back to the P&C with a funding request for the classroom resources.

### 5.12 Update on the school three year plan – Ellie Moore

- Ellie presented the templates currently being filled out around the three year plan.
- School is currently working through this new process.

### 5.13 Update on the Learning Garden – Ellie Moore

- As per above in the principal's report.
- Lucia Cavadini-Bell has accepted the position of kitchen and garden coordinator.
- Congratulations to Lucia.

### 5.14 Update on the ESR software – Ellie Moore

- As per action item from last meeting
- **Action Item for Ellie Moore** – provide support contact for ESR so that the P&C can email some questions.

### 5.15 Plaque for Jae's garden – Melanie Heyworth

- A request was received to fund a plaque for Jae's garden.

<b>MOTION:</b>		
That the P&C allocate \$300 for the purchase of the plaque for Jae's garden.		
<b>MOVER:</b> Rachael Beckett	<b>SECONDER:</b> Melanie Heyworth	<b>AGREED</b>

### Item 6 Sub-Committee Reports

- Traffic was discussed above as part of the Secretary's report.
- No other sub-committee reports.

### 7. Next P & C Meeting – General Meeting – 25th November 2014

*Meeting closed at 10:35am*

Regards

**Peter Bestel**

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

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