



# ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

*Benefiting our children and their school*

## **Annandale Public School Parents & Citizens Association Minutes of General Meeting**

**Chair:** Peter Bestel for Rachael Beckett

**Date:** 24th February 2015

**Time:** 7:30pm

**Venue:** Annandale Public School Library

**Minutes:** 2015 02 24 GM

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

### **Meeting declared open by Peter Bestel – Secretary**

#### **Attendance – 22**

Jean Kouriel, Bruno Dos Soatos, Ann Morey, Susie Choi, Ellie Moore, Margaret Goss, Deanna Rhule, Stuart Ridley, Susie Preston, Scott Seymour, Lucia Cavadini-Bell, Imogen Kershaw, Marion Mikhiel, Carla Coelho, Hannah Richardson, Sara Howard, Jenny Richardson, Rebecca Niemiec, Anthony Dean, Rosemary Donald, Leah Thurecht, Peter Bestel

#### **Apologies**

Rachael Beckett, Melanie Heyworth.

### **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 Requirements for volunteers / Kitchen Garden – Peter Bestel
  - 5.2 School Playground Initiative – Margaret Goss
  - 5.3 Class representatives for 2015 – Peter Bestel
  - 5.4 Election Day fete 2015 planning – Leah Thurecht
  - 5.5 Review of Sub-Committees and Sponsorship Committee – Leah Thurecht
  - 5.6 Advertising banners – Svetlana Jovanovic
  - 5.7 Review of P&C plans for 2015 – 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
- 6.10 Pre-School

7. Next Meeting – AGM, followed by GM - Tuesday 31st March 2015

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 – Peter Bestel

- Welcome to members
- We had a lot of new parents at the meeting, so spent some time going over the P&C – how we work, what we do and why we’re involved.
- Reviewed the events from last year, the fundraising achieved, how we arrange for the money to be spent and what it was spent on. All of the motions allocating the money to projects are documented on the P&C web site [meeting minutes](#) and [motions summary](#).
- Reviewed how we also get involved in applying for grants to fund school projects.
- Answered questions from the meeting.
- It was wonderful to have so many people and so much interest.

### 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, 2014-11-25, be accepted as a true record.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Ann Morey	<b>AGREED</b>

#### 2.3 Correspondence

- No correspondence to share at this meeting.

#### 2.4 Action Item Updates from last meeting

- NONE.

#### 2.5 Membership Administration

- Welcome to many new members at this meeting. The attendance was great.

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

- Ellie tabled the Principal's Report and expanded on various sections (see attached).
- The school currently has 425 students, from pre-school to year 6.
- The school is looking for parent reps to review the school report. Please contact the office.
- School forums are being organised – see below.
- Susie Choi remains the current parent rep on the finance committee.

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

- See attached financials.

### **Item 5 New Business**

#### **5.1 Requirements for volunteers / Kitchen Garden – Peter Bestel**

- There has been some confusion recently around volunteers within the school and a need to obtain a Working With Children check/certification.
- This has impacted reading programs, the learning garden and learning kitchen.
- It is our information that these checks are not required for parents or carers who are volunteers at the school
- There may be some requirement if you are not a parent or carer at the school to have the check by 2017
- Please support the volunteer programs at the school !
- For more information see:  
<http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/apply>
- On a related note, the learning garden and kitchen are looking for available grants. If you know of open government or community grants in relation to these programs, please let the P&C know. If you are interested in assisting with preparing grant applications, please also let us know.

#### **5.2 School Playground Initiative – Margaret Goss**

- Margaret provided the meeting with a presentation and short film on the importance of developing different spaces within the school playground.
- The school has a playground committee, which is actively looking at the requirements of different children in the school community. The committee is having success providing for the needs of the different play-time needs and further parent involvement and/or input is welcome.
- For more information please keep an eye on the school newsletter, or contact Margaret Goss.

### 5.3 Class Representatives for 2015 – Peter Bestel

- We have had a great response to the class lists and class representatives program this year.
- Currently every class but one has drawn up their parent lists and have class reps assigned. That's a fantastic effort from everyone involved.
- 2/1D appears to have a class list, but no volunteer as yet to be the rep and coordinator.
- Pre-school class reps also need to be followed-up on, as the forms were delivered late to the pre-school.
- There is a mailing list set up for the class reps to obtain information from the school and P&C and get this information distributed out to all the class parents.
- Class lists are an essential part of communications within the school. For each class, the contact details of parents are collected and a volunteer acts as the class representative to manage these details. Name, email address and phone number are essential. Class lists can be used in order to notify of events, volunteer opportunities, meetings or other general information about the school or class. Class lists are also used for fast contact in the case of last minute cancellations or emergencies.
- If you are not on the class list, please contact your child's teacher or the class representative and provide your details asap. We do not want any parents or carers missing out on essential information.
- Note that the P&C do not need the class lists – this is private within the class. All the P&C require is the contact details for the class reps so that we can set up the mailing list and be able to connect with the class through the reps.

### 5.4 Election Day fete 2015 planning – Leah Thurecht

- Leah and Deanne with their team of volunteers have put an enormous amount of effort into this event.
- Leah gave a presentation on the plans and how they are progressing.
- The fete team are going to be sending information out about assistance required via the class reps shortly.
- Please make sure that you have responded to your class reps about assisting with this critical fundraising event for the school. Every little amount of time donated to the day makes a big difference to the kids, the school and all of the other volunteers.

<b>MOTION:</b>		
That the P&C allocate \$4000 as a float for the preparations around the fete.		
<b>MOVER:</b> Ann Morey	<b>SECONDER:</b> Peter Bestel	<b>AGREED</b>

### 5.5 Review of Sub-Committees and Sponsorship Committee – Leah Thurecht

- There is a lot of community interest in obtaining additional funds into the school.
- Questions from a number of parents around why a number of schools seem to have a lot of advertising on the fences.
- Some discussion was had around the current position of the school, based on the teacher and community views.
- Ellie mentioned the plan to have parent forum nights, once a term, to get updates on key issues within the school and community and encourage discussion and the updating of positions on those issues.
- Responsible sponsorship is a hot topic, but this will not necessarily be the topic of the first forum.
- This discussion was had in parallel with item 5.6 below, with Jean and Leah both having information to present

- **Action Item for Ellie Moore** – School to advertise parent forum nights (first one now scheduled for Tuesday May 5<sup>th</sup>). There is a lot of interest on sponsorship for school programs and a P&C sponsorship committee will be following up.
- **Action Item for P&C** – Form a sponsorship committee of interested parents, to update our views and outline some principals of responsible sponsorship for the school. This committee would then be expected, after polling the community, to interact with the school in updating policy.
- We also reviewed the current P&C sub-committees and agreed that the following would be organised for future meetings.
- Fundraising, Kitchen/Garden, Sponsorship, Traffic Safety, Uniform Shop, Pre-School sub-committees.
- The Playground committee is run by the school.
- The school also has a Kitchen and Garden committee, but the P&C committee will be looking at fundraising and volunteering, rather than policy and program.
- The sub-committees do not currently exist with any members. We have a lot of options here around meeting structure, minutes and submissions. First step is to get interested members together. If you're interested in getting involved with any of these issues, please let the P&C know before the next P&C meeting.
- Note that for traffic safety, the secretary is currently in contact with local police about their plans and any of our issues. If anyone has anything that they want raised around traffic safety, please let the P&C know and we will follow-up on it.
- **Action Item for P&C** – Advertise committees on the facebook page.

#### 5.6 Advertising banners – Svetlana Jovanovic

- Jean Kouriel presented on sports teams and school sponsorship.
- As per above, a lot of discussion around the community and bringing money into the school in a responsible fashion.
- **Action Item for Ellie Moore** – Need some contact details for Patrick, the sports coordinator. Jean wishes to contact to offer soccer clinics.

#### 5.7 Review of P&C plans for 2015 – Rachael Beckett

- We ran out of time to continue with this item.
- As the fete is the major event for the year, we shall revisit other opportunities and events at the next meeting.

#### Item 6 Sub-Committee Reports

- No sub-committee reports – see above for discussion.

#### 7. Next P & C Meeting – Annual General Meeting, followed by General Meeting – 31st March 2015

*Meeting closed at 9:45pm*

Regards

**Peter Bestel**

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

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