



# ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

*Benefiting our children and their school*

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

**Chair:** Jean Kouriel

**Date:** 31st March 2015

**Time:** 8:30pm

**Venue:** Annandale Public School Library

**Minutes:** 2015 03 31 GM

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

### Meeting declared open by Rachael Beckett – President

#### Attendance – 20

Rachel Beckett, Ann Morey, Sara Howard, Susie Choi, Leticia Tarabay, Margaret Goss, , Emily Traill, Fiona Cooper-Sutherland, Barry Cotter, Jean Kouriel, Rosemary Donald, Susie Preston, Deanna Rhule, Eoin Murphy, Stuart Ridley, James Powditch, Hannah Richardson, Janice Jones, Emma Groube, Peter Bestel

#### Apologies

Leah Thurecht, Lucia Cavadini-Bell, Ellie Moore

### Agenda

1. President's welcome – Jean Kouriel
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 – Margaret Goss
4. Treasurer's Report – Ann Morey
5. General Business
  - 5.1 Boomerang Books – Peter Bestel
  - 5.2 Ethics classes at APS – Janice Jones
  - 5.3 Start of year book bags – Rachael Beckett
  - 5.4 Election Day fete 2015 summary – Ann Morey / Leah Thurecht
  - 5.5 Review of Sub-Committees – Peter Bestel
  - 5.6 Review of P&C plans for 2015 – Rachael Beckett
6. Sub-Committee Reports – as available
  - 6.1 Sponsorship
  - 6.2 Fundraising
  - 6.3 Kitchen and Garden
  - 6.4 Traffic Safety

- 6.5 Uniform Shop
- 6.6 Pre-School

## 7. Next Meeting – GM - Tuesday 28<sup>th</sup> April 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 – Jean Kouriel

- Welcome to members
- Thankyou to everyone who participated in the AGM.

#### 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, 2015-02-24, be accepted as a true record.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Rachael Beckett	<b>AGREED</b>

#### 2.3 Correspondence

- The P&C received a letter from Matthew Jackman, vice principal on leave to be the principal of a small school, congratulating us on the fete.
- A letter was received from Ursula Evans about the air conditioning unit for 2/1D, which is apparently emitting a burning plastic smell and making a lot of noise.
- **Action item for Margaret Goss** – check on the air conditioning unit in question to see what state it is in.

#### 2.4 Action Item Updates from last meeting

- **(02/2015) 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 – done, technology forums.
- **(02/2015) 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. Not yet done.
- **(02/2015) Action Item for P&C** – Advertise committees on the facebook page. Not yet done.
- **(02/2015) Action Item for Ellie Moore** – Need some contact details for Patrick, the sports coordinator. Jean wishes to contact to offer soccer clinics – done.

#### 2.5 Membership Administration

- Welcome to a number of new members at this meeting. The attendance is great.

### Item 3 Principal's Report – Margaret Goss

- Margaret tabled the Principal's Report and expanded on various sections (see attached).
- **Action item for Margaret Goss** – Investigate whether the school report can be delivered / published to the school community in electronic form.
- **Action Item for P&C** – Review the implementation details around putting shelving into the playground for toy / game storage.
- **Action item for P&C** – Send through current accounts to Helen in the office for any upcoming funding proposals.

<b>MOTION:</b>		
That the P&C allocate \$247.20 to purchase 40 headphone sets for the school computers.		
<b>MOVER:</b> Rachael Beckett	<b>SECONDER:</b> Stuart Ridley	<b>AGREED</b>

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

- See attached financials.
- There is still some work on last minute reconciliation of fete results. The exact profit and loss shall be presented with the summary of the different stalls, once completed.

### Item 5 New Business

#### 5.1 Boomerang Books – Peter Bestel

- We have had a letter from Lucy Lehane of the school Boomerang Books program, indicating that she can no longer continue to coordinate the program.
- Boomerang Books is a book sharing program, aimed at increasing the breadth of reading material available to kids at the school. It currently runs on Tuesday mornings.
- Many thanks to Lucy Lehane for the wonderful work so far.
- The Boomerang Books program is therefore looking for a new volunteer coordinator. If you are interested in further details and prepared to offer a small amount of your time each week, please contact Lucy on 0409715321.
- **Action item for P&C** – Arrange to send out request for volunteer to manage Boomerang Books.

#### 5.2 Ethics classes at APS – Janice Jones

- Janice provided a presentation on the ethics program at APS.
- The Ethics program are looking for volunteers and a new coordinator.
- Janice is going to put together some information on the program and the expected effort required in the position.
- For more information on Primary Ethics please see the <http://www.primaryethics.com.au/> or contact Janice ([janice\\_jones\\_1@iinet.net.au](mailto:janice_jones_1@iinet.net.au) or 0422 493 497).
- **Action item for P&C** – Arrange to send ethics class volunteers requirements to community, once received.
- Post meeting – here is the information from Janice. Currently, demand outweighs the number of volunteer facilitators. To ensure the classes can continue and also expand at APS (i.e. desire to be able to offer classes to Yr1 & Kindy) an Ethics School co-ordinator and new Ethics volunteers are needed. Both roles are voluntary and are fully supported with teaching material and training for the Ethics program.

### 5.3 Start of year book bags – Rachael Beckett

- This item has been deferred until a later meeting.

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

- This item has been deferred until the next meeting.
- An analysis of all of the activities and expenses vs, income are currently being prepared.

### 5.5 Review of Sub-Committees – Peter Bestel .

- We are looking for one or more people to lead, and as many people as want to get involved to assist with, the following sub-committees: Fundraising, Kitchen/Garden, Sponsorship, Traffic Safety, Pre-School sub-committees.
- There are already a number of people running the Uniform Shop, which reports as necessary.
- Traffic doesn't currently have any major projects and updates from police and community come into the secretary. If anyone has strong ideas about changes that need to occur with the traffic situation, please get in contact with the P&C.
- These would be official sub-committees, as per the guidelines about sub-committees at <http://pandc.org.au/index.php/publications> and the report sheet at <http://www.apspandc.org/Procedures.html>
- Please contact the P&C for further details.
- **Action item for P&C** – Arrange to send out information on sub-committees to community and facebook.

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

- The next item on the fundraising agenda for the P&C is the Mother's Day stall.
- There are a lot of great ideas for Mother's Day presents this year, with a range of prices depending on the options.
- Mother's Day will fall before the next P&C meeting and therefore the funds to facilitate any purchasing must be allocated now.

<b>MOTION:</b>		
That the P&C allocate \$1500 as a float for the preparations around Mother's Day.		
<b>MOVER:</b> Peter Bestel	<b>SECONDER:</b> Ann Morey	<b>AGREED</b>

## Item 6 Sub-Committee Reports

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

## 7. Next P & C Meeting – General Meeting – 28th April 2015

*Meeting closed at 9:55pm*

Regards

**Peter Bestel**

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

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