



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: 28th April 2015

Time: 7:30pm

Venue: Annandale Public School Library

Minutes: 2015 04 28 GM

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

Meeting declared open by Rachael Beckett – President

Attendance – 16

Anna Seppelt, Emily Traill, Ellie Moore, Leah Thurecht, Deanna Rhule, Eoin Murphy, Lucia Cavadini-Bell, Jenny Richardson, Fiona Cooper-Sutherland, Leticia Tarabay, James Powditch, Sara Howard, Rachael Beckett, Ann Morey, Peter Bestel, Barry Cotter

Apologies

Susie Choi, Susan Wimberley, Rosemary Donald, Katherine Delaney, Susie Trehane

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 – Ellie Moore
4. Treasurer's Report – Ann Morey
5. General Business
 - 5.1 Kitchen / Garden projects – Lucia Cavadini-Bell
 - 5.2 School grounds maintenance projects – James Powditch
 - 5.3 Further fundraising projects – James Powditch
 - 5.4 Digital steering committee – James Powditch
 - 5.5 Review of Sub-Committees – Peter Bestel
 - 5.6 Review of P&C plans for 2015 – P&C Committee
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 26th May 2015

Please feel free to email apspandc@gmail.com with anything you would like to raise at this meeting.

Minutes

Item 1 Welcome – Jean Kouriel

- 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, 2015-03-28, be accepted as a true record.		
MOVER: Peter Bestel	SECONDER: Ann Morey	AGREED

2.3 Correspondence

- None this month.

2.4 Action Item Updates from last meeting

- **(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.
- **(03/2015) Action item for Margaret Goss** – Investigate whether the school report can be delivered / published to the school community in electronic form.
- **(03/2015) Action Item for P&C** – Review the implementation details around putting shelving into the playground for toy / game storage – done.
- **(03/2015) Action item for P&C** – Send through current accounts to Helen in the office for any upcoming funding proposals – done.
- **(03/2015) Action item for P&C** – Arrange to send out request for volunteer to manage Boomerang Books.
- **(03/2015) Action item for P&C** – Arrange to send ethics class volunteers requirements to community, once received.

2.5 Membership Administration

- Reviewed a potential new welcome form / introduction to the P&C for sending out to parents.

Item 3 Principal's Report – Ellie Moore

- Ellie tabled the Principal's Report and expanded on various sections (see attached).
- **Action item for P&C** – To review school grounds with Ellie for maintenance list.
- **Action Item for P&C** – To send report on finances to Helen - \$31k to spend and plenty already allocated to existing items.
- **Action item for Ellie Moore** – Check with teachers on classroom resources, as we have not yet seen any requests this year.
- **Action item for Ellie Moore** – Provide flow chart of the new project process for P&C to review and make use of.
- **Action item for Ellie Moore** – Bring school 3 year plan to next meeting for review.

Item 4 Treasurer's Report – Ann Morey

- See attached financials.

Item 5 New Business

5.1 Kitchen / Garden projects – Lucia Cavadini-Bell

- The Kitchen / Garden is in need of further funding and more discussion shall be brought to the P&C about this.
- Would like the funds from the fete flower stall released for current ongoing costs.

MOTION:		
That the P&C allocate \$1400 from the fete flower stall to the Kitchen/Garden project.		
MOVER: Ann Morey	SECONDER: Jean Kouriel	AGREED

5.2 School Grounds Maintenance Projects – James Powditch

- There are a lot of maintenance projects waiting to be completed around the school.
- Some of these projects have been awaiting department capital works for years.
- Lot of follow-on discussion from the principal's report.
- It's time to look at other ways of funding some of these projects and get the priorities and delays more visible.
- **Action item for Ellie Moore / P&C** – Review overall maintenance tasks and priorities and get these items publicised for the community.
- **Action item for Ellie Moore / P&C** – Look into other funding channels based on the maintenance list – whether this be department grants, sponsorship, meetings with the local member, etc.
- There is a requirement for more after-hours lighting around the aftercare area.
- No motion required on this, as there are existing allocations to playground maintenance.
- Meet with Ellie / Aftercare committee and proceed on implementation of preferred solution.

5.3 Further fundraising projects – James Powditch

- This item has been deferred until a later meeting.

5.4 Digital steering committee – James Powditch

- Need to have a community steering committee on digital projects.
- **Action item for P&C** – Add Digital sub-committee to agenda.

5.5 Review of Sub-Committees – Peter Bestel .

- Follow up on publicity around sub-committees.

5.6 Review of P&C plans for 2015 – P&C

- Calendar template for year needs to be updated.
- Items for term 3 fundraising to be brought to the next P&C meeting and finalised.

5.7 School Playground Shed Plan – P&C

- Barry and James brought some great plans to the meeting.
- No motion required on this, as there are existing allocations to playground maintenance.
- Meet with Ellie / Margaret and proceed on implementation of preferred solution.

Item 6 Sub-Committee Reports

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

7. Next P & C Meeting – General Meeting – 26th May 2015

Meeting closed at 9:36pm

Regards

Peter Bestel

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

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