



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: 25th August 2015

Time: 7:40pm

Venue: Annandale Public School Library

Minutes: 2015 08 25 GM

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

Meeting declared open by Jean Kouriel – President

Attendance – 21

Jacque Warner, Andrea Firth, Leah Thurecht, James Powditch, Barry Cotter, Jillian Wolfe, Dace Elletson, Rachael Beckett, Deanna Rhule, Susie Choi, Stuart Ridley, Eoin Murphy, Leticia Tarabay, Peter Bestel

Apologies

Ann Morey

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 – Dace Elletson
4. Treasurer's Report – Ann Morey
5. General Business
 - 5.1 Comedy night fundraiser – James Powditch / Leah Thurecht
 - 5.2 Father's Day present and catering – Jean Kouriel / Leah Thurecht
 - 5.3 Sports Uniforms – Jean Kouriel
 - 5.4 P&C section of the school newsletter – Leah Thurecht
 - 5.5 Department of Education's attendance policy – Leticia Tarrabay
 - 5.6 POP online payment system – Eoin Murphy
 - 5.7 Ethics class volunteers – Jacque Warner
 - 5.8 Weekend markets at the school – Jean Kouriel / Dace Elletson
 - 5.9 Communications committee update – Sara Howard
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
- 6.7 Digital

7. Next Meeting – GM - Tuesday 27th October 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, 2015-07-28, be accepted as a true record.		
MOVER: Peter Bestel	SECONDER: Jean Kouriel	AGREED

2.3 Correspondence

- **Action item for P&C Secretary** – Email Keith Guy regarding having P&C minutes on the Enews app for push announcements.

2.4 Action Item Updates from last meeting

- **(07/2015) Action item for P&C Secretary**– Ensure that all helpers at the school showcase event use the P&C sign on sheets to ensure insurance coverage – N/A – not a P&C event.
- **(07/2015) Action item for Dace Elletson** – Look into options for a sports uniform for summer / winter – not done.
- **(07/2015) Action item for Dace Elletson** – Once options have been reviewed and discussed with teachers, bring to community / P&C for any further discussion or funding requests – not done.
- **(07/2015) Action item for P&C Secretary** – Send P&C volunteer sign-on sheet to all organisers of events. This sign on sheet is used to cover non-P&C-member volunteers under the insurance policy – done.
- **(07/2015) Action item for P&C Secretary** – Follow up on outstanding funding payments to school – done.

2.5 Membership Administration

- No actions.

Item 3 Principal's Report – Dace Elletson

- Dace tabled the Principal's Report and expanded on various sections (see attached).

Item 4 Treasurer's Report – Peter Bestel

- See attached financials.

Item 5 New Business

5.1 Comedy night fundraiser – James Powditch / Leah Thurecht

- There was a long discussion around all of the action items associated with the fundraising evening.

MOTION:		
That the P&C allocate \$1000 for expenses for the comedy night fundraiser.		
MOVER: Leah Thurecht	SECONDER: Rachael Beckett	AGREED

- **Action item for P&C Secretary** – Ensure that all helpers at the school showcase event use the P&C sign on sheets to ensure insurance coverage.

5.2 Father's Day present and catering – Jean Kouriel / Leah Thurecht

- Need to outline the overall process for the question jars to the teachers.

MOTION:		
That the P&C allocate \$200 for expenses for the Father's Day Morning Tea.		
MOVER: Peter Bestel	SECONDER: Jean Kouriel	AGREED

- **Action item for P&C President** – Email class reps about morning tea and helpers.
- **Action item for P&C Exec** – Review P&C calendar and overall process for notifying class reps of events.

5.3 Sports Uniforms – Jean Kouriel

- More discussion around uniform for athletics / sports and the overall school uniform
- **Action item for P&C President** – Follow up with Dace on options and actions

5.4 P&C section of the school newsletter – Leah Thurecht

- Nothing from the P&C this period, which needs to be fixed
- Need to ensure that all of the fundraising and other good work is not missed
- P&C team to commit to getting these updates in on time
- **Action item for P&C Secretary** – Make P&C gmail calendar available to community

5.5 Department of Education's attendance policy – Leticia Tarabay

- Leave used to be granted at the Principal's discretion
- Apparently this is no longer the case
- Leave forms are available on the school web site

5.6 POP online payment system – Eoin Murphy

- Some feedback on the application being difficult to use
- Query school office to see if there are other options, or whether we are tied into this Westpac application
- Is it possible to have consolidated payments at the start of the year or start of term?

5.7 Ethics class volunteers – Jacquie Warner

- The professional ethics team needs volunteers
- Without the volunteers the program cannot continue
- The minimum time commitment is 30 minutes on Wednesday morning at either 9:00am or 9:30am
- **Action item for P&C** – Need announcements in the newsletter, FaceBook and the mailing list

5.8 Weekend markets at the school – Jean Kouriel / Dace Elletson

- Various proposals are being reviewed
- The DET legal section will also review any contracts
- Various people are looking at the proposals from operators
- Did not spend too much time discussing in the meeting

5.9 Communications committee update – Sara Howard

- The communications committee met over the school holidays
- The new starter packs were reviewed and there are some proposals around updating
- The current P&C information on the school web site was also reviewed
- Moving forward more information needs to be pushed through the school Enews application

Item 6 Sub-Committee Reports

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

Item 7 Next P & C Meeting – General Meeting – 27th October 2015

Meeting closed at 9:35pm

Regards

Peter Bestel

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

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