



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

Date: 23rd February 2016

Time: 7:30pm

Venue: Annandale Public School Library

Minutes: 2016 02 23 GM

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

Meeting declared open by Barry Cotter – Vice President

Attendance – 29

Lucia Cavadini-Bell, Ann Morey, Leah Thurecht, Stuart Ridley, Barry Cotter, Dace Elletson, Alessandra Straffi, Tracy Wilson, Kitty Lai, Sara Howard, Diane Adair, Ting ting Sun, Rosemary Donald, Steph Freeman, Steph Aplin, Kate Feeney, Leticia Tarabay, Susan Starr, Rachael Beckett, Kylie Couper, Jenny Richardson, Natalie Caruso, Svetlana Jovanovic, Kylie Delgado, Kylee Pryor, Susie Choi, Hannah Richardson, Rebecca Niemiec, Peter Bestel

Apologies

Jean Kouriel

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 Sports representative uniforms – Susie Choi
 - 5.2 School music program – Susie Choi
 - 5.3 P&C communications and business community directory – Sara Howard
 - 5.4 Managing class lists – Rosemary Donald
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 – AGM, followed by GM - Tuesday 29th March 2016

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

Minutes

Item 1 Welcome – Barry Cotter for 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, 2015-11-24, be accepted as a true record.		
MOVER: Peter Bestel	SECONDER: Ann Morey	AGREED

2.3 Correspondence

- Fundraising correspondence only.
- **Action item for P&C secretary** – Forward the various sponsorship correspondence, as relevant, to Leah Thurecht or Dace Elletson.

2.4 Action Item Updates from last meeting

- **(10/2015) Action item for Rachael Beckett** – still investigating the move of the AGM to November.

2.5 Membership Administration

- A lot of activity here – welcome to 30+ new members.

Item 3 Principal's Report – Dace Elletson

- Dace tabled the Principal's Report and expanded on various sections (see attached).
- Noted that a number of grants are available and we do wish to apply for them - need people involved in this process.
- The school is reviewing holiday program possibilities and grant availability to support this.
- Traffic safety letter - school has written a letter regarding a traffic safety grant.
- **Action item for P&C secretary** - write letter in support of traffic safety grant.
- **Action item for P&C secretary** - request letter from Leichhardt Highway Patrol regarding any recommendations from officers around traffic improvements
- Some discussion around the SRC and year 5 and 6 students this year.
- School looking for a directory of parent skills for the school and how to collect and present this information.
- **Action item for Stuart Ridley and Sara Howard** – Review this skills directory request and come back to the meeting.
- Discussed generating class parent lists based on data that the school already has, rather than re-collecting every year (see 5.4 below)
- **Action item for principal** - check whether school data can be made available to P&C to generate these lists (data is in spreadsheets / database) - PB to review data, if possible, and define procedure

Item 4 Treasurer's Report – Ann Morey

- See attached financials.
- Discussion was had around some aged ongoing commitments from 2012 and removing these.

MOTION:		
That the ongoing commitments to fund 50% of the year 6 jerseys and rainbow circle support group be removed. Commitments to fund the yearly insurance package, coffee carts for mothers and fathers days and books for the school presentation day are to be retained.		
MOVER: Peter Bestel	SECONDER: Rachael Beckett	AGREED

Item 5 New Business

5.1 Sports representative uniforms – Susie Choi

- There was a very long discussion around school uniform, sports uniform and representative uniform.
- **Action item for principal** – Review overall uniform and come back to the P&C with a recommendation and/or funding request. Specifically whether there should be a different representative (eg. District / State) uniform to the regular sports day.

5.2 School music program – Susie Choi

- Discussion around the program, status and any reporting available on what is happening.
- A number of things are not clear and the school also does not have information immediately available.
- **Action item for principal** – Review existing music program status. Discuss with teachers and parents the vision for the music program moving forwards.

MOTION:

That a music committee be formed to review the situation and provide proposals to the school. Immediate initial representation is required to get the program moving. Stuart Ridley and Susie Choi will perform initial coordination.

MOVER: Susie Choi

SECONDER: Sara Howard / Ann Morey

AGREED

5.3 P&C communications and business community directory – Sara Howard

- The new web site is ready and various integrations are happening with calendars and coordinating other information.
- Interface looks much cleaner and more modular than previously.
- Congratulations to the school and the communications committee on a great job.
- New letterhead and correspondence is available from the P&C to the community.
- **Action item for P&C** – Send new introduction to the P&C document home to parents via class reps.
- **Action item for P&C** – Re-do the sub committee structure at the upcoming AGM.

5.4 Managing class lists – Rosemary Donald

- There was discussion around why we constantly re-collect parent contact data every year, at both the school and P&C level.
- Some optimisation could happen with information which remains static yearly.
- A number of proposals occurred and involve the school and P&C sharing information, subject to data controls in place from the DET.

Item 6 Sub-Committee Reports

- No sub-committee reports – see above for discussion around traffic and communications.

Item 7 Next P & C Meeting – AGM followed by General Meeting – 29th March 2016

Meeting closed at 9:35pm

Regards

Peter Bestel

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

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