



ANNANDALE PUBLIC SCHOOL Parents & Citizens Association

Benefiting our children and their school

Annandale Public School Parents & Citizens Association Minutes of General Meeting

Chair: Barry Cotter

Date: 29th March 2016

Time: 7:55pm

Venue: Annandale Public School Library

Minutes: 2016 03 29 GM

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

Meeting declared open by Barry Cotter –President

Attendance – 28

Kylee Pryor, Susan Starr, Jenny Richardson, Leah Thurecht, Jill Summerville, Ann Morey, Jillian Wolfe, Susie Choi, Diane Adair, James Powditch, Kylie Couper, Steve Hamilton, Kylie Delgado, Barry Cotter, Rebecca Wainscoat, Suzanne Johnston, Lucia Cavadini-Bell, Michelle Lenn, Rebecca Niemiec, Hannah Richardson, Steph Freeman, Rosemary Donald, Emma Groube, Stuart Ridley, Lucas Boardman, Stephanie Aplin, Dace Elletson, Peter Bestel

Apologies

Jean Kouriel, Sara Howard, Kate Swift, Kate Feeney

Agenda

1. President's welcome – Barry Cotter
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 for Kylie Couper
5. General Business
 - 5.1 Sports representative uniforms – Susie Choi
 - 5.2 School music program – Stuart Ridley
 - 5.3 Traffic and parking issues – Susie Choi
 - 5.4 Parent representative for principal selection panel – Peter Bestel
 - 5.5 Torres Straight islander flag pole – Katherine Delaney
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 – AGM, followed by GM - Tuesday 31st May 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

- 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, 2016-02-23, be accepted as a true record.		
MOVER: Peter Bestel	SECONDER: Barry Cotter	AGREED

2.3 Correspondence

- Fundraising correspondence has again been high this month, with relevant items being forwarded to Leah until the fundraising committee is in place.
- We have had four funding requests from the school:
 - Funding for representative uniforms for school sports (\$1685.00).
 - Funding for air conditioning systems for the school (total of \$51183, broken up into 6 stages).
 - Funding for the learning kitchen (\$1000 out of existing allocation, \$500 for miscellaneous running costs and more on the way for repairs).
 - Funding for pre-school grounds repairs (\$3300).
- Some correspondence was received from Sergeant Daniel Chilvers, in charge of traffic at Glebe Police. He is attending a meeting in early April with the highway patrol around policing outside the school. Some information we have asked for will be discussed then.

2.4 Action Item Updates from last meeting

- **(10/2015) Action item for Rachael Beckett** – still investigating the move of the AGM to November.
- **Action item for P&C secretary** – Forward the various sponsorship correspondence, as relevant, to Leah Thurecht or Dace Elletson – done and ongoing.
- **Action item for P&C secretary** - write letter in support of traffic safety grant – not done and seeking further details.
- **Action item for P&C secretary** - request letter from Leichhardt Highway Patrol regarding any recommendations from officers around traffic improvements – done and pending with the local traffic police meeting with highway patrol 04/2016.
- **Action item for Stuart Ridley and Sara Howard** – Review this skills directory request and come back to the meeting – update provided and still in-progress.
- **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 – in progress.

- **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 – done.
- **Action item for principal** – Review existing music program status. Discuss with teachers and parents the vision for the music program moving forwards – in progress.**Action item for P&C** – Send new introduction to the P&C document home to parents via class reps – done.
- **Action item for P&C** – Re-do the sub committee structure at the upcoming AGM – in progress.

2.5 Membership Administration

- Fundraising correspondence has again been high this month, with relevant items being forwarded to Leah until the fundraising committee is in place.
- 21 new membership forms were received last week.
- Apparently there were more and they are being chased down.
- This puts us over 50 current members. We must now ensure that we always have at least 11 people at each meeting in order to pass any motions. Future meeting notices will start to ask for an RSVP in order to assess this attendance prior.

Item 3 Principal’s Report – Dace Elletson

- Dace tabled the Principal’s Report and expanded on various sections (see attached).
- Most of the general business items listed below were covered in this report and with discussion during this report. Many details have been moved to the appropriate sections below.
- School sports representative uniforms were discussed (see below).
- School lunches are returning and the school shall be releasing details shortly.
- The air conditioning funding request was discussed, and the components per room reviewed (see below).
- Dace is looking into a special building fund for the school.

MOTION:

That a vote of thanks be given to Martha Rochas for providing funding to replace the air conditioning system for the school hall.

MOVER: all

SECONDER: all

AGREED

Item 4 Treasurer’s Report – Ann Morey

- See attached financials.

Item 5 New Business

5.1 Sports representative uniforms – Susie Choi

- There was a very long discussion around sports and representative uniforms during the principal’s report.
- Dace brought along examples of the new uniforms and artwork customising them for APS.

- The school is moving ahead with creating a pool of these uniforms to be lent out as required.

MOTION: That the P&C allocate \$2000 to fund the sports representative uniforms, based on the quote from the school.		
MOVER: Susie Choi	SECONDER: Emma Groube	AGREED

5.2 School music program – Stuart Ridley

- Stuart presented some information on discussions and other preparation to revitalise the school music program and offer alternatives.
- A survey has been prepared and shall shortly be released to the community to collect information.
- The music committee has recruited a number of people to assist in the work and will be looking for additional parent help to further objectives.
- The music committee is reviewing ideas for music related fundraising, to support the program and encourage participation and performance.
- A number of bands have been proposed and are being advertised to the community in order to gauge interest. These bands are outside the scope of the existing bands run by the Music Partnership.

5.3 Traffic and parking issues – Susie Choi

- There continue to be significant issues with the parking situation on Trafalgar Street.
- In particular the drop off zone is often occupied by people who remain in their vehicles for long periods of time, creating an unsafe and unworkable area for other parents attempting to drop off children.
- Kylee Pryor and Steve Hamilton have produced some artwork and recommendations for the school on placement of banners outside the school, as part of a re-education campaign for the community.
- Additional actions available are to place similar artwork on cars and engage further with council rangers and police to issue fines.
- There was also discussion on the streetscape of Trafalgar street and how it is extremely crowded with barriers, garden and trees around the drop off areas. This restricts access and reduces visibility.
- **Action item for P&C Secretary** – write a letter to Glebe police requesting review and recommendations for the area.

MOTION: That the P&C allocate \$600 to fund banners to make parking restrictions very clear at the back and front of the school. Artwork to be agreed with the Principal.		
MOVER: Peter Bestel	SECONDER: Emma Groube	AGREED

5.4 Parent representative for principal selection panel – Peter Bestel

- A request has been received to nominate an appropriately trained parent representative to for the upcoming principal selection panel.
- As far as we are aware, there are three (3) parents who have completed the necessary DET course to participate.

- None of those parents was attending the meeting
- **Action item for P&C secretary** – contact parents, assess availability and respond to the DET on a primary and alternate parent for this selection panel.

5.5 Torres Straight islander flag pole – Katherine Delaney

- A request has been received to check on the status of this flag pole.
- Money collected by the SRC for this project is still with the school.
- Please check with the principal on status around this project and funding.

5.6 Funding requests and other business

- The pre-school has requested funds to make urgent repairs to facilities within the grounds.
- They are seeking \$800 to replace the sand-pit cover (to ensure it is not visited by the neighbourhood cats) and \$2500 to replace the overhead shade cloth.
- These two items were discussed and it was agreed to fund the sand pit, but request further review on the shade cloth (as we are now out of summer) to see if the entire \$2500 is required.

MOTION: That the P&C allocate \$800 to fund replacement of the sand-pit cover in the pre-school.		
MOVER: Leah Thurecht	SECONDER: James Powditch	AGREED

- **Action item for Principal and P&C** – revisit and document / maintain school maintenance priorities to allow for future funding planning and working bee targets.
- The air conditioning request was discussed and the meeting was uncomfortable to commit all of the remaining P&C funds to this project at this time.
- Alternatives to the funding and on-going power commitment were requested. Further discussion was deferred until the middle of the year, with the next summer draws closer.
- **Action item for Principal** – provide information on the heritage status of the various school buildings, in order to assist with planning for alternatives to air conditioning and other power saving possibilities.
- The learning kitchen has notified of some requirement for repairs and other upcoming items.
- At this time \$1000 is being drawn out of the existing allocation in order to correct the ceiling fans.
- Funding is required soon to complete repairs on stove exhaust fans, which have failed, and the waterproofing of the teaching area.
- A top-up grant is being applied for to assist in managing these ongoing costs.
- There are a constant number of small failures requiring funding for replacement of kitchen items (measuring cups, scales, etc.) These failures can occur at any time and are not covered by the regular funds that the school uses to deal with minor equipment failure in other classrooms.

MOTION: That the P&C allocate \$300 for replacement of kitchen teaching equipment, to be reviewed and topped up as required.		
MOVER: Peter Bestel	SECONDER: Susie Choi	AGREED

Item 6 Sub-Committee Reports

- See above for discussion around traffic.
- The funding and sponsorship committees are beginning work, reviewing possibilities and looking for assistance from the community. There is at least one significant event approaching, with a probable election day fete to be organized.

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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