

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

Chair: Barry Cotter

Date: 26th July 2016

Time: 7:40pm

Venue: Annandale Public School Library

Minutes: 2016 07 26 GM

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

Meeting declared open by Barry Cotter –President

Attendance – 16

Rosemary Donald, Barry Cotter, Kylie Couper, Leah Thurecht, Hannah Richardson, Sara Howard, Peter Bestel, Dace Elletson, Susie Choi, Sam West, Lynda Maher, Veronika Zec, James Powditch, Steph Aplin, Steph Freeman, Leticia Tarabay

Apologies

Bec Wainscoat, Lucia Cavadini-Bell, Stuart Ridley, Rachael Beckett, Ann Morey, Gillian Wolfe



General 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 – Kylie Couper
5. General Business
 - 5.1 Father's Day fundraising – Leah Thurecht
 - 5.2 Fete summary – Kylie Couper
 - 5.3 Waterproofing kitchen – Lucia Cavadini-Bell
 - 5.4 Business and skills directory – Sara Howard, Hannah Richardson
 - 5.5 School sponsorship – James Powditch
 - 5.6 School Fun Run – Barry Cotter
 - 5.7 Card Tree e-Card Fundraising Proposal – Kylie Couper
 - 5.8 P&C Insurance Renewal – Peter Bestel
 - 5.9 Call for a fundraising committee – Leah Thurecht
 - 5.10 Call for a sponsorship committee – Leah Thurecht
 - 5.11 New IWC Community Funding – Peter Bestel
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 30th August 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, 2016-06-28, be accepted as a true record.
Mover	Peter Bestel
Seconder	Barry Cotter
Result	Agreed

2.3 Correspondence

- One letter from a voter about the chocolate wheel at the fete, and volume around the voting area, which the Secretary will respond to formally.
- One piece of correspondence from Glebe police around planning for upcoming area programs.

2.4 Action Item Updates from last meeting

- 2016-06 - Sara and Hannah to work further on directory service option and policy. Bring this back to Dace for the next meeting - done.

2.5 Membership Administration

- No membership changes this month.

Item 3 Principal's Report – Dace Elletson

- Dace tabled the Principal's Report and expanded on various sections (see attached).
- Sam West, Lynda Maher and Veronika Zec presented on STEM (Science Technology Engineering Mathematics) and changes to the curriculum.
- Science, Education and Literacy week being held at APS on 22-26 August, combining many events into one celebration.



Item 4 Treasurer's Report – Kylie Couper

- See attached financials.
- Significant increase in funds available, despite funding of school projects.
- The school required some additional funding to cover new monitors for the computers that have been purchased.

Motion	That \$1000 be set aside for new monitors for the new computers in the library.
Mover	Barry Cotter
Seconder	Leah Thurecht
Result	Agreed

Motion	That cheque for \$100 to be sent to the <u>Shepherd Centre</u> in Newtown as a donation, post the 5c competition conclusion.
Mover	Kylie Couper
Seconder	Barry Cotter
Result	Agreed

Item 5 New Business

5.1 Father's Day fundraising – Leah Thurecht

- The P&C are planning to do photos for fathers this year and are looking for a photographer.
- Costs would be \$10 as per previous mother's day items.
- **ACTION ITEM** - Principal to take this to staff, as photos will require time out of class.

Motion	That \$1000 be allocated to fathers day morning tea and printing costs for gifts.
Mover	Leah Thurecht
Seconder	Peter Bestel
Result	Agreed



5.2 Fete summary – Kylie Couper

- The fete brought in \$20900, and cost \$4200 to set up, making a total profit of over \$16000
- Wonderful returns on all of the effort from our parent volunteers.
- A vote of thanks to everyone for their support.
- Still sending out thank you notes to businesses who supported us with prizes.

5.3 Waterproofing kitchen – Lucia Cavadini-Bell

- No update at the moment and we are waiting for an update from the builder.
- **ACTION ITEM** - P&C to obtain written quote and update from builder.

5.4 Business and skills directory – Sara Howard, Hannah Richardson

- Reviewed a document provided by Hannah and Sara, which was accepted as very good.
- **ACTION ITEM** - P&C to find a link on another school web site linking directories and check on links to sponsors, to ensure that this is acceptable.
- **ACTION ITEM** - P&C to review with APS around school web site summary for the directory or link to directory from P&C web site

5.5 School sponsorship – James Powditch

- Need to review potential sponsors for the showcase and confirm process for engaging with a sponsor.
- New sponsorship committee will handle this (see below).
- The P&C has some new documentation which outlines an engagement process, terms and conditions which is currently being reviewed by the executive.

5.6 School Fun Run - Barry Cotter

- The Newtown rugby game originally scheduled for August 6 has been moved to the Hunter Valley and so is no longer suitable for the fun run.
- Newtown have offered us Reunion day at Henson park, which is August 27th.
- This date was acceptable to the meeting.
- **ACTION ITEM** - P&C to update calendar.
- **ACTION ITEM** - P&C President to finalise and organise communications on the day and the cake stall we are intending running at the game.



5.7 Card Tree e-Card Fundraising Proposal – Kylie Couper

- Kylie presented The Card Tree Community Program, a passive fundraising program.
- The program appears to be very exciting with a great potential for providing ongoing funding to the school.
- This program has been approved in principal by the department of education.
- Need to review insurance issues around any ecommerce fraud liability.
- If we proceed this shall require major announcement to the community.
- **ACTION ITEM** - P&C to review full terms of agreement as soon as it is available.

5.8 P&C Insurance Renewal – Peter Bestel

- The annual P&C Federation membership and insurance renewal is due at the end of this month.
- \$425 is a mandatory membership renewal fee.

Motion	That \$880 be allocated to the P&C Federation membership renewal and insurance.
Mover	Peter Bestel
Seconder	Leah Thurecht
Result	Agreed

5.9 Call for a fundraising committee – Leah Thurecht

- **ACTION ITEM** - P&C exec to review full running parameters for committee and announce to the community the opportunity to participate.
- Anyone interested in becoming involved should contact Leah Thurecht from the P&C.

5.10 Call for a sponsorship committee – Leah Thurecht

- **ACTION ITEM** - P&C exec to review full running parameters for committee and announce to the community the opportunity to participate

5.11 New IWC Community Funding – Peter Bestel

- The Inner West Council has released details of a new grants program.
- Information can be obtained at [Stronger Communities Grant](#)
- We would welcome any suggestions from the community on potential directions we could head in to apply for grants.



Item 6 Sub-Committee Reports

- No Reports.

Item 7 Next P & C Meeting – General Meeting – 30th August 2016

Meeting closed at 9:35pm

Regards

Peter Bestel

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

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Annandale Public School P&C

P&C email

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P&C website

apspandc.com.au

P&C pages on the school website

annandale-p.schools.nsw.edu.au/p-c

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