

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

Chair: Hannah Richardson for Barry Cotter

Date: 28th February 2017

Time: 7:30pm

Venue: Annandale Public School Library

Minutes: 2017 02 28 GM

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

Meeting declared open by Hannah Richardson – Vice President

Attendance – 19

Deanna Rhule, Rebecca Wainscoat, Alison Wiliscroft, Rosemary Donald, Alessandra Straffi, Leticia Tarabay, Helen O’Riordan, Leah Thurecht, Kylie Couper, Dace Elletson, Kate Feeney, Chris Field, Justine Speer, Hannah Richardson, Michelle Lenn, Stuart Ridley, Steph Freeman, Peter Bestel

Apologies

Rachael Beckett, Lucia Cavadini-Bell, Sara Howard, Jillian Wolfe, Barry Cotter



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 Update on Ragtagd for lost property – Peter Bestel
 - 5.2 Uniform shop curtains / blinds – Leah Thurecht
 - 5.3 Uniform shop pricing updates – Helen O'Riordan
 - 5.4 Kitchen waterproofing update – Peter Bestel
 - 5.5 Disco Update - Leah Thurecht
 - 5.6 COLA Update - Barry Cotter
 - 5.7 P&C membership tracking - Leah Thurecht / 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 – AGM and GM - Tuesday 28th March 2017

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



Minutes

Item 1 Welcome – Hannah Richardson for 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, 2016-11-29, be accepted as a true record.
Mover	Peter Bestel
Seconder	Leah Thurecht, Hannah Richardson
Result	Accepted with one correction to be made to the minutes. The motion to allocate \$1000 to kitchen garden beds was mistakenly recorded as a \$10000 commitment. Meeting minutes and yearly summary updated.

2.3 Correspondence

- No correspondence.

2.4 Action Item Updates from last meeting

- That the school be consulted on obtaining a list of parents, children, contacts and class lists for the welcome night - completed, but unsuccessful due to privacy concerns.
- Follow up with the Ragtagd team on installation of shelving, sensors and tags for uniforms - done and final cabling being completed.
- Follow up with the school on a wish list of items to be funded in 2017 - done and supplied.

2.5 Membership Administration

- P&C membership is now included in the yearly school fees, with the ability to opt out if desired. Voting eligibility can be validated against a list provided by the school which includes school fees paid. A modification will be proposed to the constitution at the upcoming AGM.

Item 3 Principal's Report – Dace Elletson

- Dace tabled the Principal's Report and expanded on various sections (see attached).
- Action item - check to see if the updates in the notifications app can have clickable URLs - Principal.



Item 4 Treasurer's Report – Kylie Couper

- See attached financials for January and February.

Item 5 New Business

5.1 Update on Ragtagd for lost property - Peter Bestel

- Ragtag has installed shelving and sensors.
- Some electrical cabling is to be completed.
- Information on the system is in the upcoming school newsletter.
- Testing and monitoring of lost property shall begin shortly.

5.2 Uniform shop curtains / blinds - Leah Thurecht

- The uniform shop window lets in a lot of heat and is unable to be closed
- This makes working in the enclosed space very uncomfortable
- Some curtains or blinds are required to assist with this

Motion	That \$250 be set aside to purchase blinds for the uniform shop.
Mover	Leah Thurecht
Secunder	Peter Bestel
Result	Agreed

- Action item - uniform shop window to be checked to see why it cannot be closed and a possible fan placement found in the shop - P&C Secretary.

5.3 Uniform shop pricing updates - Helen O'Riordan

- The uniform shop is not currently passing on the price of hat and jacket tagging for the new lost property system.
- This was as agreed when the system was brought into place last year.
- However, it is now time to update prices to take this into account

Motion	That \$3.00 be added to uniform shop hat prices and \$3.50 to jackets to recover allocation for Ragtagd tagging.
Mover	Helen O'Riordan
Secunder	Peter Bestel
Result	Agreed



5.4 Kitchen waterproofing update - Peter Bestel

- Lucia has indicated that the work required to waterproof the learning kitchen area has been completed.
- Due to problems encountered which required additional materials and work, the original estimated allocation of \$2000 from 06/2016 was inadequate to cover the cost.
- The final cost of the works was \$3695.69

Motion	That \$1695.69 be allocated to pay for completed waterproofing of the learning kitchen area.
Mover	Kylie Couper
Seconder	Steph Freeman
Result	Agreed

5.5 Disco update - Leah Thurecht

- The disco is going ahead on 10/03/2017
- Tickets are available via Flexischools

5.6 COLA update - Barry Cotter

- Further work is required to define all aspects of this project.
- The school has significant amounts of concrete on most surfaces and no protection from the elements for very rainy or hot days.
- Kindergarten parent, Chris Field, attended the meeting to offer assistance with the COLA project. Agreed that P&C Exec would make contact with the known parent architects in the school and community to see if they would be available to do a walk around the school with Dace and Chris to discuss the options.
- P&C are also reviewing COLA installations at other schools to gather more input for the current project.

5.7 P&C membership tracking - Leah Thurecht

- The P&C needs to arrange an invoice to the school after stage 3 payments have been received by the school
- Payments can continue to come in during the course of the year, so an update from the school will be required at the end of term 4
- People eligible to vote in meetings as members can be identified in a report supplied by the school



5.8 Miscellaneous business

- The school had a number of items which were considered urgent on the wish list of 2017
- The list was discussed by the meeting and two items picked out for action

Motion	That \$9000 be allocated to classroom reader replacement.
Mover	Peter Bestel
Seconder	Hannah Richardson
Result	Agreed

Motion	That \$340 be allocated to pay two portable whiteboards for the school (rather than the \$1000 it was going to cost the school)
Mover	Leah Thurecht
Seconder	Hannah Richardson
Result	Agreed

Motion	That \$9000 scheduled to be allocated to the school air conditioning project in 2018 be brought forward and spent in 2017. This will allow the entire implementation / replacement project to be completed.
Mover	Peter Bestel
Seconder	Hannah Richardson
Result	Agreed

- Action item - P&C to monitor use of the new lost property solution - P&C Secretary.
- Action item - school to look into appointing a lost property monitor from year 5/6 - Principal.
- Action item - school to talk to the kids about the new location for the lost property, the new process, and the issue of taking hats from the lost property when they haven't brought their own - Principal.

Item 6 Sub-Committee Reports

- No Reports.

Item 7 Next P & C Meeting – AGM followed by General Meeting – 28th March 2017

Meeting closed at 9:12pm

Regards

Peter Bestel



Annandale Public School P&C

P&C email

apspandc@apspandc.com.au

P&C website

apspandc.com.au

P&C pages on the school website

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

Join the P&C Facebook page

[facebook.com > Annandale Public School P&C](https://www.facebook.com/AnnandalePublicSchoolP&C)

Secretary, on behalf of the Annandale Public School Parents & Citizens Association
Mobile 0400 226 735 Email apspandc@gmail.com



Annandale Public School P&C

P&C email

apspandc@apspandc.com.au

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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