

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

Chair: Hannah Richardson

Date: 27th June 2017

Time: 7:30pm

Venue: Annandale Public School Library

Minutes: 2017 06 27 GM

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

Meeting declared open by Hannah Richardson – President

Attendance – 12

Hannah Richardson, Leah Thurecht, Kylie Couper, Jillian Wolfe, Dace Elletson, Deanna Rhule, Rosemary Donald, Alison Williscroft, Suzy Small, Lyn Jones, Chris Wise, Peter Bestel

Apologies

Rachael Beckett, Bec Wainscoat, Stuart Ridley



General Agenda

1. President's welcome – Hannah Richardson
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 Athletics Carnival BBQ - Leah Thurecht
 - 5.2 Council election - Hannah Richardson
 - 5.3 NAIDOC funding - Leah Thurecht
 - 5.4 Fundraising activity, Running Mates - Chris Wise
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 25th July 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

- 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, 2017–03-28, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Agreed

Motion	That the minutes from the previous general meeting, 2017–05-30, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Agreed

2.3 Correspondence

- School hall booking requested for 21/10/2017 - confirmed by Dace

2.4 Action Item Updates from last meeting

- Publish Dace's school maintenance wish list - pending
- Follow up on entity with ability to issue tax receipts for donations to school - pending
- Follow up on modifications coming into school calendar - pending

2.5 Membership Administration

- None



Item 3 Principal's Report – Dace Elletson

- Dace tabled the Principal's Report and expanded on various sections (see attached).
- So far 62 kindy and 30 pre-school students enrolled for next year.
- Thanks from Dace to the P&C for setting up the school open day.
- Dace met with the assets department around emergency services access to the school.
The department is going to come out to the school for a further review and we will be advised when this has happened.
- Painting of the school is continuing.
- The DA has been submitted for the electronic sign board.
- Air conditioning and electrics upgrade paperwork is done and we are waiting for an update. The original quote was for \$21k and then it was modified to \$47k. There is a 2 to 3 week tender document creation time and then a 21 day tender process for the job.
- Dace is on long service leave over August and early September.
- School reports are coming out tomorrow.
- COLA committee met recently and planning is happening for workshops with the parent community.
- Staff first aid training was discussed. All staff have mandatory first aid training yearly.
- School is discussing costs for advertising in the newsletter as a fundraising exercise.
- School is making more use of the application and looking to have sick notifications, etc. to be submitted using an app.

Item 4 Treasurer's Report – Kylie Couper

- See attached financials for June.

Item 5 New Business

5.1 Athletics Carnival BBQ - Leah Thurecht

- The carnival is back at King George oval again this year.
- Need volunteers to organise and run the BBQ.
- Carnival is week 2 of term 3 on a Thursday (27/07/2017).

Motion	That \$1000 be allocated to fund the athletics carnival BBQ.
Mover	Leah Thurecht
Seconded	Peter Bestel
Result	Agreed



5.2 Council election - Hannah Richardson

- Date for the elections is 09/09/2017.
- Planning for a simple fete with a BBQ, cake stall, flowers, kitchen garden, raffle and coffee.

Motion	That \$1000 be allocated to fund sausages for the fete and \$1500 for other items.
Mover	Hannah Richardson
Seconder	Peter Bestel
Result	Agreed

5.3 NAIDOC funding - Leah Thurecht

- A motion from the previous P&C meeting was deferred - to fund celebration activities for the school.

Motion	That \$1000 be allocated to fund the school NAIDOC day celebrations.
Mover	Hannah Richardson
Seconder	Leah Thurecht
Result	Agreed

5.4 Fundraising activity, Running Mates - Chris Wise

- Chris Wise presented the fund raising site and proofs of posters for the event.
- The conditions would be half of the money raised to the P&C and half to the Cathy Freeman foundation.
- Event is on in 12 weeks from Sunday.
- Need the event and posters to be made available in the school newsletter, in Facebook and around the school.



5.5 Other business

- Father's Day event presents need to be funded.

Motion	That \$1000 be allocated to fund purchase of Father's Day presents.
Mover	Hannah Richardson
Secunder	Peter Bestel
Result	Agreed

- The P&C insurance is coming up for renewal in July and requires funding.

Motion	That \$1000 be allocated to fund renewal of the P&C insurance.
Mover	Peter Bestel
Secunder	Leah Thurecht
Result	Agreed

- **ACTION ITEM** - Leah Thurecht to provide details of an alternative source for providing an insurance quote.
- **ACTION ITEM** - Hannah Richardson to provide details of any accounting advice around setting up a trust fund for donations.
- Some comments have been received around kids injuring themselves on some of the rocks in the infants play ground. Look at this situation during the proposed working bee.
- **ACTION ITEM** - Secretary to get charity tick documentation and artwork to exec.
- **ACTION ITEM** - Secretary to organise date and items for working bee and publish for discussion.

Item 6 Sub-Committee Reports

- No Reports.

Item 7 Next P & C Meeting – General Meeting – 25th July 2017

Meeting closed at 9:13pm

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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