

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

**Chair:** Hannah Richardson

**Date:** 28th November 2017

**Time:** 7:30pm

**Venue:** Annandale Public School Library

**Minutes:** 2017 11 28 GM

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

**Meeting declared open by Hannah Richardson – President**

**Attendance – 20**

Hannah Richardson, Leah Thurecht, Kylie Couper, Chris Wise, Dace Elletson, Peter Bestel, Stuart Ridley, Rosemary Donald, Jennifer Wilson, Emma Groube, Lyn Jones, Veronika Zec, Lynda Maher, Margaret Cali, Margaret Goss, Jennifer Richardson, Tara Pooley, Joanne Petrakis, Imogene Cochrane Bond, Narelle Derwent

**Apologies**

Jillian Wolfe



## 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 School Update and Data - Dace Elletson
  - 5.2 Fundracer - Kylie Couper
  - 5.3 Welcome Disco 2018 - Leah Thurecht
  - 5.4 Coffee Machine Repair - Leah Thurecht
  - 5.5 BBQ Repair - Leah Thurecht
  - 5.6 2018 Calendar Planning - Leah Thurecht
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 27th February 2018

Please feel free to email [apspandc@gmail.com](mailto:apspandc@gmail.com) with anything you would like to raise at this meeting.



## Minutes

### Item 1 Welcome – Hannah Richardson

- Welcome to members and staff.

### 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

<b>Motion</b>	That the minutes from the previous general meeting, 2017–10-31, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Leah Thurecht / Stuart Ridley
<b>Result</b>	Agreed

#### 2.3 Correspondence

- Letter from the AEC regarding historical numbers at elections (see action items).

#### 2.4 Action Item Updates from last meeting

- Follow up on entity with ability to issue tax receipts for donations to school - pending.
- Need to send in teacher registration amount and balance of owing to Cathy Freeman Foundation - done.
- Need to pay invoices for academic partnership and kitchen garden to school - done.
- Action item for P&C Secretary - check with AEC / NSWEC around numbers at elections over the last few years - done.
- Kidstuff and Athletes Foot advertise giving a percentage of purchase back to school, but do we ever see it? - done and the answer is no, the school has never received any payment. Further follow up with stores required.
- Find a missing treasurers report on the web site for 27/10/2015 - done - recovered and updated web site.
- Find the existing financial commitment for presentation day - done - see APS P&C Meeting Minutes 24/11/2015 and 23/02/2016.

#### 2.5 Membership Administration

- None



### Item 3 Principal's Report – Dace Elletson

- Dace presented from the current APS / Sydney University partnership data.
- Assistant Principals from Stage 2, 1 and 3 all presented specific data.
- New electronic sign board on Johnston Street has been approved.

### Item 4 Treasurer's Report – Kylie Couper

- See attached financials for November.
- Review of November accounts, esp trivia night takings, cake stalls and showcase photos.
- Action item to check with D-Rego Bakery on cheque not presented.
- Final day for accounting is 15 December before closing accounts and preparing for auditor.

### Item 5 New Business

#### 5.1 School Update and Data - Dace Elletson

- Dace presented from the current APS / Sydney University partnership data.
- Assistant Principals from Stage 2, 1 and 3 all presented specific data on methods, changes, improvements and focus areas.
- Material to publish to the community is pending.

#### 5.2 Fundracer - Kylie Couper

- Usage of this fundraising option is still low.
- Fundracer 'Buy now!' button added to the P&C section of the school web site.
- The P&C news page has an 'Are you ready for Christmas?' link.
- Win a \$100 Myer gift card by using Fundracer.
- Review agreement and whether we have to pay for this service next year.

#### 5.3 Welcome Disco 2018 - Leah Thurecht

- Need to plan this out for the start of first term next year.
- P&C exec shall review 2017 results and put together a plan for 2018.

<b>Motion</b>	That the P&C allocate \$1000 for the 2018 welcome disco food and misc funding.
<b>Mover</b>	Stuart Ridley
<b>Seconder</b>	Peter Bestel / all
<b>Result</b>	Agreed



#### 5.4 Coffee Machine Repair - Leah Thurecht

- We have been offered an industrial coffee machine for \$1200.
- This machine would need to be maintained, but there are a number of events during the year which it would be very useful at.
- It is expected that the ROI would be complete after two or three events.
- Note that we would also need to purchase a grinder and probably a cart to make it easy to move around the school grounds.

<b>Motion</b>	That the P&C purchase a coffee machine for \$1200
<b>Mover</b>	Leah Thurecht
<b>Seconder</b>	Hannah Richardson / all
<b>Result</b>	Agreed

#### 5.5 BBQ Repair - Leah Thurecht

- Hoses on one of the BBQs are frayed and the BBQ is not working.
- Action item for P&C Secretary - review and get replacement hoses / find out what repairs may cost.

#### 5.6 2018 Calendar Planning - Leah Thurecht

- Reviewed some of the events from 2017 and how successful they were.
- P&C exec will get together to start this happening.
- We need to give people more notice on events and responsibilities.
- Goal is to have the yearly calendar laid out in the Google calendar (visible on the school and P&C web sites) at the start of first term 2018.

#### 5.7 Other Business

- School finishes on Friday 15th December 2017. Monday and Tuesday 18-19 December are student free days.
- Year 1-6 starts Tuesday 30th January 2018. Monday 29th January is a student free day.
- Kindergarten starts on the following week.
- Need someone at the school for tree delivery on Saturday morning. Kylie Couper and Peter Bestel will do this.



- The success of the music bursary program was discussed.

<b>Motion</b>	That the P&C continue to support two music bursaries in 2018 (\$4000 total commitment).
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Hannah Richardson / all
<b>Result</b>	Agreed

- Showcase DVDs are ready to be pressed and some funding is required to make this happen.
- Purchase shall be organised over FlexiSchools.

<b>Motion</b>	That the P&C allocate \$1200 for \$150 2017 showcase DVDs to be printed.
<b>Mover</b>	Leah Thurecht
<b>Seconder</b>	Peter Bestel / all
<b>Result</b>	Agreed

#### Item 6 Sub-Committee Reports

- No Reports.

#### Item 7 Next P & C Meeting – General Meeting – 27th February 2018

*Meeting closed at 9:35pm*

Regards

**Peter Bestel**

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

**Mobile 0400 226 735**

**Email [apspandc@gmail.com](mailto:apspandc@gmail.com)**



Annandale Public School P&C

**P&C email**

[apspandc@apspandc.com.au](mailto:apspandc@apspandc.com.au)

**P&C website**

[apspandc.com.au](http://apspandc.com.au)

**P&C pages on the school website**

[annandale-p.schools.nsw.edu.au/p-c](http://annandale-p.schools.nsw.edu.au/p-c)

**Join the P&C Facebook page**

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