

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

Chair: Hannah Richardson

Date: 27th February 2018

Time: 7:30pm

Venue: Annandale Public School Library

Minutes: 2018 02 27 GM

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

Meeting declared open by Hannah Richardson – President

Attendance – 20

Hannah Richardson, Leah Thurecht, Kylie Couper, Narelle Derwent, Peter Bestel, Stuart Ridley, Rosemary Donald, Lucy Lavery, Jennifer Wilson, Stephanie Apin, Natasha Leist, Jo Sharkey, Minh Huynh, Sarah Charlton Li, Jane Michael, Deanna Rhule, Lee Tougher, Jillian Wolfe, Rebecca Wainscoat, Lyn Jones

Apologies

Dace Elletson



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 – Narelle Derwent
4. Treasurer's Report – Kylie Couper
5. General Business
 - 5.1 Update on the special meeting from December 2017 - Hannah Richardson
 - 5.2 School solar panels and air conditioners update - Peter Bestel
 - 5.3 School sign board update - Peter Bestel
 - 5.4 P&C communications and calendar - Hannah Richardson
 - 5.5 Garage Sale Trail - Lee Tougher
 - 5.6 Buddy Bench - Rosemary Donald
 - 5.7 Planning for next working bee - Peter Bestel
 - 5.8 P&C elections at the March AGM - Hannah Richardson
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 27th March 2018

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 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

Motion	That the minutes from the previous general meeting, 2017–11-28, be accepted as a true record.
Mover	Peter Bestel
Seconder	Hannah Richardson / Leah Thurecht
Result	Agreed

2.3 Correspondence

- A number of fundraising advertisers, which we are reviewing.

2.4 Action Item Updates from last meeting

- Follow up on entity with ability to issue tax receipts for donations to school - pending.
- 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.

2.5 Membership Administration

- Welcome to hundreds of new members at the start of the school year.



Item 3 Principal's Report – Narelle Derwent

- Narelle presented from the current principals report.
- The updated school plan due at the end of the term (to director).
- School plan should be available for review by week 8.
- Primary focus for the plan are literacy, numeracy and well being.
- School bullying policy update reviewed and being finalised.
- School electronic sign board is up and waiting on the management app and training.
- Helen is currently chasing up the sign board company.
- Solar panels are going in Friday and over the weekend.
- This will enable the new air con system, as the additional power is essential to keeping the electricity bills as low as possible.
- Check with Hudson on any options for metering / recording and reporting.
- The new music program is shaping up and looking very good, with a lot of enthusiasm.
- The school will need some assistance from parents to sustain this, as the admin effort to sustain the program is significant.
- The Easter hat parade is on the 29th of March.
- Secretary shall pick up the buns - to be advised by Jillian.
- Follow up item for principal - get us the final numbers for number of students now at the school.

Item 4 Treasurer's Report – Kylie Couper

- See attached financials for special meeting in December, January and February.
- Review of February accounts, esp welcome disco event and commitments to school.
- Apparently the CBA no longer pays interest on our account, in return for not charging fees. This is not very helpful given the money that is at call with them.
- Check with Helen in the school office on money she will be asking for over the next couple of months.
- Action item to look for a term deposit option with a better rate than 2% from CBA (3 month deposit).

Motion	That the P&C look for term deposit options for uncommitted funds (or committed on agreement with school) outside of the Commonwealth Bank.
Mover	Kylie Couper
Seconder	Peter Bestel / all
Result	Agreed

- State of COLA was discussed and further discussion to be deferred to start of term 2.



Item 5 New Business

5.1 Update on the special meeting from December 2017 - Hannah Richardson

- Hannah outlined the request from Dace for further funding which initiated the special meeting.
- All notes and motions from the special meeting are available on the P&C web site and treasurer's reports.

5.2 School solar panels and air conditioners update - Peter Bestel

- Narelle covered this in the principal's report.
- Solar panel installation and air conditioner enabling is happening end of this week.

5.3 School sign board update - Peter Bestel

- Narelle covered this in the principal's report.
- We are waiting the installation company to provide the application to manage the sign and some training.
- Action item for P&C secretary to follow up with Helen to see when training is available.
- Action item for P&C secretary to look at padding the pole for the sign, which is close to the bottom of the ramp down into the school.

5.4 P&C communications and calendar - Hannah Richardson

- The P&C has started sending a separate newsletter to line up with P&C event requirements.
- There was a discussion around this in relation to the one school, one message theme from previous years. To be continued.
- The school app has two calendars (one for the school and one for the P&C) and they are very full given the number of repeat items (eg. school holidays, regular uniform shop hours, etc.)
- There is no honouring of colour coding for calendar events within the app or on the web site view of the combined Google calendars.
- The web site does allow calendars to be clicked on and off ad-hoc, allowing for a clearer view.
- Action item for P&C Secretary to look into whether anything can be done to make this information more readable (review data provided by calendar interface, contact app company, potentially break regular admin items and special events into two separate calendars).



5.5 Garage Sale Trail - Lee Tougher

- Garage sale trail event discussed and agreed it appears to be a very useful idea.
- Requirements around nothing left at school, or being able to have a charity remove goods from school, need to be worked out.
- As this is not in the same format as a regular event (vendors providing insurance certificates, etc.) how it would be run needs to have further discussion.

5.6 Buddy Bench - Rosemary Donald

- The buddy bench gives kids with no one to play with a place to go to find friends and support.
- Potentially need two benches - one for junior and one for senior.
- Would need locations, dimensions and weather resistant benches.
- Would want the benches decorated.

Motion	That the P&C set aside \$500 to progress the buddy bench concept.
Mover	Rosemary Donald
Seconder	Hannah Richardson
Result	Agreed

5.7 Planning for next working bee - Peter Bestel

- The date for the next working bee is Sunday 6th May 2018.
- There are some left over items from the September working bee, along with plenty of additional work to be done around the school.
- Action item for Secretary to arrange review of school with Principal over the next two weeks.
- All items from that review are to be photographed and published to allow for materials and people planning.
- Leah has already been in contact with BR Real Estate and they are awaiting more details on what is planned before committing some assistance.

5.8 P&C elections at the March AGM - Hannah Richardson

- The P&C Annual General Meeting is next month.
- Both of our current Vice Presidents have indicated that they are not available for another term.
- Please contact any of the P&C exec if you wish to discuss nominating yourself for the role.



Item 6 Sub-Committee Reports

6.2 Fundraising

- Coles Sports for School is currently in progress.
- There is a box at the front office as well as one at Coles Leichhardt for collecting the vouchers.
- Action item for P&C secretary to empty the box in the front office as it is overflowing.

Item 7 Next P & C Meeting – AGM followed by General Meeting – 27th March 2018

Meeting closed at 9:32pm

Regards

Peter Bestel

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

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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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