

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

Chair: Hannah Richardson

Date: 27th March 2018

Time: 8:05pm

Venue: Annandale Public School Library

Minutes: 2018 03 27 GM

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

Meeting declared open by Hannah Richardson – President

Attendance – 15

Kylie Couper, Hannah Richardson, Leah Thurecht, Jillian Wolfe, Lyn Jones, Stephanie Aplin, Rosemary Donald, Sau Ching Seto, Lucy Lavery, Jennifer Wilson, Deanna Rhule, Philip Beresford-Harvey, Wayne Forbes, Lachlan Downe, Peter Bestel

Apologies

Dace Elletson, Stuart Ridley, Rachael Beckett, Narelle Derwent



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 Post AGM Updates and Assignments - Hannah Richardson
 - 5.2 Update on sign and events - Peter Bestel
 - 5.3 Update on working bee - 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 29th May 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, 2018–02-27, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald / Kylie Couper
Result	Agreed

2.3 Correspondence

- A number of fundraising advertisers, which we are reviewing.
- A lovely letter has been received from Margaret Goss - tabled and read to the meeting (see below).
- A letter from Chris Wise around Running Mates for this year, 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 (2017) - 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 (2017).
- Action item to look for a term deposit option with a better rate than 2% from CBA (3 month deposit) - done - makes managing and transferring money very difficult, so will probably stick with CBA deposits.
- Action item for P&C secretary to follow up with Helen to see when training is available (for school sign) - done - no adequate training, but some testing was done before access was removed. March events were programmed in.
- 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 - done - costs from 4 companies ranged from \$600 to \$1200 - Deanna Rhule checking with associates for second hand gear.
- Action item for P&C Secretary to look into whether anything can be done to make calendar information more readable - done - calendar app doesn't appear to



support colours or integrated calendars from a google feed, so the best we can do is to declutter. Uniform shop opening hours discussed and seen as important to keep.

- Action item for Secretary to arrange review of school with Principal over the next two weeks (for working bee) - done - many pictures being written into job sheet currently.

2.5 Membership Administration

- No items.

Item 3 Principal's Report – Jillian Wolfe for Narelle Derwent

- Parent teacher interviews now open for booking online and notice has been sent out to the school community.
- School planning document has been finished and Dace is presenting to Richard Skinner asap.
- School sign discussed. No direct access for P&C. Concern from the school is that the P&C may name students or breach other department rules in advertising events. All updates to the sign are therefore to be sent in email to the principal and office and approved for implementation. Need to write a usage agreement.
- Stranger danger announcements and reminders with students today due to incident with another school in the area.

Item 4 Treasurer's Report – Kylie Couper

- See attached financials for March.
- Kylie has reviewed options for term deposits and primary concern is the ease of moving money back and forth between accounts. Therefore, deposits shall probably be maintained with the Commonwealth bank.



Item 5 New Business

5.1 Post AGM Updates and Assignments - Hannah Richardson

- Assignment of large events, such as Mother's day and presents, discussed at length.
- Determined that the events would be assigned to class reps for a whole stage, to arrange interested parents to get together and discuss a plan with the P&C.
- Action item for P&C exec - send email to stage 1 class reps for organising Mother's day event.
- Action item for P&C secretary - remove school holiday feed and coin collection event daily events from the P&C Google calendar.

5.2 Update on sign and events - Peter Bestel

- Discussed during principal's report.
- P&C has a lot of updates and time sensitive events to be programmed into the sign and don't feel that it's a great use of office staff time to be doing this work.
- School concern is that P&C will name students or breach other department rules during advertising of meetings and events.
- Action item for P&C exec - to write a usage agreement and present to school, as we need to have the P&C and sponsor's needs met.
- Action item for P&C exec - arrange for a meeting with the principal to discuss and receive a list of the guidelines for messages on the sign.
- Action item for P&C Secretary - send through sign updates to the office and Narelle via email for implementation.

5.3 Update on working bee - Peter Bestel

- As per action items, date set and published. Worksheet with pictures being written up.



Item 6 Sub-Committee Reports

6.2 Fundraising

- Coles Sports for School is still in progress.
- There is a box at the front office as well as one at Coles Leichhardt for collecting the vouchers.
- Boxes at school office and Coles Leichhardt have been emptied regularly.
- Vouchers are being returned to Coles for counting and the program finishes up next week.
- April Morely and Brooke Pretty, with the playground committee, have been working on choosing equipment and creating a wish list.

Item 7 Next P & C Meeting – General Meeting – 29th May 2018

Meeting closed at 9:30pm

Regards

Peter Bestel

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

Join the P&C Facebook page

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

To the staff, students and parent community at Annandale Public School,

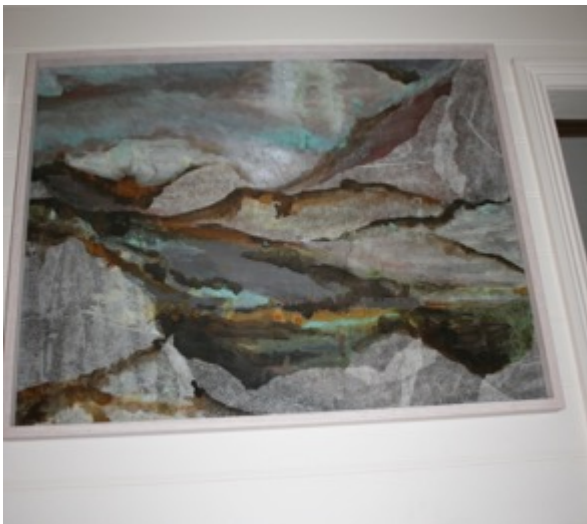
I am writing to say thank you for my generous and thoughtful retirement gifts.

The painting I received gives me pleasure each and every day. It sits at the top of our stairs and reminds me of Annandale and the great memories of my time there.

I finally got around to purchasing my new machine last weekend and I have been enjoying making new creations on it.

Thank you once again for these amazing gifts but more importantly thank you for all the kind words and the memorable send off I received.

Margaret Goss



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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