

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

Chair: Hannah Richardson

Date: 28th August 2018

Time: 7:30pm

Venue: Annandale Public School Library

Minutes: 2018 08 28 GM

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

Meeting declared open by Hannah Richardson – President

Attendance – 13

Kylie Couper, Hannah Richardson, Steph Freeman, Lucy Lavery, Emma Salkild, Rochelle Bolitho, Rosemary Donald, Jillian Wolfe, Bec Wainscoat, Michelle Lenn, Deanna Rhule, Chris Buenen, Peter Bestel

Apologies

Leah Thurecht, Lyn Jones, Minh Huynh, Jo Sharkey



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 – Chris Buenen
4. Treasurer's Report – Kylie Couper
5. General Business
 - 5.1 Book week update - Hannah Richardson
 - 5.2 Father's day update - Hannah Richardson
 - 5.3 Trivia night update - Deanna Rhule
 - 5.4 Sandpit and play equipment - Joanne Sharkey
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 September 2018

Please feel free to email apsandc@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 – Hannah Richardson for 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, 2018–07-31, be accepted as a true record.
Mover	Peter Bestel
Seconder	Hannah Richardson
Result	Agreed

2.3 Correspondence

- Letter from Lucia Cavadini-Bell and Jillian Wolfe - The school would like to ask the P&C to look over all the folding tables and discard the ones that no longer lock. We would also appreciate if you would replace any that are no longer safe. We would like to have a total of 15 safe tables.
- Letter from Emma Salkild - Just letting you know about Wear It Purple Day on Friday and potentially doing something at the school (<https://www.rainbowsinschools.org/wear-it-purple-day/>) - See below.
- Letter from Helen O’Riorden - We need to make a change to the Uniform shop opening hours. Our last Monday will be next Monday 3rd September. After this we will move to a Friday opening with our first Friday opening being Friday 14th September, 8:30 till 9:15 (unchanged). We will then be open every Friday during school term.
- Action item for P&C exec to send uniform shop update to the class reps - online calendar has already been updated.
- Letter from Paul Rainbird around being prepared to offer a first aid key skills course at the school.
- This was discussed and everyone agreed it would be a very useful course for most parents.
- Action item for P&C secretary to respond to Paul.
- Action item for P&C secretary - get list of hall and library bookings to check on availability for first aid, etc.



2.4 Action Item Updates from last meeting

- Action item for principal to discuss with teachers and report back to Hudson and the P&C around whether the school would be prepared to integrate (Solar Energy Monitoring) into the curriculum - pending further information from equipment provider.
- Action item for the P&C exec to put out the info on (Primary Ethics to) Facebook - done - but need to follow up on any results.
- Action item for P&C secretary to check with RagTagd on some solutions previously discussed around uniform registrations and tracking - not done.
- Action item for the principal - thanks to the Enmore Theatre is required on the school sign - not done.
- Action item for P&C president to follow up on enviobank solution for recycling life cycle - done - being run by student Ruby Hawkes.
- Action item for principal to send through the details for completing the training (for selection panel) - done - a number of people are doing the training.
- Action item for the school to review and correct the problem (paving stones at the front of the school) - done - (had been fixed by Mike the next day).

2.5 Membership Administration

- No items.

Item 3 Principal's Report – Chris Buenan

- Chris presented the principals report with a number of updates from around the school and with administration.
- Audit coming to the school for non-financial issues, health and safety, etc.
- Action item for P&C secretary - send all materials on Trafalgar Street retaining wall back to Chris to work on, as he was unaware of the previously reported issues.
- SAS week (school admin and support staff) next week - thanking the office and general admin staff.
- Louise Hamilton departed from the school.
- Some staff interviewing happening to fill vacancies.
- NAPLAN online school readiness testing happening. No results published to individual schools as yet.

Item 4 Treasurer's Report – Kylie Couper

- See attached financials for August.



Item 5 New Business

5.1 Book week update - Hannah Richardson

- Thanks to Steph and Andrea book week went well.
- Some problems with deliveries sorted out.
- Very useful having the SRC assisting - thank you for all of the hard work.
- Look to change how the accounting works in future to make the whole effort a donation (saving a bunch of accounting, transfers and juggling money) and allow the library to collect the money and then spend it as they wish.

5.2 Father's day update - Hannah Richardson

- Father's day items are ready to go and will be dropped back to school Wednesday morning.
- Need to be checked by the kids then the envelopes sealed.
- Massive task this year due to different organisation levels of classes.
- Seemed to be a very easy process for the teachers.
- Should be very profitable as a fundraiser.
- Father's day breakfast is organised - food and drinks.
- Have organised a barista and should be a fun morning.

5.3 Trivia night update - Deanna Rhule

- The theme is now APS Year 12 formal 1986 with associated formal dress.
- Have a lot of donations for food and drink.
- 18 tables of 8 is being planned.
- Art work is currently happening.
- The entry fee shall be \$45 a ticket which includes dinner.
- \$5 for an alcoholic drink, \$3 for soft drink.
- Action item for P&C secretary - review tables at the school and identify all broken tables for disposal.
- Action item for P&C secretary - check that we have 18 working tables available for the trivia night.
- Action item for P&C secretary - ensure that hall is booked for the weekend of the trivia night (20 October).
- Tickets shall be on sale via Flexischools after the school concert and Leah is organising the Flexischool updates.
- Bring your earplugs.
- Action item for P&C secretary - update the online calendar.
- Require a float to complete the organising.



Motion	That \$1000 be allocated to allow for materials to complete the trivia night setup.
Mover	Deanna Rhule
Secunder	Peter Bestel
Result	Agreed

5.4 Sandpit and play equipment - Joanne Sharkey

- The sandpit area around the Stage 1 playground is very dirty, and perhaps could do with new sand - germ and bacteria breeding area.
- There is also a board broken and another loose on the wooden structure which if pushed up from below could potentially allow a little one to fall through.
- As per the above, we need to look at options to clean up the sandpit or replace the sand with soft fall.
- It would be important to arrange responsible disposal of the existing materials into construction or recycling.
- If work has to be done soon, we can look at the school holidays or upcoming Spring working bee.
- Action item for P&C secretary - organise some quotes for works to top up the sand pit or replace with soft fall.
- Action item for P&C secretary - look at feasibility of working bee or school holidays to get rid of sand and put new sand in.
- Action item for school - check on the loose and broken wood on the play equipment.

5.5 Miscellaneous - Peter Bestel

- Emma elaborated on Wear it Purple day, started by school kids for school kids.
- Question came from gender council on whether school is doing this and it was not official for all of the kids, due to challenges in delivering consistent training materials.
- Staff normally do celebrate this day
- Teachers normally discuss with the stage 3 students.
- No problem if the kids do decide to wear a piece of purple clothing or ribbon to school.
- Some discussion on the show case around logistics for the smaller children and pick up in particular.

Motion	That \$400 be allocated to pay the photographer for the school concert at the Enmore Theatre.
Mover	Jillian Wolfe
Secunder	Peter Bestel
Result	Agreed



- Action item for Jillian - put request into the school newsletter and Facebook for a parent to volunteer to edit video/sound and create dvd.

Item 6 Sub-Committee Reports

- Traffic
 - The principal recently wrote in the school newsletter “It has come to the school's attention that an increasing number of parents and carers are using the drop and leave zones on Trafalgar Street to park which is making it increasingly challenging and dangerous to complete safe drop offs and pick ups each day. Please obey the road rules that apply for these pick up and drop off zones and help keep our students safe.”
 - In addition to the issues on Trafalgar Street, Johnson Street has had increasing numbers of parents and carers observed stopping in the no stopping zones around the crossing.
 - These zones attract heavy fines and offences are published on the RMS web site (<http://www.rms.nsw.gov.au/documents/roads/safety-rules/demerits-parking.pdf>)
 - Leichhardt Highway Patrol will start checking around the Johnson Street area soon.

Item 7 Next P & C Meeting – General Meeting – 25th September 2018

Meeting closed at 9:05pm

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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