

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

Chair: Hannah Richardson

Date: 25th September 2018

Time: 7:45 pm

Venue: Annandale Public School Library

Minutes: 2018 09 25 GM

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

Meeting declared open by Hannah Richardson – President

Attendance – 18

Natasha Leist, Rebecca Wainscoat, Richard Sharpe, Stephanie Aplin, Chris Buenen, Minh Huyn, Kylie Couper, Susan Starr, Lyn Jones, Lucy Lavery, Hannah Richardson, Jillian Wolfe, Rosemary Donald, Wayne Forbes, Jill Mitchell, Tara Pooley, Peter Bestel

Apologies

Leah Thurecht, Steph Freeman, Deanna Rhule,



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 External Fundraising Activity - Hannah Richardson
 - 5.2 Budget for Big Night Out BBQ - Hannah Richardson
 - 5.3 Presentation books - Hannah Richardson
 - 5.4 October working bee - Peter Bestel
 - 5.5 Kitchen and fridge access - Rosemary Donald
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 30th October 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 – 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, 2018–08-20, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Agreed

2.3 Correspondence

- None

2.4 Action Item Updates from last meeting

- 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 P&C exec to send uniform shop update to the class reps - done.
- Action item for P&C secretary to respond to Paul Rainbird regarding first aid course - done.
- Action item for P&C secretary - get list of hall and library bookings to check on availability for first aid, etc. - not done.
- Action item for P&C secretary - check that we have 18 working tables available for the trivia night and dispose of broken tables - in-progress.
- Action item for P&C secretary - ensure that hall is booked for the weekend of the trivia night (20 October) - done.
- Action item for P&C secretary - update the online calendar - done.
- 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 - done.
- Action item for Jillian - put request into the school newsletter and Facebook for a parent to volunteer to edit video/sound and create dvd - done.



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.
- School working on term 4 schedule and class structure for next year.
- Need a representative for a teacher panel in term 4 - large number of apps expected for classroom teacher for 2019 (schedule is the first 4 weeks of term 4).
- There will be changes to the school gates over the school holidays, with the department installing a holding pen inside the gates, of pool type fencing.
- A structural engineer has looked at the wall and fencing along Trafalgar street and we are waiting for a report on works to be conducted.

Item 4 Treasurer's Report – Kylie Couper

- See attached financials for September.

Item 5 New Business

5.1 External Fundraising Activity - Hannah Richardson

- Hannah has talked to Chris about non-direct-school fundraising and policies regarding the P&C and SRC and fundraising targets
- The P&C role is to raise money for entire school
- Hannah to put together details for next meeting - broad guidelines

5.2 Budget for Big Night Out BBQ - Hannah Richardson

Motion	That \$750 be allocated to fund the BBQ food and drink for the Big Night Out
Mover	Hannah Richardson
Seconder	Peter Bestel
Result	Agreed



5.3 Presentation books - Hannah Richardson

- Due to the way money is now handled for the school by the department, we need to change the way we manage the presentation day funding.
- The school are no longer able to pay the bookstore as the purchase order system precludes this (not a supplier).
- Susan Ferres will organise and the P&C will pay the book store directly.

5.4 October working bee - Peter Bestel

- There may be a conflict with other community activities, as the 7 bridges walk is on that da (<http://www.7bridgeswalk.com.au/>)
- A number of items are currently on the list, but it is not as large a list as for the Autumn working bee, so there is a chance it will need to be rescheduled or canceled.
- It has been noticed that the nails are popping out of the wooden deck near 4/3ST.
- The painting of the play equipment and wooden tables is still to be completed and needs to be followed up on.

5.5 Kitchen and fridge access - Rosemary Donald

- The main two door fridge has a bolt and lock, allowing for multiple uses.
- There is a key broken in the bottom lock.
- Current quote of less than \$250 to fix it and get back to a functional fridge.
- The school will organise this as it is a school asset.
- Rosemary and Lucia will also organise some parents to review to see if it can be fixed without going to the locksmiths.

5.6 Additional business - Hannah Richardson

- The Christmas tree fundraiser is available to us again this year.
- Last year the fundraising provided about \$500 and was enjoyed by the community, so we shall repeat this year.
- Pick up is currently Saturday December 8th
- Action item for P&C secretary to organise and put into the calendar.
- The school sign is now fully operational now and a number of messages need to be updated.
- Some feedback that the sign is hard to use - go out to the community for feedback.
- Action item for the P&C secretary to check for working bee feedback and items.



Item 6 Sub-Committee Reports

- None

Item 7 Next P & C Meeting – General Meeting – 30th October 2018

Meeting closed at 8:30 pm

Regards

Peter Bestel

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

Mobile 0400 226 735

Email apsandc@gmail.com



Annandale Public School P&C

P&C email

apsandc@apsandc.com.au

P&C website

apsandc.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://facebook.com/AnnandalePublicSchoolP&C)