

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

Chair: Minh Huynh

Date: 26th February 2019

Time: 7:30 pm

Venue: Annandale Public School Library

Minutes: 2019 02 26 GM

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

Meeting declared open by Minh Huynh – Vice President

Attendance – 21

Lynda Maher, Narelle Derwent, Rod Megahey, Lucy Lavery, Penny Stolp, Rochelle Bolitho, Simon Meyer, Minh Huynh, Angie Wise, Kylie Couper, Steph Freeman, Rosemary Donald, Rebecca Wainscoat, Deanna Rhule, Leah Thurecht, Kate Feeney, Lyn Jones, Shannon McAlary, Susan Starr, Steph Aplin, Peter Bestel

Apologies

Jillian Wolfe, Hannah Richardson



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 – Jillian Wolfe
4. Treasurer's Report – Kylie Couper
5. General Business
 - 5.1 Principal Selection Process Update - Rod Megahey
 - 5.2 Start of Year Kick Off - Hannah Richardson
 - 5.3 Showcase DVD 2018 availability - Rosemary Donald
 - 5.4 Kiss and Go Zone Trafalgar Street - Rosemary Donald
 - 5.5 Welcome Disco - Leah Thurecht
 - 5.6 Election Fete - Minh Huynh
 - 5.7 Fundraising 2019 - Hannah Richardson
 - 5.8 Recycling 2019 - Peter Bestel
 - 5.9 APS P&C AGM Update 2019 - 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 – GM - Tuesday 26th March 2019

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, staff and special guests.

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, 2018–11-27, be accepted as a true record.
Mover	Peter Bestel
Seconder	Kylie Couper, Rosemary Donald
Result	Agreed

2.3 Correspondence

- Received a letter about the path to the Pre-school and problems with water and mud build up from rain and/or air conditioning systems.
- Action item for P&C secretary - review and see if there is a fundamental problem.
- Received a letter asking about the status of the recycling programs and receptacles in the front office - the Terracycle programs are still running, with the pen recycling box still in the office.
- Action item for P&C secretary - bring the tooth brush/paste recycling box back to the office)
- Consider getting the recycling boxes out to the verandah on mornings via the SRC and then back in - would like to do chip packets as well. Would make it easier for children to access.

2.4 Action Item Updates from last meeting

- Check on progress around the retaining wall on Trafalgar Street - assets department now has replacing this wall as a project.
- Pre-School playground upgrade using money from grant - school still working on quotes and accessibility for a works team.
- Lift development - this is progressing and is expected to happen some time this year.

2.5 Membership Administration

- Welcome to all of the new families joining APS in 2019.



Item 3 Principal's Report – Lynda Maher (for Jillian Wolfe)

- Thank you to everyone who attended the meet the teacher night.
- Thank you for the great cake stall last week.
- Looking forward to the disco Friday night.
- A new Goddot program is being rolled out targeting K to 2 - social and emotional well-being / resilience and social skills program - support kids at school and at home. Being run by a specialist child health team from NSW health. Parent workshop coming up soon which is for K to 6. The program is complementary to Friendly Schools.

Item 4 Treasurer's Report – Kylie Couper

- See attached financials for December, January and February.
- Finished the 2018 year with \$88k in bank and \$64k uncommitted.
- A large amount of that money will fund ongoing commitments renewed for 2019.
- Accounts are with the auditors in preparation for the AGM in March.
- Action item for P&C secretary - publish the list of ongoing financial commitments.

Item 5 New Business

5.1 Principal Selection Process Update - Rod Megahey

- Rod is the education director responsible for APS and 19 other schools.
- The panel which is interviewing for the new principal is excellent and everyone is working well together.
- On the first round of interviews, a successful candidate was not select as no one brought all of the required skills.
- The panel was unanimous on this and agreed to re-advertise, review applications and reconvene in March 2019.
- There is an expectation that the selection process should be finished by week 9 of term 1, however standards are being kept very high and so we shall have another update at the conclusion of the next round of interviews.
- Rob praised the APS executive and AP team for ensuring continuity and keeping the school running smoothly.

5.2 Start of Year Kick Off - Hannah Richardson

- As Hannah was not here, Minh ran through the planned events in the Fundraising 2019 section.

5.3 Showcase DVD 2018 availability - Rosemary Donald

- Footage for the 2018 showcase was recorded by the Enmore Theatre.
- Unfortunately, the footage has proven to be low quality and therefore very difficult to edit into something which the community would enjoy.
- Wait and watch - we shall get an update from Jillian when she returns and gets settled back in.



5.4 Kiss and Go Zone Trafalgar Street - Rosemary Donald

- There again appear to be problems with the kiss and go zones, particularly on Trafalgar Street, with people parking for long periods and/or leaving their vehicles.
- Action item for the P&C secretary - check in with the school and SRC once Jillian is back on whether they have started any activities in this space.
- Push out the flyers to the community again via the school app, to cover new parents - particularly in pre-school, kindergarten and stage 1.
- Recommend to try to drop off on Young Street or below Trafalgar Street. There are plenty of people using the crossings who will assist any unattended kids.
- Action item for the P&C exec - Hand out flyers at the upcoming Welcome Disco.
- Action item for the P&C secretary - check with Helen on whether the artwork and message are available to be resent.
- Action item for the P&C secretary - call up council rangers and Leichhardt HWP to start patrolling Trafalgar and Johnson Street again.

5.5 Welcome Disco - Leah Thurecht

- Leah has most of the disco organised.
- Need bakery cheque (booth street bakery).
- Need bins to be empty and toilets in hall to be clean and have lots of supplies.
- Last year costs were approx \$1000 and income was \$5400.
- Need to know if there is a teacher or Peter Oxley who knows the lighting board.

Motion	That \$1000 be allocated for costs on setting up the Welcome Disco.
Mover	Peter Bestel
Seconder	Steph Freeman
Result	Agreed



5.6 Election Fete - Minh Huynh

- Minh is organising the fete and starting to contact helpers.
- There are currently 10 stalls planned and we need to review the location and electrical requirements of the stalls.
- Action item for P&C secretary - complete insurance paperwork for event.
- A float is needed, which is approximately \$250 per stall.
- Plenty of change is required for the BBQ, as that area generally has the most traffic.
- A jumping castle has been organised. Need to review the setup plans and the insurance.
- Would like school to run a mufti day to collect stuff for one of the events - Rose and Minh chasing this up.
- Action item for P&C secretary - to check with Helen on AEC and tables.
- Action item for P&C exec - review stall placements, power runs and safety.

Motion	That \$4000 be allocated for costs on setting up the Election Fete.
Mover	Peter Bestel
Seconder	Steph Freeman
Result	Agreed

5.7 Fundraising 2019 - Minh Huynh

- Fundraising and other events for 2019 were reviewed.
 - Cake Stall Friday 22 Feb 2019 - Stage 2
 - Cake Stall Friday 28 Jun 2019 - Stage 3
 - Cake Stall Friday 20 Sep 2019 - Early Stage including Preschool
 - Cake Stall Thursday 31 Oct 2019 (Halloween) - Stage 1
 - Welcome Disco Friday 1 March 2019 (Stage 3)
 - Election and Fete Saturday 23 March 2019 - State
 - Election and Fete May 2019 - Federal (we think 11 or 18 May 2019)
 - Working Bee 7 April 2019
 - Working Bee 8 Sep 2019
 - Mothers' Day Breakfast Friday 11 May 2019 (unless Election the next day)
 - Fathers's Day Breakfast Friday 30 Aug 2019
 - Parent Night Out (All years) TDB
 - School Xmas Trees Late November
 - School/SRC - Easter Hat Parade (Hot cross buns)
 - School/SRC - Bookweek Parade (Treats)
 - School/SRC - Big Night Out (BBQ and drinks)
 - School/SRC - Athletics Carnival (BBQ)
 - School/SRC - Open Day (Stall)
 - School/SRC - Showcase (Finding a sponsor)
- Steph Freeman outlined the sponsorship opportunities
- Action item for P&C secretary - chase up previously promised gift certs for events.



5.8 Recycling 2019 - Peter Bestel

- Covered in correspondence.
- Everyone is encouraged to keep recycling their pens and tooth products via the program.

5.9 APS P&C AGM Update 2019 - Minh Huynh

- The AGM is coming next month. All positions are open for new exec members.
- Hannah and Kylie have advised that they are stepping down this year, so a huge thank you to both of them for all of the hard work.
- Action item for P&C secretary to send out announcement for AGM and publish agenda.
- Action item for P&C exec to let people know on facebook about the AGM and to contact the P&C if they want the correspondence emailed out.

Item 6 Sub-Committee Reports

- None

Item 7 Next P & C Meeting – General Meeting – 26th March 2019

Meeting closed at 9:40 pm

Regards

Peter Bestel

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

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Annandale Public School P&C

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P&C pages on the school website

annandale-p.schools.nsw.edu.au/p-c

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