

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

Chair: Minh Huynh

Date: 26th March 2019

Time: 8:10 pm

Venue: Annandale Public School Library

Minutes: 2019 03 26 GM

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

Meeting declared open by Minh Huynh – Vice President

Attendance – 14

Kylie Couper, Hannah Richardson, Jillian Wolfe, Rosemary Donald, Deanna Rhule, Lyn Jones, Susan Starr, Lucia Cavadini-Bell, Steph Freeman, Minh Huynh, Angie Wise, Rebecca Wainscoat, Penelope Stope, Peter Bestel

Apologies

Lucy Lavery



General Agenda

1. President's welcome – Minh Huynh
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 – Rosemary Donald and Kylie Couper
5. General Business
 - 5.1 APS P&C AGM Update 2019 - Minh Huynh
 - 5.2 Sponsorship Committee - Minh Huynh
 - 5.3 Update on Pre-School Access When Wet - Peter Bestel
 - 5.4 Update on Working Bee - Peter Bestel
 - 5.5 Maintenance of Wooden Assets - Peter Bestel
 - 5.6 Signs for the Learning Garden - Rebecca Wainscoat
 - 5.7 Road Safety Status - 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 30th April 2019

Please feel free to email apspandc@gmail.com with anything you would like to raise at this meeting.



Minutes

Item 1 Welcome – Minh Huynh

- 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

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|-----------------|---|
| Motion | That the minutes from the previous general meeting, 2019–02-26, be accepted as a true record. |
| Mover | Peter Bestel |
| Seconder | Kylie Couper, Rosemary Donald |
| Result | Agreed |

2.3 Correspondence

- Received a letter from Margaret Goss. Two ex-students from Annandale Public School have been nominated for Best New Talent at the upcoming Australian Logie awards. Congratulations to Benson Anthony who has been nominated for his performance in the TV show 800 Words. Congratulations also to Annabel Wolfe who has been nominated for her performance in Doctor Doctor. We wish them both every success.

2.4 Action Item Updates from last meeting

- Action item for P&C secretary - check on progress around the retaining wall on Trafalgar Street - assets department now has replacing this wall as a project - done and repairs in progress.
- Action item for P&C secretary - review and see if there is a fundamental problem with the KG path drainage - done.
- Action item for P&C secretary - bring the tooth brush/paste recycling box back to the office) - done.
- Action item for P&C secretary - chase up on APS Showcase video - in-progress.
- Action item for P&C secretary - publish the list of ongoing financial commitments - not done.
- 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 the traffic safety space - done.
- Action item for the P&C exec - Hand out traffic safety flyers at the upcoming Welcome Disco - done.



- Action item for the P&C secretary - check with Helen on whether the traffic safety artwork and message are available to be resent - done.
- Action item for the P&C secretary - call up council rangers and Leichhardt HWP to start patrolling Trafalgar and Johnson Street again - done.
- Action item for P&C secretary - complete insurance paperwork for fete event - done.
- Action item for P&C secretary - to check with Helen on AEC and tables - done.
- Action item for P&C exec - review stall placements, power runs and safety - done.

2.5 Membership Administration

- Still do not have confirmed membership numbers yet and will confirm with Helen when she returns.

Item 3 Principal's Report – Jillian Wolfe

- Thanks to the 2018 committee for the work done over the previous year to support the kids and school.
- Thanks for the effort put into the fete and the great community feeling on the day.
- Looking forward to the coming year, with a new principal to be announced shortly.
- Parent teacher interviews are coming up - book online.
- The Easter hat parade is coming up and hot cross buns will again be provided.
- 45 kids have signed up for the music camp so far, so it is definitely going ahead. This is an amazing response.
- School building work is commencing, which will have an impact on the playground and noise around the school.
- The lift being built into the library space is starting end of this week and shall have a 5 months duration.
- Upgrades shall be provided to the toilets in the hall as part of this work - both toilets redone with one becoming a disabled access toilet.
- The pre-school grounds upgrade is going ahead and safety fencing is already up. The boundary retaining wall will be rebuilt and grounds improved to manage water run off and provide a better space for the kids.
- The inner city high school on the grounds of the old Cleveland Street english school is progressing and updates can be seen [here](#).
- NAPLAN prep is starting again and the kids will again be using computers to enter the results. The readiness test will be in the middle of May.
- The GODOT emotion forum was fantastic and the wellbeing framework has been well received.



Item 4 Treasurer's Report – Kylie Couper

- See attached financials for March.
- The fete went smoothly and was manageable in size.
- There were approx profits of \$3300 BBQ, \$3200 cakes, \$1000 books, \$1200 games, \$660 coffee, \$1100 kitchen garden - still finalising.
- Floats for the stalls were perfect this year (although next time if any stalls are selling items with a 50c component - coffee \$3.50 - need to ensure that there are 50c pieces in the float).
- Action item for P&C secretary to check with Helen and Lucia on overall requirements for the kitchen garden program and how we can help to smooth out cash requirements.

Item 5 New Business

5.1 APS P&C AGM Update 2019 - Minh Huynh

- AGM already covered in introduction. See minutes from AGM for full details.

5.2 Sponsorship Committee - Minh Huynh

- Sponsorship - the P&C overall fundraising dipped slightly in 2018 due to the lack of a major sponsor for events.
- Hannah will put our needs out to the community on needing a sponsor, as we would like to find one before the May election.
- The current sponsorship documents are up to date and need to be tweaked for the current year and time.

5.3 Update on Pre-School Access When Wet - Peter Bestel

- The path into the pre school was reviewed on a wet day.
- Water on the path was accumulating due to the drain being blocked (leaves and silt running off the retaining wall).
- Some residual water remains due to slight dips in a number of places where there is not a consistent slope off the path.
- There are 3 possibilities for improving the situation - raised mats along the path, furrow drain or reshape the path to channel the water.
- Jillian advised that improvements are being done as part of the pre-school playground program and we will review.

5.4 Update on Working Bee - Peter Bestel

- Working bee has not yet been planned and would likely be rescheduled to after the May election fete.
- Need to organise a walk around the school, check on gardens, plants, gutters, drains and cracks in concrete.
- There is a potential to ask Lend Lease to provide man power to assist with the works, which should be followed up on.



5.5 Maintenance of Wooden Assets - Peter Bestel

- Work required on wood structures around the school was reviewed and two quotes provided.

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| Motion | That \$3400 be allocated for maintenance on the wooden play ground decking and play equipment. |
| Mover | Peter Bestel |
| Seconder | Rosemary Donald |
| Result | Agreed |

- Defer spend on decking in front of the school office and forward quote to school to look at works via assets.

5.6 Signs for the Learning Garden - Rebecca Wainscoat

- Looking for new and more permanent signs around the learning garden for parents and students.
- Lucia to send new sign artwork from Alessandra to Minh for follow up.

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| Motion | That \$200 be allocated for costs on printing new signs. |
| Mover | Peter Bestel |
| Seconder | Lucia Cavadini-Bell |
| Result | Agreed |

5.7 Road Safety Status - Peter Bestel

- Complaints have been coming in to the office about lots of incidents around the school.
- The school and P&C have signed up for the local traffic safety program.
 - <https://www.innerwest.nsw.gov.au/live/community-well-being/road-safety/school-road-safety-program>
- We already have promotional downloads for placing in the newsletter, on the school sign and on social media.
- The council rangers and highway patrol have been contacted to start patrolling around the school.
- Currently waiting for:
 - Postcards
 - Road Safety Audit
 - A-Frames and Banners



5.8 Miscellaneous Business - Minh Huynh

- Check whether process is being followed for working with children checks, as there have been some reports of paperwork not being followed up on. School to review.
- Need to identify a major objective for fundraising for the community - playground safety upgrades and some of the other long term projects.
- Action item for P&C secretary to follow up with the uniform shop on ventilation and whether improvements should be made. School may be able to offer a larger room with better ventilation.
- Want old books cleaned out of rooms next to principals office - action for a later date.
- Action item for P&C secretary - follow up with P&C Federation, council and education department - who helps us out with dogs on property and jumping on kids - council come on site for trees or noise, what about dogs?

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| Motion | That \$2000 be allocated for a float for the potential May Federal Election Fete. |
| Mover | Kylie Couper |
| Seconder | Peter Bestel |
| Result | Agreed |

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|-----------------|---|
| Motion | That \$4000 be allocated for costs on setting up the potential May Federal Election Fete. |
| Mover | Rosemary Donald |
| Seconder | Kylie Couper |
| Result | Agreed |

Item 6 Sub-Committee Reports

- None

Item 7 Next P & C Meeting – General Meeting – 30th April 2019

Meeting closed at 9:25 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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