

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

**Chair:** Minh Huynh

**Date:** 30th April 2019

**Time:** 7:30 pm

**Venue:** Annandale Public School Library

**Minutes:** 2019 04 30 GM

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

**Meeting declared open by Minh Huynh – President**

**Attendance – 13**

Lisa Lupton, Hannah Richardson, Jillian Wolfe, Rosemary Donald, Deanna Rhule, Leah Thurecht, Rebecca Wainscoat, Lucy Lavery, Lyn Jones, Stephanie Aplin, Peter Bestel, Jennifer Vincent, Sau Ching Seto

**Apologies**

Kylie Couper



## 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 – Lisa Lupton / Jillian Wolfe
4. Treasurer's Report – Rosemary Donald
5. General Business
  - 5.1 Mother's Day Gifts - Minh Huynh
  - 5.2 Federal Election Fete 18/05/2019 - Minh Huynh
  - 5.3 Community Grants - Peter Bestel
  - 5.4 Maintenance of Wooden Assets - 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 28th May 2019

Please feel free to email [apspandc@gmail.com](mailto:apspandc@gmail.com) with anything you would like to raise at this meeting.



## Minutes

### Item 1 Welcome – Minh Huynh

- 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

<b>Motion</b>	That the minutes from the previous general meeting, 2019–03-26, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Minh Huynh, Rosemary Donald
<b>Result</b>	Agreed

#### 2.3 Correspondence

- No correspondence.

#### 2.4 Action Item Updates from last meeting

- 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 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.
- Action item for P&C secretary - 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.
- Action item for P&C secretary - 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?

#### 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 – Lisa Lupton / Jillian Wolfe

- Lisa had a great first day.
- Previously Assistant / Deputy Principal at Campsie public school and many other roles relieving and within the state administration and finance area.
- Lisa presented her background in detail and her views on the school and community and working together as a team.

### Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for April.
- Incoming money from uniform shop, Hillview farms and easter hot cross buns.

### Item 5 New Business

#### 5.1 Mother's Day Gifts - Minh Huynh

- Looking for helpers on Thursday from 12pm to 3pm for the photo shoot.
- Need to check for cash orders at office to fill in gaps on classes.
- Still chasing catering for the event
- Action item for P&C secretary - buy bulk coffee cups when available.

<b>Motion</b>	That \$1000 be allocated for costs on producing gifts and the breakfast.
<b>Mover</b>	Minh Huynh
<b>Seconder</b>	Leah Thurecht, Rosemary Donald
<b>Result</b>	Agreed

#### 5.2 Federal Election Fete 18/05/2019 - Minh Huynh

- Planning is well underway.
- Some layout is pending knowing how voters will enter and exit the school.
- Will keep the same format as the state election, minus the jumping castle.
- Money is already allocated for the event from March.
- Insurance is complete for event.

#### 5.3 Community Grants - Peter Bestel

- Jennifer Vincent, the Kegworth P&C President, provided a lot of information about how Kegworth went through their recent grant process.
- We discussed our needs and the process.
- APS have previously received state grants for the kitchen project.
- Action item for P&C secretary - find archived documents on the kitchen funding process.



## 5.4 Maintenance of Wooden Assets - Peter Bestel

- Still chasing this and will report back at next meeting.
- Thank you to Vanessa Beresford for organising us some quotes.

## 5.5 Other business

- Minh sent garden sign quotes to Lucia and this will be chased up (see item 5.6 from March meeting - signs for the learning garden).
- Peter to check with Helen O’Riorden on the uniform shop requirements.
- Lisa presented a letter about some research for a Sydney health group around pain - better understanding of how children understand pain to guide health professionals on how they talk to children about pain. (sydney children’s hospital)
- Need to organise a walk around the school to check on gardens, plants, gutters, drains and cracks in concrete.

## Item 6 Sub-Committee Reports

- None

## Item 7 Next P & C Meeting – General Meeting – 28th May 2019

*Meeting closed at 8:32 pm*

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**

[apsandc.com.au](http://apsandc.com.au)

**P&C pages on the school website**

[annandale-p.schools.nsw.edu.au/p-c](http://annandale-p.schools.nsw.edu.au/p-c)

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