

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

Chair: Rebecca Wainscoat

Date: 28th May 2019

Time: 7:30 pm

Venue: Annandale Public School Library

Minutes: 2019 05 28 GM

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

Meeting declared open by Rebecca Wainscoat – Vice President

Attendance – 12

Steph Freeman, Penny Stole, Hannah Richardson, Wayne Forbes, Lisa Lupton, Rebecca Wainscoat, Rosemary Donald, Lucy Lavery, Shannon McAlary, Louise Wheeler, Suzy Small, Peter Bestel

Apologies

Lyn Jones, Minh Huynh



Annandale Public School P&C

P&C email

apspandc@apspandc.com.au

P&C website

apspandc.com.au

P&C pages on the school website

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

Join the P&C Facebook page

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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
4. Treasurer's Report – Rosemary Donald
5. General Business
 - 5.1 Update on Mother's Day Gifts - Rosemary Donald
 - 5.2 Update on Federal Election Fete - Rosemary Donald
 - 5.3 Update on Music Bursary - Rosemary Donald
 - 5.4 Learning Garden Funding Items - Lucia Cavadini-Bell / Bec Wainscoat
 - 5.5 My Community Project Grant Update - Minh Huynh
 - 5.6 Yates Growing Good Gardens Grant - Suzy Small
 - 5.7 Woolworths Earn and Learn - Peter Bestel
 - 5.8 Kiss and Go Zone - Minh Huynh
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 June 2019



Minutes

Item 1 Welcome – Rebecca Wainscoat

- 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

Motion	That the minutes from the previous general meeting, 2019–04-30, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Agreed - but amend Minh position to president rather than vice president.

2.3 Correspondence

- Barefoot investor from Katherine Delaney.

2.4 Action Item Updates from last meeting

- Action item for P&C secretary - determine what to do with APS Showcase video - in-progress.
- Action item for P&C secretary - publish the list of ongoing financial commitments - 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 - done.
- 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 - done.
- 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 - done.
- Action item for P&C secretary - buy bulk coffee cups when available - not done.
- Action item for P&C secretary - find archived documents on the kitchen funding process - done.
- Action item for P&C secretary - Need to organise a walk around the school to check on gardens, plants, gutters, drains and cracks in concrete - not done.



2.5 Membership Administration

- 319 have paid school fees out of 420.
- Need to account for this in the P&C ledger.

Item 3 Principal's Report – Lisa Lupton

- Lisa gave a big thank you to the community for the fete.
- Play ground in pre-school being worked on over the holidays.
- Retaining wall on Trafalgar St being worked on 18th June for 5 weeks - will be concrete and the school can add a mural to the wall.
- My Community Grant has been applied for.
- More grants coming up soon.
- Inner West grant process about to start - arts and culture, environment, recreation.
- Community access is an important factor in grant applications.
- Look into supervision - Touched by Olivia - an organisation who will help with managing inclusive play spaces (<http://touchedbyolivia.com.au/>)
- Look into department web site around accessing schools as play sites.
- Staff on annual CPR and other medical training shortly.
- Open day 18th June - P&C may have pop up stalls for music, kitchen garden, pre school, P&C, catering, etc. and may want helpers.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for May.
- Incoming money from fete, mothers day, uniform shop.

Item 5 New Business

5.1 Update on Mother's Day Gifts - Rosemary Donald

- Total sales \$3800 and expenses were low at \$854.
- Photos were of good quality and captured great personality.
- Need at least 6 good quality ideas to document and rotate over the years.

5.2 Update on Federal Election Fete - Rosemary Donald

- The fete raised approx \$11k
- Great day with a great atmosphere.



5.3 Update on Music Bursary - Rosemary Donald

- String scholarship student has been chosen and the other choice is pending.
- Still going well as a program.
- Ensure that available funds are reviewed yearly to ensure that any rising costs are covered.

5.4 Learning Garden Funding Items - Lucia Cavadini-Bell / Bec Wainscoat

- Let Lucia know to go ahead with any programs that improve community involvement and the P&C will assist.
- Check on power on balcony because 8 irons blows the circuit breaker - see if more power can be accessed.
- Lucia requested more tea towels be purchased for events and this was agreed.
- Signs for the garden were going to cost \$400 and there were concerns at that cost that they wouldn't last forever, but metal signs would cost \$2000.
- Go ahead with signs.

5.5 My Community Project Grant Update - Minh Huynh

- I just wanted to update everyone on the "My Community Project" grant application. As you know this has now been submitted by both Mitch and Lisa and we are just waiting now to see if we get through to the voting component which happens between 15 July - 15 August 2019 (<https://www.nsw.gov.au/improving-nsw/projects-and-initiatives/my-community-project/>). We applied for \$82 000 this includes resurfacing and landscaping of the infants playground (~\$41k), new sensory equipment (~\$18k) and new wooden benches (~\$23k) to replace the metal ones - this was based on Chris' quotes last year. If we get through to the voting part, we need to think about ways to promote our project in the local community. People can only vote for projects within their electorate. Please see email below for info on the sorts of things we can do to promote our project. I will take the lead on publicity/marketing campaign and ask for help with creation of artwork if required.
- We still intend to apply for the "Community Building Partnership" grant (<https://www.nsw.gov.au/improving-nsw/projects-and-initiatives/community-building-partnership/#2019-round>), the dates for this have now shifted from May/June to September so that gives us a bit more time. Phew!
- Check up on ability to vote based on electorate - as a large portion of the school are in the Newtown electorate and not Balmain. Starts 15 July

5.6 Yates Growing Good Gardens Grant - Suzy Small

- The Yates grant was reviewed and looks good.
- Lucia has an idea for an inclusive project in the garden.
- <https://www.lifeeducation.org.au/about-us/partners/yates-gardening/gardengrants/criteria>
- Go ahead with grant application.



5.7 Woolworths Earn and Learn - Peter Bestel

- Need some help with stickers, as filling in the sheets is a lot of work.
- In 2015 we submitted 47 sheets (see results)
- In 2017 we submitted 229 sheets (see results)
- Finishes 25/06/2019
- Lisa agreed to get the SRC to help doing the stickers which are in the office.
- We can request other help via Facebook.
- Rosemary and Peter to pick up stickers from Woolworths this week to start work on the sheets.

5.8 Kiss and Go Zone - Minh Huynh

- There have been some more problems with the kiss and go zone.
- Council rangers have been attending, but have been booking people for just stepping over to the gate to open it.
- Need to arrange some help here and there is information on the council and department web site.
- <https://www.innerwest.nsw.gov.au/live/community-well-being/road-safety/school-road-safety-program>
- https://roadsafety.transport.nsw.gov.au/stayingsafe/schools/dropoff_pickup.html
- https://roadsafety.transport.nsw.gov.au/downloads/dropoffpickup/dropoffpickup_organise_dl1.html
- Send paperwork to Lisa for program to manage gate access.

5.9 Extra Business - Rebecca Wainscoat

- Rebecca raised some questions around school communications and provided a view for Lisa.
- Some discussion around the current procedures.

Item 6 Sub-Committee Reports

6.4 - Traffic

- Traffic zone items still pending from council.
- Action item for P&C secretary - Chase up when outstanding items to be delivered.
- Action item for P&C secretary - Want 40 zone picture back on the school sign for drop off and pick up times.
- Action item for P&C secretary - send links for Kiss and Go Zone to Lisa

6.5 - Uniform Shop

- The uniform shop needs some maintenance and general care for the facility.
- This is important for the people who volunteer their time.
- Action item for P&C secretary - Get quote for air conditioning / work on window frame to make the shop workable in summer.
- Action item for Principal - Look at getting the uniform shop cleaned regularly.



Item 7 Next P & C Meeting – General Meeting – 25th June 2019

Meeting closed at 9:05 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

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