

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

**Chair:** Minh Huynh

**Date:** 27th August 2019

**Time:** 7:30 pm

**Venue:** Annandale Public School Library

**Minutes:** 2019 08 27 GM

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

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

**Attendance – 11**

Rebecca Wainscoat, Minh Huynh, Rosemary Donald, Lyn Jones, Deanna Rhule, Wayne Forbes, Lucy Lavery, Lisa Lupton, Bin Li, Rochelle Bolitho, Peter Bestel

**Apologies**

Leah Thurecht, Kylie Couper, Hannah Richardson



Annandale Public School P&C

**P&C email**

[apspandc@apspandc.com.au](mailto:apspandc@apspandc.com.au)

**P&C website**

[apspandc.com.au](http://apspandc.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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## 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 School White Boards - Wayne Forbes
  - 5.2 Showcase Video - Bin Li
  - 5.3 P&C Sponsorship - Minh Huynh
  - 5.4 Father's Day Gifts - Minh Huynh
  - 5.5 Grant Applications - Minh Huynh
  - 5.6 Earn and Learn - Peter Bestel
  - 5.7 Air Con for Uniform Shop - Peter Bestel \* added late
  - 5.8 Trivia Night - Deanna Rhule \* added late
  - 5.9 Other Business - Minh Huynh \* added late
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 24th September 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.
- Welcome to country by Wayne Forbes.

### 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, 2019–07-30, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Secunder</b>	
<b>Result</b>	Unable to vote due to lack of member quorum

#### 2.3 Correspondence

- None



## 2.4 Action Item Updates from last meeting

- Action item for P&C secretary - determine what to do with APS Showcase video - done - the 2018 video and sound are not of sufficient quality to publish.
- 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 - Need to organise a walk around the school to check on gardens, plants, gutters, drains and cracks in concrete - done.
- Action item for P&C secretary - buy bulk coffee cups when available - not done.
- Action item for P&C secretary - Chase up when outstanding items for road safety to be delivered - still waiting for delivery.
- Action item for P&C secretary - Get quote for air conditioning / work on window frame to make the shop workable in summer - done.
- Action item for Principal - Look at getting the uniform shop cleaned regularly - arranged and looking for feedback.

## 2.5 Membership Administration

- No actions.

### Item 3 Principal's Report – Lisa Lupton

- Lisa presented the principal's report
- Taps connected to rain water system being locked off.
- School sign being used more and more input / requests from community.
- Thanks for the BBQ at the carnival and all of the helpers.
- Uniform shop is now to be cleaned and we will review results.
- Thanks for the cup cakes at the book week - everyone enjoyed greatly.
- Had a great time at the book week parade and thank you to all of the parents and kids.
- Looking into role marking and notification software - Sentral.
- Big night out pushed to November 22 due to staff availability.
- Staff are currently doing professional learning - lots on with this and discussion on courses.

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

- See attached financials for August.



## Item 5 New Business

### 5.1 School White Boards - Wayne Forbes

- Wayne presented options and we reviewed the comm box device.
- Discussed costs around replacing poor quality white boards and touch screens vs. large tv screens and ipads, etc.
- Reviewed existing new units and compared to older models.
- Needs more discussion with teachers to get cross section of views on devices.
- Very significant costs but great potential learning outcomes.
- Action item for principal - follow up with staff on requirements.

### 5.2 Showcase Video - Bin Li

- Bin presented a plan for video and audio of the showcase, along with costs for equipment to secure a workable product.
- With a rental a camera and some go pros we can do a much better job than last year.
- The question of producing DVD, a digital download, or both will be addressed later.
- Need to look at providers to allow for downloads and Bin will share what he has looked at with the providers so far.
- Flexischool options need to be planned later on.
- Will take approximately a month to get the video ready, as Bin will be doing it in his free time.
- Possibly needing another camera for the day, but will get back to us. This will be to allow one to stay fixed focus on the stage and another to zoom into smaller inter-class elements of the show.
- Current proceeding with hiring equipment for the recording.
- A big thank you to Bin for reviewing, proposing and donating his time.

### 5.3 P&C Sponsorship - Minh Huynh

- Discussed showcase sponsorship and offers vs school position.
- School is currently considering options.

### 5.4 Father's Day Gifts - Minh Huynh

- Currently 330 orders and the gift looks great.

### 5.5 Grant Applications - Minh Huynh

- Another round of the building partnership grant coming up.
- Working on templates for other grants.



## 5.6 Earn and Learn - Peter Bestel

- Woolworths Earn and Learn - was unable to resolve the discrepancy between the paperwork sent to Woolworths and the online portal managed by a third party. As the order had to be placed last week, had to accept the reduced points. Ensure that next year we are sure on the stickers before posting into the portal, as no updates are possible.
- The teachers have placed an order and there are lots of useful pieces of equipment making their way to the school playground shortly.

## 5.7 Air Con for Uniform Shop - Peter Bestel

- A number of quotes have been obtained for the uniform shop air con installation.
- Action item for P&C secretary - obtain some more quotes and

## 5.8 Trivia Night - Deanna Rhule

- Art work for trivia night - have no volunteers for Kindy so far and very little from 2/1.
- We have some wonderful sponsors again for the event.
- Beer from Malt Shovel Brewery.
- Wine and sparkling from Camperdown Cellars
- Chargrill Charlies is providing food.
- Alessandra Straffi is designing a fabulous poster.
- The amazing Stuart Ridley is DJ.
- Need to start spending money on setting up.

## 5.9 Other Business - Minh Huynh

- The coffee machine has been serviced and a small pressure gauge that was determined to be faulty replaced. Here is to less problems with the machine.
- There is a large, full box of cosmetics to be recycled sitting in the P&C room.
- Some more discussion was had around the showcase for this year.
- The Trivia Night is scheduled for the 19th of October.
- The Big Night Out is scheduled for 22nd November.
- School and pre-school gutters are clogged again and causing a lot of overflow in the rain - add to working bee.
- The frog pond needs to be checked to see if there are still frogs and the overall shape it's in - add to working bee.



## Item 6 Sub-Committee Reports

### 6.4 - Traffic

- Traffic zone items still pending from council. They had indicated that they have run out and the materials will be delivered in term 3. However we still have not seen any of the materials.

## Item 7 Next P & C Meeting – General Meeting – 24th September 2019

*Meeting closed at 9:40 pm*

Regards

**Peter Bestel**

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

**Mobile 0400 226 735**

**Email [apspandc@gmail.com](mailto:apspandc@gmail.com)**



Annandale Public School P&C

**P&C email**

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

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