

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

Chair: Rebecca Wainscoat

Date: 24th September 2019

Time: 7:30 pm

Venue: Annandale Public School Library

Minutes: 2019 09 24 GM

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

Meeting declared open by Rebecca Wainscoat – Vice President

Attendance – 17

Rebecca Wainscoat, Rosemary Donald, Carla de Angelis, Jillian Wolfe, Sau Ching Seto, Penny Stolp, Leah Thurecht, Kylie Couper, Hannah Richardson, Kim Musznig, Cath Cooper, Louise Townsend, Stephanie Aplin, Natasha Leist, Deanna Rhule, Bin Li, Peter Bestel

Apologies

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

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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 Showcase Video Update - Bin Li
 - 5.2 Kitchen Garden Program Funding - Lucia Cavadini-Bell
 - 5.3 Inclusive Playground Update - 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 29th October 2019

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



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, 2019–07–30, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Agreed

Motion	That the minutes from the previous general meeting, 2019–08–27, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rebecca Wainscoat
Result	Agreed

Motion	That the minutes from the previous special meeting, 2019–09–12, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Agreed, with update of close time to 2:57pm (not 3:57pm) and couple of corrections in spelling for attendees names.



2.3 Correspondence

- We received a note from Lucia Cavadini-Bell — there are some keys to the kitchen missing from the office - handed out without a sign off. Is anyone in possession of these keys?
 - No one aware of this.
- Lucia also found the kitchen door was left open on Friday during school hours. This is a safety risk, so we need to check with before school care and the cake stall team to make sure that it's locked up after use.
- We received a note from Helen O-Riordan — cleaning of the uniform shop not started and do we know when this will commence?
 - Action item for Principal - check with cleaners.
- The school sign was off at 4:20 today, and not on at 7:30 for before school drop off - should be on from 7am until 6pm - check with Helen in the office.
 - Action item for Principal - check on sign times.

2.4 Action Item Updates from last meeting

- 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 - 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 Principal - Follow up with staff on requirements for updated white board technology - not done.
- Action item for P&C secretary - Follow up on quotes for air con for the uniform shop - done.

2.5 Membership Administration

- No actions.



Item 3 Principal's Report – Jillian Wolfe

- Jillian presented the principal's report
- Thank you to everyone for a wonderful showcase
- School has sent out a request to fill out a review for the showcase to get feedback
- Congratulations on the grant for the accessible playground
- Pre-school upgrade going ahead from another grant
- Code camp are back this holiday time
- Lift is complete and we are looking at some issues around access to ensure safety
- Sentral software is being implemented for attendance, etc.
- School starting to look closely at school uniforms and behaviours, related to competitive behaviour. Want to remove accessories as distractions from learning.
- Need some more work on looking after belongings with regards lost property.
- Need a statement on policy and provided to orientation around uniform adherence.
- Tues 22/10, 29/10 and 05/11 is Kindergarten transition days with November the meet and greet + uniform shop - 9:30 to 11:00 with uniform shop from 10:30. Need to check that Helen is around or whether someone else can do this.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for September.



Item 5 New Business

5.1 Showcase Video Update - Bin Li

- Tested rehearsals, tested conversion, had a professional camera man (Brendan) correct focus, etc.
- Had a lot of cameras involved in the production.
- Bin brought a sample and it was fantastic
- Can flexischools host files? Otherwise google drive.
- Bin required a little extra cash to finish up the work, but it was within the budget.
- Looking to have this available early in term 4.
- A big thank you to Bin for reviewing, proposing and donating his time - again!

5.2 Kitchen Garden Program Funding - Lucia Cavadini-Bell

- Signs are now available and waiting to be put up - they look great.
- Need replacement tablecloths for the kitchen

Motion	That \$200 be allocated for replacement table cloths for the kitchen.
Mover	Rebecca Wainscoat
Seconder	Peter Bestel
Result	Agreed

- Need to order more tea towels for various uses and it is at Lucia's discretion around handing them out.
- Action item for P&C exec - send note to class reps on kitchen keys.
- Action item for P&C exec - update procedure for running cake stalls to include key and door management.

5.3 Inclusive Playground Update - Peter Bestel

- The P&C exec are working together with Lisa to decide on scope, layout and design by consulting with experts in the area.
- Lisa is arranging for student (preschool - year 2) feedback via SRC.
- Teacher input will be sought once some of the basics have been completed.
- There will be opportunity for APS community feedback in term 4.
- Please ask members attending if there is a landscape architect available who could help with some of the design work.



5.4 Other Business - Peter Bestel

- The replacement wall on Trafalgar Street is complete and looks fantastic.
- Painting of the play equipment is proceeding this school holidays.

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 – 29th October 2019

Meeting closed at 9:00 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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