

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

Chair: Minh Huynh

Date: 29th October 2019

Time: 7:30 pm

Venue: Annandale Public School Library

Minutes: 2019 10 29 GM

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

Meeting declared open by Minh Huynh – President

Attendance – 13

Rebecca Wainscoat, Rosemary Donald, Sau Ching Seto, Minh Huynh, Leah Thurecht, Kylie Couper, Hannah Richardson, Deanna Rhule, Lisa Lupton, Faye Mezvani, Lyn Jones, Bin Li, 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 – Lisa Lupton
4. Treasurer's Report – Rosemary Donald
5. General Business
 - 5.1 Disco Bingo Update - Rosemary Donald
 - 5.2 Showcase Video Update - Bin Li
 - 5.3 Inclusive Playground Update - Minh Huynh
 - 5.4 Big Night Out Update - Minh Huynh
 - 5.5 Uniform Shop Staff - Rosemary Donald
 - 5.6 Working Bee Update - Peter Bestel
 - 5.7 Sun Safety - Rebecca Wainscoat
 - 5.8 Other Business - 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 26th November 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 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, 2019–09–26, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald, Minh Huynh
Result	Agreed

2.3 Correspondence

- We received a note from Lucia Cavadini-Bell — I would like to formally thank Stephanie Freeman for the purchasing of the signs that can now be seen on the garden gate and the fence on Trafalgar Street. A big thanks to Alessandra Straffi who did all of the art work and managed the manufacturing. Thank you all for your help and support of the kitchen garden.

2.4 Action Item Updates from last meeting

- 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 - partial - staff are currently using four (4) Promethean units.
- Action item for Principal - check on sign times - done - school sign times and display have been corrected today.
- Action item for Principal - check on cleaning of the uniform shop - done - but still not happening.
- Action item for P&C exec - update procedure for running cake stalls to include key and door management - done.

2.5 Membership Administration

- No actions.



Item 3 Principal's Report – Lisa Lupton

- Lisa presented the principal's report
- Thank you to everyone for the Disco Bingo event.
- Thank you to everyone for the participation at the working bee.
- Already looking at 70 kids for kindy next year.
- The pre-school kitchen is nearly complete.
- Department assets team are checking up on other clean up items and damage that needs work.
- The lift is functional but some damaged items and work not up to spec needs to be corrected.
- Action item for Principal - look at painting white and glary new concrete with a dark concrete sealer and painting game lines on it.
- New education classes are being made available to staff
- An application for the school to participate in Smiling Minds for Kids has been submitted - training for improving class room environments.
- There is a planned emergency drill in week 4 to test new systems.
- The school is waiting on a quote to put phones into class rooms for emergency situations.
- The school is looking at more storage for before / after care.
- The attendance at the grandparents day was overwhelming.
- Action item for P&C exec - work with the school to arrange an RSVP system and have the event better catered for next year (October event).
- Action item for P&C exec - look to organise a wishing tree for the event for next year.
- Action item for the school - look at format of event, kids involvement and amenities that would help to make it a success next year.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for October.



Item 5 New Business

5.1 Disco Bingo Update - Rosemary Donald

- The Disco Bingo event was a great success and we thank everyone who was involved to plan, prepare artwork, donate items, attend and of course donate to the school.
- On approximately \$2500 worth of expenses the profit was \$22000.
- A huge thank you to Deanna, who again was the primary organiser for this event and came up with a range of new ideas and tuning of old ones to make the night fun. She has been committed to fundraising for the school for many years and is greatly appreciated.
- Some discussion was had on where this money would be spent around classroom resources, playground upgrades and further learning.
- One of the fun items at the event was the wishing tree, where specific wish list items prepared by the school were there to be picked and sponsored.
- The P&C currently has \$1800 worth of sponsored items listed and wants to provide the list and the money to purchase to the school.

Motion	That \$1800 be allocated to purchase the sponsored wish list items.
Mover	Rosemary Donald
Seconder	Peter Bestel
Result	Agreed

- Action item for the P&C treasurer - provide the list of what items are to be purchased with the money to the school.
- Next time we do this, ensure that some of the items have specific class details on them to allow more specific choices for parents.

5.2 Showcase Video Update - Bin Li

- Final testing is just about complete - just finishing Android.
- Orders have begun coming in for the downloads.
- The final product looks absolutely fantastic, with absolutely clear picture and video. We have never had a better showcase video.



5.3 Inclusive Playground Update - Minh Huynh

- The playground team are still working on the initial concept.
- We have some ideas from the students and have photos and basics which we are putting together. The ideas encompass improving space usage, access to storage and other area enrichment ideas.
- More teacher input will be sought once some of the basics have been completed.
- There will be opportunity for APS community feedback during this term.
- Leah presented on the loose parts play concept and how it improves imagination and adventure for kids.
- There was lots of general discussion on the playground and features.
- Action item for P&C exec - get discussion paper out for review.

5.4 Big Night Out Update - Minh Huynh

- The Big Night Out is coming up on the 22nd of November.
- Need to provide food and drink for the event.
- Action item for P&C exec - ensure that vegetarian is catered for.
- Action item for school - publish the event.
- Action item for P&C exec - organise volunteers for cooking.
- Action item for P&C treasurer - organise a float for the event.

Motion	That \$1000 be allocated to fund the BBQ food and drink for the Big Night Out
Mover	Minh Huynh
Seconder	Peter Bestel
Result	Agreed

5.5 Uniform Shop Staff - Rosemary Donald

- Potential replacements for Leticia have already been arranged - by Leticia!
- Leticia Tarrabay has worked very hard for many years with Helen and Dianna in making the uniform shop function. The community recognise what an important job this is and thank Leticia for everything she has done.



5.6 Working Bee Update - Peter Bestel

- The working bee was very successful and we had some good support from a small number of dedicated parents.
- A summary of all of the jobs and follow up items has been put up on the web site. See the [Job Checklist](#).
- Action item for P&C secretary - publish list of follow up needs on social media and to the school.
- Action item for P&C secretary - photograph the great work done by the painter in the previous weeks and publish details in the newsletter.
- Action item for P&C secretary - organise thank you certificates for Zeus Painting Services and Callaghers Real Estate.

5.7 Sun Safety - Rebecca Wainscoat

- There was discussion on sun screen and sun safety during school hours.
- Action item for P&C exec - write a letter to the education department around policy or plans for potentially providing sun screen to schools in the future.

5.8 Other Business - Min Huynh

- The welcome disco always happens early in the year and we occasionally have trouble with approving the funding early in the year.
- Ensure that we have zooper doopers as it was very hot last year (need somewhere to store them).

Motion	That the P&C allocate \$1500 for the 2020 welcome disco food and misc funding.
Mover	Hannah Richardson
Seconder	Minh Huynh
Result	Agreed

- The school has been reviewing readers and has identified a significant spend to replace and update.

Motion	That \$10000 be allocated to classroom reader replacement.
Mover	Minh Huynh
Seconder	Rosemary Donald, Peter Bestel
Result	Agreed



Motion	That the ongoing \$8000 commitment for professional development be removed from the finances.
Mover	Rosemary Donald
Seconders	Peter Bestel
Result	Agreed

- A number of air conditioning units have been reviewed and options discussed.
- An installer and unit have been identified.

Motion	That \$2000 be allocated for the air conditioning unit for the uniform shop.
Mover	Peter Bestel
Seconders	Kylie Cooper, Rebecca Wainscoat
Result	Agreed

- The music bursaries appear to be proceeding well.

Motion	That the P&C continue to support two music bursaries in 2020 (\$4000 total commitment).
Mover	Rosemary Donald
Seconders	Minh Huynh
Result	Agreed

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 – 26th November 2019

Meeting closed at 9:20 pm

Regards

Peter Bestel

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

Mobile 0400 226 735

Email apsandc@gmail.com



Annandale Public School P&C

P&C email

apsandc@apsandc.com.au

P&C website

apsandc.com.au

P&C pages on the school website

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

Join the P&C Facebook page

[facebook.com > Annandale Public School P&C](https://facebook.com/AnnandalePublicSchoolP&C)