

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

**Chair:** Minh Huynh

**Date:** 26th November 2019

**Time:** 7:30 pm

**Venue:** Annandale Public School Library

**Minutes:** 2019 11 26 GM

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

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

**Attendance – 9**

Rebecca Wainscoat, Rosemary Donald, Minh Huynh, Lisa Lupton, Narelle Derwent, Lyn Jones, Steph Freeman, Michael Kelloway, Peter Bestel

**Apologies**

Lucy Lavery, Suzie Small



## 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 Phonanza - Steph Freeman
  - 5.2 Inclusive Playground Update - Minh Huynh
  - 5.3 Big Night Out Update - Minh Huynh
  - 5.4 Storage in the P&C Room - Rebecca Wainscoat
  - 5.5 Uniform Shop Update - Peter Bestel
  - 5.6 Changes to P&C Membership Next Year - Peter Bestel
  - 5.7 P&C Positions for Next Year - 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 February 2020

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.
- Thank you to all of the volunteers who are moving on from APS this year, with kids continuing on to high school. Everyone's efforts over the time they have been at APS are greatly appreciated. In particular tonight we thank Deanna Rhule and Leticia Tarrabay, who have had been contributing for a very long time.

### 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, 2019–10–29, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Unable to vote as not enough members
<b>Result</b>	Deferred

#### 2.3 Correspondence

- We received a letter and plaque from the Habitat Stepping Stones program. This is a great program that acknowledges urban spots to assist native wildlife in obtaining shelter. APS have signed up to receive advice on the school grounds via the program.

#### 2.4 Action Item Updates from last meeting

- Action item for Principal - look at painting white and glary new concrete with a dark concrete sealer and painting game lines on it - done - not required.
- 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) - tbd.
- 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 - tbd.
- Action item for the P&C treasurer - provide the list of what items are to be purchased with the money to the school - done.
- Action item for P&C exec - get discussion paper out for review - not done.
- Action item for P&C exec - ensure that vegetarian is catered for - done.
- Action item for school - publish the Big Night Out - done.
- Action item for P&C exec - organise volunteers for cooking - done.



- Action item for P&C treasurer - organise a float for the event - done.
- Action item for P&C secretary - publish list of follow up needs on social media and to the school - done.
- Action item for P&C secretary - photograph the great work done by the painter in the previous weeks and publish details in the newsletter - not done.
- Action item for P&C secretary - organise thank you certificates for Zeus Painting Services and Callaghers Real Estate - not done - waiting on certificates.
- 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 - not done.
- Action item for Principal - check on cleaning of the uniform shop - done - but still not happening.
- Action item for P&C secretary - check up with school on storage for aftercare - not done.

## 2.5 Membership Administration

- No actions.



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

- Lisa presented the principal's report.
- Thanks to everyone for the big night out.
- Thanks for all the work from the P&C and volunteers over the year.
- Instrument zoo is happening tomorrow, so the kids can try out for band and what instruments might interest them.
- The NSW Police youth cyber security officer recently gave an update to the kids on laws around use of computers and behaviour which is illegal. Very timely given the use of electronic devices.
- Thanks to all the parents for submitting forms for next years intake.
- We expect to again have 17 classes in 2020. Four kindergarten, six stage 1, four stage 2 and three stage 3.
- Pre school is about the same as this year, but still there are spots open.
- The teachers are currently working out classes and we expect to have composite classes again.
- The pre school retaining wall is being reviewed by assets for replacement.
- Phones are now enabled in all classrooms. This is expected to help in delivering messages from the office and dealing promptly with problems or emergencies.
- A quote for re-keying the school has been obtained and this is planned to go ahead in the school holidays.
- The GA job has been advertised, as the department currently considers the role temporary and expects a permanent appointment.
- There are lots of end of year events in the school calendar already, so it will be a busy last few weeks of term.

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

- See attached financials for November.
- Some discussion was had around funds to top up the playground reconstruction grant. Still waiting on final quotes for this work.



## Item 5 New Business

### 5.1 Phonanza - Steph Freeman

- Steph and Michael presented the Phonanza program for repurposing and recycling phone equipment.
- This is a pilot for a larger program where other IT equipment is being planned for recovery and recycling.
- Currently working with the school on repurposing / recycling old white boards.
- Responsible recycling with schools - recycle / refurbish is a long road - from a community perspective mobile phones are an easy first target (lots of toxic substances that we do not want in land fill).
- Sponsor proper processing - urban mining.
- 20% of value payed back to the school on recycled items.
- Reviewed the web site and chose phones and condition to see estimated value.
- Sent in items will have data properly wiped.
- Units are picked up via a drop off point in the school office office in a special envelope, not posted.
- The school system seemed best option for getting this rolled out.
- Would like to have APS involved in the initial prototype.
- With school approval, publish in the school newsletter and use the P&C bank account to recover any amounts donated as part of the repurposing.
- Action item for the P&C secretary - document program for some other schools to see if they are interested in participating.

### 5.2 Inclusive Playground Update - Minh Huynh

- The playground team have an initial concept and have sent this off for a quote.
- Given the costs involved in the work, cleaning out what we have to make more open and easily usable space is a priority.
- Additional items and OT can be funded later via P&C and normal activities or special events.
- We have significant funds in the current bank account to allow more works past what the grant will provide.
- Action item for P&C exec - get discussion paper out for review by teachers.

### 5.3 Big Night Out Update - Minh Huynh

- Had a summary from Bec that it was a great evening and everyone had a lot of fun.
- Suggestions for the future - do the BBQ before the performances start to give more time to clean up or do cakes and drinks at intermission and feed kids before so that we do not have to clean up BBQs or do a delivery.
- There was a lot of waste to deal with.
- It was impossible to use the kitchen due to the performances.
- Review the event format for next year.
- Action item for P&C secretary - fill up gas bottles.



#### 5.4 Storage in the P&C Room - Rebecca Wainscoat

- We are currently struggling to keep the P&C room clean.
- Seems to be a dumping ground for supplies and some equipment.
- Lisa is supportive to clean it out.
- Get Leah involved to see if Reverse Garbage can repurpose some of the old equipment and supplied.
- Action item for P&C exec - tomorrow 2:45pm get together and check out what can be done to improve the room and make accessing our supplies easier.

#### 5.5 Uniform Shop Update - Peter Bestel

- The air conditioning is working well and provided a much more comfortable environment for working in.
- The room is still not being cleaned, or the cleaners are having problems getting access due to clothes.
- Action item for principal - check again with cleaning contractors.
- Given the large numbers of second hand clothes, throw out as much as possible that is unlikely to be purchased during the end of year stock take.
- Blind on the window needs to be replaced, as the large one no longer fits due to the air conditioning unit positioning.
- Action item for P&C secretary - arrange replacement blind for window.

#### 5.6 Changes to P&C Membership Next Year - Peter Bestel

- We definitely do not want automatic membership next year.
- Action item for P&C secretary - talk to Helen and get this item removed.

#### 5.7 P&C Positions for Next Year - Minh Huynh

- The current exec indicated that they are happy for others to get involved, but will make themselves available again next year if required.
- Make the first meeting more welcoming and about the P&C and helping out to encourage participation.
- Action item for P&C secretary - Arrange OJ, cups, tim tams, savory biscuits for the first meeting for next year.



## 5.8 Other Business - Narelle Derwent

- Narelle presented on the home reader situation with stages - stage 1 in particular.
- New information on how kids become effective readers.
- Working for more predictable and systematic learning.
- Looking at decodable readers rather than predictable readers.
- Reviewed updates staff are going through in their professional learning.
- Stage 1 missing lots of early readers.
- Looking to lift early years reading to improve outcomes in later years.
- Can we extend reading books where progress is tracked to stage 2 - great reception in stage 1.

### Item 6 Sub-Committee Reports

- NONE

### Item 7 Next P & C Meeting – General Meeting – 25th February 2020

*Meeting closed at 9:25 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**

[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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