

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

Chair: Minh Huynh

Date: 25th February 2020

Time: 7:30 pm

Venue: Annandale Public School Library

Minutes: 2020 02 25 GM

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

Meeting declared open by Minh Huynh – President

Attendance – 16

Sarah Weerapah, Rochelle Bolitho, Natasha Leist, Lyn Jones, Leah Thurecht, Georgina Moore, Charlotte Creasey, Tanya Franic, Max Joscelyne, Rebecca Wainscoat, Rosemary Donald, Minh Huynh, Lisa Lupton, Kylie Couper, Hannah Richardson, Peter Bestel

Apologies

Stef Leigh, Kylee Pryor



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 Welcome Disco - Minh Huynh
 - 5.2 Inclusive Playground Update - Minh Huynh
 - 5.3 Easter Hat Parade - Minh Huynh
 - 5.4 P&C Executive and Sub-Committee Roles - Minh Huynh
 - 5.5 Trafalgar Street Traffic Safety - Peter Bestel
 - 5.6 Spending Commitments - Rosemary Donald
 - 5.7 Kitchen Garden Funding - Rosemary Donald
 - 5.8 Spending - Kitchen and Volunteer Gifts - Rosemary Donald
 - 5.9 Music Program Parent Contributions - Rochelle Bolitho
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 – AGM and GM - Tuesday 31st March 2020

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.
- With a number of new parents at the meeting, Minh introduced the P&C and what we do within the community and for the kids / school.
- The positions within the P&C were outlined.
- The meeting did a round-table of introductions.

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, 2019–10–29, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed

Motion	That the minutes from the previous general meeting, 2019–11–26, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rebecca Wainscoat
Result	Passed

2.3 Correspondence

- Some correspondence has been received and is represented as meeting items below (traffic safety, playground).

2.4 Action Item Updates from last meeting

- 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 - tbd.
- 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 P&C exec - get discussion paper out for review (Inclusive Playground) - not 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.
- Action item for the P&C secretary - document program (Phonanza) for some other schools to see if they are interested in participating - done.
- Action item for P&C secretary - fill up gas bottles (for Big Night Out) - done.
- 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 - done.
- Action item for principal - check again with cleaning contractors (on cleaning uniform shop space) - done.
- Action item for P&C secretary - arrange replacement blind for window (uniform shop) - done.
- Action item for P&C secretary - talk to Helen and get this item removed (P&C membership in fees) - done.
- Action item for P&C secretary - Arrange OJ, cups, tim tams, savory biscuits for the AGM.

2.5 Membership Administration

- Membership forms handed out to new parents and to be filled out and left at the front office with \$1 in preparation for the AGM next month.
- Forms will be made available at the Welcome Disco for other interested community members.



Item 3 Principal's Report – Lisa Lupton

- Thanks to everyone who came along to meet the teacher night and Bec Wainscoat for the speech.
- Thank you to everyone who has signed up to assist by being a class representative.
- The school is looking for a P&C submission to the annual report.
- Action item for the P&C president - prepare annual report submission.
- Currently the school numbers appear to be 475 children in P to 6 as well as 23 in early intervention.
- There have been a small number of staffing changes. Congratulations to the teachers who were appointed.
- The school missed out on the sustainable schools grant this year, but can apply for additional funding rounds and aim for next year.
- The department is coming out to check on school's lockdown readiness. Changes to the school key system will be delayed until after that review.
- The school are looking at control system for the front gate, with intercom and remote locking / unlocking being key elements being considered.
- The Easter hat parade is coming up on the 9th of April and all of the kids are looking forward to this.
- Action item for the P&C - organise enough hot cross buns for the parade.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for December, January and February.
- 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 Welcome Disco - Minh Huynh

- Stuart Ridley has kindly offered to manage the music again.
- Leah and Hannah are organising and there is a signup web site for volunteers.
- Looking for some more help to run the BBQ and sell food and drink.
- Handling of money is being organised.

5.2 Inclusive Playground Update - Minh Huynh

- There was a lengthy discussion on the plans, funding and the schedule to make this happen in the April school holidays.
- There is still some back and forth with the grants organisation around handing over the money for the work.
- Although the initial portion of the plans are available, the second stage is still outstanding (should have been available to us 18 December 2019).
- Continuing to follow up with Scully's on obtaining the quote for these plans.

5.3 Easter Hat Parade - Minh Huynh

- This is one of the very fun yearly events for the kids and parents.
- Later stages will assist the earlier stages in creating their hats.

Motion	That \$300 be allocated for purchasing the hot cross buns for the event.
Mover	Minh Huynh
Secunder	Peter Bestel
Result	Passed

5.4 P&C Executive and Sub-Committee Roles - Minh Huynh

- Next month is the AGM and the P&C are always looking for people interested in helping out, either by nominating for an executive position or getting involved in sub-committees and organising events.
- Minh outlined the positions and process.
- We're looking forward to seeing everyone on the 31st of March.

5.5 Trafalgar Street Traffic Safety - Peter Bestel

- There have been some incidents reported by parents around the driveway into the pre-school and some dangerous driving.



- Reports of cars turning into the driveway quite fast and not being aware of pedestrians, especially small children.
- Action item for the principal to speak with EIU team around this. The school can look at another education program given the new year, but we're unsure how effective this will be as we do not know which drivers have been involved.
- Action item for the principal to see if the SRC could be used again to monitor activity into the driveway.
- There are a number of people who use the driveway, correctly or incorrectly. There are volunteer drivers, staff members, tradesmen, deliveries and other unauthorised people potentially involved.
- Action item for the principal to look at providing feedback to parents and potential markings as per the staff driveway.

5.6 Spending Commitments - Rosemary Donald

- We are still reviewing spending commitments in order to be sure of available funds for other projects.
- The P&C is waiting on invoices from the school on the wishing wall and Geo snapshot.

5.7 Kitchen Garden Funding - Rosemary Donald

- We are currently reviewing funding for the project, based on a small over-spend this year.
- Funding is spent on replacement tools, crockery, tablecloth, dry goods, a range of other items.
- Action item for the P&C secretary to set up a meeting with Lucia to review funding and what can be done to improve the working of the program.



5.8 Spending - Kitchen and Volunteer Gifts - Rosemary Donald

- There was a discussion around the kitchen garden program, costs and needing to get some feedback from the program on any challenges.

Motion	That \$250 be allocated for maintenance of the fridge (refrigerant refresh) in the teaching kitchen.
Mover	Rosemary Donald
Secunder	Hannah Richardson
Result	Passed

Motion	That \$300 be allocated to purchase thank you gifts for two very long term P&C volunteers who are leaving the school.
Mover	Rosemary Donald
Secunder	Peter Bestel
Result	Passed

- Action item for the P&C to check with Deanna Rhule around an organiser for new events.
- There was some interest from at least one parent at the meeting in helping at the uniform shop and they will visit on Friday.

5.9 Music Program Parent Contributions - Rochelle Bolitho

- Rochelle discussed general fundraising methods and available skill sets within the community, not just for the music program.
- There are many people who have time and skills to donate to the school. Looking to school to provide more lists on requirements so that they can be filled. Want to have this out to more parents and not just to the P&C.
- The P&C has attempted to maintain skills lists before, but it has been a complicated exercise.
- To be discussed further during the year as projects are reviewed.

5.10 Other Business - Peter Bestel

- Thank you to Stephanie Wee for applying for the perfect match grant, which is to fund an artist to work on a wall in the school.
- Another science grant is being applied for to fund a microscope for the school.
- The P&C are always interested in announcements of grants or assistance applying for them, so please get in contact if you have anything helpful.



- The P&C are looking for a music bursary decision before term two, as there is plenty of support to fund this program again.
- The storage requirements for the after care program were discussed in detail. The kids need a lot more storage for the outdoor play equipment and another container is being planned. In order to install this, the small casuarina near the current storage container will need to be removed. This tree is currently squashed underneath the much larger overhanging gum, so little impact is expected. It is key that the roots of the gum are checked to ensure that installation of the container not cause any damage or restrict oxygen. There were no objections, as long as the aftercare team engage a registered arborist for the checks and removal, and plant a small, raised garden as per the existing container. Other options should also be looked at to add all trees or shrubs near the covered area.
- Action item for the P&C secretary to write letter back to aftercare.
- Action item for the P&C secretary to set a date for the working bee and publish.
- Action item for the P&C to review possibilities and problems for electronic attendance at meetings (just view).

Item 6 Sub-Committee Reports

- For fundraising and grants, see above.
- Traffic - still waiting on some information from local police.

Item 7 Next P & C Meeting – AGM followed by General Meeting – 31st March 2020

Meeting closed at 9:40 pm

Regards

Peter Bestel

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

Mobile 0400 226 735

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Annandale Public School P&C

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

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