

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

Chair: Minh Huynh

Date: 30th June 2020

Time: 7:30 pm

Venue: Online Meeting, RSVP Required

Minutes: 2020 06 30 GM

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

Meeting declared open by Minh Huynh – President

Attendance – 14

Lisa Lupton, Minh Huynh, Lucy Lavery, Sau Ching Seto, Max Joscelyne, Rebecca Wainscoat, Natasha Leist, Hannah Richardson, Rosemary Donald, Tanya Franic, Stephanie Wee, Natasha Leist, Rochelle Bolitho, Peter Bestel

Apologies

None



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 Inclusive Playground Update - Minh Huynh
 - 5.2 Planned Extensions to Inclusive Playground - Minh Huynh
 - 5.3 Community Building Partnership Grant - Minh Huynh
 - 5.4 Thank You Gift for APS Staff - Minh Huynh
 - 5.5 Kitchen Garden Expenses - Rosemary Donald
 - 5.6 RagTagd Uniform Update - Rosemary Donald
 - 5.7 Music Bursary - Rosemary Donald
 - 5.8 Wishing Wall and Geosnapshot - Rosemary Donald
 - 5.9 P&C Insurance - Peter Bestel
 - 5.10 Executive Role Vacancies - Minh Huynh
 - 5.11 Future of P&C Events and Fundraising for 2020 - Minh Huynh
 - 5.12 Scheduling the P&C AGM - 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 28th July 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.

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, 2020–02–25, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed

2.3 Correspondence

- Some correspondence from the P&C Federation around meetings.
- All other correspondence has been fundraising or government.

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 grandparents and carers event better catered for next year (October event) - tbd.
- Action item for P&C exec - look to organise a wishing tree for the grandparents and carers 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 secretary - check up with school on storage for aftercare - done and new storage is in place.
- Action item for the P&C to check with Deanna Rhule around an organiser for new events - in-progress.
- Action item for the P&C secretary to write letter back to aftercare - done.
- Action item for the P&C secretary to set a date for the working bee and publish - on old.
- Action item for the P&C to review possibilities and problems for electronic attendance at meetings (just view) - done.

2.5 Membership Administration



- N/A

Item 3 Principal's Report – Lisa Lupton

- The playground upgrade has been well received by the kids and teachers, with the kids loving the extra space to run around in.
- The school is currently working on a review of technology, looking to plan upgrades for older and less useful equipment.
- Stage 2 are looking for more STEM learning kits (eg. robotics) and are currently looking at options for improving what is available.
- The school is starting to review the curriculum updates proposed by the department. This involves a major scope change to support self-paced learning, but is a number of years out from implementation.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for March, April, May and June.

Item 5 New Business

5.1 Inclusive Playground Update - Minh Huynh

- The P&C were very happy with the work completed over the Easter holiday for the playground changes.
- The children seem to love the area, with a lot more space to run around in and much less tripping over and debris.
- We've also been noticing recently more class time outside in the area, which is one of the main objectives of the changes.
- Action item for Principal and P&C Secretary - check with Sculley's on the availability of video from their drone on the before and after.

5.2 Planned Extensions to Inclusive Playground - Minh Huynh

- There was a discussion on further playground changes and the sourcing of contractors to do the work.
- A number of parents asked for comparative quotes to the Sculley's proposal, which the P&C shall request.
- The children are looking for more and better access to equipment in the area and works are relatively expensive given weather-proofing.
- There are a number of components to the envisaged stage two changes, including more surface works, storage and a second fort. The quotes and diagrams were presented to the meeting and include over \$90k in resurfacing more of the lower playground, addition of seating, outdoor cupboards and the fort.
- The school indicated that there is a potential to use unused and accumulated funds from previous years to perform ground works and that there are significant funds to be tapped into if the work is organised and approved.



- We would like to get this work completed as quickly as possible, to improve the situation for the children.
- If we could book a vendor in for the third term holidays, the following considerations would be very favourable:
 - The holidays are in October, so there is some time to plan.
 - The P&C could fund the smaller portion of the works, with the school funding the larger portion.
 - A grant which the P&C have applied for (see below) is to be announced in September and if the P&C received part of this grant then that would free school money up for other grounds projects.
 - The grant proposal is helped if portions of works are already funded.
- A number of parents asked about the previous COLA project and this needs to be returned to at some point now that the school lift project is complete and we know what space is available. Input is required from the teaching staff to assist with developing a reasonable plan.
- There was no money from the Aftercare team this year, due to COVID, however normally the school would receive some funds for works.
- Some additional works could be reviewed for the upper playground with the funds currently available to the school.

Motion	That up to \$30000 be allocated for works on the existing cupboards, fort and smaller improvements.
Mover	Peter Bestel
Seconder	Minh Huynh
Result	Passed

5.3 Community Building Partnership Grant - Minh Huynh

- Just over two weeks ago the P&C submitted a proposal for a Community Building Partnership grant, covering portions of the stage two playground update (more resurfacing, play equipment, storage, seating, etc.)
- The grant allocations are announced in September of 2020.
- The P&C would like to send a huge thank you to Mitch Bryson, Minh Huynh and Lisa Lupton for getting this proposal in by the deadline.
- As per above, any money from the grant would offset amounts that the school would be able to commit to the playground works.

5.4 Thank You Gift for APS Staff - Minh Huynh

- The P&C would like to arrange a thank you gift for staff given all of the extra work put in over the COVID offsite learning time.
- Getting gift vouchers has already been discussed with one of the local cafes and an amount determined based on the number of staff at the school.



- It was raised that we should purchase vouchers from at least two local cafes who have previously supported the school and double the vouchers being presented to the staff.
- Minh would like to record a thank you video and is currently working on this for a presentation.

Motion	That up to \$1200 be allocated to purchase cafe vouchers for staff from the local cafes.
Mover	Peter Bestel
Seconders	Minh Huynh
Result	Passed

5.5 Kitchen Garden Expenses - Rosemary Donald

- Over the course of the COVID learning period, some money was spent on the learning garden's behalf to purchase seeds and raising mix at a local garden centre. this was requested by Lucia to prepare for this term.

Motion	That \$200 be reimbursed for money spent on the learning garden's behalf.
Mover	Rosemary Donald
Seconders	Peter Bestel
Result	Passed

5.6 RagTag Uniform Update - Rosemary Donald

- There are still some overall problems with the lost property system which the RagTag service cannot address - lack of access for all students to the lost property area, aftercare items not being moved down to the sensors, items being given out when children are missing their own items.
- RagTag are now back in a position to supply the monitoring tags with our current uniform supplier.
- Given problems, and after some discussion, it was determined that the uniform shop will not purchase items with tags pre-sewn but will continue to supply packets of tags for parents who wish to sew them in.

5.7 Music Bursary - Rosemary Donald

- The bursary will proceed for the rest of the year and the P&C are waiting for a nomination from the music program.



- It has been raised that the school would like to offer more smaller bursaries next year to improve access to the music program.
- This can be discussed next year, but there is no strong opinion from the P&C and we will be guided by the music program team.

5.8 Wishing Wall and Geosnapshot - Rosemary Donald

- The P&C are still waiting for invoices to release the funds raised by these events.
- Action item for Principal to follow up and ensure the invoices are generated.

5.9 P&C Insurance - Peter Bestel

- The P&C mandatory federation membership and insurance will become due in July, possibly whilst we are on school holidays or just after.
- We will know the exact amount when the federation invoice us, but it's generally around \$900 for membership and insurance.

Motion	That up to \$1000 be allocated for P&C federation membership and insurance fees.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed

5.10 Executive Role Vacancies - Minh Huynh

- Minh is leaving the school at the end of this term, but will attend the AGM in July.
- There has been some interest from the community on executive positions for the rest of this and next year.
- We are always looking for more people to get involved in organising and running the P&C, so please contact us if you wish to get involved.

5.11 Future of P&C Events and Fundraising for 2020 - Minh Huynh

- There are not currently any events planned for term 3 for fundraising.
- The school is still under restrictions around gatherings and events on the grounds.
- There may be some updates from NSW health announced early in term 3, but do not count on any significant changes.
- Planning can resume for term 4, but nothing is to be definite for moving ahead as yet.
- The events which are impacted by current rules for term 3 are Father's Day and the Big Night Out.
- Some discussion was had around whether we proceed with planning for term 4 and whether we look at properties off the school grounds for events.



- The community still seems keen for an event, as there are some good venues around (eg. the Forest Lodge hotel, which has a very large room available), as long as we have contingency plans.
- There may be options for online options or other online facilities if we cannot have people at an event.
- We shall be looking to support local business by booking and then see how we can reorganise our normal evening plan.
- There is definitely a need for an event organiser to make the term 4 event viable.

5.12 Scheduling the P&C AGM - Minh Huynh

- Some discussion was had around being able to reschedule the P&C AGM.
- It was determined that this would happen at the next available opportunity, which is the July 28th meeting.

Item 6 Sub-Committee Reports

- There were some questions around how the sub-committee system works with the P&C.
 - If anyone is interested in being involved our sub-committee structure is fairly informal, with a few individuals assisting with gathering information and actioning items, but generally not enough people involved to hold formal meetings, provide minutes, etc.
 - the existing sub-committee are not fixed and we can add more if required.
 - The P&C are always interested in people to get involved with organising and assisting with sponsorship and grants.
- Fundraising and Grants:
 - See above.
 - Uniform Shop:
 - A big thank you to Georgina Moore for stepping up to help out in the shop.
 - We are looking for more help for next year, so please let the P&C know if you're able to contribute some time.
 - Traffic:
 - There is some renewed ranger and highway patrol presence around the school.
 - We have requested more of their time to assist with reducing some of the risky car behaviour around before and after school times.
 - Action item for Principal - send out reminder to community on the kiss and go zones, dangerous driving and road rules around the school.

Item 7 Next P & C Meeting – AGM followed by General Meeting – 28th July 2020

Meeting closed at 9:17 pm

Regards

Peter Bestel

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

Mobile 0400 226 735

Email apspandc@gmail.com



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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