

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

**Chair:** Stephanie Wee

**Date:** 25th August 2020

**Time:** 7:30 pm

**Venue:** Online Meeting, RSVP Required

**Minutes:** 2020 08 25 GM

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

**Meeting declared open by Stephanie Wee – President**

**Attendance – 20**

Tanya Franic, Stephanie Wee, Lisa Lupton, Nathan Stares, Alessandra Straffi, Max Joscelyne, Kate Swift, Jillian Wolfe, Wayne Forbes, Brooke Pretty, Rochelle Bolitho, Bec Wainscoat, Georgie Moore, Bin Li, Rosemary Donald, Denise Matovic, Hannah Richardson, Leah Thurecht, Jen Richardson, Peter Bestel

**Apologies**

None



## General Agenda

1. President's welcome – Stephanie Wee
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 - Stephanie Wee
  - 5.2 Uniform Shop - Rosemary Donald
  - 5.3 P&C Volunteers - Rochelle Bolitho
  - 5.4 Playground Update - Peter Bestel
  - 5.5 School Bring Your Own Device Survey - Lisa Lupton
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 27th October 2020

Please feel free to email [apsandc@gmail.com](mailto:apsandc@gmail.com) with anything you would like to raise at this meeting.



## Minutes

### Item 1 Welcome – Stephanie Wee

- Stephanie welcomed all members and staff.
- Welcome to Country “We acknowledge the Traditional Owners of the country on which we meet today, the Gadigal people of the Eora nation, and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.”

### 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, 2020–07–28, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Rosemary Donald
<b>Result</b>	Passed

#### 2.3 Correspondence

- None.

#### 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 grandparents and carers event, kids involvement and amenities that would help to make it a success next year - tbd.
- 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 - done - is available but they would prefer to deliver both phases at once.
- Action item for Principal and P&C Secretary - check with Sculley’s on their availability to perform more works - done - probably not September holidays.
- Action item for Principal to follow up and ensure the invoices are generated for the Wishing Wall and Geosnapshot - pending.
- Action item for the P&C secretary to send links to the new president on grant paperwork and quote - done.
- Action item for the P&C secretary and the Principal to contact Sculley’s this week - done.



- Action item for the P&C secretary to review some new storage options provided - done.
- Action item for P&C secretary to email Jamie Parker and see if we can have a meeting to brainstorm options for road safety - pending.
- Action item for Georgina to stock take large girls uniforms to see if we can use these to make masks - done.

## 2.5 Membership Administration

- Welcome to new members for 2020. We have received about 12 membership forms so far.
- A reminder that members from 2019 will need to renew their membership.
- Download the [membership form from the P&C web site](#), complete and return to the school office with the \$1 membership fee.

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

- Thanks to parents for observing the pick up and drop off controls around school. It's complicated and we appreciate everyone working within the limitations
- Some of the other restrictions around the school grounds are difficult, but the department is doing its best to try and keep everyone safe.
- The school launched a new initiative - Positive Behaviour for Learning yesterday. Input was sought from staff, students and the community. The goals of the program are to teach expected behaviour and ensure consistent corrective processes are used.
- The learnings from this program can also be used for ethics and other processes.
- Preparation for the showcase is moving along with practice and sets happening.
- Funding is available through a grant for crossing supervisors. Lisa applied for one for Trafalgar street, as the school met all of the criteria. There is no clear date for a decision on allocating the grant.
- There was a question regarding kindergarten orientation. Lisa spoke with Carla De Angelis, as the school is doing a video due to the new intake not being allowed to be onsite.
- Action item for the P&C to do a recording to add to the video and be involved in an orientation via zoom.

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

- See attached financials for August.

### Item 5 New Business

#### 5.1 Showcase Video - Stephanie Wee

- Stephanie ran through proposals for the event and some modifications to try and make the evening fun for the kids.
- Bin provided a budget of approximately \$1000 for the equipment hire, processing, etc.
- Great work from Bin and a big thank you.
- There will be a lot of editing to do again. Bin estimates 5 working days over 3 weeks duration.
- Aiming to be done by first week of term 4 and ready to present.



- Last year the cost for the DVD was \$10, but this year, as we do not have to pay for theatre tickets, we are looking to up the price to \$20.
- Look into whether we have a variable amount on Flexischools via multiple same items with different prices.
- Do not want to have people miss out if they cannot afford the DVD.
- Kids will be watching at home with families, due to the logistics of using the hall. There will only be one class in the hall at a time performing and being recorded.
- We want to have the Flexischools option in place and start collecting money asap for the video.
- Looking to promote sales via last years video trailer and other new materials.
- Action item for P&C president to work on copyright wording.

<b>Motion</b>	That up to \$1500 be allocated to purchase/hire materials and equipment to create the showcase video.
<b>Mover</b>	Peter Bestel
<b>Seconded</b>	Hannah Richardson / Rosemary Donald
<b>Result</b>	Passed

## 5.2 Uniform Shop - Rosemary Donald

- The Uniform Shop needs new volunteers to replace Helen and Di. Both want to finish up this year after many years of amazing volunteer work for our community.
- Action item for the P&C exec to put out requests on Facebook and via class reps in stage 1.
- Hoping that with more flexibility we can get more people to participate. Not necessarily face to face or every week, but via ordering, stocktake, helping kids, sizing, etc.
- Probably need more people than what we have had previously in order to manage.
- The P&C could also consider showing something in the orientation video.
- Action item for Georgie Moore to draft a letter to the community.

## 5.3 P&C Volunteers - Rochelle Bolitho

- Rochelle brought some ideas from talking in the playground.
- People are not interested in reading meeting notes, but there are a lot of good people resources out there.
- Would like to have vocation information available from the community to allow the P&C to consult.
- This has been tried a number of times before via the parent directory, also have had fields to offer skills in before, but can easily be done via class reps.
- Want to reach out to give people opportunities to participate via offering their skills, so this can be tried again.



#### 5.4 Playground Update - Peter Bestel

- The principal and P&C recently met again with the playground provider to go over further changes and attempt to work out a schedule.
- An updated plan is available to provide more open space and bring the rest of the playground level up to the existing turf level.
- Action item for the P&C secretary to get an update together for the newsletter.

#### 5.5 School Bring Your Own Device Survey - Lisa Lupton

- New department policy around the use of devices has meant that the stage 3 students have been using devices since lockdown.
- The stage 3 teachers surveyed students and community on continuing to use their devices.
- Jillian presented findings around this survey.
- There have been big improvements in writing and engagement - lots of other findings.
- The results are coming via the enews app to stage 3 parents.
- Wayne Forbes, a digital support officer for the department, provided a presentation on ICT capabilities.
- There was some discussion, questions and answers.

#### 5.6 Other Business - Hannah Richardson

- Hannah presented on the lack of fundraising this year and the possibility of Christmas gifts to provide some income to the P&C.
- Some planning has been completed well ahead of the Christmas break to get materials and ideas together.
- We have purchased some items from Reverse Garbage and have been working on using up these and excess stock to make the items.
- Have been working on lovely marketing ideas.
- Have been looking into options to have items delivered to the community after purchase.
- Hannah working on calculations for pricing and estimates up to \$7k net income.
- Looking to open in Flexischools in November, so still have the October meeting to review and make decisions on any changes.
- Need to put out a call on Facebook to see if anyone can work on an online art auction.
- In place of parents night out, considering a live bidding online auction.
- There are lots of challenges in preparing items this year, due to parents not able to go into the classroom.
- Action item for the P&C president to draft up something to discuss around an approach.

#### Item 6 Sub-Committee Reports

- None.



**Item 7 Next P & C Meeting – General Meeting – 27th October 2020**

*Meeting closed at 9:50 pm*

Regards

**Peter Bestel**

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

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**Annandale Public School P&C**

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