

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

Chair: Stephanie Wee

Date: 27th October 2020

Time: 7:30 pm

Venue: Online Meeting, RSVP Required

Minutes: 2020 10 27 GM

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

Meeting declared open by Stephanie Wee – President

Attendance – 14

Stephanie Wee, Georgina Moore, Tara Hashambhoy, Rosemary Donald, Max Joscelyne, Rebecca Wainscoat, Sau Ching Seto, Tanya Franic, Hannah Richardson, Kylie Couper, Lisa Lupton, Rochelle Bolitho, Bin Li, Peter Bestel

Apologies

Lyn Jones



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 Christmas Fundraiser Update - Hannah Richardson
 - 5.3 Playground Update - Peter Bestel / Rosemary Donald
 - 5.4 Big night out - Tara Hashambhoy
 - 5.5 Music program 2021 - Tara Hashambhoy
 - 5.6 Music scholarships - Tara Hashambhoy
 - 5.7 Instrument zoo - Tara Hashambhoy
 - 5.8 Christmas Trees - Rosemary Donald
 - 5.9 P&C parting gifts - Rosemary Donald
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 24th November 2020

Please feel free to email apspandc@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

Motion	That the minutes from the previous general meeting, 2020–08–24, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed

2.3 Correspondence

- Christmas trees and puddings are happening again this year and have responded that we shall be participating as per last year.
- Signed up for [Solar my School](#) - free Council initiative helping primary and secondary schools to go solar.

2.4 Action Item Updates from last meeting

- Action item for the P&C to do a recording to add to the video and be involved in an orientation via zoom (kindergarten orientation) - pending.
- Action item for P&C president to work on copyright wording (showcase video) - pending.
- Action item for Georgie Moore to draft a letter to the community (uniform shop volunteers) - done.
- Action item for the P&C secretary to get an update together for the newsletter (playground changes) - pending.

2.5 Membership Administration

- No new members.
- 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

- The application for a crossing supervisor for Trafalgar Street has been successful. The department is yet to identify who will be doing this, so the start date is not yet available.
- There are normally lots of events on at the end of the year and the department will be providing an announcement on the 2nd of November around any rule relaxing.
- There will be a review period, then another announcement on the 23rd of November and 30th January around school events.
- Every event coming up for the end of the year will have two plans.
- Book week was great, with a happy buzz around the school.
- Science week also went well, with lots of entries into the competition. The school is coming up with a summary video as there was lots of interesting tech on show.
- Kindy and Pre-school orientation will be going ahead on-site, with small COVID-safe style groups of parents.
- There are currently three kindy classes signed up for next year and an extra stage two class coming into year three.
- Overall there will be slightly less students at the school in 2021, going on current numbers.
- All schools are currently working on their new four year plans and will be coming to the community for consultation items soon.
- The plan for how to reach the community is being developed and one idea is to put up posters with QR codes around the school which link to the reports and surveys.
- With the presentation day coming up, the P&C has an ongoing commitment to fund presents at the event.
- Action item for P&C treasurer - email Susan Ferris and remind of funds and limits.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for September and October.

Item 5 New Business

5.1 Showcase Video - Stephanie Wee

- The video has been set up on Flexischools for a price of \$20.
- Currently there are 83 orders pending for the download.
- The purchase is closing out on Friday November 6th and a deadline is always placed on the downloads in order to prompt people to buy before it becomes unavailable.
- Another update will be sent out this week asking everyone to complete their purchase.
- Bin provided an update on the work to get the showcase recorded and edited.
- It was a very tight schedule and there were a number of classes that had to be redone.
- However, there were a lot of positives, lots of fun and no injuries.
- Post production has been a massive effort with 3 more songs to be completed before the download test is ready.
- There are some closeups, which is different to last year at the Enmore.
- Action item for P&C - look at writing up instructions for downloads and play.



5.2 Christmas Fundraiser Update - Hannah Richardson

- The sewing of the Christmas presents is well over half way complete - thanks to all of the wonderful helpers.
- There are a few that require some more work and a few may be discarded due to poor quality.
- However, overall we are in very good shape.
- So far the cost of materials has been more than expected, with \$718 spent when the initial estimate was \$500. This has been to ensure that the aprons are extra strong.

Motion	That another \$400 be allocated to purchase materials to complete the work on the Christmas presents.
Mover	Hannah Richardson
Seconder	Peter Bestel
Result	Passed

- The aim is to have all items live on Flexischools by Monday - aprons, excess mugs and calico bags.

5.3 Playground Update - Peter Bestel / Rosemary Donald

- We are currently waiting for advice from Sculley's on when the final railings and safety equipment will be available and installed.
- There have been some queries about access to the pre-school roof for some of our more enterprising student teams and this will be checked carefully before the new fort is commissioned.
- The school are still waiting for the process to be completed for the rest of the playground via the department - tender, quotes, selection, etc.
- As the grants will be announced next month, this may impact how the work is payed for, so we shall be waiting for that announcement.

5.4 Big night out - Tara Hashambhoy

- The Big Night Out is currently planned for the 19th of November.
- There are currently two plans in place - live and live-streamed.
- There will be no on-site catering this year (there is no impact to fundraising with this, as it is a community service and not expected to generate P&C funds).
- Nothing is needed to progress the event at this stage.
- Action item for P&C - review and document costs for tap and go for future events to avoid handling so much cash.



5.5 Music program 2021 - Tara Hashambhoy

- the planning for the next years program is under way.
- The program is hoping to do the annual instrument zoo via Zoom this time around.
- Would like to have a 30 minute session set up for parents before the next P&C session.
- Kids will be doing a live demonstration at the school.
- Action item for P&C secretary - set up a meeting before the next P&C meeting on the 24th of November, 7pm to 7:30pm

5.6 Music scholarships - Tara Hashambhoy

- Instead of two full scholarships, the music program would like to be able to provide four half scholarships, to provide greater access to the program.
- There was plenty of discussion and it was agreed that the school should assess community needs and come to the P&C if any changes are required. Otherwise, it is up to the school music program to determine how to allocate the funds.
- Action item for the music program - provide details to the P&C of a music tutor who was not paid for tutoring this year.

5.7 Instrument zoo - Tara Hashambhoy

- See 5.5.

5.8 Christmas Trees - Rosemary Donald

- This is going ahead again this year and trees will be available to order very soon.
- We will need to have between 2 and 4 people available to check orders and hand them out on the morning.
- Pickup will be on Saturday the 5th of December from 7am to 11am.
- Action item for P&C - Tanya will manage the flyers this year.
- Action item for P&C - Rose to send previous artwork to Tanya for dates and times to be adjusted.
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5.9 P&C parting gifts - Rosemary Donald

- Normally thank you gifts are presented at the annual volunteers breakfast.
- However, we are still waiting to see what will happen for this event this year, as well as presentation day.
- Minh still has not been presented with a parting gift.
- Helen and Di have done a massive amount of work for the community over many years.
- Action item for Georgina - check with Leticia on gifts.

Motion	That \$500 be allocated to purchase three presents from the P&C to our departing major volunteers.
Mover	Peter Bestel
Seconder	Stephanie Wee
Result	Passed

5.10 Other business

- The lost property area has gotten out of control during the COVID lockdown and urgently needs some cleanup.
- The P&C need to look at new types of fundraising and need to set aside some time to meet regarding this. Lisa to be included.

Item 6 Sub-Committee Reports

- 6.3 Kitchen and Garden
 - There has been advice that the fridge may need to be replaced in the kitchen, as it is not responding to regular maintenance as well as before.
- 6.4 Traffic Safety
 - There are still some issues with access to the school, as some of the shorter students in the higher forms, who are a bit more independent, are unable to open the entry gates. Would like some suggestions from the school on this.
 - Congratulations to Lisa for arranging the crossing supervisor for Trafalgar Street. There is a hope that this will allow parents who drop off to be able to do so slightly further from the school, as the kids will be assisted. As long as the gate opening issue is addressed ...
- 6.5 Uniform Shop
 - A big thank you to everyone helping in the current Thursday uniform shop for new families coming in 2021.
 - We now have three volunteers for the shop for next year - well done Georgina.
 - There is a stocktake coming up and how this works needs to be run through and documented.



Item 7 Next P & C Meeting – General Meeting – 24th November 2020

Meeting closed at 9:00 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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