

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

**Chair:** Stephanie Wee

**Date:** 24th November 2020

**Time:** 7:30 pm

**Venue:** Online Meeting, RSVP Required

**Minutes:** 2020 11 24 GM

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

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

**Attendance – 12**

Stephanie Wee, Lyn Jones, Rosemary Donald, Max Joscelyne, Rebecca Wainscoat, Tanya Franic, Hannah Richardson, Lisa Lupton, Rochelle Bolitho, Natasha Leist, Lucy Lavery, Peter Bestel

**Apologies**

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## 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 Stage 3 BYOD - Jillian Wolfe
  - 5.2 Christmas Fundraiser update - Hannah Richardson
  - 5.3 Playground update - Peter Bestel
  - 5.4 P&C parting gifts - Rosemary Donald
  - 5.5 2021 P&C meeting format - Rosemary Donald
  - 5.6 Showcase financials update - Rosemary Donald
  - 5.7 P&C communications - Rosemary Donald
  - 5.8 Christmas trees volunteers - Peter Bestel
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 23rd February 2021

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, 2020–10–27, be accepted as a true record.
<b>Mover</b>	Peter Bestel
<b>Seconder</b>	Rosemary Donald
<b>Result</b>	Passed

#### 2.3 Correspondence

- Have requested updates to the information on Christmas tree pickup to suit our time.
- Still need to chase up [Solar my School](#) program.
- Have been notified by the NSW Government that the grant application for the playground upgrade has been successful - fabulous!
- Have been notified by Scully’s that the fort installation in the playground is complete.
- Action item for P&C exec - follow up on the storage bins which should have been cupboards.
- Action item for P&C secretary - check on current members and membership numbers.

#### 2.4 Action Item Updates from last meeting

- Action item for P&C treasurer - email Susan Ferris and remind of funds and limits - done.
- Action item for P&C - review and document costs for tap and go for future events to avoid handling so much cash - in progress.
- 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 - done
- Action item for the music program - provide details to the P&C of a music tutor who was not paid for tutoring this year - done.
- Action item for P&C - Tanya will manage the flyers this year (for Christmas trees) - done.



- Action item for P&C - Rose to send previous artwork to Tanya for dates and times to be adjusted - done.
- Action item for Georgina - check with Leticia on gifts for Helen and Di - done.

## 2.5 Membership Administration

- No new members.

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

- Playground update - still waiting for the department to move ahead on tender documents.
- Action item for Principal - Lisa to get us an update on this, as we now have the grant money to spend within a time limit.
- For the volunteers breakfast there are approximately 96 volunteers which the school is looking to thank. This is too many to be on the grounds at once due to the COVID restrictions.
- Planning to do some small gifts and have a few to the stage presentations, but other arrangements are being planned.
- Jillian has asked Lisa to mention the stage 3 BYOD program, which is an opt-in policy for parents and kids coming into the stage 3 program.
- An information pack on the BYOD options has been sent out to parents.
- Any questions should be addressed to Jillian Wolfe care of the stage 3 team.
- Lisa mentioned the issues raised on the kindy toilets by Max and his daughter.
- The school is currently reviewing options and has gone to the kids to get some feedback and ideas.
- There is some current maintenance work to clean up and brighten the toilet area.
- Pending a request to the assets department to find out what paints are to be used, etc. to get the updates moving.
- Hoping to be able to get more work along to a working bee to finish up.
- Feedback - can we put Second Steps Program positive messages into the toilet stalls?
- Feedback - review other pilot programs, such as at Cheltenham Girls, to see effort and impact of a positive space.
- When considering working bees, there are generally well under 30 people and normally it's about 10 at a time, so there should be no blocker due to COVID rules.
- For next year the school is currently estimating 3 kindy classes and 4 stage 2 classes.
- Helen Bowling is going on long service leave and planning to retire. Helen has put in an enormous amount of work to keep the school going over the years.
- There are 2 staff development days coming up at the start of next year.
- Action item for Principal - Lisa to get the school calendar updated on the app and the web site.
- Last day for students this year is Wednesday 16th of December.
- Action Item for P&C secretary to update P&C calendars with what we know for next year.
- The school is at the start of a new planning cycle to produce a 4 year plan. Surveys are coming out to the community and there will be google forms links in the newsletter and QR code posters in the playground to participate.



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

- See attached financials for November.
- Overall it has been a good month for raising funds.

<b>Motion</b>	That \$30k of P&C funds reserved for the playground project now be freed up and back to uncommitted funds, due to the successful grant of \$50k.
<b>Mover</b>	Peter Bestel
<b>Secunder</b>	Rosemary Donald
<b>Result</b>	Passed

<b>Motion</b>	That \$4,347.35 of P&C funds reserved for classroom readers in 2020 now be freed up and back to uncommitted funds.
<b>Mover</b>	Rebecca Wainscoat
<b>Secunder</b>	Peter Bestel
<b>Result</b>	Passed

#### Item 5 New Business

##### 5.1 Stage 3 BYOD - Jillian Wolfe

- There was some discussion on BYOD, opinions and questions, based on the information from the principal's report.
- The community are interested in a balance around device tethering vs. ease of working / educating.
- The school will consider a Q&A forum in the future for a wider community consult.
- The school are currently looking at overall tech upgrades for the computer equipment and this may factor into that process.

##### 5.2 Christmas Fundraiser Update - Hannah Richardson

- Hannah is still working hard at selling gifts for the fundraiser.
- Despite a lot of sales, the fundraising still has not cleared a profit.
- Thanks to all of the wonderful helpers on the seamstress side.
- Although the fundraising is going well, there is some surprise that more has not been sold.
- Discussed various ideas around selling in the playground and outside the school.
- Action Item for P&C secretary to get a message on the school notice board for aprons and Flexischools.
- Action Item for P&C secretary to try a picture again on the school notice board.



### 5.3 Playground Update - Peter Bestel

- The new play equipment (fort) in the playground is finished and looks great.
- Review of the screws attaching the railings shows that they are standard and easily remove, creating a safety concern.
- Action Item for Principal to contact Scully's to have these screws replaced with more secure attachments.
- The cupboards we were expecting have turned into top-lid bins and we need to follow up on this with Scully's, as they are not fit for purpose.
- There needs to be some discussion with the students on loose parts and with Leah from Reverse Garbage on what's available.
- There are some concerns around students climbing onto the post need to have a diagonal cut off the orange post at top of fort, so that kids do not climb on it
- No news yet on retaining wall fixes into pre-school, which was required before working on a garden in the area.
- Action item for Principal to find out from assets what the state of repairs is.

### 5.4 P&C parting gifts - Rosemary Donald

- The P&C are meeting at the Empire Hotel on Sunday to say thanks to Mitch and Minh.
- Stage 3 presentation day will plan to present gifts to Helen and Di from the uniform shop - Lisa to confirm this.
- Need to have some photos of the presentation for the newsletter.
- Still pending the year 6 celebration format and hoping for some more restrictions relaxation so that parents can participate as normal.

<b>Motion</b>	That \$200 be allocated to purchase a thank you present for Helen Bowling for her retirement event.
<b>Mover</b>	Rebecca Wainscoat
<b>Seconder</b>	Peter Bestel
<b>Result</b>	Passed

### 5.5 2021 P&C meeting format - Rosemary Donald

- There was some discussion on remote vs. in person meetings for next year.
- A hybrid meeting would be good for most people. In order for this to work, the meeting would need to be hosted from the library and have others call in.
- From previous experience at other meetings, it is likely that it will be difficult for those calling in to received as much attention as a room of people all talking.
- Discussed whether format or day to host should change and why we do what we do.
- Review of current meeting format will happen within the P&C exec.



## 5.6 Showcase financials update - Rosemary Donald

- The video was very hard work for Bin and his team, but looks fantastic.
- Capacity and download issues caused problems for some of the community, due to the size of the video.
- Need to review the impact for next time - google drive timeouts, higher capacity delivery services.
- The end result made a good fundraising profit, but costs were also high.

## 5.7 P&C communications - Rosemary Donald

- There is currently a fair bit of pressure on the P&C reps for each class and good communications depends heavily on timely passing on of information.
- Can the school app have a P&C section so that we can reach more people with greater ease?
- Action item for Principal to set up a P&C section on the school app.
- In order to get messages on the app, or the sign, the P&C still need to go via the school office to publish.
- When using the school app, messages need to have text and/or PDF attachments to be effective.

## 5.8 Christmas trees volunteers - Peter Bestel

- The school trees team have run out of trees this year, but we have already sold over 60 trees as part of the fundraiser.
- Action item for the P&C secretary to check that the information on the school trees web site has been updated to meet our times.
- We have a hand full of volunteers, but could use more. Currently we have - Peter, Rosemary, Heath, Tanya and Steph for various parts of the morning. Could use a few more.
- Hannah and Rose are working on Aprons 05/12 but may be setting up a pop-up stall for more sales and delivery of aprons.



## 5.9 Other business

- Action item for the P&C secretary to get an update on uniform shop calendar for 2021 - check with Georgie.
- Next year need to look at more offline options for fundraising - silent auctions, etc.
- There is some concern about community engagement esp. for the new kindy parents.
- Need to discuss this, as also concerned about encouraging potentially large gatherings under a P&C banner due to the COVID restrictions.
- the P&C are not currently going to announce a playgroup date due to COVID gathering restrictions.
- Kindy orientation is going ahead over a Friday + Monday to keep numbers at any one time down to the limits.
- The school may try to do a per kindy group gathering in the learning garden, rather than the P&C announcing an event.
- There was some discussion on possibly needing a separate kindy Facebook page, due to the types of information needed by this group.
- the P&C need to have a plan for how we support the new class reps and better suggestions (eg. copy each other on emails, double check on planning with teachers, etc.) for getting the community informed quicker.
- Time to organise everything needs to be earlier, due to extra effort involved.
- Everyone seems happy with Zoom so we shall keep using it.

### Item 6 Sub-Committee Reports

- None

### Item 7 Next P & C Meeting – General Meeting – 23rd February 2021

*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**

[apspandc@apspandc.com.au](mailto:apspandc@apspandc.com.au)

**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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