

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

Chair: Stephanie Wee

Date: 30th March 2021

Time: 7:30 pm

Venue: Online and Onsite Meeting, RSVP Required

Minutes: 2021 03 30 GM

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

Meeting declared open by Stephanie Wee – President

Attendance – 13

Tara Hashambhoy, Rochelle Bolitho, Rosemary Donald, Rebecca Wainscoat, Lisa Lupton, Sau Ching Seto, Kim Musznig, Tanya Franic, Stephanie Wee, Max Joscelyne, Kate Hutchens, Bin Li, Peter Bestel

Apologies

Kylie Couper, Hannah Richardson



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 Easter Hat Parade / Hot cross buns - Tanya Franic
 - 5.2 T-Shirt Fundraiser - Tanya Franic
 - 5.3 Music T-shirts - Tara Hashambhoy
 - 5.4 Junior toilets - Max Joscelyne
 - 5.5 Playground cabinets and Scully - Tanya Franic
 - 5.6 Kitchen renovation - Rebecca Wainscoat
 - 5.7 Showcase 2021 - Tara Hashambhoy
 - 5.8 Kitchen Garden Program 2020 (fridge) - Peter Bestel
 - 5.9 Sports Uniforms requests - Rosemary Donald
 - 5.10 Stuck on you update - Rosemary Donald
 - 5.11 Mothers Day plan - Rosemary Donald
 - 5.12 Uniform Shop update - Rosemary Donald
 - 5.13 Traffic update - Rosemary Donald
 - 5.14 Working bee planning - Peter Bestel
6. Next Meeting – GM - Tuesday 27th April 2021

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.”
- The community Perfect Match program aligns community artists with jobs in the community to reduce unwanted graffiti. The P&C applied for a match for the retaining wall on Trafalgar Street some time ago and has been matched with a local artist. The wall will need to be primed by early June to prepare for the art work. Council pays for all of the supplies. This is a very exciting opportunity and we’re looking forward to working with the school and SRC to come up with an appropriate design.
- For more information on Perfect Match visit the Inner West Council web site at <https://www.innerwest.nsw.gov.au/live/living-arts/arts-and-cultural-programs/perfect-match>
- We’ve received a letter from Jamie Parker, the local member, requesting a meeting to review the progress of grant works and get feedback / input on any other community issues. Stephanie is organising this.
- The VP at North Annandale has requested a meeting regarding a joint fundraising project. Stephanie has organised a meeting for this next week and will report back at the next meeting.

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, 2021–02–23, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed.

Motion	That the minutes from the previous general meeting, 2020–11–24, be accepted as a true record.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed.



2.3 Correspondence

- Correspondence from Carla de Angelis regarding requirement for playground equipment (\$451 for additional Stage 1 equipment). - see other business.
- Other correspondence mentioned above in President's report.

2.4 Action Item Updates from last meeting

- Action item for P&C secretary - Still need to chase up [Solar my School](#) program — not done.
- Action Item for P&C secretary to try a picture again on the school notice board — not done.
- Action item for Principal - need an update on the state of the tender process (for the playground grant), as we now have the grant money to spend within a time limit - not done.
- Action item for Principal - check that all SmartyGrants paperwork has been completed for the second grant and that the money has been received - done.
- Action item for Principal - check that sign off has been obtained for the evidence and report on the first stage playground works grant - not done.
- Action item for Principal - need an update on the rebuilding of the unsafe retaining wall at the entrance into the pre-school - not done.
- Action item for P&C - look into request from community on works to be conducted to clean up the top level playground, near the Johnson Street entrance to the school - not done.
- Action item for the P&C - get a welcome out to new community members via the newsletter and class representatives - done.
- Action item for principal - check on the state of steam cleaning of the toilet fixtures and walls - not done.
- Action item for principal - engage with the SRC to get ideas for the toilets for older students - not done.
- Action item for the P&C secretary - organise a walk around with the principal to identify other works needed on the school grounds - not done.
- Action item for the principal - review the state of the roof above the year 5/6 toilets near Johnson Street, as there was previously a large crack there - not done.
- Action item for the P&C secretary - draw up a jobs sheet with photos to prepare for this work - not done.
- Action item for the uniform shop - also look into cargo pants for the boys, as there has been feedback about the fit of the regular long pants and the overly warm track pants for sitting in classrooms - done.
- Action item for the P&C - obtain the dimensions, make and model of the current fridge - done.
- Action item for the P&C - supply details in the newsletter (this week) to see if anyone in the community can assist with obtaining a replacement - done.
- Action item for P&C - share diagrams (for the kitchen upgrade) with principal - done.
- Action item for principal - start discussion with assets department around funding, requirements, structural engineering issues, need for a fire escape, current state of compliance with safety rules for the area - done.



- Action item for principal - check through class teachers on any class needs which could be funded by the P&C. Come back to the P&C with a wish list of any items - done.

2.5 Membership Administration

- No new members.

Item 3 Principal's Report – Lisa Lupton

- The Easter hat parade is going ahead this year.
- The school has received a \$45k grant for the Kindergarten playground via the Metro Strategy program. This will supplement other works already planned.
- Thanks to Max Joscelyne for participating in the Assistant Principal hiring panel. The school has a very good result pending announcement.
- Some murals around the school from an indigenous artist are coming soon - see the school newsletter. The school are looking to tie this work in to NAIDOC week and are very excited to be getting this artwork refresh.
- Lenka from Aftercare is keen to contribute to works in the top playground - decking or grass up near the fence. A review for what can be done there is pending, as this is also on the roadmap for grants later on this year.
- There has been some work completed on the retaining wall at the side of the kindergarten, however it does not match discussions around what needed to happen. Need to follow up with Spotless on what has been done and why.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for March.



Item 5 New Business

5.1 Easter Hat Parade / Hot cross buns - Tanya Franic

- K-6 buns have been organised through the SuperMart at the Tramsheds.
- 570 buns will be purchased at cost of \$0.26/bun.
- These are being picked up tomorrow.
- The logistics of class delivery were discussed.
- Access to the school for drop off is to be organised.
- During the hot cross bun sales the P&C will organise to sell other left over Christmas items

Motion	That \$300 be set aside to purchase hot cross buns.
Mover	Stephanie Wee
Seconder	Tanya Franic, Rebecca Wainscoat
Result	Passed.

5.2 T-Shirt Fundraiser - Tanya Franic

- Tanya is super excited about this as the plan is developing quickly.
- There has been a lot of interest and 3 artists currently have the brief.
- The target for deciding on the design is the middle of April.
- Lots of options have appeared around printing, materials, other clothing, etc.
- Designs will be reviewed when ready and options around long sleeve, etc. considered hopefully at the April P&C meeting.
- The plan is to be selling in May/June of 2021.
- Would like to look at the option of using photos of the mural artist and art works with the kids, all wearing the shirts.
- Action item for the P&C and the school to discuss this with the mural artist.

5.3 Music T-shirts - Tara Hashambhoy

- The music program would like special shirts with the same design as the other shirts considered for the musicians and senior dance group.
- The shirts would be used for outside school performances to promote the school.
- Would like to consider having a particular colour reserved for the program (although black is a colour that will be very popular for fundraising sales).
- In order to cover all students involved in the program, would need to set aside approximately 120 shirts.
- Options would be for the students, the school or the P&C to purchase.
- Agreed to get costs on shirts and then this would be considered later.



5.4 Junior toilets - Max Joscelyne

- Max is waiting on Bunnings to get back to him on assisting with the job.
- Bunnings seem to want a detailed proposal and would prefer that we purchase all materials and they supply expertise.
- Need to see if we can also get some concrete wall primer as part of this work.
- Still looking for SRC input around designs within toilets.
- We now have all of the details from the assets department on the types of paint to be used and the expectations of the job.
- Need some help on the preparation procedures for the walls.
- This project may be best run at another time and not at the working bee.

5.5 Playground cabinets and Scully - Tanya Franic

- Lisa and Tanya are meeting with Joe from Scully tomorrow morning to review.
- Action item for Tanya to report back at the next meeting.

5.6 Kitchen renovation - Rebecca Wainscoat

- There has been a meeting with Sarah from assets to review the plans drawn up by Denise and discuss all aspects of the changes.
- There are a number of approvals required - Council, Heritage, structural engineer.
- So far there are a number of roadblocks requiring more expense and paperwork.

5.7 Showcase 2021 - Tara Hashambhoy

- The showcase is currently planned for the 7th of September 2021.
- Need to determine the price for tickets, but last year the tickets were approximately \$30 for parents and \$17 for kids.
- Want to keep the same if possible or very similar.
- There has been some negative feedback on booking fees via the Enmore, but there is no way around this.
- Unsure what the capacity will be in September, but cannot plan for more lockdowns or restrictions.
- Note that the showcase is a not for profit event and it costs the school and P&C many thousands of dollars to stage.
- Feedback from Bin on the editing - it was a very large amount of work and the following was discussed, with further discussions to be had in subsequent meetings:
 - Keeping stage 1 to 2 minutes, stage 2 to 3 minutes and stage 3 to 4 minutes.
 - This would greatly help on the editing times.
 - Had a lot of feedback on the close ups being good, but want to make sure next time that close ups pan across all kids in the class.
 - Keeping the data online costs and want to add an admin fee for late requests for video next time.



5.8 Kitchen Garden Program 2020 (fridge) - Peter Bestel

- The kitchen program fridge failed shortly after the previous P&C meeting and required an immediate replacement in order to continue the program.
- This fridge was purchased immediately, at the best price possible, as in principal a new fridge had already been agreed to.
- The new fridge for the kitchen program has arrived and been set up.
- This is now in use, allowing the kitchen program to continue.

Motion	That \$2524.50 be reimbursed to Peter Bestel for purchase of the fridge for the kitchen program.
Mover	Peter Bestel
Seconder	Rebecca Wainscoat
Result	Passed.

Motion	That \$119 be reimbursed to Peter Bestel for purchase of the zoom licence for the P&C.
Mover	Peter Bestel
Seconder	Rosemary Donald
Result	Passed.

5.9 Sports Uniforms requests - Rosemary Donald

- There are not currently enough sports uniforms to field the two teams going out to PSSA each week.
- Propose to buy more and kit out the second team in proper Annandale uniforms.
- These uniforms would also be used for other representative spots (district, etc.)

Motion	That \$1200 be set aside for purchase of another set of Annandale representative uniforms for the school to maintain.
Mover	Rosemary Donald
Seconder	Peter Bestel
Result	Passed.



5.10 Stuck on you update - Rosemary Donald

- The Stuck on You program is all running, posters printed and brochures being prepared for orders.
- For details see the shop at <https://www.stuckonyou.com.au/>
- Intending to add information on the program to the orientation day pack.
- Intending to add information on the program to the Mother's Day gifts.
- Action item for the P&C exec to scan and push flyer via the school app.
- Action item for the P&C exec to ensure that password is saved with account details for the admin function.

5.11 Mothers Day plan - Rosemary Donald

- Ran through ideas for gifts and discussed the pros and cons.
- Some difficult decisions to make around impact, costs, effort and profitability.

Motion	That \$600 be set aside for purchase of materials to complete the Mother's Day gifts.
Mover	Rosemary Donald
Seconder	Peter Bestel
Result	Passed.

- Discussed breakfast and coffee - need to test the coffee machine, order breakfast materials and cups.
- Also need to check that we have tables available and organise a team to help set up.

Motion	That \$300 be set aside for purchase of Mother's Day breakfast items.
Mover	Rosemary Donald
Seconder	Peter Bestel
Result	Passed.

5.12 Uniform Shop update - Rosemary Donald

- Georgie is moving out of area, so cannot run the shop any more.
- Max is filling in and is working on the hand over.
- Need to cal to the community for volunteers to assist.
- Action item for the P&C exec to request helpers on FaceBook and via the newsletter.
- New items have been sampled - skorts and the cargo pants.
- Both have had very positive feedback.
- There is a small price difference in the skorts, which the shop will absorb.
- Currently intending to run out the old ones and then just offer the new.



- Lisa approved moving ahead with the new items.
- The cargo pants have been warmer and more comfortable, however people want some more feedback to see if they are also suitable for the girls.
- Action item for the P&C exec to get the cargo pants tested by more parents.
- There was some water in the uniform shop after the heavy rain, but fortunately little damage.
- Looking to replace cardboard boxes with plastic tubs, especially on the lower tiers of the shelving - probably the Ikea ones.
- Plastic tubs will help to protect the uniforms from the sun as well as water.

Motion	That \$500 be set aside for plastic tubs from Ikea to put uniform stock into in the uniform shop.
Mover	Rosemary Donald
Seconder	Rebecca Wainscoat
Result	Passed.

5.13 Traffic update - Rosemary Donald

- No updates on the lollipop worker for the Trafalgar Street crossing.
- Action item for P&C to follow up and find out what is happening.
- The kiss and go sign was stolen from Trafalgar Street again. Need to review whether it should be replaced or not.
- Action item to contact council rangers around people parking in no stopping zone on Johnston Street.

5.14 Working bee planning - Peter Bestel

- Fixed the working bee date for May 16th.
- There are dim lights around 2/1K that need to be looked into and leaks around gutters.
- Lucia has sent an email with a list of works to be done around the school gardens.
- This includes maintaining garden beds in the school, garden weeding, mulching, pruning of trees and cleanup of the frog pond area.

5.15 Other business - request for playground equipment

Motion	That \$500 be set aside for playground equipment for K-2, as per the attached request list (see below).
Mover	Rebecca Wainscoat
Seconder	Tanya Franic
Result	Passed.



Item 7 Next P & C Meeting – General Meeting – 29th April 2021

Meeting closed at 9:26 pm

Regards

Peter Bestel

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

Mobile 0400 226 735

Email apsandc@gmail.com



Annandale Public School P&C

P&C email

apsandc@apsandc.com.au

P&C website

apsandc.com.au

P&C pages on the school website

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

Join the P&C Facebook page

[facebook.com > Annandale Public School P&C](https://facebook.com/AnnandalePublicSchoolP&C)

Dear P & C Members,

Thank you for considering our proposal for some extra equipment for the infant's playground.

We have listed our requests below and greatly appreciate your support:

- Softi Soccer Ball \$7.90 x 10 = \$79.00
- Skip O Hop Set \$38.50
- Skipping Ropes 1.8m \$3.40 x 10 = \$34.00
- Skipping Ropes 2.1m \$3.60 x 10 = \$36.00
- Skipping Ropes 2.4m \$3.80 x 10 = \$38.00
- Solid Hoops \$5.80 x10 = \$58.00
- Paddle Ball Set \$9.80 x 10 = \$98.00
- Kidz Cricket Kits = Yellow \$70.00

Total = \$451.50

Kind regards,

Narelle Derwent (St1 AP)

Carla De Angelis (ES1 AP)

