

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

Chair: Stephanie Wee

Date: 29th April 2021

Time: 7:30 pm

Venue: Online and Onsite Meeting, RSVP Required

Minutes: 2021 04 29 GM

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

Meeting declared open by Stephanie Wee – President

Attendance – 8

Lisa Lupton, Max Joscelyne, Rosemary Donald, Kim Musznig, Stephanie Wee, Tanya Franic, Rebecca Wainscoat, Peter Bestel

Apologies

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 T-Shirt Fundraiser - Tanya Franic
 - 5.2 Playground cabinets and Scully - Tanya Franic
 - 5.3 Mothers Day update - Rosemary Donald
 - 5.4 Working bee planning - Peter Bestel
 - 5.5 Zoom licence renewal - Peter Bestel
6. Next Meeting – GM - Tuesday 25th May 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.”

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

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| Motion | That the minutes from the previous general meeting, 2021–03–30, be accepted as a true record. |
| Mover | Peter Bestel |
| Seconder | Rosemary Donald |
| Result | Passed. |

2.3 Correspondence

- We have received a renewal notice for the P&C Zoom licence. Your P&C Association’s Zoom licence will expire on 30 June 2021. P&C Federation was able to negotiate another year of discounted pricing for the next 12 months and it is only available to current members. Your new annual licence fee from 1 July 2021 to 30 June 2022 will be \$125.00 (incl. GST). To secure a seamless continuation to your discounted Zoom licence, please renew your licence by completing the form below by Monday 7th June 2021.
- Also correspondence from Helen Bowling has been passed on to us. Thank you to the P&C for the Anaconda voucher. It was used towards a CB radio which was helpful on her recent trip while passing a road train.
- Perfect match correspondence regarding art work has been received and is being processed by the P&C.



2.4 Action Item Updates from last meeting

- Action item for P&C secretary - Still need to chase up [Solar my School](#) program — done by Lisa and now with the school.
- Action Item for P&C secretary to try a picture again on the school notice board — pending.
- 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 - need to prioritise due to deadline.
- 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 - 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 - not what we expected and Lisa to check through job reports to find out what the report says.
- 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 - pending - need photos.
- 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 - done - information sitting with the school.
- 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 - cover during working bee.
- Action item for the P&C secretary - draw up a jobs sheet with photos to prepare for this work - in progress.
- Action item for the P&C and the school to discuss this with the mural artist (use of artwork on t-shirts) - cancel.
- Action item for the P&C exec to scan and push flyer via the school app (SoY) - done.
- Action item for the P&C exec to ensure that password is saved with account details for the admin function (SoY) - defer to exec meeting.
- Action item for the P&C exec to request helpers on FaceBook and via the newsletter (uniform shop) - pending.
- Action item for the P&C exec to get the cargo pants tested by more parents - done.
- Action item for P&C to follow up and find out what is happening (lollipop person) - pending Lisa.
- Action item to contact council rangers around people parking in no stopping zone on Johnston Street - pending.

2.5 Membership Administration

- No new members.



Item 3 Principal's Report – Lisa Lupton

- The quote for the second stage of playground work has been sent in to assets and is waiting for the tender to be started.
- Need to get a clear answer from assets on this due to the December due date for the project completion.
- The school has the annual report on the web site ready for review, as well as the 4 year plan now that the community consultation process is complete. See <https://annandale-p.schools.nsw.gov.au/about-our-school/school-planning-and-reporting.html>
- The school is very very happy with the fabulous murals around the school. These were painted up in record time and have added incredible vibrancy to the playground.
- The cross country is happening on the 6th of May.
- Applications for year 5 Opportunity classes close on Mothers day.
- NAPLAN is happening 11/05 through to 21/05
- The Check In assessment (student skills) is running for years 4 and 6 and results are pending.
- Jillian Wolfe's teaching position is now vacant and pending a decision from the department on whether it's a merit selection or a transfer.

Item 4 Treasurer's Report – Rosemary Donald

- See attached financials for April.

Item 5 New Business

5.1 T-Shirt Fundraiser - Tanya Franic

- The P&C reviewed the brief with Tanya, who presented the various fabulous designs and discussed the pros and cons.
- The meeting voted upon the selection and decided upon an initial candidate to start with the shirt printing.
- There is some tweeking to the design required in order to complete and start the production.
- Action item for P&C to come back to the next meeting and report on progress.

5.2 Playground cabinets and Scully - Tanya Franic

- Scullys have accepted that the buckets are not fit for purpose and do not fit the initial specification of cabinets.
- Action item for the P&C to follow up on when the fixes are coming.

5.3 Mothers Day update - Rosemary Donald

- Reviewed the items and the event and sale needs to be added to the school sign.
- Discussed the distribution of gifts.



- The existing coffee machine was discussed - need to discard it.

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| Motion | That \$1000 be set aside to rent a Mother's Day coffee cart. |
| Mover | Stephanie Wee |
| Seconders | Rebecca Wainscoat |
| Result | Passed. |

5.4 Working bee planning - Peter Bestel

- The working bee date is still May 16th.
- The tasks were discussed and the general layout of the day.
- Action item for the P&C secretary to add the event to the school sign.
- Action item for the P&C secretary to add the tasks list to the web site and send out an email pointing to it.

5.5 Zoom licence renewal - Peter Bestel

- See the correspondence above.

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| Motion | That \$125 be set aside to renew the zoom licence for the P&C. |
| Mover | Peter Bestel |
| Seconders | Stephanie Wee |
| Result | Passed. |

5.6 Other business - various

- Start preparing for the AGM to be held in June.
- The old kitchen metal fridge is to be scrapped on the working bee day via the council recycling program. Ensure that the eligibility checked and a booking is made.
- Action item for the P&C to review previous invoices / artwork for the uniform supplier for sports uniforms to replace the school PSAA uniforms. (<http://www.ssashirts.com.au/>)

Item 7 Next P & C Meeting – General Meeting – 25th May 2021

Meeting closed at 9:25 pm

Regards

Peter Bestel

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

Mobile 0400 226 735

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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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