

ANNANDALE NORTH PUBLIC SCHOOL PARENTS AND CITIZENS ASSOCIATION

Minutes of Wednesday 4th February 2015 meeting 7:30pm

Welcome: We acknowledge the Gadigal people of the Eora Nation on whose country we are meeting today and their elders past and present.

Attendance: Julie Jorstad, Shelia Bollard, Ruth Lyons, Pen Bye, Lou Dobbin, Wendy Routledge, Ian Cranwell, Annette Walker, Sally Wright, Tracey Blow, Naomi Toy, Josh Collins, Melanie Oxley, Louise Crowe, Annabel McGilvray, Jacqui Owen, Julie Charlton, Kate Rutledge, Kristen McKendry, Michael Mathews, Adam Haysom-McDowell

Apologies: Johanna Burnett, Mel Waller, Ali Donaldson, Alissa Cook

Confirmation of previous minutes:

- December general meeting: To be posted and considered at March meeting.

Election for Executive vacancies:

- Assistant treasurer: No nominations
- Communications secretary: No nominations

Business arising previous minutes:

- Air conditioners throughout school – there are issues with the air conditioners in “Building C” due to there being only two thermostat controllers for the whole building. Windows are fixed shut. The issue has been raised and a review completed which now sits with the DEC Assets team whilst the Principal awaits a response.
- Update on past and proposed spends – The P&C awaits the School’s “wish list” to allocate funds in 2015. The Secretary will review proposed items from last year to identify any that need attention. The library has had some shelving removed and patching & painting commenced in the summer holidays and will continue in the April holidays in order to not interrupt the children. Amount of school funds to compliment P&C \$10,000 not yet determined. The Principal will follow up status of purchase of laptops and give feedback at the March meeting.

Reports:

President – See attached minutes of Executive meeting

Treasurer – see attached report

Principal – The Principal was going to provide a report on 2014 Naplan results and present the 2015-2017 “shared vision” initiative but the school’s IT system was down. The report will be presented at the March meeting. The link to information on the “shared vision” idea will be provided in the next school newsletter. One new kindergarten teacher has commenced. Consultation soon on school plan, details will be in next newsletter.

New Business:

- **2015 objectives** – The proposed goals and objectives were developed by the Executive to provide structure and direction for the P&C and were presented for comment. The members felt the “goals” were more “overarching principles” and/or a “vision” and were adopted for 2015. The list is not exclusive and additional, more specific goals can be added when the School and Community decides on future spending. The principles (attached) will be posted on the P&C’s webpage.
- **Thank you gifts** – It was agreed there should be a consistent approach to gift giving. Resolved: that all teachers attending overnight camps will receive a thank you gift from the P&C up to the value of \$50. Additional thank you gifts can be discussed as the need arises. Further discussion about thank you gifts for P&C members of sub-committees was carried over until March meeting.
- **Rules on spending** – carried over
- **Events calendar** – With the position of fundraising coordinator still vacant, the President proposed and it was agreed that each year group be allocated an event to co-ordinate. (Note: this has the effect that the co-ordination is the responsibility of a parent/parents from a particular year, but volunteers/helpers can be sought from across the school community as required.) See attached. The most pressing events coming up include the “P&C Welcome BBQ” for new parents to the school and the State Election mini-fete on 28th March. **Resolved** that the P&C spend an amount not exceeding \$1,500 on a “Welcome BBQ” in early March on a date to be fixed. Full school assembly cupcake stalls will remain as they are a relatively easy way to make \$1000.
- **Motion on notice – RESOLVED** that the P&C buy a new BBQ (approximate value \$1600) which is better suited to the high turnover of food required at fetes and large school functions. (Note: it will replace one currently owned by P&C which caught fire and is not safe enough to use). Moved Naomi Toy, seconded Julie Charlton, and carried. There was debate about the need for a new BBQ as Ian Cranwell fixed the issue but the President had safety concerns of the state of one BBQ & with the high number of events held felt the school should have a more robust BBQ.
- **School & P&C BBQ** - A maintenance schedule should be established and a safety checklist devised to avoid future dangerous incidents. The Principal will check if the BBQ’s can be “tagged” similarly to equipment tested and tagged for electrical safety. The Principal also announced the school will purchase a BBQ and the two older ones can be removed from the school grounds.
- **Local DA** for a licensed venue on View St, Annandale. Local resident Adam Haysom-McDowell put forward his concerns about the proposed change to the corner store on View and Piper St. which includes a 54 seat restaurant with footpath seating, open until 10pm and early deliveries. Adam suggests concerned parents should contact Leichhardt Council for more specific information and <http://tinyurl.com/pj9ce52>.

Committee updates:

- **Fundraising:** most pressing fundraising initiatives are the “Welcome BBQ” and the Election mini-fete set for March 28. Kate Rutledge will be the mini-fete lead and Alissa Cook will assist with cakes, other volunteers and stall leaders required.

- Band and Strings: BSP “terms of reference”, the 2015 budget and request for a P&C contribution will be presented at March meeting. Details to be available to members beforehand to allow time for consideration. Update at next meeting
- Facilities: **coordinator position vacant**, members required
- Grants: **coordinator position vacant**, members required
- Supporting Quality Learning: **coordinator position vacant**, members required

Correspondence:

- Smart gift ideas brochure for Mothers-Day
- Unisite brochure on street and park furniture
- Insurance claim information for the broken Cello
- Parent and Citizen magazine
- Resignation letter from President, Naomi Toy effective 3rd March 2015

Next meeting March 4th 7:30pm

Appendix A – President’s Report

P&C goals and objectives 2015 - draft for adoption by members

- Participate as much as possible in the activities of the school and communicate with all members of the school community
- Increase P&C membership and participation across the school community in P&C-run events
- Work effectively with the school to help it achieve its aims and assist in the provision of resources, facilities and amenities as required by the school.
- Continue to organise and run a band and strings program via the band and strings sub-committee.
- Raise funds to be spent or dispersed in accordance with the resolutions of the members
- Apply the rules of the P&C Association and ANPS P&C Regulations with fairness and consistency to all members and P&C activities.
- Ensure transparency and equity in the conduct of all of the P&C’s activities for all members

CALENDAR OF EVENTS AND ASSIGNED CLASSES

Mothers Day - Kindergarten. Friday, May 8.

Fathers Day - Year 1. Friday, September 4

Christmas trees - Year 2 and 3. Date TBA

Welcome BBQ – March 4. Executive organising

Disco - Year 4 and 5. (Alissa Cook Yr 5 has indicated she is happy be organiser).

Easter raffle - Year 6. Thursday April 2, drawn at hat parade.

Election Fete - Kate Rutledge (year 2). March 28.

Village Fete - year groups to be assigned to stalls (if it's going ahead.)

Dads' BBQs - one each term - Justin Chambers (year 4).

FSA cupcake stalls.

Term 1 - Wk 5: Year 4. Wk 9 is the week before election fete so no cupcake stall so baking efforts can be directed to cake stall.

Term 2 - Wk 5: Year 5. Wk 9: Year 6

Term 3 - Wk 5: Kindergarten. Wk 9: Year 1

Term 4 -Wk 5: Year 2, Wk 9: Year 3.

Appendix B – Treasurer's Report

Treasurers Report

(ANPS P&C Meeting, 4 February 2015)

- Bank signatories changed on 3 P&C bank accounts Fri 30th Jan – changed to President, 2 * VPs and Treasurer as require additional details to add Secretary
- 2014 Audit documentation for main P&C account almost ready to hand to auditor following handover of MYOB and associated accounts from previous Treasurer.
- Lou Dobbin continuing to support Band & Strings Program. 2014 Audit documentation for Band & Strings accounts also almost ready to hand to auditor for review.
- After discussion with exec and auditor F15 accounts will be converted to Excel to allow easier review by auditor
- For the period 1st Nov – 31st Jan:

Income \$28,390

Comprised of: Cobden & Hayson Fete support \$26,000

Christmas Trees \$ 1,445

Interest \$ 303

Uniform Stall \$ 252

School Banking commission \$ 163

Memberships \$ 7

Expenses \$35,572

Comprised of: Contributions to school

- PCs \$20,000
- Library \$10,000
- X'mas trees \$ 1,800

Aidan Brown Quest	\$ 1,000
Teacher End of Year party	\$ 600
Lucia Athletics	\$ 500
Net outflows	(\$7,182)

Ending bank balances at end of Jan 15 - \$69,400.71 for main P&C accounts and \$12,467 for band account (\$9,500 following presentation of 2 outstanding cheques)

Appendix A – President’s Report

P&C Executive meeting minutes 19.01.15

Attendance: Naomi Toy, Ian Cranwell, Annette Walker and Tracey Blow

Apologies: Wendy Routledge and Julie Jorstad

Agenda items:

1. Objectives and goals for 2015

Executive will follow the goals set out in the P&C Federation handbook along with Naomi’s suggested goals.

Action: Goals to be put to next general meeting for consideration and adoption.

2. Operation, roles and responsibilities of the executive

With the exception of the VP role, duties and responsibilities are set out in the P&C Federation’s handbook. All roles, including the VP, are defined on the P&C website.

Action: Each member to view these to ensure responsibilities are known and followed.

3. Conduct of meetings

The Chair will work on making the meetings more efficient and shortening the duration of the meetings by discouraging repetitive or irrelevant debates. Contentious or complicated agenda items can be dealt with at special meetings.

4. Allocating actions on resolutions

Where possible, a point of contact or person responsible should be nominated or identified at the meeting to follow through on required action.

5. Band and Strings sub committee

B&S sub committee is expected to develop a budget for 2015 which will set out what, if any, financial contribution it requires. First committee meeting to be held on Feb 2. Position is expected to be clearer then.

Action: Naomi Toy to attend meeting.

6. Allocation of tasks for 2015.

7. Filling of vacant positions: Assistant treasurer, committee chairs and membership.

If subcommittee positions don't get filled perhaps these can be disbanded as the Exec can't fill all the roles.

8. 2014 audit

Action: Annette to liaise with Marco about completing the 2014 audit. Relevant paperwork to be submitted to Commonwealth Bank to update signatories on accounts.

9. P&C payments to school

Following a resolution by the members of the P&C to give the school money for a particular initiative the cheque will be written as soon as practicable and given to the Principal. The Principal can update members at following meeting and provide any relevant receipts etc where appropriate and available.

10. Spending of further money

Action: Executive to liaise with principal about needs/wish list for 2015 to bring before members at a future meeting. Tracey to review suggestions from previous meetings to check any possible outstanding items and table at the February meeting.

11. Thank you gifts

There should be consistency in relation to which members, volunteers, teachers, employees, etc are given thank you gifts and what they receive.

Action: List of gifts from 2014 drawn up and used as a guide for 2015 to put before the members for consideration.

12. Events calendar

Naomi has outlined anticipated events and fundraisers for 2015 (attached). Year groups have been allocated responsibility for individual events as a means of sharing the workload.

Action: to be presented at the February meeting for consideration and adoption.