



## 2019 AGM & February P&C Meeting Minutes

Stanmore Public School - P&C

100 Cambridge St, Stanmore NSW 2048

**Meeting Title:** AGM & February Meeting      **Location:** Staff Room  
**Date:** Tuesday 19 February 2019      **Time:** 7pm  
**Chair:** Stephen Jackson

<b>Attendees:</b>	Stephen Jackson, Suzy Leslie, Fran Larkin, Fiona Doherty, Sonia Matiuk, Clare Jones, Jackie Greenwood, Lara Hopkins, Janet Dandy-Ward, David Naftzger, Vand, Vandhana Jelcic, Louise Pastro, Jennifer Elise, Lisa McGregor, Carol Kavurma, Blake Lowry, Frances Flanagan, Todd Coleman
<b>Apologies</b>	Simone Dossetor, Matt Crane, Debra Hopwood

Item	Description	Lead Officer
1	<p>Acknowledgement to Country</p> <p><b>President's Welcome</b></p> <p>Stephen reported that the auditor's report has not been finalised as we need to formalise the canteen arrangements with the school in a written agreement. We have accurate information regarding the accounts but not a final audit report due to this complication. The finalised audit report will be presented at the next meeting. No P&amp;C members objected to progressing with the AGM.</p>	Stephen Jackson

2	<p><b>Written President’s Report by Simone Dossetor</b></p> <p>The P&amp;C had a very successful year with a number of projects completing and new ones starting.</p> <p>Several community events were held across the year including the K2 Disco, Mothers and Fathers Day events. We also supported the book week event, Christmas Giving tree, Kindy tea towels and held a coin drive. Two notable events were the Trivia and Christmas Carols and Movie nights.</p> <p>On the trivia night over 140 parents tackled the challenging questions set by TriviaMaster and parent Damien MacRae. Three rounds of trivia with an “Old Skool” theme tested the teams, culminating in a Weird Al Polka inspired music track at the end of the evening. The evening raised over \$6,100 for the school.</p> <p>The Carols and Movie night in December was attended by over 200 children and parents who picnicked on the Oval. Moviegoers were entertained with some festive tunes by the school choir and the Ukulele group. There were also Christmas gift stalls plus lemonade and gingerbread cookies made by our kids for sale. Unfortunately the windy weather got the better of the inflatable screen and we were unable to show our movie Paddington 2. We will therefore be hosting another movie night early next year.</p> <p>A number of P&amp;C projects running from previous years completed with the school looking much brighter thanks to new school signage and a variety of playground equipment and markings. The P&amp;C continues to support the running of the Canteen whilst operational responsibility now rests with the school. The P&amp;C continues to support the hugely popular and highly successful Stephanie Alexander Kitchen Garden program.</p> <p>The P&amp;C also supported the parent community in advocating for a longer transition period for TASK into 2019 when the tender for all on-site OSH services will be tendered. We expect this will be a major focus for 2019.</p>	Stephen Jackson
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	<p>The P&amp;C and parent community continues to support a number of initiatives to assist the school including:</p> <ul style="list-style-type: none"> <li>- PLUS pre loved uniform shop</li> <li>- Management of the lost property challenge</li> <li>- Providing timely communication on a range of community activities.</li> </ul> <p>Looking forward to 2019 we hope to hold both a Big Night Out as well as smaller community events to further fundraise for library improvements planned to improve the layout and flexibility. We also gained IWC funding to support a street library to be placed outside the school which will be installed in early 2019.</p>	
3	<p><b>Secretary's Report</b></p> <p>The P&amp;C endorsed the minutes of the 2018 AGM meeting (proposed by Stephen; seconded Blake).</p>	Suzy Leslie
4	<p><b>Principal's Report</b></p> <p>This will be made following the AGM</p>	Fran Larkin
5	<p><b>Treasurer's Report</b></p> <p>See attached written report.</p> <p>Resolutions:</p> <ul style="list-style-type: none"> <li>• That the Treasurer's Report including Audit Report be accepted, seconded by Stephen.</li> <li>• That the membership fee for 2018 be "a gold coin", seconded by Suzy.</li> <li>• That Mansfield Partners be appointed as Auditor for 2019, seconded by Stephen.</li> </ul> <p>Todd reported that Simone will still be needed to authorise some payments with the Bank account until the new execs have been added.</p>	Todd Coleman

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Election of 2019 Executive

The meeting will elect the following 5 Executive positions (See Appendix 1) .

President: Lara Hopkins nominated Jackie Greenwood, seconded by Stephen Jackson, elected unopposed.

2 Vice-Presidents: Jackie Greenwood nominated Lara Hopkins, seconded by Stephen Jackson. Lisa McGregor nominated herself, seconded by Fiona Doherty, elected unopposed.

Secretary: Suzy Leslie said she was willing to restand, seconded by Fiona Doherty, elected unopposed.

Treasurer: Diane Groves has indicated by email that she will stand, seconded Stephen Jackson, elected unopposed.

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Election of subcommittees

The meeting will elect the following committees and representatives (see Appendix 2):

Assistant Treasurer: Todd Coleman will do this role to assist with handover.

Fundraising & events committee: Sonia Matiuk and Clare Jones volunteered.

Sponsorship committee: David Naftzger volunteered.

Communications committee: Jackie relayed that Matt Crane with continue, David Naftzger also volunteered.

Grants committee: No-one volunteered for Grants. We will advertise in SNIP.

Pre-loved Uniform Shop committee: Debra Hopwood indicated by email that she will continue.

Lost Property committee: No-one volunteered for Lost Property. We will advertise in SNIP. Sonia suggested that Kindy assist with Lost property to encourage greater knowledge and responsibility around lost property.

Kitchen Garden representative: Janet Dandy-Ward volunteered.

Music Committee co-chair: Louise Pastro volunteered.

OSHC Liaison: David Naftzger volunteered.

Recycling committee: Fiona Doherty volunteered.

Stephen moved to thank the outgoing P&C Executive. Jackie thanked Stephen for his 8 years of service, with his role continuing beyond having children enrolled at Stanmore.

Item	Description	Lead Officer
1	<p>President's welcome Jackie welcomed the P&amp;C members</p>	Jackie Greenwood
2	<p><b>Secretary's report</b></p> <p>The November minutes were accepted, proposed by Stephen, seconded by Clare.</p> <p>The P&amp;C Federation advised that our nomination for P&amp;C Volunteer of the year had not progressed to the finalists.</p> <p><u>Actions Register</u></p> <ul style="list-style-type: none"> <li>● Culottes - The request to improve the design of the culottes has been passed on to Pickles. David reported a significant delay with orders of culottes, however it is believed this is not related to the design change but is connected to the recent sale of Pickles.</li> <li>● Street Library - One street library has been painted by a Kindy class and need a little more work to complete. The plan is to place the street libraries at the concrete spot between seating. Both together. Fran reported that the can't be attached to the fence. Fiona and Fran to liaise. Suzy to liaise with the Council regarding the Mayor's visit and also cleaning up the area within the round seating where green waste has been dumped.</li> <li>● Traffic Calming - A letter has been received that a Crossing Supervisor has been approved for Holt st crossing near IGA. David volunteered to contact RMS about the planned 40k zone on Trafalgar St. Suzy will locate the letter. Janet to contact local council ward regarding traffic blisters.</li> <li>● Website - We discussed the lack of progress with the website. We would like to know whether we can have pages on the school website, and Fran will find out.</li> <li>● Long term plan for school - A meeting regarding the plan for accomodation on school grounds has been proposed. Virginia Pacey, Director was to arrange this meeting. Fran will follow up. The capacity of the school grounds is 25 classes, and we currently have 25 classes. There is a projection that the school numbers will grow to 820 by 2030.</li> </ul>	Suzy Leslie

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### Principal's Report

Mrs Larkin thanked the P&C and all parent volunteers.

Good news about traffic monitor.

The building works were delayed, and they needed the extra teacher development day. There was some initial problems with the air conditioning and classes needed portable air con units. There were delays with items in the storeroom. There were delays with removing scaffolding and rubbish. There was damage caused to tiles, irrigation, and significant rubbish. However classes started on time and Kindy children were settled and behaving well.

The teachers request the regular annual funding for classroom resources. Jackie asked to confirm the number of specialist teachers.

There are plans to upgrade the oval (asked for quote), improve the library by converting the computer area into flexible shelving (asked for quote). David raised the Tennis court. Sonia suggested hall curtains, and Fran reported on some work planned that should be done first.

There are additional works planned for this year - replacing the rooves of A block and B block, and painting and repairs to B block.

Deb Fownes was awarded network award ongoing service to the school across many areas including netball, recycling, and PLUS.

The upcoming Kitchen Tomato festival will attract Department of Education filming. It was suggested that the Department may have found out about the festival via the P&C website.

The Department is releasing a school and community charter about respectful communication. Fran said that most parents at Stanmore are respectful so just parts will be featured in the newsletter.

There was a question regrading the school gates there in that has been a change in which gates are open. IWC OSHC has started locking the nearby gates to prevent children leaving and going to IGA. The school is locking the driveway at recess time because there is one child who is a flight risk.

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### **Sub-committee Reports**

No reports submitted besides Fundraising, and so the reports were skipped due to lack of time and new volunteers.

#### Fundraising

Sonia reported that she would like to coordinate goals and budget and events.

Sonia would like to ask teachers to pass on information about Class parents for the Meet the Teacher Welcome night - handout, slide and form. Then she would like to arrange drinks for the Class parents. Sonia raised a resolution to approve \$250 for class parent drinks, Stephen seconded.

K2 Disco: Jo Roach has volunteered to organise the K2 Disco. Sonia suggested that we ask for year 2 parents to assist. This is on the school plan for week 10. Last year's disco had \$1300 in expenses. Jackie raised a resolution to spend up to \$1500, seconded by Stephen.

State election: There is a plan to host a BBQ, coffee cart and cake stall. Jackie raised a resolution to approve up to \$2000 in expenditure to prepare for the State Election fundraising, seconded by Jane.

Movie night: We plan to hold the next Movie night in early term 2, following the original events plan.

Suzy volunteered to arrange the Kindy teatowels.

We need to discuss the BNO and Trivia.

With the numbers of Local cookbook dwindling, we will need to identify a future source of funding for the Kitchen Garden program.

Stephen raised the suggestion to hold an AGM at the last meeting of the year, to enable better planning for Term 1. Jackie raised the alternative that the fundraising committee continue their planning into Term 1.

It was suggested that we place on the next meeting's agenda to develop a list of fundraising targets. Fran will develop a list. We will also ask in SNIP for suggestions from parents and community members.

## General Business

Vandhana asked whether there could be an awning or sail cloth over back line up area. Lisa raised strong concerns about the new arrangements at the back line up area - the children sitting in the sun for morning assembly; the constrained site and number of people in the space (approx 240 children plus parents, OOSH and teachers) meaning that parents struggle to get around the lines, the location of lines was causing parents to queue on the ramp, that there should be an all weather location for K-2 morning assembly as children will have to go straight to their classrooms when there is rain. Fran reported that in the mornings the COLA had been very congested with bags and children. There had been a number of accidents caused by tripping and collisions. The decision was made to separate the infants years children to back playground. This relocation is a trial. There have been issues with congestion of the walkway and there are efforts to improve management of traffic. There is a plan to change the orientation of the lines to the back of the canteen. They have requested a PA system and put in a request for the WHS Department to visit to make an assessment. Lisa reported concerns about children sitting in a sunny area. Lisa suggested concerns about the K2 area and that now there are more people there than under COLA, as more parents supervise the younger children. Fran responded that this was not done lightly, and that there has been much consideration. She reported that the school executive think it was been working well. There has been issues with parents standing in the walkway which blocks access. Suzy pointed out the value of parents having time to network at drop-off. Other parents expressed alternative perspectives on the sun given the short time, hats and sunscreen. David suggested that we should give the school a chance to respond. It was raised that we could consider a shade cloth. Fran said that she would listen to the concerns, make an assessment, and make a decision based on the interest of whole school.

Lisa raised the the School Grounds have been much messier this year. Fran reported that this is a consequence of construction because the storerooms were emptied and culled. There was not enough bins, some plastic bags were broken, and things blown in the wind. The school has requested new bins. Fiona has been filling her car and taking items to Reverse Garbage and this process of diverting items from landfill took time. The New GA is adjusting to the role, and brings new energy. The skip used by the contractor, and then it was requested that they remove their waste. There are many stakeholders using rubbish. There have been some issues with separation of recycling.

Janet raised the Student Strike for Climate Change which was held in November, and 15 march. She proposed that we become involved. It is on the same day as the National day of Bullying. Janet suggested that the P&C share info and take part. The School can't support the event as it can't take a political stance. Thus we're not able to promote using the joint facebook page. We are able to share information using the P&C website and emailing class parents.

**6 Next Meeting**

The next P&C meeting will be on 7pm Tuesday 19th March 2019 (Week 8)



## Summary of resolutions passed

### Resolutions

- Minutes of the October meeting passed (proposed by Stephen; seconded by Todd).
- Motion to approve up to \$2000 in expenditure for the Election (proposed by Stephen; seconded by Simone).
- Motion to approve up to \$1500 in expenditure for the K-2 Disco (proposed by Jackie; seconded by Stephen).

## Items for actions register

Action Item	Owner	Deadline
Formalise agreement between school and P&C regarding the Canteen, and finalise the audit	Todd	March
Promote in SNIP, Facebook and website - Grants, Lost property, ideas for fundraising targets	Comms	March
Fiona and Fran to negotiate Street Library installation. Suzy to liaise with IW Council.	Fiona, Fran, Suzy	March
David to follow up with RMS about the proposed 40k zone on Trafalgar St. Janet to write to council about traffic blisters.	David and Janet	March
Website - Fran to confirm about the possibility of the P&C website being included within the School's website.	Fran	March
Fran to follow up with the Director regarding the long term planning meeting about the school site.	Fran	March
Advise the school community about planned expenditure over \$10000, regarding the teachers request for the regular annual funding for classroom resources (\$400 per classroom and specialist teacher). Fran to confirm the number of specialist teachers.	Suzy, Fran	10 days before next meeting
Class parent information - develop and distribute to teachers	Sonia	Meet the teacher night

