

**Parents & Citizens Association
Seaforth Public School
37 Kempbridge Ave, Seaforth NSW 2092**

Minutes of the Annual General Meeting held on 20th February 2018

CHAired BY: Acting President, Richard Williams

MINUTES BY: Secretary, Alexandra Cowie

MEETING OPENED: 7.06pm

NUMBER ATTENDED: 27 pax

APOLOGIES: Martin Keenlyside

PREVIOUS MINUTES

Minutes of meeting 21/11/17 approved

EXECUTIVE ELECTIONS

> President - Richard Williams, nomination accepted (nominated by Michelle French & 2nd Alex Cowie)

> Treasurer - Paul Hart, nomination accepted (nominated by Richard Williams & 2nd Mark Connelly)

> Secretary - Gabriella Rogers, nomination accepted (nominated by Richard Williams & 2nd Paul Hart)

> Vice Presidents - Michelle French (Grounds), Mark Connelly (Northern Beaches Tunnel), Chris Davey, Jeremy White, Ken Douglas, Alexandra Cowie (self nominated, all in agreement)

FINANCIALS

> Previous audit completed by parent volunteer with appropriate accounting qualifications.

Proposed that the financial audit be completed by Penny again in 2018. (Proposed by Richard Williams, 2nd Mark Connelly, motion passed)

> Account \$272k, \$22k committed to school for technology, tree maintenance, \$2k trophy cabinet, \$4k in trust for kitchen garden & library, \$57k held in trust for uniform shop and canteen.

Proposed to transfer \$35k from uniform/canteen trust to funds raised. (Proposed by Richard Williams, 2nd Sue Yates, motion passed)

> Canteen - due to changes in operating hours, prices, reduced labour canteen is now operating at a profit. Thank you to the canteen staff and volunteers.

> Uniform shop - Has had a good start to the year with extra opening day taking \$7k income. Reducing stock held.

> Overview \$216k available, maintain \$25k as working capital, \$50k committed to augmentation of new building, \$141k unallocated (potentially Yatama oval, air-conditioning etc.)

PRINCIPAL'S REPORT by Trudy Alcorn, acting principal

1) Good start to 2018. 78 kindergarten students, 23 classes (same as 2017), meet the teacher nights, swimming carnival

2) One on one parent and teacher interviews will be held in week 11.

3) New staff - Liz Armstrong (Deputy Principal), Caroline Smith (Classroom teacher), Lisa Carlton (now permanent classroom teacher) and recruiting for Assistant Principal stage 2.

4) Principal update - Jason Baldwin, Education Department trying to gain a resolution in relation to a permanent principal

5) 3 year plan - school executive had a planning meeting last week and will complete by end of term 1. Focus to a) improve literacy, b) improve communication with parents/carers via seesaw app and c) review how assessment are done & feedback is given

- 6) New building due to be completed by 2/3/18, will have air conditioning, year 2 will go into the 4 new classrooms
- 7) Trudy and Liz have met with Department Assets Manager, Anthony Eunice. Maintenance to be scheduled by department including Yatama hallway painting, some new carpeting, some ceilings painting Yatama/Kempbridge, 4S classroom change of lighting and add some carpet. Yatama oval and air conditioning discussed.
- 8) Air conditioning - audit of Kempbridge campus has confirmed that electricity capacity would enable up to 30 air conditioning units. P & C to consider assisting with funding of aircon through approved Department contractor. P & C request school advise high priority classrooms and provide quotes for consideration.
- 9) Sports For Schools program through Coles has been setup. The collection boxes are on backorder, but there is a temporary box in the office on each campus.

GROUNDS/WORKS REPORT by Michelle French

- 1) Kempbridge campus new entrance works are currently in approval process
- 2) Lower gate on Kempbridge Street and stairs down side of slide in approval process
- 3) Quote obtained for a full signage package for both campuses. Quote provided at \$13k. Proposed that P&C support with \$7k of funds (proposed by Michelle French, 2nd by Sue Yates, motion passed)
- 4) Currently putting application in with the Department for the Yatama oval works. Size of turfed area to be increased - originally quoted on futsal size but considering twice the size.
- 5) Basketball hoops, to be considered for Yatama when the oval works are planned. For Kempbridge Campus it is proposed that P&C provide \$3k for a hoop be installed into one of the existing cricket nets. (proposed by Michelle French, 2nd by Jeremy White, motion passed)

GENERAL BUSINESS

- 1) FUNDRAISING > Rachel Cooke stepping back. More volunteers required. Some attendees interested in being on a committee. P&C to organise a meeting with Rachel and Michelle for those interested being involved. Date to be determined.
- 2) KITCHEN GARDEN > Local business has connected in relation to collaborating with the kitchen garden program. To be discussed in detail with school administration in relation to format and permissions.
- 3) TUNNEL REPORT > Next P&C meeting will have an RMS representative and air specialist in attendance. RMS have agreed to engage with council in relation to design etc. RMS plans due in to cabinet by mid year. Any community feedback needs to be prior to this.
- 4) BAND > The band operates as an association and needs an injection of funds. Allison Strickland is proposing a sausage sizzle on the last day of each term. Canteen & school have agreed and asking P&C as a courtesy. All agree the sausage sizzle is a good initiative and the P&C should become more involved with the band.
- 5) SPONSORED ADVERTISING SIGN > A complaint to the department from a parent in relation to the real estate advertisement on Frenchs Forest Road was flagged. The \$15k income from the board was used to fund iPads for the classrooms. Moving forward there are three options - a) same sign for \$, b) more discrete sign for potentially less \$, c) no sign. Department approvals would be gained as necessary. A unanimous decision was made by attendees that an advertising board was a good opportunity to gain funds for the school.
- 6) GARDENING - A query was made in relation to the garden maintenance. Chris, the groundsman works on it but has limited time considering the size of the two campuses. A regular cleanup group could be formed if a volunteer was willing to coordinate.
- 7) P&C MEMBERSHIP - Attendees to bring \$2 to the next meeting to formalise membership in order to be able to vote.

Meeting closed 9:22pm