



**FIGTREE PUBLIC SCHOOL**  
**PARENTS & CITIZENS ASSOCIATION MEETING MINUTES**  
**Tuesday 15<sup>th</sup> March 2016, Staff Room, Figtree Public School**

Arthur Castrissios opened the meeting at 7.30pm.

Present: Arthur Castrissios, Amanda Hubert, Nicole Castrissios, Alicia Williams, Eva Thompson, Nat Weaver, Bec Cavanagh, Sheree Springhetti, Jacqui Wax, Melissa Harding

Apologies: Louise Ward

Acceptance of the Previous Minutes – 16.02.2016

It was moved by Alicia Williams and seconded by Eva Thompson that the minutes of the meeting held on 16.02.2016 be accepted. Carried.

Business Arising from the Previous Minutes – 16.02.2016

- NIL

Correspondence - In

- |                        |   |                    |
|------------------------|---|--------------------|
| • P & C Federation     | Confirmation of attendance at Forum           | Tabled             |
| • P & C Federation     | Invite for Election Nominations               | Tabled             |
| • CBP                  | Confirmation of Sign of Canteen Grant         | Tabled             |
| • Garry Wheeler        | Request for P & C to cover cost of Soccer Man | Executive Approval |
| • ACNC                 | Federal Government to retaining the ANCC      | Tabled             |
| • The Disability Trust | March Newsletter                              | Tabled             |
| • Julie Landon         | AGM and February 2016 Minutes                 | Tabled             |

Correspondence – Out

- |                        |   |
|------------------------|---|
| • Melissa Harding      | Approved November Minutes for posting to website                        |
| • P & C Distribution   | Draft February Minutes  |
| • P & C Distribution   | Invited to P & C Forum at FPS on 17 <sup>th</sup> March 2016            |
| • Garry Wheeler        | Approval for P & C to cover cost of Soccer Man at Cross Country (\$600) |
| • Annette Read         | P & C Meeting date flyer for Notice Board                               |
| • P & C Federation     | Costings for P & C Forum catering                                       |
| • The Disability Trust | Change of contact details for FPS P & C                                 |

Business Arising From Correspondence

- Soccer Man was reported to be constantly on the mobile phone during the time and it appeared to be a free-for-all for the kids. Standards appear to have slipped and they have become complacent. A lot of money to fork out when they aren't really looking after the kids under their care.

Parents' Auxiliary Report

Amanda Hubert reported:

- AGM went smoothly and all positions filled
- Milkshake day \$810 profit. Ran like clockwork.
- Cross Country – many parent helpers. Hot day.
- Welcome afternoon tea last week. Auxiliary provided afternoon tea.
- Thursday night P & C forum. Auxiliary catering. So far only 8 RSVPs. Arthur Castrissios to attend.
- Easter Hat Parade arrangements underway
- Mufti Day today. Plenty of eggs collected
- Baskets being prepared end of this week.
- Raffle tickets are coming in.
- New menu and pricing unveiled – to commence Term 2.



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- Mothers Day Stall – 5 & 6 May. Gift wrapping day 28<sup>th</sup> April. Seeking to increase price from \$5 to \$6 noting that it has been \$5 since at least 2005. It was moved by Alicia Williams and seconded by Natalie Weaver that the price rise be approved. Carried.
- Twilight Carnival. Rides confirmed. Outback Steakhouse is booked but this year we have to do the cooking.
- School 60<sup>th</sup> Anniversary – morning tea and cake cutting, with time capsule was discussed.

Principal's Report – Melissa Harding

The Principal's detailed agenda item list attached. Main points were:

- School, District and Regional swimming carnival. One student will be going to State
- Parent's information sessions have taken place.
- Dragons visited the school.
- Life Education. Thanks to Dendrobium for covering costs.
- School cross country. Thanks to parents and staff for making it a great day.
- Last Thursday there was an evacuation. Thanks to staff for the way in which it was handled.
- Thanks to the Auxiliary for putting on the Welcome to FPS morning tea.
- SRC induction assembly yesterday.
- School photos next week.
- National Day against bullying and violence on Friday.
- Harmony Day coming up on Monday.
- Easter Hat Parade next Wednesday.
- Official thanks to P&C from the Staff for the Wishlist funds.
- New school website is in progress.

Treasurer's Report – Alicia Williams

|  |                    |
|--|--------------------|
| Balance as per Bank Statement on 28.2.2016         | \$48,000.30        |
| Un-presented deposits                              | <u>\$0.00</u>      |
|  | \$48,000.30        |
| Less un-presented cheques                          | <u>\$239.40</u>    |
| Balance as represented in cashbook as at 28.2.2016 | \$47,760.90        |
| <br>   |                    |
| Current liabilities are                            | <u>\$39,710.50</u> |
| Available funds as at 29.2.2016                    | \$8,289.80         |

Reimbursements: NIL

School Council Report – Arthur Castrissios

- NIL
- Next School Council meeting TBA

General Business

Nicole Castrissios – Refill stations. Aaron Wax to install them. Thanks Aaron.

Nicole Castrissios – taps in junior girls toilets need repair. Melissa Harding to arrange.

Arthur Castrissios – Higher amp power outlets on outside of hall to assist with fun nights. Melissa Harding to arrange.

60<sup>th</sup> Anniversary – cake cutting and time capsule. Tie in with Education Week.



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Signatories to cheque book account – Currently Jennifer Monro (former President), Mel Faulks (Immediate Past President) and Alicia Williams (current Treasurer). Need to remove Jennifer Monro and Mel Faulks and replace with Arthur Castrissios (President) and Eva Thompson (Secretary). Alicia Williams to remain a signatory. Previous AGM minutes need to be signed by the relevant parties. Secretary to arrange.

With no further discussion required Arthur Castrissios thanked everyone for their attendance and closed the meeting at 8.25pm.

The next meeting will be held on Tuesday 17<sup>th</sup> May 2016.

# P&C Meeting 15<sup>th</sup> March 2016

## Principal's Report

### Since the last meeting:

- The school, district and regional swimming carnivals have taken place and all carnivals were a great representation of swimming talent amongst our students. A special congratulations to Erin who will represent our region at the State Carnival at Homebush. Many thanks to Ms Bland for the organisation of the swimming carnival and the coordination of our representative swim team.
- Stage teams have held Parent Information Sessions for parents. We hope that parents have found these sessions useful.
- The Dragons Development Team visited the school on 19<sup>th</sup> February for the Dragons Blitz where the focus was on healthy lifestyle and anti-bullying messages.
- Happy Harold and the Life Education van was here at our school during Week 6. All classes visited the van for valuable health and personal development lessons. We thank Illawarra Coal, Dendrobium Community Grants for funding our participation in this initiative.
- We had another great day at our school Cross Country Carnival last Wednesday 9<sup>th</sup> March. A huge thank you to all parents and staff who helped to make the day so successful. Once again, Mr Wheeler did a wonderful job in organising the carnival and we thank him for his efforts.
- We have had a number of students represent our school at various district level trials in a variety of sports. Many of our students have been selected to progress to zone and regional trials.
- Last Thursday was an eventful day with an unplanned evacuation! I am so very thankful to all staff who did an absolutely outstanding job and conducted themselves in a very calm and orderly manner. As teachers, when there is an evacuation or drill, we keep our children very calm and only focus on what they need to do. The evacuation went very smoothly and students were back in their classrooms within 25 minutes. I thank the community for their support of what was a challenging situation. It is a pleasure to work with a community who support what we are trying to achieve both in classrooms and with our children. It is very much appreciated.
- Thank you to members of our P&C Auxiliary who hosted an afternoon tea for new families at 2pm in the library last Friday. It was lovely to meet and to get to know some new faces.
- Our SRC Induction Assembly was held yesterday. We have a great group of school leaders helping to move our school forward in 2016.
- Today was our Easter Mufti Day. Thank you very much to members of the Auxiliary for organising the Easter Raffle.

### Coming up:

- Our school photos will take place this Thursday. Please ensure that your child is dressed in full school uniform, including black school shoes.
- This Friday is the National Day of Action Against Bullying and Violence and we will continue the conversation and learning with our students around this important topic on this day.
- Next Monday 21<sup>st</sup> March is Harmony Day. Students will be involved in lessons about respect and acceptance of differences. This is something that our students do very well but these values are always important ones to revise and celebrate. Our school assembly that afternoon will also have a special Harmony Day theme.
- The Easter Hat Parade will be held on 23<sup>rd</sup> March. Please join us for a sausage sizzle from 11:15am and we should then be ready to start the parade at about 12:45pm. Thank you to the teachers and parents who have been working hard in organising this event.

## **Teachers Are Learners Too!**

Each Thursday morning before school, Mrs Burton, Miss Dermertzi, Mrs Lee, Ms Nevill and Mrs Peros have been attending technology workshops at Figtree High School.

Miss Harding attended two workshops on Financial Management on Tuesday 1<sup>st</sup> March.

Miss Demertzi and Miss Monteleone have both begun their Kindergarten L3 training for the year.

Miss Harding attended a Principal Network Meeting to discuss school planning and evaluation on Thursday 10<sup>th</sup> March.

All teachers have participated in professional learning about effective student feedback and assessment.

Ms Nevill and Ms Wannell have been involved in professional learning about strategies to best assist our students who speak English as a second language.

**Melissa Harding**  
**Principal**

**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT - February**



|  |               |               |             |
|--|---------------|---------------|-------------|
| Balance as per Bank Statement on 28th February 2016      |               |               | \$48,000.30 |
| Add unrepresented Deposits                               |               |               | \$0.00      |
|  |               | <hr/>         |             |
|  |               | 50.00         |             |
| Less Unrepresented Cheques                               |               |               |             |
| <u>Payee</u>   | <u>Number</u> | <u>Amount</u> | \$239.40    |
| A Hubert   | 929           | \$21.90       |             |
| FBS  | 930           | \$217.50      |             |
|  |               | <hr/>         |             |
|  |               | \$239.40      |             |
| Balance as represented in Cashbook at 28th February 2016 |               |               | <hr/> <hr/> |
|  |               |               | \$47,760.90 |



## Y-T-D Profit and Loss Statement

Opening Balance of Cashbook - 01/01/16 \$38,088.07

|                                      | <u>Income</u> | <u>Expenditure</u> | <u>Profit/Loss</u> |
|--------------------------------------|---------------|--------------------|--------------------|
| Profit transferred from Canteen 2015 | \$6,000.00    |                    | \$6,000.00         |
| P & C Member Contribution            | \$0.00        |                    | \$0.00             |
| Uniform Shop                         | \$8,542.50    | \$4,808.10         | \$3,734.40         |
| Bank Interest                        | \$36.13       |                    | \$36.13            |
| Wishlist School Distribution         |               |                    | \$0.00             |
| - Stage One                          |               | \$0.00             |                    |
| - Stage Two                          |               | \$0.00             |                    |
| - Stage Three                        |               | \$0.00             |                    |
| - Banksia                            |               | \$0.00             |                    |
| P & C Federation Fee                 |               | \$0.00             | \$0.00             |
| School Banking Commission            | \$106.65      |                    | \$106.65           |
| Lunch Wallets                        | \$119.00      |                    | \$119.00           |
| Easter Hat Parade                    |               | \$98.90            | -\$98.90           |
| PBS Rewards                          |               | \$1,657.50         | -\$1,657.50        |
| PFS Refunded Furniture Money         | \$1,440.00    |                    | \$1,440.00         |
| BBQ Seal (Repairs)                   |               | \$6.95             | -\$6.95            |

Total \$16,244.28 \$6,571.45 \$9,672.83

Closing Balance of Cashbook - 29/02/16 \$47,760.90





## P&C Account

06 2644 1012 5657

 Balance  
**+ \$48,123.46**

 Available  
**+ \$47,489.46**

| Date        | Transaction details           | Amount       | Total         |
|-------------|-------------------------------|--------------|---------------|
| 26 Feb 2016 | Cash & Chq Dep Branch Figtree | + \$1,453.00 | + \$48,000.30 |
| 25 Feb 2016 | Chq 000927 presented          | - \$98.90    | + \$46,547.30 |
| 25 Feb 2016 | Chq 000928 presented          | - \$2,045.65 | + \$46,646.20 |
| 18 Feb 2016 | Chq 000928 presented          | - \$1,628.25 | + \$48,691.85 |
| 18 Feb 2016 | Cash Dep Branch Figtree       | + \$119.00   | + \$50,320.10 |
| 18 Feb 2016 | Chq Dep Branch Figtree        | + \$6,000.00 | + \$50,201.10 |
| 12 Feb 2016 | Chq 000925 presented          | - \$1,119.25 | + \$44,201.10 |
| 12 Feb 2016 | Cash & Chq Dep Branch Figtree | + \$1,328.00 | + \$45,320.35 |
| 11 Feb 2016 | Chq 000912 presented          | - \$4,035.45 | + \$43,992.35 |
| 05 Feb 2016 | Chq 000924 presented          | - \$62.00    | + \$48,027.80 |
| 05 Feb 2016 | Cash & Chq Dep Branch Figtree | + \$1,767.00 | + \$48,089.80 |
| 01 Feb 2016 | Credit Interest               | + \$18.11    | + \$46,322.90 |

There are no more transactions to display.

## **Current Liabilities**

|  |            |
|--|------------|
| <i>Unpresented cheques</i>                   | \$239.40   |
| <b>Cheques written in March 2016</b>         |            |
| <i>Adel Sportswear</i>                       | \$1,331.65 |
| <i>Sweet P</i>                               | \$275.00   |
| <i>A Hubert (Mothers Day)</i>                | \$499.35   |
| <i>A Hubert (Easter Hat and Mothers Day)</i> | \$285.00   |
| <i>N Castrissios (Easter Hat)</i>            | \$11.00    |
| <i>Soccerman (Cross Country)</i>             | \$600.00   |
| <i>Sweet P</i>                               | \$605.00   |
| <i>Gifts 4 U</i>                             | \$183.60   |

**Total** \$4,030.00

## **Promised Funds**

|   |            |
|---|------------|
| <i>Year 6 (year book &amp; Cake) 2016</i>               | \$1,100.00 |
| <i>PBS 2016</i>   | \$1,560.50 |
| <i>Year 5/6 bus to camp 2016</i>                        | \$2,520.00 |
| <i>(based on 28 per class 3 classes @ \$30 per head</i> |            |
| <i>Wishlist- Stage 1</i>                                | \$5,000.00 |
| <i>Wishlist- Stage 2</i>                                | \$5,000.00 |
| <i>Wishlist- Stage 3</i>                                | \$5,000.00 |
| <i>Wishlist - Banksia</i>                               | \$5,000.00 |
| <i>Wishlist - Science</i>                               | \$8,000.00 |
| <i>Wishlist - Garden</i>                                | \$1,500.00 |
| <i>Water Bottle Filling Stations</i>                    | \$1,000.00 |

\$39,710.50

## **Bank Balance**

|                                      |                          |
|--------------------------------------|--------------------------|
| <i>End of February 2016</i>          | <u>\$48,000.30</u>       |
| <i>Add banking for February 2016</i> | \$0.00                   |
| <i>Less Current Liabilities</i>      | <u>\$39,710.50</u>       |
| <b>Total funds available</b>         | <u><u>\$8,289.80</u></u> |