



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 17th May 2016, Staff Room, Figtree Public School

Arthur Castrissios opened the meeting at 7.30 pm.

Present: Arthur Castrissios, Amanda Hubert, Nicole Castrissios, Natalie Weaver, Sheree Springhetti, Lynelle Cox, Melissa Harding, Eva Thompson, Bec Cavanaugh

Apologies: Alicia Williams

Acceptance of the Previous Minutes – 15.03.2016

It was moved by Natalie Weaver and seconded by Arthur Castrissios that the minutes of the meeting held on 15.03.2016 be accepted. Carried.

Business Arising from the Previous Minutes – 15.03.2016

- Appointment of auditor
- Vice President position unfilled from AGM. Call for nominations. No nominations being received, the position will be left vacant and we will call for nominations next meeting.

Correspondence - In

- | | | |
|---------------------------|-------------------------------------|------------------------------|
| • Fundraising information | | Passed to Parents' Auxiliary |
| • Federation of P&C | Journal | Tabled |
| • Federation of P&C | Cheque for catering for forum | Banked |
| • ASG | NEITA (teaching awards) Nominations | Tabled |
| • The Disability Trust | April Newsletter | Tabled |
| • Eva Thompson | Auxiliary May minutes | Tabled |

Correspondence – Out

- | | |
|----------------------|---|
| • Melissa Harding | Approved February 2016 Minutes for posting to website |
| • Lynelle Cox | Requesting our former treasurer (no longer at school) to audit P & C books |
| • P & C Executive | Approval for additional \$280 funds to make up shortfall in Stage 3 wish list |
| • Melissa Harding | Confirmation of above approval (\$280 additional funds) for 3 laptops |
| • P & C Distribution | Draft AGM Minutes |
| • P & C Distribution | Draft Minutes of last meeting 15 th March |
| • P & C Executive | Approval for date of Auxiliary Pie Drive |

Business Arising from Correspondence

- NIL

Parents' Auxiliary Report

Amanda Hubert reported:

- Canteen Treasurer reported – balance as at 5/4/16 \$6733.79
- Canteen Roster Secretary reported – Refilled canteen buyer position, Caroline Banks
- Introduction of drink tickets in lunch orders
- Easter hat parade went smoothly, profit \$3099.37
- Mother's day stall. Good feedback on gift selection. Profit approximately \$1447.30
- Pie Drive is organised, running from 16th May to 1st June, delivery 9th June
- 'Finding Dory' Movie night, Thursday 16th June, 135/200 tickets sold
- 60th Anniversary, will be driven by School staff, Auxiliary happy to help.
- Twilight Carnival night, Friday 21st October, organisation is underway, next meeting consolidate stalls running and will request P&C approval to spend funds for the night.



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- School community business directory, suggestion to put together a directory for distribution within the school, inviting families who own/run business if they would like to be listed for a set donation. Further investigation required, report at next meeting.
- Trivia night tentatively for 12th August, Nicole to approach businesses for trivia night, mufti term 3 to raise money

Principal's Report – Melissa Harding

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

- Some Stage 3 students attended Premier's Sporting Challenge day at Figtree high.
- Easter hat parade, big thank you to parent volunteers and teachers for their hard work.
- Some Banksia students attended a Dream cricket day at Fairy Meadow.
- Congratulations to Erin A who represented at the State Swimming Carnival.
- Began Crunch and Sip at beginning of the term.
- School Presidents attended the combined schools ANZAC service at McCabe Park in Wollongong.
- School ANZAC Assembly, special mention to and to Ms Bland for organising the assembly.
- Thank you to parents for the Mother's day stall.
- Local Community of Schools (CoS) will be hosting an Academic Enrichment class at Figtree High School, 3 Year 5 students have been offered a place.
- 16 students from Figtree PS have taken part in a Visual Arts Enrichment Program at Wollongong Art Gallery.
- Year 3 and Year 5 students were involved in NAPLAN. P&C feedback - NAPLAN message on app was fantastic.
- PSSA has begun for Stage 3 students.
- Principal and 8 student leaders attended GRIP Leadership Conference at the University of Wollongong.
- State Soccer Knockout Team played against Dapto PS and won.
- Stage 3 students were involved in a science incursion, hands on science lesson.

Treasurer's Report – Alicia Williams

Balance as per Bank Statement on 31.03.16	\$52,444.95
Un-presented deposits	<u>\$0.00</u>
	\$ 52,444.95
Less un-presented cheques	<u>\$ 42.30</u>
Balance as represented in cashbook as at 31.03.16	\$52,402.65

Balance as per Bank Statement on 30.04.16	\$50,528.87
Un-presented deposits	<u>\$0.00</u>
	\$50,528.87
Less un-presented cheques	<u>\$ 21.90</u>
Balance as represented in cashbook as at 30.04.16	\$50,506.97

Reimbursements: NIL

Lynelle Cox (being present) was requested to be Auditor for next year. She accepted. The P & C thanked Lynelle for her assistance in auditing this year's account and accepting to audit next year's also.

School Council Report – Arthur Castrissios

- NIL
- Next School Council meeting TBA

General Business



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School blazers – For school presidents, 4 Blazers kept at school, build bank of blazers of different sizes over the years. Quotes from Corrimal – Crystal Bears (\$140) – better quality than Sydney quote (\$90), Amanda Hubert to get a quote from school skort tailor. Colours, opposed to Red, possibly Grey/Charcoal (consider clash with boys shorts) – P & C support motion.

It was moved by Arthur Castrissios and seconded by Amanda Hubert that a cheque be made out to Erin for \$50 to acknowledge achievement in representing FPS at State swimming.

135 Dory tickets sold as of tonight

Canteen unlocked, A/C, hot water, or pie warmers left on (signs have been placed around canteen with instructions to turn off when leaving), issue of children in canteen (canteen roster has a note attached no children in canteen). Discussion whether an override timer switch on pie ovens and oven could be installed. Quote electrician for cut off with equipment in canteen and a checklist to be made up by Sheree Springhetti and distributed by Melissa Harding.

Looking for alternative providers for sport wear. Last delivery had mould and uniform provider has a long turn around, delivery takes 6 weeks.

Easter hat parade – Set up, difficult to see children, has already been addressed with teachers that were involved in organising. Positive note, helpers got front seats.

With no further discussion required Arthur Castrissios thanked everyone for their attendance and closed the meeting at 8.30pm.

The next meeting will be held on Tuesday 21st June 2016.

P&C Meeting 17 May 2016

Principal's Report

Since the last meeting:

- On the 22nd March we had some Stage 3 students attend the Premier's Sporting Challenge day at Figtree High School where they were involved in activities to develop their skills in sports leadership and management.
- On the 23rd March, we had our Easter Hat Parade. This was a great event and a big thank you goes out to our wonderful parent volunteers and teachers for their hard work.
- Some of our Banksia students attended a Dream Cricket day at Fairy Meadow on 5th April. This day was a wonderful opportunity for our students to further develop their skills but also to build their confidence and self-esteem.
- Congratulations to Erin A who represented the South Coast at the State Swimming Carnival at Homebush. Erin placed 18/45 in the 50m Breaststroke event, which was a wonderful achievement.
- At the beginning of this term we began the Crunch and Sip program. Students are able to eat fruit and vegetables and drink water during the morning session as they work.
- On the 27 April, our school Presidents attended the combined schools ANZAC service at McCabe Park in Wollongong. Our students laid a wreath as a mark of respect. Our school leaders represented themselves and our school with distinction and we are all very proud of them.
- Thank you to those who joined us for our school ANZAC Assembly which was very well run by our student leaders. A special mention must go to our extraordinary choir for their outstanding performances and also to the very talented Ms Bland for her organisation of the assembly.
- Many thanks for your support of our Mother's Day stall. The children were very excited about their 'secret' purchases. Many thanks to the parents who organised the stall so well.
- In 2016, our local Community of Schools (CoS) will again be hosting an Academic Enrichment Class at Figtree High School. This opportunity for local Year 5 students has been a long standing initiative to cater for our academically gifted students. Congratulations to Blake C, Emma H and Caley T.H who have all been offered a place in this class for 2016.
- 16 students from Figtree PS have taken part in a Visual Arts Enrichment Program at Wollongong Art Gallery over the past couple of weeks. Students were involved in learning about the Steel Town-Port Kembla exhibition.
- Last week, our Year 3 and Year 5 students were involved in NAPLAN. As much as we worked hard to prepare students for these tests, we were also conscious of not placing too much stress and pressure on them and tried to make these days as relaxed as possible.
- PSSA has begun for our Stage 3 students.
- Last Friday, I took our 8 student leaders to the GRIP Leadership Conference at the University of Wollongong. This was a great day for our students to interact with leaders from other schools and be involved in activities about leadership in their context.
- Our boys State Soccer Knockout Team played against Dapto PS yesterday. They won quite convincingly but more importantly they displayed outstanding sportsmanship and represented our school exceptionally well.
- Today, our Stage 3 students were involved in a science incursion where they were involved in hands on science lessons.

Coming up:

- We wish our District Cross Country Team the best of luck at the carnival tomorrow at Kembla Joggers. Thank you to Mr Wheeler for his ongoing commitment to sport at Figtree Public School.
- Tomorrow we have four students going to Oak Flats PS to be involved in a NAIDOC Public Speaking workshop. The workshop aims to develop students' skills, knowledge and confidence when speaking publically. Freedom, Mayra, Ana and Dakota will then form two teams and compete at a competition in June.
- National Simultaneous Story time is held annually by the Australia Library and Information Association. This campaign aims to encourage more children to read and enjoy books. It is an occasion where our students join the nation to read the same book, on the same day, at the same time. The book selected this year is called "This is my hat" written by Australian authors Jol and Kate Temple. The National Simultaneous Story time will take place on Wednesday 25 May at 11am in our school library. All students are encouraged to bring along a special hat to school on this day and will be participating in some book related activities. Thank you to Miss Neville for her organisation of this event. More information about this will be sent home to parents in the next couple of days.
- 8 Stage 2 students have been selected to represent our school at the Figtree Community of Schools Science STEM project on 1st June. STEM stands for Science, Technology, Engineering and Mathematics. This day will be held at Figtree High School.
- University tests will be taking place over the next month or so. These tests are not mandatory and are an additional opportunity that we provide for students. Thank you to Mrs Burton and Ms Kynes who are organising these tests and assisting me with the administering of them.

General:

- We welcome Mr Cook to our teaching team for Terms 2 and 3. Mr Cook will be predominantly working in a learning support role.
- Mrs O'Connor will be taking leave until 1st June. Miss Melodie Elliott will be working on 10 during this time.
- Our library has successfully updated their operating system. We are now using a system called Oliver. A big thank you to Ms Neville and our other library staff with their patience and flexibility during this time of change.
- We are now taking enrolments for Kindergarten 2017. Knowing numbers for Kindergarten is the first part of planning classes and structures for the following year.
- Reports have been changed slightly to ensure that they comply with Department policy. These written reports will go home in Week 10 of this term. There will then be parent/teacher interviews held early next term. Parents will be asked for feedback after this process so that we can continue to evaluate and improve our reporting processes.
- We are also in the process of evaluating and refining assemblies. The first step to this is that each class will have a turn at presenting some type of item to the school during our Monday assemblies. A roster is currently being developed and this will be communicated to parents.

Melissa Harding
Principal

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



Balance as per Bank Statement on 30th April 2016			\$50,528.87
Add unrepresented Deposits			\$0.00
		<u>\$0.00</u>	
Less Unrepresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	\$21.90
A Hubert	929	\$21.90	
		<u>\$21.90</u>	
Balance as represented in Cashbook as at 30th April 2016			<u><u>\$50,506.97</u></u>

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	\$5.50		\$5.50
Uniform Shop	\$14,524.50	\$10,005.25	\$4,519.25
Bank Interest	\$75.38		\$75.38
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	\$291.88		\$291.88
Lunch Wallets	\$119.00		\$119.00
Easter Hat Parade	\$3,648.35	\$548.88	\$3,099.47
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
Mothers Day Stall		\$717.95	-\$717.95
Soccerman - Cross Country Day		\$600.00	-\$600.00
P&C Forum Night		\$149.18	-\$149.18
Dory Movie Night			\$0.00

Total	\$26,104.61	\$13,685.71	\$12,418.90
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Closing Balance of Cashbook - 30/04/16

\$50,506.97



P&C Account

06 2644 1012 5657

 Balance
+ \$61,781.26

 Available
+ \$61,781.26

Date	Transaction details	Amount	Total
29 Apr 2016	Chq 000946 presented	- \$2,981.50	+ \$50,528.87
29 Apr 2016	Chq 000945 presented	- \$20.40	+ \$53,510.37
29 Apr 2016	Cash & Chq Dep Branch Figtree	+ \$880.00	+ \$53,530.77
05 Apr 2016	Direct Credit 064035 School Banking a Sch CommisSCH23964	+ \$185.23	+ \$52,650.77
01 Apr 2016	Credit Interest	+ \$20.59	+ \$52,465.54

There are no more transactions to display.

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**FIGTREE PUBLIC SCHOOL - P & C
RECONCILLIATION OF BANK ACCOUNT - March**



Balance as per Bank Statement on 31st March 2016			\$52,444.95
Add unrepresented Deposits			\$0.00
		<u>\$0.00</u>	
Less Unrepresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	\$42.30
Woolworths	945	\$20.40	
A Hubert	929	\$21.90	
		<u>\$42.30</u>	
Balance as represented in Cashbook as at 31st March 2016			<u><u>\$52,402.65</u></u>

CASH BOOK - Figtree Public School P & C

MARCH 2016

Date	Details	Income						Expenditure								
		Transfer from Canteen	P & C Member Cont.	Fundraisers	Uniform Shop	Bank Interest	Misc. Income	Total Income	Cheque No.	Fundraisers	Uniform Shop	Sports Cont.	Whist School Distrib.	P & C Federation Fee	Misc. Expenses	Total Expenses
01/03/16	Interest Paid					18.66	0.00	0.00							0.00	0.00
03/03/16	Adel Sportswear - Uniform						0.00	18.66							0.00	0.00
03/03/16	Sweet P - Uniform						0.00				1331.65				1331.65	1331.65
03/03/16	Reimb A Hubert - Mothers Day Gifts						0.00				275.00				275.00	275.00
03/03/16	Reimb A Hubert - Easter Hat Parade						0.00								499.35	499.35
03/03/16	Reimb A Hubert - Mothers Day Gifts						0.00								250.00	250.00
03/03/16	Reimb A Hubert - Easter Hat Parade						0.00								35.00	35.00
09/03/16	Reimb N Castisios - Easter Hat Parade						0.00								11.00	11.00
09/03/16	Soccerman- Cross Country						0.00				600.00				600.00	600.00
11/03/16	Takings - Uniform				1378.00		1378.00								0.00	0.00
11/03/16	Takings - Uniform				1281.00		1281.00								0.00	0.00
11/03/16	Takings - Easter Raffle			390.00			390.00								0.00	0.00
12/03/16	Sweet P - Uniform						0.00				605.00				605.00	605.00
12/03/16	Gifts4U - Mothers Day Gifts						0.00								183.60	183.60
21/03/16	P&C Members Contribution						5.50								0.00	0.00
23/03/16	Reimb M Shaban - Sausages EHP						0.00				40.00				40.00	40.00
23/03/16	Reimb N Castisios - EHP						0.00								117.63	117.63
23/03/16	Reimb N Castisios - P&C Forum Night						0.00								149.18	149.18
23/03/16	Reimb A Hubert - EHP Drinks						0.00								10.95	10.95
23/03/16	Reimb A Hubert - Uniform Shop						0.00				4.00				4.00	4.00
23/03/16	Takings - Easter Hat Parade						0.00								0.00	0.00
27/03/16	Woolworths - EHP Bread						0.00				20.40				20.40	20.40
31/03/16	Takings - Uniform						0.00								0.00	0.00
	Total for March	\$0.00	\$5.50	\$3,648.35	\$5,102.00	\$18.66	\$0.00	\$8,774.51							\$0.00	\$4,132.76
	Total Y-T-D	\$6,000.00	\$5.50	\$3,767.35	\$13,644.50	\$54.79	\$106.66	\$23,578.79							\$6.95	\$9,264.21

Opening Balance for March	\$47,760.90
Add Income in March	\$8,774.51
Less Expenses for March	\$56,535.41
Closing Balance for March	\$4,132.76
	\$52,402.65

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	\$5.50		\$5.50
Uniform Shop	\$13,644.50	\$7,023.75	\$6,620.75
Bank Interest	\$54.79		\$54.79
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	\$3,648.35	\$548.88	\$3,099.47
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
Mothers Day Stall		\$717.95	-\$717.95
Soccerman - Cross Country Day		\$600.00	-\$600.00
P&C Forum Night		\$149.18	-\$149.18

	Total	\$25,018.79	\$10,704.21	\$14,314.58
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Closing Balance of Cashbook - 31/03/16 **\$52,402.65**



P&C Account

06 2644 1012 5657

 Balance
+ \$53,530.77

 Available
+ \$53,510.77

Date	Transaction details	Amount	Total
31 Mar 2016	Chq 000944 presented	- \$14.95	+ \$52,444.95
31 Mar 2016	Chq 000942 presented Figtree	- \$40.00	+ \$52,459.90
31 Mar 2016	Cash & Chq Dep Branch Figtree	+ \$1,808.00	+ \$52,499.90
31 Mar 2016	Cash & Chq Dep Branch Figtree	+ \$635.00	+ \$50,691.90
29 Mar 2016	Chq 000943 presented	- \$266.81	+ \$50,056.90
23 Mar 2016	Chq 000940 presented	- \$605.00	+ \$50,323.71
23 Mar 2016	Cash Dep Branch Figtree	+ \$2.40	+ \$50,928.71
23 Mar 2016	Cash Dep Branch Figtree	+ \$680.95	+ \$50,926.31
23 Mar 2016	Cash Dep Branch Figtree	+ \$2,575.00	+ \$50,245.36
21 Mar 2016	CASH DEPOSIT CBA ATM SL S'HARBOUR A NSW 267901 AUS	+ \$5.50	+ \$47,670.36
16 Mar 2016	Chq 000941 presented	- \$183.60	+ \$47,664.86
15 Mar 2016	Chq 000935 presented	- \$275.00	+ \$47,848.46
11 Mar 2016	Chq 000934 presented	- \$1,331.65	+ \$48,123.46
11 Mar 2016	Cash Dep Branch Figtree	+ \$390.00	+ \$49,455.11
11 Mar 2016	Cash & Chq Dep Branch Figtree	+ \$1,281.00	+ \$49,065.11
11 Mar 2016	Cash & Chq Dep Branch Figtree	+ \$1,378.00	+ \$47,784.11
10 Mar 2016	Chq 000939 presented	- \$600.00	+ \$46,406.11
08 Mar 2016	Chq 000938 presented	- \$11.00	+ \$47,006.11
07 Mar 2016	Chq 000936 presented	- \$499.35	+ \$47,017.11
07 Mar 2016	Chq 000937 presented	- \$285.00	+ \$47,516.46
03 Mar 2016	Chq 000930 presented	- \$217.50	+ \$47,801.46
01 Mar 2016	Credit Interest	+ \$18.66	+ \$48,018.96