



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 15th of October 2019, Staff Room, Figtree Public School

Lincoln Turner opened the meeting at 7.06 pm.

Present: Anu Stevens, Sheree Springhetti, Melissa Harding, Lincoln Turner, Jasmine Campbell, Alicia Williams

Apologies: Nicole Castrissios, Eva Thompson, Rebecca Cavanagh, Emma Clayton, Allanah Smyth

Acceptance of the Previous Minutes – 17.9.2019

It was moved by Sheree Springhetti and seconded by Jasmine that the minutes of the meeting held on 17.9.2019 be accepted. Carried.

Business Arising from the Previous Minutes – 17.9.2019

| Action | Who | By | Remarks |
|--|--------------|-------------------|--|
| Communication of before school care to wider community | Mel | ASAP | Information shared and numbers are being monitored. |
| Review of the debit card policy | ALL P&C | October meeting | Approved- see notes below. |
| Recruitment Panel for next year staffing | Mel & Arthur | October meeting | Mel to advise if this is required |
| Harvey Norman purchase . | ALL | October meeting | Send suggestions for purchase to Allanah for consideration. To be finalised at next meeting. |
| Kindy Orientation | Sheree | Kindy Orientation | Info and uniform stall to be set up to take orders at kindy morning tea |

Correspondence – In

| | |
|---|-------------------------------|
| Accounts- LW reid, Kids @Heart, Woolworths, Southern Sweets, LJ Borgo | Treasurer |
| P&C Bulletin | Passed on to the uniform shop |
| Big W account application- additional info | To be resubmitted |
| School Fun Run promo, sticky beaks promo | Passed on to Events Committee |

Correspondence – Out

| | |
|---|---------------------------------------|
| P&C final minutes of meeting 15 th of October 2019 | Emailed to members / added to website |
| Accounts | Forwarded to Treasure |
| Promotional Material | Forwarded to Events Committee |



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Business Arising from Correspondence

- Nil

Principal's Report – Mel Harding

- See attached report

Treasurer's Report – Arthur Castrissios

- See attached report

Fundraising and Event Report

Sheree S reported:

- See attached report.

Uniform Shop

Sheree bought in shirts to review the fabric. Logo can be embroidered on site. Reviewed fabrics, no difference in the fabric. Requested to ask which one is more preferred by schools.

Canteen

Discussed the possibility of opening the canteen for half a day due to lack of volunteer. Mel said that it is a benefit from the school but needs to be a volunteer decision. Arthur reported that this happens historically with people dropping off towards the end of the year.

Mel reports that more and more schools are outsourcing the canteen. The canteen makes \$8000 a year which would leave a big gap in the finances.

Jasmine suggested that the canteen roster come out in semesters instead of annually to cater for change in personal circumstances. Scheduling changes to be implemented in 2020.

Facebook

Discussion on the need to create a more of a two way conversation with the school community. Sheree suggested an open page for a P&C facebook discussion.

Jasmine to research the options for a facebook page and report back to the meeting in November.

Fundraising Committee

Reminder to go out for donations on Thursday.

All the organisation is on track. Shopping to be done this week.

Rides to arrive after lunch.

Treat day on the 31st has been advertised.



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Policy Update

Policy that was submitted for review on the 17th of November was given a month for review and feedback. (See attached policy).

This policy has been discussed. Approval for this policy moved by Sheree Springhetti and seconded by Lincoln Turner.

Debit card to be implemented at the start of 2020.

Minimum of 2 cards, maximum of 3. Cards to be issues after the AGM each year.

The fundraising committee is approved to designate the card holders. Nominated Anu Stevens and Sheree Springhetti as card holders.

General Business

No general business

With no further discussion required Lincoln Turner thanked everyone for their attendance and closed the meeting at 8.12pm.

The next meeting will be on Tuesday 19th of November 2019 at 7pm.

Action List

| Action | Who | By | Remarks |
|--|------------|-----------|----------------|
| Update / Action required on canteen inspection | Sheree | ASAP | |



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P&C Meeting 15 October 2019
Principal's Report

Coming up:

- The Interrelate Family Program will run from the library tomorrow night.
- Book Week Parade and Grandparents Day will be celebrated on 31 October, 2019

Other:

- Mrs Brittany Jolliffe is the replacement for Mrs Lambis and teaching 3L for Term 4.
- Mrs Leanne Sullivan is on extended leave pending retirement. Ms Lambrina and Ms Cheri are job sharing that position for the rest of the year.
- Mrs Kynes is on leave for the first 3 weeks of term. A number of different people are providing learning support in classrooms during her absence.
- Mr Lloyd is on leave for the first two weeks of term- replaced by Mrs Courtney Kells and Mrs O'Connor is on leave this week- replaced by Mr Norbert Hackner.
- NAPLAN results have been distributed to families.
- We are in the process of organising the soft fall to be installed under the ARK play equipment and also for the basketball towers to be replaced.
- School will finish on Wednesday 18 December for students and most staff. Staff have been engaged in additional hours of professional learning throughout the year in lieu of the School Development Days at the end of the year.

Melissa Harding
Principal



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st September 2019 to 30 September 2019

| | | |
|---|-------------|----------------------------|
| Cashbook Balance as at 31 August 2019 | | \$ 12,006.72 |
| Add Income September 2019 | \$ 2,755.95 | |
| Total Income | \$ 2,755.95 | |
| | Sub Total | <u>\$ 14,762.67</u> |
| Less Expenses September 2019 | | |
| Total Expenses | \$ 2,080.83 | |
| | Sub Total | <u>\$ 12,681.84</u> |
| Cashbook Balance as at 30 September 2019 | | \$ 12,681.84 |
| Add Unpresented Cheques | \$ 1,762.17 | |
| Less Unpresented Deposits | \$ - | |
| Total Balance of Available Funds | | <u><u>\$ 10,919.67</u></u> |
| Balance of Bank Statement as at 30 September 2019 | | <u><u>\$ 12,681.84</u></u> |

Reported By:

Arthur Castrissios

Unpresented Cheques:

| | | |
|-----------------|--------------|-------------------|
| Southern Sweets | 2043 | \$44.35 |
| R Whiting | 2044 | \$259.35 |
| J & L Borgo | 2045 | \$1,214.64 |
| Woolworths | 2046 | \$243.83 |
| | TOTAL | \$1,762.17 |



Cheque A/c

06 2644 1008 0073

Available Balance
+ \$12,681.84 + \$12,681.84

| Date | Transaction details | Amount | Total |
|-------------|---|--------------|---------------|
| 23 Sep 2019 | Cash Dep Branch WARRAWONG | + \$390.60 | + \$12,681.84 |
| 23 Sep 2019 | CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS | + \$335.00 | + \$12,291.24 |
| 20 Sep 2019 | Cash Dep Branch Warrawong | + \$392.95 | + \$11,956.24 |
| 20 Sep 2019 | CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS | + \$280.00 | + \$11,563.29 |
| 11 Sep 2019 | Cash Dep Branch Warrawong | + \$322.10 | + \$11,283.29 |
| 11 Sep 2019 | CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS | + \$260.00 | + \$10,961.19 |
| 10 Sep 2019 | Chq 002042 presented | - \$384.12 | + \$10,701.19 |
| 09 Sep 2019 | Chq 002038 presented | - \$66.87 | + \$11,085.31 |
| 09 Sep 2019 | Chq 002041 presented 06 2067 | - \$331.30 | + \$11,152.18 |
| 06 Sep 2019 | Chq 002040 presented | - \$1,239.39 | + \$11,483.48 |
| 05 Sep 2019 | Chq 002039 presented | - \$59.15 | + \$12,722.87 |
| 03 Sep 2019 | Cash Dep Branch Warrawong | + \$435.30 | + \$12,782.02 |
| 03 Sep 2019 | CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS | + \$340.00 | + \$12,346.72 |

There are no more transactions to display.

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT - September 2019**



Balance as per Bank Statement on 30th August 2018 **\$29,999.41**

| | | |
|--------------------------------------|------------|-----------------------------|
| Add Income for September 2019 | \$2,418.95 | |
| | | Sub-Total <u>\$2,418.95</u> |

| | | |
|-------------------------------------|------------|-----------------------------|
| Less Expenses September 2019 | \$3,723.79 | |
| | | Sub-Total <u>\$3,723.79</u> |

| | | |
|-----------------------------------|--------|-------------------------|
| Add unrepresented Deposits | \$0.00 | |
| | | Sub-Total <u>\$0.00</u> |

| | | |
|-----------------------------------|-----------------------------|---------------|
| Less Unrepresented Cheques | | |
| <u>Payee</u> | <u>Number</u> <u>Amount</u> | <u>\$0.00</u> |

sub-total \$0.00

Balance as per bank statement on the 30th September 2019 \$28,694.57

Balance of Available Funds with unrepresented cheques included \$28,694.57

| <u>Presented Cheques</u> | <u>Chq No.</u> | <u>Amount</u> |
|--------------------------|----------------|-------------------|
| Woolworths | 1152 | \$174.50 |
| Bunnings (Gumnut) | 1153 | \$271.84 |
| Eva Thompson (Gumnut) | 1154 | \$49.99 |
| Packaging Direct (TFFN) | 1156 | \$26.46 |
| Sweet P | 1155 | \$3,201.00 |
| <u>Sub-Total</u> | | <u>\$3,723.79</u> |



Cheque A/c
06 2644 1012 5657

Available Balance
+ \$28,694.57 + \$28,694.57

| Date | Transaction details | Amount | Total |
|-------------|--|--------------|---------------|
| 30 Sep 2019 | Chq 001155 presented | - \$3,201.00 | + \$28,694.57 |
| 25 Sep 2019 | Chq 001156 presented | - \$26.46 | + \$31,895.57 |
| 20 Sep 2019 | CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS uniform | + \$540.00 | + \$31,922.03 |
| 17 Sep 2019 | Chq 001153 presented | - \$271.84 | + \$31,382.03 |
| 16 Sep 2019 | Chq 001154 presented 06 2067 | - \$49.99 | + \$31,653.87 |
| 06 Sep 2019 | Chq 001152 presented | - \$174.50 | + \$31,703.86 |
| 05 Sep 2019 | Cash Dep Branch Figtree | + \$438.95 | + \$31,878.36 |
| 05 Sep 2019 | CASH DEPOSIT CBA ATM FIGTREE A NSW 264401 AUS fathers day notes | + \$1,440.00 | + \$31,439.41 |

There are no more transactions to display.

P&C Current Liabilities

September 2019



September 2019 Unpresented cheques

| |
|----------------------|
| _____ |
| _____ |
| <u>\$0.00</u> |

Promised Funds 2019 Wish List items

| | <u>Committed Amount</u> | <u>Amount Spent</u> | <u>Amount Outstanding</u> |
|---|------------------------------------|-------------------------------------|--------------------------------------|
| Wishlist - 15 computer note books and computer trolleys | \$12,518.00 | \$14,008.00 | (\$1,490.00) |
| Wishlist - New reading materials | \$5,000.00 | \$896.34 | \$4,103.66 |
| Wishlist - Stage 2 Reading resources | \$7,512.00 | \$6,835.93 | \$676.07 |
| Wishlist - New playground markings | \$6,000.00 | | \$6,000.00 |
| Wishlist - Basketball Court Refurb | \$10,000.00 | | \$10,000.00 |
| Wishlist - Mural (2018) | \$1,000.00 | | \$1,000.00 |
| Wishlist - Soccer Goals (2018) | \$500.00 | \$368.00 | \$132.00 |
| CBP - Hall Upgrade (Govt Grant) | \$18,450.00 | \$17,710.84 | \$739.16 |
| Total | <u>\$60,980.00</u> | <u>\$39,819.11</u> | <u>\$21,160.89</u> |
| | | 2019 Grand Total to be Spent | <u>\$21,160.89</u> |

Bank Balance

| | |
|-----------------------------------|--------------------------|
| End of August 2019 | <u>\$29,999.41</u> |
| Add banking for September 2019 | <u>\$2,418.95</u> |
| Minus Expenses for September 2019 | \$3,723.79 |
| Less Current Liabilities | <u>\$21,160.89</u> |
| Total funds available | <u>\$7,533.68</u> |



Fundraising Profit Comparison for 2011-2019 as at 30 September 2019

| | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 2012 | 2011 |
|---------------------------------|--------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|
| Canteen | \$6,586.47 | \$6,095.37 | \$7,000.00 | \$7,000.00 | | | | | |
| Uniform Shop | -\$13,767.96 | \$12,491.71 | -\$403.57 | \$6,551.95 | \$3,687.05 | \$4,682.24 | \$490.65 | -\$489.15 | \$5,757.64 |
| Lunch Wallets | | \$200.00 | \$162.00 | \$399.50 | -\$297.00 | \$208.00 | -\$178.95 | | |
| Easter Basket Raffle | \$1,563.80 | \$1,520.40 | \$1,755.19 | \$1,851.65 | \$1,682.03 | \$2,103.95 | \$1,951.30 | \$2,418.59 | \$1,574.75 |
| Easter Sausage Sizzle | \$708.65 | \$949.85 | \$958.65 | \$960.87 | \$1,296.31 | \$952.26 | \$905.36 | \$773.21 | \$616.16 |
| Easter Showbags/Lucky Dip | - | - | - | | -\$15.95 | \$318.89 | \$508.95 | | |
| Easter Guessing Competition | \$32.60 | \$44.55 | \$41.70 | \$30.00 | \$32.50 | \$47.80 | | \$12.10 | \$52.00 |
| Easter Cake Sales | \$149.90 | \$353.00 | \$224.95 | \$256.95 | \$192.75 | \$198.55 | | | \$400.00 |
| Mothers Day Stall | \$1,182.38 | \$1,138.08 | \$1,474.20 | \$1,459.30 | \$1,498.50 | \$1,467.55 | \$1,391.67 | \$1,363.50 | \$1,284.50 |
| Dance - Mid Year / FPS 60th Ann | | \$1,117.35 | - | \$963.01 | | \$1,162.80 | \$1,075.99 | | |
| Movie Night | | \$1,250.80 | \$1,322.00 | \$1,182.05 | \$1,123.20 | \$30.00 | -\$785.50 | | |
| Fathers Day Stall | \$1,271.95 | \$909.68 | \$1,275.80 | \$1,249.45 | \$675.07 | \$1,272.75 | \$1,030.25 | | \$958.15 |
| Trivia Night | \$4,170.72 | | - | \$3,702.90 | | \$4,317.33 | | \$2,294.62 | \$3,454.13 |
| Sausage Sizzle - Walk-a-thon | | | - | | | | | \$758.59 | |
| Mufti Day - Christmas | | | - | | | | \$276.40 | | |
| Dance - End of Year | | | - | \$1,214.45 | \$1,338.33 | \$722.27 | \$847.45 | \$475.07 | \$1,175.10 |
| K-5 Assembly - Sausage Sizzle | | | \$888.79 | \$1,065.25 | \$978.41 | \$801.50 | \$973.40 | \$328.08 | |
| Slice/Pie/Pasta Drive | | | \$1,565.00 | \$1,325.50 | \$734.30 | \$1,113.75 | | | \$1,011.00 |
| School Banking Commission | \$425.00 | \$597.14 | \$581.08 | \$520.37 | \$732.70 | \$251.81 | | | |
| Bunnings BBQ | | | - | | | \$1,124.81 | | | |
| Twilight Carnival Night | -\$26.46 | \$12,581.77 | \$14,522.48 | \$12,490.69 | \$10,383.73 | \$9,486.49 | | \$13,328.66 | \$5,424.57 |
| Walkathon/ObstaSchool | | | \$7,023.70 | | \$7,101.09 | | | | |
| Total | \$2,297.05 | \$39,249.70 | \$38,391.97 | \$42,223.89 | \$31,143.02 | \$30,262.75 | \$8,486.97 | \$21,263.27 | \$21,708.00 |

On-going
Complete

P & C Fundraising Meeting Notes



Notes documented by: Sheree & Anu

Date: Tuesday 15th October 2019

6pm – 7pm

Attendance: Sheree, Anu, Caroline, Paulette

Apologies: Ashley Boyle, Eva Thompson, Paulette Sewell, Jasmine Campbell, Annabelle Hoy, Emma Clayton, Kim Kelly

Members:

| | |
|--|--|
| Sheree Springhetti, Anu Stevens Bec Cavanaugh Eva Thompson Paulette Sewell | Jasmine Campbell Annabelle Hoy Emma Clayton Kim Kelly Ashley Boyle Caroline banks |
|--|--|

| Events that have occurred: | |
|--|--|
| Easter Events \$2, 454.95 raised | Helpers thank you: Sheree, Bec, Janine, Teresa, Paulette, Shona, Emma, Jonathan, Tennille, Maria, Tom, Carolyn, Julie, Anu, Kristy, Jasmine, Debbie, Jemma, Nicole |
| Cross Country canteen day | Helpers thank you: Ashley, Anu, Iva, Teghan, Emma, Eva, Sally, Trevor, Carolyn, Keli, Paulette Special mention: Donation of scones from Berkeley cakes and pies. 2 x dozen. Thanks to Ashley Boyle for organising this event. |
| Mother's Day Stall: \$1, 301.50 raised | Helpers thank you: Jess R, Caroline, Julie P, Emma, Allanah, Bec, Tennille, Val, Sheree Special mention: Jess & Bec for being day leaders of this event. Banksia mum donated packaged gifts. Huge THANKYOU to Rebecca Coombes for donating additional items. |
| Hot Dog Day food event: \$535.06 raised | Helpers thank you: Bec, Nikki, Eva, Caroline, Fiona, Sheree Special mention: Eva for donating her time in purchasing the food, Caroline for donating sauce, Marwa for donating Halal frankfurts & Mr Lloyd for being an all rounder helper with info to the kids and allocating sauce 😊 |
| Trivia Night: \$4, 208.70 raised | Helper's thank you: Anu, Annabelle, Bec, Emma, Jasmine and Paulette. BIG thanks to Anu for organising this event. |
| Father's Day stall: \$1, 271.95 raised | Helper's thank you: Bec, Annabelle, Paulette, Carol, Eva , Leesa & Heba. Great team for this event. Thank you for all your help! |

Discussion Topics

1. TWILIGHT CARNIVAL NIGHT! 1 WEEK TO GO!

FIGTREE PUBLIC SCHOOL'S

**TWILIGHT
CARNIVAL NIGHT**



Confirmed Date: Friday 25th October

Organisation team: Sheree, Bec & Anu,

Not available on the date from members: Eva & Anu

Stalls:

1. BBQ & Pulled Pork
2. Soft Drinks

3. Greek Skewers (Nicole confirmed to organise)
4. Hot Dogs – (Ashley confirmed to organise + donating buns)
5. Corn cobbles
6. Hot chips – (Jess R pending to organise) equipment borrowed. Sourcing some product donations.
7. Donuts
8. Ice cream trailer
9. Cake stall – boxes sent home
10. Fairy floss – (Fiona & Caroline volunteering)
11. Coin toss – prizes & chocolate
12. Craft/Lolly market – umbrella decorating activity & lolly selections for purchase
13. Face painting/tattoo/hair – (OOSH pending to run)
14. Sideshow alley
15. Silent Auction – Jess to run
16. Raffle baskets & basket prizes – Jess to run
17. Steve's Mobile pizza oven – GF & Vegetarian (Booked and confirmed 20% min donation)
18. Holey Moley golf course (pending activity run by Holey Moley, 1 power cord, 4x2m space, 2 ppl and prizes provided – Kate 0416857896)
19. ATM (Booked & confirmed)
20. Rides
21. Coffee Van

Completed actions:

- Information packs developed and sent to families in paper form
- Raffle books distributed
- Cake boxes distributed
- Details on advertising through school Facebook & app sent to Allannah (school) for distribution, including links for online purchasing and booking.
- Online booking processes for volunteering and purchasing of armbands created and added to information packs.
- Budget breakdown for event created and sent to executive
- Lighting confirmed through Lincoln (Lincoln organising delivery, set up, pack up and pick up)
- Operations documentation completed (copy sent to Anu & Bec)
- Shopping list / remaining jobs completed (copy sent to Anu & Bec)
- Ice cream trailer & collection of ICE confirmed with Jonathan Smith

Next steps:

- Routine of the day documentation
- Collating donations and prizes for silent auction and coin toss
- Confirming stall details for:
 - Holey Moley
- Banner to be put in the front of the school. (ask Ken and deliver to office)
- Float info to be given to treasurer to organise.
- Gas bottles filled for BBQ
- Extension leads – borrow from school
- Large esky's – request to borrow from Eva.
- Reminders and tracking for volunteer bookings & armband purchasing
- Tracking and reminders for raffle booklets – Bec is doing this
- Council to come and clear bins/recycle or provide bins?? Sheree to ask
- **Need 6 slow cookers:** Sheree, Anu, Paulette, Caroline, Canteen, Bec
- **Southern Sweets order:** Caroline to get
- **Check availability of portable sound system – Mel**
- **Send Daily Reminders to the Facebook page – post directly.**
 - Need volunteers for stalls
 - Need to purchase ride bands and raffle tickets.
-

Notes for member contributions:

- Jasmine is free all day.

Discussions at meeting:

- Paulette, Bec & Sheree doing the woollies shop this Saturday!
- Silent Auction – 2018 list required to create 2019 listing (ask P & C)
- Silent Auction vouchers / gifts required. List what we have:
 - Caveu – get off Annabelle
 - DRP group – get off Caroline
 - Gin southern distillery – get off Anu
 - Wine pack – get off Caroline
 - Toy pack – get off Caroline

Casey's toys – ask for donation

Revolution Laser – ask for donation

Trees adventures – ask donation

Ten Pin bowling – ask for donation

Artist (From Paulette's friend) – check in

Jewellery – ask office for contact

Beauty Pack – ask around some places (Caroline on this and asking Louise Ward)

Final option – anything we have sell off as a "real auction" on the night.

- Sideshow alley prizes to be purchased
- Teacher "put me anywhere" record sheet to go to staffroom
- Coin toss item list (made at mufti day)

2. Super Heroes & Villains treats

Proposed date: Thursday 31st 2019

Lunch: 11:45am – 1:15pm

Organisers: Sheree & Bec & Anu

Potentially recess if lots left over

- Purchase of lollies budget request \$300 - confirmed
- Donated cakes / slices for the event, who can donate:
 - Jemma Towse – yes
 - Sheree – GF options
 - Allannah – GF options (confirm)
- Drinks/other provided by canteen stock (including tea/coffee)

3. LAMINGTON/MINCE PIE DRIVE

(Was pie drive, changed due to availability from supplier)

Proposed Date: Tues 3rd Dec

Organisers: Ash Boyle

Company: Berkeley cakes & pies

Details:

4. OTHER EVENTS:

To consider for 2020

- Car Wash event – families and kids car wash morning
- Market Day – inviting families to "pop up a stall" of their own hobbies, small businesses etc to support our families and raise awareness of the talented families at our school.
- School Fun Run – using the fun run organisation. Term 2 2020 proposed to occur towards end of term 1. Information and organisation to happen 2019 with info to families in kindy orientation and with families. Annabelle is getting information.

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5. ADDITIONAL DISCUSSIONS:

- **Birthday Cake run as a fundraising / community event** – Canteen make cakes for kids that have a birthday and this is done as a “donation” for the school

Requests/info for P & C

Fun Night report:

- Notifications – Can Allannah please include the additional supplies donations request in reminders for this week. Supplies can be delivered to the hall this Thursday (same day as the mufti day)
- Check on having the portable microphone system

Uniform:

- LW Reid – Samples arrived for type of materials for the everyday polo. We need to look at it and decide on the material type. They have included Red and White versions to show both colours.
- LW Reid has a sample of our polo and are in the process of gathering information / samples to see if they can replicate it.
- School Supplier – Have not made contact with Teamz as yet for information form them about polos & sport sets.



ITEMS TO DONATE IN SUPPORT

Cake Stall

The cake stall is always a favourite at our Twilight Carnival Night and this is because we all know a lot of love is put into the amazing goodies that are donated to this stall. If you can help make this stall another great success in 2019, please make (or purchase) & donate an item for the stall and bring it to the canteen during the day of Friday 25th October 2019. Item ideas: Cakes, Cupcakes, Slices, Biscuits, Muffins, Biss Bats.

- Each family will receive a cake box to use for packaging of your donated item.
- All donated items for the cake stall need to include the name & list of ingredients in the item. Please tape this to the cake box.
- Any speciality items such as gluten free, nut free, preservative free are very welcome and please specify this in the name of your item.

Donated Items

If you are able to support in donating any of these items to help, these things are greatly needed for this event.

Please bring these to the hall on Thursday 19th October or drop into the office at an earlier date if you are unable to deliver on that day.

- Vouchers – Coles Myer, Woolworths, Visa, Target etc (these help immensely to purchase fresh food items, kids prizes selections etc)
- Cans of drink (Kirk's, Schweppes or Pepsi variety)
- Popper juices (250ml varieties)
- 600ml bottles of water
- Bottles of tomato & BBQ sauce
- Napkins & paper towel
- Blocks of chocolate – large block varieties for the coin toss stall
- Wine and gifts – individual items for the coin toss stall
- Baskets (for basket stall)
- Flavoured topping varieties (Chocolate, caramel, strawberry)
- Packets of plastic forks, spoons & knives

Thank you so very much for your support and we can't wait for the 2019 Twilight Carnival Night!

