



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 19th March 2019, Staff Room, Figtree Public School

Arthur Castrissios opened the meeting at 7.03 pm.

Present: Emma Clayton, Jasmine Campbell, Lynelle Cox, Arthur Castrissios, Nicole Castrissios, Alicia Williams, Bec Cavanaugh, Anu Stevens, Janine King, Sheree Springhetti, Simone Lord, Melissa Harding, Val Burton, Richard Lloyd, Allanah Smyth, Brad Williams, Lincoln Turner.

Apologies: Teresa Maras, Caroline Banks

Acceptance of the Previous Minutes – 19.02.2019

It was moved by Arthur and seconded by Lincoln that the minutes of the meeting held on 19.03.2019 be accepted. Carried.

Business Arising from the Previous Minutes – 19.02.2019

- School Music Band
- Online uniform shop – Research and looked into the school Mt Kembla and FPS do different. Annabelle drafted a website with online ordering, but use it offline as a digital receipting system, stock tallying and email receipts to families, reporting, inventory and summaries, helpful. Trial as inventory initially and possibly move to online payment.
- IMB Grant Application -

Correspondence - In

- | | | |
|------------------|----------------------------------|-----------------------|
| • Fundraising | Information | Passed onto Auxiliary |
| • P&C Federation | State Election Kit | Tabled |
| • P&C Federation | Journal | Tabled |
| • P&C Federation | E-Bulletin Term 1 Edition 3 2019 | Tabled |
| • ACNC | Submit 2018 AIS | Tabled |

Correspondence – Out

- P&C final minutes of meeting 20th November and draft minutes of last meeting 19th February 2019.
- IMB Grant application.
- P&C Auxiliary meeting day and time survey

Business Arising from Correspondence

-

Parents' Auxiliary Report

Sheree S reported:

- See attached report.

Cross country – require more volunteers. Brad Williams volunteered

Easter hat parade – draft note composed, first prize Dolphin watch cruise (hopefully donated), mufti day date change to Wednesday 10th April

Trivia night – Emma contacted MC, who is available and for \$100. Moved Lincoln T, Seconded Eva T

Carnival night 25th October, suggestion to invite community to organise their own groups to run stalls.

No special canteen day organised for Term 2. Treasurer to move \$7000 from Canteen account to P&C account.

Moved by Arthur C, Seconded by Lincoln T

Principal's Report – Mel Harding

- See attached report



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Wishlist

- Staff prioritise whole school perspective instead of segregations
- Staff input priorities.
- Technology component: Future focus across the school, Item 1 - supplement last year and expand, moved away from mac and looking at notebooks/laptops. Trolley with Stage 2 and Stage 3. Children access all laptops. Trialled last year worked effectively
- Literature – exposure to high quality literature, allow more in the class rooms
- Item 3 – trend data 6-7 years dip in engagement year ¾. Investigating stagnation. Support literacy learning for students not quite at independent reading. Focus this year and see results in the future
- Playground markings: Engaging for children to have number maps
- Basketball refurb: safety issue, rusting poles and missing hoops.
- See attached list

P&C fund everything on the list. Moved by Nicole C, Seconded by Lincoln T

Treasurer's Report – Lincoln Turner

Balance as per Bank Statement on 31 January 2019	\$59,286.48
Un-presented deposits	<u>\$0.00</u>
	\$0.00
Less un-presented cheques	<u>\$0.00</u>
Balance as represented in cashbook as at 31 January 2019	\$16,302.70

Current liabilities are	<u>\$ 19,316.25</u>
Funds available as at 31 January 2018	<u>\$ 45,047.45</u>

Reimbursements: NIL

P&C acknowledged Lynelle for her hard work and continued support for the school.

General Business

- Amalgamating/absorbing Auxiliary subcommittee and becomes fundraising committee and canteen coord reportable at P&C, with the proviso that there are 2 subcommittee coordinators. Moved by Arthur C, Seconded Eva T
- Social/School community inclusion activity, fund for underprivileged family's provisions from the P&C.
- Lincoln to compile an organisation chart and distribute to school.
- Allannah involved with healthy canteens accreditation/certification. Received \$500 Harvey Norman voucher as part of certification.
- Parents Facebook page – close the page down, with an explanation, P&C can still promote activities and send notifications via school Enews app and Facebook page in cooperation school. Moved by Arthur C, Seconded by Alicia W
- Uniform shop/Gumnut request to purchase: uniform rack; new, matching coat hangers; clothing room portable tent \$26-\$90; cube storage x 3. Move existing storage cupboards and lockers to a logical placement. Expenditure approval up to \$400 with invoices Moved by Lincoln T, Seconded Eva T

With no further discussion required Lincoln Turner thanked everyone for their attendance and closed the meeting at 8.57pm.

The next meeting will be on Tuesday 21st May 2019, 7pm.

P & C Auxiliary Meeting Report AGM

By Sheree Springhetti



Date: Tuesday 19th March
6pm – 7pm

Attendance: Sheree Springhetti, Arthur Castrissios, Alicia Williams, Eva Thompson, Anu Stevens, Janine King, Emma Clayton, Bec Cavanaugh, Melissa Harding (Principal)

AGM Summary Report – before AGM starts.

2018 brought us some great opportunities to get together and continue to grow in strengthening our community, as well as raise some funds to help our school and what a successful year we have had! We all banded together to run some great events like:

Easter Hat Parade in collaboration with the school and we rocked it!

Kids disco, which was a great success!

Many many cool special canteen days like cold rock and pizza

Finishing off with a bang for the 2018 Twilight Fun Night.

In total if we combine the funds raised for all events for 2018 including canteen special days, the P & C Auxiliary raised a whopping

\$22,843.33

This is an amazing achievement by the Auxiliary team! I know we spent a lot of time last year focusing on community involvement, coming together to socialise and help our community and I believe we have achieved that goal last year and are moving forward strongly this year. If we look at every dollar as a “parent /community” supporter, then we have 22, 843 supporting moments to be proud of.

When you combine the P & C Aux & additional fundraising efforts from the uniform shop, school banking, canteen days & lunch wallets we have raised **\$39 249.70**

I would like to take this time to thank everyone who has been involved in the Auxiliary last year. I have really enjoyed being part of this team, in volunteering our time and skills towards helping our school and our children. We have demonstrated last year our strong passion for community involvement, and banding together to achieve common goals and I have made some great friends in our journey and look forward to what 2019 brings.

Thank you for this opportunity to be in the role of chairperson for 2018.

General meeting

1. CROSS COUNTRY UPCOMING:

- Notice has gone out to families about special canteen options for this school event. There is also a request for volunteers for this event and we are still in need of at least 3-4 more people for the whole day.

Seree to inform Anu & Emma if still need more people.

Bec to yum yum balls.

Routine:

Time	Schedule	Volunteers
9:30am – 11:15am	Prepare menu Prepare Ice Blocks for races & start serving from front hut area	
11:15am – 11:45am	Lunch café serving to the kids	
11:45am – 1:45pm	Café open serving to families Ongoing ice blocks for races	
1:45pm – 2:15pm	Recess café serving to the kids	
2:15pm – 2:45pm	Pack down and clean up of canteen Ongoing ice blocks for races + clean up of ice blocks after the last race.	

2. EASTER HAT PARADE

- The mufti day has had to be moved, this is due to the change in cross-country date. The new mufti day is now on Wednesday 10th April. The easter day date will remain the same.

- Mufti Day routine: Volunteers collect mufti day donations on 10th April, then go straight to gumnut and wrap the baskets. Once done we then take to Janine's house. 6 Cameron place Figtree for storing until the Easter Hat Parade day Thursday 12th April.
- The information pack on this event will be distributed either later this week or early next week. This is in the process of being finalised/edited.

Actions to complete:

- Mufti day items to also include descriptions for lollies, books, soft toys, holiday activities as well as the usual chocolates. Add on that if you can't manage to purchase something, a money donation is ok.
- Raffle prize ideas: Fraternity club? Illawarra fly? **Sheree/Anu to seek some donations.**
- Sheree to design the family information pack with teachers – Miss Hornsby
- Sheree to track volunteers and do volunteer communication for the day
- Bec to tally the raffle books & pre-order sausage sizzles
- Sheree to allocate food ordering or do if needed.

Bec to donate the Easter egg jar

1st prize – Dolphin Watch Cruises Jervis Bay family pass 2adults and 2 children. Valued at \$165 eco whale cruise

Sheree to call and request donation.

Mufti day is the Wednesday:

Janine till 11:30

Eva

Bec

3. MOTHER'S DAY STALL:

Items to sell have been ordered. These came to \$670.80 from Smart Gifts (2018 = \$789.92)

- Gym bags
- Lunch bags
- Stationary set
- Feather charm
- Measuring spoon
- Whiteboards
- Nature key ring
- Love Mugs
- Wall plaques
- Gelato Candle Jars
- Bookmarks + card
- Mason Jar candles
- Bracelet + card
- Tote bags
- Keyring
- Sweet little dish
- Teddy bears
- Wishing jar
- Metallic pen + card
- Bath bombs

Price agreed: \$7

Sheree to do note and call for volunteers on the day. Wrapping to be done by aux sheree/bec

1. IDEAS DISCUSSION:

- Can we discuss any final events we want to add to the planner for this year
- **YES** Pie drive - Sheree informed the team that 2 parents had volunteered to run this event for the school and all agreed this would be a great fundraiser for us.
- **YES** Trivia night / Vegas night – We discussed the option to have an adult event this year and are in favour of planning something along the lines of a trivia night or adult orientated activity night. Further discussions on this topic will occur in future meetings.
- Car Wash idea

Proposed Friday night

Book a table, give it a name and a theme tables bring their own food and alcohol

ANU & EMMA team leaders.

16th Aug confirmed and MC booked! \$100

- **NO** Kids disco – Janine asked if we would be looking at running this again for 2019, we discussed the success of the event for 2018 but that it required support from the teachers. Sheree will enquire as to teacher feedback on whether we can run one this year.

- 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.

- Term 2 special canteen day proposed type & date

2. TWILIGHT CARNIVAL NIGHT 2019:

- Proposed date: Friday 25th October TBC after rides confirm booking.
- Discussion on what games to have at the event:

Actions to be completed:

- Cake boxes **Sheree to confirm stock with Allanah & prepare cover notes**
- Having friendship / year groups of parents/carers invited to run a stall for the night **Sheree to put out expression of interest as well as designated events. Send to Anu to edit the form**
Having plans natted out each meeting as we go along to avoid a build up
Having the information pack go out a couple of weeks earlier than last year.
- Potential clash with any Halloween based canteen day, to be discussed at a later date.
- We discussed the concept that the fun night main draw card was food, and to establish some expression of interests on families who may be interested in bringing a specific food stall to the fun night.

ADDITIONAL DISCUSSIONS:

- **Gumnut Improvements** – Requesting some improvements to help with storage of uniform shop sale items + Aux events.
 - New Uniform rack – **sturdier & larger**
 - New coat hangers for the rack
 - Hanging change room OR portable one (like at camping)
 - Cubby storage along the back wall (Ikea \$80 each x 3 = \$240 + delivery)
- **Renovations:** Is the heater working? If not working, can it be removed?
 - Moving the small Aux cupboard to the other wall near the uniform shop desk
 - Moving the large recycled uniform shop cupboard to the corner where the small Aux cupboard was
 - Moving the hanging rack over to the area near the heater (for families to browse)
 - Move the dressing area to the area near the heater in the corner

What will this do:

Create more open areas

Reduce congestion with families able to browse the rack and try on clothes in the same area that is away from the uniform shop storage / sales area

Create a more private dressing room

Create more storage and tidiness and organisation (less impact to school activities using the room)

Uniform – try the website as inventory to show at next p & c meeting

P&C Meeting 19 March 2019

Principal's Report

Since the last meeting:

- Music Bus began today.
- The Central Wollongong District Swimming Carnival was held on 22 February.
- Rare Disease Day 2019 was held on 28 February.
- Our school participated in Clean up Australia Day on 1 March.
- Lachlan F, Skye, Bailey F, Georgia and Sophie represented Central Wollongong at the Regional Swimming Carnival on 13 March.
- Last Friday 15 March, we joined with many other school across the country for National Day of Action against Bullying.

Coming up:

- Harmony Day is 21 March. We will continue to celebrate Harmony through targeted lessons and initiatives this week.
- Our Banksia students will be involved in an excursion to the Early Start Centre at UoW.
- School photos will be held on 28 March.
- On 29 March, 20 of our Stage 3 Leaders will participate in a Learn to Lead Day for sports leaders at Figtree HS.
- Learning Check-ins will occur during Week 10 and Week 11.
- Our Cross Country Carnival will be held at school on 4 April.
- The Easter Hat Parade will take place on 12 April.

Other:

I will be at a conference in Canberra for the rest of this week and on leave during the last week if term. Mr Lloyd will be relieving in my absence.

Melissa Harding
Principal

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



Balance as per Bank Statement on 31st January 2019 **\$59,286.48**

Add Income for February 2019 \$7,483.00

Sub-Total \$7,483.00

Less Expenses February 2019

Sub-Total \$0.00

Add unrepresented Deposits \$0.00

Sub-Total \$0.00

Less Unrepresented Cheques

<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$16,302.70</u>
Figtree Primary School Wish List #4	1127	\$10,994.10	
Easter Hat Parade Purchases	1128	\$550.00	
Sweet P (uniform Shop) 1665	1129	\$933.90	
Sweet P (uniform Shop) 1659	1130	\$811.80	
Aceit 117226	1131	\$3,012.90	

sub-total \$16,302.70

Balance as per bank statement on the 28th February \$66,648.24

Balance of Available Funds with unrepresented cheques included \$50,466.78

Presented Cheques

None

sub-total \$0.00



Cheque A/c

06 2644 1012 5657

Available	Balance
+ \$67,360.48	+ \$67,360.48

Date	Transaction details	Amount	Total
16 Feb 2019	CASH/CHEQUE DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS uniform 15.2.19	+ \$748.00	+ \$66,769.48
16 Feb 2019	CASH/CHEQUE DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS uniform 8.2.19	+ \$2,025.00	+ \$66,021.48
01 Feb 2019	CASH/CHEQUE DEPOSIT CBA ATM FIGTREE A NSW 2644 01 AUS uniform 1.2.19	+ \$4,710.00	+ \$63,996.48

There are no more transactions to display.

P&C Current Liabilities

February 2019



P&C

Unpresented cheques (Jan 2019 or older)

N/A

\$ -

Cheques written in February 2019

\$16,302.70

Figtree Primary School Wish List #4	\$10,994.10	1127
Easter Hat Parade Purchases	\$550.00	1128
Sweet P (uniform Shop) 1665	\$933.90	1129
Sweet P (uniform Shop) 1659	\$811.80	1130
Aceit 117226	\$3,012.90	1131

Cheques written in March 2019

\$ 3,013.59

Sweet P 1669	\$700.70	1132
LW Reid (SI0763894)	\$1,058.89	1133
Aceit (117483)	1254	1134

Total \$ 19,316.29

Promised Funds 2018 Wish List items

	<u>Committed Amount</u>	<u>Amount Spent</u>	<u>Amount Outstanding</u>
Flexible Learning Furniture in the Library	\$10,499.00	\$10,499.00	\$0.00
Vertical Writing Spaces	\$2,562.00	\$2,561.96	\$0.04
Banksia Sensory Gym	\$2,414.00	\$1,997.64	\$416.36
12 iPads for Library	\$7,200.00	\$7,570.97	(\$370.97)
12 laptops for Student Learning Space	\$7,200.00	\$6,834.00	\$366.00
1 trolley for laptops	\$1,599.00	\$1,599.00	\$0.00
BeeBot set of 6 plus docking station	\$1,096.00	\$1,095.91	\$0.09
Sphero Ball Set	\$2,703.56	\$2,703.56	\$0.00
New Readers	\$1,960.85	\$1,873.39	\$87.46
New soccer goals	\$500.00	\$495.00	\$5.00
Environmental Education	\$1,500.00	\$699.03	\$800.97
School mural	\$1,000.00	\$0.00	\$1,000.00
Visual Arts	\$1,000.00	\$899.21	\$100.79
Total	\$41,234.41	\$38,828.67	\$2,405.74

Banking

2018 Grand Total to be Spent \$2,405.74

End of January 2019	\$59,286.48
Add banking for February 2019	\$7,483.00
Minus Expenses for February 2019	\$0.00
Less Current Liabilities	\$21,722.03
Total funds available	\$45,047.45



Fundraising Profit Comparison for 2011-2018 as at 31st December 2018

	2018	2017	2016	2015	2014	2013	2012	2011
Canteen	\$6,095.37	\$7,000.00	\$7,000.00					
Uniform Shop	\$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	\$1,520.40	\$1,755.19	\$1,851.65	\$1,682.03	\$2,103.95	\$1,951.30	\$2,418.59	\$1,574.75
Easter Sausage Sizzle	\$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	\$44.55	\$41.70	\$30.00	\$32.50	\$47.80		\$12.10	\$52.00
Easter Cake Sales	\$353.00	\$224.95	\$256.95	\$192.75	\$198.55			\$400.00
Mothers Day Stall	\$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	\$909.68	\$1,275.80	\$1,249.45	\$675.07	\$1,272.75	\$1,030.25		\$958.15
Trivia Night		-	\$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	\$597.14	\$581.08	\$520.37	\$732.70	\$251.81			
Bunnings BBQ		-			\$1,124.81			
Twilight Carnival Night	\$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	\$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