



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 18th of February 2020, Staff Room, Figtree Public School

Alicia Williams opened the meeting at 7.08 pm.

Present: Anu Stevens, Sheree Springhetti, Melissa Harding, Lincoln Turner, Jasmine Campbell, Nicole Castrissios, Eva Thompson

Apologies: Eva Thompson, Allanah Smyth

Acceptance of the Previous Minutes – 19.11.2019

It was moved by Arthur and seconded by Jasmine that the minutes of the meeting held on 19.11.2019 be accepted. Carried.

Business Arising from the Previous Minutes – 15.10.2019

Action	Who	Remarks
Outcome update- Return of uniforms	Sheree	Complete and refunded
Facebook page for the P&C and Communication processes (checking for outcome of possible FB page)	Jasmine	Jasmine- raised that she would like to create more of a dialogue. Mel- seesaw will be opened up for direct messaging to get more communication directly between parents and teachers. School will be putting forward a survey on school communication- can add in a question on this survey. Stand down til next meeting to try
Canteen Co-ordinator Position		Do we have someone to take on the role? Anu has spoken to Ash Boyle who is willing to take on the role but not on a perm basis. Role to be advertised in newsletter. Request Allanah to meet with Ash to discuss operations
New thermometer for canteen Implementation of checklist for use Hand sanitiser installed? Disinfectant in use? Dish washer on wish list	Allanah	In canteen. Yes to all of the above

ACTION- Jas suggested Induction and invitation for canteen induction. Needs to be added into position description. Manual needs to be updated.

Anastasia to update in accordance with the templates.

Banking sheets to go to Arthur, second record can be obsolete.



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Correspondence – In

Accounts- LW reid, Kids @Heart, Woolworths, Southern Sweets, LJ Borgo	Treasurer
P&C Bulletin- December & January Election notification	Passed on to the uniform shop
School Fun Run promo, sticky beaks promo	Passed on to Events Committee
Charter Australia- Workshops from project management	
LW Reid- promo material.	Passed on to uniform shop
Smart Gift – promo material for Mothers Day	Passed on the fund raising committee
Healthy Canteen - Updates to the 2020 NSW Canteen Buyers' Guide	Passed on to fundraiser committee Kim
Annual Information Statement Submission Confirmation	ACNC Charity Register

Correspondence – Out

P&C final minutes of meeting 19th of November 2019

Emailed to members / added to website

Accounts

Forwarded to Treasure

Promotional Material

Forwarded to Events Committee

Business Arising from Correspondence

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Principal's Report – Mel Harding

- See attached report
Lots of new enrolments, new classes on first day.
District swimming
High school expo nights
Cross Country

The way schools are funded have changed and this create less pressure on the need to raise huge funds. As much as the school appreciates the funds, but the school is doing well.

Treasurer's Report – Arthur Castrissios

- See attached report

Lincoln requested a guideline for figures e submitted to Mel so she can collate a wish list



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Fundraising and Event Report

Sheree S reported:

- See attached report.

Uniform Shop

Caps and polos are out of stock due to popularity

Would like to put a stamp on packed order to ensure integrity of packing system

Holes in the system due to the casual nature, leaving money in the uniform shop. Would like to make this more formal as people that have volunteered have been taking stock and leaving cash. Messing up stock take. Would like to see the process changed, would like online ordering.

Very busy, Julie Parkinson assisting.

ACTION- Andrew Hoyer has approached Paulette about running an online system for the uniform shop. Paulette would like to discuss this with him to check about refunds ect before commencing. Would like to invite Andrew in to present info.

Long sleeve tops- pre order tops only. Needs to go out shortly to have it in time.

Sheree stated that she took pre orders and ordered a spare 2 of each size- but was not a huge seller.

\$10 sale still continuing on old stock.

Sheree suggested writing a procedure as to how we would like this to run.

Mel said that she has received many compliments on Paulette and how the uniform shops is running.

Lincoln asked Paulette if she needs any additional support and Paulette said she would always like more assistance. Request for assistance to go through E News.

Nicole raised questions about the quality of polos. Paulette said this is a repeat of the same issue, it is hard to find a supplier who is willing to make a prototype.

Canteen

Folder needs to be updated and eliminate of outdated

In response to a request for having preschool aged children in the canteen- who is responsible for the child, insurance issues.

JSP to be contacted to see if they have any volunteers to refer. ITeC / Tafe students

Mel to contact high school to see if they have any students to volunteer

Paulette suggested that shifts be cut into shorter shifts.

Anu to speak to kindy mums at info stage.

Can trial reducing to first break. Separate the money from first and second break.

Mel stated it's not about the money its more about the service the canteen provides to the community.



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Fundraising Committee

Request for support for a BBQ to raise engagement for the AGM. Estimated cost based on Easter sausage sizzle.

Bec recommended a facebook event to predict attendance.

Lincoln stated that he is against spending money but is open to new ways to get engagement. Look at sponsorship.

Moved by Lincoln, seconded by Arthur.

Emma suggested bringing in a speaker. Arthur raised concerns about the BBQ interrupting the meeting.

Sheree suggested bringing in a child minding service for meetings to increase attendance, it was agreed that the BBQ be held on another night from the AGM.

Sheree requested P&C to support the cross country by providing ice blocks. Supported by Nicole and Arthur.

Easter event budget- requested approval for \$400. Moved by Lincoln, seconded by Arthur.

Planner to be distributed by Enews. All dates have been approved.



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General Business

1-2 Books added by Jas.

Jas said she would like to have books for stage -1-2 as the books are in disrepair and are not available.

Mel said she is in the process of looking at using an app for home readers and books to be updated.

She is considering adding this to the wish list to support this.

With no further discussion required Lincoln Turner thanked everyone for their attendance and closed the meeting at 8.35pm.

The next meeting will be on Tuesday 17th of March 2020 at 7pm.

Action List

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



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P&C Meeting February 2020
Principal's Report

Since the last meeting:

- We have had a very smooth start to 2020. We comfortably maintained our 11 mainstream classes and were able to go into 2020 classes within a couple of hours of returning.
- We have had lots of new students starting at Figtree PS this year, including 44 mainstream Kinder students, 2 Banksia students and 12 students from across Yrs 1-6.
- Our school swimming carnival was a great success once again. Thank you to Mrs Lee for her coordination and to all of our volunteers on the day.
- Teachers have been running Parent Information Sessions.
- Yesterday we inducted our Semester 1 SRC members and sporting captains and vice-captains.
- Our beginning band began and have already had a couple of lessons before school.

Coming up:

21 February- District Swimming Carnival
4 March- Figtree High School Expo Night
10 March- Cross Country
13 March- Try Yr 7 for a Day at FHS
26 March- School Photo Day

- All classes will be attending lessons in the Life Education van.
- K-2 and Banksia classes will begin attending Gym Sports.

Other:

- We have not made any changes to staffing from 2019.
- This year we will begin an enrichment class for students in Yrs 4-6 who score high in general ability testing. This will take place on a Friday for half a day and will be taught by Mr Connor.
- We will be introducing Ethics classes during SRE time on a Tuesday morning. We are not sure what stage will be the first class introduced or when this may start as yet.
- We have had some major flood damage to our support unit over the last week.
- Soft fall under the ARK was installed over the holidays.

Melissa Harding
Principal