



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 15th of September 2020, Remote Meeting

Lincoln Turner opened the meeting at 7.15 pm.

Present: Sheree Springhetti, Melissa Harding, Lincoln Turner, Jasmine Campbell, Allannah Smyth, Emma Clayton, Alicia Williams

Apologies: Anu

Acceptance of the Previous Minutes – 18/8/2020

Moved by Lincoln and seconded by Alicia that the minutes of the meeting held on 18.8.2020 be accepted. Carried.

Business Arising from the Previous Minutes – 18/8/2020

Action Who By Remarks

Remove COVID Template	Done by Lincoln
QuickCliq for uniform shop	Lincoln explained that after researching Quickcliq that it appears it could be good for the uniform shop but not for the canteen at this stage due to the possibility of system failures and concerns about this then causing responsibility for this to fall to the office. Alicia also supports trialling the uniform shop going online. Alicia to fill in the required forms to set this up and will work with Allannah to do so. Alicia advised that there is a 2.5% + GST charged when ordering online. Cash is still accepted
Email to Sweets Day organisers	Lincoln to send an email to Mel with a thank you message or the students who organised Sweets Day to thank them for their hard work and organisation of this day on behalf of the P&C
Update on uniform supplier	Allannah advised that Paulette spoke to Aceit who advised that they have made changes to improve their product, the logo looks better and the fabric is thicker

- The impact Suite
- Stickybeaks
- Smart Gift Ideas

Correspondence – Out

- Email to Paulette RE second-hand uniform shop enquiry
- Email to Liz RE School Fun Run
- AGM 2020 minutes & August 2020 Meeting minutes
- Email to Brendan Hopp RE school fun run
- Invites to 15/9/2020 meeting

Business Arising from Correspondence

- Jasmine to forward email to Mel with information about year 6 graduation gift ideas

Principals' Report – Mel

Since the last meeting:

Banksia and K-2 classes have been involved in Football clinics taught by Sydney FC as part of the Premier's

Sporting Challenge funding.

Our Primary Enrichment Program (PEP) is back up and running in a modified format to align with COVID-19 guidelines.

We received school photos today- if they have not been sent home today, you should have them tomorrow.

Coming up:

Wednesday 16 September- Kinder Info Session via Zoom for Kinder 2021 families

Thurs 24 September- Book Week Dress Up

Friday 25 September- Last day of Term 3

Monday 12 October- School resumes for staff and students

Other:

- We are currently planning for 2021. If you know of families who have not yet enrolled their child for

Kinder 2021, please encourage them to contact us ASAP. Also, if you know of families who will be moving away and leaving our community, it is also important that we have that information.

- We have started our incentive system for the wearing of full school uniform. Just to reiterate:

- This is based on a positive reward system, not on disadvantaging or having consequences for those not in uniform.

- It was communicated to families in the newsletter prior to it beginning.

- No part of the uniform policy is new (black school shoes etc have always been part of the policy)

- The reward is for all students in the winning class- not just those in full school uniform.

- We have some unfilled permanent teacher vacancies that we are hoping to be filled ready for the 2021 school year. The first of these has been offered to Ms Jennifer Rose in Banksia who will resume Ms Ruth Kilah's permanent teaching position when she retires at the end of the year.
- Our long term temporary School Learning Support Officer, Mrs Lambrina Banco has also been appointed permanently to our school.
- A big thank you to the P&C for the commitment of funds to technology. We have ordered 15 new laptops and a trolley. They should be arriving any day now!
- We are unsure about what Term 4 will look like at this point in regards to end of year events. We should have new guidelines distributed in the school holidays so we will be able to start planning after these are released.

Mel advised that school returns on 12/10/2020 with staff and students attending this day.

Sheree advised that Figtree Heights OOSH have a new flier to send to prospective families in Kindy. Sheree will also send a link to the OOSH orientation video.

Emma stated that Figtree Public did an awesome job on their orientation video that was posted on the school Facebook Page.

Treasurer's Report – Alicia Williams

- See attached report
- Alicia advised that a membership renewal for the Disability Trust has been received and asked if the P&C would like to renew this membership. Allanah to ask Ruth what this membership entails. Lincoln approves the membership renewal. Sheree seconded this. Allanah to feedback to the next meeting about what the membership entails

Fundraising and Event Report

- No new fundraising events to report. COVID will most likely impact any events for this year and possibly the start of next year. Families are struggling so the P&C do not intend to put them under any financial pressure
- Suggestion to host a Welcome BBQ next year if possible
- Suggestion that the P&C may need to look at alternative/creative ways to fundraise next year
- Suggestion to run another Sweets Day in term 4 as special days like this lift the students morale.

Nicole then joined the meeting to discuss another Treat Day and suggested that pre-ordering may be required. Nicole advised that this was a lot of work for her last time and it took her off class and also took students out of class. Mel approved for 1 P&C member to be onsite to assist. Emma volunteered. Suggestions for next treat day included things like pie/sausage/pizza & a drink, possibly pies through Berkeley Cakes and Pies. Suggestion to ask that the year 6 students design the flyer and aim to run this in week 4 of term 4. The students can possibly vote for what treat they would like. It was put to the meeting to approve this, Emma approved this and Alicia seconded. Nicole to email the details of the event to the P&C once decided.

Meeting closed at 8.01PM
Next meeting 20/10/2020

Action List

Action Who By Remarks

Email Mel with year 6 graduation gifts email	Jasmine
Thank you email for sweets day	Lincoln to forward to Mel
Set up QuikCliq for Uniform shop	Alicia and Allannah to work on this
Email OOSH flier & video to Liz	Sheree
Disability Trust Membership	Alicia to renew Allannah to ask Ruth what this membership entails and report back at next P&C
Treat Day	Nicole to work with year 6 on a Treat Day with pre-ordering and to email P&C with details of the event. Emma to assist on the day



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st August 2020 to 31 August 2020

Cashbook Balance as at 31 July 2020			\$	14,008.61
Add Income August 2020	\$	-		
Total Income	\$	-		
		Sub Total	\$	<u>14,008.61</u>
Less Expenses August 2020	\$	7,000.00		
Total Expenses	\$	7,000.00		
		Sub Total	\$	<u>7,008.61</u>
Cashbook Balance as at 31 August 2020			\$	7,008.61
Add Unpresented Cheques	\$	-		
Less Unpresented Deposits	\$	-		
Total Balance with Bank Statement			\$	<u><u>7,008.61</u></u>
Balance of Bank Statement as at 31 August 2020			\$	<u><u>7,008.61</u></u>

Unpresented Cheques

Presented Cheques

\$0.00

Reported By:



Canteen

06 2644 1008 0073

Available	Balance
+ \$7,008.61	+ \$7,008.61

Date	Transaction details	Amount	Total
19 Aug 2020	Transfer to CBA A/c NetBank 2020 Canteen Trans	- \$7,000.00	+ \$7,008.61

There are no more transactions to display.

[Scroll to top](#)

Displaying transactions 1-1. 1 transaction found.

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**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT - AUGUST 2020**



Balance as per Bank Statement on 30th July 2020			\$26,518.25
Add Income for August 2020		\$10,182.25	
		Sub-Total	<u>\$10,182.25</u>
Less Expenses August 2020		\$1,241.37	
		Sub-Total	<u>\$1,241.37</u>
Add unrepresented Deposits		\$0.00	
		Sub-Total	\$0.00
Less Unrepresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$0.00</u>
	sub-total	<u>\$0.00</u>	
Balance as per bank statement on the 31st August 2020			<u>\$35,459.13</u>
Balance of Available Funds with unrepresented cheques included			<u><u>\$35,459.13</u></u>



P & C

06 2644 1012 5657

Available	Balance
+ \$36,704.13	+ \$36,704.13

Date	Transaction details	Amount	Total
26 Aug 2020	Chq 001193 presented	- \$221.65	+ \$35,459.13
24 Aug 2020	Cash Dep Branch STOCKLAND SHELLHARBOUR	+ \$801.25	+ \$35,680.78
24 Aug 2020	CASH DEPOSIT CBA ATM SL S'HARBOUR B NSW 267902 AUS	+ \$385.00	+ \$34,879.53
21 Aug 2020	Chq 001192 presented	- \$150.72	+ \$34,494.53
19 Aug 2020	Transfer from NetBank 2020 Canteen Trans	+ \$7,000.00	+ \$34,645.25
18 Aug 2020	Cashed Chq No. 001191 STOCK LAND SHELLHARBOUR	- \$100.00	+ \$27,645.25
14 Aug 2020	Cash & Chq Dep Branch FIGTRE E	+ \$1,996.00	+ \$27,745.25
05 Aug 2020	Chq 001190 presented	- \$769.00	+ \$25,749.25

There are no more transactions to display.

P&C Current Liabilities**Aug-20**

Aug 2020 Unpresented cheques
NIL

\$0.00

P&C

Promised Funds 2019 Wish List items

Wishlist - New reading materials

Committed
Amount
\$5,000.00

Amount
Spent
\$4,588.54

Amount
Outstanding
\$411.46

Promised Funds 2020 Wish List items

I pads and Trolley

\$15,000.00

Total	\$20,000.00	\$4,588.54	\$15,411.46
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2019 Grand Total to be Spent	\$15,411.46
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Bank Balance

End of July 2020

\$27,622.85

Add banking for Aug 2020

\$10,182.25

Minus Expenses for Aug 2020

\$1,241.37

Less Current Liabilities

\$15,411.46**Total funds available****\$21,152.27**