



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 18th of August 2020, Remote Meeting

Lincoln Turner opened the meeting at 7.01 pm.

Present: Anu Stevens, Sheree Springhetti, Melissa Harding, Lincoln Turner, Jasmine Campbell, , Allannah Smyth, Emma Clayton, Eva Thompson, Nicole Castrissios, Arthur Castrissios

Apologies: Eva

Acceptance of the Previous Minutes – 21.7.2020

Moved by Lincoln and seconded by Arthur that the minutes of the meeting held on 21.7.2020 be accepted. Carried.

Business Arising from the Previous Minutes – 21.7.2020

Action	Who	By	Remarks
Develop template for Covid declaration for AGM	Lincoln		
Email Click Clix and Hot Food	Anu	Next meeting	Forwarded out for review.
P&P for canteen	Anu	Prior to canteen reopening.	
Organise canteen day hosted by kids	Nicole	ASAP	Canteen day booked and advertising forwarded through for approval. Artwork was fantastic.
Sample new supplier shirts	Allannah	ASPA	Feedback from Paulette to advise every time the supplier changes she received complaints and returns due to the sizing changing.



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Correspondence – In

P&C Bulletin- July	Reviewed
School Fun Run promo, sticky beaks promo	Fun run to be passed on to the school for consideration
QuickClik Online Solutions Hotlunch.com	Tabled to discuss Reforward to everyone for consideration
Canteen News	Reviewed
Insurance – Statement of Cover	Forwarded to Arthur Saved in Drive

Correspondence – Out

P&C final minutes of meeting 21/7/2020
Fun Run Promo
Online solutions for review
Accounts

Emailed to members / added to website
Forwarded to Mel
Executive team and Paulette and Ash
Forwarded to Arthur

Business Arising from Correspondence

Principals' Report – Mel

Changes to guidelines- all P&C meetings must not be held in person. Singing and band directed to stop. Primary enrichment program will be paused for 2 weeks while we rearrange this as we are no longer allowed to have grades 3-6 together.

All students with symptoms has to provide a negative result before returning to school. This is from the government guidelines and not a school decision.

School photos will still go ahead but can not do the SRC shot as this is across grades and classes.

Ryan Park came out and the visit was planned and ran by the mentors and they did a great job and the kindy kids performed. He appreciated the visit. This marks the closure of this grant for the hall.

Jasmine- I am worried that kids that suffer from things like asthma and medical issues.

Mel- if you contact the school we can work through that together.

Mel- Ready Roo's have been delayed and we are looking at other things we can do instead. We are looking at planning virtual tours and hosting a movie to give our kindy kids an experience.

Lincoln- do the regulations allow for Grade 6 formals?

Mel- nothing has come out for term four as yet and we hope that we can still do something for our grade 6 kids.



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Treasurer's Report – Arthur Castrissios

- See attached report

Arthur moves that we move \$7000 from the canteen to the general account. Seconded by Lincoln.

Arthur moves that \$15000 available for the wishlist for the ipads and the trolley. Seconded by Lincoln.

Fundraising and Event Report

Sheree S reported:

Uniform Shop

Paulette emailed through that she is receiving complaints in changes to the sizes and she recommend staying with the same supplier.

Anu recommended that we maintain the current arrangements and we revisit this again next year.

Sheree and Allanah agreed.

Mel- there are other issues with getting uniforms such as cash, waiting for orders to be filled ect.

Anu- can we put a call out for families to donate second hand uniforms as people may not have the cash at the moment.

Sheree- We should look at going down the online option to see if this assist with some of the problems before we look at the outsourcing option.

Sheree reviewed both platforms and Quik Qlick and this has both uniform shops and canteen. This has both systems together, looks easy to get it up and running. Has the option for cash sale which fixes the issue of taking cash.

Lincoln- would this mean we have to invest in a computer?

Sheree- Paulette takes her laptop with her already. It does not have to be a specific laptop. In terms of the canteen- you could create an event and this allows parents to buy on line. Also has a rostering and calendar.

Alicia- Suggested to trial the uniform shop and then introduce slowly across the canteen. Need to make sure Paulette is onboard.

Anu confirmed through email Paulette is very keen to see this online.

Sheree- families just have one login and as the canteen is closed, this would be a good time to roll it out.

Canteen

Nicole- Alicia will sort out the float for Sweets and Treats. Southern Sweets have been taken over by JB Metro, account has been set up with the same terms and conditions as Southern Sweets. Name on the account needs to be changed as Nicole will no longer be a parent at the school.

Recommended a letter needs to go to the kids for running the sweets and treats day.

Banking will be done by Alicia after the event.

Suggest running this again as the kids are really excited about the event. Lincoln seconded this. Nicole to send an email through to the school to see where it can fit in.



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Fundraising Committee

Nothing to report.

General Business

Sheree- I just wanted to say thank you for all your efforts. Ever since I started, you have been a great support and for everything you have taught and passed on and all the inspiration for where the P&C

Nicole- It has been many years that we have been doing this. It was not me it was always a big team behind us and I think thank you needs to go to a lot of people and I wish you all the success in the world.

Arthur- best wishes going forward.

Sheree- can we get a confirmation on if we are moving forward with the online platform.

Lincoln- I would like to review this and confirm this is a viable option.

Sheree- the login was provided in the email.

Alicia- lets aim for roll out for term 4 which give us time to review from a financial perspective and roll out the new system. This allows for us to check if any of our current financial systems have to be changed.
We can contact one of the other school currently using it to get some feedback.

Mel- Uniform standards have dropped. Based on the change to include grey tailored pants (Department directive). The implication is that the grey pant in the uniform shop does not have a high take up.
Sheree- recommend that if the pants are changed, they need to be a softer more comfortable pant.

Lincoln- I can assure you there is no one on this call who is not busy but you all care about the school and I thank you for putting your hands up again. It would be great to expand the pool so please talk it up.
And to Nicole and Arthur, the legacy that leave, the systems and process you have set up will be there for a long time. The legacy that you leave is indelible and we thank you so much for your contribution.

AGM minutes need to be signed by outgoing and incoming executives along with the Authority of Business accounts to change the banking authorities

Meeting closed at 7.51

Action List

Action	Who	By	Remarks
Call out for second hand uniforms on facebook	Anu	ASAP	
Change of roles submitted to P&C association	Jasmin	ASAP	
Change of executives at Commonwealth Bank	Alicia	ASAP	



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

Cashbook Balance as at 30 June 2020			\$	14,008.61
Add Income July 2020	\$	-		
Total Income	\$	-		
		Sub Total	\$	<u>14,008.61</u>
Less Expenses July 2020	\$	-		
Total Expenses	\$	-		
		Sub Total	\$	<u>14,008.61</u>
Cashbook Balance as at 31 July 2020			\$	14,008.61
Add Unpresented Cheques	\$	-		
Less Unpresented Deposits	\$	-		
Total Balance with Bank Statement			\$	<u><u>14,008.61</u></u>
Balance of Bank Statement as at 31 July 2020			\$	<u><u>14,008.61</u></u>

Unpresented Cheques

Nil

Presented Cheques

Nil

Reported By:

Arthur Castrissios



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN - July 2020

Date	Transaction Detail	Receipts							Payments				Running Total
		Total Banked	Mon Takings	Tues Takings	Wed Takings	Thurs Takings	Fri Takings	Misc.	Cheque No.	Food Supplies	Misc.	Cheque Total	
												0	14008.61
												0.00	14008.61
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TOTALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00	
YTD		4184.25	907.30	0.00	1137.65	0.00	1881.25	0.00			3867.36	115.90	3983.26



P & C

06 2644 1012 5657

Available	Balance
+ \$26,518.25	+ \$26,518.25

Date	Transaction details	Amount	Total
03 Jul 2020	Cash Dep Branch FIGTREE 1 uniforms	+ \$1,515.00	+ \$26,518.25

There are no more transactions to display.

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



Balance as per Bank Statement on 30th June 2020		\$25,003.25
Add Income for July 2020		
	\$1,515.00	
	Sub-Total	<u>\$1,515.00</u>
Less Expenses July 2020	\$0.00	
	Sub-Total	<u>\$0.00</u>
Add unrepresented Deposits		
Nil		
	Sub-Total	<u>\$0.00</u>
Less Unrepresented Cheques		
<u>Payee</u>	<u>Number</u>	<u>Amount</u>
Andrews Insurance	1190	\$769.00
	sub-total	<u>\$769.00</u>
Balance as per bank statement on the 31st July 2020		<u>\$26,518.25</u>
Balance of Available Funds with unrepresented deposits included		<u>\$25,749.25</u>
<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
Nil		
	sub-total	<u>\$0.00</u>



P & C

06 2644 1012 5657

Available	Balance
+ \$26,518.25	+ \$26,518.25

Date	Transaction details	Amount	Total
03 Jul 2020	Cash Dep Branch FIGTREE 1 uniforms	+ \$1,515.00	+ \$26,518.25

There are no more transactions to display.

P&C Current Liabilities

July 2020



July 2020 Unpresented cheques

\$769.00

P&C

\$769.00

Promised Funds 2019 Wish List items

Wishlist - New reading materials

Committed
Amount

\$5,000.00

Amount
Spent

\$4,588.54

Amount
Outstanding

\$411.46

Total \$5,000.00 \$4,588.54 \$411.46

2019 Grand Total to be Spent \$411.46

Bank Balance

End of June 2019

\$25,003.25

Add banking for July 2019

\$1,515.00

Minus Expenses for July 2019

\$0.00

Less Current Liabilities

\$1,180.46

Total funds available

\$25,337.79



Fundraising Profit Comparison for 2011-2020 as at 31 July 2020

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Canteen	\$200.99	\$7,712.25	\$6,095.37	\$7,000.00	\$7,000.00					
Uniform Shop	-\$49.09	-\$7,685.36	\$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		\$456.60		\$1,565.00	\$1,325.50	\$734.30	\$1,113.75			\$1,011.00
School Banking Commission	\$315.00	\$550.00	\$597.14	\$581.08	\$520.37	\$732.70	\$251.81			
Bunnings BBQ				-			\$1,124.81			
Twilight Carnival Night		\$13,480.60	\$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	\$466.90	\$23,594.09	\$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