



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
Tuesday 20th of October 2020, Remote Meeting

Lincoln Turner opened the meeting at 7.05 pm.

Present: Sheree Springhetti, Melissa Harding, Lincoln Turner, Jasmine Campbell, Allanah Smyth, Anu Lovell, Alicia Williams

Apologies: Emma Clayton, Eva Thompson

Acceptance of the Previous Minutes – 15/9/2020

Moved by Lincoln and seconded by Sheree that the minutes of the meeting held on 15.9.2020 be accepted. Carried.

Business Arising from the Previous Minutes – 15/9/2020

Action Who By Remarks

OOSH	Sheree has sent OOSH video to Liz but has not received a reply, Mel to follow up to give permission for this to go ahead. Sheree has sent new flyer and will also print copies for the school
QuickCliq for uniform shop	Allanah & Alicia have helped to set up the uniform shop. It is ready to go live
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
Disability Trust Renewal	Allanah is still seeking clarification on what this membership entails and will report back
Pizza Day	Has been actioned and will proceed on the 6/11/2020
2nd hand uniforms	School to advertise that 2nd hand uniform donations are required for the 2nd hand uniform shop on School eNews
JB Metro account	This needs to be changed from Nicole's name. This would be best to go into the Canteen buyers name but as Kim Kelly has resigned from this role this will have to wait until a new Canteen Buyer is found. Lincoln suggested advertising this towards the end of the year

Canteen was discussed

- There are out of date items in the fridge that need to be cleaned out. Sheree to Liaise with Ash Boyle to clean out the canteen.
- Leftover ice blocks to be donated to the Figgy Shop
- The canteen to re-open in Term 1 2021 and is currently not open due to have no Canteen Buyer or banker and volunteer shortage. Mel to mention this in the school Newsletter.



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Correspondence – In

- P&C Memberships in P&C box at school - to be put back in for Alicia to collect
- Raffle tickets in P&C box - to be put back in for Sheree to collect
- Australian Fundraising email
- Parent & Citizen magazine
- Griffith Yunus Centre email
- The Grief Centre email
- Charter Australia email
- Sticky beaks email
- Australian Marketing email
- Smart Gift Ideas
- Canteen news - forwarded by school from Illawarra Health
- LW Reid
- School Gifts email
- Nicole RE Pizza Day
- The Impact Suite
- ACNC Communication
- Growing Up Digital Australia email

Correspondence – Out

- Nil

Business Arising from Correspondence

- Nil

Principals' Report – Mel

Since the last meeting:

Today we opened up the election process for our SRC Executive for 2021. Year 5 students are invited to submit their nominations. Closing date is 6 November.

Hockey clinics for K-2 and Banksia have started and will run each Thursday for the next few weeks. This has been made possible through a grant and there has been no cost to families. SRE and band have both recommenced this week.

Coming up:

We will celebrate World Teachers Day on Friday 30 October. This is a great opportunity to acknowledge the hard work and dedication of teachers.

We are looking forward to Kinder Orientation which will run each Wednesday morning in November. Details regarding organisation and arrangements will be emailed to those families very shortly.

Other:

It looks very likely that end of year events such as Year 6 farewell and end of year assemblies will be able to occur, with modifications. We will share the details of such events with the community once arrangements have been finalised.

From 2021 there will be two School Development Days at the start of Term 1. This means that in 2021, students in Yrs 1-6 will return on 29 January and Kindergarten will start on 3 February.

A new graduate has been appointed permanently to our school. Emilie Gill will start her appointment at the start of the 2021 school year. We are also currently running a recruitment process for another classroom teacher position. We thank Lincoln for volunteering his time as the parent representative on this panel.

Ms Shannon will take some leave this term and will be replaced by Miss Wilkinson. Mrs Figgins has extended her leave and we are unsure as to when she will be returning. Mr Arquero will continue on B3 until Mrs Figgins returns.

Another recruitment process will begin shortly for the role of relieving principal in 2021 as I will be on maternity leave! I will inform the community once I know who will be relieving for me

The P&C congratulate Mel on her exciting news.



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Treasurer's Report – Alicia Williams

See attached report

- Annette to forward invoice for ipads
- Signatories have been changed with the bank
- QuickCliq Advertise this next week and work with Allannah to get this up and running and put it in the newsletter, The money transfers for QuickCliq occur on Fridays
- Thank you to Allannah for her hard work on setting up QuickCliq. Thank you to Paulette and Carol for all their hard work and support in the uniform shop

Fundraising and Event Report

- No new fundraising events to report.
- Sheree to get in touch with people interested in fundraising and arrange a catch up either in person or online to plan ahead for next year. A calendar of events will be compiled and will aim to schedule events in line with school event days. Fundraising committee will also discuss a new COVID safe way of fundraising
- Pizza Day - Alicia and Nicole are collating orders. Emma, Nicole, Mr Lloyd and the year 6 students will distribute on the day

Meeting closed at 7.57PM

Next meeting 17/11/2020 - This will be the last meeting for 2020

Action List

Action Who By Remarks

2nd hand uniform shop needs donations	Allannah to advertise on School eNews
Thank you email for sweets day	Lincoln to forward to Mel
Set up QuikCliq for Uniform shop	Alicia and Allannah to work on this to go live
OOSH flier - print copies for school OOSH Video	Sheree Mel to approve this for Liz to distribute
Disability Trust Membership	Allannah to clarify this as this may be a scam
Pizza Day	Nicole & Alicia to collate orders Emma to help with distribution on the day
Canteen Buyer & Banker roles	These roles are to be advertised later in the year. Confirm this at the next meeting. Once new Canteen Buyer selected the JB Metro Account needs to be changed into their name. Mel to explain in Newsletter than Canteen is closed due to these roles being vacant and no volunteers for them.
Canteen - out of date items	Sheree to work with Ash to clean out the canteen of out of date items. School can use leftover ice blocks for Figgy Shop
Fundraising Committee	Sheree to organise a catch up to plan events for 2021.



**FIGTREE PUBLIC SCHOOL
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10/12/2020

NetBank - Transactions



Cheque A/c
06 2644 1012 5657

Available	Balance
+ \$37,414.13	+ \$37,414.13

Date	Transaction details	Amount	Total
28 Sep 2020	Cash Dep Branch FIGTREE 999 uniform	+ \$710.00	+ \$37,414.13
04 Sep 2020	Cash Dep Branch FIGTREE 999 UNIFORMS	+ \$1,245.00	+ \$36,704.13

There are no more transactions to display.



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P&C

P&C Current Liabilities

September 2020

September 2020 Unpresented cheques

\$0.00

Promised Funds 2020 Wish List items

Wishlist - New reading materials

<u>Committed Amount</u>	<u>Amount Spent</u>	<u>Amount Outstanding</u>
\$5,000.00	\$4,588.54	\$411.46

Promised Funds 2020 Wish List items
 Ipads and Trolley

\$15,000.00

Total **\$20,000.00** **\$4,588.54** **\$15,411.46**

2019 Grand Total to be Spent **\$15,411.46**

Bank Balance

End of August 2020

\$35,459.13

Add banking for September 2020

\$1,955.00

Minus Expenses for September 2020

\$0.00

Less Current Liabilities

\$15,411.46

Total funds available

\$22,002.67



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Fundraising Profit Comparison for 2011-2020
as at 30 September 2020



	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Canteen	\$7,000.00	\$7,712.25	\$6,095.37	\$7,000.00	\$7,000.00	\$3,687.05	\$4,682.24	\$490.65	-\$489.15	\$5,757.64
Uniform Shop	\$3,901.91	-\$7,685.36	\$12,491.71	-\$403.57	\$6,551.95	-\$297.00	\$208.00	-\$178.95		
Lunch Wallets			\$200.00	\$162.00	\$399.50					
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						\$1,338.33	\$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				
Special Treat Day	\$713.88			\$7,023.70		\$7,101.09				
Total	\$11,930.79	\$23,594.09	\$39,249.70	\$45,415.67	\$42,223.89	\$38,244.11	\$30,262.75	\$8,486.97	\$21,263.27	\$21,708.00

On-going
Complete



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FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st September 2020 to 30 September 2020

Cashbook Balance as at 31 August 2020			\$ 7,008.61
Add Income September 2020	\$	-	
Total Income	\$	-	
		Sub Total	\$ 7,008.61
Less Expenses September 2020			
Total Expenses	\$	-	
		Sub Total	\$ 7,008.61
Cashbook Balance as at 30 September 2020			\$ 7,008.61
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance of Available Funds			\$ 7,008.61
Balance of Bank Statement as at 30 September 2020			\$ 7,008.61
<u>Unpresented Cheques</u>	\$	-	
<u>Presented Cheques;</u>			
		TOTAL	\$0.00



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10/12/2020

NetBank - Transactions



Cheque A/c
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
27 May 2020	Cash Dep Branch WARRAWONG	+ \$212.75	+ \$14,008.61
27 May 2020	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+ \$160.00	+ \$13,795.86
06 Apr 2020	Chq 002071 presented	- \$95.54	+ \$13,635.86
03 Apr 2020	Chq 002075 presented CORRIM AL	- \$36.00	+ \$13,731.40
25 Mar 2020	Chq 002072 presented	- \$115.90	+ \$13,767.40
25 Mar 2020	Chq 002073 presented 06 2067	- \$194.40	+ \$13,883.30
24 Mar 2020	Chq 002074 presented	- \$633.74	+ \$14,077.70
19 Mar 2020	Chq 002070 presented	- \$84.00	+ \$14,711.44
17 Mar 2020	Chq 002069 presented 06 2067	- \$58.45	+ \$14,795.44
16 Mar 2020	Cash Dep Branch WARRAWONG	+ \$401.35	+ \$14,853.89
16 Mar 2020	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+ \$230.00	+ \$14,452.54
12 Mar 2020	Chq 002067 presented	- \$94.28	+ \$14,222.54
11 Mar 2020	Chq 002068 presented	- \$307.76	+ \$14,316.82
11 Mar 2020	Cash Dep Branch WARRAWONG	+ \$544.60	+ \$14,624.58
11 Mar 2020	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+ \$180.00	+ \$14,079.98
05 Mar 2020	Chq 002065 presented	- \$1,787.35	+ \$13,899.98
04 Mar 2020	Chq 002066 presented	- \$250.54	+ \$15,687.33
03 Mar 2020	Chq 002064 presented 06 2067	- \$325.30	+ \$15,937.87
02 Mar 2020	Cash Dep Branch WARRAWONG	+ \$537.50	+ \$16,263.17
02 Mar 2020	Cash Dep Branch WARRAWONG	+ \$21.50	+ \$15,725.67

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Displaying transactions 1-40. 40 transactions found

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