



**FIGTREE PUBLIC SCHOOL**  
**PARENTS & CITIZENS ASSOCIATION MEETING MINUTES**  
**Tuesday 21<sup>st</sup> July 2020, Remote Meeting**

Lincoln Turner opened the meeting at 7.01 pm.

Lincoln welcomed everyone to the meeting. Thing to note: once actions are recorded in the meeting that we have a commitment to what has been agreed to make sure we stay on track.

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

**Apologies:** Paulette, Alicia, Eva

**Acceptance of the Previous Minutes – 17.6.2020**

Moved by Arthur and seconded by Jasmine that the minutes of the meeting held on 17.6.2020 be accepted. Carried.

**Business Arising from the Previous Minutes – 17.6.2020**

Action	Who	Remarks
Uniform policy updated	Allannah	Has contacted the supplier. Can use the fabric we wanted and have confirmed that they would replicate the design
Development of Canteen Covid-19 Safe procedures		Anu to develop and provide to meeting for feedback Yet to complete
Review of online canteen platforms	Executive	Yet to complete
Polo shirt revision	Allannah / Paulette / Anu	Yet to complete
Review school needs to allocate needed funds		Ongoing



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**Correspondence – In**

P&C Bulletin- July	Reviewed
Opportunity to apply for Zoom account	To submit
School Fun Run promo, sticky beaks promo	Fun run to be passed on to the school for consideration
QuickClik Online Solutions	Tabled to discuss
Hotlunch.com	Reforward to everyone for consideration
Canteen News	Reviewed
Insurance	Forwarded to Arthur

Insurance is due for renewal. Significant research was undertaken last year and the policy and coverage should stay the same.

Lincoln moved to pay under the sum of \$800 and seconded by Arthur.

**Coverage.**

AF3- \$450

Cash and property based prem of \$94

Increase property limit- \$15000 charged at a rate of \$15 which is \$225

Once certificate of currency received had to go to the P&C federation.

**Correspondence – Out**

P&C final minutes of meeting 17/6/2020

Emailed to members / added to website

Promotional Material

Forwarded to Events Committee

**Business Arising from Correspondence**

- Insurance renewal to be actioned

**Principals' Report – Mel**

**Modified reports** went out at the end of the semester. Removal of the A to E marking removed some of the pressure of academic scoring. The modified report reduced the amount of time went into the report writing which can be better spent on lesson plans. Will seek wider feedback.

Lincoln said there was a lot of detail in the commentary was really well received. Sheree said the acknowledgement of the student's efforts was great.

Due to covid restrictions the school is trying to think of other activities to vary the school day to replace some of the extra things we would have traditionally done.

Teachers are organising MS read-athon with no pressure to raise funds but can be a fun way to track their reading.



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**Maintenance-** New roof on the middle block, funded by the department. All of the original buildings now have new roofs.

Ongoing issues with the Softfall. This has to go through the department to get fixed. Even though I am not satisfied with the quality of the role, kids are allowed back on the ark as it is not unsafe, but remain unhappy with the quality of the job.

**Staffing-** Decision made to replace Mrs Peros on class for 2P due to covid. She will do learning support and working remotely where possible. For the best outcome for the kids, Mrs Lambis will be teaching Monday to Wednesday and Miss White on Thursday and Friday. The two teachers have spent the holidays planning and are ready to go.

Jasmine- What is happening with the Learning Support that Mrs Lambis was doing with the younger kids.

Mel- Mrs Peros will be taking over that which will result in them getting more time for support.

Sheree – We want to say how amazing you have all been juggling all the uncertainty.

Making student centred decisions with the kids at the heart of every decision we make.

**School photos** on the 20<sup>th</sup> of August. Requested consensus about the composite photo for the kids (individual photos) or a group photo. Photographers are trying to push composite but we are allowed to have the group shots as normal. Requested feedback from the P&C as a parent sample.

Anu- Group Shot

Emma- Group Shot

Sheree- Group shot as this is a different experience for the kids

Mel- If things get worse, things may change but at this stage we will try to go for the group shot.

**Kinder transition-** some things will have to be postponed. School tours and kindy class visits have been put on hold for at least the first part of this time. To be revisited later including the parent information session. We have everything set up and ready so we just have to see how it progresses.

**Education week** will look really different this year, choir, parents visit class rooms. But due to Covid we are celebrating with a virtual assembly through Facebook and E news. Everything has to be remote.

Lost IT- Only lost one old ipad. But we lacking in technology, especially for our older classes. The P&C funds would be a welcome contribution to the purchase of more IT.

### Treasurer's Report – Arthur Castrissios

- See attached report

Available funds for the school to use for IT needs.

Mel- I have a quote for a trolley of laptops, approx. \$12000.

Can we please find out what the float of available funds to use at the AGM to deal with this and see what is available. According to the wish list last year- 15 computers with trolley \$14000. Is the P&C is unable to find this, the school can contribute to this as well.



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**Fundraising and Event Report**

Sheree S reported:

**Uniform Shop**

**Canteen**

The P&C would like to express the deepest appreciation to Ash for all her hard work on getting the canteen up and running. She proved that she is able to rally the volunteers and get things organised in such a short of time. Due to Covid, the canteen will not be opening.

Notification will be communicated through E news and facebook.

Huge thank you to Paulette for continuing to run the uniform shop with professionalism and with high regard to Covid safety. Paulette has been wonderful in her commitment to the role and is deeply appreciated by the P& C and the wider community

**Fundraising Committee**

Sheree will be in contact with the fundraising team to see who would like to be involved in fundraising for next year.

**General Business**

Feasibility of holding AGM at Wests- \$300 to hire the room. Not the best use of money. Lincoln moved to socially distant and space out in the school hall, seconded by Arthur.

Lincoln suggested we organise a thank you to the member for Keira for making the funds available for the upgrade. Mel to double check on how this can be done in relation to what you can do in relation to political parties.

AGM to commence at 6.30 on the 18<sup>th</sup> of August. Anu to forward position description and blurb for advertisement.

Nicole – The older canteen helpers were very excited to have the canteen open to help. What about if we organise some prepacked easy snacks and get these older kids to sever the younger kids. This will allow the kids to experience being helpers and allow for the younger kids the experience of buying something.

Moved to fund up to \$400 by Nicole and seconded by Allanah.

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 18<sup>th</sup> of August 2020 at 7pm following on from the AGM starting at 6.30

**Action List**



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<b>Action</b>	<b>Who</b>	<b>By</b>	<b>Remarks</b>
Develop template for Covid declaration for AGM	Lincoln		
Email Click Clix and Hot Food	Anu		
P&P for canteen	Anu		
Organise canteen day hosted by kids	Nicole		
Sample new supplier shirts	Allanah		



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st June 2020 to 30 June 2020**

Cashbook Balance as at 31 May 2020			\$	14,008.61
Add Income June 2020	\$	-		
Total Income	\$	-		
		Sub Total	\$	<u>14,008.61</u>
Less Expenses June 2020				
Total Expenses	\$	-		
		Sub Total	\$	<u>14,008.61</u>
Cashbook Balance as at 30 June 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 30 June 2020			\$	<u><u>14,008.61</u></u>

**Unpresented Cheques**

Nil

**Presented Cheques**

Nil

**Reported By:** Arthur Castrissios





## Canteen

06 2644 1008 0073

Available	Balance
+ \$14,008.61	+ \$14,008.61

No transactions found.

Try searching:

- Using only the last 3 digits of a mobile number
- Using only a first name or a last name
- Using only the last 4 digits of an account number

Or try using advanced search for additional options, like expanding your search to include more transactions.



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



<b>Balance as per Bank Statement on 31st May 2020</b>		<b>\$29,624.08</b>
<b>Add Income for June 2020</b>	\$1,640.00	
	Sub-Total	<u>\$1,640.00</u>
<b>Less Expenses June 2020</b>	\$6,260.83	
	Sub-Total	<u>\$6,260.83</u>
<b>Add unrepresented Deposits</b>	\$0.00	
	Sub-Total	\$0.00
<b>Less Unrepresented Cheques</b>		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>

sub-total    \$0.00

<b>Balance as per bank statement on the 30th June 2020</b>	<u>\$25,003.25</u>
<b>Balance of Available Funds with unrepresented cheques included</b>	<u>\$25,003.25</u>

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
	sub-total	<u>\$0.00</u>





**P & C**

06 2644 1012 5657

Available	Balance
<b>+ \$26,518.25</b>	<b>+ \$26,518.25</b>

Date	Transaction details	Amount	Total
29 Jun 2020	Chq 001189 presented	- \$2,298.40	+ \$25,003.25
22 Jun 2020	Chq 001187 presented	- \$739.16	+ \$27,301.65
22 Jun 2020	Chq 001188 presented	- \$3,223.27	+ \$28,040.81
09 Jun 2020	Cash Dep Branch FIGTREE 1 uniform	+ \$1,640.00	+ \$31,264.08

**There are no more transactions to display.**

[Scroll to top](#)

Displaying transactions **1-4**. 4 transactions found.

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**P&C Current Liabilities**

**June 2020**



*June 2020 Unpresented cheques*

\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
**\$0.00**

P&C

**Promised Funds 2019 Wish List items**

	<u>Committed Amount</u>	<u>Amount Spent</u>	<u>Amount Outstanding</u>
<i>Wishlist - New reading materials</i>	\$5,000.00	\$4,588.54	\$411.46
<i>Wishlist - Stage 2 Reading resources</i>	\$7,512.00	\$7,512.00	\$0.00
<i>CBP - Hall Upgrade (Govt Grant)</i>	\$18,450.00	\$18,450.00	\$0.00
<b>Total</b>	<b>\$30,962.00</b>	<b>\$30,550.54</b>	<b>\$411.46</b>
		<b>2019 Grand Total to be Spent</b>	<b>\$411.46</b>

**Bank Balance**

<i>End of May 2020</i>	<u>\$29,624.08</u>
<i>Add banking for June 2020</i>	<u>\$1,640.00</u>
<i>Minus Expenses for June 2020</i>	<u>\$6,260.83</u>
<i>Less Current Liabilities</i>	<u>\$411.46</u>
<b>Total funds available</b>	<b><u>\$24,591.79</u></b>



## Fundraising Profit Comparison for 2011-2020 as at 30 June 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	-\$1,564.09	-\$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				
<b>Total</b>	-\$1,048.10	\$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