



**FIGTREE PUBLIC SCHOOL  
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES  
Tuesday 17th November 2020, Remote Meeting**

Anu Lovell opened the meeting at 7.04 pm.

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

**Apologies:**, Eva Thompson, Lincoln Turner, Allanah Smyth, Nicole Castrissios, Arthur Castrissios

**Acceptance of the Previous Minutes – 20/10/2020**

Moved by Sheree and seconded by Anu that the minutes of the meeting held on 20.10.2020 be accepted. Carried.

**Business Arising from the Previous Minutes – 20/10/2020**

**Action Who By Remarks**

<b>Disability Trust Renewal</b>	Not proceeding with membership
<b>Canteen - Buyer/Banker</b>	To be discussed with members of fundraising committee. P&C to send out Position Description (to be confirmed with Lincoln if these are already done). Ash Boyle, Emma Clayton and Sheree Springhetti may be able to help with banking. Anu Lovell can be a back up person if required. It was discussed that the P&C may need to consider online ordering rather having a buyer that needs to go instore. This would need the P&C to create an account with Woolworths that allows online orders and possibly Click and Collect as the current account requires the buyer to go instore. There was discussion about the Buyer position as previously being a paid role. Alicia to confirm if this was the case, it was discussed that the amount being paid to the Buyer previously was \$350 per term. A new roster for canteen volunteers will need to be done for 2021. Sheree to discuss this further with Ash
<b>Canteen stock</b>	Sheree explained that she and Ash cleaned out the canteen and found a lot of stock that was just out of date and other stock that could be sold at a discounted price. Ash and Sheree will have a special sale day on 27/11/2020 to sell stock. Allanah to put details on eNews. Sheree to email flyer to Allanah
<b>Fundraising Catch up</b>	Sheree to book in a catch up for the fundraising committee, aiming for 29/11/2020 at Red Dog around 3pm.

**Correspondence – In**

- Pepper It - How to write annual reports
- Smart Gifts Ideas
- Disability Trust Renewal - no need to vote
- School Fun Run - COVID safe fun run
- Nicole emailed RE gift & Pizza Day
- LW Reid
- School Gifts Australia

- Bakers Delight Fundraisers
- P&C Federation E-Bulletin + Volunteer 2020
- Quickcliq - transfer notifications and orders
- Andrews Insurance Newsletter

### **Correspondence – Out**

- Clarification about P&C Federation to Lincoln and Alicia. Anu has suggested checking the drive for information required

### **Business Arising from Correspondence**

- P&C Federation membership to be completed

### **Principals' Report – Mel**

Since the last meeting:

We have completed two out of the four Kinder Transition sessions. Even with COVID-19 restrictions, things have run very smoothly and we have 37 very excited children ready to start 'Big School'.

Last week we decided to have a Staff Wellbeing Week. All meetings were cancelled and staff were encouraged to take some time out to look after their own wellbeing.

We have been conducting review meetings for our Banksia students and students in mainstream who receive integration funding support.

Coming up:

OC Assessment will take place at school tomorrow for some of our Year 4 students.

SRC elections will be held on 24 November.

High School Orientation- 1 December

Whole School Reward- 3 December

Stage 3 Gala Day- 4 December

Year 6 Farewell- 9 December

School Excellence Assembly- 10 December

Premier's Sporting Challenge Leadership Day- 11 December

Stage 3 Fun Day- 14 December

Reports go home- 15 December

Last day of school year- 16 December

Other:

Mrs Figgins has extended her leave until the end of the year. Mr Arquero will continue on B3.

Congratulations to Mrs Lambis who was successful through merit selection in gaining a permanent classroom teaching position.

An Expression of Interest for the role of Relieving Principal in 2021 has been sent out externally. Applications close on Friday.

Some big projects that we are looking to finalise in 2021 are a sun shade over our fixed play equipment, a communication system between classrooms and the replacement of a retaining wall at the back of the admin and Kinder blocks.

### **Treasurer's Report – Alicia Williams**

- See attached report
- Pizza Day \$892.65 profit. Thank you to all involved, The year 6 students were amazing. Also thanks Emma for helping

## **Uniform Shop**

- Skorts have arrived
- Online orders going well so far

## **Canteen**

- Nil to report

## **Fundraising and Event Report**

- No new fundraising events to report.
- Sheree to get intouch 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

## **General Business**

### **Message from Lincoln**

2020 has been a year that has been mentally, emotionally and physically exhausting. It started with the Bushfires and the threat to our environment, health and well being and has ended with a pandemic that seems to invite complacency only to bite back fiercely and remind us all just how important following the health advice is. These challenges have weighed heavily on families with employment, home schooling and the development of our children. I am so very proud of the School for the way it has and continues to handle this, and am so very grateful for everyone who has and continues to volunteer their time to support the children of our school. To those of us whom are leaving this year like Arthur & Nicole Castrissios, Teresa & Louie Marris and Carol (not sure of her surname) and many others - thank you so much for your contribution for the past 9-10 years... the P&C now has a hole that simply cannot be filled by anyone person. You have left a legacy we all admire and can only hope to live up to, which will not easily be achieved.

To Mel, on behalf of all of us, we wish you good luck on your journey ahead, and I can say from experience - life will never quite be the same again, you have so many things to look forward to, but sleep is not one of them. We can't wait to welcome you back in 2022 and will do the very best we can in our capacity as the P&C to support your vision and strategy for the school.

For those I may not catch up with again, thankyou for your time and contribution this year, have a safe and merry Christmas with a new year that is better than this one! ;) and please bring a friend in 2021.

### **Outgoing P&C members**

P&C Discussed purchasing vouchers for outgoing members. \$50 Murphys vouchers were approved. Alicia moved this, Anu seconded. Alicia to purchase vouchers.

### **Canteen helpers luncheon**

Nicole and Arthur would like to arrange a luncheon for the canteen helpers, they will donate this on behalf of the P&C. Date of luncheon to be determined. Assistance may be required to pick up food from Chickos.

### **Canteen - appliances must be turned off**

Nicole has requested that at the end of term it be checked that the ovens/hot water system are all switched off

Meeting closed at 8.04PM

Next meeting 16/2/2020 and will be Face to face at the school

## Action List

### Action Who By Remarks

<b>Canteen Buyer/Banker</b>	<b>Alicia to confirm the previous amount paid to Buyer per term. Sheree to talk to Ash about new roster for 2021 P&amp;C to consider organising online ordering &amp; click &amp; collect. Lincoln to confirm if position descriptions have been completed. Positions need to be advertised</b>
<b>P&amp;C Federation membership</b>	<b>Jasmine to follow up</b>
<b>Canteen clearance day</b>	<b>Sheree and Ash to sell items on 27/11/2020</b>
<b>Vouchers</b>	<b>Alicia to purchase</b>
<b>Canteen helper luncheon</b>	<b>Nicole to organise. Emma to help pick up food</b>
<b>Canteen</b>	<b>Ovens/ hot water system to be turned off at the end of term</b>
<b>Fundraising Committee</b>	<b>Sheree to organise a catch up to plan events for 2021</b>

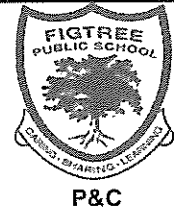
**FIGTREE PUBLIC SCHOOL - P & C  
RECONCILIATION OF BANK ACCOUNT - OCTOBER 2020**



Balance as per Bank Statement on 30th September 2020		\$37,414.13
Add Income for October 2020	\$2,837.91	
	Sub-Total	\$2,837.91
Less Expenses October 2020	\$4,962.10	
	Sub-Total	\$4,962.10
Add unrepresented Deposits	\$0.00	
	Sub-Total	\$0.00
Less Unrepresented Cheques		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	\$15,768.86
FPS Wishlist	1194    \$15,768.86	
	sub-total	\$15,768.86
Balance as per bank statement on the 31st October 2020		\$35,289.94
Balance of Available Funds with unrepresented cheques included		\$19,521.08
<u>Presented Cheques</u>	<u>Chq No.</u> <u>Amount</u>	
Sub-Total		\$0.00

**P&C Current Liabilities**

**October 2020**



**October 2020 Unpresented cheques**

FPS Wishlist

\$15,768.86

**\$15,768.86**

**Promised Funds 2020 Wish List items**

Wishlist - New reading materials

Committed  
Amount

\$5,000.00

Amount  
Spent

\$5,000.00

Amount  
Outstanding

\$0.00

**Promised Funds 2020 Wish List items**

Ipads and Trolley

\$15,000.00

\$15,000.00

\$0.00

Extra - Larger Screen and Onsite Warranty

\$357.40

\$357.40

**Total** **\$20,357.40** | **\$20,357.40** | **\$0.00**

**2019 Grand Total to be Spent** **\$0.00**

**Bank Balance**

End of September 2020

\$37,414.13

Add banking for September 2020

\$2,837.91

Minus Expenses for September 2020

\$4,962.10

Less Current Liabilities

\$15,768.86

**Total funds available**

**\$19,521.08**



# Fundraising Profit Comparison for 2011-2020

as at 31 October 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	\$1,777.72	-\$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	
Muffti 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	\$681.08	\$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				
<b>Total</b>	\$9,806.60	\$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







Cheque A/c  
06 2644 1012 5657

Available                      Balance  
+ \$37,556.23                      + \$37,556.23

Date	Transaction details	Amount	Total
30 Oct 2020	Direct Credit 141000 QUICKCLIQ QCUNI11695451	+ \$100.91	+ \$35,289.94
23 Oct 2020	Cash & Chq Dep Branch FIGTRE E 1 uniform	+ \$2,737.00	+ \$35,189.03
22 Oct 2020	Transfer to other Bank NetBank Inv 122297	- \$2,857.80	+ \$32,452.03
22 Oct 2020	Transfer to other Bank NetBank Inv SI0818609	- \$2,104.30	+ \$35,309.83

There are no more transactions to display.



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st October 2020 to 31 October 2020**

Cashbook Balance as at 30 September 2020			\$ 7,008.61
Add Income October 2020	\$	-	
Total Income	\$	-	
		Sub Total	\$ 7,008.61
Less Expenses October 2020	\$	-	
Total Expenses	\$	-	
		Sub Total	\$ 7,008.61
Cashbook Balance as at 31 October 2020			\$ 7,008.61
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			\$ 7,008.61
Balance of Bank Statement as at 31 October 2020			\$ 7,008.61

**Reported By:** \$ -

Unpresented Cheques





## 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