



**FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 15th June 2021**

Meeting opened at 7.03pm

Present: Jasmine, Anu, Sheree, Ash, Tina, Allannah, Melissa, Bec

Apologies: David, Emma, Natalie

Acceptance of the Previous Minutes – 15/6/21

Moved by Anu and seconded by Sheree that the minutes of the meeting held on 15/6/21 be accepted. Carried.

Business Arising from the Previous Minutes – 15/6/21

Action Who By Remarks

Create an Allergy aware statement to display at the canteen. Write a policy regarding future bake sale events advising that full ingredients list must be provided and that the canteen is Allergy Aware	Ash
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Correspondence – In

Coles, Father's Day fundraiser, Quickcliq, P&C Federation, J & L Borgo invoices, Flexischools Registration, Expressions fundraising, School Fun Run, Allannah (RE: wishlist amounts approved), Smart Gift ideas, School gifts Australia, Aceit Uniforms, Woolworths Statement, Ash sent details about Spriggy, ACNC Communications, TPC Accounts, EcoForce Australia, Stickybeaks, P&C Federation Learning Hub

Correspondence – Out

Invoices forwarded to Melissa, replied to Allannah RE wishlist amounts approved, replies to Ash RE Spriggy

Business Arising from Correspondence

Nil

Principals' Report – Tina

- See attached report
- Next Wednesday there will be a cupcake sale with the profits going to a NAIDOC charity
- A survey will be distributed to parents to discuss whether parents would prefer a unisex red or unisex

grey pants for winter. New shirt ideas were also discussed due to ongoing complaints about the white shirts being difficult to maintain. Allannah showed the P&C a sample from another school.

Treasurer's Report – Melissa

- See attached report

Fundraising and Event Report

Fundraising Committee

See attached report

- Regarding profits from the Pie Drive, it was initially discussed that the SRC could have some of the profits for its pitch to provide activities for students in the breaks. The P&C would like to know exactly what the funds would be used for
- Sheree pitched the fundraising idea of Tech Toppers, this would be available for pre-order only. Moved by Anu, Seconded by Jasmine
- Fathers Day order will be approximately \$745, moved by Jasmine seconded by Mel
- The outdoor movie night can be arranged through Pipe Wolf Media for 10/9/21. Moved by Anu seconded by Bec
- The Trivia night, it was proposed that this be hosted by Drag Queens. Sheree to get 2 quotes for this for the next meeting

Canteen

- Due to ongoing issues with volunteers not attending and Ash at times having to leave work to cover volunteer shortages the canteen will be closed on Wednesdays from Term 3 until the volunteer numbers are enough to meet the need. The current Wednesday volunteers will be moved to Mondays and Fridays.
- Ash explained some of the issues with the Canteen Coordinator role such as time spent filling shifts, buying items and rostering issues. Ash explained that she was also recently abused by a volunteer which all members agreed was unacceptable. The Canteen Coordinator role will be separated again, Ash will continue the buying role and another volunteer will be sought for completing the canteen roster.
- P&C to consider other means to have volunteers assist in the canteen
- The P&C would like to thank Ash for all her research and effort into systems for online Canteen orders. Ash has presented information about Spriggy. Canteen prices will increase slightly to cover Spriggy fees. A note will be sent home to parents about Spriggy, Ash to draft. Students will still be required to drop their lunch bags off at the canteen in the morning. Paper orders will still be accepted. Online orders would need to be submitted by 8.30am. A float will also be required to assist with change for counter sales. Depending on the success of Spriggy the P&C may consider moving the uniform shop over to Spriggy too by the end of 2022 so families can just use one system. Spriggy can assist with setting this up if required in the future to make it easier for the uniform shop. There will be training about using Spriggy for online canteen orders to all canteen volunteers.
The introduction of Spriggy for online orders was Accepted by Sheree and Seconded by Allannah

Uniform Shop

Paulette reports that all is running well online. Paulette advised via text that she may need help with the uniform shop during kindy orientation time, school photos, stocktake. Paulette indicates that she would

prefer to remain using the current online ordering system.

General Business

- Previously discussed Before School issues and possible solutions to be discussed at the next meeting
- Jasmine has requested that if any P&C members register for anything using the P&C email to let Jasmine know so it can be forwarded to the correct person
- Mel requested that an account or folder be set up in Google Drive for accounts to prevent ongoing emails to her personal email

Meeting closed at 8.45PM

Action List

Action Who By Remarks

Create an Allergy aware statement to display at the canteen. Write a policy regarding future bake sale events advising that full ingredients list must be provided and that the canteen is Allergy Aware	Ash
Request for information from SRC to see what money would be used for in the playground	Tina to seek this info from Mr Lloyd
Canteen role for Roster to be advertised	Role to be further defined and advertised
Notice to families introducing Spriggy	Ash
Training for canteen volunteers RE Spriggy	Ash to organise
Amazon voucher \$300 to be purchased	Mel to purchase
Contact bank to see if alternate account types to chequing may be better	Anu to look into this and check P&C policy regarding banking accounts
Tech toppers fundraiser pre-orders	Sheree to organise pre-orders

P and C meeting 15/06/2021

Statement of support

At tonight's P and C there are a number of initiatives that will be spoken about that we all feel passionate about and we know the value they add to our school. There is not one person sitting here this evening that is here for any other reason than to support your children, our school, the staff and the entire community. I would therefore like to begin by saying thank you.

Thank you for working from home, or a place of work and then adding to your load by taking on a responsibility on our P and C committee.

Thank you for leaving your family to attend meetings and showing your care, trust and support for our school.

Thank you for being selfless. Know that your contribution is so very valued by our school.

Thank you offering feedback at these meetings and working collaboratively to plan events, solve problems, and change provision, procedure and process for the better at our school.

Keeping in mind that members will be discussing agenda tonight that they are emotionally invested in, passionately working in and requiring collaborative support in as volunteers, I ask that we work together to actively listen to each member without interjection, and on conclusion, together offer ideas for solutions and actions moving forward. It is important that tonight we capture all members feedback and opinions and know that we are in a safe space to do that. This is what will ensure our school continues to improve at all times.

- **Options other than Southern Stars**

I have made the decision at this time to delay the discussion about alternatives to Southern Stars at this point. Teachers are working very hard with Southern Stars rehearsals and practices, organisation and logistics. I feel that this is not the time to seek such feedback. I will ensure that this conversation occurs at the conclusion of Southern Stars through a survey of all stakeholders.

- Southern Stars Rehearsal begin this week and the performance will be on Friday and Saturday 20/21 August.

- **NAIDOC food day- Organisation?? Day and food offered. Wed- no orders or Thursday first break only. Are we happy to go ahead with this. Finalising details.**

- Collect individual student data from assessments and analyse at stage meetings, collaboratively sharing at a whole school level.
- Continue developing a culture of collaborative and differentiated professional learning models that provide opportunities for distributed leadership, coaching, modelling, mentoring and moderation.
- Continue engaging in strong collaborations between parents, students and the community, supporting the continuity of learning for all students at transitions points.
- Change the way we work to build further 'Communities of Practice' learning from the success of other schools and the development from experts.
- Commit to improving value add 3-5 where students achieve expected growth in reading and numeracy, by regular assessment for, as and of learning, working for continuity across the school in assessment practices. This will assist whole school data analysis and use to plan for learning programs that support the transition from Stage 1 to Stage 2.
- Consult with all staff on whole school systems for supporting the continuity of learning and growth in the middle primary years.
- Continue to integrate wellbeing programs to sustain whole school practice and performance over time, through a positive behaviour lens.
- Collect data reflecting the current change to the school's wellbeing focus and use this for future implementation or refinement of the processes we now have in place.
- Commit to improving engagement and academic interest to sustain regular positive student attendance, through partnerships, communication and planning.
- Consult with other schools around best-practice models for goal setting, implementation, achievement and tracking.
- Continue to sustain innovative practices and upskill staff, students and school community in future focused learning strategies.
- Review and improve the links between the RFF program and mainstream classrooms focusing on more authentic integration.
- Commit to gathering and monitoring evidence of critical and creative higher order thinking.
- Strengthen our links to a broader professional learning community where we can share our practice and expand on our knowledge and skills.

Stranger danger

- Last week there was a report of a secondary student who was approached at the end of Gibsons Road coming up to the junction at Cordeaux Road. The police were contacted in regard to the incident. We are taking this opportunity at the school to remind students of 'Safe people and Safe places'
- https://www.police.nsw.gov.au/_data/assets/pdf_file/0004/364927/01english-crime-prevention-fact-sheet-children-safe.pdf We ask that our families also discuss these practices at home.
- Uniforms
 - We are in the process of completing a uniform review as stated in our Uniform policy. This needs to occur within the next month. This will entail consulting the community via a survey and the results will be analysed. We will then establish whether any changes are required to the uniform. Tonight, we have drafted some questions we thought would be appropriate to seek the information we require. We ask to consult with the P and C to make any adaptations or additions to this survey to support the collection of data. The focus at this time is in winter pants.
 - Would you like students to wear the red sports long pants every day for winter?
 - Would you support the introduction of unisex grey long pants for winter instead of the red long pants?
- Athletics Carnival- 8 years and up

This year has been a year of firsts. The first Athletics Carnival since before COVID, the first Athletics Carnival that Ms Neville has organised and it is the first time that I have been able to see the carnival off paper and in action. As a result, there are a number of reflections that have been listed to ensure that we improve the organisation of the day to aid engagement, event rules/provision and management of time. I have listed these reflections below. If you have any feedback you'd like to offer, please add to my list at its conclusion.

 - Rotating events and connected tabloid to each event
 - Larger age groups split to maximise activity
 - Pre-trials for main events (high jump, long jump, shot put, discus) This would happen through an athletics school-based sport program where the events are explicitly taught over a number of sporting sessions. Competitors would be identified during this process using measurements/times and this smaller group would compete on the carnival day. All students would have a throw at the carnival (regardless of if they are competing) and then those who have pre-trialled as competitive would throw/jump off. While this is occurring, a fun tabloid activity would be running for the main group who are not competing. This tabloid would be practising the specific athletics skill but would provide an entire session of fun and activity for all.
 - 100m, 200m would be run as rotations on the day. Meaning there would be six rotating events.
 - 100/200m finals would be held at the conclusion of the day time permitting
 - 800m and 1500m races held at school prior to the day and only for those who nominate

- Education/ Book Week- P and C sausage sizzle?

Due to Education Week falling during a time where some staff have professional learning prior commitments from before COVID, the choral Mall performance and also Book week being gazetted as Southern Stars Rehearsal and Performance week, we have altered our school celebrations of these events to a suitable week for all.

We will be holding a combined Education/Book week this year. The dates for this are from 30/7 (possible author visit) through to and including 2 August- 5 August

The events planned are;

- Author visit
- Open Classrooms
- K-2 and 3-6 parent/carer technology play/learning session
- Book parade
- Picnic with band and choir performances

We were wondering whether the fund-raising committee would like to organise a sausage sizzle or other fund raising opportunity.

- Reports

Reports will be distributed to families during week 10. This will hopefully occur on Wednesday. It has been an absolute pleasure to read all reports and share in the progress and achievements of our students

Kindergarten 2022

- We have completed all Kindergarten Discovery tours where our new students for 2022 and their families have met the principal and taken a school tour. I'd like to mention and acknowledge Allanah and her organisation of this experience.
- We have set a Kindergarten parent information night for 24 August and Ready Roos on the 31 Aug and 7 and 14 of September.
- The official Kindergarten orientation sessions will be in term 4 on the 18, 25 of November and 2 December.
- It has been an absolute pleasure to meet some new and old members of our school community throughout this process

WHS- Kellie Paterson from the DoE will be visiting our school on July 23 to offer an assessment of work health and safety across our school. She will be supervising the revisions we have made to evacuation and lock down procedures and advising us of any environmental adaptations that may need to be made in regard to safety and health advice.

Our next P and C meeting will be held on July 20 in term 3.

I'd like to wish all families a wonderful school holiday break. We look forward to another brilliant term of learning for our students which will include many exciting events for our whole community to share.

A handwritten signature in black ink, appearing to read 'Tina Duffield', written in a cursive style.

Tina Duffield

Relieving Principal FPS

EV Results and Future Directions

Element name	School Assessment	EV Assessment
● Learning Culture	Sustaining and Growing	Sustaining and Growing
● Wellbeing	Sustaining and Growing	Excelling
● Curriculum	Sustaining and Growing	Sustaining and Growing
● Assessment	Sustaining and Growing	Sustaining and Growing
● Reporting	Sustaining and Growing	Sustaining and Growing
● Student performance measures	Sustaining and Growing	Sustaining and Growing
● Effective classroom practice	Sustaining and Growing	Sustaining and Growing
● Data skills and use	Delivering	Delivering
● Professional standards	Sustaining and Growing	Sustaining and Growing
● Learning and development	Sustaining and Growing	Sustaining and Growing
● Educational leadership	Sustaining and Growing	Sustaining and Growing
● School planning, implementation and reporting	Delivering	Delivering
● School resources	Sustaining and Growing	Sustaining and Growing
● Management practices and processes	Sustaining and Growing	Sustaining and Growing

Continue to engage in professional learning models consisting of data concepts, analysis and use, observation and feedback at a whole school level. This will support teachers' consistent, evidence-based judgements and evaluation of teaching programs.

- Develop cultural awareness, knowledge and respect of our histories and cultures, valuing identity, and promoting high aspiration.
- Commit to provision of collaborative time where school leaders work with staff to make instructional decisions and judgements with a focus on data, explicit teaching and learning improvement.
- Consult with parents and carers to routinely communicate assessment approaches and student learning progress, through individual learning goals and reporting of achievement.
- Commit to a school-wide, collective responsibility for student learning, wellbeing and success, developed and shared by parents and students, using sound holistic information about each student's personal needs and circumstances.

Consult regularly for quality feedback from parents, carers and external stakeholders, driving future planning cycles to enhance the provision of well-developed and focused student learning pathways.

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT - May 2021**



Balance as per Bank Statement on 30th April 2021		\$26,682.26
Add Income for May 2021	\$3,655.26	
	Sub-Total	<u>\$3,655.26</u>
Less Expenses May 2021	\$8,230.01	
	Sub-Total	<u>\$8,230.01</u>
Add unrepresented Deposits	\$0.00	
	Sub-Total	\$0.00
Less Unrepresented Cheques		<u>\$0.00</u>
<u>Payee</u>	<u>Number</u> <u>Amount</u>	
sub-total		<u>\$0.00</u>
Balance as per bank statement on the 31st May 2021		<u>\$22,107.51</u>
Balance of Available Funds with unrepresented cheques included		<u>\$22,107.51</u>
<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
sub-total		<u>\$0.00</u>



FIGTREE PRIMARY SCHOOL
Canteen Treasurer's Report
1st May 2021 to 31st May 2021

Cashbook Balance as at 30th April 2021		\$ 8,777.75
Add Income May 2021	\$ 3,478.30	
Total Income	\$ 3,478.30	
	Sub Total	<u>\$ 12,256.05</u>
Less Expenses May 2021		
Total Expenses	\$ 1,628.52	
	Sub Total	<u>\$ 10,627.53</u>
Cashbook Balance as at 31 May 2021		\$ 10,627.53
Add Unpresented Cheques	\$ 744.42	
Less Unpresented Deposits	\$ -	
Total Balance with Bank Statement		<u><u>\$ 9,883.11</u></u>
Balance of Bank Statement as at 31st May 2021		<u><u>\$ 10,627.53</u></u>

Reported By:

Unpresented Cheques

TOTAL

\$744.42

Fundraising Team P & C Report



Notes documented by: Sheree

Date: 15/6/2021

Current Members:

Sheree Springhetti, Anu Stevens Bec Cavanaugh Eva Thompson Jess Romancewiz	Jasmine Campbell Annabelle Hoy Andrew Hoy Ashley Boyle
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In attendance:

Fundraising Comparison

Event	2016	2017	2018	2019	2020	2021
Easter Event	\$3,099.47	\$2,980.49	\$2,863.75	\$2,454.95	?	\$1 622.55 Without sausage sizzle or cakes
Mother's Day Stall	\$1,459.30	\$1,474.20	\$1,138.88	\$1,301.50	-	\$1,236.95
Pie Drive	\$1,325.50	\$1,565	-	-	-	\$1,269.50
Father's Day Stall	\$1,249.45	\$1,275.80	\$909.68	\$1,271.95	-	
Trivia Night	\$3,702.90	-	-	\$4,170.72	-	
Movie Night	\$1,182.05	\$1,322	\$1,250.80	-	-	

FUTURE PLANS AND ACTIONS FOR FUNDRAISING

- 8th June – Pie drive Ash Boyle organising
- 2/3rd Sep – Father's Day Stall – Bec & Sheree organising
- 10th Sep – Family Movie Night – Anu organising
- 22nd Oct – Crazy Colour (Fun for School) – Sheree organising
- 26th Nov – Adult Trivia Night – Group effort
- Sushi food day – Annabelle organising date TBC

ALL DATES CONFIRMED

Discussions from last meeting – Sheree, Chantelle, Jess, Bec.

Fundraising Team promoting new members:

1. Create video to promote P & C fundraising committee
2. Create flyer to promote P & C fundraising committee
3. Create invitation to join P & C – Fundraising Team / Canteen Team

Distribution through school

- **Father's Day**
 - Created a draft of an order for this year, keeping to items we thought would be interesting for the children and father's / male role models.
- **Movie night ideas**
 - Sausage sizzle
 - Soft drinks / glee drinks to purchase

- Coffee van invited? – up for discussion
- Food van – “Fanny’s” look into
- Popcorn
- Fairy floss
- Discussed making “snack packs” with a drink, popcorn and a food snack \$5.
- Outdoor movie screen and movie – investigating costs and company
- **Quote from pipe wolf media – I think this is a great offer, can we book?**

- **Crazy Colour**

- has been started with organisation.
- Items will be delivered to the school when order placed – no cost outlay
- Hayley is our contact with Fun for School
- The colour run is run on the day by volunteers and teachers (kids contribute to water spraying)
- All fundraising is done online through kids / parents
- Contact person and event organiser have access to online system to view fundraising and these can be viewed and catalogued by child, family, class, stage and total.
- Prizes for fundraising are included in the “payment” to Fun for School after the event. – not cost outlay

Information / Requests for P & C

- **Father’s Day**

- Have placed an order \$

- **Fundraiser idea – TECH TOPPERS**

- This look’s fun and easy, last meeting we agreed to add this in, **any problems if we do this term 3?**
- Offer food orders in advance – share platters

- **Trivia**

- Spoke to Roxee Horror, average quote for her and Ellawarra to do trivia is around \$600.
- **Ideas for hosts?**

- **Canteen**

- **Ash would like to discuss the time management issues relating to her role – how can this be improved?**
- **Suggestions are another person to assist / take on some roles and / or make this a paid role.**
- Looking forward on what items we need for online ordering
- Laptop – Eva may have one
- Special label printer – to buy
- Freezer may need replacing soon
- Fridge may need replacing soon