



**FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 16/2/2021**

Meeting opened at. 7.05pm

Present: Jasmine, Alicia, Sheree, Tina, Allanah, Ash, Emma, Jillian, Lincoln, Natalie, Anu, Abhilash, Yi Cao, Yiwei Li

Apologies: nil received

Acceptance of the Previous Minutes – 17/11/2020

Moved by Lincoln and seconded by Emma that the minutes of the meeting held on 17/11/2020 be accepted. Carried.

Business Arising from the Previous Minutes – 17/11/2020

Action Who By Remarks

<p>Canteen</p> <ul style="list-style-type: none"> ● The position description for the Canteen buyer/banker should be located in Google Drive ● Ash will fill the Canteen Coordinator & buyer role at this time and a Customer account for Woolworths can be set up so buyer can complete online orders using click and collect or delivery. This is to be done with the P&C email address. Please let the P&C know what the maximum expenditure is for the account ● Canteen banking role to be done by Emma 	<p style="text-align: center;">Lincoln to forward to Allanah Ash</p> <p style="text-align: center;">Emma</p>
<p>Fundraising Committee</p> <ul style="list-style-type: none"> ● Sheree to organise a fundraising catch up to plan events for 2021 	<p style="text-align: center;">Sheree</p>
<p>P&C Federation membership</p> <ul style="list-style-type: none"> ● Jasmine to follow up 	<p style="text-align: center;">Jasmine</p>

Correspondence – In

P&C Federation E-Bulletin

Uniform orders

LW Reid announcements

Transfer notifications for Quickcliq – forwarded to Treasurer

Smart Gift ideas

P&C Federation – Volunteer of the year

ACNC Advice Services (do we submit a 2020 annual info statement?) Do we have existing account/password?

Charity TV Global – ad

Client success – info about creating COVID safe seating plans, online events, pdf ticketing, session times, (Try booking)

Email from ANU re uniform shop enquiry

Email from Arthur & Nicole 11/12/20

Invoice from Sweet P – forwarded to treasurer

Andrews insurance – newsletter

Alicia found that the previous canteen buyer was paid \$250 per term. Lincoln clarified that this payment was previously given to the buyer to reimburse them for petrol when getting items

ACNC Advice services nsw

P&C Federation NSW Dept of Ed updated advice re covid

Figtree public forwarded email from fundraising empire re mothers day stall – forwarded to Sheree

Email to Allannah to promote P&C and requested noticeboard too

P&C Federation enrolment notice for elections

Figtree public forwarded NSW Health email re healthy canteens

Correspondence – Out

Business Arising from Correspondence

- Jasmine to follow up ACNC membership
- Jasmine to follow up P&C Federation membership
- Jasmine to forward NSW Health email about Canteen to Ash

Principals' Report – Tina

- See attached

Treasurer's Report –Alicia

- See attached report

Allocation of funds to be discussed at AGM

Fundraising and Event Report

Fundraising Committee

- Sheree to discuss what school events the P&C can help with and add to.
- School to notify P&C of events so P&C can create events
- For Easter this year there will be a mufti day where a gold coin donation from families will be used to purchase Easter eggs for the raffle.
- Other ideas include a Mothers Day Stall, Fathers Day stall, pie drive, cookie dough. Sheree to work out dates with Tina.
- P&C are happy for school banking to recommence. P&C to check with Kim to see if she is happy to continue school banking

Uniform Shop

There are items that have been ordered but have been delayed from China. Online ordering is going well and manageable online. Not intending to re-open uniform shop in person at this stage. Allanah and the school have been helping with the 2nd hand uniform shop.

Canteen

Ash has the canteen ready to go 3 days a week (Monday, Wednesday & Friday) from 1/3/2021 and has enough volunteers and a back up emergency list. There is a Facebook group with all volunteers able to communicate for swapping shifts and information. There will be some menu changes including Oat Muffins, pikelets and smoothies. Lincoln shared an idea about healthy bento lunch boxes. Other ideas include 2 minute noodles, watermelon pizza slices. The P&C discussed the idea of moving the canteen to online ordering with the possibility of introducing this later in the year. The P&C would need to look into this to find a system that would work. Allanah explained that canteen orders could also be done through QuickCliq like the uniform shop. Lincoln explained that he has spoken to other schools who advised that whenever there was an issue with an online order that at times this then put the work back onto the school. Ash to show Emma how to do the banking.

There will be a fundraising food day - pie drive date to be confirmed

Ash asked for clarification on whether eggs or nuts in the canteen. It was suggested that eggs are allowed but signage must show allergy aware. Tina to find out more information. There is also a copy of the kids with allergies on the wall in the canteen and staffroom.

General Business

Afternoon School Pickup

Lincoln reported that the current arrangements are ineffective as the High School students are taking over the pathway. Can witches hats be used to assist? Can parents wait just inside the school grounds and still socially distance? It was reported by parents that having the extra gate open was very helpful but that hasn't been occurring. Other difficulties with staggered dismissal is that OOSH kids don't get picked up until 3.20pm. Tina to talk to Figtree High about this and re-evaluate the dismissal plan.

Class sizing

Parents raised that the class sizes seem large this year. Tina explained that there are many factors that are considered for making up classes. There is an additional teacher helping as we fell short of having the numbers required for an extra class.

AGM

Next meeting the AGM will start at 6.30pm followed by the P&C Meeting. Lincoln and Alicia advised that they will be stepping down from their roles of President and Treasurer respectively at the AGM. Allanah to advertise the roles and position descriptions via School eNews app.

Meeting closed at 8.32pm

Action List

Action Who By Remarks

Follow up ACNC membership	Jasmine
Follow up P&C Federation membership	Jasmine
P&C Fundraising events calendar	Sheree to work out dates with Tina
Recommence School Banking	P&C to see if Kim will continue this role
Apply for Woolworths online account for canteen	Ash
Clarify if eggs and nuts can be used in the canteen for "Allergy Aware" canteen	Tina
Talk to Figtree High School regarding issues with the end of day pick up and congestion	Tina
Advertise P&C Roles for AGM & next P&C meeting	Allanah

Principal's Report P and C

- Introduction and summary of the first 4 weeks at Figtree Public School
- The students, staff and community, worked in partnership to make the start to 2021 one that has been enjoyable and such a successful transition.
- Life education began today. Thank you to South 32 and Dendrobium mines for funding this worthwhile educational experiences on health and drug education.
- Swimming Carnival success and we have 29 students representing our school at the district carnival
- COVID intensive support funds. We will given \$126000 in funds to support targeted students in literacy and numeracy improvement. We were able to employ teachers who have been allocated to a stage to work with students who require this intervention. Further training is being provided to staff over the coming weeks to ensure that we utilise these funds in a way that we clearly track and achieve improvements at the end of 2021 for these students.
- We applied with a submission to share the cost with the Department of replacing the retaining walls at the back of the office block. This has been successful. We look forward to seeing the finished product. Assets are managing this work in consultation with our school.
- We are currently seeking quotes for a sail to protect the play equipment in the main playground from the sun.
- **Learning Conversations/Information sessions**
- In the next fortnight, we will begin our 2021 learning conversations. We have made some adaptations to our information presentations this year to limit the number of parents and carers on site at the same time. As a result, we will have one opportunity in Term 1 to discuss information about your child and their class and these have been staggered in stages across the weeks. If the current climate changes, we may be required to complete these meetings via zoom or phone. For now, we will plan to hold them face to face.
- Kindergarten offered a group introduction meeting for parents (one parent only) last night. It was a great success and appreciated by new and old families, and it was held in your child's classroom. Classes were announced at the end of last week and Kindergarten have been walking in and out of school independently. The resilience and bravery by our new little people was a reminder of how adaptable and independent our students have become during this pandemic. Kindergarten families will engage in a learning conversation later in the term when teachers have engaged them in school routines and learning.
- Banksia will offer separate interview times with our school counsellor, executive and classroom teacher during the day in Week 5 on either Wednesday 24 February or Friday 26 February. There will be more information to come. Here they will develop individualised education pathways for students.
- Stage 3 will offer class information in individual learning conversations for children. These have been scheduled to occur in Week 6 from 1 March to 5 March.
- Stage 2 will offer class information in individual learning conversations for children. These have been scheduled to occur in Week 8 from 15 March to 19 March.
- Stage 1 will offer class information in individual learning conversations for children. These have been scheduled to occur in Week 9 from 22 March to 26 March.
- Notes are going out to families so that they can book a time to have a conversation.
- This year is a particularly big year for whole school evaluation, self-assessment and planning;

- **New Strategic Improvement Plan** driven by the creation of a new **Situational Analysis** which represents data on Enrolment, Student Performance, Wellbeing, Human Resources, internal school data and Finance. A school self-assessment on the **School Excellence Framework** also indicates our areas for improvement and those we feel we excel in. This information will be carefully represented in our new four-year plan from 2021-2024 that we will finalise this term. We will form an implementation timeline of how we will work to achieve improvement this year, and Ms Harding will continue to write implementation schedules each year using the plan drawn up this year, with staff from 2022 .
-
- It is a very exciting time to be at Figtree Public School. The constant drive for improvement and success is evident in the data and evidence that has been collected and shared with me on my transition into this role.
- Figtree Public School will also complete our **External Validation** in 2021. This process is an evaluation and assessment of our progress and improvement over the last 3-4 years, directly related to our last school plan and strategic focuses which have been Data-driven learning, Future Focussed Learning and High-Impact teacher learning. A panel of our peers including a Principal from another school and a Principal Support Liaison will determine if our self-evaluation of all SEF aspects are evidenced in our presentation and in-line with the descriptors. So they will confirm if we are where we actually think we are as a school.
- I'd like to share with you today our most recent results of the end 2020 self-assessment which will help us to complete the Annual Report and it will drive our school planning process. It is important to note, that Figtree Public School staff have determined that we are delivering (where a school should be) across all themes of the School Excellence Framework. We have determined we are above this at Sustaining and Growing against 12 of the 14 Sub-Domains. We ascertain that we are excelling in themes of Transitions, Individual learning needs, behaviour, Student report, Community engagement. We of course aim to be growing along the way through careful planning.

As a result of our analysis of internal and external data, including the School Excellence Framework, we have determined the following areas of focus of the next four years.

- **Learning Culture- High expectations/ Attendance**
- Consistency of High Expectations across the school- Stronger partnerships with parents and students support clear improvement aims and planning for learning.
- Attendance/Engagement data analysed and used to inform planning- personalised attendance approaches improving regular attendance rates
- **Wellbeing- Individual learning needs. A planned approach to wellbeing**
- Regular opportunities to meet with a staff member advice/support/assistance communication between teachers for target students. Analysis of behaviour data, wellbeing and engagement to make evidence-based change to practice. Social clubs and playground activities
- **Curriculum**
New Literacy and Numeracy progressions and a narrower deeper school curriculum 2022-2024.
Learning progressions to track and drive teaching and learning- programming based on this to register differentiation and adjusted for personalised next step learning goals for knowledge, understanding and skill
- Assessment- schema/schedule for whole school- assessments (formative, summative) that offer valuable information and show consistency across the school
- High expectations challenging and differentiated learning /Learning alliances with other schools/organisations
- Students and parents are involved in planning support learning and expected outcomes with specific results and next step learning goals.
- Seven steps of writing


- **Data skills and use-** To maximise learning outcomes and growth in literacy and numeracy by using data driven teaching practice which are responsive to the varied and dynamic individual needs of students.
- **Collective teacher efficacy-** strong coaching, mentoring and professional development that is differentiated and offers collaborative sharing, data conversations, lesson observations focused on the departments What works best document.

So today I request community consultation on our three planned Strategic Directions. I wanted to present these to the P and C before we begin building our Strategic Improvement Plan as a staff.

Student growth and attainment (Mandatory Strategic Direction 1 for all schools)- Curriculum, data skills and use

High Expectations- second Strategic Directions covers challenging students through learning at their individual level and raising academic interest and motivation to improve learning culture and wellbeing

High Impact Teacher Learning- Partnerships across and beyond our school a shared responsibility for school improvement where all teachers and leaders continuously improve practice to improve student learning.



6/02/2021



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

Cashbook Balance as at 31 October 2020			\$ 7,008.61
Add Income November 2020	\$	298.05	
Total Income	\$	298.05	
		Sub Total	\$ 7,306.66
Less Expenses November 2020			
Total Expenses	\$	-	
		Sub Total	\$ 7,306.66
Cashbook Balance as at 30 November 2020			\$ 7,306.66
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total of Available Funds			\$7,306.66
Balance of Bank Statement as at 30 November 2020			\$ 7,306.66

Reported By:

Unpresented Cheques

Presented Cheques

TOTAL

0.00



FIGTREE PRIMARY SCHOOL CANTEEN
24 DERRIBONG DR
CORDEAUX HEIGHTS NSW Australia 2526

25 January 2021

Dear FIGTREE PRIMARY SCHOOL CANTEEN,

Here's your account information and a list of transactions from 01/11/20-30/11/20.

Account name FIGTREE PRIMARY SCHOOL CANTEEN
BSB 062644
Account number 10080073
Account type Cheque A/c
Date opened 18/02/1998

Date	Transaction details	Amount	Balance
27 Nov 2020	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS canteen clear note	\$80.00	\$7,088.61
27 Nov 2020	Cash Dep Branch FIGTREE	\$218.05	\$7,306.66

Any pending transactions haven't been included in this list. Proceeds of cheques aren't available until cleared.

If you have questions or need more information, go to commbank.com.au/support.

Yours sincerely,

Brian Moseley
General Manager, Retail Customer Service



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

Cashbook Balance as at 30 November 2020			\$	7,306.66
Add Income December 2020	\$	-		
Total Income	\$	-		
		Sub Total	\$	<u>7,306.66</u>
Less Expenses December 2020	\$	-		
Total Expenses	\$	-		
		Sub Total	\$	<u>7,306.66</u>
Cashbook Balance as at 31 December 2020			\$	7,306.66
Add Unpresented Cheques		\$0.00		
Less Unpresented Deposits	\$	-		
Total of Available Funds			\$	<u><u>7,306.66</u></u>
Balance of Bank Statement as at 31 December 2020			\$	<u><u>7,306.66</u></u>

Reported By:

Unpresented Cheques

NIL

TOTAL \$0.00

Presented Cheques

TOTAL \$0.00

Cheque A/c 062-644 1008 0073

Available	\$7,306.66
Pending	\$0.00
Balance	\$7,306.66

Showing 40 transactions

Date	Transaction Details	Amount	Balance
Fri 27 Nov 2020	Cash Dep Branch FIGTREE	+\$218.05	\$7,306.66
Fri 27 Nov 2020	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS canteen clear note	+\$80.00	\$7,088.61
Wed 19 Aug 2020	Transfer to CBA A/c NetBank 2020 Canteen Trans	-\$7,000.00	\$7,008.61
Wed 27 May 2020	Cash Dep Branch WARRAWONG	+\$212.75	\$14,008.61
Wed 27 May 2020	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+\$160.00	\$13,795.86
Mon 06 Apr 2020	Chq 002071 presented	-\$95.54	\$13,635.86
Fri 03 Apr 2020	Chq 002075 presented CORRIMAL	-\$36.00	\$13,731.40
Wed 25 Mar 2020	Chq 002072 presented	-\$115.90	\$13,767.40
Wed 25 Mar 2020	Chq 002073 presented 06 2067	-\$194.40	\$13,883.30
Tue 24 Mar 2020	Chq 002074 presented	-\$633.74	\$14,077.70
Thu 19 Mar 2020	Chq 002070 presented	-\$84.00	\$14,711.44
Tue 17 Mar 2020	Chq 002069 presented 06 2067	-\$58.45	\$14,795.44
Mon 16 Mar 2020	Cash Dep Branch WARRAWONG	+\$401.35	\$14,853.89
Mon 16 Mar 2020	CASH DEPOSIT CBA ATM WARRAWONG A NSW 263601 AUS	+\$230.00	\$14,452.54
Thu 12 Mar 2020	Chq 002067 presented	-\$94.28	\$14,222.54
Wed 11 Mar 2020	Chq 002068 presented	-\$307.76	\$14,316.82
Wed 11 Mar 2020	Cash Dep Branch WARRAWONG	+\$544.60	\$14,624.58
Wed 11 Mar 2020	CASH DEPOSIT CBA ATM WARRAWONG B NSW 263602 AUS	+\$180.00	\$14,079.98

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



Balance as per Bank Statement on 31st December 2020			\$21,409.33
Add Income for January 2021		\$3,558.50	
		Sub-Total	<u>\$3,558.50</u>
Less Expenses January 2021		\$105.69	
		Sub-Total	<u>\$105.69</u>
Add unrepresented Deposits		\$0.00	
		Sub-Total	\$0.00
Less Unrepresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$0.00</u>
		sub-total	<u>\$0.00</u>
Balance as per bank statement on the 31st January 2021			<u>\$24,967.83</u>
Balance of Available Funds with unrepresented cheques included			<u>\$24,862.14</u>
<u>Presented Cheques</u>			
		sub-total	\$0.00

P&C Current Liabilities

January 2021



January 2021 Unpresented cheques
N/A

\$0.00

\$0.00

P&C

Promised Funds 2021 Wish List items

	<u>Committed Amount</u>	<u>Amount Spent</u>	<u>Amount Outstanding</u>
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
Total	\$0.00	\$0.00	\$0.00

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

Bank Balance

End of December 2020	<u>\$21,409.33</u>
Add banking for January 2021	\$3,452.81
Minus Expenses for January 2021	\$0.00
Less Current Liabilities	<u>\$0.00</u>
Total funds available	<u>\$24,862.14</u>



Fundraising Profit Comparison for 2011-2021

as at 31 January 2021

	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Canteen		\$7,246.25	\$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	\$0.00	\$3,408.72	-\$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	\$1,682.03	\$2,103.95	\$1,951.30	\$2,418.59	\$1,574.75
Easter Basket Raffle			\$1,563.80	\$1,520.40	\$1,755.19	\$1,851.65	\$1,296.31	\$952.26	\$905.36	\$773.21	\$616.16
Easter Sausage Sizzle			\$708.65	\$949.85	\$958.65	\$960.87	-\$15.95	\$318.89	\$508.95		
Easter Snowbags/Lucky Dip							\$32.50	\$47.80		\$12.10	\$52.00
Easter Guessing Competition			\$32.60	\$44.55	\$41.70	\$30.00	\$192.75	\$198.55			\$400.00
Easter Cake Sales			\$149.90	\$353.00	\$224.95	\$256.95	\$1,498.50	\$1,467.55	\$1,391.67	\$1,363.50	\$1,284.50
Mothers Day Stall			\$1,182.38	\$1,138.08	\$1,474.20	\$1,459.30		\$1,162.80	\$1,075.99		
Dance - Mid Year / FPS 60th Ann				\$1,117.35		\$963.01		\$30.00	-\$785.50		
Movie Night				\$1,250.80	\$1,322.00	\$1,182.05	\$1,123.20		\$1,030.25		\$958.15
Fathers Day Stall			\$1,271.95	\$909.68	\$1,275.80	\$1,249.45	\$675.07	\$1,272.75			
Trivia Night			\$4,170.72			\$3,702.90		\$4,317.33		\$2,294.62	\$3,454.13
Sausage Sizzle - Walk-a-thon										\$758.59	
Mufiti 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				
Special Treat Day/Pizza Day		\$1,606.33			\$7,023.70		\$7,101.09				
Total	\$0.00	\$12,576.30	\$23,694.09	\$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



FIGTREE PRIMARY SCHOOL P & C ASSOC
24 DERRIBONG DR
CORDEAUX HEIGHTS NSW Australia 2526

09 February 2021

Dear FIGTREE PRIMARY SCHOOL P & C ASSOC,

Here's your account information and a list of transactions from 01/01/21-31/01/21.

Account name FIGTREE PRIMARY SCHOOL P & C ASSOC
BSB 062644
Account number 10125657
Account type Cheque A/c
Date opened 09/05/2000

Date	Transaction details	Amount	Balance
29 Jan 2021	Direct Credit 141000 QUICKCLIQ QCUNI12767891	\$3,452.81	\$24,862.14

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If you have questions or need more information, go to commbank.com.au/support.

Yours sincerely,

Brian Moseley
General Manager, Retail Customer Service

FIGTREE PRIMARY SCHOOL P&C
Canteen Reconciliation Report
1st January 2021 to 31st January 2021



Cashbook Balance as at 31st December 2020		\$	7,306.66
Add Income January 2021	\$		-
Total Income	\$		-
		Sub Total	\$ 7,306.66
Less Expenses January 2021	\$		-
Total Expenses	\$		-
		Sub Total	-
Cashbook Balance as at 31st January 2021		\$	7,306.66
Add Unpresented Cheques	\$		-
Less Unpresented Deposits	\$		-
Total Balance with Bank Statement		\$	7,306.66
Balance of Bank Statement as at 31st January 2020		\$	7,306.66
Reported by			
Unpresented Cheques		\$	-
TOTAL			0.00

Cheque A/c 062-644 1008 0073

Available	\$7,306.66
Pending	\$0.00
Balance	\$7,306.66

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