



**FIGTREE PUBLIC SCHOOL  
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES  
DATE 16th March 2021, Figtree Public School**

Meeting opened at 6.55pm

**Present:** Tina, Alicia, Allannah, Anu, Bec, Emma, David, Natalie, Jasmine

**Apologies:** Lincoln, Sheree, Paulette

**Acceptance of the Previous Minutes – 16/2/21**

Moved by Emma and seconded by Tina that the minutes of the meeting held on 16/2/21 be accepted. Carried.

**Business Arising from the Previous Minutes – 16/2/21**

**Action Who By Remarks**

<b>ACNC Membership</b>	<b>Jasmine to follow up</b>
<b>P&amp;C Federation membership</b>	<b>Jasmine to follow up</b>
<b>Fundraising committee to liaise with school regarding dates for school events</b>	<b>Sheree/Tina to follow up</b>
<b>School banking. The P&amp;C voted for school banking to recommence. This motion was passed</b>	<b>Allannah to liaise with Kim to recommence</b>
<b>Woolworths Account</b>	<b>Ash has tried to do this. Jasmine to forward email to Ash to see if active account can be used</b>
<b>Clarification regarding use of nuts and eggs in canteen</b>	<b>Tina replied that these items can not be used in the canteen at all due to student allergies</b>
<b>Issues with school pickup. Previous action for Tina to talk to Figtree High School</b>	<b>Tina has spoken to Figtree High, the current congestion is unavoidable. Both gates are being opened. There are ongoing issues with parents parking in bus zones and other no parking zones, Council have been notified.</b>

**Correspondence – In**

P&C Federation newsletters, uniform orders, Canteen News, The Grief Centre professional development newsletter, Smart Gift Ideas, P&C Position Descriptions from Lincoln, The Impact Suite newsletter, School Fun Run, Pepper It Newsletter, ACNC Communications, Parent enquiry re: uniform shop polo shirt delays, School forwarded Darrell Lea fundraising info, Allannah sent information re: Harmony Day notification, Donut Fundraising opportunity, ACNC re:

issues with accessing Charity Portal, Ben from Woolworths emailed re: Woolworths Account. Clarification from school confirming that P&C are to purchase cleaning products for the canteen, School readathon fundraiser info, Charter Australia newsletter, Email from Lincoln for AGM, QuickCliq transfer notifications

### **Correspondence – Out**

Email to school to ask for message on eNews for uniform shop volunteers, QuickCliq transfer notifications to Alicia, J&L Borgo invoices to Alicia, Reply to parent regarding uniform shop polo delays, Email to ACNC re: Charity Portal, email to Ash for canteen update, February meeting minutes distributed

### **Business Arising from Correspondence**

ACNC membership and charity statement - Jasmine to follow up

### **Principals' Report – Tina Duffield**

See attached

In regards to the Feedback on the school vision and Strategic Direction of the Strategic Improvement Plan and statements the P&C provided feedback and overall are supportive of the progress the school has made.

P&C also discussed the School Community Charter which aims to assist parents to understand how to approach the school with issues. Appropriate use of social media was also discussed. It is really important that if parents are having any difficulties that they approach the school directly and seek clarification

Naplan is coming soon

Cross country to be held this week and if it needs to be cancelled parents will be notified by eNews .

There will possibly be some changes to the Easter hat parade now that COVID restrictions have changed again. It was suggested that the parade will most likely be split up into K-2 then 3-6 so parents can attend.

Assemblies will also recommence and the school will advise parents if they are able to attend

### **Treasurer's Report – Alicia**

- See attached report

The P&C propose to allocate \$15000 to the school. Tina to discuss a wishlist with the teachers.

Jasmine to look into upcoming grants

The P&C would like to thank Alicia for all her hard work as Treasurer. Alicia has agreed to temporarily remain as Treasurer until a new Treasurer is found after being advertised as agreed to in the AGM.

## **Fundraising and Event Report**

### **Fundraising Committee**

Tina & Sheree to work out dates for events

Sheree to organise a fundraising catch up

Bec to count Mother's Day stock and let Alicia know so the invoice can be paid

P&C to consider a COVID safe colour run for possibly the end of October

P&C to consider another Trivia Night that is outsourced

### **Uniform Shop**

Uniform Shop online is working very well. It has been suggested to move the Lunch Wallets to the Canteen to sell rather than in the Uniform Shop. Allanah to move these. The Uniform Shop is still waiting for the polo shirts ordered last year. It was reported that 2nd hand uniforms are being dumped on the table in the Gumnut room and that they are smelly and had spiders on them. Allanah to check this out and also to advertise for a person to run the 2nd hand uniform shop. If the school wants the uniform shop to reopen, additional help would be needed. It was suggested that the uniform shop may only open by appointment. P&C to check with Paulette for her feedback on this.

### **Canteen**

(email from Ashley)

" Approval for the card in my name for online ordering, business online account was not recommended as we may not meet the requirement of minimum annual spend. A card to place online orders with is the best way. If anyone needs to purchase they can either take money from the till on the day or i can provide the card number over the phone.

Introduction of products such as pasta and lean meat pies and sausage rolls. These are on the approved everyday canteen products and approved by under the healthy canteen guidelines. These are efficient and easier for preparation and will replace a few of the wrap options, food wastage seems to occur with wrap /salad items. Increasing frozen ready made options through the wholesaler will assist with food wastage and hopefully increase revenue.

1st break - Children can now only line up after the play bell has gone, allowing canteen helpers to get the lunch order baskets out and ensure children are eating their lunches before buying icecreams etc. Also assists as we only have 2 people in canteen not 3."

There has been suggestion to allow Peacekeepers to be served at the canteen first as they are missing out while on duty. The P&C have approved for sausage rolls to be purchased. There are also gluten free options.

Tomorrow is a Sausage Sizzle day and there will be no lunch orders. There will be orange food available for Harmony Day celebrations . The school received 220 sausage orders

### **Regarding Canteen Banking**

- The 2nd counter on the takings sheet is not always counting
- Emma to message Ashley to confirm that the keys are not to be left in the cash boxes. The keys are to go into the P&C box
- P&C considering purchasing a money counting machine to assist is saving time. Jasmine to look into prices

## General Business

- The new P&C Executive Committee will need to change over at the bank. This will require executive members from the previous committee and new committee will need to sign the AGM minutes and this needs to be taken to the bank.
- The P&C approve for Alicia to remain temporary Treasurer until a new Treasurer is appointed.

Meeting closed at 8.27pm

Next meeting 20/4/21 at 7pm at the school

## Action List

### Action Who By Remarks

ACNC Membership & Statement	Jasmine to follow up
Look into upcoming grants	Jasmine to look into
School wishlist	Tina to discuss with staff
Advertise for new Treasurer	Anu to draft advertisement
Work out dates for events for fundraising	Tina/Sheree to work out dates
Count mother's day stock and report to Alicia	Bec
Recommence Banking	Allanah to discuss with Kim
Move lunch wallets to canteen	Allanah to move
Check 2nd hand uniforms in gumnut	Allanah to check
Advertise for 2nd hand uniform shop volunteer	Allanah to do
Talk to Paulette about opening uniform shop by appointment only	Jasmine to do
Get prices for money counting machines	Jasmine to do
Talk to Ash about the canteen cash box keys	Emma to do
Past & New Exec members to sign AGM minutes so bank can be notified and change it over	All past and new exec members

It has been a very busy time at school with many exciting events occurring and coming up.

We have teachers completing professional training in diabetes, Wollongong City Council initiatives, Masterclasses in literacy learning, student support training with occupational therapy and mobility, school planning/resourcing and finance, External Validation training and this week targeted staff are attending professional learning in Critical and Creative Thinking to support student learning.

Our staff have finalised their professional development plans which are based on their students needs, and individual, stage and whole school goals. The leadership team will now work to provide opportunities for teacher learning in these designated areas.

At the last meeting we talk about our strategic direction focus' for the new four- year cycle of school planning. These focuses are Student Growth and Attainment, High Expectations and High Impact Teacher Learning.

The main focus areas will be:

Targeting Reading and Numeracy

Student Attendance/Wellbeing

Challenging and differentiated learning

Strengthening learning partnerships within and beyond our school

Teachers and Leaders continuing to improve practice to improve student learning

This does not mean that other areas of learning stop in our school. It just means that we are targeting these areas for continued improvement over time.

Questions were fielded at our last P and C meeting on these directions and where we had placed ourselves in our assessment of the school. Consultation indicated that all members agreed with the specific targets. Therefore, the Strategic Improvement Plan is in the process of being finalised. When it is finalised, it will be shared with the entire school community and uploaded as an outward facing document.

At this meeting I would like to share with you our school vision which is the very first aspect of the school's Strategic Improvement Plan. It is not complete without consultation and your valued feedback. We asked all staff to write what they wanted the community to think, say and feel about us as a school, about them as a stage and about them as a teacher. This would become our goal as educators and as a school.

From their responses and in light of the targets we have set discussed earlier, the following statement was written for our school vision which will drive all that we do in our school.

Figtree Public School is a high performing, quality school where students develop a strong academic, social and emotional foundation to equip them with the tools to be successful, confident and creative individuals, within our changing world. We work in purposeful partnership, as a learning community with high expectations, so that every student is valued and challenged to reach their potential.

We are responsive to individual learning needs, and maintain an integrated focus on literacy and numeracy, using data and evidence to target and track goals to plan for next steps in learning. Students are supported to improve and succeed through effective and specific feedback in a friendly, caring, safe and educationally stimulating environment. Our high-quality teachers lead and share in the responsibility for student and school improvement. They work collaboratively as life-long learners to continuously grow, innovate, create and inspire, offering quality classroom and extra-curricula learning opportunities.

Feedback on school vision- Collected in the minutes

We will be developing some new school procedures this year, based on departmental policy and our school focus targets. These will and have included a School Community Charter document to ensure learning partnerships are maintained between the school and families. We are just beginning work on an updated attendance procedure to support us in achieve or surpass our whole school target of 90% of students attending school 90% of the time. We have also updated our Learning Support process and we are currently working on a whole school procedure under the Wellbeing Framework for Learning Support. As these are completed, we will be seeking consultation with the community and will apply feedback within our procedures.

As some of you may be aware, the Minister for Education, the Hon Sarah Mitchell MLC, released the new Student Behaviour Strategy last week. It was based on;

- a need to better identify students at risk;
- the importance of building the capacity of teachers and school staff;
- a need to review the suspension policy and associated guidance; and
- a need for evidence-based practices and interventions.

Our school will be following the new strategy later in the year when the new behaviour and discipline policies are released by the department. Until then we will follow the existing departmental procedures.

Today I'd like to consult in regard to our School Community Charter- Reporting concerns to our school procedure.

Please read the copy provided to you and then I'd appreciate any feedback/questions in regard to it. The document is entirely based on Department of Education Policy and contextualised to meet our school needs.

Feedback on document – Collected in the minutes.

This week is Harmony week. We thank the P and C and the Canteen for your support in celebrating the overall message of social cohesion and racial harmony, and it is expressed through community participation, inclusiveness, celebrating diversity, respect and belonging.

The school cross country is on Thursday and we are so happy to be able to invite two family members to attend.

The Easter Hat Parade will be on the last day of school for the term Thursday 1 April. More information will follow as we organise the event to ensure social distancing and a safe celebration for all.

Naplan information went out this week. The assessment will be held in Week 4 of Term 2 May 11 to May 14. We will be moving to Naplan Online in 2022 as a school.

Thank you to all parents for supporting our school drop off organisation where students continue to enter the school independently. Our Students are so mature and the mornings have been filled with socialising with friends and direct entry to learning. This has supported our children and they have become increasingly resilient. I have shared this model with other school Principals and they agreed this was a great outcome from an otherwise difficult 12 months with COVID.



16/3/2021

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



Balance as per Bank Statement on 31st January 2021			<b>\$24,862.14</b>
<b>Add Income for February 2021</b>		\$3,133.67	
		Sub-Total	<u>\$3,133.67</u>
<b>Less Expenses February 2021</b>		\$61.34	
		Sub-Total	<u>\$61.34</u>
<b>Add unrepresented Deposits</b>		\$0.00	
		Sub-Total	\$0.00
<b>Less Unrepresented Cheques</b>			<u>\$0.00</u>
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	
		sub-total	<u>\$0.00</u>
<b>Balance as per bank statement on the 29th February 2021</b>			\$27,934.47
<b>Balance of Available Funds with unrepresented cheques included</b>			<u>\$27,934.47</u>
<u>Presented Cheques</u>			
		sub-total	\$0.00







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

01 March 2021

Dear FIGTREE PRIMARY SCHOOL P & C ASSOC,

Here's your account information and a list of transactions from 01/02/21-28/02/21.

**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
05 Feb 2021	Direct Credit 141000 QUICKCLIQ QCUNI12834884	\$1,154.66	\$26,016.80
12 Feb 2021	Direct Credit 141000 QUICKCLIQ QCUNI12966843	\$206.67	\$26,223.47
17 Feb 2021	Cash Dep Branch FIGTREE 999 uniform	\$1,711.00	\$27,934.47

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](http://commbank.com.au/support).

Yours sincerely,

Brian Moseley  
General Manager, Retail Customer Service

**P&C Current Liabilities**

**February 2021**



**February 2021 Unpresented cheques**

N/A

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

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

P&C

**Promised Funds 2021 Wish List items**

Committed  
Amount

Amount  
Spent

Amount  
Outstanding

\$0.00

\$0.00

**Total**      \$0.00      \$0.00      \$0.00

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

**Bank Balance**

End of January 2021	<u>\$24,862.14</u>
Add banking for February 2021	<u>\$3,133.67</u>
Minus Expenses for February 2021	<u>\$61.34</u>
Less Current Liabilities	<u>\$0.00</u>
<b>Total funds available</b>	<u><u>\$27,934.47</u></u>



# Fundraising Profit Comparison for 2011-2021

as at 28 February 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					
Uniform Shop	\$6,525.14	\$3,408.72	-\$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	\$1,499.30	\$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	
Murfi 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				
<b>Total</b>	\$6,525.14	\$12,576.30	\$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



**FIGTREE PRIMARY SCHOOL**  
**Canteen Treasurer Report**  
**1st February 2021 to 28th February 2021**

Cashbook Balance as at 31st January 2021			\$ 7,306.66
Add Income February 2021	\$	-	
Total Income	\$	-	
		Sub Total	\$ -
Less Expenses February 2021	\$	-	
Total Expenses	\$	-	
		Sub Total	\$ -
Cashbook Balance as at 28th February 2021			\$ 7,306.66
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement			\$ 7,306.66
Balance of Bank Statement as at 29th February 2021			\$ 7,306.66

**Reported By:**

**Unpresented Cheques**





## Cheque A/c 062-644 1008 0073

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

Showing 40 transactions

Date	Transaction Details	Debit	Credit	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
Thu 05 Mar 2020	Chq 002065 presented	-\$1,787.35		\$13,899.98
Wed 04 Mar 2020	Chq 002066 presented	-\$250.54		\$15,687.33
Tue 03 Mar 2020	Chq 002064 presented 06 2067	-\$325.30		\$15,937.87
Mon 02 Mar 2020	Cash Dep Branch WARRAWONG		+\$537.50	\$16,263.17