



**FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 17/8/2021, Remote Meeting**

Meeting opened at 7pm

Present: Jasmine, Anu, David, Sheree, Tina, Allanah, Mel, Emma, Wendy, Eva

Apologies: nil received

Acceptance of the Previous Minutes – 15/6/21

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

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

Mel to purchase a \$300 voucher for Miss Harding. Arrange a direct transfer to Mel and also get a card and chocolates. Allanah to get card, Anu to draft letter for the card.

All other business arising to carry over from previous minutes (copied from June 2021 minutes)

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

Correspondence – In

P&C Federation, Ash re: Spriggy marketing materials, Smart Gift Ideas, Andrews Insurance, Sheree re: Father's Day stock invoice, Parenting reply to Anu's request for help, Aceit, Fundraising team re: NAIDOC cupcake sales update, P&C Federation re: parent input for issue of knives in schools for religious purposes, School fun run, ACNC Communications

Correspondence – Out

Forwarded all invoices received to Mel via Treasurer Folder in Google Drive.

Business Arising from Correspondence - nil

Principals' Report – Tina

See attached

Tina has requested P&C reps be on panels for upcoming interviews for staff positions. David is already panel trained and is happy to assist. Eva also volunteered to be trained as a panel member. David and Eva to assist with staffing interviews.

Kindy info night will be 24/8/21. Anu will represent P&C

During lockdown there have been approximately 34 students attending school

Tina reported that the parent feedback surveys were helpful.

The P&C sent a thank you to all staff for their hard work and communication during lockdown. Tina says thank you to the parents for all their hard work. The P&C would also like to thank Tina for all her hard work during COVID lockdown

Treasurer's Report – Melissa Labor

- See attached report

P&C discussed that due to the COVID lockdown and lack of fundraising opportunities for this year that the approximate \$13000 promised to the school from the P&C would put too much pressure on the P&C budget. Tina to talk to staff about the promised funds to explain the situation and see what has already been ordered from the wishlist. There are to be no additional orders at this time. Emma mentioned that the P&C should consider if any funding could be used for wellbeing

Fundraising and Event Report

Uniform Shop - no update

Canteen - Email from Ash re : Spriggy marketing materials

Fundraising Committee

See attached report

The school fun run may still go ahead next term but will most likely be put on hold

Tina explained that when school returns it will be under level 3 restrictions which means minimal people onsite

and only for approved reasons.

The P&C will need to consider COVID safe fundraisers moving forward. Ideas include the tech toppers. It was agreed that at this stage all fundraising is to be put on hold but in the meantime the P&C will consider COVID safe fundraisers

General Business

Attendance policy - Tina sent this out for parents. If there are any questions or clarification required please email Tina.

Meeting closed at 8.08pm

Action List

Action Who By Remarks

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
Interview panel	David to assist with panel Eva to be trained and assist with panel
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
Kindy info night	Anu to represent P&C
P&C wishlist funds on hold	Tina to see what has already been ordered and speak to teachers about this situation

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



Balance as per Bank Statement on 31st May 2021		\$21,556.79
Add Income for June 2021	\$2,725.06	
	Sub-Total	<u>\$2,725.06</u>
Less Expenses June 2021	\$360.00	
	Sub-Total	<u>\$360.00</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 30th June 2021		<u>\$23,921.85</u>
Balance of Available Funds with unrepresented cheques included		<u>\$23,921.85</u>
<u>Presented Cheques</u>	<u>Chq No.</u> <u>Amount</u>	
	sub-total	<u>\$0.00</u>



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st June 2021 to 30 June 2021

Cashbook Balance as at 31 May 2021 \$ 10,576.18

Add Income June 2021 \$ -

Total Income \$ 2,617.75

Sub Total \$ 13,193.93

Less Expenses June 2021

Total Expenses \$ 5,143.29

Sub Total \$ 8,050.64

Cashbook Balance as at 30 June 2021 \$ 8,050.64

Add Unpresented Cheques \$ -

Less Unpresented Deposits \$ -

Total Balance with Bank Statement \$ 8,050.64

Balance of Bank Statement as at 30 June 2021 \$ 8,050.64

Unpresented Cheques

Nil

Presented Cheques

Nil

Reported By: Melissa Labor

Principal Report

17/08/2021 7pm- Via Meet

Thank for meeting tonight in light of everything happening at the moment your support and investment in our school is so very valued.

We are working together in partnership through these uncertain times and I am immensely proud of all members of our community who support one another, and act with kindness and understanding. Together we can do anything. Learning from home places enormous responsibility and challenge on students, parents and carers and teachers. We appreciate your flexibility in creating the time, space and routine for the learning of your children. Thank you for answering the many questions from your child and supporting them each day. Your patience and support of your children at this time has meant that teachers and our school can provide learning programs while keeping our community safe. We thank you for following all guidelines and restrictions by keeping your child at home where you can. We acknowledge our students for being resilient learners who get up and show up each day for their learning. They are not giving up and are facing each and every challenge of the 'Learning from Home' period.

The Figtree staff would like to say a big thank you to our students, parents and carers and our whole school community.

Attendance Procedure

Throughout the SIP (Strategic Improvement Plan) over the next four years we will focus on a number of initiatives, one of which is Attendance.

Tonight, I'd like to consult with you and discuss the Attendance procedure we have developed to contextually suit our school. The information is directly in-line with Departmental policy, strategies, systems and supports.

As a school, we highly value the importance of putting support plans and programs in place that can improve attendance and therefore educational outcomes. Education for our families on Compulsory school attendance and our responsibilities need to be shared to ensure we can work together to reach our ultimate goal of 90% of students attending school 90% of the time.

The Attendance Matters page on the Department of Education portal provides valuable information on how schools can support to improve and sustain positive school attendance.

We would value any feedback or questions that you have tonight so that we can finalise our school procedure and make it available on our website to our whole school community

New position designed for NSW schools

A new, permanent and dedicated Assistant Principal, Curriculum and Instruction role will be recruited in public schools with P-6 enrolments.

The Assistant Principal, Curriculum and Instruction position is a leadership role dedicated to ensuring that literacy and numeracy knowledge and skills are embedded in curriculum and

assessment; high quality teaching practices are enhanced; and the capabilities of middle leaders are strengthened in literacy and numeracy instruction.

The new role shares the broader educational imperatives of the Assistant Principal position but with an explicit focus on the leadership of effective, evidence-based literacy and numeracy teaching and assessment practices for improved student learning outcomes across the curriculum.

The Assistant Principal, Curriculum and Instruction provides high support and guidance to enhance teacher growth and development in literacy and numeracy and strengthens schoolwide instructional capabilities across the curriculum for middle and senior leaders.

Part of the process is consulting with the school community on the creation of a permanent ACIP.

An open merit system will be utilised to employ the staff member for this new position and we will require a community rep for P and C to support the school in the decision making.

We will be sent a specific criteria which we will have one week to consult on and making any adaptations to suit our school before the advertisement will go out.

We also have an AP Support (Banksia) position that we will also be required to run a process for this year. Again, a P and C/parent rep will be required.

Kindergarten Information Night

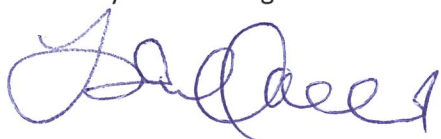
Coming up on 24 August at 6pm. This will be held virtually via zoom. Any P and C member who would like to present please let us know. Allanah would be happy to do this on your behalf. Danielle Hornsby, Allanah and myself will be supporting this session. We are not sure whether our Ready Roo program will go ahead at this point, we will wait to see what occurs in the changing current situation.

WHS/Emergency Action Plan

The emergency action plan has been finalised and entails all evacuation points, roles and procedures we follow to support our students, staff and community in the event of a crisis that could impact on safety.

While most staff and students are off site, we are completing WHS inspections for the work site and also for classrooms. We will then set these results to our annual action plan for management. Our Director Educational Leadership will sign off on this at the beginning of September.

Thank you for taking the time to meet tonight.



Tina Duffield

Relieving Principal

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
--	---

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?**

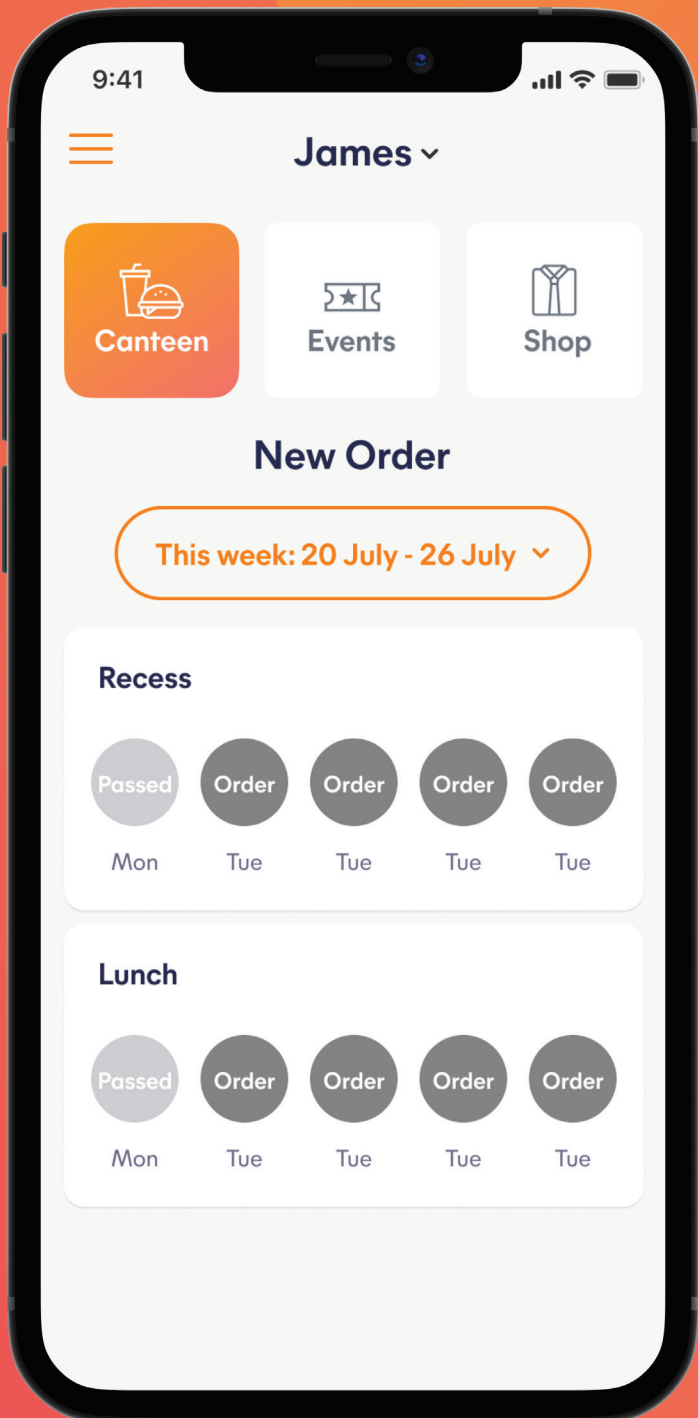
- **Canteen**

- **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

Spriggy Schools

Pay for lunch online!

The canteen has partnered with Spriggy Schools to make online ordering easy.



Easy

View the full menu with all options and dietary labeling

Simple

Quickly place orders from any device in minutes

Convenient

Set and forget by ordering in advance

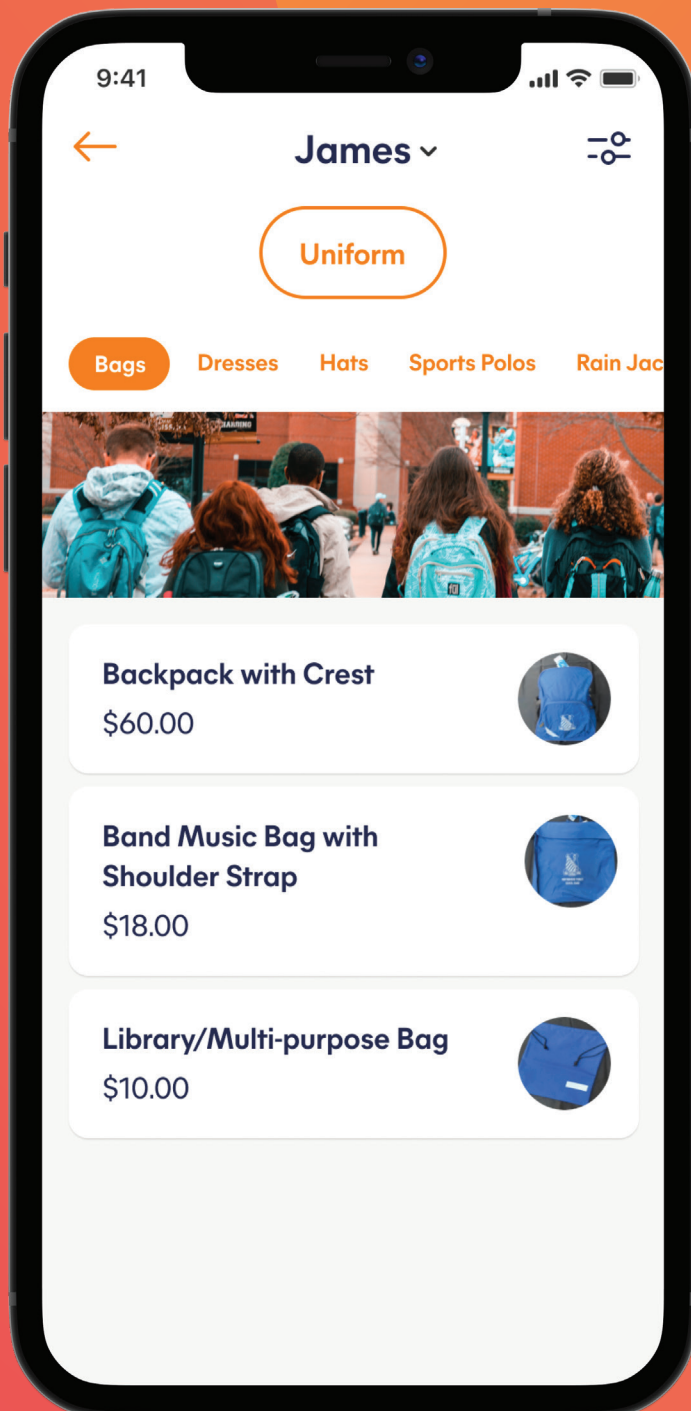
Download the app now!



Spriggy Schools

Pay for uniforms online!

The uniform shop has partnered with Spriggy Schools to make online ordering easy.



Easy

View the full catalogue with all items and sizing

Simple

Quickly place orders from any device in minutes

Convenient

Skip the lines by ordering uniforms online

Download the app now!



Spriggy Schools

The canteen has partnered with Spriggy Schools for online lunch orders!

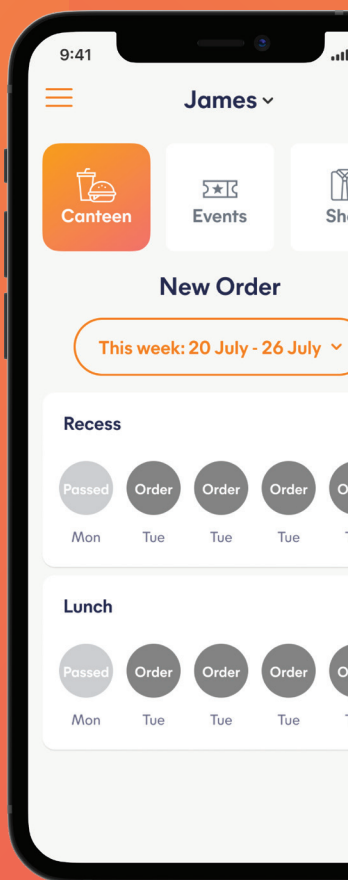
Creating your account

- Download the app
- Register your details
- Create a profile for each child

Placing your first order

- View the canteen menu on the home screen
- Browse the menu and tap 'Add to Cart' on any item
- Go to cart and tap 'Place Order' to confirm
- You can edit or cancel your order before the cut-off time

Download the app now!



Rivva Pty Ltd (ABN 86 603 542 918) (AFSL 513762) trading as Spriggy Schools ("Spriggy Schools"), based in Sydney, Australia is the issuer of the Schools product. Consider the Terms and Conditions to ensure the product is right for you. Any advice provided is general in nature and does not take into consideration your objectives, financial situation or needs. Before acting on any advice consider whether it is right for you and your circumstances. For Terms and Conditions visit www.spiggyschools.com.au.



Place your canteen orders online with **Spriggy Schools**

We are excited to announce the introduction of a new online lunch ordering system called Spriggy Schools on DDMMYYYY.

Spriggy Schools will make lunch orders more convenient for both families and the canteen.

Steps to get started:

1. Go to www.spriggyschools.com.au to register and download the app.
2. Add a profile for each of your children, making sure you select SCHOOLNAME and your child's class.
3. Start placing lunch orders! You can place orders up to X weeks in advance.

If you have any questions, please contact Spriggy Schools via their website.

Spriggy Schools is backed by Spriggy.com.au, a digital pocket money app designed to help parents improve the financial literacy skills of their children.