



**FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 19/10/2021, Remote Meeting**

Meeting opened at 7pm

Present: Jasmine, Anu, David, Bec, Tina, Allanah, Mel, Emma

Apologies: Sheree, Eva

Acceptance of the Previous Minutes – August 2021

Moved by Allanah and seconded by David that the minutes of the meeting held in August are accepted. Carried.

Business Arising from the Previous Minutes

All other business arising to carry over from previous minutes (copied from June 2021 minutes). Action list to be carried over to November.

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
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
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

Correspondence – In

P&C Federation updates on returning to school- no action required.

Fundraising promotional material

Correspondence – Out

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

Business Arising from Correspondence - nil

Principals' Report – Tina

Guidelines and video in line with the department guidelines. (SEE ATTACHMENT)

AP position- interview and offer made.

Congratulate Eva Thompson on the recruitment panel. An outstanding representative of the P&C for this process.

David to represent the P&C for the banksia unit in the coming week.

EOI for internal contract staff- for 2022.

Covid intensive support payment will continue into 2022 and positions will continue.

Towards the end of last week, we held our interviews for the Assistant Principal Curriculum and Instruction. The successful application has accepted the position and that will be announced once the 10 day appeal period has been reached.

School Photos - due to current restrictions we may not be able to have MSP come in to take our school photos, we have a plan B ready and we will take the photos at school.

Year 6 Farewell will go ahead as planned on Wednesday 8 December.

Treasurer's Report – Melissa Labor

- See attached report

Question coles recurring fee on \$19 each month.

Fundraising and Event Report

Uniform Shop - orders coming through for next year.

- Volunteers can re-enter for the uniform shop. Need to be double vaxed. Sign in through the office. Can have 21 people in gumnut- 3 adults in and no mingling with students and staff.
- Banking to hold off as not essential.

Department recommended no event until December 3rd. Look at running a free community engagement funded by the P&C.

Focus on graduation and orientation for kindies.

Canteen

Instead of opening canteen, special food day on Fridays. Pre-order, limited work teams on site and order

through Spriggy.

Moved by Emma and seconded by David to not open the canteen for the duration of 2021.

General Business

*Naplan is going digital and school has to do a school readiness test. - Not tested, just checking the system.

* School photos rebooked for the 11th of November

Meeting closed at 7.55pm

Action List

Action Who By Remarks

Action Who By Remarks

Special food days	Ash / Canteen committee
Coles fee clarification	Mel
Insurance	Anu / Jas / Mel
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



Figtree Public School



Education

Respect, Safety, Learning

9 Gibsons Road

Figtree 2525

Phone: 4271 6888

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15/10/2021

Return to face to face teaching guideline 2

This is our second part of our preparation for student return.

Ventilation

Open or well-ventilated spaces reduce the risk of COVID-19. Where possible classroom doors and windows will remain open and fans and air-conditioners will be set to use outside air, where possible. We have received a report outlining our various areas and their assessment of ventilation. Staff members are aware that fresh air circulating is the absolute best way to ventilate rooms. We have had experts from the Department of Education present in regard to purifiers and CO2 monitors, but all experts agree that naturally ventilated spaces, following the above practices is the key. We have designed some outdoor learning spaces with a roster so that cohorts can learn outside in these environments. We have also earmarked many additional indoor spaces that can be utilised by cohorts to learn. Once again rosters have been developed to ensure cohort separation.

Hygiene

Schools will continue to receive additional cleaning in line with advice from NSW Health. We have received extra supplies of soap, hand sanitiser, toilet paper, paper towels, disinfectant wipes and personal protective equipment and can order more as needed. The playground ARK will be available to children and will be sanitised after each use, as will the equipment used by our OOSH service.

Teachers will support students with hygiene practices and ensure they also engage in these.

- Wash your hands regularly and thoroughly.
- Sneeze into your elbow or a tissue, disposing of the tissue straight away and then washing your hands.
- Stay home if you are unwell and in schools, send home staff or students who show signs of being unwell through the day.

Learning space numbers

Our General Assistant and administration staff have been working hard to prepare each space in the school with signage to indicate on entry doors, the exact number of bodies able to occupy a space. Staff are aware of following and monitoring these numbers. This signage will support appropriate ventilation and offer space for distancing. There will be various signage on the school gates and around the school to remind us of the expectations for the safety of all.

Health care plans and learning plans

Administration and teaching staff are currently working on any adaptations to be made to the plans of those children who have Health Care Plans or Individualised Learning Pathways. If you have any new information in regard to changes in your child's Health Care Plan, or any new knowledge in regard to their learning program, please ensure you contact the school. For Health Care Plans the best contact is Mrs Osborn in the school office. For Learning Plans, the best contact is your child's teacher.

Rapid antigen testing

The Department of Education is exploring with NSW Health the use of COVID home testing kits (known as rapid antigen testing) as a further screening measure to reduce the risk of outbreaks in schools, or the length of time students need to isolate after contact with someone with COVID. Further details will be provided in Term 4.



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Sick bay

Students who require to attend sick bay with general needs will be supported in the space to the far right of the office area. There is a sitting area there and students can receive attention required.

Any child with respiratory or even mild cold symptoms will not be able to remain at school, the sick bay will act as the quarantine space. The student will remain in the sick bay with the window open for ventilation and the door ajar. A child that has exhibited symptoms at school will be required to return a negative COVID-19 test. If symptoms are due to allergy, the school must be provided with a doctor's certificate outlining this explanation for the symptoms.

The Department of Education and NSW Health outline that students must not attend school if unwell, even with mild symptoms of COVID-19. Any person with any COVID-19 symptoms must be sent home and not return to school unless:

- they have isolated for 10 days, when no medical certificate is available
- they have a negative COVID-19 test result and are symptom free.
- In circumstances where children have other medical reasons for recurrent symptoms, a letter from their GP is sufficient to negate the requirement for a negative test.

Anyone who is unwell with COVID-19 symptoms is strongly encouraged to get tested and self-isolate until a negative result is received.

Water access

Students will not have access to bubblers during this time. We ask all families to send their child with a bottle that they can fill. We will have many filling stations available for our students to use.

Visitors

Only essential visitors are allowed on school sites at this time. When dropping off or picking up your child, parents and carers need to stay outside school grounds, you will need to wear a mask and physically distance yourself. Some exceptions may exist for:

- schools for specific purposes
- vulnerable students
- students with disability
- preschools.

In these instances, follow the vaccination and mask-wearing requirements and sign in using the Service NSW QR code when entering the school.

Picking up students when they are learning from school

As you are aware, we cannot have parents/carers entering the office area to request their child from school or to pick up a sick child. If your child is unwell, the office will make contact. You will then arrive outside the school and ring the school number to report that you have arrived. If you need an early pick-up for an appointment, please contact the school in the morning, and advise the administration. We will then ask you to;

- arrive outside the school
- ring the office and report that you are ready
- office staff will then send for the student and inform you to enter and wait at the front of the office for your child to walk from the door to you.

We appreciate your support in protecting the safety of our students and staff at the school.



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Student reports

Our reports will be adjusted in recognition of the impact of learning from home and at school during Term 3 and 4, 2021. On reflection of the many adjustments required from students, parents and schools, our report will not grade student achievement using the A-E scale this time. The report will provide information about your child's progress and achievement in the learning covered during Term 3 and Term 4 and identify what can be done to support their learning growth. The report will focus on the learning undertaken in English and mathematics and provide information about other learning addressed by your child. Please be aware that all students may not have covered the same syllabus outcomes or content during this period.

Vulnerable staff and students

The school will be required to continue to support vulnerable staff and student cohorts, with vulnerable students and staff with medically certified health risks supported to learn from home. If this impacts on your class teacher you will receive a notification.

Transition and end of year events

High School and Kindergarten transition will be offered in a virtual manner. End of year events will not be able to occur at this point in any other way but virtually. We are holding our bookings in the hope that we see change. We will ensure that these events happen in a way that is in line with the current restrictions. Please stay tuned for more information.

COVID-19

- Where there is a case of COVID-19 in the school community, the department has established systems and protocols with NSW Health to manage and respond accordingly to keep our staff and students safe. These protocols include communication with parents or carers if their child has been in contact with someone who has tested positive to COVID-19 while at school or if the school becomes closed.
- If our school reverts to learning from home due to a Public Health Order or direction from NSW Health or the Department, the school will continue to provide learning activities for your child to do at home and will communicate with you about their learning.
- If our school needs to revert to remote learning, we will let families know through the usual channels, which will include seesaw, social media, Enews or the school website.
- Parents and students will be notified when a decision is made to make the school closed for onsite attendance due to a confirmed case of COVID-19 or other events that require the school to close.

Information about the operational status of the school will be distributed through the school's information channels, including the school website, Schools Safety App, any school social media channels and the department's website. During this period, the school will continue to provide learning activities for your child to do at home and will communicate with you about their learning. Parents and students will be informed by the department when the school is ready to resume onsite learning.

Technical and Adaptive challenge

Much of the information we have provided you with this week has been in regard to technical challenges and planning for this during these times. Teachers have been collaboratively working on adaptive challenges which we believe are equally important. We know that we will need to adapt now, but also during and after the transition to ensure we meet the needs of our students. The staff are aware that it is very important to have a consistent and whole school approach to student wellbeing and transition. We have worked in a number of meetings to build a whole school goal, purpose, vision and window of certainty



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to ensure our Figtree students come back to an environment focused on successful, supportive, social and enjoyable experiences and that each and every staff member is aligned in this approach. Mrs Duffield has shared this with you in a recent recording to offer you a summary of technical plans and also offer you the chance to ask any questions you may have.

Our aim is that you feel a safe trust and partnership with the school, and understand we are doing everything we can to support the safety and wellbeing of your child.

As you can see, our school has been planning daily for COVID-safe return to school, considering the unique needs of our students and school. To support this planning, and to allow our teachers to be fully vaccinated by 8 November or earlier, it is important that students return on the date specified for their year group.

Please contact the school and Mrs Duffield directly if you would like more information about our school's COVID-safe return to school plan or if you have concerns or questions about your child being back in their classroom for face-to-face learning in Term 4. If you need an interpreter to assist you with your enquiry, please call the Telephone Interpreter Service on 131 450 and ask for an interpreter in your language. You will not be charged for this service.

Wellbeing

If you are worried that the impacts of COVID-19 or going back to face-to-face learning may be affecting your child's wellbeing, please discuss this with your child's teacher.

You can find more information to help your child's wellbeing through the mental health and wellbeing resources on the department's website.

<https://education.nsw.gov.au/student-wellbeing/counselling-and-psychology-services/students>

<https://education.nsw.gov.au/student-wellbeing/counselling-and-psychology-services/parents-and-carers>

More helpful links

Advice for families

<https://education.nsw.gov.au/covid-19/advice-for-families/level-3-schools>

Cyber-safety

<https://education.nsw.gov.au/parents-and-carers/wellbeing/technology/cyber-safety>

<https://education.nsw.gov.au/parents-and-carers/wellbeing.html?keywords=Technology&q=>

<https://www.digitalcitizenship.nsw.edu.au/parents-articles>

Tina Duffield
Relieving Principal
Figtree PS



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

Cashbook Balance as at 31 August 2021 \$ 5,000.00

Add Income September 2021 \$ -

Total Income \$ -

Sub Total \$ 5,000.00

Less Expenses September 2021

Total Expenses \$ -

Sub Total \$ 5,000.00

Cashbook Balance as at 30 September 2021 \$ 5,000.00

Add Unpresented Cheques \$ -

Less Unpresented Deposits \$ -

Total Balance of Available Funds \$ 5,000.00

Balance of Bank Statement as at 30 September 2021 \$ 5,000.00

Unpresented Cheques \$ -

Prresented Cheques:

TOTAL \$0.00

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



Balance as per Bank Statement on 30th August 2021 **\$20,139.13**

Add Income for September 2021 \$239.66

Sub-Total \$239.66

Less Expenses September 2021 \$300.00

Sub-Total \$300.00

Add unpresented Deposits \$0.00

Sub-Total \$0.00

Less Unpresented Cheques

<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$0.00</u>
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sub-total \$0.00

Balance as per bank statement on the 30th September 2021 \$20,078.79

Balance of Available Funds with unpresented cheques included \$20,078.79

<u>Presented Cheques</u>	<u>Chq No.</u>	<u>Amount</u>
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<u>Sub-Total</u>		<u>\$0.00</u>
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