



**FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 15th November, 2022, Remote Meeting**

Meeting opened at 7:05 pm

Present: Kristen Pomery (Acting Principal), Andrew Anthony (Chair), Annabelle Hoy, Rebecca Tubman, Jana Branovski, Natalie Campbell, Bec Cavenaugh, Fu Tung and Chantell Willis

Apologies: David Stuart, Allanah Smyth, Emma Clayton, Sheree Springhetti, Melissa Harding, Jasmine Campbell, Richard Lloyd

Approval of Agenda - Andrew and Chantell

Acceptance of the Previous Minutes – 18/10/22

Moved by Andrew and seconded by Natalie that the minutes of the meeting held on 18th of October be accepted. Carried.

Business Arising from the Previous Minutes –18/10/22

Action	Who	Remarks
Uniform Shop Transition	Allanah to follow through with Department procedures	See Uniform Shop report
Kindy Orientation Session 1	David, Jasmine, Paulette, Bec T, Chantell	Occurred 20/10/22
P&C social media page set up	Jasmine and Andrew	Been discussing the title of the page. Agreed on "Figtree Public School P&C" Efforts to establish the page are ongoing. Moderators are being finalised and all visitor posts will require approval.
P&C Federation Protocols around social media pages to be distributed	Jasmine to forward to P&C email for distribution with minutes	Still to occur
Canteen Handover	Ash, Bec T, Chantell	Bec has been coordinating the canteen as Ash was required to step away earlier than anticipated due to work commitments
Investigate Spriggy Card/ongoing discussion around canteen accounts	Chantell and Bec T	Spriggy card appears to be only for students Canteen currently using Borgos and Coles accounts with no plan to renew the Woolworths account at this stage.
Plan for how to use additional fundraising money and savings from school	Melissa H	Ongoing
P&C to propose a figure for donation towards technology at next meeting	P&C Exec	Annabelle moved that P&C donate \$20 000 to the school for technology upgrades. With the intention of donating more in 2023 as additional funds become

		available. Seconded by Andrew and Chantell. Carried.
Continued investigation regarding meeting venues	West's - Emma Tennis Club - Allanah Figtree Sports- Bec T Red Dog- Bec T	West's have a space, charge \$150 (grants available) Tennis club - changing management Others have no private space for a hybrid meeting
Financial Audit	Annabelle/Chantell	Completed, the P&C would like to thank Mrs Pauline Doyle for her services as Auditor. The audit has been uploaded to the P&C Federation portal. Some helpful notes were forwarded through to the P&C Exec. who will discuss the implications with Canteen etc.
ABR paperwork/AIS for ACNC	Chantell	ABR paperwork submitted - Registered name to be changed to "Figtree Public School" to be consistent with the Incorporation certificate and authorised persons updated. AIS for ACNC to be completed prior to January 31, 2023.
Recruit volunteers to assist with canteen on colour run day	Natalie/Ash	Colour run postponed until March 10, 2023. Some families still to be contacted regarding refunds.
Check availability of people to attend dinner currently booked for 13/12	Annabelle	Going ahead. Tuesday 13/12, 6:30pm reservation at Figtree Sports Club (children most welcome as we have booked the deck overlooking playground area).
Treasurer documents to be added to P&C Drive	Annabelle/Chantell	Ongoing. Chantell Moves the treasurer be given access to P&C drive and email for the purpose of streamlining the sharing of information. Seconded by Natalie. Carried Chantell to provide access to Annabelle.
Hotdog Day	Bec/Ash	Ash to do flyer for circulation via e-news. Additional volunteers have been organised for the canteen on the day. Bec T to set up the event on Spriggy and order stock. Bec C helpfully advised how these events have been run historically and which dietary requirements to cater for.
Recruit volunteers for fruit mince pie fundraiser	Jasmine/Natalie	Natalie is in communication with Baker's Delight and once details have been finalised, volunteers will be sought to assist.

Correspondence – In

Financial Audit

Invoices and fundraising information

Parent email regarding fundraising forwarded to Natalie, Jasmine and Exec

Correspondence – Out -

Financial Audit uploaded to P&C portal
ABR forms sent
Minutes from previous meeting
Forwarding of invoices and fundraising information
Meeting agenda

Business Arising from Correspondence

Chantell to complete AIS renewal for ACNC

Principals' Report – Kristen Pomery

Classroom computers are being updated currently, School has purchased 20 ipads and are looking to purchase more. School would like to purchase laptops, however this plan will likely be carried over into 2023. Estimated cost of the remainder of this upgrade is \$80 000 - \$90 000.

Band performance occurred last week, students enjoyed this. Congratulations to those who participated. Peaked interest in band for 2023. Notes sent home for expression of interest

K-2 participating in weekly dance lessons with external instructors.

Remembrance day was marked on Friday 11/11 with 1 minute silence at 11am.

Uncle Kev has been working with students on a new school jersey and a mural for the back of the hall in 2023 Years 1-6 students have been participating in external assessments. Staff will look into the data collected from these to plan professional learning for 2023.

Stage 2 teachers ran "Survivor" for staff wellbeing week. Students vicariously enjoyed this experience.

EOI for temporary staff contracts for 2023 (1 year) went out and will welcome 3 staff members for 2023. All current full time staff have been retained.

Mrs Pomery and Miss Monteleone have been working together to plan and implement changes in literacy curriculum. All schools will receive a new curriculum. Next year is the first compulsory year K-2 english (decodable readers etc) and Maths curriculums will be implemented, with years 3-6 implemented compulsorily in 2024. Mrs Pomery has been working to have all our K-6 new curriculum implemented in 2023.

All gates in Banksia are currently key style and now looking to key cards. Also looking into the need for internal gates as we don't want to impede evacuations etc

Swim school for years 2-4 in weeks 8-9 (Mrs Kines and Mrs Calderaro attending)

Yr 6 farewell and movie days across the school have been planned (this has been communicated to families)

Excellence assembly to be held Monday 12th of December at Figtree Anglican Church

Staff Exec have been encouraging Ms Lambis (Aboriginal education) and Ms Jolliffe (wellbeing) as aspiring leaders in the school.

14/12 Mufti day and Christmas craft followed by Community BBQ with canteen open for drinks/ice blocks

2023 will see additional release funding for mainstream Executive staff across all schools to assist with leading curriculum changeover. Primary teachers have 6 KLA's to adapt to new syllabus'.

Treasurer's Report – Annabelle Hoy

See attached reports for further details.

Currently \$37 970 in P&C Account; \$12 922 in Canteen Account (less outstanding invoices of approx \$4150)

Total of 2 accounts is \$46 722

Query raised about whether we are ordering uniforms for 2023? Or expecting any additional large invoices?

This will inform the decision regarding how much P&C are able to donate to the school.

Fundraising and Event Report

Fundraising Committee

Colour run postponed to 10th March, 2023.

Ongoing planning for Baker's delight fundraiser

Canteen

In November, 2022 some prices were amended in line with increases in costs of stock and prices for other primary school canteens in the area. Families have been advised of this via e-news. Clear signage (using visuals) has been added to the counter for easy communication with students and volunteers regarding new prices of counter sale items and prices have been adjusted in Spriggy.

Would like to see more fresh food in the canteen, including some more home cooked items. To be investigated further in 2023.

Healthy school canteen menu application currently in progress.

Updating menu template with new prices and removed the items which are no longer current

Question regarding cheaper suppliers addressed.

Printer training to be looked at again in 2023

Freezer 5 - freezing over - address the settings/controls first - Andrew to look into this

Hotdog day - no normal sales, event in Spriggy and advertise. Dietary requirements to be catered for. Note to go home ASAP, Spriggy cutoff 2 days prior.

Uniform Shop

Submitted via email:

The tender closes on Friday 18 November, so far 3 companies have contacted us and are completing a tender. Once this closes all submitted tenders will be forwarded to the Department of Education Uniform division who will put forward the most suitable option.

I hope to be able to announce the outcome and the steps going forward in the next few weeks.

All reports accepted by Andrew , second by Annabelle and Bec T . Carried.

General Business

The P&C would like to formally acknowledge and thank Sheree Springhetti and Alicia Williams for their contributions to the P&C and school community. As their children move on, we wish these families all the best in future endeavours. You will both be missed!

The P&C would also like to express our deep appreciation to Ash Boyle for her coordination of the canteen for the last 4 years and particularly acknowledge her additional efforts through the challenges of COVID. We look forward to continuing to have Ash as part of our school community.

P&C will explore options for alternate meeting times for canteen/fundraising sub committees separate to the main P&C Meeting. Likely unfeasible to do this on the same day as main P&C meetings.

Next meeting: 21st February, 2023

Meeting closed at 8:33 pm

Action List

Uniform Shop Transition	Allanah to advise outcome of DoE tender award.
P&C social media page set up	Jasmine and Andrew to continue
P&C Federation Protocols around social media pages to be distributed	Jasmine to forward to P&C email for distribution with minutes
Updates to Canteen Menu and submission to healthy Canteens	Bec T
Adjustments to settings of freezer 5	Andrew
Plan for how to use additional fundraising money and savings from school	Melissa H
Donation to be made to the school for tech upgrade	Annabelle and Andrew
Suggestions from financial audit to be implemented	Annabelle/ Emma/Bec T/Chantell

AIS for ACNC	Chantell
Treasurer to be provided access to P&C email and drive and documents to be uploaded	Annabelle/Chantell
Hotdog Day	Ash/ Bec T
Recruit volunteers for fruit mince pie fundraiser	Jasmine/Natalie
Ongoing discussions/planning for Colour Run	Jasmine, Natalie, David, Mel H
Discussions regarding suitability separate Fundraising/Canteen meetings	Chantell/Bec/Nat/Jasmine/others interested