



**FIGTREE PUBLIC SCHOOL**  
**PARENTS & CITIZENS ASSOCIATION MEETING MINUTES**  
**DATE 16th August, 2022, Remote Meeting**

Meeting opened at 7:05 pm

**Present:** Allanah, David, Andrew, Annabelle, Natalie, Jasmine, Richard Lloyd, Jana Branovski, Ash, Chantell

**Apologies:** Emma, Anu, Melissa Harding

Acceptance of meeting agenda, noted next meeting is 20/9 not 13/9, now corrected.

**Acceptance of the Previous Minutes – 19/7/22**

Moved by Andrew and seconded by Jasmine that the minutes of the meeting held on 19th of July be accepted. Carried.

**Business Arising from the Previous Minutes – 19/7/22**

Action	Who	Remarks
Uniforms	Ms Harding	Stock report provided (Thanks Paulette!) Revised stock list sent off by Allanah today.
Financial audit for last financial year	Annabelle	Auditor has been approved, Mrs Pauline Doyle - Accounts to be sent through by Annabelle Chantell to forward information re: Pauline's credentials
Signatories to accounts	David, Annabelle, Emma and Andrew	Amended June minutes printed. Need signatures of incoming and outgoing P&C members as Annabelle requires this for access to bank accounts Annabelle to deliver minutes to office 17/8
Canteen position description to be advertised as 3 separate roles	Ash	See canteen report
Disco	Jasmine/Natalie and Ms Harding/Mr Lloyd	Discuss date and other details prior to next meeting, including how P&C can assist
P&C Federation Membership and Insurance	Chantell, David, Annabelle	Insurance invoice payment pending - needs to be paid ASAP Member Register Update Completed Affiliate email address obtained to access member portal Membership form requires completion
UCI road world Championship fundraiser BBQ	Andrew	P&C decided not to go ahead with applying for council grant for this without clear vision of the event
South 32 Dendrobium community grant	Ms Harding	Form forwarded to Ms Harding, now being discussed by Mr Lloyd and Ms Harding. Suggestion made that we consider asking them to fund the computer lab, rather than the play equipment.
Confirm date for Father's Day stall	Ms Harding and Natalie/Jasmine	Occurring Sept 1 and 2, volunteers confirmed.

Confirm funds raised from Term 2 Mufti Day	Ms Harding	\$307.00 banked by the school as an SRC fundraiser.
Fundraising Committee Meeting 4/8	Natalie/Jasmine	Postponed
Dymo label	Ash	Set up by Andrew, Ash and Andrew to discuss further
Canteen menu	Ash	Not due as yet but is in progress

### **Correspondence – In**

Disability Trust Membership invitation  
Fundraising promotional material  
Cookie Dough Fundraiser correspondence  
UCI Fundraiser Grant information link  
P&C affiliate email address correspondence

### **Correspondence – Out -**

Minutes from previous meeting  
Forwarding of invoices and fundraising information  
P&C Federation Membership Update completed  
Meeting agenda

### **Business Arising from Correspondence**

Chantell to pass invitation from Disability Trust on to Jasmine and see if its the same as the one we paid for earlier in the year

Due to complications with insurance and the closure of the grant applications, P&C have decided not to run an event around the UCI Bike race, but will continue to keep these recurring community grants in mind for future events.

Insurance to be paid as soon as possible, with ongoing discussion around the best policy for current needs. Currently the P&C is not covered for physical assets in canteen, only stolen cash, not covered for any off site events

Allanah to find out if school insurance covers canteen etc and how much P&C needs to cover

Membership forms to be completed once all relevant information is collated.

### **Principals' Report – Richard Lloyd**

High praise expressed toward the staff team working well together which is allowing the school to thrive. Art Gallery profit just over \$3000, approx. 50 artworks haven't sold and will be displayed around the school and the community e.g. nursing homes. Thanks to the 7 families who paid extra to cover payments for families who otherwise would not be in a position to purchase their child's artwork.

### **Treasurer's Report – Annabelle Hoy**

Unable to pay invoices until signatories are updated.

Invoices for uniforms were correct, therefore the substantial invoice received is payable.

## **Fundraising and Event Report**

### **Fundraising Committee**

Meeting was postponed due to illness and will try for online meeting next time to allow increased accessibility

Cookie Dough fundraiser currently sitting at \$1900 profit with 6 days to go.

Some parent feedback about allergy aware fundraisers - reminder was provided that all fundraising ideas are accepted and parents are always welcome to initiate additional fundraising activities for the benefit of the school.

Waiting on date from Bunnings for BBQ. Nat to inquire about insurance etc then.

Haven't canceled the carnival as yet, and hoping to do another fundraiser before the end of the year - -  
- Could do a special canteen day soon - e.g. hotdogs

School Disco- teachers and students to be involved, 2 separate discos K-2 and then 3-6 - how can P&C support? Await staff direction on this - Date - week 10

Off site events to be looked into

### **Canteen**

Ash and Andrew to work together on training needs for Dymo label printer

Year 6 Stocktake going well - Start training year 5 students in term 4

Lengthy discussion around the canteen going forward. Currently Ash is fulfilling the role of Coordinator, Rostering and Buyer for the canteen with Anu assisting where she is able. P&C feel it is unlikely a volunteer will be prepared to fulfil the role as it currently stands, however, historically this has been 3 separate roles. Current decision is to advertise these roles separately as voluntary roles, perhaps with year 6 involved in advertising and encouragement of new kindergarten parents at orientation sessions. Barriers to recruiting volunteers as well as challenges in managing illness for covering the roster were both noted.

If the position/s is/are not filled by the end of term 3, P&C will consider the following options:  
Employ someone 5-6 hours/week to cover all 3 positions, along with volunteers to cover canteen shifts  
Put the Canteen up for tender - Fresh Start Canteens?  
Investigate options for centrelink volunteers or assisted employment  
Close the canteen and establish an agreement with a local cafe to provide lunch order foods

Ash will consider continuing in the Coordinator position if we have a Rosterer and Buyer

### **Uniform Shop**

Updated stock report provided

Query about putting another order in - noted we will require more of the fast-selling stock e.g. caps and polos, particularly in small sizes with Kindy orientation coming in term 4

Noted excess stock of grey pants and shorts. Suggestions made to discount these items by approx \$3 per item or selling to other schools in the region. Allanah to discuss with Paulette.

### **General Business**

Chantell moved motion to officially thank Jasmine Campbell for fulfilling the role of P&C Secretary for the last 2 and a half years, particularly during difficult circumstances around COVID. Second by Annabelle. Carried.

P&C involvement in welcoming Kindy 2023 families to school

- sausage sizzles
- morning tea for incoming parents in the hall on first day of orientation
- term 1 2023 morning tea for new families in library
- 1st orientation representatives will be around to assist trying on uniforms and provide information regarding assisting with the canteen
- David and Ash come to Zoom meeting on 31st Aug

Large hole appeared on Springfield Ave after heavy rains. Andrew has encouraged P&C to report this to council as there are safety concerns for children walking to/from school

Every 2 years we used to have AFP discuss online safety etc for parents This year it is scheduled for 13th Sept. May have better turnout if we have a hybrid event with a live option and a Zoom option - Allannah to look into this as an option.

Mr Lloyd to discuss return to face to face meetings with Ms Harding

**Next meeting** 20th September (online format)

**Meeting closed** at 8:15 pm

#### **Action List**

Uniform shop outsourcing	Ms Harding to continue to follow up with DoE
Uniform shop sale of excess stock and ordering of fast moving stock	Allannah to discuss with Paulette
Financial audit to be completed and submitted to P&C Federation	David/ Chantell
Credentials of newly appointed auditor, Pauline to be circulated	David/Chantell
Signing of amended June minutes	Outgoing and incoming exec members
Arranging signatories with bank	David/Annabelle
Canteen position description to be advertised as separate Coordinator, Buyer and Rostering positions	Ash
Additional Meeting to discuss direction and options for canteen	David, Annabelle, Chantell, Ash, ?Emma?Anthony
Bunnings BBQ - enquire about insurance once we have a date	Natalie
Disco	Staff to advise P&C of how we can assist
P&C Federation Membership and Insurance	Chantell, David, Annabelle
South 32 Dendrobium community grant - discuss what we will apply for funding for	Ms Harding/Mr Lloyd

New date for fundraising committee meeting	Natalie/Jasmine
Insurance Payment	Anu and Mel to pay as a matter of urgency whilst signatories are updated with the bank
P&C Membership federation form	Chantell - (Allannah/Ash to provide stock value/ asset value figures)
Find out if school insurance covers canteen etc and how much P&C needs to cover	Allannah
Special Canteen day (Hotdogs?)	Ash/Fundraising team
Off-site fundraising events to be looked into	Jasmine/Natalie
Kindy info meeting via zoom	David/Ash
Online form for people who are interested in canteen to be sent out after Zoom kindy info session	Ash/Allannah
Term 3 newsletter	David
P&C presence at first kindy orientation (including uniform shop and canteen reps)	Allannah/Paulette/Ash/David?
Reporting of road hazard in Springfield Ave	Andrew/All
Investigate hybrid meeting option for AFP information session for parents	Allannah
Discuss return of face to face P&C meetings	Mr Lloyd/Ms Harding
Investigate 'sweet treats' account	Chantell