



**FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 17th May 2022**

Meeting opened at. 7:04pm

Present: David, Jasmine, Emma, Andrew, Jessica M, Sheree, Anu, Bec, Chantell, Melissa L (online), Natalie (online), Ash (online)

Apologies: Eva, Allanah, Melissa H

Acceptance of the Previous Minutes – 15/3/22

Moved by Andrew and seconded by Sheree that the minutes of the meeting held on 15/3/22 be accepted. Carried.

Business Arising from the Previous Minutes – 15/3/22

Action Who By Remarks

Wishlist- Mel H	Held over as Mel was an apology today
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Correspondence – In - advertising material only

Correspondence – Out

- E-News advertisement for treasurer (thanks Anu)
- Disability trust membership has been paid (thanks Jasmine)

Business Arising from Correspondence

Principals' Report Provided by Jessica Monteleone

Noted events

- Cross Country
- Easter Hat Parade
- Stage 3 camp
- 2022 SRC Afternoon tea
- Series of workshops for indigenous students
- NAPLAN (online this year) - tested capacity of internet
- District Cross Country Friday
- Reconciliation afternoon tea to occur during reconciliation week

Mrs Perros continues on leave

Ms Lee on leave indefinitely - Miss Clarke teaching for 2022

Additional support is being provided to Miss Clarke as well as the students to assist with the transition

Some queries regarding NAPLAN - due to online format is writing typing or handwriting? Is the school looking at more tying training for the students if the writing component is all to be done with computers?

Treasurer's Report – Melissa Labor

- See attached report

Noted difficulty filling the role of Treasurer - advertisement to be sent on e-news for a new treasurer role - **Anu**; also encourage people to consider this role on Friday at the picnic

Dual authorisation netbank account as per P&C federation rules means that Mel is unable to pay invoices without an additional authorised person to log in at the same time.

Suggestion that we log in under **Combi** - which allows paid transactions to go into a queue, providing flexibility as the 2 authorised people don't have to be logged in at the same time for transactions to take place. Jasmine moves that this occurs

It appears some clarification is required on who has authority to access different accounts

AGM minutes specify that the new exec have authority for the bank accounts

Jasmine moves that Anu has the ability to authorise payments for the P and C account in the interim until we have a new treasurer and all the above clarifications are made; second by Emma and carried.

Fundraising and Event Report

Canteen

The first laptop provided unfortunately wasn't able to be used

Thanks to Andrew the canteen now has a laptop and a printer installed. A flow chart has been produced so volunteers have clear instructions on label printing

Discussion around a label printer (Dymo 550) which will print labels individually, reducing cost per label and minimising cost of ongoing consumables as well as waste. Given total cost is approx. \$100, a motion was moved by Anu to allow Andrew to invoice the P&C for the label printer. This was seconded by Emma and carried. - **Andrew**

Request for 2xYear 6 students to carry out stocktake on Friday afternoons (Ash to produce a sheet to guide them). Further discussion with Mel H is required around this. - **Ash**

Float for canteen is required again to provide change for counter sales - \$20 to be taken out of banking for each canteen shift and left in cash tin (at least \$15 in silver coins) - **Emma**

Noted that canteen is working well opening only for first break with current menu, however Ash advised the current menu is not yet approved by healthy canteens - **Ash** to follow this up

Seal on freezer 5 is broken and **Andrew** has volunteered to research repair/replacement solutions for this

Uniform shop

Delay with Department of Education regarding uniforms, **Mel H** to follow up

Suggestion made that P&C commit to running the uniform shop for 2022 due to hold up with the department and attempt to get stock in to Lowes for 2023 kindly

Fundraising Committee

Easter raffle and Mother's Day Stall have both occurred

Pie drive

There will be a mufti day at the end of each term, Mel H to organise students to run this

Other fundraising plans for the year include a Carnival with rides and food trucks, less parent volunteers are needed and we can run activity stalls, also a school disco and some set and forget fundraisers such as cookie dough in Term 3.

General Business

- Community picnic Friday 20th May 3-4pm - **Ash** to be in the canteen from 2pm to accept donations of cakes etc
- David to speak about the P&C at the picnic and type a spreadsheet for parents to provide contact details.
- Still need to arrange for financial audit. David suggested Ross Johnson from his church, Jasmine moved this and Emma seconded
 - A quote is required for the freezer seal in the canteen. Model number and product details will be needed to arrange for someone to give a quote.

Action List - Action Who By Remarks

Advertisement for treasurer	Anu
Clarify and correct listed authorities on bank accounts	Emma?/Jasmine?/David?
Dymo label printer to be purchased	Andrew
Discussion around year 6 helpers for stocktake	Ash/Mel H
Float to be organised for canteen	Emma
Canteen menu to be submitted to healthy canteens for approval	Ash
Freezer repair/replacement quotes	Andrew
Follow up DoE re; Uniforms	Mel H
Community Picnic food donations	Ash and team
Arrange financial audit	David

Meeting closed at 8.11pm

P&C Meeting 17 May 2022

Principal's Report

Since the last meeting:

- The school cross country went ahead in the wet- unfortunately we needed to proceed with competitors only and cancel the fun day we had for all students.
- Although delayed, we were able to hold our traditional Easter Hat Parade. A big thank you to Ms Hornsby for her great coordination and to the parents who helped out with the raffle.
- Our Stage 3 students attended their Camp at Berry Sport and Rec. This was a wonderful experience for our students, and we thank the Stage 3 teaching team for sacrificing their own personal and family time to attend.
- We inducted our 2022 SRC members with an afternoon tea.
- Our Aboriginal students (Yrs 2-6) have been involved in a series of online workshops. The first was focused on language and the next will involve a STEM focus.
- Thank you to those who volunteered their time for the Mother's Day stall.
- Students in Years 3 and 5 sat their NAPLAN tests last week. This was the first year that our school completed assessments online. A big thank you to Mrs O'Connor for her coordination and Mrs Burton for her assistance with getting the tech ready!

Coming up:

- District Cross Country will take place this Friday (hopefully!). Good luck to our team.
- This coming Friday is also Walk Safely to School Day. Thank you to Ms Gill for organising.
- We will be holding a Reconciliation afternoon tea during Reconciliation Week.
- Our debating teams will commence their competition in the coming weeks. Good luck to our teams.

Other:

- Mrs Peros continues her leave for this term.
- Mrs Lee is currently on leave. We are unsure of when she may return and in what capacity. We welcome Miss Clark to our school as the new teacher on 2L. It is very probably that Miss Clark will continue teaching 2L in 2022.

Melissa Harding
Principal