



**FIGTREE PUBLIC SCHOOL**  
**PARENTS & CITIZENS ASSOCIATION MEETING MINUTES**  
**DATE 18th October, 2022, Remote Meeting**

Meeting opened at 7:00 pm

**Present:** Allannah Smyth, Richard Lloyd, Andrew Anthony (Chair), Melissa Harding, Jasmine Campbell, Emma Clayton, Annabelle Hoy and Chantell Willis

**Apologies:** Ash Boyle, Natalie Campbell, David Stuart, Rebecca Tubman

Amendment of meeting agenda - Fundraising, Dendrobium Mine and social media moved to be discussed first.

**Acceptance of the Previous Minutes – 20/9/22**

Moved by Jasmine and seconded by Allannah that the minutes of the meeting held on 20th of September be accepted. Carried.

**Business Arising from the Previous Minutes –20/9/22**

Action	Who	Remarks
Uniform Shop Transition	Allannah to complete forms with assistance from P&C executive when required	Latest paperwork completed. See uniform shop report for further details.
Additional assistance to be provided for uniform shop for kindergarten orders around orientation	Allannah, David, Bec T confirmed. Nikki Bourke to be invited to assist again.	
Financial Audit to be completed	Annabelle to send figures, Chantell to upload to P&C Federation portal when complete	Ongoing
Canteen Handover (Term 4)	Ash, Bec T, Chantell	Yet to occur
Orientation Sessions P&C reps	Jasmine, Ash, Paulette, Sheree	Bec T and Chantell to fill in for Ash
Expression of interest form for new canteen volunteers 2023	Chantell to discuss with Ash	Completed
Discussion around insurance policy and decision/proposal to be made	P&C executive	Discussion 13/10 - Cover seems to be appropriate for now. Will review when policy is next due for renewal, taking into account uniform shop outsourcing etc
Discussion around vision for social media page	David and Jasmine	Good way to communicate with the school community, in addition to e-news. Jasmine proposing fundraising page through P&C, noting adequate moderation is required- would need 4-5 moderators (Andrew, David, Jasmine, Natalie so far). M Harding approves as long as there are tight protocols adhered to and school business redirected to the school. Federation has social media protocols we can adopt.

		Andrew and Jasmine to meet to set up
Woolworths Account	Chantell	P&C exec have proposed looking into smaller businesses first. Country Grocer do not do accounts. ? Leisure coast.
Investigate alternative methods of payment, rather than accounts with suppliers	ANZ P Card - Bec T CBA credit card - Annabelle	P&C Exec have decided against credit card for canteen due to concerns regarding fraud.
Discussion and decision about payment method going forward (to occur prior to next meeting)	David, Annabelle, Bec, Chantell	Query regarding Reloadable card if account with Leisure Coast and submitting receipts for supermarkets is not an option. See canteen report for more details.
Dendrobium community enhancement application	Allanah, Mr Lloyd and team  Mel H to work out plan for how to use and additional fundraising	\$100 000 awarded for upgrading the playground, freeing up other funds to contribute to technology Thanks to Allanah, Mel H, Richard L and others who contributed!!
Air Fryer purchase	Allanah/Bec T	Resolved
Format/venue for future P&C Meetings	Emma/Bec/Allanah	West's will charge \$150, but grants are available to cover this cost Tennis Club - no response yet Figtree Sports- no response yet Red Dog- no response yet

### **Correspondence – In**

ABR Paperwork  
ACNC reminder of AIS renewal  
Invoices and fundraising information

### **Correspondence – Out -**

Minutes from previous meeting  
Forwarding of invoices and fundraising information  
Meeting agenda

### **Business Arising from Correspondence**

Chantell to complete AIS renewal and ABR forms to return in order to update P&C ABN

### **Principals' Report – Melissa Harding**

See attached report  
Official invites to go out for school excellence assembly, P&C representative will be invited to present some awards but no P&C 'award' per se.  
Question regarding years 3 and 4 attending swim scheme, but only limited positions, and year 2 are prioritised.

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

See attached reports for further details.  
Canteen account currency stands at \$8840, but outstanding invoices around \$2200 - overall expenses appear to be equal to income. Suppliers have been increasing prices and canteen hasn't. Previously the aim has been to make a profit.

Annabelle has proposed someone else might look over figures with her and share her figures on the P&C drive \$35324 in P&C account currently, one outstanding uniform invoice will leave the balance at approx \$33400.

P&C to propose a figure for donation at next meeting.

### **Fundraising and Event Report**

#### **Fundraising Committee**

Mufti day Friday 23/9 raised \$195 as many students away

Disco a success - P&C raised \$134 from canteen sales - to be banked for P&C, school raised approx \$3000.

Thank you to Allanah, Jasmine and others who helped.

School colour run has been booked for Fri 11th November. Information will be going home asap to families, just waiting for the fundraising website to be finalised. Parents are invited to run. Event to happen in the afternoon. Volunteers required to serve drinks/ice blocks from canteen.

Hot dog day 25/11

Christmas fundraiser fruit mince pies from Baker's Delight

Mufti day mid term

Motion moved to set up Figtree Public School Facebook page with David, Natalie, Jasmine and Andrew to moderate. Andrew moved, Emma Seconded, Carried.

#### **Canteen**

Have investigated some options for purchasing accounts for canteen.

Invoices could be paid personally by coordinator (to allow for shopping where prices are best) and then texted to treasurer, if others can make themselves available to approve payments. Eventually once costs are more easily predicted, canteen takings could be held over to cover costs of fresh produce, with imperishable stock purchased in bulk and invoices submitted to treasurer monthly.

Chantell to look into Spriggy Card.

#### **Uniform Shop**

Waiting on the final approval for outsourcing, then required to advertise tender for 3 weeks in Illawarra Mercury. Once tenders are received, the uniform dept will award the tender. It is hoped that whoever wins the tender will purchase all our existing uniform stock.

All reports accepted by Emma, second by Annabelle. Carried.

#### **General Business**

Tentative booking made for 6:30pm, Tuesday December 13 at Figtree Sports

**Next meeting** 15th November

**Meeting closed** at 8:02 pm

#### **Action List**

Uniform Shop Transition	Allanah to follow through with Department procedures
Kindy Orientation Session 1	David, Jasmine, Paulette, Bec T, Chantell
P&C social media page set up	Jasmine and Andrew
P&C Federation Protocols around social media pages to be distributed	Jasmine to forward to P&C email for distribution with minutes
Canteen Handover	Ash, Bec T, Chantell
Investigate Spriggy Card/ongoing discussion	Chantell and Bec T

around canteen accounts	
Plan for how to use additional fundraising money and savings from school	Melissa H
P&C to propose a figure for donation towards technology at next meeting	P&C Exec
Continued investigation regarding meeting venues	West's -Emma Tennis Club - Allanah Figtree Sports- Bec T Red Dog- Bec T
ABR paperwork/AIS for ACNC	Chantell
Recruit volunteers to assist with canteen on colour run day	Natalie/Ash
Check availability of people to attend dinner currently booked for 13/12	Annabelle
Treasurer documents to be added to P&C Drive	Annabelle/Chantell
Hotdog Day	Ash/Jasmine/Natalie
Recruit volunteers for fruit mince pie fundraiser	Jasmine/Natalie