



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 19th July, 2022, Remote Meeting

Meeting opened at 7:03pm

Present: Allanah, Emma, Melissa Harding, Melissa Labor, David, Andrew, Annabelle, Natalie, Jasmine, Richard Lloyd, Anu, Chantell

Apologies: Eva

Acceptance of meeting agenda.

Acceptance of the Previous Minutes – 21/6/22

Moved by Emma and seconded by Natalie that the minutes of the meeting held on 21st of June be accepted. Carried.

Business Arising from the Previous Minutes – 21/6/22

Action	Who	Remarks
Canteen Freezer	Annabelle/Andrew	Resolved (Thanks Andrew!) Andrew to be reimbursed
Uniforms	Ms Harding to continue to follow up with DoE - require updated stock report	Ask Paulette for updated stock report
Financial audit	David	Look into when this is required
Wishlist - Meeting of exec to decide how much P&C can commit for purchase of technology upgrade	David, Annabelle, Emma, Andrew,	See general business
Signatories to accounts	David, Annabelle, Emma and Andrew	Discussed by exec, copy of signed AGM minutes to be provided
Woolworths bill to Figtree Pocket OOSH		Resolved
Update Canteen position description then advertisement of position on e-news	Ash	Due to go out next week
Database of volunteers for fundraising events	Natalie and Jasmine	Ongoing
Disco	Jasmine/Natalie and Ms Harding to discuss date and other details prior to next meeting	Jasmine/Natalie and Ms Harding to discuss date and other details prior to next meeting
Yearbook		Advised this is not the responsibility of the P&C

Correspondence – In

P&C Federation membership and insurance due 1st August
UCI road world Championship fundraiser BBQ idea from Andrew

Correspondence – Out -

Minutes from previous meeting
Forwarding of invoices

Business Arising from Correspondence

Current Insurance covers uniform shop and canteen as businesses overseen by the P&C
Research to be undertaken on most appropriate insurance policy and whether insurance cover for off site events should be considered
Look into whether the council will support a fundraiser during UCI - Andrew to liaise

Principals' Report – Mel

COVID Safety and preventing the spread of illness - see e-news update from today
Parents are welcome into the office and school grounds but please refrain from entering classrooms, virtual meetings preferred for now

Uniforms - waiting on an updated stock report from our uniform shop before we can find out the next step from DoE

Would P&C like to contribute to the next newsletter? To be prepared and sent by the last week of term.

Staffing update - internal expression of interest sent to staff today for Mrs Duffield's position. Mr Lloyd (AP) currently covering on Fridays.

Feedback given that Newsletter from end of term 2 was well received by parents

Positive feedback received about the playground being open over the holidays. Will look into this for transition to school for next year.

Treasurer's Report – Melissa Labor

See attached report

Thanks to Melissa for your efforts in the Treasurer role and Thanks to Annabelle for taking on the role going forward

Fundraising and Event Report

Fundraising Committee

Contacted bunnings regarding BBQ - easier for insurance etc - Bunnings WHS training required and that person has to be present the whole time. Will require helpers for this fundraiser.

Query whether we've applied South 32 Dendrobium community grant as this funded another school's library previously - could this help with updating our computer lab or other expenses? Paperwork to be provided by Nat, and filled out by Mel H and David

Cookie dough fundraiser scheduled for this term

Father's Day stall (stock from last year available) - Week 7 - Mel H to advise appropriate dates

School Disco planned for term 3 to swap for colour run - is grass in good enough condition?

Disco in term 4

Carnival 21/10 (term 4)

Fundraising committee meeting scheduled for 4/8

Cinema doesn't appear to host event-style fundraisers

Flipout (50% of ticket sales back) SRC may also be interested in helping with this

MuftiDay Term 2 - TBC funds raised, plan for one each term - SRC to assist

Motion to accept fundraising report moved by Emma and Second by Anu. Carried.

Canteen

Position description to be sent out next week

Ongoing training needs for Dymo label printer

Uniform Shop

Noted Paulette is doing a wonderful job of managing the Uniform shop so that families are able to access what they need in a timely fashion.

Updated stock report required by Ms Harding for ongoing discussions with DoE regarding uniform going out to tender.

Anu moved we receive all reports. Carried.

General Business

- Wishlist - Executive met and noted significant uniform shop invoices which will impact the P&C's ability to make a larger donation to the school at this stage. Current proposal from P&C of \$5000 with all future fundraising for 2022 pledged to fund updating of technology for the school (33 desktops, 86 ipads required- upgrade computer lab by the end of the year).

P&C to present funds to school at the beginning of next term to combine with school funds for purchase of this technology.

- Suggestion made by Anu that as we intend to transition the uniform shop out to tender that it could be wise to do an audit of the current stock in the uniform shop to assist in managing the expenses. Unbranded stock eg grey pants can still be sent back as long as the stock is current. To prevent having excess stock once the transition takes place, P&C could consider focussing only on things we need to purchase (e.g. those printed with a logo).

Will know more about this when stock report is provided to inform discussion of a more firm plan at next meeting

- Concerns raised that the high school and primary school finishing at the same time is chaotic, particularly in adverse weather.

Next meeting 16th August (online format)

Meeting closed at 8:12pm

Action List

Reimbursement for freezer repair	Annabelle
----------------------------------	-----------

Updated stock report from Uniform shop	Ask Paulette to provide to Mel H
Financial audit	David
Wishlist - present available funds for donation at beginning of next term	Ongoing fundraising efforts
Signatories to accounts - require AGM minutes	Chantell to provide to David
Finalise and distribute Canteen position description	Ash
P&C federation membership and insurance	Chantell, Annabelle, David
Enquire with Council re: UCI road world Championship fundraiser BBQ	Andrew
Contribution to Term 3 newsletter	David
Database of volunteers for fundraising events	Natalie and Jasmine
South 32 Dendrobium community grant	Natalie to provide application for David and Mel H to complete
Recruit volunteers for Bunnings BBQ, Father's Day Stall, Colour Run, Disco, Carnival	Natalie, Jasmine and team
Confirm date for Father's Day stall	Mel H
Confirm funds raised from Term 2 Mufti Day	Mel H
Fundraising Committee Meeting 4/8	Fundraising committee