



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 20th September, 2022, Remote Meeting

Meeting opened at 7:00 pm

Present: Natalie Campbell, Allanah Smyth, David Stuart, Richard Lloyd, Andrew Anthony, Rebecca Tubman, Melissa Harding, Jasmine Campbell, Emma Clayton and Chantell Willis

Apologies: Bec Cavenaugh, Sheree Springhetti, Annabelle Hoy, Ash Boyle

Ammendment of meeting agenda- Move Results of Survey to general business.

Acceptance of the Previous Minutes – 16/8/22

Moved by Natalie and seconded by Jasmine that the minutes of the meeting held on 16th of August be accepted. Carried.

Business Arising from the Previous Minutes –16/8/22

Action	Who	Remarks
Uniform shop outsourcing	Ms Harding to continue to follow up with DoE	Have been some staffing changes in DoE. Best case scenario for transition is end of year. Stock levels have been sent to DOE. Allanah to fill in forms. P&C exec to fill in one of the forms, so will contact exec when needed. Need enough to get through kindy ordering
Uniform shop sale of excess stock and ordering of fast moving stock	Allanah to discuss with Paulette	Uniform shop no longer ordering stock unless approved by P&C
Financial audit to be completed and submitted to P&C Federation	David/ Chantell	Annabelle to send through financials to Pauline who will complete the audit to be uploaded by Chantell
Credentials of newly appointed auditor, Pauline to be circulated	David/Chantell	Circulated 15/9
Signing of amended June minutes	Outgoing and incoming exec members	Resolved
Arranging signatories with bank	David/Annabelle	Resolved (Thanks Annabelle!)
Canteen position description to be advertised as separate Coordinator, Buyer and Rostering positions	Ash	Rebecca Tubman with assistance from Chantell Willis will coordinate canteen for 2023
Additional Meeting to discuss direction and options for canteen	David, Annabelle, Chantell, Ash, ?Emma?Anthony	Did not occur. Discussion to take place during September P&C meeting
Bunnings BBQ - enquire about insurance once we have a date	Natalie	Postponed to 2023
Disco	Staff to advise P&C of how we can assist	Roster of helpers has been organised. Date of disco changed to Oct 13 due to public holiday

		22/9.
P&C Federation Membership and Insurance	Chantell, David, Annabelle	Form submitted and portal updated. Ongoing discussion required around whether current cover is sufficient. - To discuss further at exec meeting
South 32 Dendrobium community grant - discuss what we will apply for funding for	Ms Harding/Mr Lloyd	See General Business for details.
New date for fundraising committee meeting	Natalie/Jasmine	Occurred on 24/8 as a remote meeting
Insurance Payment	Anu and Mel to pay as a matter of urgency whilst signatories are updated with the bank	Resolved - Paid by Annabelle and Andrew
P&C Membership federation form	Chantell - (Alannah/Ash to provide stock value/ asset value figures)	Resolved - submitted 14/9/22
Find out if school insurance covers canteen etc and how much P&C needs to cover	Allanah	Resolved - buildings generally covered by school insurance but any P&C specific items eg. fridges, canteen laptop etc would need to be covered by P&C insurance.
Special Canteen day (Hotdogs?)	Ash/Fundraising team	Not discussed may occur in term 4
Off-site fundraising events to be looked into	Jasmine/Natalie	Not discussed
Kindy info meeting via zoom	David/Ash	Occurred on 31/8
Online form for people who are interested in canteen to be sent out after Zoom kindy info session	Ash/Allanah	Chantell to organise with Ash prior to first orientation session in October
Term 3 newsletter	David	
P&C presence at first kindy orientation (including uniform shop and canteen reps)	Allanah/Paulette/Ash/ David?	Jasmine, Ash, Paulette and Sheree to attend first kindy orientation session.
Reporting of road hazard in Springfield Ave	Andrew/All	Resolved
Investigate hybrid meeting option for AFP information session for parents	Allanah	Occurred on 13/9
Discuss return of face to face P&C meetings	Mr Lloyd/Ms Harding	See General Business for details
Investigate 'sweet treats' account	Chantell	Resolved (thanks Sheree for assisting!)

Correspondence – In

Fundraising promotional material
Cookie Dough Fundraiser correspondence
WWCC volunteer list request
Uniform catalogue

Correspondence – Out -

Minutes from previous meeting
Forwarding of invoices and fundraising information
P&C Federation Membership Update and insurance form submitted based on rollover of insurance policy from 2021
Meeting agenda
WWCC volunteer list completed and returned
Distributed survey regarding format of P&C meetings
Distributed information regarding credentials for our 2022 financial auditor

Business Arising from Correspondence

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

Financial Audit to take place as soon as financial information has been sent through to the auditor. Then this audit is required to be uploaded on to the P&C federation portal.

P&C to ensure all volunteers complete the volunteer form annually and hand to the office to comply with WWCC requirements

Principals' Report – Melissa Harding

Many sport events, Boys soccer team made it to round 5 of their competition. Proud of sportsmanship and teamwork displayed.

K-2 fun day in lieu of Athletics carnival - lots of fun

Surf sense talks yrs 2,4 ,6 participated.

Netball clinics for K-2 and Banksia Students

Kinder Transition commenced - Thanks to those representing P&C, Teddy bears picnic was a success, thank you to year 5 families who helped. Thanks to the Parkinson family for the bears. Great opportunity for year 5 students to show leadership.

Living Museum for Stage 3 students, well supported by families which was encouraging for students and staff.

K-2 Symbio excursion planned for first week back Term 4

Musica Viva well enjoyed and supported the music curriculum

More formal Kinder orientation sessions coming early Term 4

At this stage we are not anticipating any staffing changes for Term 4

Recruiting temporary teachers 2023 via EOI week 1-2 next term

End of year events - encouraging e-news and school website calendar use by parents

Treasurer's Report – Annabelle Hoy (updates provided via email)

Invoices are now being paid since signatories have been updated.

Uniform invoices were approximately \$4000 less than we originally anticipated.

Accumulated credit on some accounts assisted with invoices whilst signatories were being organised.

See attached reports for further details.

Fundraising and Event Report

Fundraising Committee

Meeting occurred 24/8

Cookie Dough fundraiser sold 807 tubs and raised \$3228 profit, some of the delivery still to arrive and will be distributed during the holidays

Mufti day Friday 23/9

Start promoting colour run soon, details to be distributed by end of week to begin collecting sponsors

Father's Day stall raised \$1195.49 profit, 25 more gifts than mothers day stall, hence last minute purchases required on the day

Bunnings BBQ Being postponed until next year. Need to have \$20 million public liability insurance to cover the stall, however as an alternative can get daily market stall insurance for approx \$16 which will cover liability for the day.

School Disco- date amended to 13/10 due to public holiday, volunteers have been organised to assist the staff with this event

Canteen

Rebecca Tubman has volunteered to coordinate canteen in 2023 with assistance from Chantell Willis
Rebecca currently reading through healthy canteen document in preparation for menu update in 2023
Ash, Rebecca and Chantell to meet throughout term 4 to hand over canteen responsibilities.

Uniform Shop

Uniform shop purchasing will be authorised by P&C executive to assist Paulette in decisions around ordering as we navigate the transition to outsourcing the uniform shop

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

General Business

P&C Facebook page/social media

Previously P&C Facebook (FB) page has been taken down, other P&C s have been sharing their FB pages to P&C Federation page. Could we get some social media happening again?

The last time the P&C had a FB page, parents were asking questions on P&C page which should have been directed toward the school and this caused difficulties between the relationship of parents and the school. Need to proceed with caution. School FB account is heavily moderated by only 2 people with additional training. Need to be extremely careful re: content, need to direct school questions to the school and take those questions down. The parents running the page need to be able to check and moderate constantly. Clear vision for purpose, needs not to double up with school page.

David to discuss with Jasmine further and Andrew has offered to help moderate.

New Account format for Woolworths

Need to work out who will be responsible for this. Chantell to make further enquiries re: authorised persons etc.

Suggestion made to have a P card (credit card) as opposed to accounts with stores liike workplaces? However some banks will not allocate a credit card to P&C, Annabelle would need to make enquiries about this with Comm Bank. Also discussed whether it would be beneficial to have Petticash for canteen? Look into different options for this. Annabelle, Bec, Chantell and David to discuss further prior to next meeting.

Format of P&C Meetings

Survey after last meeting re: ongoing format of meetings. Majority voted face to face preferred but still need access to online option, so need hybrid meetings going forward. MH has discussed with other Principals re: location of meetings. Alternate locations off school grounds have had a positive response. Facilitates community building as well as sub committee meetings prior to main P&C meeting. Some schools use private room of a local club. Tuesday nights clubs are usually accommodating of this. Also facilitates MH to attend via zoom, rather than needing to be always onsite. Could also do every second meeting on Zoom and the alternative at a club etc. Potential invitation to a house/local park after school. Allanah to ask Wollongong tennis club, Emma to ask Wests/Figtree sports , Bec to ask Red Dog.

Dendrobium community enhancement program application

We have a quote for \$250 000 to update the playground with shade sail. Awaiting another quote. Thanks to Allanah for her efforts around compiling the information for this application. The application includes the fact that the P&C and SRC are also contributing financially to this project. It would be good to have some student input into the design as well as Banksia staff student comments for inclusivity. Andrew has suggested indigenous artwork for the playground. Allanah advised that the school has some funding set aside for a mural to be painted by an indigenous artist, however the artist has been unavailable to date.

Emma moved that a minimum \$10 000 contribution from P&C funds be utilised toward the playground upgrade project and that this be included in the grant application. Chantell seconded. Carried.

Opening of School grounds in holidays

School playground not to be open this holidays because significant roofing work is occurring on the Banksia Unit Building. Most likely open for summer holidays.

NAPLAN query regarding schools perspective on results.

Staff haven't had a thorough look at the results as yet, however, considering this is the first year FPS has completed NAPLAN, online, in addition to Covid interruptions etc. there was an expectation that results would have been impacted. Staff reflected that teachers can prepare students better for this particular format of testing so that students can better reflect their abilities using these testing tools. Eg typing rather than hand writing on an unfamiliar word processing platform which does not have spell check, reading texts on a screen etc, also may also communicate these strategies to parents to assist students in using technology at home.

Air Fryer

P&C move to use the \$110 Harvey Norman voucher to purchase an air fryer for use in the canteen. Allanah moved, seconded by Rebecca. Carried.

Next meeting 18th October (online format)

Meeting closed at 8:44 pm

Action List

Uniform Shop Transition	Allanah to complete forms with assistance from P&C executive when required
Additional assistance to be provided for uniform shop for kindergarten orders around orientation	Allanah, 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
Canteen Handover (Term 4)	Ash, Bec T, Chantell
Orientation Sessions P&C reps	Jasmine, Ash, Paulette, Sheree
Expression of interest form for new canteen volunteers 2023	Chantell to discuss with Ash
Discussion around insurance policy and decision/proposal to be made	P&C executive
Discussion around vision for social media page	David and Jasmine

Woolworths Account	Chantell
Investigate alternative methods of payment, rather than accounts with suppliers	ANZ P Card - Bec T CBA credit card - Annabelle
Discussion and decision about payment method going forward (to occur prior to next meeting)	David, Annabelle, Bec, Chantell
Dendrobium community enhancement application	Allanah, Mr Lloyd and team
Air Fryer purchase	Allanah/Bec T

P&C Meeting 20 September 2022

Principal's Report

Since the last meeting:

- Congratulations to our boys soccer team for reaching the fourth round of the state knockout.
- Years 2, 4 and 6 participated in Surf Sense safety talks delivered by local life savers.
- Banksia and K-2 students have enjoyed netball clinics this term.
- Our transition to school program for Kinder 2023 is well under way. We had a wonderful morning at the Teddy Bear's Picnic. Thank you to all the parents and community who supported this event.
- Stage 3 students shoe today during their living museum where they portrayed the role of a historical figure.

Coming up:

- Our K-2 students will be involved in their excursion to Symbio on the first Friday of Term 4.
- Our Kindergarten 2023 sessions will take place early in Term 4.

Melissa Harding
Principal



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st July 2022 to 31 July 2022

Cashbook Balance as at 30 June 2022 \$ 13,084.84

Add Income July 2022 \$ 831.22

Total Income \$ 831.22

Sub Total \$ 13,916.06

Less Expenses July 2022 \$ 8,026.65

Total Expenses \$ 8,026.65

* includes transfer of 5,398.37 into P&C account

Sub Total \$ 5,889.41

Cashbook Balance as at 31 July 2022 \$ 5,889.41

Add Unpresented Cheques \$ -

Less Unpresented Deposits \$ -

Total Balance with Bank Statement \$ 5,889.41

Balance of Bank Statement as at 31 July 2022 \$ 5,889.41

Unpresented Cheques

Nil

Presented Cheques

Nil

Reported By:



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st August 2022 to 31 August 2022

Cashbook Balance as at 31 July 2022		\$	5,889.41
Add Income August 2022	\$	3,629.52	
Total Income	\$	3,629.52	
		Sub Total	<u>\$ 9,518.93</u>
Less Expenses August 2022	\$	-	
Total Expenses	\$	-	
		Sub Total	<u>\$ 9,518.93</u>
Cashbook Balance as at 31 August 2022		\$	9,518.93
Add Unpresented Cheques	\$	-	
Less Unpresented Deposits	\$	-	
Total Balance with Bank Statement		<u>\$</u>	<u>9,518.93</u>
Balance of Bank Statement as at 31 August 2022		<u>\$</u>	<u>9,518.93</u>

Unpresented Cheques

Presented Cheques

\$0.00

Reported By:



FIGTREE PRIMARY SCHOOL
Canteen Treasurer Report
1st September 2022 to 30 September 2022

Cashbook Balance as at 31 August 2022			\$ 9,518.93
Add Income September 2022	\$ 1,792.96		
Total Income	\$ 1,792.96		
		Sub Total	\$ 11,311.89
Less Expenses September 2022	\$ 4,094.57		
Total Expenses	\$ 4,094.57		
		Sub Total	\$ 7,217.32
Cashbook Balance as at 15 September 2022			\$ 7,217.32
Add Unpresented Cheques	\$ -		
Less Unpresented Deposits	\$ -		
Total Balance of Available Funds			\$ 7,217.32
Balance of Bank Statement as at 30 September 2022			\$ 7,217.32
<u>Unpresented Cheques</u>	\$ -		
<u>Prresented Cheques:</u>			
TOTAL			\$0.00

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT - JULY 2022**



Balance as per Bank Statement on 30th June 2022			\$31,951.81
Add Income for July 2022			
		\$7,057.81	
		Sub-Total	<u>\$7,057.81</u>
Less Expenses July 2022			
		\$2,348.96	
		Sub-Total	<u>\$2,348.96</u>
Add unrepresented Deposits			
Nil			
		Sub-Total	<u>\$0.00</u>
Less Unrepresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$0.00</u>
		sub-total	<u>\$0.00</u>
Balance as per bank statement on the 31st July 2022			<u>\$36,660.66</u>
Balance of Available Funds with unrepresented deposits included			<u>\$36,660.66</u>
<u>Presented Cheques</u>			
Nil			
		<u>Chq No.</u>	<u>Amount</u>
		sub-total	<u>\$0.00</u>

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT - AUGUST 2022**



Balance as per Bank Statement on 30th July 2022			\$36,660.66
Add Income for August 2022		\$2,912.67	
		Sub-Total	<u>\$2,912.67</u>
Less Expenses August 2022		\$0.00	
		Sub-Total	<u>\$0.00</u>
Add unrepresented Deposits		\$0.00	
		Sub-Total	\$0.00
Less Unrepresented Cheques			
<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$0.00</u>
		sub-total	<u>\$0.00</u>
Balance as per bank statement on the 31st August 2022			<u>\$39,573.33</u>
Balance of Available Funds with unrepresented cheques included			<u><u>\$39,573.33</u></u>

FIGTREE PUBLIC SCHOOL - P & C RECONCILIATION OF BANK ACCOUNT - September 2022



Balance as per Bank Statement on 30th August 2022		\$39,573.33
Add Income for September 2022	\$4,183.16	
	Sub-Total	<u>\$4,183.16</u>
Less Expenses September 2022	\$9,319.40	
	Sub-Total	<u>\$9,319.40</u>
Add unrepresented Deposits	\$0.00	
	Sub-Total	\$0.00
Less Unrepresented Cheques		<u>\$0.00</u>
<u>Payee</u>	<u>Number</u> <u>Amount</u>	
	sub-total	<u>\$0.00</u>
Balance as per bank statement on the 15th September 2022		<u>\$34,437.09</u>
Balance of Available Funds with unrepresented cheques included		<u>\$34,437.09</u>
<u>Presented Cheques</u>	<u>Chq No.</u> <u>Amount</u>	
	Sub-Total	<u>\$0.00</u>