



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 21st June, 2022, Remote Meeting

Meeting opened at 7:00pm

Present: Allanah, Emma, Melissa Harding, David, Andrew, Annabelle, Natalie, Jasmine, Richard Lloyd, Bec, Louise, Sheree, Chantell

Apologies: Ash, Anu, Eva, Melissa Labor

Acceptance of the Previous Minutes – 17/5/22

Moved by Allanah and seconded by Andrew that the minutes of the meeting held on 17th of May be accepted. Carried.

Business Arising from the Previous Minutes – 17/5/22

| Action | Who | Remarks |
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| Wishlist | Mel H | See below for notes re: discussion |
| Advertisement for treasurer | Anu | Thanks to Annabelle who volunteered and was appointed (approved by exec in writing via email, Emma moved that Annabelle be appointed treasurer and David seconded) Updated minutes required with Annabelle's name |
| Clarify and correct listed authorities on bank accounts** | Emma?/Jasmine?/David? | Emma, David, Anu, current signatories - Jasmine moved that we remove Anu, and add Annabelle and Andrew, Sheree seconded. Carried. |
| Dymo label printer to be purchased | Andrew | Label printer donated, need to train volunteers in how to use it |
| Discussion around year 6 helpers for stocktake | Ash/Mel H | Year 6 helpers now in place for canteen stocktake all trained and working well |
| Float to be organised for canteen | Emma | working well \$10 in silver coins kept each shift for float (Thanks Emma!) |
| Canteen menu to be submitted to healthy canteens for approval | Ash | Ongoing (Thanks Ash!) |
| Freezer repair/replacement quotes | Andrew | Seal-A-Fridge quote approx \$180 - still need someone to come and view the freezer - Tues/Weds/Thurs Allanah can liaise when they arrive. Likely within next fortnight. Jasmine moves to pre-approve up to \$200 to be spent on repairing Freezer 5 in canteen, seconded by Andrew. Carried. |
| Follow up DoE re; Uniforms | Mel H | Had been waiting for stocktake report to send off to the DoE, the process has started but has been delayed by staffing shortages in the DoE. Hoping for more progress before next meeting. |
| Community Picnic food donations | Ash and team | Went well, thanks to all who helped, especially Lara and Emily who stayed behind to assist with packup. Thanks to Jasmine for speaking. Positive feedback received particularly from K-2 families. |

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| | | Noted during conversations others volunteered help at future events and a database will be established for this. |
| Arrange financial audit | David | |

Wishlist - previously P&C asked staff for input re: areas that need funding, then P&C have decided where to spend money. This year technology systems need upgrading. Interactive whiteboards have recently been upgraded using school technology funds. So have not been able to update and purchase ipads, laptops and computers which are 2016 models or older and not running quickly enough for student needs. Significant costs to cover staff on leave have inhibited the school's ability to upgrade tech. In light of online NAPLAN and other assessments additional time is being taken with slow technology and teachers are noticing adverse impacts on student performance.

Suggestion made to do a large announcement to the school community that for the rest of the year all fundraising will be focussed on upgrading technology. Even potentially ask for businesses affiliated with the school to donate. May re-send info about school contribution and explain where that money goes.

Query regarding minimum specs required - Mrs Burton and Ms Harding to look into prices etc for devices as it would be good to know total cost before the communication goes out so parents are aware of the targets. Approximate figures provided at this stage - iPads \$60 000 then desktops \$37 000 as first priority.

Action- work out what P&C can commit, then Ms Harding to work out financial target, then communicate this as a "How can you help?" to the school community once Ms Harding is able to discuss with Jasmine and Natalie re: dates for the fundraising events.

Exec to bring a figure to the next meeting re: donation for technology upgrade. - Emma, Andrew, David and Annabelle (Chantell to take minutes, Jasmine and Natalie to input re: events and projections for donatable funds). Also need to work out how much we hold in P&C accounts over next few weeks. Noted that Canteen usually has about \$7000 at the end of the year.

Andrew has also offered to discuss possible upgrades to existing technology.

Some discussion about BYOD - but there are concerns regarding equality for all students under such a system

**P&C constitution states that accounts have to have 2 signatories - David To talk through with Annabelle over coming weeks. Andrew volunteered to be a signatory. Currently you need 2 people in the same room accessing the same device. Need to move to combis (see previous minutes for more explanation of this) if we want people to be able to authorise in different places, however had to have a certain amount of money transferred each month to be eligible for combis - Annabelle and David to catch up and talk about this

Correspondence – In

Invoice from J+L Borgo 16/6/22 (also sent online)
 Fundraising advertising
 Woolworths - bills to Figtree Pocket OOSH

Correspondence – Out - N/A

Business Arising from Correspondence

Woolworths - bills to Figtree Pocket OOSH (Figtree pocket is a suburb in Brisbane) Keeps being sent because overdue. Needs an email to amend address. - Ash now has coles account, but school has manual account with Unanderra Woolworths only and all on paper. David to follow up with phone call to Woolworths.

Principals' Report – Mel

Andrew moved we accept the Principal's report, Emma seconded. Carried.

K-2 hockey has been well enjoyed

Ms Gill - Walk safely to school day - thanks to helpers for walking buses (teachers/parents)

Mrs Kynes working with debate team - thanks for organising gala day which allowed other students to watch and learn about debating

Planning for next year - Kindy meetings happening , 29 enrolled for next year but a large year 6 cohort leaving - could easily drop from 11-10 classes next year. Lots of non local applications which will not all be able to be accepted. Will ask a P&C representative to chat about uniform, P&C, fundraising, as well as Sheree to talk about OOSH info for kindy info session.

Reports - staff have been busy writing and will go out next week. Teacher strike Thursday next week ? All classes except for 2L will have reports next week. 2L will get theirs early next term.

Athletics carnival - haven't been able to use figtree high because of their grounds being bogged, Beaton Park has been secured for first day back after school holidays. 8 years and up. Notes home today. K-2 sports day will occur at school on a friday morning, date TBC. Parents invited to attend both events.

NAIDOC week 2 term 3

Education week in week 3 term 3 - prior to covid would have open classrooms but still not safe to do this. Virtual showcasing on seesaw. First vis art expo in the hall and parents can view art in a covid safe way, double up as fundraiser parents can pay \$10 for art. 288 pieces of art - thinning through logistics of display. Kindy assembly on the Friday, choir performing in the mall on the Wednesday for education week

Thanks to Mr Lloyd for coaching many of our teams - lots of sports knockouts, great experience for children, provides leadership opportunities etc

Ms Horsnby has accepted a secondment until the end of the year as a Home School Liaison officer. Hoping she comes back to us at the start of 2023. Recruiting for temporary position until the end of the year. Hoping to secure something before the end of the week. Staffing is difficult at the moment. Learning support and other programs have been hindered by covering classes but everyone is working as well as they are able under the circumstances.

Master class opportunity for year 5 - 8 subjects on offer for 3 students each (2x2 hr sessions) at FHS form on google classroom for applications.

Treasurer's Report – Melissa Labor

Budget update

P & C account has \$31 265 (assumed this includes pie drive profits)

Canteen accounts has \$11 897

Pie drive gave us a profit of \$1976

We also need it to be minuted that the committee agrees to vote in Annabelle as the new treasurer.

Fundraising and Event Report

Fundraising Committee

Thanks to Emma for efforts with pie drive which raised \$1946 profit, \$746 more than last year. Perhaps revise number of helpers for next time to make the flow of the event smoother?

21st Oct rides booked for twilight carnival

Cinema/flipout have been approached for a potential event offsite

Date for school disco - split times for K-2 and 3-6 Jasmine and Ms Harding to discuss further before next meeting

Canteen

Year 6 helpers working well, freezer repair to occur soon.

This year will be Ash's last year as canteen coordinator after 4 years. Discussion around sending out an advertisement as we did for treasurer via e-news soon so that whoever takes over (could be a team of 2 volunteers) can learn from Ash for the rest of this year. We have a position description, but this needs updating as the role has changed. Allanah and Ash to work on this.

Uniform Shop

Things are running smoothly and stock levels are good

General Business

Year 6 yearbook - P&C have previously helped with this, however last year Allanah worked with MSP to make a book for \$30. Alicia Williams has spoken to Allanah about doing it this year. Stage 3 teachers have a system to dump photos and then pick for the booklet. Copy of previous yearbooks in the office opposite Ms Harding's office.

NAPLAN - unsure about when online results come back. Hopefully early next term.

Next meeting 19th July (online format) - priority to discuss budget

Meeting closed at 8:13pm

Action List

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| Canteen Freezer | Andrew to arrange school visit on Allanah's work days (Tues-Thurs) so she can provide access to canteen. |
| Uniforms | Ms Harding to continue to follow up with DoE |
| Financial audit | David |
| Wishlist - Meeting of exec to decide how much P&C can commit for purchase of technology upgrade | David, Annabelle, Emma, Andrew, Natalie and Jasmine to provide input regarding projection for fundraising profits, Chantell to minute |
| Signatories to accounts | David, Annabelle, Emma and Andrew |
| Woolworths bill to Figtree Pocket OOSH | David to follow up with phone call |
| Update Canteen position description then advertisement of position on e-news | Allanah and Ash |
| Database of volunteers for fundraising events | Natalie and Jasmine |
| Disco | Jasmine/Natalie and Ms Harding to discuss date |

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| | and other details prior to next meeting |
| Yearbook | Allanah and Alicia Williams to work on the template from last year using photos provided by stage 3 teachers |