



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 15th August, 2023 (Zoom Meeting)

Meeting opened at 7:05 pm

Present: David Stuart (Chair), Andrew Anthony, Annabelle Hoy, Allanah Smyth, Melissa Harding, Bec Cavanaugh, Emma Clayton, Jana Branovski, Chantell Willis

Apologies: Natalie Campbell, Jasmine Campbell, Bec Tubman

Agenda was approved by David and Chantell

Acceptance of the Previous Minutes – 20/6/23

Moved by Allanah and seconded by Annabelle that the minutes of the meeting held on 20th of June be accepted. Carried.

Business arising from previous minutes

Action	Who	Comment
Insurance and P&C Federation Membership	Chantell/Exec	Exec discussed the various options for the current needs of the P&C and chose an insurance policy which has been paid for 2023-2024 and will be circulated to financial members. Federation membership was also paid at this time.
Canteen Prices	Bec/Annabelle	Prices from suppliers are increasing, but in the interest of caring for our community, the canteen prices will remain stable until term 4, in preparation for some price increases going into next year.
Suggestions from financial audit to be implemented	Annabelle/David/Steph	Meeting to be arranged
Accounting software Comparison	Annabelle	Query about holding data offshore was posed to the P&C Federation who advised this was up to the discretion of the individual P&C Association. See Treasurer's report for further details.

Closed Actions

Uniform Shop Handover	Allanah/Exec	Completed
Recycled Uniform Shop Helper Sourced (canteen recruitment of volunteers ongoing)	Chantell	Completed
Pest Control in Canteen	Chantell	Completed
Working Bee	David/Mel	Term 4
Previous Wishlist	Chantell	Completed
Supported employment/volunteer experience in canteen	Andrew	Term 4
Father's Day purchases	Natalie	Completed

Bread bag recycling	Andrew	Next opportunity
Communication re: Mother's Day Stall funds raised	Natalie	Completed
Access for Lowes and Pest Control on 10/7	Allanah	Completed
Ask about drink company sponsoring a replacement for fridge 1	Chantell	Completed
Cheque to be made for \$25000 for technology on wishlist	Annabelle/ Andrew	Completed

Correspondence In / Out

- a. Minutes and Agenda
- b. Fundraising catalogues
- c. Forwarding of invoices, including pest spray of canteen
- d. Insurance documents

Business Arising from Correspondence

- Exec renewed membership of the P&C Federation and have paid for insurance cover for P&C activities, approx \$600 paid - Chantell to circulate so that everyone is aware of the coverage.

Principals' Report – Melissa Harding

See attached report

P&C were consulted regarding the changing of the house names and colours, moving to 3 houses, rather than 4 and were supportive of these changes.

P&C were also consulted regarding plans for a school community forum where the community is invited to the school for an opportunity to hear about what is happening and ask any questions they may have. This is likely to happen just prior to school pickup on a semi-regular basis and P&C were supportive of this trial.

Treasurer's Report – Annabelle Hoy

Uniform shop invoice is pending (approximately \$15000) due to the seeking clarification with P&C Federation as P&C are not registered for GST, however GST was paid for items we sold.

It is likely that the Invoice for uniforms will need to say invoice (rather than tax invoice), include final amount given by Lowes and note that GST is not applicable.

School has cashed the cheque for \$25000 for technology.

Invoices almost up to date, no major expenses coming up (pending fundraising events)

Audit was to occur at the start of July, however, this has been delayed and now aiming for August.

Software not finalised as yet due to time constraints.

P&C wish to express appreciation for Annabelle's efforts in her role as the treasurer, acknowledging the role can be demanding.

Fundraising and Event Report

Fundraising Committee - provided by email 15/8/23

Fathers Day stall Thurs 31st Aug with catchup stall on Fri 1st Sept at lunch. Natalie to arrange helpers to

volunteer at the stall this week & possibly to help prep/package the gifts prior to the stall too

An alternative to a movie night will be sought due to difficulty finding a suitable date, including off site fundraisers such as a cinema event/Flip Out night

Awaiting a date from Bunnings with regards to the possibility of having a bbq & cake stall later in the year. If P&C insurance does not cover this, there is an option of stand alone one day market stall insurance that will cover us for public liability, it's generally not very expensive.

Will have a mufti day this term towards the end of term

Planning has begun for our Term 4 major fundraiser, an epic Christmas raffle, which hopefully will have similar success to the Easter raffle - especially if we can get some more fantastic prizes donated. In the coming weeks we will again reach out to the school community for donations & then the local community

Canteen

Pest control and deep clean occurred in the school holidays.

Canteen laptop running slowly and relying on volunteers to provide wifi from phones, causing delays in some of the operations. Andrew will look into solutions for these issues.

Prices to be discussed next meeting, other items (fridge platforms etc) are ongoing.

Uniform Shop

P&C wishes to express their thanks to all who were involved in the Uniform Handover and all the consultation that went into that process, particularly Allanah and Mel.

P&C also wishes to express their deep appreciation to Paulette for all the work and time she has put into the uniform shop over many years.

May need to promote what is available at the Recycled Uniform shop. Suggestion was made to open the shop and display the items. Plan to send out a reminder on e-news tomorrow about donations and how to order the items. Plan for an open day in week 8 of Term 3 to sell shorts and summer uniform items.

It was noted that the P&C could have a valuable impact on the school community by providing uniforms to families who are in financial need. Many suggestions were made about how this could occur (eg. provision of vouchers or new uniform items in addition to the recycled items which are sometimes given to families free of charge where there is need. It was noted that Lowes next has a 20% off sale in November. P&C will discuss a clear plan for this at the next meeting in September. In the meantime, the P&C resolved to donate a new school hat to each new student arriving at the school in 2024.

Annabelle moved that P&C provide a school bucket hat for all kindergarten students enrolling for 2024 and a choice of new school hat/cap for any new students who enrol throughout 2024, seconded by Chantell. Carried.

General Business

In light of Kindy Orientation approaching, it was suggested that the P&C purchase approximately \$250 worth of school scrunchies and headbands from Sweet Pea to be sold via Spriggy through the canteen. Cost prices are -Scrunches - \$2.75, Headbands - \$4.40 and historically have been sold for \$4 and \$6 respectively.

Chantell moved that P&C approve a budget of \$250 to purchase stock of headbands and scrunchies to sell via Spriggy through the canteen. Allanah Seconded. Carried.

Noted that it was discussed at last P&C meeting that the August meeting include a presentation

regarding the AED. This will need to be rescheduled due to unavailability of presentation resources and no meeting on site. - Allannah to contact and arrange for her to visit either a P&C meeting or a community forum meeting.

Clarification around the process for receiving chickos lunch from handing in figgys. Teachers will contact parents directly about these arrangements.

Next meeting: 19th September, 2023 7pm

2023 Meeting Dates:

17th October

21st November

P&C Christmas Celebration Dinner 12th December, 6pm

Meeting closed at 9:01pm

Action List

Suggestions from 2022 financial audit to be implemented	David/Annabelle/ Steph
Look into prices for soup kettles	Bec T
Approach Coles/Woolworths for vouchers for Special Canteen Days	Bec T
Look into fixing platforms for freezers 2 and 5 in canteen	Chantell to advise community
Laptop speed and internet to be improved in canteen	Andrew
Trial of Xero accounting software when time permits	Annabelle
2023 Financial Audit to be arranged	Annabelle
Sporting equipment and team clothing quotes	Richard/Mel
Survey of school community re: afternoon forums/community meetings	Mel/Allannah
Reschedule Presentation re: AED	Allannah
Kindy Parent Information Night in September - 1-2 representatives to be invited to attend	Mel to organise
Hats to be purchased for Kindy children/new 2024 enrolments	Allannah/Exec
Scrunchies and Headbands to be purchased and sold on Spriggy	Chantell/Allannah
P&C to form a clear plan for assisting with uniform provision	Chantell to put on agenda
Celebrate Paulette's contribution to Uniform shop	All
Recycled uniform shop awareness raising reminder	Allannah
Recycled Uniform shop open day week 8	Nerida/Emma



ANDREWS

INSURANCE
SERVICES
TO BUSINESS

Certificate of Currency

BROADFORM LIABILITY INSURANCE

Policy Number: 10M9907324

Insured: The Federation of Parents & Citizens Associations of New South Wales and all affiliated Parents & Citizens Associations and kindred bodies including voluntary sub- committees as designated by the Federation of Parents & Citizen Associations of New South Wales including any member of the Named Insured whilst acting on behalf of the Named Insured.

Nominated P&C: Figtree Public School P&C Association

Business Description: Raising funds for educational purposes, promotion of the interests of the schools to the public and the Department of Education and Communities, property owners

Policy Period: (From) 01 August 2023 at 4:00pm local time at the place of issue
(To) 01 August 2024 at 4:00pm local time at the place of issue

Limit of Liability (General):

Public Liability: \$ 50,000,000 any one Occurrence

Advertising Injury: \$ 50,000,000 any one Occurrence

Products Liability: \$ 50,000,000 any one Occurrence and in the aggregate for any one Period of Insurance

Property in the physical or legal control: \$ 500,000 any one Occurrence and in the aggregate for any one Period of Insurance

Deductible: \$500 any of Occurrence except ;
\$15,000 each and every Occurrence with respect to injury to contractors, sub-contractors, employees of any contractors or subcontractors, labour hire personnel, worker to worker claims, workers compensation recovery actions

Wording: CGU Broadform Liability CID0332 0423

Signed on behalf of CGU



Insurance Australia Ltd
Trading as CGU Insurance
ABN 11 000 016 722
AFSL 227 681

Laura Lawrence
Liability Underwriting Manager - Northern Region

P&C Meeting 15 August 2023

Principal's Report

Since the last meeting:

- Years 2, 4 and 6 were involved in 'Surf Sense' talks delivered by Wollongong City Council lifeguards.
- We had students represent our school at district athletics. Congratulations to Chanelle, Sofia, Eliana and Mason who will represent Central Wollongong PSSA at the Regional carnival on 1 September.
- K-2 and Banksia have started AFL clinics.
- Our choir performed at Town Hall for the Choral Festival. They did us very proud! Thank you to Mrs Lambis and Mrs Jolliffe for all their hard work and dedication.
- Thank you for joining us for our Education Week open classrooms and sausage sizzle.
- Assemblies are back in full swing- great to see the joy on students face and so many family and friends joining us.
- Our Aboriginal mural was finalised and is now hanging proudly in our hall.
- Our Semester 2 SRC members were inducted.
- Kindergarten celebrated 100 days of big school with a dress up and activities on 27 July.

Coming up:

- 2024 Kinder playdates were due to start today but we cancelled the first due to the wet grounds. Fingers crossed for next week.
- Stage 2 and 3 Gala Day will take place on 8 September.
- Book Week and Grandparents Day- 15 September.
- We will be having staff and student wellbeing week next week!

Other:

- All schools across the state are transitioning to School Bytes- a new school administration platform. This allows you to view your accounts, make payments, download receipts, complete permission notes etc.
- Our new playground will be started any day now! We can't wait for it to be completed.
- Lots of teacher leave and changes: Mrs Fenualelei starts maternity leave next week. Mrs Lambis will take 1/2F Mon-Wed and Mrs Castrissios Thurs/Fri. Miss Neville is on leave until the end of term replaced by Ms Bland. Ms Shannon will be taking leave from Week 9 of this term until the end of the year. Mr Lloyd will be taking leave for four weeks at the end of the term- arrangements still being finalised.

Community feedback about school community/school connections
Sporting House changes- Nebo (blue), Keira (green) and Kembla (red)

Melissa Harding
Principal