



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 16th May, 2023 (Hybrid Meeting)

Meeting opened at 7:15 pm

Present: David Stuart (Chair), Andrew Anthony, Annabelle Hoy, Stephanie Mckeown, Emma Clayton, Richard Lloyd, Chantell Willis (online), Allanah Smyth (online), Jana Branovski (online)

Apologies: Eva Thompson, Anu Stevens, Natalie Campbell, Melissa Harding, Jasmine Campbell, Bec Tubman, Mira Maghsoudi

Agenda was approved

Acceptance of the Previous Minutes – 21/3/23

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

Business arising from previous minutes

Action	Who	Comment
Uniform Shop Transition		See Uniform Shop report
P&C Federation Protocols around social media pages to be distributed	Jasmine	Draft protocols to be written and circulated for Executive to approve
Suggestions from financial audit to be implemented	Annabelle/ David/Steph	Meeting to be arranged
Investigate pest control solutions for canteen	Chantell	Pest control company has been contacted for a quote.
Supported employment at canteen	Andrew	To be reviewed closer to term 4
Grant application	Emma	P&C were not able to complete the substantially long application before the close of round 1, will await the announcement of round 2 offers
Working bee	David/Mel	Supported by both P&C and the school, planning meeting yet to occur
Accounting software Comparison	Annabelle	See Treasurer's Report
Wishlist	Chantell/Mel	Chantell circulated past wishlists to P&C financial members See Principal's report for more details.

Closed Actions

P&C social media page set up	Andrew	Completed
Liaise with stage 3 teachers re: suitable year 6 canteen helpers	Chantell	Completed
Updates to Canteen Menu and submission to healthy Canteens	Bec T, Chantell	Completed

Correspondence In / Out

- a. Minutes and Agenda
- b. Fundraising catalogues
- c. Forwarding of invoices

Business Arising from Correspondence

Nil

Principals' Report – Richard Lloyd

Report season for teachers. Busy time for teachers.

Leaders had an excursion to the nan tien temple, students enjoyed this experience.

Figtree school continues to be a nice community, casual teachers etc are expressing this.

Wishlist provided from Mr Lloyd on behalf of Mrs Burton

1. 15x 13 inch laptops to replace the laptops from 2019 which are now breaking down. Likely cost of \$1300-\$1600 per laptop
2. At least 3, but preferably 12x Zero fault robots with cost of \$218 each

There was some discussion around the use of P&C funds for technology. Mr Lloyd noted that the school's allocated funds had been used for the computer lab upgrade and reminded the P&C about the benefits of this upgrade. P&C also noted the efforts for 2022 fundraising was specifically designated for the purpose of technology upgrades and although \$20000 was provided last year, the P&C agreed to provide more funds when they became available.

P&C also noted that Mrs Burton showed great patience previously when the P&C had to withhold funding for Future Focussed Learning resources.

3. Additional Lunch time sports equipment. - List and costing to be provided by Mr Lloyd
4. Sports uniforms - swim caps, cross country singlets in various sizes. Noted that generous parents had sponsored singlets for the basketball team which were worn to represent the school last week and this made quite an impact on the team.

Annabelle stated there may be approximately \$50 000 the P&C can donate, once expenses are accounted for.

Proposal made by Emma that \$25,000 be allocated to technology for Mrs Burton to use as she wishes. Seconded by Chantell. Carried.

Allanah noted that when the uniform shop transition takes place, P&C could get approx \$18000 from selling stock to the new supplier which could be used for sport uniforms etc.

Treasurer's Report – Annabelle Hoy - See attached financial reports

Canteen Account \$24,000.43

P&C account. \$35,898.16

Total \$59,898.58

Outstanding invoices \$8541 - mostly for canteen. Noted high turnover of stock and cash in the canteen. Annabelle to do a summary to see if the canteen is making money now (were not at the end of last year).

Annabelle raised a question about canteen volunteers taking petty cash out of the canteen takings before they are banked. This makes the accounting messy and may impact our audit. P&C website states petty cash can be used up to \$50, if the purchase is under \$10 a note can be made, and if purchase is over \$10 the receipt needs to be provided. Allanah moved and Annabelle seconded that P&C adopt this system of petty cash where a book and the cash is kept to make a note of all petty cash transactions. Once per month the banker tops this back up to \$50 (noted in the book) and any receipts for purchases over \$10 are kept with the book and the cash for the treasurer's records.

Annabelle noted Steph is doing a great job as banker. The P&C would like to express their sincere appreciation to Emma for her service as banker for the last few years.

Annabelle proposed \$8000 be moved across to the P&C account for donating to the school, seconded by Emma, leaving approximately \$10,000 in the canteen account after invoices are paid. Carried.

Annabelle looked at a few different accounting software packages, but struggled to compare. Approx \$30/month for starter pack or \$360 per year. P&C discussed and agreed that a subscription to a standard package may be more useful than a starter package for the purposes of the P&C (approximately \$700 per year).

Annabelle will use spreadsheets until the end of the financial year and will research appropriate software to be used for the new financial year.

Clarified for P&C that Spriggy funds are deposited into the Canteen account at the end of each week and therefore the only way to decipher which funds are from canteen and which are from fundraising events is to access the Spriggy report.

Fundraising and Event Report

Fundraising Committee - provided by email 9/5/23

Mothers Day stall 11-12/5, figures to be provided when available. P&C were able to access the Spriggy report during the meeting and noted \$695 from 70 orders came through the Spriggy App for the Mother's Day Stall.

Pie Drive is all set up, orders have started coming in via Spriggy & P&C mailbox.

Emma has taken over the pie drive organising & collating of orders in Natalie's absence, who passed on thanks to Emma for her assistance.

As discussed already with Annabelle, we will need a cheque or bank transfer to place the order with both Berkeley Cakes & Pies and also Sans Gluten - this will need to occur on Monday 22nd May or we will not be able to place the orders & ensure delivery on 30/5.

A request for helpers to assist with packing the pie orders will go out shortly.

P&C approved \$2000 for purchase of Father's Day Stall gifts once they become available.

Canteen

Noted having 3 helpers (at least on Fridays) has been assisting with stress for the volunteers. Additional consistent helpers are required to facilitate this in an ongoing way (especially as people move away etc).

Noted that ingredients are being purchased on the morning, resulting in the issues discussed during the treasurer's report. This is multifactorial however consistent and accurate stocktake would help. Chantell to discuss stocktake solutions with Bec and Miss Jolliffe which will likely involve the students without them missing class time.

Bec to work with Annabelle to propose any price increases in the canteen to the P&C at next meeting as suppliers have increased their prices, however price increases are the responsibility of the P&C. Allanah offered to provide the price list from the High School for comparison as the menu is similar.

Discussed the use of a dishwasher in the canteen. P&C are supportive of this as current sanitising requirements for hand washing of dishes in our facilities are burdensome. Suggested that costs of dishwashers be sourced and reach out to the school community to find contacts who are plumbers who may be willing to donate their time to install it. Chantell and Allanah to follow this up.

Uniform Shop

Thank you to Allanah and Paulette who have assisted with the Uniform Shop transition process. The P&C would like to express our deepest appreciation to Paulette for coordinating the uniform shop for the last 5 years, noting her ongoing endeavours to continue this service during covid lockdowns etc. and will celebrate her efforts accordingly when the uniform shop transition is complete.

Uniform shop tender has been finalised and endorsed by the dept of education. Lowes have won the tender and decreased their prices to assist with the concerns around costs of uniforms. Lowes will now give a date for when they take over selling the uniforms. The school will close off orders 2 weeks before the transition to facilitate final stocktake. Families will be given notice of this.

Allanah passed on that Julie Parkinson will continue to look after the second hand uniform shop after the transition to Lowes, and is available on a fortnightly basis. P&C have agreed to advertise this role for the alternate week, whether this includes filling the orders emailed in and sending the items home with the students or opening the shop for 30 mins from 8:45-9:15am on a suitable day. Chantell to draft communication around this.

General Business

AED has been purchased by the school and training for staff to be implemented.

P&C Meetings are able to continue at school.

Andrew raised the opportunity to collect bread bags for recycling and when the box is full, the company collecting the bags will provide sporting equipment. P&C are supportive of this if someone is happy to organise. Andrew to look into this.

Noted Banksia already collect bottles and cans for recycling.

FPS doesn't qualify for government funding for Breakfast Club, but Allanah has approached Figtree Grove to be a sponsor of this - waiting to hear back.

Next meeting: 20th June, 2023 7pm - Andrew to chair in David's absence

2023 Meeting Dates:

15th August
 19th September
 17th October
 21st November
 P&C Christmas Celebration Dinner 12th December, 6pm

Meeting closed at 8:33pm

Action List

Uniform Shop Transition	P&C Exec, Allanah, Mel (Paulette is happy to continue to fill orders until the transition takes place)
Draft Guidelines for facebook group for circulation to P&C exec	Jasmine
Advertise for another helper for uniform shop fortnightly	Chantell
Consider financial status of canteen and current prices	Annabelle/Bec T
Provide price list of Figtree High School menu	Allanah
Suggestions from financial audit to be implemented	David/Annabelle/ Emma
Cheque to be made for \$25000 for technology on wishlist	Annabelle
\$8000 to be moved from canteen account to P&C account	Annabelle/Andrew

Obtain written information from Greenacres re: supported employment at canteen	Andrew - term 4
Continue to seek additional canteen volunteers	Bec/Chantell
Comparison of accounting software	Annabelle
Await round 2 offer for grant application	Emma
Communicate with school community around when uniform orders will need to cease	Chantell/Allanah
Sporting equipment and team clothing quotes	Richard/Mel
Canteen stocktake solutions	Chantell
Petty cash for canteen	Annabelle
Quote for dishwasher in canteen	Chantell/Allanah
Ask school community for plumber to install a dishwasher	Annabelle
Discuss logistics of working bee	David/Mel H
Father's day purchases/preparations	Natalie
Pie Drive 30/5	Emma
Invoices to be paid for pie drive 22/5	Annabelle/Andrew
Investigate bread bag recycling	Andrew
Funds raised from Mother's Day Stall to be communicated	Natalie
Celebrate Paulette and Emma's contributions to P&C activities	All

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT
JANUARY 2023**



Balance as per Bank Statement on 31st December 2022 **\$40,970.75**

Add Income for January 2023 \$233.48

Sub-Total \$233.48

Less Expenses January 2023 \$0.00

Sub-Total \$0.00

Add unrepresented Deposits \$0.00

Sub-Total \$0.00

Less Unrepresented Cheques

<u>Payee</u>	<u>Number</u>	<u>Amount</u>	<u>\$20,000.00</u>
FPS	1196	\$20,000.00	

sub-total \$20,000.00

Balance as per bank statement on the 31st January 2023 \$41,204.23

Balance of Available Funds with unrepresented cheques included \$21,204.23

Presented Cheques

sub-total \$0.00

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT
February 2023**



Balance as per Bank Statement on 31st January 2023		\$41,204.23
Add Income for February 2023	\$6,142.52	
	Sub-Total	<u>\$6,142.52</u>
Less Expenses February 2023	\$6,869.05	
	Sub-Total	<u>\$6,869.05</u>
Add unrepresented Deposits	\$0.00	
	Sub-Total	\$0.00
Less Unrepresented Cheques		<u>\$20,000.00</u>
<u>Payee</u>	<u>Number</u>	<u>Amount</u>
FPS	1196	\$20,000.00
	sub-total	<u>\$20,000.00</u>
Balance as per bank statement on the 28th February 2023		\$40,477.70
Balance of Available Funds with unrepresented cheques included		<u><u>\$20,477.70</u></u>
<u>Presented Cheques</u>		
	sub-total	\$0.00

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT
March 2023**



Balance as per Bank Statement on 28th February 2023 **\$40,477.70**

Add Income for March 2023 \$13,810.69

Sub-Total \$13,810.69

Less Expenses March 2023 \$20,000.00

Sub-Total \$20,000.00

Add unpresented Deposits \$0.00

Sub-Total \$0.00

Less Unpresented 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 March 2023 \$34,288.39

Balance of Available Funds with unpresented cheques included \$34,288.39

Presented Cheques

1196 - school technology donation \$20,000.00

sub-total \$20,000.00

**FIGTREE PUBLIC SCHOOL - P & C
RECONCILIATION OF BANK ACCOUNT
April 2023**



Balance as per Bank Statement on 31st March 2022 **\$34,288.39**

Add Income for April 2023	\$5,631.05	
		Sub-Total <u>\$5,631.05</u>

Less Expenses April 2023	\$8,393.52	
		Sub-Total <u>\$8,393.52</u>

Add unrepresented Deposits		
		Sub-Total <u>\$0.00</u>

Less Unrepresented Cheques		
<u>Payee</u>	<u>Number</u> <u>Amount</u>	<u>\$0.00</u>

sub-total \$0.00

Balance as per bank statement on the 30th April 2023 \$31,525.92

Balance of Available Funds with unrepresented cheques included \$31,525.92

Presented Cheques

sub-total \$0.00