



Figtree Public School Parents & Citizens Association

Meeting Agenda – 17th October, 2023

Zoom Meeting

- **Open Meeting and Welcome**
 - Meeting opened at 7:05pm
- **Attendance and Apologies**
 - Attendance: David, Andrew, Annabelle, Emma, Jana, Bec C, Allannah, Steph, Natalie, Mel H.
 - Apologies: Chantell
- **Approval of Agenda**
 - a. Add or move any items?
 - No items moved or added
- **Approval of Previous Minutes**
 - a. 19th September, 2023
 - Minutes Approved: Moved by Andrew and Seconded by Nat
- **Business Arising from Previous Minutes**
 - a. Community Meetings (Principal's report?)
 - First Community Meeting time set for Friday 24th of November
 - b. P&C roles and Challenges for 2024
 - i. P&C role vacancies
 - Discussion about P&C roles for 2024:
 - It was noted that the role of Treasurer was a key role
 - The treasurer role has changed in the past few years with added compliance – it is a challenging role.
 - Particular skills needed for treasurer role and secretary role
 - Is there a way to simplify things? Can we look at meeting more socially to include more people (perhaps the Friday community meetings) and to float ideas. The major decisions can be made

at the formal meetings by a smaller group.

i. Canteen

- A suggestion was made to look at possibility of hiring a Canteen Manager
- Ongoing discussions about the challenges of recruiting volunteers.
- This is probably the major challenge facing us in 2024

● **Correspondence In / Out**

a. Swap it program

- Agreed to leave this for the time being – Chantell to look into further if required.

● **Reports/Business Arising from Reports**

a. Principal

● See Attached Report

i. Community Meetings – first one has been set

ii. School Camps:

- 2024 – Canberra
- 2025 – Sport & Rec

iii. Swimming Carnival set for 28 November – run it at this time for the 2024 results

iv. 2024 classes to be set at end of 2023 to allow for people to know what class they are going into – hoping to ease anxiety and stress.

b. Fundraising

i. Christmas Raffle

- Being finalized – hampers to be collated, tickets to be sent out soon

c. Treasurer

- See following:

Canteen	
062-644 1008 0073	
Available	\$19,875.16
Balance	\$19,875.16
P&C	
062-644 1012 5657	
Available	\$21,127.94
Balance	\$21,127.94
Total	\$41,003.10
Credits	\$41,003.10
Debits	\$0.00

- d. Canteen
 - i. Prices
 - ii. Order cut off times
- See Attached report
- A discussion was held in regard to the ongoing challenges of recruiting volunteers, and the management of canteen days when there is a lack of volunteers – Wednesday seems to be the most challenging day
- The discussion included (but not limited to) points such as outsourcing, employment of canteen manager, pricing increases
- It was agreed that a Canteen Working Group be convened to discuss the canteen (management, viability, resources, volunteers etc.) and bring a progress report back to the next meeting
 - The Working Group will consist of David, Steph, Bec and Chantell

- e. Uniform Shop
 - i. Open day for Recycled Uniform Shop
- Open for Kindergarten orientation
- Volunteers will arrange a time to open the shop

- **General Business**
- **Next Meeting**
 - a. Tuesday 21st November 2023, 7pm
- **Close Meeting**
 - Meeting closed at 8:09pm.

P&C Meeting 17 October 2023

Principal's Report

Since the last meeting:

- We have had the whole school engaged in a whole school writing task with a stimulus that landed in the school over the holidays! Teachers will be analysing writing samples and using these samples to determine next steps for writing focus.
- We launched the mobile phone ban at the start of the term which seems to be working well. There will be an opportunity to apply for exemptions if required.
- Noah (KV) and Layla (1/2M) were recognised at the NIEAECG Deadly Encouragement Awards last Thursday afternoon. Thank you to Miss Monteleone and Ms Vidaic for coming with me to support our students.
- Yesterday I spoke to Year 5 about the upcoming elections for Presidents/Mentors. Nominations close on 3 November and election speeches will take place Thursday 23 November.
- 2024 Kinder went into classrooms for the first time last Thursday as part of their transition program. They will have two more sessions over the next two weeks.
- We have officially opened our new park. Thank you to Chantelle for coming to the opening.
- Our band did a demonstration performance to gauge interest for 2024.

Coming up:

- Swim Scheme for Banksia and mainstream will be taking place each day in weeks 5 and 6.
- We will be running our 2024 Swimming Carnival on 28 November of this year. This is also Year 6 Orientation for those going to Public high schools. We will remain in current house groups/colours for this carnival and switch over next year.
- Community Session with me will take place at 2pm on 24 November. This will be mainly focused on 2024 planning and making positive changes.
- Stage 2 and Stage 3 students will be participating in a Space Virtual Reality Incursion on 25 October

Other:

- We are currently in the process of running a panel for an external Assistant Principal. Thank you to David for being the P&C representative.
- We are currently in the process of planning for 2024. If our numbers appear to be quite stable and we are confident of our classes, I am considering informing students and families this year about 2024 classes/teachers.
- Proposal for end of year community thank you on 8 December. Do we have staff selling ice blocks and drinks to free up community and families and have the canteen closed?
- We have recently booked in the 2024 camp. This will be a two-night camp in Canberra. Details were sent home with students this week and payments will begin at the start of next year.

Melissa Harding
Principal