



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 19th September, 2023 (Zoom Meeting)

Meeting opened at 7:09 pm

Present: David Stuart (Chair), Andrew Anthony, Allanah Smyth, Melissa Harding, Natalie Campbell, Jana Branovski, Steph McKeown, Chantell Willis

Apologies: Annabelle Hoy, Emma Clayton, Jasmine Campbell, Nerida Anthony

Agenda had 2 additions

- P&C Webinar flyer about screen/gaming addiction - query whether for circulation to the school community
- Working bee

Acceptance of the Previous Minutes – 15/08/23

Moved by Andrew and seconded by Allanah that the minutes of the meeting held on 15th of August be accepted. Carried.

Business arising from previous minutes

Action	Who	Comment
Uniform support for families in financial need		See Uniform notes below for more details.
Canteen Prices	Bec/ Annabelle	Not discussed at this meeting
Suggestions from financial audit to be implemented	Annabelle/ David/Steph	Not Discussed at this meeting
Accounting software Comparison	Annabelle	As time allows

Closed Actions

Insurance and P&C Federation Membership	Chantell/Exec	Completed
Canteen laptop replaced	Andrew (Thank you!)	Completed
Survey of school community re: afternoon forums/community meetings	Mel/Allanah	Completed
Kindy Parent Information Night in September - 1-2 representatives to be invited to attend	Mel to organise	Completed - Steph Represented P&C
Approach Coles/Woolworths for vouchers for Special Canteen Days	Bec T	Completed
Invoice sent to Lowes for Uniform Shop	Annabelle	Completed

Correspondence In / Out

- a. Minutes and Agenda
- b. Fundraising catalogues

- c. Forwarding of invoices
- d. Order for scrunchies and headbands placed
- e. Offers for help with bake sale
- f. Proposal from McGraths
- g. P&C Webinar on screen and gaming addiction Oct 12 - do we want to advise the community of this?
- h. Request for panel representative

Business Arising from Correspondence

- Proposal from McGraths to be discussed - P&C have decided not to pursue this.
- David appointed to be the parent representative on the panel for the advertised AP position

Principals' Report – Melissa Harding

See attached report

AED presentation will occur at 2:30pm one afternoon so the whole community has an opportunity to be involved - Allanah will confirm and communicate a date for this.

Consultation around smart phones/watches being used in class. Most children are not using them inappropriately, but some are.

Options - hand phones into teacher

- Hand to office
- Leave in bags.

P&C in favour of having phones locked in classrooms if this does not burden the teachers.

P&C in favour of communication afternoons. One Friday in first ½ of next term. First one informal report, potentially discuss Christmas Fundraising and What goes on in planning for the new school year.

Natalie proposed P&C provide afternoon tea at these events. Suggestion was made that the P&C look into hiring a Coffee Van for these meetings as well.

Questions arising from Principal's report

- 20 books were donated and \$700 commission received to purchase books for the library based on the Collins book stall for book week celebrations.

- Feedback given that some parents were confused about whether they were invited to the grandparents day.
- First Wednesday back after school holidays will open the new playground.

Treasurer's Report – Annabelle Hoy (in absentia)

Uniform shop invoice sent to Lowes.

P&C Account \$22492.84

Canteen Account \$20862.06

Fundraising and Event Report **Fundraising Committee**

Approximately \$1200 in cash and \$1400 on Spriggy was received from Father's Day Stall. Had more families using Spriggy this time. Father's Day gifts sold out this year, however no children missed out.

Natalie moved that P&C approve a budget to purchase gifts for Mother's Day and Father's Day stalls at the same value for 2024 as for 2023. Seconded by Andrew. Carried.

Christmas Raffle volunteers to be sought this week. Date for the event to be confirmed this week.

Natalie moved that in the event that P&C don't receive a substantial donation for the first prize for the raffle,

the P&C will purchase a major prize of \$300. Seconded by Chantell. Carried.

Natalie moved that P&C approve up to \$100 to cover incidental purchases for packaging the Christmas raffle prizes. Seconded by Andrew. Carried.

Canteen

Thank you to Andrew for replacing the canteen laptop

Hotdog Day - Feedback received re: Gluten Free options and the ability to order snacks and drinks on Spriggy event.

Canteen ordering cutoff on the day before at 3pm was approved on the condition that this is clearly communicated to the school community and there is still flexibility to accommodate some last minute orders.

Chantell moved that up to \$300 budget be approved for Bec T to purchase low cost equipment items for the canteen. Seconded by Natalie. Carried.

Uniforms

Gathering for Paulette First Friday back in term 4 13/10/23 - Figgy Sports straight after school. Allanah to communicate.

Recycled Uniform Shop open day - open twice a term for 30 minutes for families to see and try items on. Andrew and Nerida to propose a date for this. Other volunteers have offered to help with this based on the date chosen.

The school will also have a set of best quality recycled uniform items in all sizes to give to families on the spot as needed.

Hat purchase for 2024 Kindy is likely to cost approximately \$700 at \$20% off for 38 students (35 mainstream, 2 banksia + 1 spare). Budget was approved for this at the last P&C Meeting.

Providing uniforms to families who are in financial need.. Good discussion last meeting

- Would Lowes or Figtree Grove donate some vouchers? Even \$20 would be helpful for some families - Allanah to contact Angela to ask whether Lowes might do this?
- Some individual families have offered to provide Figtree Grove vouchers.
- \$20 vouchers from P&C for figtree grove (so they can also be used for shoes etc)
- Donation of new uniform items (especially jackets/jumpers/tracksuit pants) will be discussed for winter 2024

Allanah moved and Chantell seconded that the P&C purchase 10 x \$20 vouchers from Figtree Grove to be given to families on a needs basis as determined by the Principal. Carried.

General Business

Plan for 2024 P&C Members will begin to consider what positions we need to plan for replacing in 2024.

- Help Bec out more - keep thinking about how we can keep the canteen functioning well
- Discuss further next meeting challenges across all P&C roles.

Working bee

- Mel to talk to Antun (GA) about what can be done around the school that the P&C can help with. The first working bee will likely happen in 2024.

Andrew raised the idea for a Brick day (lego) fundraiser. P&C were supportive of this idea. Andrew to find out more information about this.

Steph asked about a Crazy Hair Day and was advised the SRC may like to organise this and for the children to approach their class representatives to suggest it be placed on the SRC agenda.

Next meeting: 17th October, 2023 7pm

2023 Meeting Dates:

21st November

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

Meeting closed at 9:11pm

Action List

Suggestions from 2022 financial audit to be implemented	David/Annabelle/ Steph
Look into prices for soup kettles	Bec T
Look into fixing platforms for freezers 2 and 5 in canteen	Chantell to advise community
Trial of Xero accounting software when time permits	Annabelle
2023 Financial Audit to be arranged	Annabelle
Sporting equipment and team clothing quotes	Richard/Mel
Date to be set for Community Meeting	Mel to communicate
Afternoon tea to be arranged for Community Meeting	All
Reschedule Presentation re: AED	Allanah
Discuss with GA tasks for working bee	Mel
Hats to be purchased for Kindy children/new 2024 enrolments	Exec with facilitation from Allanah
Follow up order of Scrunchies and Headbands	Chantell
Purchase of 10x\$20 vouchers from Figtree Grove for donating	Exec
Ask if Lowes will also donate vouchers	Allanah
Celebrate Paulette's contribution to Uniform shop	All
Recycled Uniform shop open day	Nerida (with help from volunteers)
Arrange volunteers for Christmas Fundraiser	Natalie
Purchase Mother's/Father's Day stall items for 2024	Natalie
Inform School Community of new cut off time for lunch orders	Bec T/Chantell
Purchase of low cost canteen equipment	Bec T
Consider P&C roles and challenges for 2024	All
Brick Day Fundraising Information	Andrew
Crazy Hair Day for SRC Agenda	Steph (Eliana)

P&C Meeting 19 September 2023

Principal's Report

Since the last meeting:

- 2024 Kinder Transition has continued with play dates concluding and we have had a parent/carer information session and Teddy Bear's Picnic.
- Thank you to the volunteers who ran the Father's Day stall at the start of the month.
- Congratulations to our students who completed at the Regional Athletics Carnival. Kurtis will now proceed to the state carnival.
- SASS Recognition Week has been celebrated and is a great opportunity to thank our admin and support staff for all they do for our school community.
- Stage 2 and 3 students participated in a gala day. Although the weather wasn't kind at the beginning, the students demonstrated resilience and outstanding behaviour and participation.
- We celebrated Book Week and Grandparents Day last week. It was a beautiful day and community event. Thank you to the staff and parents who helped with the organisation, stalls etc.
- Some of our Banksia students attended a sports day at Beaton Park on Friday. They did an amazing job!

Coming up:

School holidays begin on Friday. Staff and students return Monday 9 October.

We will be calling for nominations for senior student leadership positions at the beginning of next term.

Other:

A panel has been formed for an Assistant Principal position vacated by Mrs Gina Peros.

Melissa Harding
Principal