



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 20th June, 2023 (Zoom Meeting)

Meeting opened at 7:13 pm

Present: Andrew Anthony (Chair), Annabelle Hoy, Chantell Willis, Allanah Smyth, Melissa Harding, Bec Tubman, Jana Branovski

Apologies: Natalie Campbell, Jasmine Campbell, David Stuart, Emma Clayton, Bec Cavanaugh, Nerida Anthony

Agenda was approved by Mel and Chantell

Acceptance of the Previous Minutes – 16/5/23

Moved by Bec T and seconded by Annabelle that the minutes of the meeting held on 16th of May be accepted. Carried.

Business arising from previous minutes

Action	Who	Comment
Uniform Shop Transition		See Uniform Shop report
Request for Recycled Uniform Shop and Canteen Helpers	Chantell	Note went home with students. Nerida Anthony will assist with the Recycled Uniform Shop and one more new helper has since volunteered for the canteen.
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.
P&C Federation Protocols around social media pages to be distributed	Jasmine	Draft protocols to be written and circulated for Executive to approve
Cheque to be made for \$25000 for technology on wishlist	Annabelle/ Andrew	To be attended to as a matter of priority
Suggestions from financial audit to be implemented	Annabelle/ David/Steph	Meeting to be arranged
Investigate pest control solutions for canteen	Chantell	Pest spray on canteen scheduled for school holidays
Supported employment at canteen	Andrew	To be reviewed closer to term 4
Working bee	David/Mel	Supported by both P&C and the school, planning meeting to occur closer to term 4
Accounting software Comparison	Annabelle	See Treasurer's Report
Wishlist	Chantell/Mel	Most of these items have been purchased/attended to
Father's day purchases/preparations	Natalie	Purchases have been made - Invoices forwarded to Treasurer for payment
Investigate bread bag recycling	Andrew	Have missed the deadline for this year. Will attempt at a later date

Funds raised from Mother's Day Stall to be communicated	Natalie	See Fundraising Report
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Closed Actions

Provide Price List for Figtree High School Canteen	Allanah	Completed
\$8000 to be moved from canteen account to P&C account	Annabelle/ Andrew	Completed
Continue to seek additional canteen volunteers	Bec/Chantell	Ongoing
Communicate with school community around when uniform orders will need to cease	Chantell/Allanah	Completed
Petty cash for canteen	Annabelle	Completed
Canteen stocktake solutions	Chantell	Completed
Quote for dishwasher in canteen	Chantell/Allanah	Completed
Ask school community for plumber to install a dishwasher	Annabelle	N/A
Pie Drive 30/5	Emma/Nat	Completed
Invoices to be paid for pie drive 22/5	Annabelle/ Andrew	Completed
Mother's Day Stall	Nat	Completed

Correspondence In / Out

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

Business Arising from Correspondence

From the note that was sent home with students after last meeting:

- Nerida Anthony will assist with the Uniform Shop
- One additional Canteen Helper volunteered

Principals' Report – Melissa Harding

See attached report

Clarification was provided that current representative jerseys were purchased by parents. With regards to the football jerseys, the boys and girls teams alternate which team wears them, if they are playing on the same day. When jerseys/other representative attire is purchased, the school and P&C agreed that enough will be purchased for all teams and many sizes will be provided. P&C members were also given approval to invite their contacts to directly sponsor the purchase of representative sports attire/equipment.

Treasurer's Report – Annabelle Hoy

Canteen Account \$17 183.75

P&C account. \$43 993.33

Total \$61 177.08

Outstanding invoices noted for the Canteen, also for Father's Day stall stock.

The \$8000 was moved across from the Canteen to the P&C Account since the last meeting. Noted the need to move some money across for pie drive from canteen to P&C Account.

Cash box for canteen petty cash has been organised.

Pauline Doyle has agreed to do our audit in July. Noted the audit recommendations from last year are still to be discussed/implemented

Based on recommendations from the auditor and another school Annabelle has suggested we trial Xero to assist with accounting. Noted however, that Xero store data overseas and there is a need to consult P&C federation rules around this.

Fundraising and Event Report

Fundraising Committee - provided by email 19/6/23

Mother Day Stall 2023 - raised \$1317.73 profit

Gifts Available Breakdown: 346 @\$5 + 120 @\$10

Total amount of gifts available: 466

Gifts sold: 405

Damaged: 1

Donated: 0

Gifts left over for next year: 60

* Mothers Day stall payment was offered for the first time via Spriggy, option worked well & we will offer this again for Fathers Day

* A greater quantity of gifts were sold this year, possibly due to introducing the \$5 and \$10 options. \$5 gifts were overwhelmingly popular and this has been noted to be factored in when ordering in the future.

* Huge thank you again to the Mums who gave up their time to help me at the mothers day stall: Julie, Paulette, Shareen, Eva, Fiona, Kim, Allanah

Annual Pie Drive - raised \$1910.30 profit.

* We had less items ordered this year than last year (161 items less) however still managed to only raise \$35.70 less than last year's pie drive.

* Ordering via Spriggy was again well utilised and streamlined the process for volunteers with less cash handling, so we will continue to offer this option.

* Gluten Free options probably were not as popular as we anticipated (given the request for it from school community) and we made minimal profit but we will most likely still offer this again next year to remain inclusive & due to the minimal extra effort it took to arrange.

* Huge thank you to the helpers who volunteered to pack pies on the day: Emma, Ash, Anu, Annabelle, Jasmine, Christine, Marie, Nicole, Colleen & Mira

* Fathers Day stall gifts have been ordered - the first invoice has been forwarded for payment (on a 14 day invoice) there will be a second invoice forwarded for payment within the next week when it arrives (and will require prompt payment as its also on a 14 day invoice) if this payment can be arranged it would be appreciated.

* Allanah will kindly organise to have the boxes of stock moved into Gumnut to be stored once they are delivered to the school.

P&C Agreed that the cupboard space left by the uniform shop could be well utilised for storing fundraising and recycled uniform goods.

Canteen

Canteen is making a profit now, but there may be some room to raise prices again at the end of the year for next year. Attempting for mark up to be 40-60%. Some new menu items (hot milo, minestrone and pumpkin soup) will be introduced on Special Canteen Days and will become more regular menu items if they sell well. Bec will ask Coles or Woolworths to donate vouchers to special canteen days.

May need to replace the platform for freezer 2 and freezer 5, and ask the drink company for a replacement for fridge 1 due to safety concerns.

Bec to look into prices for soup kettles.

Reusable bags to be utilised in the recycled uniform shop.

It has been requested that invoices for Borgos are paid monthly.

A suitable dishwasher was unable to be found (cycle time for sanitising is too long for volunteers to empty) for the canteen, so alternative streamlining solutions are being discussed, including having larger tubs for sanitising and more racks for air drying.

Pest control services will come in the school holidays (10/7) to spray the canteen and then a final clean will be completed prior to the canteen opening on 19/7.

Uniform Shop

Thank you once again to Allannah 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.

Lowes coming 10/7 to take the remaining stock. All artwork and designs from Lowes have been approved so the look of the uniform will not change. Lowes will prioritise larger shirts and caps when purchasing new stock.

Last stocktake occurred last week, and orders coming in heavily. Grey pants and shorts are selling well at the reduced price. 29/6 last day to place orders to be filled on 30/6.

A query was raised regarding price increases from Lowes in the future. Given the low cost of the items in the school Uniform Shop, prices were due to increase regardless due to price increases from suppliers.

Clarification was provided that red pants can be worn any day by boys or girls as per the uniform policy on the school website.

P&C will continue to have the uniform shop on the agenda after the transition to Lowes, to ensure there is a space to discuss Recycled uniforms and any queries around uniform etc. This may be reassessed in future meetings.

Move that we accept the reports Annabelle, second by Andrew. Carried.

General Business

P&C clarified that dogs (aside from the guide dog in training known to the school) are not allowed within the fence of the school grounds and owners of dogs will be asked to stand outside the fence.

Next meeting: 15th August, 2023 7pm

2023 Meeting Dates:

19th September

17th October

21st November

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

Meeting closed at 8:40pm

Action List

Uniform Shop Transition	Final day 30/6
Draft Guidelines for facebook group for circulation to P&C exec	Jasmine
Suggestions from financial audit to be implemented	David/Annabelle/ Steph
Cheque to be made for \$25000 for technology on wishlist	Annabelle
Look into prices for soup kettles	Bec T
Obtain written information from Greenacres re: supported employment at canteen	Andrew - term 4
Query about holding data offshore to be forwarded to P&C Federation	Chantell
Trial of Xero accounting software (pending approval from P&C Federation)	Annabelle
Transfer of Pie Drive takings	Annabelle/Andrew
Financial Audit to be arranged	Annabelle
Await round 2 offer for grant application	Emma
Sporting equipment and team clothing quotes	Richard/Mel
Discuss logistics of working bee (closer to term 4)	David/Mel
Presentation at next P&C Meeting in August re: AED	Carly/All in attendance
Approach Coles/Woolworths for vouchers for Special Canteen Days	Bec T
Kindy Parent Information Night in September - 1-2 representatives to be invited to attend	Mel to organise
Look into fixing platforms for freezers 2 and 5 in canteen	Andrew/community
Ask about drink company sponsoring a replacement for fridge 1	Bec/Chantell
Access for Lowes and Pest Control on 10/7	Allanah
Celebrate Paulette and Emma's contributions to P&C activities	All

P&C Meeting 21 June 2022

Principal's Report

Since the last meeting:

- Hockey clinics have been running for K-2 and Banksia students.
- After one false start, we had our Walk Safely to School Day. This is a great community event. Thank you to Miss Gill for coordinating.
- Our debating squad have been learning a lot and improving with every debate. We hosted other schools for a gala day. Thank you to Mrs Kynes for organising and coaching our squad.
- I have been conducting Kinder tours and meetings for our 2023 cohort. We currently have 29 local students and siblings already enrolled for next year.

Coming up:

- Reports will be sent home next Thursday. 2L will go home at the end of Week 3 next term.
- We will have our Athletics Carnival at Beaton Park this year. This will take place on 19 July. A note will be going home shortly. K-2 will have a mini carnival at school one Friday morning in the first few weeks of next term. A date will be announced shortly.
- We will celebrate NAIDOC during Week 2 next term.
- Education Week will be celebrated during the first week in August. We will be having an art gallery this year. Parents will be invited to view and purchase artworks.
- Our choir will perform in the mall on 3 August. Thank you to Mrs Lambis and Mrs Jolliffe for providing this opportunity to our 3-6 students.

Other:

- Ms Hornsby has been seconded to a position outside of the school until the end of year. I am currently organising replacement.

Melissa Harding
Principal