



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
DATE 21st February, 2023 (Hybrid Meeting)

Meeting opened at 7:07 pm

Present: David Stuart (Chair), Andrew Anthony, Rebecca Tubman, Jana Branovski, Natalie Campbell, Allannah Smyth, Emma Clayton, Melissa Harding, Andrew Hoy, Jasmine Campbell, Julie Wilson, Stephanie Mckeown and Chantell Willis

Apologies: Eva Thompson, Bec Cavanaugh, Annabelle Hoy

Approval of Agenda - Addition to Agenda - P&C need to agree to guidelines for new Facebook page and pin to the top of the page so that the community is aware.

Acceptance of the Previous Minutes – 15/11/22

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

Business arising from previous minutes

Action	Who	Comment
Uniform Shop Transition		See Uniform Shop Report
P&C social media page set up	Andrew	Moderators to be added and remove ability to post
P&C Federation Protocols around social media pages to be distributed	Jasmine	Draft protocols to be written and circulated for Executive to approve
Updates to Canteen Menu and submission to healthy Canteens	Bec T	Ongoing
Suggestions from financial audit to be implemented	Annabelle/ Emma/David	David to read suggestions and discuss with relevant parties how best to implement these
Ongoing discussions/planning for Colour Run	Jasmine, Natalie, David, Mel H	See Fundraising Report
Discussions regarding suitability separate Fundraising/Canteen meetings	Jasmine, Natalie, Bec T, Chantell	Fundraising and Canteen Meeting happened at 6pm today and will continue to meet separately from the main P&C meeting in the interest of time.

Closed Actions

Adjustments to settings of freezer 5	Andrew	Completed
Plan for how to use additional fundraising money and savings from school	Melissa H	Completed
Donation to be made to the school for tech upgrade	Annabelle and Andrew	Completed
AIS for ACNC	Chantell	Completed

Treasurer to be provided access to P&C email and drive and documents to be uploaded	Annabelle/Chantell	Completed
Hotdog Day Term 4, 2022	Ash/ Bec T	Completed
Recruit volunteers for fruit mince pie fundraiser	Jasmine/Natalie	Completed

Correspondence In / Out

- a. ABR form re-submission
 - i. Need to nominate Authorised/Responsible Person and include this in minutes
- b. ACNC AIS completed
- c. Back to School Voucher Registration - completed
- d. Wollongong Council Inspection for Canteen - see canteen report
- e. Fundraising catalogues

Business Arising from Correspondence

Chantell moved a motion to appoint the current P&C President, David Stuart as the Authorised Person for the P&C when dealing with official bodies e.g. the Australian Business Register, ACNC etc and that this continues to be affiliated with the role of President of the P&C. Seconded by Jasmine.

Chantell also moved a motion that if the Presidency role changes hands at an AGM, that it is the responsibility of the outgoing President to update the details of the Authorised Person with all relevant bodies and that this is also minuted at each AGM (AGM Minute template will be .

As a result of the Council inspection of the canteen, Bec T is planning to clean the cupboards under the pie ovens this week and some enquiries will be made regarding best practises for pest control in the canteen. P&C have also suggested looking into plastic tubs for storage in the cupboards.

Principals' Report – Melissa Harding

Please see attached report

Treasurer's Report – Annabelle Hoy

Current P&C Account Balance \$40 178.44

Canteen Account Balance \$13 913.02

Total Balance \$54 091.46

Please note, however, the school is yet to present the donation cheque of \$20 000.

Fundraising and Event Report

Fundraising Committee

Friday 10/3 Colour Run - need at least 15 helpers (ideally 20 with canteen)

Glasses ordered

Query regarding waiver for kids with asthma - Mel to follow up

Concerns about shirts being stained especially if wearing uniform

Query whether we will have music as part of the event

Differentiate with vest etc for students who have sensory needs

All volunteers to be briefed around safe practices

Mel to work out how the school can support

Thursday 30/3 Cross Country

Discussion around how to engage the school community with this event?

Emma moved that P&C approve \$100 budget to donate quelch ice blocks for students on cross country day.

Seconded by Jasmine. Carried. Bec to purchase.

CANTEEN FUNDRAISER Bake sale on same day - Bec and Chantell to organise

Friday 31/3 Easter Mufti Day (chocolate egg donation) Bec Cavenaugh will organise the Raffle
Thursday 6/4 Easter Hat Parade - Raffle drawn

Mother's Day Stall \$5 and \$10 Stall. Need approval for budget for up to \$2000.
Emma Moved that P&C approves \$2000 to purchase gifts for the Mother's Day Stall, Seconded by Bec T.
Carried.

Suggestion made for one Special Canteen Day per term e.g. chicken burgers/hotdogs/burgers+chips/nachos etc
P&C would like to thank Natalie, Jasmine and Mel for compiling a schedule for fundraising this year (attached)
Aim for improvement of communication across the board. Plan is to notify families of events 4 weeks in advance.

Canteen

More fresh items are planned for the menu. Provision of these will require an earlier ordering deadline on Spriggy to manage stock. This will need to be communicated well to the school community.
Menu approval process is ongoing.
Year 6 Helpers to be reinstated for tokens and stocktake.
Coles Account to be transferred to Bec T's phone number.

Uniform Shop

Overwhelming support for tender application 2.
Final stocktake underway to complete tender process. This supplier will purchase our leftover stock at a higher rate than supplier 1.
P&C and the school would like to thank Allanah for her efforts in facilitating and managing this process.
Uniform shop will remain open
Uniform shop will be open Friday 24/2 to accept back to school vouchers, Emma, Natalie, Bec T and Chantell are available to help this week.

General Business

Significant support received from the P&C to look into opportunities to have supported workers engaged with our canteen. Andrew to provide further written information to be circulated prior to the next meeting. P&C may also engage other groups in the spirit of fairness.

P&C to approach staff regarding the re-establishment of a run club, facilitated by sports leaders +/- parent volunteers.

P&C will require a new banker this year. Emma is happy to assist with handover/transition. Position descriptions will be sent out for all P&C roles prior to the AGM.

Next meeting: 21st March, 2023 AGM 6:30pm, P&C meeting 7pm

2023 Meeting Dates:

16th May

20th June

15th August

19th September

17th October

21st November

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

Meeting closed at 8:26 pm

Action List

Uniform Shop Transition	Allanah
Uniform Shop open for Back to School Vouchers 24/2	Emma, Natalie, Chantell and Bec T plus other volunteers
Draft Guidelines for facebook group for circulation to P&C exec	Jasmine
Updates to Canteen Menu and submission to healthy Canteens	Bec T
Liaise with stage 3 teachers re: suitable year 6 canteen helpers	Chantell
Clean inside cupboards of canteen	Bec T
Investigate pest control solutions for canteen	Allanah to see if this is covered under school, if not, P&C will look into this.
Suggestions from financial audit to be implemented	David/Annabelle/ Emma
Final signatures for ABR paperwork submission	Chantell
Consider how teachers/school can assist with colour run, caring for students with sensory/medical needs etc	Mel H
Special Canteen Day	Bec T/Chantell
Order quelch ice blocks and organise volunteers to bake cookie dough/donate other things for Cross Country Day	Bec T/Chantell
Recruit volunteers for Colour Run	Jasmine, Natalie
Amend AGM Minutes template to include authorised person	Chantell
Position Descriptions to be sent out for P&C Roles prior to AGM	Chantell
Contact stage 3 teachers re: run club	Emma
Obtain written information from Greenacres re: supported employment at canteen	Andrew
Final amendments to Fundraising timetable to be circulated with minutes	Mel H
Raffle Tickets for Easter Hat Parade	Bec C
Order Mother's Day stall gifts	Natalie, Jasmine
Note to go home re: Colour Run	Jasmine, Natalie
Remove ability to post to FB group and add more moderators	Andrew

P&C Meeting 21 February 2023

Principal's Report

Since the last meeting:

- We have had a very smooth start to 2022. As predicted, we dropped to 10 mainstream classes and were able to go into 2023 classes on the first day that the students returned.
- In true Figgy tradition, the weather was not kind to us on the day of our school swimming carnival and we had to unfortunately cancel at the last minute. Congratulations to our District team who did very well at the carnival on Friday and a special mention to Lucinda and Zali who will progress to the regional carnival.
- We had Harold here for Life Education last week. Unfortunately, the offer from South 32 to subsidise the program came too late this year and we had to ask parents to pay. This is the first time in a very long time!
- Band has recommenced with both a beginner and senior band in full swing!
- Scripture has recommenced and is now occurring on a Friday morning. This has less impact on learning support and intervention programs than when we had it on a Tuesday. We are hoping to add an ethics option in the coming weeks which will decrease the number of students attending non-scripture.
- We had Stage 2 and Stage 3 students attend a police liaison visit last Wednesday. The messages provided were very important and some of the information provided by students leads us to believe that there is a lot more work we must do in educating both students and parents about online safety. We will look at getting some additional information to families asap.
- Last Thursday we invited parents into classrooms after school to meet the teacher informally. Parents were also provided with information packs.
- Year 6 students who are attending FHS experienced Year 7 for a day yesterday. There was some confusion with pick up and drop off arrangements. This information was on the note but was different to what has happened in the past.
- We have recently begun some additional welfare and wellbeing initiatives. Communication has been sent home about PAX and Bounce Back.
- Staff are currently having a wellbeing week with no meetings and some little treats and reminders to take some time for themselves.

Coming up:

- Parent/Teacher Check ins will take place over the coming weeks and conclude before the end of term. Banksia appointments will be made individually and mainstream through the booking system.
- Figtree High Expo night will take place on 1 March.
- We are planning on having our SRC Induction afternoon tea next Wednesday afternoon and invites will go out tomorrow to families.
- K-2 and Banksia students will be involved in a tennis program each Thursday for four weeks.
- Year 3 and Year 5 students will be completing NAPLAN in March. Specific school dates will be provided to parents this week.
- We are looking forward to the Colour Run on 10 March!
- Our Cross Country Carnival will take place on 30 March. We are hoping to have community present and involved.

Other:

- Richard Lloyd is on leave for three weeks. Sophie Haberkorn is replacing him and Mrs Brittany Jolliffe is relieving as Stage 3 Assistant Principal.
- Ms Wendy McVicar and Ms Carly Wannell are still on long term leave. We are hoping to see them return soon!

- Ms Shannon will be taking four weeks of parental leave from next week. Other support staff will take over her reading intervention program for the next four weeks.

Melissa Harding
Principal

2023 Fundraising

Term 1	Term 2	Term 3	Term 4
10 March - Colour Run	10 and 12 May – Mother's Day	31 August / 1 September – Father's Day Stall	School Disco (SRC)
30 March – Cross Country Counter Sales/Special Canteen	SRC Fundraiser TBC	Week 3 – School Fundraiser / Education Week	Christmas Mufti and Raffle
6 April – Easter Hat Parade Raffle School run sausage sizzle 31 March- Easter Mufti	30 May- Pie Drive	Movie Night	

P&C

School / SRC