



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

Meeting opened at 7:15 pm

**Present:** David Stuart (Chair), Andrew Anthony, Annabelle Hoy, Natalie Campbell, Emma Clayton, Melissa Harding, Jasmine Campbell, Stephanie Mckeown (online) and Chantell Willis

**Apologies:** Bec Cavanaugh, Eva Thompson, Allanah Smyth, Anu Stevens

Agenda was approved

**Acceptance of the Previous Minutes – 21/2/23**

Moved by Jasmine and seconded by Andrew that the minutes of the meeting held on 21st of February 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	See Fundraising report
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, Chantell	Meeting 24/3
Suggestions from financial audit to be implemented	Annabelle/ Emma/David	Meeting to be arranged
Investigate pest control solutions for canteen	Allanah/ Bec T/ Chantell	This is not covered by the school pest control. Chantell to look into appropriate solutions for the canteen.
Obtain written information from Greenacres re: supported employment at canteen	Andrew	Ongoing, Written material not provided by the disability service as yet. Support from the P&C for this continues. Must remember to put this opportunity out to the greater community. Mel will also ask other schools if they have trialled this. NDIS worker checks would be needed for those who are interacting with the supported workers.

**Closed Actions**

Uniform Shop open for Back to School Vouchers 24/2	Emma, Natalie, Chantell, Eva, Madelaine	Completed
Liaise with stage 3 teachers re: suitable year 6 canteen helpers	Chantell	Completed
Clean inside cupboards of canteen	Bec T	Completed

Final signatures for ABR paperwork submission	Chantell	Completed
Consider how teachers/school can assist with colour run, caring for students with sensory/medical needs etc	Mel H	Completed
Recruit volunteers for Colour Run	Jasmine, Natalie	Completed
Amend AGM Minutes template to include authorised person	Chantell	Completed
Position Descriptions to be sent out for P&C Roles prior to AGM	Chantell	Completed
Final amendments to Fundraising timetable to be circulated with minutes	Mel H	Completed
Raffle Tickets for Easter Hat Parade	Bec C	Completed
Order Mother's Day stall gifts	Natalie, Jasmine	Completed
Note to go home re: Colour Run	Jasmine, Natalie	Completed
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	Completed

### **Correspondence In / Out**

- a. Relevant information for AGM (Notice, agenda, previous minutes etc) and previous meeting
- b. Fundraising catalogues
- c. Forwarding of invoices
- d. Grant application invitation

### **Business Arising from Correspondence**

Emma to follow up with grant application for sensory garden +/- breakfast club.

### **Principals' Report – Melissa Harding**

Please see attached report

Question around whether there could be another swimming carnival/"Backup" carnival at the end of each year. Mel to look into this.

### **Treasurer's Report – Annabelle Hoy**

Annabelle enquired as to whether the P&C may be willing to pay a subscription to Xero software to assist the role of Treasurer in an ongoing way.

P&C requested a comparison of different programs for discussion at the next meeting.

### **Fundraising and Event Report**

#### **Fundraising Committee**

Colour run raised a total of \$10 227 with a profit of approximately \$8000

The P&C wish to thank all the volunteers who helped in many and varied ways. It was greatly appreciated and it wouldn't have happened without you.

Thank you to Figtree Grove and Flipout for their donations of prizes

4/5D to be rewarded with a movie day at school as the highest fundraising class

Social media posts to be done to thank donors

Good response to call out for donations for the Easter raffle. Tickets \$2 this year as prizes on offer are higher value than we have previously seen.

Thanks to Bec Cavanaugh for her work arranging the raffle tickets.

Social media page/group is going well and being used appropriately so there has been little need for moderation at this stage. It appeared that the use of this form of communication has been effective around the colour run.

Chantell moved that P&C approve up to \$150 to cover incidental purchases associated with preparing the Easter Raffle. Seconded by Annabelle. Carried.

### **Canteen**

Year 6 helpers have been in the canteen assisting with taking tokens - ongoing discussion around the timing of stocktake.

Pest control solutions that are appropriate for the canteen are being investigated.

Extra helpers are required as the canteen as the menu expands and orders are increasing in popularity especially on Fridays. Chantell to post on the canteen/fundraising page for additional volunteers.

### **Uniform Shop**

Thank you to Allanah and Paulette who have assisted with the Uniform Shop transition process and the ongoing filling of orders, additional stocktakes etc.

The most popular option for the tender will no longer be viable as they have not been able to secure a shop front. Tender option 2 will be considered with an attempt at negotiating on prices to assist families in purchasing uniforms.

The ability to use back to school vouchers on uniforms appears to have been of assistance to the school community.

P&C Executive will take over responsibility for decisions around the uniform shop until the transition is finalised, with the subcommittee being involved in the tender process. Paulette has graciously agreed to continue to fill orders until the transition occurs, however unless there are extenuating circumstances, the plan is to cease ordering of stock.

### **General Business**

Wishlist to be presented in May - Chantell to find previous wishlist

Annabelle to provide a figure for donation toward the wishlist once invoices are up to date.

Antun (General Assistant) has requested a working bee, particularly to attend to weeding. Gumnut will also require some attention once the uniform shop has changed hands. Afternoon or weekend working bees are both options. David and Mel to discuss re: logistics.

**Next meeting:** 16th May, 2023 7pm

2023 Meeting Dates:

15th August

19th September

17th October

21st November

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

**Meeting closed** at 8:06 pm

### **Action List**

Uniform Shop Transition	P&C Exec, Allanah, Mel (Paulette is happy to continue to fill orders
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	until the transition takes place)
Draft Guidelines for facebook group for circulation to P&C exec	Jasmine
Updates to Canteen Menu and submission to healthy Canteens	Bec T / Chantell
Investigate pest control solutions for canteen	Chantell/ Bec T
Suggestions from financial audit to be implemented	David/Annabelle/ Emma
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
Obtain written information from Greenacres re: supported employment at canteen	Andrew
Enquire with other schools around supported employment in canteens	Mel H
Comparison of accounting software	Annabelle
Investigate grant application	Emma
Provide a figure for wishlist	Annabelle
Once figure provided, present some projects for wishlist	Mel H
Find previous wish list and circulate	Chantell
Look into options for having a swimming carnival at the end of the year	Mel H
Discuss logistics of working bee	David/Mel H
Finalise Easter Raffle purchases/preparations	Natalie