



Figtree Public School Parents & Citizens Association

Meeting Agenda – 28th November, 2023

Online meeting

1. Open Meeting and Welcome 7:03pm

2. Attendance and Apologies

Present: Allanah Smyth, David Stuart, Andrew Anthony, Steph McKeown, Eva Thampson, Jasmine Campbell, Natalie Campbell, Emma Clayton, Bec Tubman, Annabelle Hoy, Jana Branovski, Melissa Harding, Chantell Willis

Apologies: Nerida Anthony

3. Approval of Agenda

- a. Sports representative uniform items added to agenda

4. Approval of Previous Minutes

- a. 17th October, 2023
- b. Emma moved that the minutes be accepted and seconded by Steph. Carried.

5. Business Arising from Previous Minutes

- a. Canteen working party met - see Canteen report
- b. Uniform Shop open day occurred - opening weekly, Nerida has been able to manage this well (Thanks Nerida!)

6. Correspondence In / Out

- a. ACNC AIS due in December - Chantell to complete

7. Reports/Business Arising from Reports

- a. Principal
 - i. See attached report
 - ii. School will be starting to use Gumnut for groups/interventions as of next year. P&C to clear some space for students to be able to use the room. Question about use of cupboards for storing P&C items. P&C and school to negotiate the use of space.
 - iii. Swim caps ~\$150 (\$7.50 each), Singlets \$1836. Some families may choose to purchase caps.
 - iv. ***Emma moved that \$2000 be donated from the P&C account towards representative sporting attire (singlets and swim caps). Annabelle seconded. Carried.***
- b. Fundraising
 - i. Fundraising Meeting occurred - plan for next year still to be finalised
 - ii. Christmas Raffle - underway, donations were incredible, extra booklets sold



- iii. Plans to book in a date for the colour run before the end of the year (likely Term 2, Week 2 - around cross country/athletics). **Chantell moved that the colour run be planned for Term 2 Week 2 2024 (Friday 10/5/2024), Seconded by Emma. Carried.** School preference is for these events to happen on Fridays. **Communicate this week 3-4 Term 1, as well as Easter raffle (Likely 28/3/24).**
- iv. Better systems for communication around events, including timelines for communication - **Mel and David to discuss**
- c. Treasurer
 - i. \$62912 Total (\$36818 P&C; \$26094 Canteen)
 - ii. \$6000 in outstanding invoices
 - iii. Audit still pending. Plan to incorporate the next 6 months into the audit (provides a full year's figure to provide information about how the canteen is going)
 - iv. vouchers 10x\$20 approved for purchase from Figtree Grove. **Annabelle to organise.**
- d. Canteen
 - i. Deep cleaning - quote for \$513.00 **Moved by Steph and seconded by Chantell for the canteen fund to pay this for 2023 with a view to doing a cost analysis around cleaning and pest control for 2024. Carried.**
 - ii. Bec and Steph interviewing canteen volunteers to streamline processes.
 - iii. Cost analysis underway and will inform the menu (healthy options planned)
 - iv. 2 back freezers may not be holding their seal - query whether we can replace with chest freezer for cost of \$550-600. Fridge platforms cannot be timber according to council. Child safety fridge latch in the meantime to stop the fridge from being left open. **Andrew and Eva to look into solutions with the freezers tomorrow.**
 - v. Eggs in canteen - can we have egg and advertise the presence of egg? DoE ruling, rather than a school ruling. Risks of anaphylaxis on first exposure and teacher ratios in the playground can make this unsafe.
 - vi. Acknowledgement of the excellent year 6 helpers this year. Require year 5 helpers to be trained by the end of the year. Suggestion made that the year 6 helpers receive pizza etc as a thank you. **Steph to look into this and P&C will cover costs**
 - vii. Not opening 6th, 8th Dec, May do counter sales which include toasties/pizza muffins etc on 13/12. Last day of orders 1st Dec. Last day of counter sales 13th Dec. 15th Ice blocks and drinks only for countersales. **This should be communicated to the community**
- e. Uniform Shop



8. General Business

- a. Suggestions for how to show support for the Ryan family at this time

Some families have chosen to donate extra tickets for the Christmas raffle to the Ryan Family

Ryan family already have gifts for Christmas etc...Mufti Day was donated to RMHC.

Query whether the P&C donate money to RMHC (match the takings from the mufti day) and donated in the Ryan Family's name and/or P&C fund a scholarship for a new family in honour of Summer etc.

Jasmine moved to add \$381 from the P&C fund to the school mufti day takings for donation to RMHC Randwick in honour of Summer Ryan/the Ryan family. Seconded by Steph.

Carried.

Awareness that P&C need to be mindful of future and past instances of similar experiences for families.

- b. Christmas party date

- i. Tuesday 5th December 6pm Figtree Sports Club.

9. Next Meeting

- a. Tuesday 20th February 2024, 7pm

10. Close Meeting 9:00pm