



FIGTREE PUBLIC SCHOOL

PARENTS & CITIZENS ASSOCIATION MEETING MINUTES

15 October 2024

Jasmine Campbell opened meeting at 7.01pm

Present: Jasmine Campbell (Chair), Natalie Campbell, Kristy Turner, David Stuart, Bec Cavanaugh, Annabelle Hoy, Ollie Claydon, Eva Thompson, Chantell Willis and Richard Lloyd

Apologies: Andrew Anthony, Mel Harding, Stephanie McKeown, Allanah Smyth, Nerrida Anthony, Emma Clayton & Sarah Grimm

Acceptance of the Previous Minutes – 17 September 2024

Minutes of the meeting held on 17 September 2024 be accepted. Moved by Eva T, Seconded by Chantell

Previous Meeting Actions

Action Who By Remarks

Date	Actions	Who	When	Comment
17/9/2024	Survey to be sent to families to ascertain demand for online P&C meetings.	Jasmine	15/10/2024	Carried to next meeting
18/6/2024	Dishwasher install Electrician & Plumber required	Stephanie	15/10/2024	See Canteen report
18/6/2024	AusPost debit card	Jasmine	15/10/2024	Debit card has arrived Policy has been completed by Jasmine. Policy to be sent out to exec for DocuSign
18/6/2024	P&C bylaws	Jasmine	15/10/2024	Reviewed. Policy to be sent out to exec for DocuSign
21/5/2024	Facebook page	Jasmine & Nat	15/10/2024	Nat to setup Facebook page Jasmine to attach Social media policy to minutes. DocuSign to read and approve policy
21/5/2024	Figtree Grove vouchers Purchase x10 \$20 each	Eva	15/10/2024	Submitted by Eva Approval received from Figtree Grove – cards to be issued and paid Eva to chase up

Closed Actions

17/9/2024	ACNC to updated Add newly appointed Secretary – Kristy Turner & Treasurer – David Stuart	Kristy	15/10/2024	Details updated Eva Thompson appointed as 'Responsible Person'
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				Kristy Turner appointed as 'Authorised Person' (Limited to 2 people on account)
21/5/2024	Second hand uniform shop	Natalie	15/10/2024	Contact Spriggy to alter setup of 2 nd hand uniform purchase via app Action complete – 2 nd hand uniform purchases made via Spriggy App under 'Shop' tab

Correspondence – In

- a. Fundraising catalogues (emails to Fundraising committee)
- b. Forwarding of invoices (emails to Treasurer)
- c. Food Handling Certificates; Adele Finlay, Jennifer Mahony, Chiara Thompson, Chantell Willis, Eva Thompson, and Stephanie McKeown

Correspondence – Out

- a. Meeting minutes/agendas etc circulated for general meeting

Business Arising from Correspondence

- Nil

Principals' Report – Melissa Harding

No report in Mel's absence.

Richard Lloyd to give feedback to Mel re: communication in Newsletter of purchases made with P&C funds.

Review Wishlist – funds to be moved across to Figtree PS if anything outstanding

Treasurer's Report – David Stuart

Financial statements attached

Account balances:

Canteen account \$40,531.81

P&C account \$44,207.35

Fundraising and Event Report **Fundraising Committee**

- **Trivia Night 2nd November**
Fundraising committee to organise prizes & games

Feedback from community that they do not know what it is to expect e.g. who can come, food requirements, additional expenses. Information to be sent out by Nat

Lack of donations and prizes come through so far. Nat to continue sourcing prizes.

Canteen report (Nat Campbell in Stephanie McKeown's absence)

See attached report (provided by Stephanie McKeown)

General Business / Actions

- a. Proceeds from Movie night to contribute to repair costs (as suggested by Chantell Willis)

Richard Llyod to discuss with Mel Harding if the school had paid for repairs or if covered through insurance/assets.

- b. Support for families experiencing hardship (as suggested by Chantell Willis)

Discussed the possibility of a gift through the P&C. The P&C will continue to support families and students by purchasing resources and equipment that are required by the school. In addition to assisting families experiencing financial difficulties with the Figtree Grove voucher.

- c. 2nd Hand Uniform shop – reopening Term 4. Advertise days & times to families. Online payments via Spriggy app

David Stuart to meet with volunteers later this week to discuss their availability. Notification of opening times and days to be through the School Office.

Meeting closed at 7.53pm

Next meeting: 7pm, Tuesday 19th November 2024

CANTEEN update for P&C MEETING – 15 Oct 2024

- NSW Healthy School Canteen Strategy – Menu Check Renewal
 - Steph has forwarded requested variations – still awaiting approval.
- New Canteen Guidelines
 - Food Handler Basics Training update. 15 of 22 completed and certificates received. Steph has sent reminders directly to those outstanding.
- Kitchen Clean & Pest Control
 - Steph has finalised the cleaning & pest control schedule. (Displayed in the canteen).
 - Term 4 deep clean completed on 14/10/24 – thank you to Nat V, Emily H & Mandy.
 - Allanah has confirmed the school pest control is still on track for end Oct – date still to be confirmed. Nat V and Steph will wipe down all benches, cupboards and drawers following the spray.
- Equipment
 - Eva gave an update on 2 new freezer quotes from Good Guys and Appliances Online for a Haier 285L Upright Hybrid Freezer. Exec Comm approved Appliances Online for \$868 – invoice to be in P&C name.
 - Ice Group Projects completed the service for our commercial oven and 2 pie warmers. All in good working order. We will continue to use the existing oven.
 - Steph has messaged Valentino (electrician) to request a date to volunteer and complete;
 - Supply and relocate 15A oven circuit & connect new lead
 - Supply and install hanging pendant power outlet for pie oven (jack chain, ceiling rose, leads etc)
 - Supply and install 10A power outlet for dishwasher (where oven is currently located)



FIGTREE PRIMARY SCHOOL
Canteen Account Reconciliation - September 2024

Cashbook Balance as at 31 August 2024 \$35,855.03

Add Income September 2024 \$ 8,471.72

Sub Total \$8,471.72

Less Expenses September 2024 \$ 4,402.79

Sub Total \$4,402.79

Cashbook Balance as at 30 September 2024 \$39,923.96

Bank Statement as at 30 September 2024 \$39,923.96



CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN SEPTEMBER 2024

Date	Transaction Detail	Receipts		Payments	
		Banked	Invoice No.	Invoice No.	Payment
1/9/24	Interest	\$86.26			
3/9/24	Spriggy	\$2,268.39			
5/9/24	Borgo		IN213014, IN214545, IN213046		\$1,163.14
10/9/24		\$972.67			
11/9/24	Reimbursement Eva Thompson WINC stationery				\$81.41
11/9/24	Reimbursement Stephanie Mckeon Canteen office setup				\$90.52
11/9/24	Coles September statement				\$786.78
16/9/24	Reimbursement Rebecca Tubman				\$58.00
17/9/24		\$135.00			
17/9/24		\$120.00			
17/9/24		\$94.40			
17/9/24		\$95.20			
17/9/24	Illawarra Catering Equipment commercial appliance service		G22261		\$319.00
17/9/24		\$3,763.48			
20/9/24		\$75.00			
20/9/24		\$86.55			
24/9/24		\$774.77			
27/9/24	ICE commercial appliance service balance		G22261		\$313.50
30/9/24	Borgo		IN216654		\$41.67
30/9/24	Borgo		IN216499		\$685.96
30/9/24	Borgo		IN215168		\$205.53
30/9/24	Borgo		IN214986		\$102.75
30/9/24	Borgo		IN214987		\$554.53
	TOTALS	\$8,471.72			\$4,402.79



FIGTREE PRIMARY SCHOOL
Bank Account Reconciliation - September 2024

Cashbook Balance as at 31 August 2024		\$44,284.69
Add Income September 2024	\$	\$2,037.41
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	Sub Total	\$2,037.41
Less Expenses September 2024	\$	\$1,992.76
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	Sub Total	\$1,992.76
Cashbook Balance as at 30 September 2024		<u>\$44,329.34</u>
Bank Statement as at 30 September 2024		<u>\$44,329.34</u>



CA FOR FIGTREE PRIMARY SCHOOL SEPTEMBER 2024

Date	Transaction Detail	Receipts	Payments	
		Banked	Invoice No.	Payment
9/1/2024	Interest	\$109.52		
9/11/2024	Illawarra Smallgoods - sausages for Outdoor movie night		333353	\$164.70
9/11/2024	Fun and Go Mother's Day and Father's day gifts for 2025		FGC2521	\$1,158.56
9/15/2024		\$262.89		
9/16/2024	Commbiz transaction fees			\$0.28
9/16/2024	Commbiz transaction fees			\$8.25
9/17/2024	Wolf Media Projector screen hire deposit returned	\$200.00		
9/17/2024	Outdoor movie night cash deposit - notes	\$215.00		
9/17/2024	Father's Day cash deposit - notes	\$1,030.00		
9/17/2024	Father's Day cash deposit - coins	\$147.00		
9/17/2024	Outdoor movie night cash deposit - coins	\$53.00		
9/17/2024	Village Roadshow Public viewing licence		10755230	\$281.75
9/18/2024		\$20.00		
9/24/2024	Reimbursement Natalie Campbell Outdoor movie night		NatC	\$202.50
9/24/2024	Reimbursement Eva Thompson Outdoor movie night		EvaT	\$108.47
9/24/2024	Reimbursement Kristy Turner Outdoor movie night		KristyT	\$68.25
	TOTALS	\$2,037.41		\$1,992.76