



# FIGTREE PUBLIC SCHOOL

## PARENTS & CITIZENS ASSOCIATION MEETING MINUTES

17 September 2024

Jasmine Campbell opened meeting at 7.06pm

**Present:** Jasmine Campbell (Chair), Stephanie McKeown, Natalie Campbell, Kristy Turner, David Stuart, Mel Harding, Anu Stevens, Chantell Willis, Bec Cavanaugh and Sarah Grimm

**Apologies:** Andrew Anthony

### Acceptance of the Previous Minutes – 20 August 2024

Minutes of the meeting held on 20 August 2024 be accepted. Moved by Eva T, Seconded by Steph

### Amendments

Striggy deposit into Canteen account to be transferred to P&C account – Eva to action

### Previous Meeting Actions

#### Action Who By Remarks

Date	Actions	Who	When	Comment
18/6/2024	ACNC to updated Add newly appointed Secretary – Kristy Turner	Andrew	20/08/2024	To be completed – See General Business/Actions below
18/6/2024	Dishwasher install Electrician & Plumber required	Stephanie	20/8/2024	See Canteen report
18/6/2024	AusPost debit card	Jasmine	20/8/2024	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			Reviewed. Policy to be sent out to exec for DocuSign

21/5/2024	Facebook page Make public, strict moderation and guidelines –similar to school FB page  Facebook page to be managed by Natalie C, Jasmine and Stephanie  Amendments Adding that president can delegate Mel to sign (as principal)	Jasmine	20/08/2024	Nat to setup Facebook page  Social media policy attach to minutes  DocuSign to read and approve policy
21/5/2024	Figtree Grove vouchers Purchase x10 \$20 each	Eva	20/08/2024	Submitted by Eva Awaiting for approval (to be sent to P&C inbox)  Eva to chase up

21/5/2024	Second hand uniform shop Considering Spriggy online for second hand uniform shop	Natalie	20/08/2024	See Fundraising report
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### **Closed Actions**

18/6/2024	Setup of WINC account	Eva	20/8/2024	Setup completed
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### **Correspondence – In**

- a. Fundraising catalogues
- b. Forwarding of invoices (emails to Treasurer)
- c. Fridge & Freezer repair quote (Regional Appliance & Electrical Service)

### **Correspondence – Out**

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

### **Business Arising from Correspondence**

- Nil

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

#### **Since the last meeting:**

- Stage 1 attended a book week magic show at Wollongong City Library
- Stage 3 attended the Peasant Prince performance at the IPAC
- Year 6 have been attending visits to the high school that we organised to give students increased confidence in a high school setting.
- Our Book Week and Grandparents Day celebration was a great success and community event.
- Yesterday we held an afternoon tea for parents of students involved in Mini Lit or MacqLit reading interventions. It was a great opportunity for parents to check on progress etc.
- Kinder play dates have begun.
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#### **Coming up:**

- We will host our now traditional Teddy Bear's Picnic for new Kinder students and Year 5 next Wednesday.
- K-2 have their excursion to the farm on Friday.
- Last day of Term 3 will be Friday 27 September
- Students and staff all return for Term 4 on Monday October.
- Kinder Orientation sessions begin in Week 1 Term 4

- The SRC disco will take place on Thursday 17 October (more information to come shortly).
- Stage 2 and 3 will be involved in volleyball clinics next term.
- Attendance reward for Term 3 will be donuts on Thursday 26 September. Congratulations to classes 1C, 1/2M, KV, and 3/6R who also achieved the highest attendance for a fortnight this term and could select the bell song as their reward.

**Other:**

- Unfortunately, due to a reduction in numbers and a lack of engagement by students, we will cease our participation in the band program at the end of this term.
- Thank you to Nat and her team of volunteers for organising the Father's Day Stall and Movie night event.
- Kiss and Drop procedures- document shared for feedback

**Other business arising from previous meeting**

2<sup>nd</sup> Hand Uniform shop volunteers required. Position vacancy does not need to be advertised as have a volunteer once a month on Wednesdays and Nerrida Anthony to run every Friday fortnightly from Term 4.

**Treasurer's Report – Eva Thompson (acting)**

Financial statements attached

**Account balances:**

P&C account \$44,284.69

Canteen account \$35,855.03

**Fundraising and Event Report**

**Fundraising Committee**

- **Fathers Day Stall**  
Total sold was 279 gifts (only 4 gifts remaining). Profit of \$2487
- **Movie Night**  
361 tickets were sold. A very successful outcome, far exceeded anticipated numbers. Big thank you to all volunteers who helped in the lead up and on the night.  
Total Income \$3838 - \$1660.29 spent  
Total profit of \$2177.71
- **2<sup>nd</sup> Hand Uniform Shop**  
Online payment has been added to Spriggy account. Added as another item under CANTEEN ITEMS. P&C concerned this will cause confusion and not easily found. Nat will discuss with Spriggy contact to change this setup.
- **Trivia Night 2<sup>nd</sup> November**  
Fundraising committee to organise prizes & games

### **Canteen report**

See attached report (provided by Stephanie McKeown)

Replace freezer no longer working. Motion to replace. Moved by Eva, seconded by Chantelle  
Jasmine suggested using Appliances online. Old freezer will be taken away free of charge. Enquire if can come with a stand

WINC stationery account established. First canteen order has been placed, and delivered promptly

### **General Business / Actions**

- Andrew Anthony has stepped down from Treasurer role on P&C. Position has been declared vacant. David Stuart to step down from Vice President role to take Treasurer role. ACNC to be updated accordingly and update Kristy as secretary also from previous meeting appointment – Kristy to update
- Reconsider online P&C meetings  
P&C discussed if there is a demand for this. A survey to be sent via Survey Monkey. Jasmine to provide survey questions to School Office to be sent out to families.
- Donate Bucket Hats to Kinder 2025 to be issued at their last Kinder orientation. Moved by David, seconded by Anu.

**Meeting closed at 8.26pm**

**Next meeting: 7pm, Tuesday 15<sup>th</sup> October 2024**

## CANTEEN REPORT for P&C MEETING – 17 Sep 2024

- Canteen Audit
  - Jasmine and Steph continue to work through all audit requirements
- NSW Healthy School Canteen Strategy – Menu Check Renewal
  - Steph to reply to Allanah and Healthy Food Information Service. They have requested more detail on the variations on our menu, ie salad sandwiches
- New Canteen Guidelines
  - We have until 8/12/24 to comply with new food safety requirements.
  - Food Safety Supervisor courses have been paid for and available for Steph and Nat V to complete.
  - Food Handler Basics Training required (online 1 hour test with 7 training modules). P&C email has received 9 (completed certificates) out of 22 total volunteers. Steph to follow up remaining volunteers. The due date set is 31/10/24.
- Kitchen Clean & Pest Control
  - Steph is working on a cleaning schedule to be displayed in the canteen. Steph has asked for volunteers to clean again in the first week of Term 4.
  - Allanah has confirmed there is a whole school pest control scheduled for late Oct (no exact date yet). Steph to diarise a 6 monthly follow up for March 2025.
- Fridge/freezer stands
  - Nat V has forwarded dimensions to Steph who is talking to a local metal fabricator to get a quote for 5 new metal stands, using existing castors. Eva may be able to also assist.
- Special events
  - Closed Friday 13 September for Book Week parade and grandparents' day. No closures scheduled for the next couple of months.
- Roster
  - Thank you letter to be sent to all parents of year 6 canteen helpers for terms 1 & 2 - Steph working on this
- Banking
  - Steph has made up a new daily takings form for the canteen. Outstanding is the process for volunteers – Steph to complete.
  - Nat V to be trained as a backup banker.
- Menu items
  - Steph is working on a cost vs sale price analysis to discuss a start of 2025 price increase at a canteen subcommittee meeting.
- Equipment
  - Fire blanket and fire extinguisher checks have now been completed.
  - Eva has donated a secondhand laptop to the canteen that has been tested and is now being used.
  - Regional Appliances & Electrical Services serviced our 5 fridges and freezers on 13/9/24.
    - Freezer # 6 (Kelvinator) was leaking water due to a blocked drain. The technician cleared the drain, and the freezer is now working.
    - Freezer # 5 (Fisher & Paykel N210) has not been working for 2-3 weeks. Further inspection found the defrost heater and harness thermostat are malfunctioning and require replacement. The cost to repair the freezer is \$570, in addition to the initial assessment fee of \$264. Given the age of the

freezer, it was suggested by the serviceman that it may not be economical to repair.

- The Executive Committee approved a new freezer to be purchased. Minimum 210L, preferably larger if it still fits in the space. Jasmine asked if there are options with castors already attached – she suggested researching Appliances Online, who can invoice for payment and remove the old freezer, free of charge
- All other fridges passed the electrical safety test.
- Steph has reached out to Ice Group Projects to service our commercial oven and 2 pie warmers. Last service was April 2015. Payment required before they will book a date. Invoice sent to P&C. Eva confirmed this invoice has now been paid. Steph to book the date for the service.
- With orders increasing, the subcommittee believes a new standard size oven will not handle the volumes. Steph to report back after current oven service is complete. Eva changed out the oven plug immediately following the last P&C meeting.
- Following a decision on the oven, Steph will book the electrician and plumber and move forward with installing the dishwasher. See minutes from 20/8/24 for details.
- Winc Stationery – Eva has set up a new account, Steph has contact details and placed the canteen's first order. Printer cartridges however, are not available through Winc – Steph to purchase separately through Office Works.

# P&C Meeting 17 September 2024

## Principal's Report

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- Thank you to Nat and her team of volunteers for organising the Father's Day Stall and Movie night event.
- Kiss and Drop procedures- document shared for feedback

**Melissa Harding**  
Principal



**FIGTREE PRIMARY SCHOOL**  
**Canteen Account Reconciliation - August 2024**

Cashbook Balance as at 31 July 2024		\$33,824.33
Add Income August 2024	\$	\$4,854.70
		<hr/>
	Sub Total	\$4,854.70
Less Expenses August 2024	\$	\$2,824.00
		<hr/>
	Sub Total	\$2,824.00
Cashbook Balance as at 31 August 2024		<u>\$35,855.03</u>
Bank Statement as at 31 August 2024		<u>\$35,855.03</u>





**CASHBOOK FOR FIGTREE PRIMARY SCHOOL CANTEEN AUGUST 2024**

Date	Transaction Detail	Receipts	Payments	
		Banked	Invoice No.	Payment
1/08/2024	Interest	\$78.59		
2/08/2024	Cash deposit coins - Canteen takings	\$171.15		
	Cash deposit notes - Canteen takings	\$150.00		
6/08/2024	Spriggy Schools	\$854.47		
12/08/2024	Cash deposit coins - Canteen takings	\$169.60		
12/08/2024	Cash deposit notes - Canteen takings	\$115.00		
13/08/2024	Spriggy Schools	\$983.27		
20/08/24	Borgo		IN214094	\$793.41
20/08/25	Coles		195013394	\$112.19
20/08/26	Spriggy Schools	\$972.67		
27/08/2024	Borgo		IN212836	\$73.22
			IN212840	\$28.61
			IN215464	\$693.82
			IN215978	\$710.15
			IN215979	\$73.22
27/08/2024	Coles		197504702	\$80.26
			198118301	\$90.05
27/08/2024	Spriggy Schools	\$1,034.75		
28/08/2024	Reimbursement to Nat C canteen Grease proof bags		Nat C	\$29.50
28/08/2024	Coles		197036471	\$139.57
29/08/2024	Cash deposit coins - Canteen takings	\$175.20		
	Cash deposit notes - Canteen takings	\$150.00		
	<b>TOTALS</b>	<b>\$4,854.70</b>		<b>\$2,824.00</b>



**Report from** 31/07/2024  
**Report to** 31/08/2024

**Opening balance** \$33,824.33  
**Closing balance** \$35,855.03  
**Currency** AUD

**Account name:** FIGTREE PRIMARY SCHOOL CANTEEN

**Account number:** 264410080073

Date	Transaction Detail	Debit	Credit	Balance
29/08/2024	COIN MACHINE DEPOSIT \$175.20 Branch FIGTREE		175.20	35,855.03
29/08/2024	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS canteen		150.00	35,679.83
28/08/2024	Direct Credit 301500 Figtree Primary Com Coles 197036471	139.57		35,529.83
28/08/2024	Direct Credit 301500 Figtree Primary Com Canteen GP bags	29.50		35,669.40
27/08/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		1,034.75	35,698.90
27/08/2024	Direct Credit 301500 Figtree Primary Com Coles198118301	90.05		34,664.15
27/08/2024	Direct Credit 301500 Figtree Primary Com Coles197504702	80.26		34,754.20
27/08/2024	Direct Credit 301500 Figtree Primary Com IN215979	73.22		34,834.46
27/08/2024	Direct Credit 301500 Figtree Primary Com IN215978	710.15		34,907.68
27/08/2024	Direct Credit 301500 Figtree Primary Com IN215464	693.82		35,617.83
27/08/2024	Direct Credit 301500 Figtree Primary Com IN212840	28.61		36,311.65
27/08/2024	Direct Credit 301500 Figtree Primary Com IN212836	73.22		36,340.26
20/08/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		972.67	36,413.48
20/08/2024	Direct Credit 301500 Figtree Primary Com 195013394	112.19		35,440.81

**Account name:** FIGTREE PRIMARY SCHOOL CANTEEN

**Account number:** 264410080073

<b>Date</b>	<b>Transaction Detail</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance</b>
20/08/2024	Direct Credit 301500 Figtree Primary Com IN214094	793.41		35,553.00
13/08/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		983.27	36,346.41
12/08/2024	COIN MACHINE DEPOSIT \$169.60 Branch FIGTREE		169.60	35,363.14
12/08/2024	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS canteen		115.00	35,193.54
06/08/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		854.47	35,078.54
02/08/2024	COIN MACHINE DEPOSIT \$171.15 Branch FIGTREE		171.15	34,224.07
02/08/2024	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS canteen		150.00	34,052.92
01/08/2024	Credit Interest		78.59	33,902.92
	<b>No. of transactions</b>	11	11	
	<b>Total debits</b>			\$2,824.00
	<b>Total credits</b>			\$4,854.70

Transaction details contained in this report should not be relied upon for audit or reconciliation purposes.  
For audit and reconciliation purposes customers are advised to always use account statements issued by the Bank  
in accordance with the applicable account Terms and Conditions.



**FIGTREE PRIMARY SCHOOL**  
**Bank Account Reconciliation - August 2024**

Cashbook Balance as at 31 July 2024		\$46,857.04
Add Income August 2024	\$	\$112.51
		<hr/>
	Sub Total	\$112.51
Less Expenses August 2024	\$	\$2,684.86
		<hr/>
	Sub Total	\$2,684.86
Cashbook Balance as at 31 August 2024		<u>\$44,284.69</u>
Bank Statement as at 31 August 2024		<u>\$44,284.69</u>





**Report from** 31/07/2024  
**Report to** 31/08/2024

**Opening balance** \$46,857.04  
**Closing balance** \$44,284.69  
**Currency** AUD

**Account name:** FIGTREE PRIMARY SCHOOL P & C ASSOC

**Account number:** 264410125657

Date	Transaction Detail	Debit	Credit	Balance
28/08/2024	Direct Credit 301500 Figtree Primary Com Kenscones inv1063	198.00		44,284.69
27/08/2024	Direct Credit 301500 Figtree Primary Com MAU-IN161831	413.91		44,482.69
20/08/2024	Direct Credit 301500 Figtree Primary Com Coles 30/7	60.30		44,896.60
20/08/2024	Direct Credit 301500 Figtree Primary Com INV- 3471	585.00		44,956.90
15/08/2024	(T) COMMBIZ FEES TRANS FEES-0375838	1.65		45,541.90
02/08/2024	BPAY DEFT INSURANCE 20362 CommBiz 401141100199959 Bpay insurance	1,426.00		45,543.55
01/08/2024	Credit Interest		112.51	46,969.55
<b>No. of transactions</b>		6	1	
<b>Total debits</b>				\$2,684.86
<b>Total credits</b>				\$112.51

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