



**FIGTREE PUBLIC SCHOOL  
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES  
DATE 18 June 2024**

Jasmine Campbell opened meeting at 7.06 pm

**Present:** Jasmine Campbell, Andrew Anthony, Stephanie McKeown, Natalie Campbell, Richard Lloyd, Sian Bennett, Kristy Turner, Chantel Willis, David Stuart

**Apologies:** Alannah Smyth, Natalie Vincent, Rebecca Tubman, Mel Harding, Nerrida Anthony

**Acceptance of the Previous Minutes – 21 May 2024**

Minutes of the meeting held on 21 May 2024 be accepted. Moved by Jasmine C, Seconded by Eva T.

**Previous Meeting Actions**

**Action Who By Remarks**

Date	Issue / Task	Actions	Who	When
21/5/2024	Facebook page	Make public, strict moderation and guidelines –setup like the school page  Social media policy attach to minutes  Manage Facebook page	Jasmine  Jasmine and Stephanie	20/08/2024
21/5/2024	Figtree Grove vouchers	Purchase x10 \$20 each	Eva	20/08/2024
21/5/2024	Second hand uniform shop	Considering Spriggy second hand uniform shop.  To be investigated; Check with Brendan at Spriggy if we can setup open ended event and add quantity or consider using newly purchased Square	Andrew	20/08/2024
21/5/2024	Food Safety Supervisor course to be completed	Stephanie to complete course with another volunteer.	Stephanie	20/08/2024

### **Correspondence – In**

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

### **Correspondence – Out**

- Nil

### **Business Arising from Correspondence**

- Nil

### **Principals' Report – Rel. Richard Lloyd**

See attached report (forwarded by Richard Lloyd)

In summary;

- District Cross Country. Students wore new singlets
- Colour Run was a hit
- Reconciliation Activities took place this term with visit from Uncle Kev
- Stage 3 had Cyber safety lesson courtesy of Kids Helpline
- Athletics Carnival was held at Figtree HS. Contemplating moving carnival earlier next year (to hopefully avoid rain)
- Swimming Carnival is scheduled for Term 4 on 11<sup>th</sup> December
- Monday morning assemblies to recognise student's personal achievements
- The Village has officially opened, enjoyed by all
- Thank you to teachers for student reports

### **Treasurer's Report – Andrew Anthony**

Andrew to update financials – to be up to date by end of the month

Issue with canteen banking, matching deposits with daily takings. Jasmine suggested Andrew create a form that will add ease to banking process and reconciliation.

Account balances:

P&C account \$51,626.57

Canteen account \$29,399.70

### **Fundraising and Event Report**

- Pie Drive profit \$1795. Orders have been submitted and will be filled and distributed next Tuesday

25/6/24

- Meeting to be scheduled to start organising Term 3 & 4 fundraising events
- Father's Day stall items ordered. Natalie to forward invoice to Andrew
- Another successful Colour Run. Thank you to parents/carers who volunteered
- Square has been purchased from Officeworks

### **Canteen report**

See attached report (provided by Stephanie McKeown)

- Food Safety guidelines course to be completed by min x1 canteen supervisor. Approval for 2 volunteers to complete. Motion moved by Andrew and seconded by David (prior to P&C meeting via P&C Exec messenger group chat)
- Food handler training required for all volunteers. Free online course (approx. 1 hour to complete). Initially ask more experienced canteen volunteers to complete, newer volunteers to complete after more on-the-job training. All certificates of completion to be forwarded to P&C email.
- Stephanie has priced and compared various model dishwashers (as per attached report). Motion for preapproval to purchase a dishwasher for Canteen. Moved by Stephanie and seconded by Chantel
- Dishwasher to be installed by a volunteer electrician (must be licensed & insured) Pre approval to purchase parts for install up to \$100. Moved by Jasmine and seconded by Eva. If additional funds required, approval needed from executive committee
- Pest Control due in Term 3, arrange with school
- Deep clean to be arranged early Term 3
- Thank you letters to be sent to parents of year 6 helpers for Term 1&2 – Stephanie to draft
- Kindergarten dates – presentation to be done by Jas & Steph for P&C and Canteen

**Next subcommittee meeting scheduled for Wednesday 14<sup>th</sup> August**

### **General Business / Actions**

- P&C Bylaws – need to be updated with Figtree PS details. Moved by Jasmine and seconded by Andrew
- Kristy Turner nominated to Secretary role. Moved by Jasmine and seconded by Eva
- ACNC to be updated with new exec (Secretary). To be completed by Andrew
- Possibility of debit cards for P&C purchases. Jasmine to follow up and discuss at next P&C Meeting.
- Handle on air fryer in canteen broken. Motion to purchase 2 larger Air fryers. Moved by Eva and seconded by Natalie.
- Motion for preapproval to purchase a dishwasher for Canteen. Moved by Stephanie and seconded by Chantel. Eva has offered to pick up dishwasher.
- Dishwasher to be installed by a volunteer electrician (must be licensed & insured) Pre approval to purchase parts for install up to \$100. Moved by Jasmine and seconded by Eva
- Thank you to Bec Tubman for all your help and commitment to canteen role
- Code of conduct (for Canteen Manager - Stephanie) to be followed up next meeting

- Uniform Shop 2<sup>nd</sup> hand – Thank you to Julie Parkinson & Natalie Campbell for assisting with cleanout of Gumnut
- Officeworks account – discussed requirement for ease of purchasing raffle tickets etc. Andrew to setup. Moved by Eva and seconded by David

**Meeting closed at 8.41pm**

**Next meeting: 7pm, Tuesday 20<sup>th</sup> August 2024**

Ladies and gentlemen of the P and C, welcome to this not-so-secret briefing from the principal's desk—where chaos and joy intersect in a glorious dance of academic adventures!

Firstly, a round of applause (and possibly some relief) as our District cross country finally happened, albeit Stage 3 decided to sit this one out. Our students sported our brand-new X country singlets, which I'm assured are both comfy and, well, eye-catching! They stand out like a peacock in a pigeon convention.

Now, onto the colorful chaos of the color run! It was an absolute hit with the kids—who, let's be honest, had way too much fun running around. And not to be outdone, quite a few brave parents also joined in the tie-dyed festivities. Although I must report a minor hiccup: our valiant attempt to coat Ms. Harding in a rainbow of hues turned into an accidental aerial art display when the wind took over. Next time, we'll hire a professional color bomber!

In more serious matters (but not too serious), our students delved into powerful reconciliation activities, including a memorable day with the legendary Uncle Kev, who shared tales that left us all both enlightened and entertained.

Switching gears, our cyber-savvy Stage 3 tackled cyber safety lessons courtesy of Kids Helpline. They're now equipped to navigate the digital jungle with wisdom and wit.

And speaking of athleticism, our Athletics Carnival at Figtree HS was a soggy saga due to some uncooperative weather. Nevertheless, our students persevered, proving that rain or shine, they're always game. Rumor has it our teachers are contemplating moving the carnival earlier next year—possibly to catch the sun napping.

Ah, and one last splash of sporting excitement - our much-anticipated swimming carnival will make a splash in Term 4 on December 11th! Get your goggles ready, folks, because our students are poised to make waves in the pool and create memories to last a lifetime.

Looking ahead, our student wellbeing is into full swing this week. A big thankyou to staff members on the organising committee this time round!

Let's not forget our Monday morning assemblies, where we spotlight personal achievements that range from the heartwarming to the downright impressive. The talent in this school never fails to astound!

On the infrastructure front, 'The Village' is officially open for business! Students are flocking to this new oasis of fun like seagulls to a chip truck. It's a haven for creativity, laughter, and hopefully some peaceful moments for our duty teachers.

And finally, a shout-out to our dedicated educators who are currently in the trenches—er, classrooms—crafting those meticulous student reports. With consistent judgments and a dash of magic, they're ensuring each report reflects the brilliance of our students.

In conclusion, as we wrap up our first QTR (Quality Teaching Rounds), it's clear our teachers are not just teaching, they're refining their craft with peer support and good humor. Because here at Figtree PS we believe learning should be as enlightening as it is entertaining!

Thank you all for your attention and support. Let's continue to make this school year one for the record books for delightful chaos and academic triumphs!

## CANTEEN REPORT for P&C meeting – TUE 18/6/24

- \* Canteen Subcommittee meeting held Thu 13<sup>th</sup> June
- \* Audit requirement checklist. Steph and Jasmine met 3/6 to discuss in detail and now working through the document for David.
- \* NSW Healthy School Canteen Strategy – Menu Check Renewal. Steph will aim to complete the submission & new price list by mid next week, then forward for Mel to sign.
- \* Canteen guidelines;
  - We have until 8th Dec '24 to comply with new food safety guidelines. Minimum 1 x Food safety supervisor required, preferable to have 2. Funding for 2 approved by P&C Executive Committee. Steph to ask Canteen group if any volunteers for these roles.
  - Food handler training required for all volunteers. This is an online (approx. 1 hour course), free course, including 7 modules and a test. Steph will ask the more experienced canteen volunteers to complete before the first few weeks of term 3. New volunteers need more time with on-the-job training and will be encouraged to complete by the end of term 3. All certificates will be forwarded to the P&C email.
- \* Dishwasher – approved in 2023. 1<sup>st</sup> quote from Harvey Norman recommended dishwasher \$679 – this is a very basic model with limited drawer space and no auto open door feature. Steph now has a 2<sup>nd</sup> quote from Harvey Norman for \$850, reduced from \$1097 Whirlpool, with auto open feature at end of cycle. 55 degree wash option. We can either pick up or pay \$55 extra for delivery – Eva offered to pick up. Eva can also fit the dishwasher and Ash Boyle's husband has offered to do the plumbing, if we can pay for materials. Divider and split – approved up \$100. Need a receipt for parts and we will reimburse. If more than \$100, ask for approval from executive committee.
- \* Pest control due again end term 3, coordinate with school. Nat V and Steph to coordinate deep clean and pest control schedule with the next clean due beginning term 3 (ask Canteen group for volunteers). Sian is keen to help, Mondays are good, and may be able to on other days.
- \* Fridge and freezer stands are a work in progress. Andrew has picked up the 3 remaining stands. These were not charged to the canteen account. Nat V has spoken with the council who are not pushing for an urgent fix. They are happy with our current situation and cleanliness and Nat's suggestion of the metal plates and castors from our old stands. Nat V sending measurements to brother-in-law to make up new stands.
- \* New stocktake form still a work in progress. Steph is updating the item summary for every canteen shift in a spreadsheet, to find the minimum stock levels required then add these quantities in the new column on the stocktake form. Once complete, test the new form with Nat V.

\* New items and discontinued.

-24 hour cut off for sandwiches has been removed from Spriggy – starting to see some fresh sandwiches ordered. Slow in winter though – more toasties and tender wraps are ordered.

-Trialing fresh Hawaiian Pizza muffins from 18 June '24 as counter sales. If they gain popularity, we'll add as a new lunch item in Spriggy and remove the doughy pizza slabs.

-Steph to trial ordering 6 x chicken finger bags through Coles and the rest through Borgos – saving of \$6 per bag, potential to save approximately \$1,440 per year

\* Canteen was closed on 31<sup>st</sup> May and 14<sup>th</sup> June for the Athletics Carnival.

\* Mrs Lambis requested for choir rehearsal Tuesday 18th June to open the canteen. Steph, Eva T and Nat C ran the shift today, with takings at \$175.

\* Thursday special event days, and prep days still being discussed. Hoping to tap into new volunteers on a different day. Steph to reach out to the current canteen group with a poll.

- Nat C & Steph to run a joint Fundraising and Canteen subcommittee meeting to lock in some special event days for Term 3 & 4. Steph to update the Canteen calendar when confirmed.

- Steph to make up another recruitment poster for additional Thursday shifts, using pics of the new volunteers for '24 and some who missed out in '23.

\* Canteen coordinator role. Bec T has stepped down from the canteen purchasing role and her monthly Friday canteen shift – she has a 2<sup>nd</sup> job, 2 days a week. Bec's mum is also not volunteering anymore. Steph, Nat V and Eva will rotate to cover their shifts until the end of the year. Steph to organise an extra 1-2 volunteers to help as well. Kristy offered to help – Steph to text Kristy with some dates. Nat V is helping with new ideas, admin, extra shifts etc, thank you Nat! Steph and Nat V to meet in term 3 to work out a split in some of the responsibilities and to train Nat V in various tasks so we have a backup, eg. purchasing, banking, Spriggy updates / reporting and confirming the roster each week. Eva is happy to be back up also.

\* NEW ITEMS

\* Thank you letters to be sent to all parents of year 6 canteen helpers for terms 1 & 2. Steph to draft.

\* Steph to investigate school Fly Buys account to access possible savings with Coles ordering.

\* Kindergarten dates – Jasmine and Steph to organise a presentation for new Kindy parents for both the P&C and the Canteen. Information session has been announced for Wed 24 July.



\* New air fryer required (similar to the 10-litre black one we currently have and mostly use, this was \$129 at Figtree Post Office). The 6L white air fryer is on its last legs – the plastic on the drawer is broken so it is difficult to close and the basket keeps falling out. Danger to volunteers and chance of dropping chicken fingers on the bench or on the floor. Steph sent through request to Executive Committee for 2 x Healthy Choice 25L Digital French Door Air Fryer Convection Ovens at \$170 each. 2 x \$170 air fryers approved by Exec Comm. Steph to discuss Harvey Norman account with Allanah.

\* Jasmine has approval from Mel to erect an acrylic document holder on the outside of the canteen, and to remove the loose laminated pricing sheets from the counter. Clear is ok so the new school painting is still visible. Eva to investigate options. Discussed sliding individual items in and out each shift. Eva also suggested an A3 laminated poster, similar to the price list we used today for the choir rehearsals. This can be slotted into the holder as a whole document, then make up “out of stock” and/or “not available today” smaller signs to cover particular items.

\* Eva has offered to test and tag canteen electrical equipment. This normally falls under the department, however there is currently a freeze on funding for the remainder of the financial year.

\* Fire extinguisher and blanket – tags to be checked and ask Allanah how often these checks are completed and if covered with the rest of the school

\* Parent survey – Jasmine to complete, and combine canteen and P&C questions

\* Code of Conduct for canteen to be discussed at the next P&C meeting – raised by Nat C

\* Jasmine and David suggest implementing a canteen price rise at the beginning of 2025. Steph to start a spreadsheet, and review cost vs sell price at the next canteen subcommittee meeting.

\* Andrew requested a new daily takings sheet for special event days, eg mother’s day/colour run, so the banking sheet is clearly labelled (currently crossing off an old heading and quite messy).

\* Andrew also requested a “summary sheet” for banking, listing daily takings, banked amounts (notes/coins) and any discrepancies or banking issues. Continue to staple the bank deposit slips to the daily taking sheet and new summary sheet.

\* Next subcommittee meeting scheduled Wed 14<sup>th</sup> August