



Figtree Public School Parents & Citizens Association
Meeting Minutes – 19th March, 2024 7pm (Hybrid Meeting)

1. Open Meeting and Welcome

- a. Meeting opened by David Stuart (Chair) at 7:20pm

2. Attendance and Apologies

Present: Jasmine Campbell, Natalie Campbell, David Stuart, Melissa Harding, Chantell Willis, Andrew Anthony, Annabelle Hoy, Natalee Vincent, Steph McKeown, Bec Cavanaugh, Anu Stevens, Eva Thompson, Wilfred Mburu, Bec Tubman (online), Jana Branovski (online)

Apologies: Allanah Smyth, Julie Parkinson, Nerida Anthony, Emma Clayton

3. Approval of Agenda

4. Approval of Previous Minutes

- a. February Minutes incorrectly titled “Agenda” with apologies
- b. It was moved by Natalie C and seconded by Jasmine that the minutes be accepted.
Carried.

5. Business Arising from Previous Minutes

- a. Merit award system - Covered in Principal’s report
- b. Wish list from staff
 - i. Await a figure P&C are able to donate
- c. Sharing of P&C Facebook group - to be discussed at a later meeting
- d. Bread bags
 - i. Bread bags are not being collected at this time as the promotion has ended and not confirmed to recommence in 2024
- e. Swap it - to be discussed at a later meeting

6. Correspondence In / Out

- a. CoC and NOE form provided for fundraising events
- b. Financial Audit received
- c. Clarifying questions around AGM sent to P&C Federation
 - i. P&C petition around 100% funding for schools
- d. Meeting minutes/agendas etc circulated for AGM and general meeting



7. Reports/Business Arising from Reports

- e. Principal
 - i. See attached report
 - 1. new computers helpful with NAPLAN and general lessons
- f. Fundraising
 - i. Subcommittee feedback
 - 1. Many events happening
 - a. Easter raffle to be set up as per Christmas raffle
 - b. Movie day for highest fundraising class as incentive for colour run
 - c. Comms to go out re: Colour run end of this week/early next week
 - ii. Approval to purchase packaging for Easter raffle
 - 1. Natalie moved that the P&C approve \$150 to go toward packaging for Easter raffle. Seconded by Jasmine. Carried.
Pre-approved funds leftover from Christmas raffle used to purchase
\$150 Ambiance gift certificate
\$50 Bunnings gift certificate
 - iii. Approval given by P&C to run a raffle alongside the Bunnings BBQ at the suggestion of Bunnings staff. The online raffle will be advertised to school families however there is no expectation that school families will contribute as this raffle is targeted toward the wider community.
 - iv. More volunteers needed for Bunnings BBQ Sat 13/4
- g. Treasurer - Annabelle Hoy
 - i. Current account balance for P&C \$38367, \$24129 in canteen account
 - ii. Figtree Grove Vouchers - Annabelle has an order form to have an invoice generated
 - iii. Audit presented at AGM - Andrew to look into the P&C Federation policies for rules around having canteen and P&C accounts separate
 - iv. Debit card - discussion moved to next meeting
- h. Canteen
 - i. Fridge stands - WHS priority. Need to know how volunteers will be reimbursed for the payment for this. Concerns raised that there would be a conflict of interest for the Treasurer to be the one reimbursed. Clear procedure to be provided by Executive.
 - ii. Cleaning and pest control. Pest control to be arranged every 6 months by the P&C, preferably by a volunteer who is not the canteen manager/coordinator in order to reduce the workload. Chantell to collect quotes for next round of pest control.
 - iii. Oven appears to be working well thanks to Eva's assistance
 - iv. Sub committee still to meet - this to occur prior to next P&C Meeting
 - v. Training going well
 - vi. Fresh options introduced this week



- vii. Hotdog day 5/4/24
- viii. Discussion thread set up to assist in handover and communication
- i. Recycled Uniform Shop
 - i. Spriggy
 - 1. Option to take payments via Spriggy suggested. Not for ordering.
 - 2. Andrew and Nerida will contact Brendan to discuss methods of using Spriggy to take payments for the recycled uniform shop and present at the next P&C meeting for further discussion.

7. General Business.

- a. Executive positions AGM - Secretary role has a casual vacancy
 - i. Option 1 - new members can take on this role
 - ii. Option 2 - split the responsibilities of the role into minute taker/agenda setting and communications
 - iii. VPs to take on compliance, President to take on Responsible Person ABR
 - iv. Nat Campbell to take on emails pertaining to fundraising, Andrew to take on emails regarding invoices and VPs to take on correspondence regarding official P&C matters until Secretary role is filled or the Executive establish a new system
 - v. Eva to take minutes and send agenda for meetings until Secretary position is filled.
- b. Note that the P&C “Rules” have not been updated since 2019 and some are no longer accurate. - move to next meeting.
- c. Move the breakdown of the role of treasurer to next meeting.
- d. Rebecca Tubman and Nerida Anthony provided payment to become financial members of the P&C at the general meeting.

8. Next Meeting

- a. Tuesday 21st May 2024, 7pm

9. Close Meeting 8:53pm

P&C Meeting 19 March 2024

Principal's Report

Since the last meeting:

- Our swim team did a great job at the district swimming carnival and looked wonderful in our new swim caps (thanks to the P&C).
- We inducted our Semester 1 SRC at an afternoon tea on 28 March.
- Ms Harding and Mrs Markham took our Presidents and Mentors to lunch to discuss 2024 school initiatives.
- NAPLAN has begun for students in Year 3 and Year 5 and will conclude by the end of the week.
- Students have been involved in some additional wellbeing activities during Student wellbeing Week this week.
- This week is also Harmony week. Students have been involved in some valuable activities and discussions about diversity and acceptance.

Coming up:

- On Friday, all students will be involved in some soccer clinics. Year 6 will also participate in a leadership/coaching experience on the day. There is no cost for families.
- We're looking forward to our Easter Hat Parade and community sausage sizzle next Thursday.
- We will be offering an ice cream reward on Tuesday 9 April for students who have maintained a 95% or higher attendance rate.
- School photos will take place on 2 April.
- Kindergarten will be attending their first excursion to Black Beach Kiama on 3 April.
- Our Cross Country Carnival will take place on Friday 5 April. Fingers crossed for fine weather!
- Teachers will be offering parent check ins over the coming weeks.
- Last day of Term 1 is Friday 12 April.

Other:

- Mrs Jolliffe began her maternity leave and gave birth to a little girl (Ruby) on 8 March.
- Mrs Lisa Parker has started with us 3 days a week. She will be providing support across the school for some of our learners who speak English as a second language and she will also be providing some Stage 1 maths support.
- Mrs Diamant will be taking leave for the last two weeks of term. Ms Bland will be replacing her during that time.
- Mr Coleman has had to take some unexpected leave. Mrs Jennifer Rose is Relieving Assistant Principal while he is off.
- Construction for a new playground upgrade will begin in 2 weeks.
- We were unsuccessful in the South 32 grant for a synthetic soccer field. We will look at other ways to fund this project.
- Thank you to those who provided some suggestions for additional wellbeing initiatives. Some ideas/Initiatives we will be looking at include:
 - More opportunities for individual student recognition, likely at assemblies
 - Some painting and revamp of student toilets
 - K-2 performing arts opportunities
 - Doing Things Together Days
 - Playground upgrades
 - Anxiety programs
 - Specific boys and girls programs in Stage 3
 - Anti-bullying show

Melissa Harding
Principal