



# FIGTREE PUBLIC SCHOOL

## PARENTS & CITIZENS ASSOCIATION MEETING MINUTES

19 November 2024

Jasmine Campbell opened meeting at 7.04pm

**Present:** Jasmine Campbell (Chair), Natalie Campbell, Kristy Turner, David Stuart, Eva Thompson, Chantell Willis, Stephanie McKeown and Mel Harding

**Apologies:** Bec Cavanaugh, Ollie Claydon, Nerrida Anthony, Natalee Vincent, Annabelle Hayes, Anu Stevens and Allanah Smyth

### Acceptance of the Previous Minutes – 15 October 2024

Minutes of the meeting held on 15 October 2024 be accepted. Moved by Eva T, Seconded by Chantell

### Previous Meeting Actions

#### Action Who By Remarks

Date	Actions	Who	When	Comment
19/11/2024	Funds to be transferred to FPS	Dave	19/11/2024	Mel confirmed funds of \$18,000 to be donated to FPS
15/10/2024	2 <sup>nd</sup> Hand Uniform shop –Advertise days & Times to families. Online payments via Spriggy app	Kristy	19/11/2024	David to meet with 2 <sup>nd</sup> hand Uniform shop volunteers to ascertain suitable opening times and advertise days for the remainder of the year.  Looking for another 1-2 helpers fortnightly at convenient time  Advertise new location also
17/9/2024	Survey to be sent to families to ascertain demand for online P&C meetings.	Jasmine	Next meeting	Carried to next meeting
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  Social media policy to be sent to Nat via Kristy
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**

18/6/2024	AusPost debit card	Jasmine	15/10/2024	Policy has been signed Debit card to be kept in locked box in school 'Printer room' with a sign in / sign out sheet
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## **Correspondence – In**

- a. Fundraising catalogues (emails to Fundraising committee)
- b. Forwarding of invoices (emails to Treasurer)
- c. ACNC - It's time to submit the 2024 Annual Information Statement
- d. Food Handling Certificates; Natalee Vincent, Anastasia Prenzoski, Iva Boshevaska & Ash Boyle
- e. Cr Andrew Anthony Safer Routes to schools
- f. Email from Allanah re: 2<sup>nd</sup> hand uniform shop

## **Correspondence – Out**

- a. Meeting minutes/agendas etc circulated for general meeting
- b. P&C Federation Bulletin, 18 October 2024 (to P&C executive)

## **Business Arising from Correspondence**

ACNC - It's time to submit the 2024 Annual Information Statement DUE 31 Jan 2025

Safer Routes to School

2<sup>nd</sup> hand uniform Shop moved – Allanah asked if we want to send out photo on School Bytes so families know the new location and advise there are loads of items in stock and to send through an email request to the school if they are unable to make the opens?

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

See attached report

## **Treasurer's Report – David Stuart**

Financial statements to be provided

### **Account balances:**

Canteen account \$43,109.85

P&C account \$44,083.08

Funds of \$33,000 to be transferred from Canteen account to P&C account

Outstanding donation of \$18,000 to be transferred to Figtree PS

**Fundraising and Event Report**  
**Fundraising Committee**

\$1,719.30 raised from Triva Night. Fun night for all. Considering another next year in Term 2, 2025.

Christmas raffle prizes are ready. To be drawn on the Christmas Craft Day.

Community afternoon tea in 2025 – proposed date Friday 21<sup>st</sup> February 2025 (Week 3, Term 1)

Colour Run proposed for Term 3 2025 instead of earlier in the year

Currently \$20 on Debit Card. Top up to \$2000 as per policy. \$1,980 to be added to Debit Card. Nat to sign out the debit card during the holidays to start purchasing for fundraisers in the new year. Moved by Jasmine and seconded by Chantell

**Canteen report (Stephanie McKeown)**

See attached report

**General Business / Actions**

AGM is scheduled for 18<sup>th</sup> March 2025. Anyone that would like to vote in AGM, must be a P&C member by 18<sup>th</sup> February 2025 (the prior meeting).

**Meeting closed at 8.25pm**

**Next meeting: 7pm, Tuesday 18<sup>th</sup> February 2025**

# **P&C Meeting 19 October 2024**

## **Principal's Report**

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

- The Kinder transition program has been completed. A big thank you to those parents involved in running the recycled uniform shop and also Jasmine and Steph for speaking with our new families.
- Stage 1 have been involved in a dance program each Friday. The school funded this opportunity for all students.
- Stage 2 have been involved in soccer clinics.
- Banksia students have been involved in Swim Scheme over the past two weeks.
- We have had five students attend the High Potential Academically Gifted Class this year and they presented their learning at a special presentation last week.

### **Coming up:**

- 2025 President and Mentor elections will take place next Tuesday 26 November.
- Over 50 students will attend swim scheme at Dapto pools next week and the week after.
- Invites to the School Excellence Assembly will go out via School Bytes next Wednesday or Thursday.
- School Excellence Assembly will take place on Tuesday 10 December.
- The School Swimming carnival (2025) will be on Wednesday 11 December.
- Reports will be uploaded to School Bytes on Thursday 12 December.
- Our community Christmas celebration will take place on Friday 13 December.
- Stage 2 will be attending their excursion on Monday 16 December.
- The Year 6 Farewell will be Dec 16 and the graduation assembly the following day.
- We are hoping to advise students of their new classes on Tuesday 17 December. They will spend an afternoon with their new teacher and then be with their 2024 teacher and class on the last day of the year.
- The last day for students will be Wednesday 18 December

### **Other:**

- Mrs Jolliffe returns from maternity leave next Wednesday. She will be covering absent teachers and doing some learning support until the end of the year.
- We have begun planning for ten mainstream classes in 2025.
- Thank you to those who have completed our 2024 parent/carer survey.
- We are looking at having students in Yrs 3-6 have a BYOD program one day a week in 2025. More information will be sent home shortly about this.
- School now resumes for all students on Thursday 6 February.
- Thank you to the P&C for our 2024 purchases!

**Melissa Harding**  
**Principal**

## **CANTEEN REPORT for P&C MEETING – 19 Nov 2024**

- o **New Canteen Guidelines / food safety requirements – deadline 8/12/24**
  - Food Handler Basics Training course for all volunteers – 100% complete and all certificates emailed to P&C mailbox.
  - Food Safety Supervisor course – Steph has completed 12 modules of 22 (requires 100% pass for every assessment at the end of each module). Also completed 2 of 5 case studies. On track to complete all requirements by the end of Nov.
    - *Steph to schedule for early 2025....*
    - Food Safety plan required
    - Record Keeping toolkit to be implemented
    - More thorough volunteer training and new processes will be implemented
- o **NSW Healthy School Canteen Strategy**
  - Menu Renewal approved 11 Nov '24.
    - Steph has requested that school is updated on School Bytes, along with the Great Choice certificate
- o **Kitchen Clean & Pest Control**
  - Allanah has confirmed the school pest control will be booked for December – date still to be confirmed. Nat V and Steph will wipe down all benches, cupboards and drawers following the spray.
  - Term 1 deep clean date to be scheduled and Steph to ask for volunteers
- o **Roster**
  - 2025 Canteen poster is now printed and will go up around the Cola from 20/11, asking for additional volunteers.
  - 2025 volunteer roster is in progress – 90% complete. Steph to post before the end of term 4.
  - 2025 roster for year 6 helpers – Steph working with Emily Markham to finalise. All except 4 x year 5 students want to volunteer
- o **Special events**
  - Canteen closed in Spriggy for Friday 13 Dec for xmas craft and sausage sizzle
  - Wed 11 Dec swim carnival – Year 6, Kindy and some year 1's still at school. Steph to cover this shift.
  - End of term – proposed to open canteen last day of term 4 (Wed 18/12). Steph can alter stock numbers in Spriggy to sell only what we have left to help run down stock for the holidays. Nat V also suggested to open for recess on the last day to sell extra stock – Steph and Nat V will cover this shift and wipe down and sanitise all surfaces before the “walk out”.
  - 2025 P&C driven special canteen days on Thursdays – Steph working with Nat C, Nat V and Janice to lock in dates. Hoping for 1-2 dates per term.
- o **Menu items**
  - Steph emailed Canteen Subcommittee on 11/11/24 with a complete menu cost vs sale price analysis and recommendations for price changes to start 2025.
    - Chantell offered a couple of changes with the Glees, Moosies and Flavoured Milks – Steph has made these changes
    - Chantell approved and Nat V agreed to new pricing prior to the P&C meeting. Jasmine and David also agreed to all new pricing at the P&C meeting.

- Steph to update Spriggy pricing over the holidays and print out a new full menu price list and counter sales price list. Steph to work with Allannah to send out announcement on School Bytes before school returns in Term 1 (new Kindergarten parents/carers only have access to School Bytes from 1<sup>st</sup> day of term)

o **Equipment**

- New freezer arrived 22 Oct '24 – stock a lot more organised in all freezers
- Dishwasher is now installed, not in use though until Steph can source Dishwashing Salt
  - Picture posted on Facebook, Canteen and P&C groups, thanking both Valentino and Rick

o **NEW**

- o Kindy 2025 canteen presentation completed by Steph – Q&A and Spriggy start up sheets handed out to new parents/carers. Allannah to send these out to all parents/carers on SchoolBytes
- o Illawarra Shoalhaven Local Health District Canteen quarterly Catch Up – Steph attending Wed 20/11/24
- o Year 6 helpers for 2024 – Steph suggested a thank you with P&C to provide a Domino's lunch and free drink, approved. Steph to work with Emily Markham to confirm a date, preferably Tue or Thu (non-canteen days). Steph to organise and serve them a drink each at 11am lunch
- o Oven cleaning quote – Steph sent to Executive Committee on 4/11/24. Troy the Oven Cleaner tentatively booked for 31 Jan '25 for \$280 to clean over and 2 pie warmers. Quote and date approved.
- o Food Safety Supervisor – ideally needs to be at every shift, or readily available to contact. There will be a lot more documentation & training required from 2025 and a thorough clean at the end of every shift
- o Steph requested for 10 hours per week to be paid for Canteen Co-ordinator role, with remaining hours to be volunteered. Executive Committee to consider and research award, superannuation, insurance, etc