



FIGTREE PUBLIC SCHOOL
PARENTS & CITIZENS ASSOCIATION MEETING MINUTES
20 August 2024

Jasmine Campbell opened meeting at 7.02pm

Present: Jasmine Campbell (Chair), Stephanie McKeown, Natalie Campbell, Kristy Turner, David Stuart, Mel Harding, Andrew Anthony

Apologies: Natalie Vincent, Chantell Willis, Emma Clayton

Acceptance of the Previous Minutes – 18 June 24

Minutes of the meeting held on 18 June 2024 be accepted. Moved by Jasmine C, Seconded by Natalie C

Amendments to previous minutes

Present at meeting - Eva Thompson

Nat C to be added to manage Facebook page

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	
18/6/2024	Dishwasher install Electrician & Plumber required	Stephanie	20/8/2024	See Canteen report
18/6/2024	Debit cards for P&C purchases	Jasmine	20/8/2024	See Actions arising below re: AusPost card
18/6/2024	Setup Officeworks account	Andrew	20/8/2024	See Actions arising below re: WINC account setup

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)
21/5/2024	Second hand uniform shop Considering Spriggy online for second hand uniform shop.	Natalie	20/08/2024	Need to assess demand for Square and/or Spriggy online

	To be investigated; Check with Brendan at Spriggy if we can setup open ended event and add quantity or consider using newly purchased Square			Carry over to next meeting
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Closed Actions

18/6/2024	Purchase of airfryers	Stephanie	20/8/2024	See canteen report Completed
21/5/2024	Food Safety Supervisor course to be completed Stephanie to complete course with another volunteer – Nat V	Stephanie	20/08/2024	See canteen report

Correspondence – In

- a. Fundraising catalogues
- b. Forwarding of invoices (emails to Treasurer)
- c. Food Handler certificates from canteen volunteers

Correspondence – Out

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

Business Arising from Correspondence

- Nil

Principals' Report – Melissa Harding

See attached report (forwarded by Melissa Harding)

In summary;

- We have students represent our school at both the Dance Festival and Choral Festival.
- Tom P, Peyton C, Zoe K and Neel represented our school at the district Multicultural Public Speaking competition.
- Our boys and girls soccer teams did very well in the state knockout competition. Both teams were defeated in the 5th round.
- 1 SRC visited a local nursing home and enjoyed a craft afternoon with the residents.
- Our whole school were involved in the Backflips against Bullying program for the first time this year.
- Students watched a show and then follow up lessons have been completed in class.
- Banksia students attended a Multi Sports Day at Berkeley.
- We had students represent our school at the Central Wollongong District Athletics Carnival.
- Our Kindergarten students celebrated 100 days of Kindergarten.
- Our 2025 Kinder Transition Program has begun with an information session and tours.
- Last week we inducted our Semester 2 SRC.

Coming up:

- Stage 1 have a Book Week Excursion on Friday.
- Next week we recognise our support and admin staff during SAS Recognition Week.
- Stage 3 are attending an excursion to the theatre on 4 September.

- The first Kinder 2025 play date will take place on Wed 4 September (weather pending)
- We will be celebrating Book Week and Grandparents Day on Friday 13 September.

Other:

- We farewelled Mrs Darby last week. Mrs Vidaic will move into the librarian role for the remainder of the year and Mrs Lisa Parker takes over KV.

Other business arising

Julie Parkinson has contacted Mel – she has stepped down from her role in the 2nd Hand Uniform Shop. P&C to advertise position for volunteers.

Treasurer's Report – Eva Thompson

Andrew stepped down from position between meetings. Eva acting Treasurer.

Eva to provide financial statements.

Account balances:

P&C account \$44,896.60

Canteen account \$35,440.81

Fundraising and Event Report

Fundraising Committee

- Fathers Day stall arranged. Gifts have been wrapped and purchasing has been setup in Spriggy. Volunteers have been arranged for Fathers Day Stall on 29th & 30th August.
- Movie Night booked for Sat 20th September.
His Boy Elroy, Kens Cones, Coffee Van booked.
P&C will also have a Sausage Sizzle. BBQ supplies (sausages, onions etc) will need to be purchased
Payment for tickets to be made through Spriggy. Considering sending wristbands home day prior to gain entry on the night.
Cost agreed at \$10 per family
Considered selling Glow sticks – P&C decided not to pursue
Approval to for movie licensee fee >\$500. Motioned moved by Natalie C and seconded by Eva
- Trivia Night booked for 2nd November
Nicole Porter to assist with running event. More details to follow in coming months
- Fundraising committee discussed feedback from 2023, agreed to have another Christmas raffle 2024 in Term 4

Canteen report

See attached report (provided by Stephanie McKeown)

- Pest control required every 6 months in canteen. School to pay every 12months. Motion P&C to pay 6 months. Moved by Eva T & seconded by Andrew.

- Require new oven (electrical issues). Steph to enquire costs etc and approval to be done between meetings. Moved by Eva T & seconded by Andrew.

General Business / Actions

- WINC account to be established due to cheaper stationary instead of Officeworks. Eva to establish account. Moved by Steph and seconded by Andrew
- P&C bylaws done. Code of Conduct. Petty cash and card procedure completed. To be docusigned and attached to minutes.
- AusPost card. Discussed fees associated with card.
Money will be added to card at the nominated amount, as authorized.
Card will be held at school with sign in / out process.
Andrew suggested a debit card attached to the existing CBA account. P&C agreed AusPost Card will fulfill our purchasing requirements. Motioned by Jasmine, seconded by David.

Meeting closed at 8.32pm

Next meeting: 7pm, Tuesday 17th September 2024

P&C Meeting 20 August 2024

Principal's Report

Since the last meeting:

- We have students represent our school at both the Dance Festival and Choral Festival.
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Other:

- We farewelled Mrs Darby last week. Mrs Vidaic will move into the librarian role for the remainder of the year and Mrs Lisa Parker takes over KV.

Melissa Harding
Principal



FIGTREE PRIMARY SCHOOL
Canteen Account Reconciliation - July 2024

Cashbook Balance as at 29 June 2024		\$30,958.00
Add Income July 2024	\$	\$9,065.10
		<hr/>
	Sub Total	\$9,065.10
Less Expenses July 2024	\$	\$6,198.96
		<hr/>
	Sub Total	\$6,198.96
Cashbook Balance as at 31 July 2024		<u><u>\$33,824.14</u></u>
Bank Statement as at 31 July 2024		<u><u>\$33,824.33</u></u>



Report from 30/06/2024
Report to 31/07/2024

Opening balance \$30,958.19
Closing balance \$33,824.33
Currency AUD

Account name: FIGTREE PRIMARY SCHOOL CANTEEN

Account number: 264410080073

Date	Transaction Detail	Debit	Credit	Balance
30/07/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		877.54	33,824.33
30/07/2024	COIN MACHINE DEPOSIT \$141.45 Branch FIGTREE		141.45	32,946.79
30/07/2024	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS canteen		150.00	32,805.34
19/07/2024	Direct Credit 301500 Figtree Primary Com Air Fryer	358.92		32,655.34
09/07/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		968.12	33,014.26
02/07/2024	Direct Credit 421520 Spriggy Schools Spriggy Schools		6,860.30	32,046.14
01/07/2024	Credit Interest		67.69	25,185.84
30/06/2024	Transfer To Borgo CommBiz Balance to June 26/06/2024 Balance to June 26/06/2024	4,990.04		25,118.15
30/06/2024	Direct Credit 301500 Figtree Primary Com Harvey Norman	850.00		30,108.19
No. of transactions		3	6	
Total debits				\$6,198.96
Total credits				\$9,065.10

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 - Jul 2024

Cashbook Balance as at 30 June 2024		\$46,813.07
Add Income July 2024	\$	\$1,298.78
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	Sub Total	\$1,298.78
Less Expenses July 2024	\$	\$1,254.81
		<hr/>
	Sub Total	\$1,254.81
		<hr/>
Cashbook Balance as at 31 July 2024		<u>\$46,857.04</u>
		<hr/>
Bank Statement as at 31 July 2024		<u>\$46,857.04</u>



Report from 30/06/2024
Report to 31/07/2024

Opening balance \$46,813.07
Closing balance \$46,857.04
Currency AUD

Account name: FIGTREE PRIMARY SCHOOL P & C ASSOC

Account number: 264410125657

Date	Transaction Detail	Debit	Credit	Balance
30/07/2024	COIN MACHINE DEPOSIT \$272.00 Branch FIGTREE		272.00	46,857.04
30/07/2024	CASH DEPOSIT CBA ATM FIGTREE C NSW 264403 AUS pie drive		910.00	46,585.04
19/07/2024	Direct Credit 301500 Figtree Primary Com MB9681	700.00		45,675.04
19/07/2024	Direct Credit 301500 Figtree Primary Com 33931	553.96		46,375.04
15/07/2024	COMMBIZ FEES TRANS FEES-0375838	0.30		46,929.00
15/07/2024	(T) COMMBIZ FEES TRANS FEES-0375838	0.55		46,929.30
01/07/2024	Credit Interest		116.78	46,929.85
No. of transactions		4	3	
Total debits				\$1,254.81
Total credits				\$1,298.78

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CANTEEN REPORT for P&C MEETING – 20 Aug 2024

- Canteen Audit
 - Jasmine and Steph working through all audit requirements
- NSW Healthy School Canteen Strategy – Menu Check Renewal
 - Signed by Mel Harding and submitted on 30 July '24. Waiting for an update from HFIS (Healthy Food Information Service). When the menu has been accredited, the report will be sent to Rosi (Health Promotion Officer), Steph and FPS admin email. Rosi advised this can be a slow process.
- New Canteen Guidelines
 - We have until 8/12/24 to comply with new food safety requirements.
 - P&C has approved 2 x FSS (Food Safety Supervisor) courses. Steph and Nat V have volunteered. Steph has spoken with the Australian Institute of Food Safety who is emailing information re course details and how to set up a business account, this will give us 10% off the course, normally \$199.95 per person and they can issue an invoice. Once paid we can have access to the course. NSW is the only state to have an extra charge of \$30 pp for a NSW Food Authority Certificate. (\$210 pp all up). Once received, Steph to forward the email to Eva to initiate the set up.
 - Food Handler Basics Training required (online 1 hour test with 7 training modules). Steph has posted details in our canteen Facebook group asking all active volunteers to complete by 31/10/24 and forward a copy of the certificate to the P&C email.
- Kitchen Clean & Pest Control
 - Steph, Nat V, Eva & Kristy put together a detailed cleaning schedule at the start of term 3. Steph to type up, laminate and display on the canteen cork board. Steph to also post date for the start of term 4 clean, asking for volunteers.
 - Steph checked with Allanah for another pest spray at the end of term 3. The last one was end of term 1. Allanah advised it's roughly every 12 months but will ask assets and see what they say. Eva asked if canteen can still be sprayed every 6 months, so P&C will cover the cost on an annual basis. Mel asked if we could hold off until Allanah's response. Steph to show Eva holes and gaps in ceiling (that the pest spray guy pointed out) – he believes this is where most of the cockroaches are coming from.
- Fridge/freezer stands
 - Nat V working with her brother in law Logan, he is a metal fabricator to get a quote for 5 new metal stands, using existing castors. He now has the dimensions, will look at his scrap material & get back to us.
 - Nat V has reached out to Sheree S at OOSH to ask what their set up is at Figtree Heights. They were not aware of any such regulations and use the fridge/freezer wheels to move appliances out for cleaning.
 - P&C aware there is not a great sense of urgency to complete the metal stands as the council auditor was more than happy with the very clean state of our kitchen, however would still like the metal stands to be made and this item kept on the agenda.
- Special events
 - Friday 13 September – school advised canteen will close for Book Week parade and grandparents day (Steph has closed off Spriggy and advised affected volunteers). School to decide where proceeds from day will go.

- Roster
 - Roster amended for terms 3 & 4 with new volunteers and replacements for Chantell, Bec, Jen and Talia.
 - Steph now keeping all amendments together in a “featured” post in the canteen Facebook group. This system is working well.
 - When 2025 roster is created, we will add special events and cleaning days.
 - Thank you letter to be sent to all parents of year 6 canteen helpers for terms 1 & 2 - Steph still working on this
- Banking
 - Bank has reopened at Figtree and deposit & coin machines are new so working a lot better.
 - Steph has made up a new P&C Special Event form to record takings and also a new form to collate everything that is banked on a given day, includes both P&C Events and Canteen daily takings.
 - Steph to make a new daily takings form for the canteen and write up the process for volunteers. This form is very outdated.
 - Steph happy to do banking until next AGM, then would like to handover. Nat V happy to be trained as a back up until this time.
- Menu items
 - Steph about ½ way through cost vs sale price analysis. Jasmine mentioned in Jun '24 P&C meeting to look at a price rise at the start of 2025.
 - Subcommittee have decided to remove the 6 chicken fingers option from Spriggy and leave the 3 x option only. This will reduce our “Occasional” items, allowing room to start ordering Frozen Yoghurt Watermelon & Mango.
 - Subcommittee have decided to add Cheese Pizza Muffins to Spriggy (currently only sold as counter sales). If they are more popular than the Cheese Pizza Slab, we would like to also phase out this item. This would delete another “Occasional” item and add an “Everyday” item with the Cheese Pizza Muffin.
- Equipment
 - Fire blanket and fire extinguisher have missed the last 2 checks. Allannah is following this up. 16/8 booked. Steph noticed checks not completed on 20/8.
 - Rick (volunteer Plumber) when scoping the installation for dishwasher, noticed the sink for hand washing, pipe was bulging and rusting. Steph advised Allannah immediately, a work order was raised, and it was fixed c/o the department the next day.
 - 2 x new air fryers have been set up this week. Request to dispose of the old white air fryer. Broken basket. Approved.
 - Request to dispose of the slushy machine and old printer – both broken. Approved.
 - Nat V to possibly donate a second hand laptop to the canteen. Current laptop is starting to display lines across the screen when turned on. She has given it to Andrew today to look at. Andrew believes this is too old and will donate his own laptop.
 - DISHWASHER – installation delayed due to...
 - Eva confirmed there is an approximate 5cm concrete slab under all the kitchen cupboards – hidden by the skirting boards, so the dishwasher will not fit in any of the cupboard spaces. Steph suggested moving the oven to

where the right hand pie warmer sits and put the dishwasher in the place of the oven. Move pie warmer to the back of the drinks fridge.

- Ash Boyle's husband Rick is happy to volunteer his plumbing skills for the installation. Advised we will pay for materials if required. He has been in to scope the job and agreed if we put dishwasher in the place of the oven, it should be all quite straight forward for the plumbing.
- Awaiting Valentino (year 1 parent/electrician) to quote on materials only and availability to complete the work. He needs to change out the 10amp electrical socket to 15amp and also run another lead from the ceiling to connect the pie warmer, behind the drinks fridge.
- Eva has tested and tagged all electrical equipment in the canteen. Due again in 12 months. During checks, discovered the oven electrical plug is turning black and starting to rust. It appears the plug has been changed before and this may be a reoccurring issue. Canteen subcommittee discussed possibly of looking at a non-commercial oven that can fit in the cupboard (where the dishwasher was going to go). P&C approved a new 10amp oven, Steph to get quotes. Amount to be approved in between P&C meetings by the Executive Committee. Eva to change out oven plug urgently.
- Steph to follow up with maintenance company (sticker on the oven) to ask if they have a call out fee for servicing the pie warmers. Also ask for quotes for new pie warmers – is it more cost effective to get new rather than repair? Temperatures vary a lot in both warmers.
- Winc stationery – Jasmine not comfortable using Eva's work account, but happy with Winc as a supplier rather than Office Works. Eva to investigate opening a new account for the P&C.