



FIGTREE PUBLIC SCHOOL

PARENTS & CITIZENS ASSOCIATION MEETING MINUTES

20th May 2025

Jasmine opened the meeting at 7:05pm

Present: Jasmine Campbell, Natalie Campbell, Anastasia Prenzoski, Georgette Stanton, Natalee Vincent, Sian Bennett, Sarah Grimm, Bec Walshe-Smith, Mat Smith, Sam Ackroyd, Steph McKeown, Chiara Thompson, Paulette Sewell, Allanah Smyth, Melissa Harding, David Stuart, Chantell Willis

Apologies: Eva Thomspon, Kelly Sparkes

New financial Members as of 20/5/2025:

Anastasia Prenzoski
Georgette Stanton
Sian Bennett
Mat Smith
Sam Ackroyd
Chiara Thompson
Paulette Sewell

Acceptance of the Previous Minutes

Minutes from March meeting to be sent out with May Minutes, to be accepted via email.

Actions from Previous Minutes

P&C Public Facebook page – Social Media policy finalised and ready to go. P&C agreed to proceed with this, with the knowledge that appropriate moderation procedures are in place and there are benefits for reaching more of the community as well as acknowledging sponsors. **Nat C to continue with setting this up.**

Parent Feedback Survey – Carry over, re-vist later in the year in preparation for 2026.

ACNC – Cannot update details as Exec roles remain vacant. Roles to be filled moved to later in agenda.

Old records followed up with P&C Federation. Not resolved yet.

Closed items:

Winc account closed
Jana happy to continue with Recycled Uniform Shop

Correspondence in:

Fundraising catalogues
Mother's Day Stall parent contact – resolved
Event notification confirmation for trivia night
Invoices

Principal's Report – Melissa Harding (see attached document)

Fundraising Report – Natalie Campbell

Mother's Day Stall

Spriggy: 336 gifts sold online

\$5 x 215

\$10 x 121

Cash taken $\$963.85 + 165 = \$1,128.85$

Total income: \$3413.85

Total spent: \$ 1274.16

TOTAL PROFIT: \$2139.69

Will purchase more gifts for next year. Questions raised about whether the older children can purchase first next time? This is coordinated by the school and will be trialled for the Father's Day Stall.

Trivia Night this Saturday. Several tables still to be finalised. Continue with Hundred Club as an alternative for those who cannot attend.

Ongoing issue of volunteer availability. Will trial advertising the specific aim of each fundraiser in advance.

Father's Day stock to be purchased this week.

Treasurer's Report - David Stuart (See financial statements attached)

General account \$24000, paid out \$18000 to Wishlist

April \$3400 raffle and recycled Uniform (\$1800 paid out to Mastercard)

Canteen March \$6800 banked, paid \$22000 (\$20000 to General P&C account)

Canteen Account currently \$33000

General Account currently \$53000 minus amount approved for current Wishlist – awaiting invoice for same

Budget to present at next meeting to guide us over next 12 months

Canteen Report – Steph McKeown (see attached document)

2 volunteers unable to continue due to work commitments. Thank you Eva and Daniela for your efforts in the canteen.

1 Volunteer starting

Sushi Day Thanks to Janice and Christine 159 units sold, \$269 profit

Quarterly deep clean completed Thankyou Nat V and Mandy

Troy the Oven Cleaner Donation – currently providing crunch and sip for children who do not have access. May look into a more cost effective supplier for same.

Looking into options for Wifi for canteen computer – **David/Allanah to ask Eva regarding arrangement for payment**

Kmart donation of microwave – now installed. Old microwave currently a trip hazard and will need to be removed. **Executive aware of same and will follow up.**

General Business

NSW ports Grant Application lodged regarding hall upgrades

Canteen Coordinator role (see reports) with thanks to the Exec and Steph

- Special meeting scheduled in 2 weeks 3rd June 7pm in school staff room to vote on the paid position and finalise the plan going forward for this. All financial members present will be entitled to vote.
- Forming new subcommittee to develop a plan for employing a canteen coordinator
- Questions to be sent through to the P&C email to be passed on to the subcommittee who will present answers at the special meeting
- Subcommittee Members: Bec Walshe-Smith, Steph McKeown, Sarah Grimm, Anastasia Prenzoski, Georgette Stanton, Natalee Vincent, Paulette Sewell, Natalie Campbell, Jasmine Campbell, Sian Bennett, Chantell Willis

Lowes vouchers – Allanah moves P&C approve purchase of 10 x \$25 vouchers from Lowes to be distributed by the school to families as needed, Seconded by Nat C, carried unanimously.

David to purchase and provide to the school ASAP.

Vacant Executive Positions

Anastasia nominated Mat for Vice President – accepted and elected unopposed

Allanah nominated Nat C for Vice President – accepted and elected unopposed

Jasmine nominated Chantell for Minutes Secretary, with the understanding VPs manage the email account – accepted and elected unopposed

Minutes will be provided for signing to the school office ASAP for submission to ACNC and P&C Federation.

Outgoing President Jasmine Campbell		Incoming President Jasmine Campbell	
Outgoing Vice President Eva Thompson		Incoming Vice President Mat Smith	
Outgoing Vice President		Incoming Vice President Natalie Campbell	
Outgoing Treasurer David Stuart		Incoming Treasurer David Stuart	
Outgoing Secretary Kirsty Turner		Incoming Secretary Chantell Willis	

Meeting closed 9:02pm